

# **Louisiana Sales and Use Tax Commission for Remote Sellers**

## **Payroll Services Proposals Summary and Comparison**

1. Delta Administrative Services
  - a. \$250.00 one-time implementation fee
  - b. \$100.00 one-time setup fee per benefits plan
  - c. Minimum payroll run fee of \$75.00; \$15.00 per check
  - d. \$10.00 per new employee (after initial set-up)
  - e. \$3.50 per employee per month for electronic time and attendance
  - f. Based in Metairie
  - g. Estimated First Year Annual Cost based on 8 employees: \$3,936
2. Netchex
  - a. \$200 one-time implementation fee
  - b. Minimum monthly fee of \$200; \$13.00 per employee per month
  - c. Additional fees for W-2s (\$5.25 each) and 1095-C (\$5.25 each) plus \$60.00 each for W-3 and 1094-C
  - d. Includes electronic time and attendance
  - e. Based in Covington
  - f. Estimated First Year Annual Cost based on 8 employees: \$2,804

# **Delta Administrative Services Implementation Plan for Louisiana Sales and Use Tax Commission for Remote Sellers**



This proposal expires on November 30, 2020  
The contents of this proposal are confidential and the proprietary property of Delta Administrative Services, LLC.  
**Proposal Date November 24, 2012**



November 24, 2020

Renee Ellender Roberie  
Executive Director  
Louisiana Sales and Use Tax Commission for Remote Sellers  
Baton Rouge, LA

Dear Ms. Roberie,

Thank you for allowing Delta Administrative Services (Delta) an opportunity to serve your company. I assure you that there is a difference between a true Human Resource Outsourcing Company and a payroll-based company. The difference is responsive, professional, hands on service.

Enclosed is a proposal to utilize the expertise of Delta Administrative Services as a seamless outsourced Payroll Provider with some Human Resource interface for your company. We do this by providing not only, web-based payroll technology through our state-of-the-art computer system, but we pride ourselves in the "Hands On" Service our Staff of Professionals provide.

Delta will handle your payroll and tax administration. We will also provide access to a complete HRIS system that can only increase the satisfaction of being an employee of LA Sales and Use Tax Commission for Remote Sellers. Delta can assist to put in place all administration for an online HRIS system, that all of your employees will have access to. We have a toll-free telephone number that your employees can call for any of their employment issues, from payroll to trouble logging in, or not being able to reprint their w-2 online. We are a phone call away. The partnership between your company and Delta confirms your employees will be well taken care of along with helping to minimize your corporate liability with respect to Human Resource related matters.



This proposal is all inclusive. Our pricing structure is broken out at the end of this proposal. If you would like to add additional services that we discuss, we will be glad to provide quotes for a la carte services or a package that we bundle all of what we do together. Please read through the proposal and understand that we are a custom-made service business. We will go beyond what is written to help you succeed.

We look forward to serving you and your employees. Your satisfaction is of paramount importance to Delta Administrative Services.

Sincerely,

*David Lawrence*

David Lawrence  
President  
Delta Administrative Services

## **Who We Are**

**Delta Administrative Services, LLC is a Human Resources Outsourcing Company (HRO), which has served businesses in the Gulf Coast Region since 2000. The founders of Delta have been in the Employment industry since 1968. Delta Administrative Services, LLC provides proactive human resource services to over 100 clients.**

**Delta Administrative Services, LLC helps our clients focus on their business objectives by outsourcing the transactional tasks of human resources, workers' compensation, risk management, employee benefits and payroll administration. While these administrative tasks are essential in running any business, they do not generate revenue and if not managed properly, can result in decreased profitability and productivity.**

## **Our Goals**

**Delta Administrative Services, LLC solves problems in the areas of human resources administration, workers' compensation, risk management, employee benefits and payroll. We help our clients:**

- **Reduce labor costs**
- **Increase profitability**
- **Focus on mission critical business issues**
- **Reduce employment related liability**
- **Eliminate most human resources administrative tasks**
- **Maximize employee productivity**

## **Who We Serve**

**Our clients vary in the size and scope of their operations. The common denominator is that they all have employees. Delta Administrative Services, LLC serves clients with as few as five employees and as large as several hundred. Our clients operate a wide range of businesses:**

- **Technology and Financial services**
- **Real estate and property management**
- **Hospitality**
- **Manufacturing**
- **Transportation and distribution**
- **Healthcare**
- **Construction**
- **Non-Profits**



## MOVING TO THE NEW HR CLOUD



The new Delta Administrative Services HR Cloud is here! This next generation of HR technology gives you:

- A streamlined employee portal optimized for mobile.
- Powerful new reports, enabling you to run payroll and access the information you need in seconds.
- Robust, flexible security capabilities through role-based permissions.

