



Your Employee Administration
& Benefits Destination

(Client Name)

Employee Administration Proposal

(Date)

Confidential: This proposal is confidential and has been prepared exclusively for the private use for the person(s) or group named above.



Administrative Outsourcing

"From Hire to Fire..."

If you're a small business owner, consider this: According to the U. S. Small Business Administration, you spend up to 25% of your time on employee related paperwork.

That's right, 25%.

This does not include the time you spend making sure you're in compliance with ADA, FMLA, COBRA, ERISA and all the other labor and workplace rules, managing employee benefits, and risk management.

That's a lot of time. Time you should be spending to grow your business.

It's a big problem.

SO WHAT'S THE SOLUTION?

Well, you could hire *additional* employees to handle the administration at an *additional* expense of \$80,000 per year*

Or

For a fraction of that, you can outsource your employee management and administrative issues to BRIDGEPORT and let us do the work for you.

*Base salary for a Human Resources Generalist III, Average for Los Angeles CA, Data from Salary.com

Bridgeport Impact

WHAT CAN BRIDGEPORT OFFER YOU?

Payroll Management & Services: We make payroll simple. We employ everything from the simplest payroll reporting methods to the most sophisticated web based timekeeping systems. You choose what works for your company and your budget.

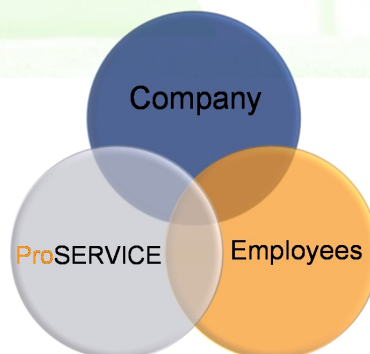
Human Resources: We understand the importance of your human capital and what it means to your bottom line. Our goal is to give you the support to help your employees flourish.

Workers' Compensation Insurance: We completely manage this statutory benefit for you – from plan placement to claims.

Employee Benefits: Employee benefits are critical in the recruiting and retention of your human capital. Bridgeport will help ensure your competitiveness with a comprehensive benefits package that we maintain and administer.

Benefits Technology: Our advanced enrollment systems provided superior employee benefits communication and cuts the administrative burden in half.

Employee Services: Employee Onboarding, Background Checks, Employee Profile Testing, and Employee Handbook Creation, make it easy to hire new employees and our services provide piece of mind that you are making the right hire.





Why Bridgeport?

First, we are experts in the two most time consuming areas of your business that DO NOT contribute to your bottom line.

These are the management of employees and the resolution of administrative issues. We provide an integrated and cost effective approach to both. By sharing this responsibility with us, your company becomes more efficient. We focus on your employees while you focus on growing your business. **Our interaction is a seamless process.**

Second, we are not a one-size-fits-all company.

We know that each company has its own needs and expectations. You choose what is right for you. We will work within your company culture to deliver the experience you and your employees want. We offer a comprehensive array of services to make this a smooth and consistent process. **Our flexibility is your advantage.**

