



SERCO Pre-bidders Conference Call for PEO Services

- Call starts at 2 pm CST (Call will be recorded)
- Announcement of Purpose of the Pre-Bidder Conference Call
- Introduction of call attendees for recording purposes
- Overview of the PEO Services RFP
- Questions
- Responses
- Adjourn the call



Overview of the PEO RFP

PEO Services RFP Announced on SERCO of Texas website – www.sercooftexas.com
Posted in the classifieds in San Antonio, Laredo, and College Station area newspapers

- RFP outlines the expectations, scope of work, timeframe, and documents required for a valid proposal
- Proposals will be accepted electronically given the COVID-19 pandemic and health concerns (Dropbox is preferred)
- Data from SERCO for proposal development consideration
- Timelines for the RFP review and decision making process provided



Outcomes Sought from RFP for PEO Services

- Competitive Proposal that details the specific information requested to make best value decision
- Timely submitted proposal with all required forms and signatures
- Best value, Best offer expected within proposal provided
- Detailed responses that provide strategic and tactical information to best determine benefit to SERCO's HR strategic plan
- Implementation plans to ensure a smooth transition
- Additional innovative ideas or services to elevate SERCO's business model



Proposal Data to consider

- Annual Estimated Payroll – \$4,000,000 *(depending on contracts and funding from clients) with CARES ACT, this could change*
- Number of locations with employees – Laredo-60; San Antonio-15; Bryan/College Station-15
- Number of FT & PT company employees – 90% FT and 10% PT
- Number of Participants (Summer Youth & Work Experience) – Laredo- 40; San Antonio-50; Bryan/College Station - 0
- Years in Business – since 1989
- Bi-weekly payrolls with Friday pay dates (Sunday-Saturday)
- Currently using a PEO: G&A Partners- Payroll admin & online labor mgmt. tool, HR services, Benefit Admin, Risk Mgmt Services, Staff development & training tools (online), Applicant Tracking System, Performance Review Tools, EPLI
- Key service – General Ledger file transfer into our accounting system – Aliba MIP
- Background & Drug Test screening
- Workers Compensation Insurance is currently with Texas Mutual in SERCO's name – renews 12/1/2020
- WC Codes 8810 (85%), 8868 (12%), 9014, 8292, 8742, 9079
- EMR – Anticipated for 12/1/2020 – 1.27
- Health Insurance – Blue Cross Blue Shield – July 1, 2020 – June 30, 2021 (Proposal can include health quote, but not required and will not be scored as part of the proposal value) Employee census data will not be provided.



Addendum #1 – Revised Date for Bidders Conference Call & Additional Time for Questions from Interested Bidders
Timeline for PEO RFP Process

Item of Decision	Timeframe Dates
Notice of RFP to the public via SERCO website	August 19, 2020
Bidders Conference Call via Webex Conf call in Link to connect to webex Phone call in info below:	August 24, 2020 at 2 pm CST https://sercohq.my.webex.com/sercohq.my/j.php?MTID=m021a26cbf667a729e9faa9473bb57f2d
Questions and Answers Deadline	August 25, 2020 at 10 am CST
Q&A Responses posted to website	August 26, 2020
RFP Deadline	September 4, 2020 at 12 pm CST
Evaluation & Determination of Proposals	September 7-9, 2020
Notice of Award	September 9, 2020
Effective Start Date	October 1, 2020



Questions from Potential Bidders Deadline for Questions by email to

mugues@sercohq.com :

Tuesday, August 25, 2020 by 10 AM CST

Questions asked before Pre-bidders call:

- Do you want only Texas PEO to propose?
- Are you just looking for the just the Administrative Fees for the PEO services on the Sept 4th deadline?

Questions asked via chat box during presentation call:

- Will a copy of this power point be distributed?
- DO you want to use the PEOS WC Program?
- What will the workers comp participants codes be?
- Will you want the worker's comp to stay with TMI?
- It can be difficult for us to get WC pricing without any loss runs. Will you be able to provide Loss Runs so we can get you pricing in this area?
- Can you provide Loss Runs, Ex Mod and an Acord with the WC Code/ #ee's and location breakdown?



Final Comments

- Request a non-committal email that state your firm plans to submit a proposal – send to mugues@sercohq.com
- Review next steps – Issue Response to Questions by Wednesday, August 26th by EOD. Email will be sent to those who provided an email of interest to propose. Q&A will be posted to www.sercooftexas.com
- Reminder – **Proposals due by September 4, 2020 by 12 PM CST**
- Conclude the call