REQUEST FOR PROPOSALS
Professional Employer Organization Services – RFP No. PEO 2026-27
Alliance of Community Assistance Ministries, Inc. (ACAM)
RFP Release Date: 6/29/2026
Proposal Due Date: 7/27/2026
Anticipated Contract Start Date: 9/1/2026

RFP TIMELINE

Official Release Date: Monday, June 30, 2026 Full RFP posted at: https://acamweb.org/funding-vendor-opportunities/
Optional RFP Conference August July 9th, 202610:00 am-11:00 am
Zoom Conference link: https://us02web.zoom.us/meeting/register/7yuppxTYR1eBt1s6JNp6rQ
RFP Questions Due by July 14, 2026, at 12 PM CDT
Please submit questions in writing to Anuja Deshpande at
admin@acamweb.org
Anticipated Website Release Date of ACAM answers to written questions received: July 15, 2026 at 5:00 PM CDT
Proposals Due: July 28, 2026 at 12:00 PM CDT
Anticipated Preliminary Award Announcements: August 11, 2026
Internet website where addenda and answers to questions will be posted at https://acamweb.org/funding-vendor-opportunities/

Responses to this request for proposals should be emailed to:

ACAM Grants & Contracts Manager
Anuja Deshpande at
admin@acamweb.org

The proposal cover sheet must be signed and dated by an authorized representative of the proposing organization

Late proposals will NOT be accepted. Proposals must be received by the due date and time.

If all or any portion of a response submitted is received late or is otherwise non-responsive due to equipment failure or operator error, the response or the applicable portion of the response will not be considered. In addition, ACAM is not liable for equipment failure or operator error.

Contents

PART 1- GENERAL INFORMATION

1. Summary

Alliance of Community Assistance Ministries, Inc. ("ACAM") is seeking proposals from qualified Professional Employer Organizations ("PEO" or "Contractor") to provide comprehensive human resources, payroll, employee benefits administration, compliance support, workers' compensation, risk management, HR technology, and related employer services.

ACAM is issuing this Request for Proposals ("RFP") to identify a PEO partner with the relevant experience, financial stability, service capacity, compliance knowledge, and technology platform necessary to support a nonprofit organization operating in a grant-funded environment. ACAM operates in a complex, grant-funded environment with multiple programs, funding streams, partner relationships, and reporting requirements. Accordingly, the selected PEO must demonstrate the capacity to support accurate payroll processing, grant and program-level payroll allocation reporting, employee documentation, labor compliance, benefits administration, and audit-ready recordkeeping.

ACAM expects the selected PEO to function as a strategic service partner that can provide timely day-to-day support while also helping ACAM strengthen its HR, payroll, compliance, and benefits infrastructure.

2. Organizational Background

Alliance of Community Assistance Ministries, Inc. is a nonprofit organization with a mission to advance collaboration to create community-wide solutions for thriving nonprofits, neighborhoods, and families. ACAM works with a network of community-based organizations, public partners, funders, and service providers to strengthen regional capacity and support programs that address community needs.

ACAM administers and supports programs that include, but are not limited to, workforce development, benefits assistance, housing stability, homelessness prevention, emergency assistance, collaborative capacity-building, and other community-based initiatives. Many of ACAM's programs are funded through federal, state, local, philanthropic, or private grant sources. As a result, ACAM must maintain strong documentation, accurate payroll and benefits records, compliant personnel practices, and reliable reporting systems.

ACAM is seeking a PEO that understands the operational realities of nonprofit organizations, including funder compliance requirements, cost allocation, grant-specific payroll reporting, employee timekeeping, and the importance of audit-ready documentation.

3. Purpose Of The RFP

The purpose of this RFP is to solicit proposals from qualified PEO providers that can deliver a comprehensive, integrated solution for ACAM's employment administration needs. ACAM is interested in a partner that can provide high-quality support in the areas of payroll, benefits, HR compliance, workers' compensation, employee onboarding, employee relations guidance, HR technology, reporting, and risk management.

The selected vendor should be capable of supporting ACAM's current workforce as well as future growth. ACAM expects the PEO to provide consistent service, clear communication, transparent pricing, accurate payroll and tax administration, legally compliant practices, and accessible reporting. The PEO must also be able to support ACAM in meeting internal management needs, Board-level oversight needs, grant compliance requirements, and external audit requests.