## Better User Experience for Employees

Employees benefit from an employee portal designed to work across smartphones, tablets, laptops, and desktops. The portal is easily customizable to represent your brand, including colors, custom background, and login screen. Employees have greater flexibility to access and update their own personal information.

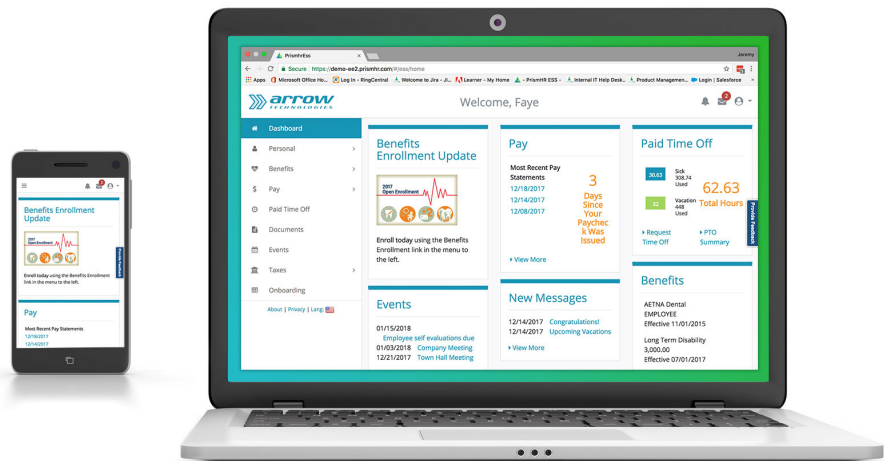
### CONTACT

[www.deltapeo.com](http://www.deltapeo.com)

Main: 504.274.3400

Toll Free: 800.828.6130

Corporate Office Address  
2709 L and A Road  
Metairie, LA 70001





## MOVING TO THE NEW HR CLOUD

### Role-based Permissions and Improved Manager Experience

HR Cloud provides powerful new security capabilities, controlling access to specific fields, menus and data, that way individuals only see what they need, when they need to. You can use roles to control access for groups or even specific individuals to ensure your team has the right access and insight they need. With role-based permissions you can offer your customers the flexibility to manage as much or as little of their workflow as they want.

With role-based permissions, training is simplified for managers who only have to learn one system. When you sign in you will immediately see that the user experience has been streamlined and consolidated for maximum efficiency. With the new favorites feature, you can create quick links to your most-used tasks.

**PRISMPEO** MY COMPANY MY EMPLOYEES MY PAYROLLS

Company / Dashboard / Home Company: (102) Arrow Technologies, Inc.

**My Favorites**

- Approval Policies
- Employee Benefits Enrollment
- Job Candidates
- Client Benefits Overview

**My Support Team**

- Payroll Representative**  
Pat Payroll  
(508) 927-5555  
payroll
- Benefits Support Representative**  
Betty Benefits  
(508) 927-5556  
benefits
- HR Manager**  
Helen HR  
(508) 555-5551  
hrman
- Risk Manager**  
Randy Risk  
(508) 555-1234  
risk

**Recent Payrolls**

Payroll	Description	Pay Date
201629	201629 - 04-08-16 WFRI	04/08/2016
201626	201626 - 04-01-16 WFRI	04/01/2016
201621	201621 - 03-31-16 M	03/31/2016
201625	201625 - 03-25-16 WFRI	03/25/2016
201624	201624 - 03-18-16 WFRI	03/18/2016
201623	201623 - 03-11-16 WFRI	03/11/2016
201618	201618 - 03-04-16 WFRI	03/04/2016
201616	201616 - 02-29-16 M	02/29/2016
201617	201617 - 02-26-16 WFRI	02/26/2016
201615	201615 - 02-19-16 WFRI	02/19/2016
201614	201614 - 02-12-16 WFRI	02/12/2016
201611	201611 - 02-05-16 WFRI	02/05/2016
20169	20169 - 01-29-16 M	01/29/2016
201610	201610 - 01-29-16 WFRI	01/29/2016
20167	20167 - 01-22-16 WFRI	01/22/2016

