

REQUEST FOR PROPOSALS: RFP No. PEO 2026-27, Professional Employer Organization
Services Answers to Questions as of 7/13/26

1. Please confirm ACAM's legal name and Tax ID/EIN number.

Alliance of Community Assistance Ministries, Inc. Tax ID/EIN number 27-5410988

2. What is the current total employee count, broken down by full-time and part-time status?

ACAM has 14 full-time and 20 part-time employees.

3. How many employees are salaried (exempt) versus hourly (non-exempt)?

13 employees are exempt, 1 full-time non-exempt and 20 part time non-exempt

4. Do you anticipate workforce growth or changes during the contract term?

Yes.

5. Does ACAM currently use a timekeeping system? If so, which one, and will the selected PEO need to integrate with it or replace it?

No.

6. How is PTO currently tracked, and is PTO allocation by program/grant currently required, or is this a capability you are looking to add?

PTO is currently tracked in accordance with 2 CFR 200. All PTO hours are allocated by program/grant, and all benefits are allocated the same.

7. What payroll system/provider does ACAM currently use?

Nextep.

8. Is payroll currently processed under ACAM's own EIN, or through an existing PEO/co-employment arrangement?

Under the PEO co-employment, the PEO is the employer of record for tax purposes.

9. What is driving the decision to seek a new provider (e.g., cost, service quality, compliance, reporting capability)?

ACAM regularly benchmarks cost

10. What benefits does ACAM currently offer (medical, dental, vision, life, disability, etc.)?

Please see Part 2 Scope of Services subsection 4 Employee Benefits Administration on page 5 of the RFP.

11. Who is the current benefits carrier(s)?

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Benefits include MetLife & Aetna

12. Does ACAM currently offer a 401(k) or 403(b) plan? If so, who is the current plan provider/recordkeeper?

No, ACAM only offers an SEP IRA.

13. What percentage or dollar amount does ACAM currently contribute toward employee benefits (e.g., employer contribution toward medical premiums)?

Up to 90% of the premium plan for the employee; it becomes a cap amount rather than a direct percentage.

14. What is the current employee participation rate in benefit plans?

100% of full-time employees

15. Are there specific new benefits ACAM is hoping to add or expand (e.g., FSA/HSA, EAP, voluntary benefits, retirement matching)?

No.

16. Is ACAM open to PEO-sponsored benefit plans, or does ACAM prefer to retain its current plans/carriers?

ACAM currently utilizes PEO sponsored plans except for pension. ACAM does not wish to administer benefit plans.

17. Does ACAM currently carry workers' compensation coverage? If so, who is the current carrier?

Yes. American Zurich Insurance company.

18. What is the current experience modifier (e-mod) rating, if known?

Not known.

19. Has ACAM had any workers' compensation claims in the past 3-5 years?

No.

20. Does ACAM currently have a safety program, OSHA training, or risk management practices in place?

Yes. The safety program is managed in partnership with our PEO.

21. Does ACAM currently require employee background checks as part of onboarding? If so, what level of screening is needed (criminal, employment verification, education, driving record, etc.), and is this currently handled in-house or through a third-party vendor?

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Yes, all of the above are completed by the PEO. For finance personnel we require a credit check.

22. Would ACAM be open to us coming on-site to conduct a discovery session specifically around your HR and Safety program needs? We believe this would allow us to better tailor our proposal and implementation plan to your organization.

Please see Part 5 Evaluation, Negotiation, and Selection subsection 2 on page 5 of the RFP.

23. Would ACAM be interested in a demo of our flexible HR technology platform, myHR, so your team can see its functionality for payroll, benefits, reporting, and employee self-service firsthand?

Please see Part 5 Evaluation, Negotiation, and Selection subsection 2 on page 5 of the RFP.

24. What is a good number to reach you on?

Please submit questions in writing to admin@acamweb.org by July 14, 2026, at 12pm Central Time.

25. What is the correct date for the optional conference?

The optional conference for the RFP No. PEO 2026-27 is on Thursday, July 9th, 2026. 10AM Central Time.

26. Please include all people that will be working for you (birthdate, names, zip codes, etc.) as a W2 employee/owner and include dependents in a census.

To protect employee data privacy and comply with corporate information security policies, ACAM does not publish unblinded personnel rosters. In lieu of a full census, we have provided an anonymized underwriting census containing employee ages, genders, zip codes, and job classifications. This data provides all necessary metrics for accurate risk assessment and premium modeling. If ACAM selects your firm as a finalist, a fully verified census will be securely transferred during the best and final offer. Please utilize the provided census data to provide your best proposal. If your organization is selected as a finalist we will provide the necessary information under an NDA to finalize underwriting for a binding final offer (best and final offer).

27. Can you provide Medical Renewal Documents showing rates for the current year?

ACAM operates under a PEO co-employment model with Nextep. Because our current health benefits are tied to a proprietary master policy pool, we cannot distribute Nextep's internal corporate renewal packets. To facilitate your underwriting and market analysis, we have provided our anonymized benefit census, our current Aetna Summary of Benefits and Coverage (SBC) forms, and our employer contribution metrics.

28. Medical Plan Design (Summary of Benefits and Coverage) – Please List of deductibles, coinsurance, out of pocket max, copays, etc.

Please see Additional Documents section under the RFP on the website for the medical plans: <https://acamweb.org/funding-vendor-opportunities/>

29. Can you provide 4 Years of Worker's Compensation Loss Runs or Loss Warranty Letter?

Please see Additional Documents section under the RFP on the website: <https://acamweb.org/funding-vendor-opportunities/>

30. How many agencies will make it to the negotiating round?

One agency at a time.

31. When did you start with current PEO? Month / Year

Jan 2012

32. How many grants do you currently track/allocate to?

15 classes
6 divisions
11 program areas

33. How often do grants change?

Frequently

34. Can you provide the most recent medical invoice?

We have provided comprehensive plan designs, deductible and coinsurance, so that you can accurately assess our risk profile. We are conducting a blind RFP process regarding our current financial metrics to ensure all respondents put forward their most competitive initial pricing. We will share current cost structures with finalists during the negotiations.

35. Can you provide plan descriptions for any ancillary benefits currently being offered and whether they are company paid or voluntary? If company paid, what is the company contribution?

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36. Current pay frequency with beginning, end dates and pay day.

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Pay frequency is semi-monthly. The 1st-15th is paid on or before 22nd, 16th-30th is paid on or before 7th.

37. Can you provide most recent PEO invoice?

We are conducting a blind RFP process regarding our current financial metrics to ensure all respondents put forward their most competitive initial pricing. We will share current cost structures with finalist during the negotiations.