



Request for Information:

**PROFESSIONAL EMPLOYER
ORGANIZATIONS**

{November16, 2021}

1. Introduction

Camelot Illinois LLC (“Camelot”) is a leading technology and services provider that supports the Illinois Department of the Lottery (“Department”). The Department awarded the Private Management Agreement (“PMA”) to Camelot Illinois LLC (“Camelot”) on September 22, 2017 following a bid submission. Following the Notice of Award, the PMA was executed on October 13, 2017.

2. Statement of Need:

Camelot, as part of an overall business strategy, is seeking information regarding a comprehensive Professional Employer Organization (PEO) to provide services.

This Request for Information: Professional Employer Organizations (“RFI”) invites organizations (“Vendors”) to submit information to assist Camelot on next steps.

3. Instructions

This RFI invites interested organizations to submit responses to this RFI (“Responses”) to Camelot by December 27, 2021.

4. Timetable

The schedule associated with this RFI is as follows: .

The headline RFI milestones are as follows:

Issue RFI	November 16, 2021
Last Date for Vendor Questions	November 30, 2021
Answers to Vendor questions posted	December 13, 2021
RFI submission date	December 27 2021 @ 5:00 pm CT

Camelot reserves the right to make any necessary changes to the above timetable. Any such changes will be posted on the Illinois Lottery [website](#), and Camelot Illinois' website. Companies that submit Responses should periodically check the Illinois Lottery website for updates under the Business Opportunities tab: <https://www.illinoislottery.com/illinois-lottery/major-procurement-opportunities>. You can also find updated information on Camelot Illinois' website.

5. Questions

Please submit any questions via email to procurement-services@camelotillinois.com by the date indicated in Section 4 of this RFI. A consolidated response to the questions received will be posted on the Illinois Lottery website under the Business Opportunities tab, <https://www.illinoislottery.com/illinois-lottery/major-procurement-opportunities>, and will be made available to all Vendors without identifying the Vendor that asked the question. Camelot reserves the right to decline to answer specific questions.

6. Information/ Response Format

Please provide the following information on the cover page of Vendor's Response and ensure that Vendor's name appears on each subsequent page of the document:

- A. Vendor's Name;
- B. Vendor's Address;
- C. Contact Name;
- D. Contact Job Title;
- E. E-mail Address; and
- F. Telephone Number.

Ensure that Vendor's Response follows Camelot's format (e.g., numbering answers in the format of this document).

7. Questions

Please provide a responses/ information on the following:

- A. Company Information:

Please state the name of Vendor and the location of office(s).

- B. Payroll and HR Process:

Please describe Vendor's offered services re:

Online payroll processing, payroll withholdings, tax filings, and reporting. Please describe the distribution process for active team members, new hire orientation for payroll and benefits, direct deposit, W-2 preparation, and electronic delivery.

C. Access to Benefits:

Please Describe Vendor's benefits or services with respect to:

Medical, dental, vision, flexible spending accounts, Life Insurance, Short-term, and longer-term disability. COBRA administration. 401k set-up and administration. Voluntary benefits, benefits enrollment, and admin access. Employee Assistance Programs (EAP) Commuter benefits.

D. Risk Mitigation:

Please Describe Vendor's services re:

Workers compensation insurance and claims management. Employment practices liability insurance (EPLI) I-9 documentation and administration. Support with federal and state employment regulations. EEO-1 administration and filing.

E. HR Expertise:

Please Describe Vendor's services re:

Coordination of benefits, payroll, and HR needs. HR Compliance and best practices. HR policy development. Reporting and analytics.

F. Technology:

Please Describe Vendor's services re:

Single online platform for payroll, benefits, and HR administration. Robust reporting and analytics capabilities. Time-Off tracking. New hire onboarding. Expense management. Performance management. System integration with Sapling, Workable, Concur, Jira, ServiceNow.

Please respond to the request for information in this Section 7 as completely as possible. Your responses should be delivered in electronic format via email to procurement-services@camelotillinois.com

8. Conditions of the RFI

8.1 General Considerations

The issuance of this RFI does not constitute a legal offer capable of acceptance.

Camelot will not be liable for any costs incurred by any company in connection with the preparation of a response to this RFI.

8.2 Confidentiality

Subject to [Appendix A - Private Manager Agreement Incorporated Terms \(“Incorporated Terms”](#) of this RFI, any information disclosed in, or in connection with this RFI becomes the property of Camelot, subject to the Vendor’s redaction of confidential, proprietary and other sensitive material in accordance with the PMA and State Policies and Rules (defined in the Incorporated Terms). Such information will be available to the public in accordance with State Policies and Rules. The failure to designate any materials as “proprietary and confidential” at the time of delivery of such information to Camelot does not prohibit the Vendor from subsequently designating any information as proprietary and confidential. However, this designation does not necessarily exempt such information from disclosure under the Freedom of Information Act, 5 ILCS 140/1 *et seq.*

Camelot operates within a regulated environment, and it is a requirement of the PMA that Subcontractors be vetted or approved by the State regulator in advance. Accordingly, any prospective Subcontractor will have to complete State disclosure and certification documents. For further information about this requirement, please email procurement-services@camelotillinois.com.

The PMA requires Camelot Illinois to pass through various non-negotiable provisions to all Subcontractors. Camelot Illinois will achieve this by including a separate schedule entitled “Private Manager Agreement Incorporated Terms” into the Subcontractor’s contract. This will take priority over any conflicting term in the rest of the contract. Refer to Appendix A of this RFI for the Private Manager Agreement Incorporated Terms.

9. Price

9.1 Please provide estimated pricing.

Please provide as much background as possible on the pricing, including any explicit assumptions related to these requirements and any factors outside of this document. Itemization of prices is encouraged where applicable.

It is anticipated that requirements may change to meet service needs over time, so any limits, constraints, and areas where flexibility is included in the pricing schedule should be highlighted.