

RFP #2026-PEO-01 – Professional Employer Organization (PEO) Services

Addendum No. 2

Issued: May 4, 2026

Questions and Answers and RFP Clarifications:

1. Could you please clarify whether the following are considered mandatory, preferred, or optional?
 - January (insurance) renewal
 - Strongly preferred
 - Open API with Deltek
 - preferred
 - Integration with TIAA 403(b)
 - a. Strongly Preferred

2. Would you be open to evaluating a Non-PEO?
 - a. Due to the number of states we currently have employees living/working in, this is not an option for payroll processing. We are open to benefits outside of the PEO.

3. Request for information

Benefits:

- Attached Engage PEO Questionnaire
- Employee census including dependent details - Name, DOB, Gender, Home Zip Code
- Renewal Packet including most recent renewal (Or upcoming renewal if within 90 days)
- This should also show all plan designs and summaries for each plan offered
- Benefits Invoice – showing what plans the employees are enrolled in (Can also send dental, vision, life, LTD, etc..)

Risk / Workers Comp:

- Attached RFP Underwriting Document – this is essentially a worker’s comp questionnaire
 - Most recent Payroll Register and PEO / Payroll Invoice
 - Current Workers Comp Policy – with a breakdown of annual wages per state / code
 - 3 years of Loss Runs
 - Most recent SUI Tax Reports showing the SUI rate per State
 - a. At this time we cannot provide confidential information. Please submit in accordance with RFP instructions. During the review and evaluation period, we may reach out to vendors for additional information and clarification.
4. Our legal team is in the process of reviewing your RFP SOW and had a few questions. Is there the willingness to provide the intricate level of data we will need to collect as well as our CSA (client service agreement) being a maximum of 2 years? Is that a hard stop for only 2 years contract?
- a. We will not be able to provide confidential information during the RFP stage.
5. Will EarthScope be willing to provide all EE Census data (names, DOB, home state, work zip, Job title, salary / wage details) as well as dependent full names and DOB’s?All medical invoices and plan summaries (claims data and loss runs if self-insured / level funded) full WC policy and all applicable ancillary benefits coverages offered (life/ADD/STD/LTD etc)
- a. We will not be able to provide confidential information during the RFP stage.
6. I believe we could be an extremely valuable partner for EarthScope given our unique model and deliverables in the PEO landscape but we understand if there are non-negotiables that the organization is seeking with a new partner.
- a. None noted at this time.