4. Start Date And Contract Term

The Alliance of Community Assistance Ministries, Inc. (ACAM) hereby requests proposals from offerors to perform PEO services, as described in the RFP, for a one-year period, with the potential of being extended up to four (4) additional years. Contract may be renewed for subsequent time periods by mutual written agreement. The one-year period is expected to begin **September 1, 2026**. We invite organizations to submit a proposal by **July 27, 2026, by 12:00 pm**, for consideration. Proposals will be held in confidence and not released in any manner until after the contract(s) are awarded. Payments on contract(s) will be made on a fee for service. A payment schedule will be negotiated with selected contractor(s). ACAM reserve the right to offer a contract award greater or less than the amount requested in the proposal.

5. Minimum Vendor Qualifications

Respondents must meet the following minimum qualifications to be considered:

The respondent must be legally authorized to provide PEO services in the jurisdictions in which ACAM employees work (TEXAS).

The respondent must demonstrate financial stability, adequate insurance coverage, strong internal controls, and the ability to meet payroll, tax, benefits, and workers' compensation obligations. Preference will be given to respondents that are IRS-certified as Certified Professional Employer Organizations (CPEO), or ESAC-accredited.

The respondent must provide a secure HR technology platform and must be able to provide accurate, exportable reports needed for payroll reconciliation, grant reporting, audit support, and management review.

The respondent must be able to provide dedicated or clearly assigned service support and must demonstrate a history of responsive client service.

6. Reservation Of Rights

ACAM reserves the right to reject any or all proposals, waive informalities or irregularities, request clarification or additional information, negotiate with one or more respondents, modify the RFP timeline, cancel this solicitation, or award a contract in the best interest of the organization.

Issuance of this RFP does not obligate ACAM to award a contract or pay any costs incurred by respondents in preparing or submitting a proposal.

PART 2 - SCOPE OF SERVICES

The selected PEO shall provide comprehensive services to support ACAM's human resources, payroll, benefits, compliance, and employment administration functions. Respondents should clearly describe their ability to provide each service area listed below and should identify any services that are outsourced, provided by affiliates, or subject to additional fees. Please use the Scope Of Service Checklist to respond to this section.

1. Payroll Administration

The PEO shall provide accurate and timely payroll processing for all eligible ACAM employees in accordance with applicable federal, state, and local laws. Payroll services shall include the calculation and processing of wages, salaries, deductions, taxes, garnishments, benefit deductions, retirement contributions, paid time off, reimbursements if applicable, and other payroll-related items.

The PEO must be able to support multiple pay types, including exempt salaries, non-exempt hourly wages, overtime, stipends if applicable, bonuses if approved, retroactive adjustments, leave payouts, and other earnings categories. The PEO should have payroll review process, payroll approval workflow, correction process, off-cycle payroll capability, and timeline for submitting payroll changes.

The PEO shall be responsible for applicable payroll tax administration, including withholding, depositing, reporting, and filing payroll taxes, as applicable under the proposed service model. The proposal must clearly say whether payroll is processed under the PEO's Employer Identification Number or ACAM's Employer Identification Number and must clearly describe the allocation of responsibilities for payroll tax compliance.

The PEO must provide ACAM with access to payroll registers, payroll journals, employee-level payroll reports, tax reports, deduction reports, PTO reports, workers' compensation reports, benefits deduction reports, and other payroll documentation needed for financial management, grant reporting, audit support, and reconciliation. Reports must be exportable to Excel or other commonly used formats.

2. Program Cost Allocation Reporting

Because ACAM operates in a grant-funded environment, the selected PEO must be able to support payroll reporting that allows ACAM to allocate payroll and related costs by program, grant, department, project, location, employee, pay period, and other cost centers as needed including the allocation of PTO by program.

The PEO should have ability to capture, import, or report employee time and labor allocations. If the PEO provides timekeeping functionality, the PEO should be able to provide the process for employees and supervisors to enter, approve, and modify time. If ACAM uses a separate timekeeping or allocation process, the PEO must be able to support payroll data export and reconciliation with ACAM's internal allocation records.

The PEO must be able to provide detailed payroll reports that support funder reimbursement requests, monthly expense reports, payroll allocation worksheets, closeout reports, and audit documentation. ACAM will require reports that show gross wages, employer payroll taxes, employer benefits costs, retirement contributions, workers' compensation costs, and administrative fees by employee and pay period.

The selected PEO must understand that nonprofit grant compliance often requires detailed backup documentation and may require ACAM to demonstrate that payroll costs are reasonable, allocable, properly approved, and supported by adequate records.

3. Human Resources Administration

The PEO shall provide HR administration support, including employee onboarding, employee data management, employee file maintenance, policy guidance, job classification support, employee handbook support, personnel forms, separation processing, and general HR advisory services.

