

**Addendum No. 2**

**Reference:** RFP No. BC-21475-B  
Administration of Out of State Employees

Dear Vendors:

This addendum is being issued to amend and clarify certain information contained in the above-referenced Request for Proposal (RFP). All information contained herein is binding on all Offerors who respond to this RFP. The following changes/additions are listed below:

- I. The due date and time to submit Technical Proposals is hereby revised to **Monday, March 30<sup>th</sup> at 2:00PM (EST).**
- II. The following questions were submitted for a response.
  1. Can the University provide an approximate number of out-of-state employees, to include employees working remotely?  
**Answer:** 162.
  2. What are the current payroll volumes for out-of-state employees?  
**Answer:** \$9,430,090.98.
  3. Does UMBC need recruiting services or will UMBC take care of locating the desired workers?  
**Answer:** Not anticipated.
  4. Are workforce size changes anticipated during the contract term?  
**Answer:** Not anticipated.
  5. Are there specific states with unique compliance requirements?  
**Answer:** Yes, various states have unique benefits and compensation laws which may require action to remain in compliance with state regulations.
  6. Is UMBC asking for Payroll Preparation services for workers who would not be employees of the vendor under EOR or PEO/Co-Employment services?  
**Answer:** No.
  7. Is UMBC requiring tax reports to be sent to UMBC for the instances where the workers are employees of the selected vendor? This is not typically a request of our clients under EOR services.  
**Answer:** No.

8. Will there be a collective bargaining agreement for the placements?

**Answer:** No.

9. Out of your existing remote out-of-state workforce, what percentage is exempt versus non-exempt roles?

**Answer:** Counts: 107 Exempt and 55 Non-Exempt.

10. What percentage of your remote workforce is considered full-time versus part-time?

**Answer:** Counts: 72 Exempt and 90 Non-Exempt.

11. What is the average annual salary of your remote workforce?

**Answer:** \$58,210.44.

12. What is the average length of a remote worker engagement?

**Answer:** Employee renews agreements annually.

13. Out of your current remote workforce, how many individuals are being paid as W-2 employees versus independent contractors (1099)?

**Answer:** Remote workers are employees of UMBC and paid as W-2 Employees

14. Do you foresee your remote workforce growing or contracting over the next 2 years?

**Answer:** Not anticipated.

15. Does UMBC want the EOR to provide health and medical benefits to qualified remote workers? If so, can you please provide us with a copy of your existing benefit offerings?

**Answer:** No.

16. Will UMBC accept Key Personal Bios in lieu of actual resumes?

**Answer:** No.

17. Is this solicitation aligned with UMBC current Employer of Record contract?

**Answer:** No.

18. What transition timeline is anticipated post-award?

**Answer:** The transition timeline following contract award will be collaboratively developed and mutually agreed upon between the awarded contractor and UMBC, with consideration given to operational needs and continuity of services.

19. Does the 10% MBE goal apply to the total contract value?

**Answer:** Yes.

20. Can certified MBE firms self-perform up to 50% of the MBE goal?

**Answer:** Yes.

21. Are specific NAICS codes preferred for MBE participation?

**Answer:** No.

22. Is the Site Visit conducted in person?

**Answer:** No. The reference to a site visit was included in error and is not applicable to this solicitation.

23. Will UMBC accept electronic signatures, or does the supplier need to provide actual “wet” signatures on required forms?

**Answer:** Yes.

24. Clarification of legal review of UMBC Sample Contract. Would you prefer the supplier to provide a separate document outlining our exceptions, or to incorporate them into our Executive Summary/Transmittal Letter?

**Answer:** Yes, preferably. However, if there are lot of exceptions please provide a separate document.

25. In reading through the Scope of Work/Specification in Section D and also the Price Proposal Form, it appears that UMBC is looking for separate pricing for various services. Will you accept proposals from prospective vendors that are interested in providing services, but not all of the services listed (i.e., if we wanted to offer employer of record services, but not PEO/Co-employment or a standalone Payroll Preparation service) is that an option?

