INVITATION

Leadership Prince William (LPW) is accepting proposals for an Employee of Record (EOR) relationship for our staff. LPW currently has a staff of two full time employees and is budgeted to hire an additional staff member (part time) during our 2016-2017 fiscal year.

Interested and qualified organizations are invited to submit proposals, which will be accepted until August 15, 2016 at 5:00 p.m. Proposals should be address to:

Kathy Bentz
Executive Director
Leadership Prince William
9720 Capital Court, Suite 204
Manassas, VA  20110

One hard copy of the proposal must be mailed (or hand delivered) to the Leadership Prince William office listed above (not postmarked by the due date). An electronic copy of the proposal must also be submitted by 5:00 p.m. on August 15, 2016. Please submit the electronic document, including all attachments, to:

kathy@leadershipprincewilliam.org

QUESTIONS
Questions may be submitted via email to Kathy Bentz at the email listed above.

PROPOSAL SUBMISSIONS should include the following:
- Complete responses to of all items in this Invitation document
- Attach any pertinent printed materials regarding your human resource benefits

RFP SCHEDULE

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<th>Activity</th>
<th>Date</th>
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<tr>
<td>RFP Available for Download on LPW Website</td>
<td>August 1, 2016</td>
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<tr>
<td>Deadline to Submit Questions Regarding RFP</td>
<td>August 8, 2016</td>
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<tr>
<td>RFP Responses Due</td>
<td>August 15, 2016</td>
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<tr>
<td>Selection of Strategic Partner</td>
<td>By September 1, 2016</td>
</tr>
<tr>
<td>Relationship Effective Date</td>
<td>October 1, 2016</td>
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NOTE: The issuing of this RFP in no way obligates LPW to accept any of the proposals that may be submitted by the due date, and LPW may, at its sole discretion, continuing operating under the status quo.
BACKGROUND

Leadership Prince William is a 501(c)(3) not-for-profit organization with a mission to engage and inspire individuals, organizations and alumni to enrich the community through collaborative leadership. LPW currently employs two paid staff: a full-time Executive Director and a full-time Administrative & Program Assistant. An additional part-time position is expected to be filled in the 2016-2017 fiscal year. Daily planning and operations are managed by the Executive Director. Governance and fiduciary responsibilities are carried out by a Board of Regents, which includes an Executive Committee comprised of the organization’s Officers and Committee Chairs. LPW has been in operation for 10 years and has had a significant impact on the community through its individual alumni and the organization as a whole. Through an EOR, we hope to have the opportunity to offer a more robust benefits package for LPW employees which would allow LPW to provide more stable, cost-effective benefit rates and services. Such an arrangement would allow LPW to better attract and retain top-quality staff over the long term.

Key Elements of Any Employer of Records Arrangement:

- Both organizations would continue to operate as separate and distinct organizations with separate and distinct missions;
- The corporate structures of both organizations would be maintained and reported separately;
- The LPW Board of Regents would continue to exercise all Governance and Fiduciary responsibilities for LPW;
- LPW employees would be evaluated by the LPW Executive Director, and the LPW Executive Director would be evaluated by the LPW Chairman of the Board and Ad Hoc evaluation committee; and
- The EOR Organization would serve as an Employer of Record and provide payroll, Human Resources (HR), and benefit packages commensurate to those available to their current employees.
- The EOR Organization will be responsible for ensuring timely submission of all required employment-related documentation that includes but it not limited to: New Hire Documentation; timesheets; payroll schedule; direct deposit; payroll deductions, W-2s; wage garnishments; 1099s; I-9s.
- The EOR Organization will be responsible for: Governmental reporting; processing payroll taxes; worker’s compensation insurance, claims and hearings; unemployment insurance, claims and hearings; wage garnishments; leave of absences; and determine eligibility to work in the US.
PAYMENT AND/OR IN-KIND ARRANGEMENT

- In your response to this RFP, please indicate the monthly amount Leadership Prince William would be charged for the EOR services listed in the previous section. Break out pricing proposal into component parts, as needed. For example:
  - EOR administrative fee
  - Employee health benefits
  - Other benefit costs
  - Payroll Taxes
  - Insurance
  - Payroll Processing

- Given LPW’s non-profit status, your organization is also requested to consider providing some or all of these amenities in exchange for partnership benefits, such as recognition on the LPW website, LPW social media, LPW public events and activities, a promotional video clip, tickets to LPW events (examples: Evening of Excellence and Speaker Series), Emergentec training, etc.

  - If you are interested in providing the Employer of Record service through an in-kind arrangement, please indicate in your response the amount of cash payment that would be required from LPW monthly and the amount that would be provided as an in-kind partnership. Also, please indicate any specific benefits you would like to receive from LPW; these benefits can also be negotiated in the contract arrangements.
AWARD / TERM

As noted earlier, Leadership Prince William has the right to decline to engage in a proposed partnership or any part thereof for any reason. However, if awarded, the term of the Memorandum of Agreement (MOA) will be twelve (12) months. By mutual agreement, any MOA which may be negotiated pursuant to this RFP may be extended for two additional one-year terms at agreed compensation levels, with all other terms and conditions remaining the same.

ABOUT YOUR ORGANIZATION

Organization Name ____________________________________________________________
Street Address _______________________________________________________________
City __________________________ State __________________________ Zip __________

RFP Contact Name ___________________________________________________________
Email Address ________________________________________________________________
Work Phone __________________________ Cell Phone _______________________________

Briefly describe your organization’s history and business structure: ________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________
YOUR HUMAN RESOURCES PRACTICE

Please attach comprehensive employee benefits package information.

Describe any additional employee programs that may be of interest, and could be made available, to Leadership Prince William employees. Based on the information provided and the services sought, what - if any, additional costs would be incurred by LPW.

PLEASE REFER TO PAGE ONE FOR PROPOSAL SUBMISSION INSTRUCTIONS

END