**My Company Employees**

Employee Name	Ext	Direct	Mobile	Email
ANDREWS FAYE		305-553-5645	321/323-4334	fandrews@arrowtech.com
ARTURO HAYNES		305-222-2235		aha@arrowtech.com
BINGHAM MIKE			424-555-2225	
BRAUN HALLE		305-225-1315	954/461-2217	avanbeek@fwdco.com
CORRIGAN MARY		305-335-5564		mcarrigan@arrowtech.com
DARROW JOHN		508-335-5554	954/356-9389	jdarrow@fwdco.com
DELANEY MICHAEL	123	508-335-5000		mdelaney@arrowtech.com
DOPSON PATRICIA		508/555-1234	954/267-1220	pdopson@arrowtech.com
GILDAY CHARLES	335	508-335-5000	508-335-6958	cgilday@arrowtech.com
GLASS NICK		954-225-3354		nglass@arrowtech.com
JONES BENJAMIN		954-223-5545		bjones@arrowtech.com
LOGAN MACKENZIE	213	305-225-5500		FAs@workandrew.com
LOPEZ GINA		508-225-3354		glopez@arrowtech.com
MACK ASHLEY		305-322-5225		amack@arrowtech.com
MARKER BENJAMIN	225	305-332-5540		bmarker@arrowtech.com
MARTINEZ DIEGO		305-323-2113		dmartinez@arrowtech.com



## MOVING TO THE NEW HR CLOUD

### Quickly Find What You Need, With Improved Search

New search capabilities make it extremely easy for managers to find almost anything, by typing in just a few characters into the search box.

While you can search for anything, you can also apply filters to narrow your results before searching. You can filter your results to show employees, reports, or fields. To use filters, you simply enter the corresponding filter letter, followed by the search term. Common filters are below:

- a: application window or menu item
- e: employee name, id, etc.
- f: field name
- r: report name

### Reporting

The new HR Cloud provides numerous pre-built reports with a wide range of customizable parameters, making it easier than ever to find the information you need. Reports are generated in real-time and immediately available.

With Data Retriever, Managers can quickly access and report on employee data whenever they want. Additionally, Managers can save templated employee reports, making it easy to quickly access the same data the next time it is needed.

A screenshot of the "Data Retriever" web application interface. The interface is divided into three main sections: "Step 1 - Select Client(s)", "Step 2 - Add Fields", and "Step 3 - Add Totals". In Step 1, "102 Arrow Technologies, Inc." is selected. Step 2 shows a list of fields with toggle switches, including Name, Personal Detail, Status Detail, License Details, Emergency Contact, Employment, Testing, Resident Address, Phone and Email, Mailing Address, Form W-2 Address, Work Status, Work Assignments, Work Miscellaneous, Compensation, Allocations, Federal Tax Filing, State Tax Filing, Local Tax Filing, Employee Verification, Performance, Deposit, Other details, and Alternate Rates. Step 3 shows a list of totals with toggle switches, including Gross Earnings, Time Sheet Table, Deductions, Company Tax, Employee Tax, Benefits, Retirement (401k), and Works Compensation. A "Run" button is located in the top right corner of the interface.



## Why Companies Engage Delta Administrative Services

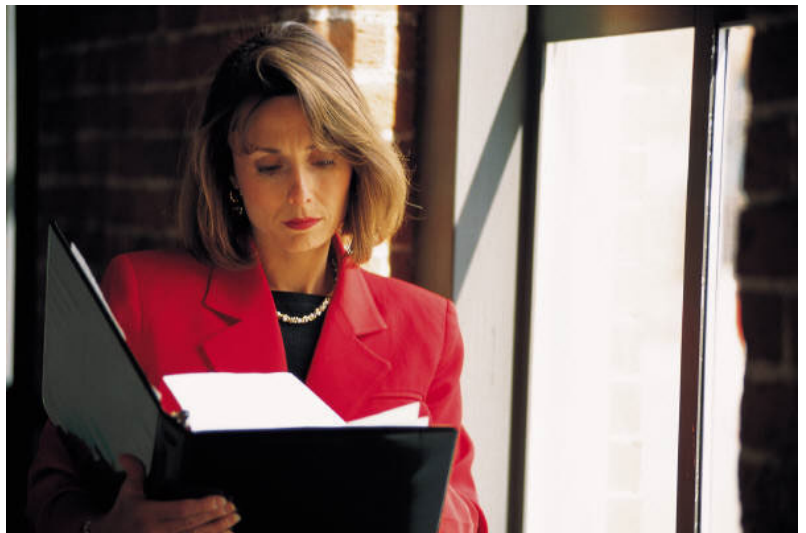
Every business has unique needs and goals. The main reason clients engage Delta Administrative Services include:

- Reduce labor costs
- Focus on core business strategies
- Improve human resources processes
- Reduce employment risk
- Expand employee benefit offering, while stabilizing costs
- Capitalize on our technology and expertise

## You Are Already Outsourcing

Most companies outsource a number of HR functions to different vendors. However, managing multiple vendors wastes time and is more expensive than outsourcing to a single source solution. Depending on the business situation, Delta Administrative Services, LLC can eliminate a number of vendors.