The PEO should provide guidance on HR best practices and applicable employment requirements. This should include support for employee classification, exempt and non-exempt status review, wage and hour considerations, leave administration, performance documentation, disciplinary actions, termination procedures, employment verification, and other employment matters.

The PEO should describe the level of HR support included in the base fee. The proposal should identify whether ACAM will have a dedicated HR representative, a service team, a general call center, or some combination of these. The proposal should also describe expected response times, escalation procedures, availability for urgent matters, and whether HR advisory support is provided by certified HR professionals or employment counsel.

4. Employee Benefits Administration

The PEO shall provide access to and administration of employee benefit plans. Benefits must include medical, dental, vision, and may include life insurance, accidental death and dismemberment coverage, short-term disability, long-term disability, employee assistance program, flexible spending accounts, health savings accounts, retirement plan options, commuter benefits, voluntary benefits, and other offerings.

The PEO must provide material for all benefit options available to ACAM and its employees, including plan designs, carriers, employer contribution options, employee eligibility rules, waiting periods, enrollment timelines, open enrollment support, qualifying life event processing, COBRA administration, and employee communication support.

The proposal should clearly identify whether benefit plans are sponsored by the PEO, ACAM, a third-party carrier, or another entity. The proposal must also disclose whether the PEO or any affiliate receives broker commissions, administrative fees, carrier compensation, or other compensation related to benefit plans.

The PEO should provide sample benefit summaries, employee contribution examples, employer cost projections, renewal methodology, historical renewal trends if available, and any assumptions used in pricing. Benefits pricing must be transparent, clearly explained, and easy to evaluate.

5. Retirement Plan Administration

If the PEO offers access to a 401(k), 403(b), or other retirement plan, the proposal must briefly describe the plan structure, plan sponsor, trustee, recordkeeper, investment platform, administrative fees, employee eligibility, employer contribution options, vesting options, fiduciary responsibilities, and required employee disclosures.

The PEO should explain the retirement plan options available to ACAM, including whether ACAM can keep its current plan, move to a PEO-sponsored plan, or choose not to use the PEO's retirement plan.

6. Workers' Compensation and Risk Management

The PEO shall provide workers' compensation coverage or administration, as applicable under the proposed service model. The proposal must identify the carrier, coverage structure, policyholder, applicable rates, claims process, experience rating treatment, deductible structure if applicable, and any safety or risk management services included.

The PEO must be able to provide process for workplace injuries reporting, claims management, return-to-work processes, and communication to ACAM about claims affecting its workforce. The PEO should also clarify whether it provides workplace safety training, risk assessments, OSHA guidance if applicable, and claims trend reporting.

7. Employment Compliance Support

The selected PEO must provide compliance support related to federal, state, and local employment requirements. This may include support related to wage and hour laws, payroll tax compliance, new hire reporting, Form I-9, E-Verify if applicable, employment eligibility verification, workplace postings, anti-discrimination requirements, harassment prevention, leave laws, unemployment claims, workers' compensation, benefits notices, COBRA, ACA reporting, and other employment-related compliance areas.

The PEO should be able to provide its process for monitoring legal and regulatory changes and communicating relevant updates to clients. The PEO should also describe the extent to which it provides legal advice versus general compliance guidance. If legal advice is not included, the PEO should state that clearly.

8. Leave Administration and PTO Tracking

The PEO shall provide tools and support for tracking paid time off, holidays, sick leave, unpaid leave, protected leave, and other leave categories. The system should allow employees to request leave, supervisors to approve leave, and ACAM administrators to monitor balances and usage.

The PEO should provide leave balances calculations, accrual policies configuration, negative PTO balances handling, leave payouts processing, and leave reports generation. The PEO should also clarify if support is available for FMLA, ADA accommodation processes, military leave, jury duty, bereavement leave, and other leave situations.

9. Employee Onboarding and Offboarding

The PEO must provide an efficient onboarding process for new employees, including offer letter support if requested, employee data collection, tax forms, direct deposit setup, benefit enrollment, handbook acknowledgment, policy acknowledgments, Form I-9, employment eligibility verification, and required notices.

The PEO must also support offboarding, including final pay guidance, benefits termination, COBRA notices, PTO payout calculations if applicable, system access termination support, unemployment claim support, and separation documentation.

10. HR Technology Platform

The PEO shall provide a secure HR technology platform that supports payroll, employee records, benefits enrollment, timekeeping if included, PTO tracking, reporting, document storage, employee self-service, manager self-service, and administrative access.

The platform should have functionality for user roles, reporting capabilities, mobile access, integration options, data export capabilities, document management, audit logs, security controls, and system availability. The PEO should identify whether the platform is proprietary, licensed from a third party, or integrated with other systems.

