

Request for Quote for Outsourcing Services

Name of Company:

Number of Employees:

State(s) In Which Operating:

Federal Contractor: Yes/No

Level of Availability Required:

M-F, 7 AM – 6 PM (Standard)

Weekend days

Holidays

24/7

Response Time: 1 work day (standard)

Other: _____

Please check the appropriate column for various outsourced HR services to receive a quote.

Task	Definite Need	Prefer, But Not Required	Do Not Need	Comments
Set up/Maintain required employee records				
Document/monitor employee training/certifications/licenses				
Obtain required workplace postings and keep current				
Develop job descriptions and classify exempt/nonexempt				
Recruit to fill jobs (NTE 3 per annum)				
Conduct initial resume screening to determine fit to job description				
Assist supervisors in scheduling/conducting interviews to ensure questions meet legal requirements				

Perform background checks/other pre-employment screening on final candidates				
Coordinate on job offers				
Complete new-hire paperwork, to include I-9				
New hire reporting				
E-Verify				
Conduct required compliance training on safety, company policies and ethics and document				
Develop/coordinate on/or write HR-related policies to ensure compliance				
Conduct and document annual reviews of job descriptions, policies, handbooks, training materials, etc. to ensure they remain compliant				
Advise managers on employee issues				
Ensure employees are paid in accordance with federal, state, and municipal laws and regulations				
File payroll tax reports				
Prepare year-end W-2s				
Process/monitor wage garnishments				
Monitor eligibility for benefits (indicate below) <ul style="list-style-type: none"> • Health • Retirement • Paid time off • Cafeteria/flex plans • Vision • Dental • Other 				
Provide employees with paperwork needed to enroll in benefits				
Ensure plan documents meet requirements				

Conduct annual benefits enrollments				
Advise on benefit plan design and vendor management				
Keep management apprised of changes that affect benefit design and cost				
Respond to employee questions concerning benefits				
Disenroll employees from benefits when no longer eligible				
Provide or ensure provision of all required ERISA notices				
Advise on compensation-related issues				
Conduct compensation market studies as needed				
Develop/maintain compliant safety policies/documentation				
Maintain complaint safety training				
Maintain compliant ethics training				
Respond to unemployment claims				
File workers compensation claims				
Monitor workers comp insurance claims				
Oversee and QC vendors for benefits and other services (like workers comp)				
Manage EPL insurance claims				
Coach managers as needed concerning feedback/disciplinary/termination conversations				
Conduct supervisor training, as needed				
Prepare any government reports required (depends upon a number of factors)				
Advise management concerning changes in federal/state/municipal laws and				

regulations that effect company policies				
If federal contractor, ensure compliance with EEO requirements for size of contract and number of employees				
Conduct research into compliance as needed				
Provide reasoned options for management consideration on various HR-related strategies and issues				
Conduct workplace investigations relating to whistleblower statutes or other impropriety and prepare report for management				
Other:				
Other:				
Other:				