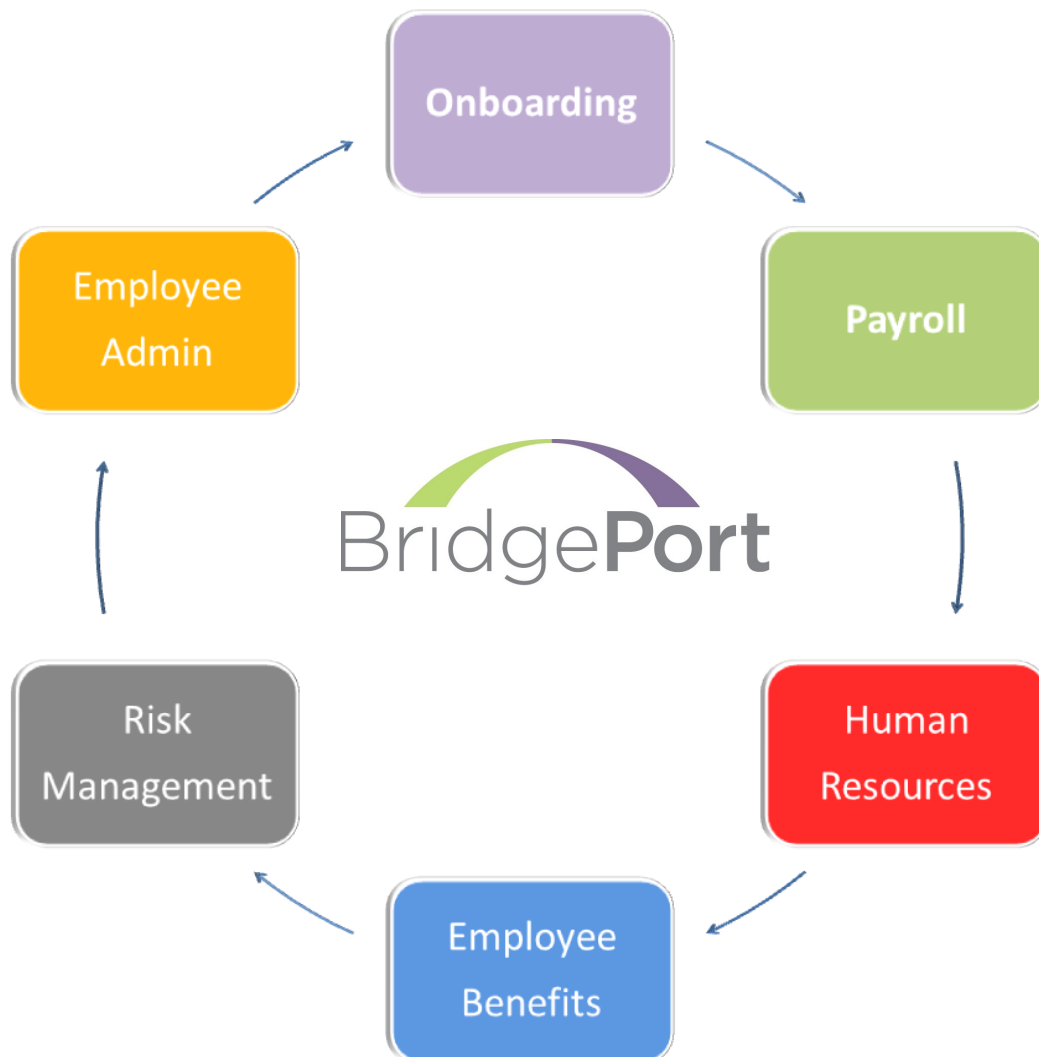
Third, our service commitment is our specialty.

While we offer the latest and most sophisticated administrative tools, we never forget the personal touch necessary to make them work. You are provided a dedicated service team to handle your questions and issues, not an anonymous 800 number. **Our service team is only a phone call away.**

Bridgeport Integration

By outsourcing all of your non-revenue producing, administrative human resource functions to Bridgeport, you can concentrate on growing your business while still maintaining control over key aspects of the employment relationship. Offering better benefits improves employee retention, and with satisfied employees, productivity increases. This adds to your bottom line.

Your employees win by having access to more affordable, comprehensive benefits programs, improved worksite safety, enhanced communications, and employment stability.





ASO PRICING

Prospect

Payroll Services	ProSERVICE ASO
Electronic Hours Reporting (portal or Excel)	Included
Direct Deposit	Included
Delivery charges per location	\$14
Special check (non-termination)	\$25
Replacing lost/misplaced check (includes stop payment)	\$25
Vacation & Sick Accrual	Included
Standard Payroll Reports	Included
Custom Payroll Reports	\$100 / Hour
Expense Reimbursements	Included
Tax Collection & Payments	Included
Departmental Reporting	Included
On-line Reports	Included
Paper pay advice	Included
Web-based time keeping	Available
Pay frequency changes	Included
Garnishmetns	\$2.50
W-2 processing and distribution	\$4.50/W-2
Human Resources Services	ProSERVICE ASO
New Hire Materials	Included
New hire loading	Included
Employee Handbooks	Included
Regulatory Compliance Guidance	Included
Joint employer arrangement	Not included
EPLI Coverage	Not included
HR Management System (HRIS)	Included
Background Checks	See schedule
Pre-employment Profile Screenings	\$275/candidate



ASO PRICING

Prospect

Workers Compensation Services	ProSERVICE ASO
Class code maintenance	Included
Payroll reporting	Included
Bill Payment	Included
Audit Services	Included
Claim Filing	Not Included
Safety Programs	Available
Benefits Administration	ProSERVICE ASO
Enrollment processing	Included
Benefits communications	Included
Printed copy of benefits materials	Included
Bill payment	Included
Cost Review	ProSERVICE ASO
Implementation Cost	\$250
Headcount	2
*Fees Rate (Per Employee Per Month)	\$60.00
Projected Monthly Fees	\$120.00
Projected Annual Fees	\$1,440

* ASO Fees are based per employee per month

All services that list a charge are optional or additional add-ons. The price for these services is not included in the monthly fees per employee.



