



**HR & P**  
HUMAN RESOURCES & PAYROLL

9621

*Proposal Designed For:*

**City of Richwood**



## OUR COMMITMENT

Since opening our doors in 2000, HR&P has offered the highest quality human resources and payroll services to a diverse pool of clients. Our ongoing goal is to continue to develop custom solutions for each client that suit their particular needs.

HR&P understands outsourcing requires a great deal of trust, especially when it concerns the payroll and human resource departments of your business. Our experienced team is honest, reliable and dedicated to earning your trust daily. We know we are only as good as your last service delivery and work hard to ensure things are done right the first time every time.

Our customer service objective is simple. It's not a formula or an expensive consultant's mantra. Our goal is to provide attention to detail, friendly service and rapid response to any issues or questions. With HR&P your business always comes first. Our business is making your business grow.

Understanding employment law requires constant effort and accurate resources. At HR&P, we keep up with the latest federal, state and local regulations so we can proactively advise you on current and upcoming employment-related matters.

HR&P is the perfect fit for mid-sized companies seeking intelligent solutions from a reliable company. We welcome the opportunity to prove how we can meet your needs and exceed your expectations.

Sincerely,

Mike Holley  
HR&P President

# OUR TECHNOLOGIES

## ONLINE DOCUMENT MANAGEMENT

HR&P's secured document management system allows clients access to maintain employee files online in a cloud-based environment. Upload documents such as performance evaluations, disciplinary notices or other HR forms. Access rights can be customized to allow each manager to view and update their employees' HR information.

## ADVANCED OPERATING PLATFORM

HR&P utilizes proprietary payroll and HR management software. This unmatched software has been designed specifically for our industry and allows HR&P and our client's immediate access to customized reporting and data. Security and compliance issues are monitored and updated constantly.

## HRP<sup>PRO</sup>

Our advanced online payroll management system allows clients to report time, access and update employee information and run various reports. HRP<sup>PRO</sup> allows the employee to login with a secured username and password and access their individual information including time-off accruals, year-to-date information and even print prior W-2 forms.

## ONLINE EMPLOYEE ONBOARDING

This system allows employees to complete new hire paperwork electronically verses the traditional paper method. This application process can be customized to meet each of our Client's needs. This system will reduce administration time, alleviate errors and ensure consistency and compliance.

## ONLINE BENEFITS ENROLLMENTS

A web-based system that allows employees to enroll and make changes to their benefits plans online. This system has the capability to handle any benefit type and send the information direct to the insurance carriers through carrier feeds. This system can be used for new hires, life event changes and during open enrollment.

## BUSINESS CONTINUITY AND DISASTER RECOVERY

HR&P has an extensive business continuity and disaster recovery plan based on the latest Best Practices criteria. All payroll, personnel and business data is hosted in the cloud through Microsoft Azure Web Services and mirrored to three separate data centers. HR&P has the capability of allowing the entire staff to function remotely in the event of a disaster such a fire, theft or any weather related event.

## PAYROLL SECURITY

HR&P uses special encoded check stock and toner that cannot be reproduced. This reduces fraud by securing your employees' checks. After processing payroll we have the ability to insert letters, notices, coupons, return envelopes and more in your employees' pay check. This allows you to inform everyone of important matters or general announcements.





# PAYROLL ADMINISTRATION

## CORE SERVICES

- Calculation, preparation and distribution of payroll checks
- Reporting, withholding, and remitting of payroll taxes
- Process and distribute all W-2's and 1099's
- Provide Direct Deposit and VISA Debit Cards
- Web-based HRIS & Payroll Solution (HRPPRO)
- Employee Self-Service Portal
- Preparation of Payroll Reports
- Cost Allocation up to Eight Levels
- Online Employee Onboarding
- Online Custom Report Builder
- Employee Deductions including Garnishments
- Workers' Compensation Code Tracking
- Process New Hire Reporting
- Process Certified Payrolls
- Complete Paperless Options
- Customized Payroll Check Distribution Options
- Single source billing
- Detailed Custom Reporting

## ENHANCED PAYROLL SERVICES

- Time & Attendance System (Biometric & Web-based)
- Applicant Tracking Solution (ATS)



# BENEFITS ADMINISTRATION

## CORE SERVICES

- Administration, reconciliation and payment of:
  - Health, Dental, Vision
  - Long and Short Term Disability
  - Life, Supplemental, Medigap
  - 401(k), IRA, Retirement Plans
  - 125 Cafeteria, Flex Spending, HSA, FSA
- Online Benefits Enrollment
- Additions, Terminations and Coverage Changes
- COBRA and State Continuation Administration
- Customized Enrollment Packets
- Third Party Sick Pay
- Medical Support Orders
- Plan Renewal Assistance
- Coordinate with Insurance Agent

## HEALTHCARE REFORM / ACA ADMINISTRATION

- Exchange Notices
- Medical Loss Ratio (MLR)
- Centers for Medicare & Medicaid (CMS)
- W-2 Reporting
- Summary Benefits of Coverage (SBC)
- Medicare Part D
- Employer Shared Responsibility
- Tax Reporting Requirements (1094 & 1095's)



# HR MANAGEMENT & CONSULTING

## CORE SERVICES

- Employee Handbook Development & Review
- HR Policy Development & Review
- HR Regulatory Compliance Consultation
- Assistance with Day-to-Day Issues
- Designated HR Professionals On Call
- Progressive Discipline / Performance Management
- Wage & Hour Assistance / FLSA
- FMLA & Leave Issues
- Federal & State Required Postings
- Customized Employment Applications
- Time Off Accrual Management
- Multi-State Regulatory Compliance

## SAFETY & RISK MANAGEMENT

- Safety Program & Manual Development
- OSHA Standards Guidance

## ENHANCED HR SERVICES

- Pre-Employment Screening & Testing
- Salary Benchmarking & Compensation Platform
- Access to Learning Management System (LMS)
- Access to Online Safety Training Platform (LMS)

City of Richwood  
 Proposal Date: 5/29/2026  
 Pricing Valid for 60 Days



# PRICING SCHEDULE

## CORE SERVICES PRICING

Comprehensive ASO	PEPM	Rate	Number of Employees	Frequency	Sub-Total	Total
City of Richwood	\$55.00					
Biweekly Pay Cycle*		\$25.38	25	26	\$634.62	\$16,500.00
Time & Attendance**		\$3.00	21	12	\$63.00	
Time & Attendance Minimum**				12	\$75.00	\$900.00
<b>Total</b>						<b>\$17,400.00</b>
Implementation*						\$2,000.00
New Hire Fee		\$25.00	TBD			
*\$277 per payroll minimum administration fee per frequency						
*If the total per check fees per frequency exceed the Minimum Administration Fee, only the per check fees will apply.						
**\$75.00 time & attendance minimum monthly fee, or \$3.00 per hourly employee, whichever is greater						

## ADDITIONAL SERVICES PRICING

State or County Criminal Background Check: \$25.00\* (where available)

5 Panel Non-DOT Drug Screen: \$50.00

\* Pricing may vary based on fees set by the individual state agency and are subject to change without notice.

## ADDITIONAL INFORMATION

### Time & Attendance Information:

Web Software: \$3.00 per employee per month with a \$75.00 minimum (includes mobile app)

Setup Charge: \$500.00\* (this includes software set-up, custom payroll export and 2-hour training webinar)

# GET IN TOUCH

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