

**EARTHSCOPE CONSORTIUM INC.**

**ADDENDUM NO. 1**

**RFP #2026-PEO-01 – PROFESSIONAL EMPLOYER ORGANIZATION (PEO) SERVICES**

**Issue Date:** April 28, 2026

**Original RFP Issue Date:** April 17, 2026

**1. PURPOSE OF ADDENDUM**

This Addendum No. 1 is issued to provide clarification and additional requirements related to:

- State Unemployment Insurance (SUI) administration
- Workers' Compensation coverage and compliance
- Vendor responsibilities for multi-state insurance validation and monitoring

All Vendors are required to acknowledge this Addendum in their Proposal submission. Failure to do so may result in the Proposal being deemed non-responsive.

**2. MANDATORY REQUIREMENT – WORKERS' COMPENSATION COVERAGE**

EarthScope requires that the selected Vendor provide Workers' Compensation coverage under the PEO's master policy structure.

- Client-owned Workers' Compensation policies will not be accepted.
- The Vendor shall be fully responsible for securing, maintaining, and administering Workers' Compensation coverage for all covered employees.

Vendors must confirm:

- Coverage availability across all states in which EarthScope operates or may operate;
- Any limitations, exclusions, or jurisdictional constraints;
- Carrier structure and underwriting approach.

Failure to confirm full responsibility for Workers' Compensation coverage may render a proposal non-responsive.

**3. NEW REQUIREMENT – STATE UNEMPLOYMENT INSURANCE (SUI) ADMINISTRATION**

Vendors must explicitly confirm whether they can administer State Unemployment Insurance (SUI) across:

- All 50 U.S. states; and
- Any applicable U.S. territories.

Vendors shall disclose:

- Any jurisdictions where services are limited or unavailable;
- Any reliance on third-party providers;
- Any licensing or registration constraints.

Failure to clearly confirm SUI capability may result in a determination of non-responsiveness.

**4. REQUIRED RESPONSE – SUI PROCESS DESCRIPTION**

Vendors must provide a detailed description of their SUI administration process, including:

- Employer account registration and onboarding by state;

- SUI tax rate assignment and management;
- Quarterly wage reporting and tax filings;
- Tax payment processing and reconciliation;
- Management of state notices, rate changes, and correspondence;
- Handling of multi-state employee wage allocations;
- Audit support, claims management, and dispute resolution.

## **5. REQUIRED RESPONSE – WORKERS’ COMPENSATION ADMINISTRATION**

Vendors must describe their Workers’ Compensation program, including:

- Structure of the PEO master policy;
- State-specific compliance and coverage placement;
- Classification code assignment and audit management;
- Claims intake, administration, and reporting procedures;
- Experience supporting multi-state employers under a master policy model.

## **6. NEW REQUIREMENT – COVERAGE VERIFICATION AND COMPLIANCE CONTROLS**

Vendors must clearly describe how they ensure that Workers’ Compensation coverage and SUI compliance are active and accurate in every jurisdiction where employees are located, including:

### **A. Onboarding Controls**

- Validation of state tax registration requirements;
- Confirmation of Workers’ Compensation coverage applicability by state.

### **B. Ongoing Monitoring**

- Continuous verification of active coverage across all jurisdictions;
- Processes for identifying and responding to employee work location changes;
- Monitoring of regulatory changes affecting coverage requirements.

### **C. System Controls**

- HRIS or payroll system functionality that:
  - Flags missing or inconsistent coverage;
  - Identifies jurisdictional compliance gaps;
  - Prevents or escalates non-compliant payroll processing (if applicable).

### **D. Audit and Documentation**

- Internal audit procedures and compliance checkpoints;
- Documentation and reporting provided to EarthScope demonstrating:
  - Active Workers’ Compensation coverage by state;
  - SUI account status and filing compliance.

## **7. EMPLOYEE LOCATION TRACKING AND RISK MANAGEMENT**

Vendors must describe how they:

- Track employee work locations across multiple states;
- Identify when new state tax or insurance obligations are triggered;

- Proactively notify EarthScope of compliance risks associated with remote or relocated employees.

## **8. PROPOSAL REQUIREMENTS**

Vendors must include a clearly labeled section in their Proposal addressing all items in this Addendum.

Responses should be structured, detailed, and aligned with the numbering above.

## **9. ACKNOWLEDGMENT**

Vendors must acknowledge receipt of this Addendum in their Proposal submission.

**END OF ADDENDUM NO. 1**