Payroll Services

Payroll Management

Bridgeport ensures accurate and timely processing and delivery of your payroll. We also guarantee the payment of your payroll taxes, saving you exposure to late filings and penalties that could cost you hundreds or even thousands of dollars.

To accomplish this, we offer the following Payroll Administration and Distribution Program:

- Timely and Accurate Paychecks
- Customized Deposit Options
 - Direct Deposits
 - Multiple Account Deposits
- Payroll Accrual and Tracking
 - Paid Time Off (PTO)
 - Job Costing
 - Certified Payroll
 - Flexible Time Clock, POS, and Excel Interface
- Health Plan and 401k Deductions
- Workers Compensation Calculation
- Payroll Tax Payments (FICA, FUI, SUI)
- Federal and State Filings
- W-2s
- Payroll and Accounting Reports
- Garnishments and Levies



••• See Appendix for Payroll Report Samples •••

Payroll Services

Reports:

Bridgeport produces a comprehensive, standard payroll report package each period that your payroll is processed.

Report Writer allows us to create and produce advanced reports. Whether you need human resource, payroll or benefits related data, we can produce a report that is responsive to your needs.

Payroll Tax Liability:

- Our Taxpay Service ensures timely remittance of Federal, State and Local taxes.
- Preparation of Quarterly Reports (941 and DE 6).
- State Unemployment paperwork.
- Year end W-2 preparation and distribution.

Garnishment Payment Service:

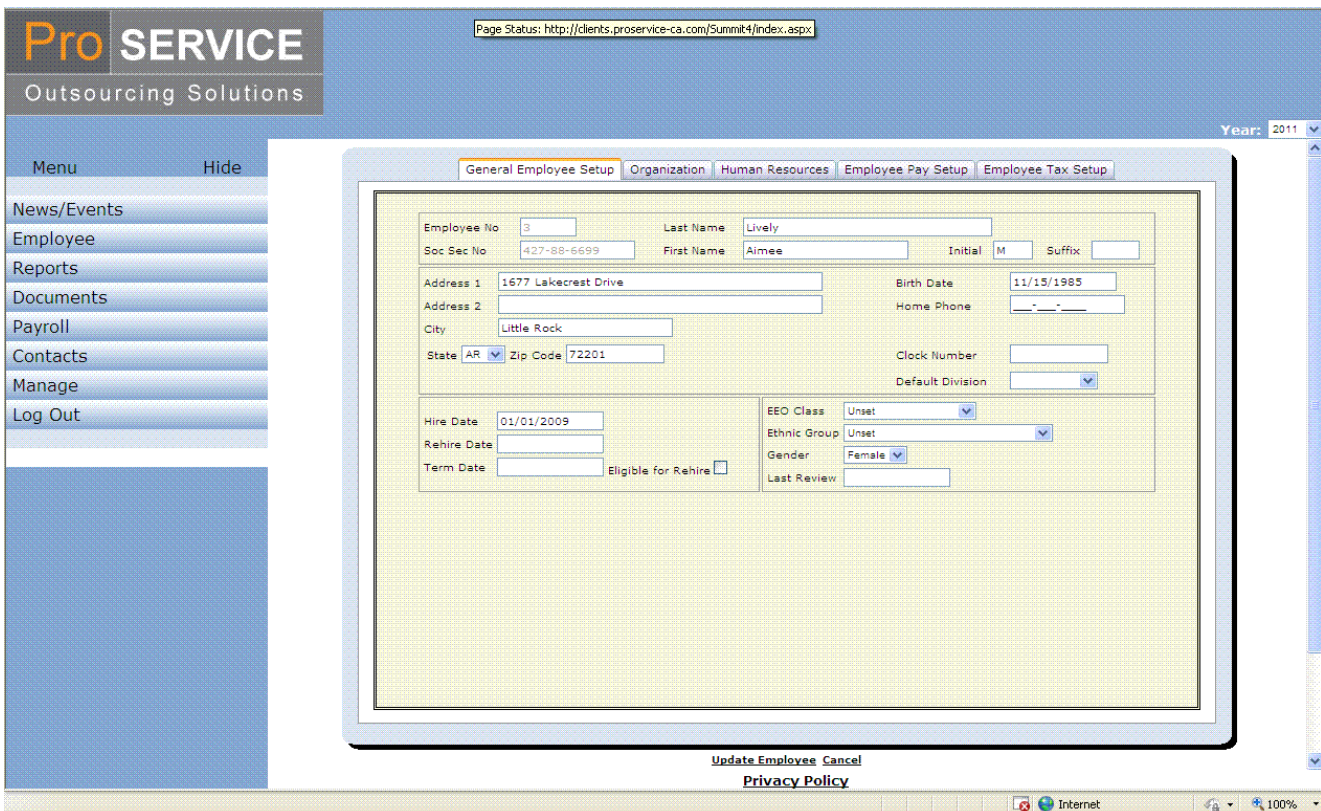
Our Garnishment Payment Service ensures that all child support, lien deductions and garnishments are remitted to the proper agency when due.