**Answer:** The University goal is to recommend award to the responsible offeror whose proposal is determined to be the most advantageous to the University, considering both technical factors and price.

26. Will demographic details (states represented, classifications, anticipated growth) be provided?

**Answer:** See Classifications Sheets and States Represented tables below.

| Employees Classifications     |
|-------------------------------|
| Exempt, Contingent I          |
| Exempt, Contingent II         |
| Exempt, Regular               |
| Faculty Not Tenured Not on Tr |
| Faculty Not Tenured On Track  |
| Faculty Tenured               |
| Faculty, Contractual          |
| Grad Assistant, Biweekly Sal  |
| Nonexempt Regular             |
| Nonexempt, Contingent I       |
| Student, Hourly               |

| States |    |
|--------|----|
| AL     | NJ |
| AZ     | NM |
| CA     | NV |
| CO     | NY |
| CT     | OH |
| DC     | OK |
| DE     | OR |
| FL     | PA |
| GA     | RI |
| IL     | SC |
| IN     | TN |
| MI     | TX |
| MN     | VA |
| MO     | WA |
| NC     | WV |
| ND     |    |

27. What are the job titles of the worker?

**Answer:** See Job Titles table below.

| Job Titles                   |
|------------------------------|
| ACAD PROG SPEC               |
| ACADEMIC ADVISOR             |
| ACTING PROG MGMT SPEC I      |
| ADMIN ASST I                 |
| Assistant Teaching Professor |
| ASSISTANT TRAINER            |
| ASSOC PROF                   |
| Associate Teaching Professor |
| ASST DIRECTOR                |
| ASST PROF                    |
| ASST PROF PT                 |
| ASST RES SCI                 |
| ASST VP                      |
| BUSINESS SERV SPEC           |
| COORDINATOR                  |
| DEAN                         |
| DIRECTOR                     |
| EXEC DIRECTOR                |
| FACULTY RES ASST             |
| GENERAL ASSISTANT            |
| General Associate            |
| General Fellow               |

|                   |
|-------------------|
| GRAD ASST *       |
| GRAD ASST I       |
| GRAD ASST II      |
| GRAD ASST*        |
| GRAD RES ASST *   |
| GRAD RES ASST I   |
| INSTRUCTOR PT     |
| LECTURER          |
| LECTURER PT       |
| MT MEC TRD CHF II |
| MT MLT TRD SV II  |
| POLICE COM OP     |
| POLICY ANALYST    |
| POST DOC RES ASSO |
| PROF OF PRACTICE  |
| PROFESSOR         |
| PROG MGMT SPEC I  |
| RES ASST PROF     |
| RESEARCH ASSOC    |
| SPECIALIST        |
| SR RES SCI        |
| STUDENT           |
| V P UNIV ADV      |
| VICE PROVOST      |
| VISITING LECTURER |

***All other specifications, terms, and conditions of this request not expressly amended by the responses in this ADDENDUM remain as originally stated. Please include the attached Addendum Acknowledgement Form in your firm's technical proposal.***

**Acknowledgement of Addendum Form:** The attached Acknowledgement of Receipt of Addendum form is to be completed/signed and included with the Technical Proposal.

END OF ADDENDUM #2 DATED 03/20/2026

## Acknowledgement of Addendum Form

This Addendum No. 2 for #BC-21475-B is being posted to [UMBC Procurement Bid Board](#) and [eMaryland Marketplace Advantage](#).

**RFP NO.** BC-21475 – B: Administration of Out-Of-State Employer Services  
(Professional Employer Organization / Employer of Record)

**TECHNICAL PROPOSAL DUE DATE:** Monday, March 30<sup>th</sup> at 2:00PM (EST).

**NAME OF OFFEROR :** \_\_\_\_\_

### ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated: 03/10/2026

Addendum No. 2 dated: 03/20/2026

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_