The platform should allow ACAM to access records and reports without unnecessary delays. ACAM must retain the ability to obtain its own payroll, personnel, benefits, and compliance records during the contract term and after contract termination.

11. Employee Relations and Performance Management Support

The PEO should provide support for employee relations matters, including performance concerns, corrective action, workplace complaints, policy interpretation, workplace conduct issues, investigations, and separation decisions. ACAM may request PEO to provide templates, coaching, investigation support, documentation review, and termination risk guidance.

12. Training and Employee Development

The PEO should briefly describe available training resources for employees, supervisors, and administrators. Training may include harassment prevention, workplace conduct, cybersecurity awareness, safety, supervisor skills, wage and hour basics, leave management, performance management, nonprofit HR practices, and compliance-related topics.

The PEO should identify which training resources are included in the base fee and which require additional payment.

13. Unemployment Claims Support

The PEO shall provide unemployment claims administration support, including response preparation, claims documentation, hearings support if applicable, and reporting. The proposal should clearly identify whether unemployment taxes and claims are handled under the PEO's account, ACAM's account, or another arrangement.

14. Reporting and Audit Support

The PEO must have ability to provide timely and accurate reports needed for ACAM's internal accounting, grant reporting, annual audit, funder monitoring, insurance review, and Board oversight.

At minimum, the PEO should be able to provide payroll registers, employee census reports, benefit enrollment reports, invoice details, employer tax reports, workers' compensation reports, PTO reports, deduction reports, retirement contribution reports, employee status reports, wage and tax statements, and year-end payroll documentation. The PEO must respond promptly to reasonable audit documentation requests.

The PEO must mention whether the reports can be customized and exported to Excel. PEO must also clarify if there is the capacity to create highly customized reports and the cost creating specialized payroll reports.

15. Implementation and Transition Services

The PEO should be able to provide a clear and structured implementation plan. The plan should include a timeline, assigned implementation team, data requirements, system configuration steps, payroll parallel testing, employee communication plan, benefits transition plan, training schedule, and go-live support.

The PEO must provide transition support for ACAM from its current provider or internal system to the new PEO platform with minimal disruption. The PEO should identify risks, dependencies, required ACAM staff involvement, and the expected timeline for implementation and communicate to ACAM accordingly.

The PEO is responsible for ensuring accuracy of employee data, payroll history, PTO balances, benefits elections, deductions, tax setup, and reporting configurations before the first live payroll.

PART 3 - PROPOSAL PREPARATION & SUBMISSION

1. Response Requirements

Proposals must follow the order below and include enough detail for ACAM to evaluate the respondent's qualifications, services, pricing, reporting capacity, implementation approach, and overall fit. **Responses must be provided through proposal and clearly labeled attachments, as applicable, using 12-point font**. If attachments are used to fulfill a response requirement, the proposal must identify which requirement each attachment addresses. For example, current benefits materials may be included to support the d. Scope of Services - Benefits Administration section.

a. Cover Sheet: The proposal must include a cover sheet signed by an authorized representative of the respondent. The respondent must use the cover sheet attached at the end of this RFP.

b. Table of Contents: Include a clear identification of the material included in the proposal by section and page number.

c. Company Qualifications: The proposal must describe the respondent's experience serving nonprofit organizations, grant-funded organizations (both public and private), human/social service agencies, coalitions, or comparable entities. The respondent should describe its understanding of nonprofit payroll, restricted funding, cost allocation, audit documentation, grant reporting, and funder compliance needs (2 CFR 200). The responses must include a positive commitment to perform the work within the specified time period.

d. Scope of Services Response: Respondents must use the **Scope of Services Checklist** attached with this RFP and use current company relevant materials to meet the narrative requirements. The response should clearly distinguish between services included in the base fee, services available for an additional fee, services provided by third parties, and services not offered.

e. Service Model and Account Management: The proposal must describe the respondent's client service model. The respondent should describe how service quality is measured and how client concerns are escalated.

f. Pricing Proposal: The respondent must provide a complete and transparent pricing proposal. Pricing must include all fees, assumptions, and exclusions. The respondent must clearly explain whether administrative fees are calculated as a flat fee, per employee fee, percentage of payroll, or another method. The respondent must also disclose whether fees are subject to annual increases and how such increases are calculated. Respondent may use Attachment 2.

g. Data Security and Confidentiality: The proposal must describe the respondent's data security policy including, how employee personally identifiable information, payroll data, tax data, benefits data, and other confidential information will be protected. The respondent must also disclose whether data is stored or accessed outside the United States.