Payroll Web Portal

The Bridgeport Payroll Web Portal provides you with an integrated payroll and HR Management system. You reduce paperwork and time with electronic employee records, payroll, and benefits information at your fingertips. With our web-based system, you have no software to manage and data is accessible anywhere you and your employees have Internet access.

Sample Bridgeport Payroll Web Portal



The screenshot displays the Bridgeport Payroll Web Portal interface. On the left is a navigation menu with options: Menu, Hide, News/Events, Employee, Reports, Documents, Payroll, Contacts, Manage, and Log Out. The main content area shows the 'General Employee Setup' form, which includes fields for Employee No., Last Name, First Name, Initial, Suffix, Soc Sec No., Address 1, Address 2, City, State, Zip Code, Birth Date, Home Phone, Clock Number, Default Division, Hire Date, Rehire Date, Term Date, EEO Class, Ethnic Group, Gender, and Last Review. The form is titled 'General Employee Setup' and includes tabs for Organization, Human Resources, Employee Pay Setup, and Employee Tax Setup. The page status at the top indicates the URL: http://clients.proservice-ca.com/Summit4/index.aspx. The year 2011 is selected in the top right corner. At the bottom, there are links for 'Update Employee', 'Cancel', and 'Privacy Policy'.

Payroll Web Portal

Online Data Management

Our web-based system also gives you access to data regarding the following:

- **Online Payroll Entries**
- **New Hires**
- **Management Self-Service**
- **Employee Self-Service**
- **Online Pay Stubs/W-2s**
- **Document Management**
- **Reporting & Compliance**
- **Terminations**
- **Access and Security**
- **Access to all payroll reports and invoices**
- **Real-Time Employee Data Updates**
- **Company/Employee News and Alerts**

Employee - Timekeeping

Our Internet-based time and labor management system provides an easy and cost effective way to automate your timekeeping -- and there's no software for you to maintain. The system works with any computer with Internet access. Eliminate paper, save time, comply with labor regulations and manage your labor expenses in real time.

Time Savings: Our program reduces time spent preparing timesheets for each employee.

Improved Compliance: This will ensure that your company complies with federal wage requirements and overtime pay regulations.

Company Payroll Policies: The system will be configured based on your company's payroll policies. This allows rules to be applied to the various employee groups.

Time Reporting Accuracy: This eliminates human errors in the preparation of time reporting. This information can be restricted to designated company personnel.

Efficient Payroll Processing: Supervisors will be able to approve time cards to be sent in and uploaded into our payroll system for processing.

Management of Time Cards: Supervisors can review and edit any necessary changes to an employee's time. An audit trail tracks all changes.

Reports: Various time and labor reports can be generated through the system, giving employers statistics that can help with scheduling, managing overtime, and other labor management decisions.

Management of Paid Time Off: Employees can request and enter sick, holiday, jury duty, or other non-work time to be approved by a supervisor.

iemployee - Timekeeping

HOME INFO IDEA HELP PREFERENCES LOGOUT User: Test User2 powered by iemployee

Time Off Timesheets My Company

iEmployee iClock

User2 Test Time Remaining : 0:26
ProServ

Tracking Fields/Notes

Reason Codes / Notes

Notes: [Save Notes](#) [Email Notes](#)

Clock IN/OUT

Today is: Monday, February 07, 2011
Your Recorded Time will be: 3:07 PM

PUNCH IN

HOME INFO IDEA HELP PREFERENCES LOGOUT User: Test User2 powered by iemployee

Time Off Timesheets My Company

Time Off for Employeeest User1

[Add Request](#)

Requests (Rows in Bold show past dates)

Time Type	Date From	Date To	Total Hours	Date Submitted	Status	Approver	Created By
Sick	02/02/2011	02/02/2011	08.00	2/2/2011 10:46:27 AM	Approved	User2 Test	User1 Employeeest
Vacation	02/01/2011	02/01/2011	08.00	1/31/2011 11:24:39 AM	Approved	User2 Test	User1 Employeeest
Vacation	01/28/2011	01/28/2011	08.00	1/25/2011 1:45:10 PM	Approved	User2 Test	User1 Employeeest
Sick	01/26/2011	01/26/2011	08.00	1/28/2011 4:18:53 PM	Approved	User2 Test	User1 Employeeest

