

**REQUEST FOR PROPOSALS FOR
PAYROLL SERVICES AND/OR WORKERS' COMPENSATION COVERAGE**

**ANSWERS TO EMAILED QUESTIONS
SUBMITTED PRIOR TO THE 9:00 A.M., OCTOBER 24th DEADLINE**

Question:

Provide the annual projected payrolls by classification code from 01-01-14 to 12-31-14.

Answer:

Classification Code	Annual Payroll
5645	\$156,750.08
9033	\$2,564,573.23

Question:

Provide your five year claims experience showing dates of loss, payments, reserves, and claim description.

Answer:

Please see attached document.

Question:

What is your current experience modification factor?

Answer:

Since LHA has been in a PEO relationship with ADP since June 2008, LHA's experience has been blended with the other companies also in a PEO relationship with ADP. Therefore, LHA's specific experience is unavailable.

Question:

"Can you give some details on the large losses from "Employee X" and "Employee Y?" Some explanation about what happened, what the company has done to make sure it doesn't happen again, and are they still working there?"

Answer:

- When "Employee X" sat in an office chair located in a co-employee's cubicle, the leg of the chair broke. This breakage caused the employee to fall to the floor and to become injured. To address the situation, LHA strongly encouraged all staff to not use and to report any faulty furnishings to management. "Employee X" left LHA employment about one-year later.

- "Employee Y" accidentally tripped on the leg of a swivel chair while the employee was walking through another employee's area. As a result, the employee's shoulder struck a cabinet and, then, the employee fell to the floor. The incident resulted in a torn rotator cuff. To address the situation, LHA strongly encouraged all staff to be more aware of their surroundings. The employee has since returned to work at LHA.

Question:

"Also, I believe we're looking to come off TotalSource as soon as possible – so, if okay with you, we'll use a mid-November effective date."

Answer:

According to the directions provided in the RFP, this topic is to be addressed by the respondent in its submitted response to the RFP. Please see item **3. Submittal Format, Tab 3—Capacity to Provide the Requested Services.**

Question:

"I have your employee payroll at \$2,731,000 and the student payroll at approximately \$156,750. Is that still correct?"

Answer:

The information contained in the question is incorrect.

Note: Please refer to the answer to the first question listed above.