h. Attachments: Response to this RFP must include the following documents and certifications
    1. PEO Certification, Accreditation, and Registration: The respondent should provide supporting documentation. (Certified Professional Employer Organization (CPEO), ESAC accreditation).
    2. Pricing Reply: A representative who is authorized to contractually bind the Proposer must complete, sign and submit this attachment.
    3. List of Subcontractor(s): Attach a list of subcontractors who will perform work on this engagement under your organization's direction and supervision. Form should be completed, signed and attached by authorized individual for Proposer.
    4. W9 Form: Complete and submit a W9 form for your organization.
    5. References: The respondents must provide at least three client references, preferably from nonprofit organization, or organizations of similar size and complexity. References should include organization name, contact person, title, email address, phone number, length of relationship, and services provided.

2. Proposal Submission Instructions

Questions or queries about RFP are due by July 14, 2026, at 12 PM CDT via email to at admin@acamweb.org.

Proposals must be submitted electronically in PDF format by **12 pm CDT on July 28, 2026,** to:

Anuja Deshpande
Grants & Contracts Manager
Alliance of Community Assistance Ministries, Inc. (ACAM)
admin@acamweb.org

The email subject line should read: **Proposal for RFP No. PEO 2026-27: Vendor Name.**

Late proposals or proposals in mail will not be considered. ACAM is not responsible for technical difficulties, transmission delays, or incomplete submissions.

3. Confidentiality

All materials submitted in response to this RFP may become part of ACAM's procurement records. Respondents should clearly identify any information they consider confidential or proprietary. ACAM will make reasonable efforts to protect confidential information but cannot guarantee confidentiality where disclosure is required by law, funder requirements, audit requirements, or organizational governance obligations.

PART 4 – COMPLIANCE

1. Required Disclosures

Respondents must disclose any actual, potential, or perceived conflicts of interest related to this solicitation or the provision of services to ACAM.

Respondents must disclose any litigation, regulatory action, tax compliance issue, bankruptcy, debarment, suspension, material complaint, or government investigation within the past five years that may be relevant to ACAM's evaluation of the respondent's qualifications or reliability.

Respondents must disclose any material service failures, payroll tax issues, benefits funding issues, workers' compensation coverage lapses, data breaches, or client termination disputes within the past five years.

Respondents must disclose whether any services will be provided by subcontractors, affiliates, brokers, insurers, technology vendors, or other third parties. (Attachment 3)

2. Compliance With Laws And Policies

The selected PEO shall comply with all applicable federal, state, and local laws, regulations, and requirements related to the services provided. This includes, as applicable, laws related to employment, payroll taxes, wage and hour requirements, benefits, workers' compensation, unemployment insurance, employee records, discrimination and harassment, leave administration, privacy, data security, and nonprofit compliance.

The selected PEO must also support ACAM's compliance with grant-funded program requirements to the extent such requirements relate to payroll documentation, employee records, compensation records, time and effort reporting, benefits costs, and audit support.

Upon request, the respondent should be able to provide evidence of insurance coverage, including workers' compensation, employment practices liability insurance, errors and omissions/professional liability, cyber liability, general liability, crime/fidelity coverage, and any other relevant coverage.

3. Nonprofit And Grant Compliance Considerations

ACAM expects the selected PEO to recognize that payroll and HR costs may be charged to restricted grants and must therefore be supported by adequate documentation. Payroll reports must be sufficiently detailed to allow ACAM to reconcile charges, allocate costs, respond to funder inquiries, and support annual audits.

The selected PEO should understand that funder monitoring may require ACAM to produce payroll registers, time and effort documentation, benefits records, proof of payment, personnel policies, employee classifications, and documentation supporting payroll-related charges. The PEO must provide timely access to such records.

PART 5 - EVALUATION, NEGOTIATION, AND SELECTION

1. Evaluation:

A designated committee evaluates each proposal in confidence and based on stated criteria. Points will be assigned for stated evaluation factors. A cost/price analysis will be conducted, and qualitative technical factors will be evaluated that include but are not limited to:

a. Appropriateness, thoroughness, quality of the proposed service plan
b. Provider experience and demonstrated knowledge of the nonprofit grant-funded organizations
c. Capacity to produce complex payroll allocation reports based on programs and other cost centers.
d. Comprehensiveness of benefits offered and employer choice to determine employer sponsored versus employee voluntary benefits participation as well as ability of employer to select and change the employer selection contribution annually
e. Cost of PEO services including set up fees, administrative fees, EPLI per employee and any other fees
f. Comprehensiveness of HR capacity including human resource management, benefits administration, workers compensation management, legal services, risk mitigation, employee training and more.
g. Effectiveness of the technology platform in supporting benefits administration, onboarding, reporting, system integration, mobile access, and employee self-service.
h. PEO Certification, Accreditation, and Registration

