



Abilene HA RFP AHA-2024-011
Professional Employer Organization
Addendum #1 - Answers to Questions
Issued January 10, 2025

1. Will the benefits listed in the RFP (BCBS & AFLAC) continue, with the PEO becoming the agent of record? Or will you require the PEO to utilize their master policies to provide equal and like kind benefits?
BCBS and Aflac policies are not provided by the PEO. We have contracted with another agent to provide the services
2. Are you currently subject to a Texas unemployment tax or do you reimburse based on actual claims? If subject to tax rate, what is current rate? Yes, we are subject to Texas Unemployment tax based on the rate published by the State of Texas
3. Can you provide a breakdown of the number of employees and estimated annual payroll per workers' comp code (8810 and 9033)? 9033 (5 staff) - \$262K; 8810 (16 staff) - \$1.2M
4. Are you currently in a PEO relationship? Yes
5. What are the start and end dates as well as pay date of your bi-weekly payroll? Tuesday to Monday – current pay period 31 December 2024 to 13 January 2025 and pay day is Friday, 17 January 2025
6. Do you require any time keeping services? Yes
7. Will you require background checks and/or drugs screening for new hires, going forward? Yes
8. Can you provide 3 years loss runs for the workers' comp policy? Info not available
9. Can you please further explain the HUD 5369 form? Tab 2 states it a two page form that must be completed; however, I do not see anything to complete.
Please see the attached HUD 5369 Form for completion. The previous edition is obsolete.

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10. A few of the hyperlinks in the RFP do not work. Want to ensure that this website (Housing Agency Marketplace) is the place to upload the final RFP response?

To upload the final RFP response please use the following website:

<https://automate.pac-llc.net/243464457065966> or use the QR Code below, where you will fill out a form called "Attachment A" and can upload your response document.

11. The ethics CIQ form appears to only ask about conflicts or interested parties - if these do not exist, can this form be excluded from the response?

No, the Conflict of Interest Questionnaire cannot be excluded from the response. If no conflicts exist, please complete the form accordingly.

12. Tab 10# refers to HUD forms. Other than HUD 5369 and 50071, mentioned in tabs 2 and 4, respectively, what other HUD forms are required?

The HUD-5369 and the HUD 50071 are the only HUD forms that are required to be filled out and returned. Please see the HUD 5369 attached to Addendum #1.



End of Addendum