[Print](#) [Add Request](#)

Human Resources

HR Hotline:

Where do you turn for answers to your employee related questions?
How do you know if you're in compliance with the myriad labor laws?
The Bridgeport HR Hotline provides the right answers quickly and easily.
We offer a dedicated human resources representative to help you with the following employee issues:

Employee Relations

Federal & State Labor Laws

Exempt & Non-exempt Employee Status

1099 vs. Employee Status and consequences for incorrect status determination

New Hire Best Practices and how to avoid making disastrous hiring mistakes

Termination & Counseling Guidance

Human Resources

Human Resources Consulting:

ProSERVICE is available for complete HR consulting and outsourcing. We provide efficient, custom solutions to all of your employee and administrative needs. We are there to manage the new hire process, communications, employee benefits and relations, and risk management. Let ProSERVICE be your back office.

Risk Management:

Our Risk Management Department helps keep the cost of accidents and claims at a minimum. This service will reduce and manage your employment related risks. The personal safety and well being of every employee is of the utmost importance. With that in mind, we begin by identifying and helping to reduce potential hazards in the workplace. We offer a comprehensive commitment to a safe, productive workforce.

Employee Handbooks:

An employee handbook is a critical means of communicating company policies, procedures and labor compliance practices. No successful business should be without one. Let us develop your handbook guidelines for attendance, federal and state compliance, paid time off, benefits eligibility and much more.

Human Resources

New Hire Process:

Hiring a new employee requires a lot of paperwork. Bridgeport is here to manage the process from beginning to end. Let us help you make the right hiring decision, create an offer letter for the employee, complete the new employee forms, W-4 form, emergency contact information, direct deposit form, and the offer of company benefits.

Compliance:

With the increasing number and complexity of laws surrounding the business of employment, we will help ensure that you are in compliance with the law. We do everything possible to eliminate compliance and paperwork headaches.

Background Checks:

How much does a bad hire cost you - \$10,000, \$20,000, \$50,000 or more? Avoid these costly mistakes with Bridgeport's background checks service. Give yourself peace of mind when making your next new hire decision. (See Appendix for pricing).

Human Resources

Candidate Profile Screenings:

Putting the “right people” in the right job is half the battle in operating your business. With The Profile XT, you will put more of the right people in the right job, promote the best people to leadership positions and coach people in the most efficient manner. Our scientifically validated Profile XT Assessment will provide information in the following five categories:

Profile for Thinking Style – Learning index, Verbal Skill, Verbal Reasoning, Numerical Ability, and Numeric Reasoning.

Profile for Behavioral Traits – Energy Level, Assertiveness, Sociability, Manageability, Attitude, Decisiveness, Accommodating, Independence, and Objective Judgment.