2. Negotiation:

Negotiations may be undertaken with offerors to achieve best and final offers. All negotiation procedures will be documented

3. Selection:

Contracts must be awarded to responsible organizations whose proposals are most advantageous to the ACAM. All respondents will be notified of ACAM's selection in writing

PART 6 – GRIEVANCE PROCEDURE FOR RESPONDENT

Purpose

The purpose of the grievance procedure is to settle any grievance between a Respondent Organization and Alliance of Community Assistance Ministries, Inc. (ACAM), as quickly as possible to assure an efficient and fair procurement.

Eligibility

A grievance may be filed by any respondent organization that claims it has been adversely affected by:

a. The score assigned by the Proposal Review Team.
b. Improper application of Alliance of Community Assistance Ministries, Inc. Business Rules, regulations, and procedures.

Procedure for Filing Respondent Organization Grievances

The following steps must be followed in the order given. Time limits shall begin on the first working day after the applicable occurrence, filing, appeal, response, or recommendation. Working days shall not include weekends or national holidays.

Step 1

To be considered, a grievance must be filed in writing with ACAM within 24 hours of contract award announcement. This written grievance should be sent to adeshpande@acamweb.org. ACAM has forty-eight (48) hours from receipt of the grievance form to respond to and resolve the grievance.

Step 2

If the respondent organization is not satisfied with the proposed resolution, the respondent organization has twenty-four (24) hours to file an appeal with the ACAM Grievance Committee.

The Grievance Committee has forty-eight (48) hours to investigate, talk with the grievant, and respond in writing using the official form.

General Provisions

a. The Grievance Forms provided by the Director of Resiliency Programs should be used in pursuing a resolution of the grievance.
b. The respondent's organization may represent itself or be represented by a chosen representative when presenting the organization's grievance.

*Note: Grievance Forms attached to the back of this RFP

Respondent/Proposer Organization Grievance Form

Respondent Organization: ____

Respondent Representative: ____

Job Title: ____

Organization's Address: ____

Organization's Phone Number: ____________________

We have discussed this complaint with the Grants & Contracts Manger and received his/her verbal answer on (date). Because this answer is unacceptable to us, we wish to file a formal complaint.

Nature of grievance. Explain how your organization was unfairly treated including names and dates. (Use additional pages if needed.)

A just and fair solution of our grievance is:

We understand that if we wish to further appeal our complaint, we have twenty-four (24) hours from response to submit a grievance form to the next level of appeal. Grievances not appealed timely are considered settled at the previous level.

____________________ ____________________

Date Signature

Respondent Organization: ______________________________

Respondent Representative: ______________________________

ACAM's Grievance Committee Response to Respondent Organization's Complaint:

Grievances not appealed timely are considered settled at the previous level.

______________________ ______________________________

Date Signature

ACAM RFP No: PEO 2026-27 Application Cover Sheet

Organization (Offeror) Name and Address	Contact Person Name
Phone Number	RFP No. **PEO 2026-27 RFP**
Contact Email Address	EIN OR TAX ID Number
Name & Title of Certifying Representative. Note: “Certifying Representative” means the individual who is authorized to submit proposals for the agency. You may identify a different contact person. Name: Title:	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

Signature of Certifying Representative	Date
Signature of Preparer	Date

The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process. The proposer further certifies that no officer, director, employee or agent is also an officer or an employee of ACAM.

Proposer Signature

____________________________ ____________________________

Date Name & Title

SCOPE OF SERVICES CHECKLIST

Please check YES if you provide the services listed below. The detailed description of these eservices can be found in the Scope of Services section of this RFP. You may use existing materials as attachments or briefly describe services in the box provided (Word Limit 250). If attachments are used to fulfill a response requirement, the proposal must identify which requirement each attachment addresses.

1. Payroll Administration:
   a. Check YES if you provide payroll services, including the calculation and processing of wages, salaries, deductions, taxes, garnishments, benefit deductions, retirement contributions, paid time off, reimbursements if applicable, and other payroll-related items.

      ☐ YES ☐ NO
   b. Check YES if you support multiple pay types, including exempt salaries, non-exempt hourly wages, overtime, stipends if applicable, bonuses if approved, retroactive adjustments, leave payouts, and other earnings categories.

