AMENDMENT OF SOLICITATION

DATE: August 25, 2020
AMENDMENT NO: 01
ISSUED BY: Memphis Housing Authority Contracting/Purchasing Department
SOLICITATION NO: HR 21-R-005595; Human Resource Services
DATE ISSUED: August 14, 2020

The above-numbered solicitation is amended as set forth below. Offerors must acknowledge receipt of this amendment by submitting a signed copy with their proposal or fax or email it to the Contracting Office. Fax No. (901) 544-1299, email. dwalker@memphisha.org.

Pursuant to the RFP information issued August 14, 2020 the listed information is updated:

Questions were submitted for additional details and clarification in writing before the question deadline August 24, 2020. The Responses provided on the next pages is amended to the listed solicitation.

David Walker,
Contracting Officer

_______________________________
Prospective Offeror (Signature)

_______________________________
Print Name

_______________________________
Business Name
Questions and Responses
HR 21-R-00595; Human Resource Services

1. What is the address of your corporate headquarters? **Answer:** 700, Adams, Memphis, TN 38105, Cover Page.

2. What type of company is this, what do you all do? **Answer:** The Memphis Housing Authority is a municipal Corporation, formed under the United States Act of 1937...1.1 DESCRIPTION OF HOUSING AUTHORITY, pg. 6

3. What is your title with the company? **Answer:** Manager of Contracts and Purchasing...Executive Summary Notice #3, pg. 2

4. How many full-time W2 employees do you currently have? **Answer:** MHA currently has 67 employees. A reduction in staffing will leave approximately 30...1.2 REQUESTS FOR INFORMATION, pg. 6

5. How are you managing your HR and payroll needs now? If you are with a PEO, what’s driving the interest in leaving your current PEO? **Answer:** In-house staff...I. Introduction, pg. 6

6. Do you currently offer health insurance? If yes, who is the carrier and when are you up for renewal? **Answer:** Cigna Healthcare/Prescriptions and Metlife Dental both renew July 1, 2021.

7. How did you hear about Insperity? If a client referred you to Insperity, do you mind sharing the name of the person and/or client as we always like to pass on our gratitude. **Answer:** Via internet search. No referral.

8. What was driving your interest in looking at Insperity? **Answer:** Currently seeking competitive responses for the subject Request for Proposals.
9. How many employees do you have and what is the breakdown of their daily activities? Are they w-2, or contractors? Full time? Part time? If you could provide me with a sentence or two of what they do that would be helpful. Answer: See Question #4

10. What is the nature of the business? Answer: See Question #2

11. What are your reasons for looking into the PEO? Top 2 goals you wish to accomplish with this platform? Answer: See Question #5.

12. We have 2 pre-requisites in order to see if it is a fit or not as well as with those other questions. One being that there is a minimum of 50% participation for healthcare elections. Out of your total number of employees, would there be at least 50% participation rate? Answer: N/A

13. Your business address (especially what state you are located in). We currently do have peo in majority of states, however can not do a peo for a handful of them. This will be a major determining factor as well. Answer: See Question #1.

14. There is a minimum avg salary requirement for all employees under 10 employee companies or under 7 electing benefits. I can clarify further once your address is provided and the number of employees you have. Answer: N/A

David Walker,
Contracting Officer