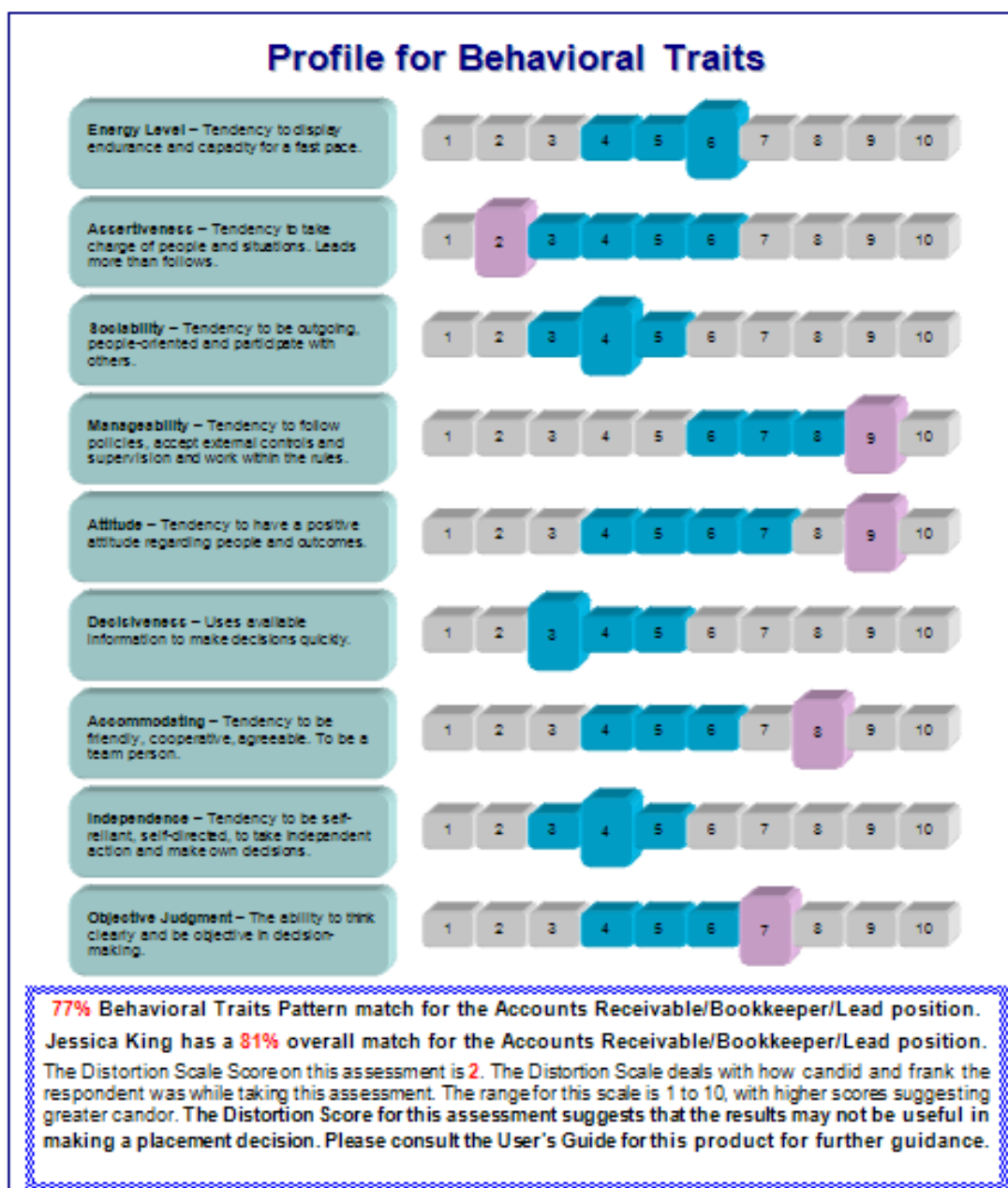
Profile for Interests – Enterprising, Financial/Administrative, People Service, Creative, Technical, and Mechanical.

The Total Person – Additional information regarding candidates.

Interview Questions – Suggested interview questions for acquiring additional information that could be helpful in judging suitability for this position.

Human Resources

Sample Profile XT Report



Employee Benefits

Health Care and employee benefit plans are an ever increasing part of the employer budget; however, they are also an integral part of the recruitment and retention of valuable employees.

Employee Benefit Services

Plan Design and Financing – Our experts guide you through the advantages and intricacies of all available plan financing arrangements: fully insured, minimum premium and self-funding.

Strategic Planning – We help you define the goals of your benefits program and identify the requirements to achieve them.

Employee Communications – We customize your communications with your employees, using traditional formats and the newest web based technology. ProSERVICE understands that communication is the basis for a successful benefits program.

Plan Design Review – Our consultative model clarifies current plan design issues and available options. Our design tools give you accurate information, so you can determine how plan changes can affect current and future costs.

Employee Benefits

Employee Benefit Services

Renewal Negotiation – Our strong analytical, underwriting and negotiating capabilities ensure that renewals are as favorable to you as possible. Plan marketing services are available if vendor options are desired.

Vendor Program Reviews – Understanding the options available from current vendors allows you to maximize the value of your program. Examples include disease management programs, web technology, wellness programs and discount arrangements.

Eligibility and Enrollment – Multiple resources, including ProENROLL, our web enrollment and call center platforms, can help you streamline administration of your benefits program. We tailor solutions for your organization that will save resources, time and money.

Legislative and Compliance Services – We provide updates on current and prospective legislation so that you are informed of any changes in the law. We provide access to a web-based library of current human resources and employee benefits literature. Our strategic partners provide COBRA, Section 125 and ERISA compliance services to you.

Workers Compensation

Management of workers compensation for your employees can be a daunting task. The requirements include premium calculations and audits. If an employee is injured, do you, as an employer, know how to handle the situation? Where is the employee sent for medical treatment? How is the injury reported?