      ☐ YES ☐ NO
   c. Check YES if you provide support for tax administration, including withholding, depositing, reporting, and filing payroll taxes.

      ☐ YES ☐ NO
   d. Check YES if you provide access to payroll registers, payroll journals, employee-level payroll reports, tax reports, deduction reports, PTO reports, workers' compensation reports, benefits deduction reports, and other payroll documentation needed for financial management, grant reporting, audit support, and reconciliation.

      ☐ YES ☐ NO

2. Program Cost Allocation Reporting
   a. Check YES if you can provide payroll reporting that allows ACAM to allocate payroll and related costs by program, grant, department, project, location, employee, pay period, and other cost centers as needed.

      ☐ YES ☐ NO
   b. Check YES if you can support or report PTO allocation by program, grant, department, project, or other applicable cost centers.

      ☐ YES ☐ NO
   c. Check YES if you can capture, import, export, or report employee time and labor allocations for payroll and grant reporting purposes.

      ☐ YES ☐ NO
   d. Check YES if you can provide detailed payroll reports showing gross wages, employer payroll taxes, employer benefit costs, retirement contributions, workers' compensation costs, and administrative fees by employee and pay period.

      ☐ YES ☐ NO
   e. Check YES if your payroll reports can support funder reimbursement requests, monthly expense reports, payroll allocation worksheets, closeout reports, audit documentation, and grant compliance requirements.

      ☐ YES ☐ NO

3. Human Resources Administration
   a. Check YES if you provide HR administration support, including onboarding, employee data management, employee file maintenance, personnel forms, separation processing.
      ☐ YES ☐ NO
   b. Check YES if you provide guidance on HR policies, employee handbooks, job classifications, employee classification, and exempt/non-exempt status review.
      ☐ YES ☐ NO
   c. Check YES if you provide support for performance documentation, disciplinary actions, termination procedures, and employment verification.
      ☐ YES ☐ NO

4. Employee Benefits Administration: Attach any existing materials if applicable.
   a. Check YES if you provide access to and administration of employee benefit plans, including medical, dental, and vision coverage.
      ☐ YES ☐ NO
   b. Check YES if you offer additional benefit options such as life insurance, AD&D, short-term disability, long-term disability, EAP, FSA, HSA, retirement plan options, commuter benefits, voluntary benefits, or other offerings.
      ☐ YES ☐ NO
   c. Check YES if you can provide complete benefit plan information, including plan designs, carriers, eligibility rules, waiting periods, enrollment timelines, open enrollment support, qualifying life event processing, COBRA administration, and employee communication support.
      ☐ YES ☐ NO
   d. Check YES if your benefit plans are sponsored by the PEO. If No, attach a narrative describing if the benefits plans are sponsored by a third-party carrier, or another entity, and disclose any broker commissions, administrative fees, carrier compensation, or other benefit-related compensation.
      ☐ YES ☐ NO

5. Retirement Plan Administration: Attach any existing materials if applicable.
   a. Check YES if you offer access to a 401(k), 403(b), or other retirement plan option.
      ☐ YES ☐ NO
   b. Check YES if ACAM may continue its current retirement plan, transition to a PEO-sponsored plan, or choose not to use the PEO's retirement plan.
      ☐ YES ☐ NO

6. Retirement Plan Administration: Attach any existing materials or description if applicable.
   a. Check YES if you provide workers' compensation coverage or administration under your proposed service model.
      ☐ YES ☐ NO

b. Check YES if you provide a clear process for reporting workplace injuries, managing claims, supporting return-to-work, and sharing claims information with ACAM.

☐ YES ☐ NO

c. Check YES if you provide safety or risk management services, including workplace safety training, risk assessments, OSHA guidance if applicable, and claims trend reporting.

☐ YES ☐ NO

7. Employment Compliance Support: Attach any existing materials or description if applicable.
   a. Check YES if you provide compliance support related to federal, state, and local employment requirements.

   ☐ YES ☐ NO

   b. Check YES if you provide legal advice, general compliance guidance, or both.

   ☐ YES ☐ NO

8. Leave administration & PTO Tracking: Attach any existing materials or description if applicable.
   a. Check YES if you provide tools to track paid time off, holidays, sick leave, unpaid leave, protected leave, and other leave categories.

   ☐ YES ☐ NO

   b. Check YES if the system allows employees to request leave, supervisors to approve leave, and ACAM administrators to monitor balances and usage.

   ☐ YES ☐ NO

9. Employee Onboarding & Offboarding administration & PTO Tracking:
   a. Check YES if you provide onboarding process for new employees, including employee data collection, tax forms, direct deposit setup, benefit enrollment, acknowledgments, Form I-9, employment eligibility verification, and required notices.