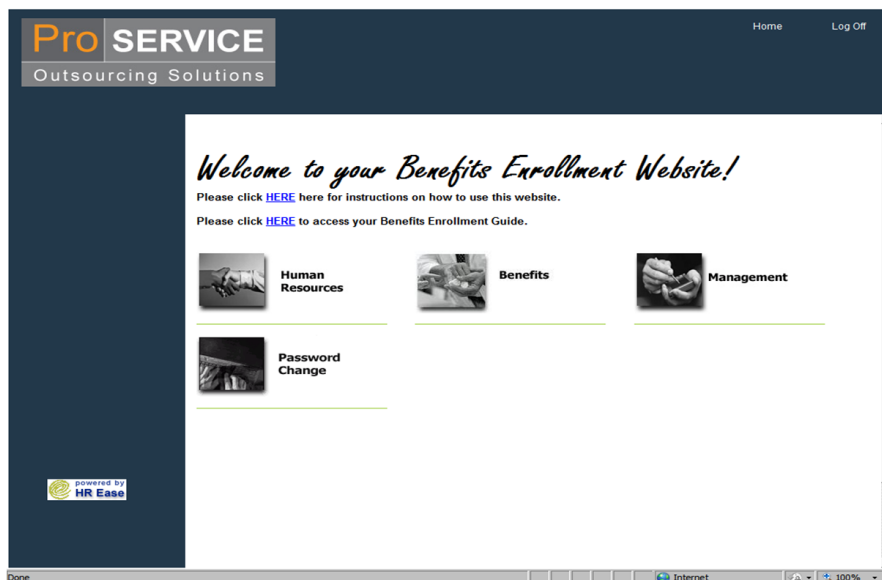
The ProSERVICE team is there to help you in such situations. To save you time and ensure your employees receive the best outcomes possible, we offer the following:

- **Competitive pricing**
- **Pay as you go premiums rather than pre-paid lump sum**
- **Experience in audit & claims management**
- **Loss control**
- **State regulatory compliance**
- **Administration, including billing and collections**
- **Individual experience rating credits**
- **OSHA compliance**
- **Safety training programs**



ProENROLL—Online Benefits Administration

We make managing your companies benefits simple, accurate and cost effective. Employee Benefit elections are captured online and the data is transferred electronically to the carriers and our payroll system





ProENROLL—Online Benefits Administration

ProEnroll Offers:

Reduced paperwork: Web-based benefits enrollment eliminates the collection, review, and delivery of paper forms

Easy eligibility tracking: ProENROLL manages and calculates eligibility and effective dates for new hires, life events, and open enrollment according to each group's rules.

Highly accurate data: Data is rules-based and customized to match your eligibility requirements. Our system checks data during enrollment and reminds users if a required field is missed or invalid.

The highest level of security: ProENROLL has passed a vulnerability assessment by a consulting firm specializing in network security, HIPAA security, and Sarbanes-Oxley compliance.

Fast enrollment and processing: Participants check alternatives, make choices, and manage personal data as part of the online signup process.

Automatic Communication: All changes are sent electronically to all necessary parties: including insurance carriers, COBRA vendors and our payroll system.

A large, light green, semi-transparent image of a cable-stayed bridge serves as the background for the page. The bridge has multiple tall, A-frame pylons and numerous stay cables. It spans a body of water, and the horizon is visible in the distance.

Appendix



Sample Payroll Reports

Invoice

Pro SERVICE
Outsourcing Solutions

5210 Lewis Road Suite 14
Agoura Hills, California 91301
(805) 598-4441 (818) 735-4614
Fax (818) 865-0285

ABC Company
123 Main Street
Los Angeles, CA 90025

INVOICE Page 1 of 1

Invoice No. 6708
Invoice Date 01/20/2011
Check Date 01/20/2011
Period Ending 01/15/2011
Payroll Number 10410001
Customer Number 99-1041
Delivery Method Check

Phone 818-707-5664 Fax 818-707-2391

DESCRIPTION	AMOUNT
GROSS WAGES	368.75
SOCIAL SECURITY TAX	22.86
MEDICARE TAX	5.35
FEDERAL UNEMPLOYMENT TAX	2.95
STATE UNEMPLOYMENT TAX	22.13
ADMINISTRATION FEE	35.00
GROSS PAYROLL AMOUNT	457.04
TOTAL AMOUNT DUE	457.04

Items Processed: 1

Checks Printed: 1

Starting Check: 471

Ending Check: 471

Payroll Register Report

Client: 1012 Pay Date: 01/06/2011 Payroll Run #: 10120001										Page: 0001 Date: 03/03/2011 Time: 04:58PM Pg: 1 of 1			
Payroll Register													
Earning	Code	Rate	Hrs/Units	Cur Pay	YTD Pay	YTD Hrs	Tax	Current	YTD	Deduction	Code	Current	YTD
Anaya, David Empl: 2 Net: 395.91 DDeg: 0.00 Clk: 395.91 Clk#: 473 Div: 0 Dpt:													
HOURLY	1	20.00	40.00	800.00	800.00	40.00	SOC SEC	20.10	20.10	401K Flat Amount	60	50.00	50.00
							MEDICARE	6.94	6.94	Health Silver	200	300.00	300.00
Pay:		40.00	800.00	800.00	800.00	40.00	CASDI	5.74	5.74	Dental Silver	200	17.31	17.31
							Taxes:	32.78	32.78	Medical Admin Fee Pre-Tax	220	4.00	4.00
										Deductions:		371.31	371.31
Avalos, Miguel Empl: 1 Net: 511.01 DDeg: 0.00 Clk: 511.01 Clk#: 474 Div: 0 Dpt:													
HOURLY	1	15.00	40.00	600.00	600.00	40.00	FEDERAL WH	43.75	43.75				
							SOC SEC	25.20	25.20				
Pay:		40.00	600.00	600.00	600.00	40.00	MEDICARE	8.70	8.70				
							CA	4.14	4.14				
							CASDI	7.30	7.30				
							Taxes:	88.99	88.99				
Bopp, Albert Empl: 5 Net: 450.35 DDeg: 0.00 Clk: 450.35 Clk#: 475 Div: 0 Dpt:													
SALARY	2	40.00	500.00	500.00	500.00	40.00	FEDERAL WH	13.46	13.46				
							SOC SEC	21.00	21.00				
Pay:		40.00	500.00	500.00	500.00	40.00	MEDICARE	7.25	7.25				
							CA	1.94	1.94				
							CASDI	6.00	6.00				
							Taxes:	40.65	40.65				
Cavallaro, Stan Empl: 6 Net: 422.25 DDeg: 0.00 Clk: 422.25 Clk#: 476 Div: 0 Dpt:													
SALARY	2	40.00	520.00	520.00	520.00	40.00	FEDERAL WH	53.10	53.10				
							SOC SEC	31.84	31.84				
Pay:		40.00	520.00	520.00	520.00	40.00	MEDICARE	7.54	7.54				
							CA	9.03	9.03				
							CASDI	6.24	6.24				
							Taxes:	97.75	97.75				
Mendosa, Gehral Empl: 4 Net: 739.36 DDeg: 0.00 Clk: 739.36 Clk#: 477 Div: 0 Dpt:													
HOURLY	1	25.00	40.00	1,000.00	1,000.00	40.00	FEDERAL WH	147.60	147.60				
							SOC SEC	42.00	42.00				
Pay:		40.00	1,000.00	1,000.00	1,000.00	40.00	MEDICARE	14.50	14.50				
							CA	44.54	44.54				
							CASDI	12.00	12.00				
							Taxes:	260.64	260.64				
Riley, Ligorio Empl: 3 Net: 666.02 DDeg: 0.00 Clk: 666.02 Clk#: 478 Div: 0 Dpt:													
HOURLY	1	18.00	40.00	720.00	720.00	40.00	SOC SEC	30.24	30.24				
							MEDICARE	10.44	10.44				
Pay:		40.00	720.00	720.00	720.00	40.00	CA	4.66	4.66				
							CASDI	8.64	8.64				
							Taxes:	53.98	53.98				

Background Check Fees

Criminal History Search—Search at County Courts	\$29.00	Per County
Social Security Trace	\$10.00	
Motor Vehicle Report (DMV)	\$15.00	Per State
Credit Check (Employment Purposes Only)	\$25.00	
Sexual Offender Registry	\$24.00	Per State

U.S. Criminal Database Search	\$22.00	
Federal Criminal Database Search	\$24.00	Per District
Federal Criminal District Search	\$45.00	Nationwide
Statewide Criminal Search (N/A in CA)	\$24.00	Per State
State and Federal (BOP) Incarceration Records	\$24.00	Per State

Employment Verification	\$22.00	Per Employer
Education Verification	\$22.00	Per School
Professional License Verification	\$22.00	
Military Service Verification	\$22.00	

Civil Search— Superior Court	\$35.00	Per County
Federal Civil District Court Search	\$28.00	Per District
Federal Civil Nationwide Court Search	\$42.00	Nationwide
Workers' Compensation History	\$26.00	
Liens & Judgment	\$65.00	Per County