   ☐ YES ☐ NO

   b. Check YES if you support offboarding, including final pay guidance, benefits termination, COBRA notices, PTO payout calculations if applicable, and separation documentation.

   ☐ YES ☐ NO

   c. Check YES if you provide support for system access termination and unemployment claims.

   ☐ YES ☐ NO

10. HR Technology Platform:
    a. Check YES if you provide a secure HR technology platform that supports payroll, employee records, benefits enrollment, PTO tracking, reporting, document storage, employee self-service, manager self-service, and administrative access.

    ☐ YES ☐ NO

b. Check YES if the platform supports timekeeping, if included in the proposed service model.
   ☐ YES ☐ NO
c. Check YES if your platform functionality provides user roles, reporting capabilities, mobile access, integration options, data exports, document management, audit logs, security controls, and system availability.
   ☐ YES ☐ NO
d. Check YES if ACAM can access and retain payroll, personnel, benefits, compliance records, and reports during the contract term and after contract termination without unnecessary delays.
   ☐ YES ☐ NO

11. Employee Relations & Performance Management Support:
    a. Check YES if you provide support for employee relations matters, including performance concerns, corrective action, workplace complaints, policy interpretation, workplace conduct issues, investigations, and separation decisions.
       ☐ YES ☐ NO

12. Training & Employee Development: Attach any existing materials or description if applicable.
    a. Check YES if you provide training resources for employees on harassment prevention, workplace conduct, cybersecurity awareness, safety, supervisor skills, wage and hour basics, leave management, performance management, and compliance-related topics.
       ☐ YES ☐ NO

13. Unemployment Claims Support: Attach any existing materials or description if applicable.
    a. Check YES if you provide unemployment claims administration support, including response preparation, claims documentation, hearings support if applicable, reporting, and clear identification of whether unemployment taxes and claims are handled under the PEO's account, ACAM's account, or another arrangement.
       ☐ YES ☐ NO

14. Employee Reporting & Audit Support:
    a. Check YES if you provide reports needed for ACAM's internal accounting, grant reporting, annual audit, funder monitoring, insurance review, and Board oversight.
       ☐ YES ☐ NO
    b. Check YES if you provide payroll registers, employee census reports, benefit enrollment reports, invoice details, employer tax reports, workers' compensation reports, PTO reports, deduction reports, retirement contribution reports, employee status reports, wage and tax statements, and year-end payroll documentation.
       ☐ YES ☐ NO
    c. Check YES if you respond promptly to reasonable audit, monitoring, and backup documentation requests.
       ☐ YES ☐ NO

d. Check YES if standard reports can be customized and exported to Excel or other commonly used formats.
   ☐ YES ☐ NO
e. Check YES if you can create highly customized or specialized payroll reports and clearly identify any additional cost for such reports.
   ☐ YES ☐ NO

15. Employee Implementation & Transition Service:
    a. Check YES if you provide an implementation plan with timeline, assigned team, data requirements, system setup, and training.
       ☐ YES ☐ NO
    b. Check YES if you support transition from ACAM's current provider or system with minimal disruption.
       ☐ YES ☐ NO
    c. Check YES if you verify employee data, payroll history, PTO balances, benefits elections, deductions, tax setup, and reporting configurations.
       ☐ YES ☐ NO

ATTACHMENTS

ATTACHMENT (2): Pricing Reply For PEO Services

Proposer: ____

If available, include any enhanced services and/or in-kind services in addition to those mentioned in this RFP.

PEO Services	Fee	Narrative/Explanation
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	

____

*Authorized Representative's Signature

____

*Name and Title of Authorized Representative

ATTACHMENT (3): List of Subcontractors

Each Proposer shall submit with their response a list of the subcontractors who will perform work under the contract(s), as a result of this RFP. The Proposer shall have determined to their own complete satisfaction that a listed subcontractor has been successfully engaged in providing services with specific proven experience in the area(s) indicated in the RFP. The successful Proposer and their subcontractor must utilize professional judgment and expertise to conduct services.

In the event that no subcontractor will be used, this form shall be returned indicating, "No Subcontractors will be used."

NO SUBCONTRACTORS WILL BE USED: ☐

__________________________________ ______________
Signature of Authorized Representative Date

Subcontractor Name:	
Business Type:	
Address: **City:** **Zip:**	
Phone:	
License #	
Subcontractor Name:	
Business Type:	
Address: **City:** **Zip:**	
Phone:	
License #	

____
Name of Authorized Representative

____ ____________________
Signature Date