- Human resources consultant(s)
- A management and employee training company
- A pre-employment screening vendor
- A workers' compensation carrier
- A risk management consultant
- Multiple employee benefit brokers
- Medical insurance carrier
- Dental insurance carrier
- Vision insurance carrier
- Life insurance carrier
- Disability insurance carrier
- Supplemental benefits carrier
- A 125 plan administrator
- Retirement plan administrator
- Payroll vendor
- Time and attendance vendor



***“My employees are happier because Delta Administrative Services has brought a level of professionalism that compliments my company.”***

**Annette Bodden, CFO, NOPJF**

## The Complexities of a Running Business...and Employees

The goal of any organization is to be profitable and effective in their business enterprise, most organizations do not have effective strategies dealing with the administration, management and performance of employees.



## **Delta Administrative Services Human Resource Services**

### **Include but are not limited to:**

- ☐ Human resources consultations
- ☐ Human resources assessment and recommendations
- ☐ Workplace attitude assessment/Employee climate survey and recommendations
- ☐ Toll-Free, 24/7 HR Hotline
- ☐ Custom employee handbooks
- ☐ Sexual harassment training
- ☐ Position descriptions
- ☐ Compensation planning
- ☐ Performance management and incentive program development
- ☐ Unemployment claims processing, hearings and appeals
- ☐ Legally required state and federal postings
- ☐ Human resource policies and procedures
- ☐ Assist with responses to regulatory agencies
- ☐ Drug-Free Work Place administration
- ☐ EEO-1 preparation assistance (at client request)
- ☐ Compliance assistance with labor laws: Title VII, ADA, FMLA, etc.
- ☐ Onsite HR support
- ☐ Documenting employee actions
- ☐ EPLI coverage, PEO Only
- ☐ Pre-employment screening
- ☐ Recruiting Training and Assistance
- ☐ New Hire Control Process, that may include:
  - Cloud Based Applicant Tracking System
  - Interview Question Development
  - Recruiting Procedures Audit
  - Workplace Assessment Tools
  - Interview Skills Training
  - Interviewing Assistance



**Profitability ♦ Productivity ♦ Time ♦ Liability ♦ Cost**

## Benefit Administration Services



"Access To if Requested"

- ☐ Benefit plan design & procurement
  - ☐ Section 125 plan administration & discrimination testing
  - ☐ 401(k) retirement plan administration
  - ☐ ERISA reporting and disclosure (Form 5500, Summary Annual Reports, etc.)
  - ☐ Renewal management & negotiation and Enrollment
  - ☐ New employee eligibility tracking, enrollment & processing
  - ☐ Carrier data interfacing/transmission
  - ☐ Benefit election change processing
  - ☐ Termination processing
  - ☐ COBRA administration
  - ☐ HIPAA administration
  - ☐ ERISA compliance assistance
  - ☐ Enrollment Confirmation Statement
  - ☐ Employee Inquiries and Assistance on Claims
  - ☐ Billing Reconciliation
  - ☐ Premium Reporting
  - ☐ Multi Broker Management, if needed
  - ☐ ACA Management, annual reporting quoted separately
- ☐ Preferred Provider Organizations (PPO)
  - ☐ Point of Service (POS)
  - ☐ Health Maintenance Organization (HMO)
  - ☐ Health Saving Accounts (HSA)
  - ☐ Dental insurance plans
  - ☐ Prescription drug coverage
  - ☐ Life and AD&D insurance
  - ☐ Vision care plans
  - ☐ Long-and short term disability plans
  - ☐ Section 125 "cafeteria" plan
  - ☐ Healthcare and Dependent care flexible spending accounts
  - ☐ Retirement plan
  - ☐ Pet Insurance Programs
  - ☐ EAP plans
  - ☐ Aflac Ancillary Insurance Plans
  - ☐ Colonial Ancillary Insurance Plans

## Employee Benefit Plans



Profitability ♦ Productivity ♦ Time ♦ Liability ♦ Cost



## **Delta Administrative Services Workers' Compensation & Risk Management Services**

- ☐ Procurement of coverage
- ☐ Eliminate down payment, audit, and audit premium
- ☐ Certificates of insurance
- ☐ Risk management assessment
- ☐ Client specific risk management plan
- ☐ Custom safety training and materials
- ☐ Ergonomics assessments
- ☐ New facilities, equipment safety consultation
- ☐ Custom safety manual
- ☐ Safety awareness and recognition programs
- ☐ First Aid/CPR training
- ☐ OSHA compliance assessment
- ☐ Mock OSHA audits as requested
- ☐ OSHA reporting assistance
- ☐ Assistance with responding to OSHA inspections/citations

## **Delta Administrative Services Effective Claims Management**

- ☐ Management of claims
- ☐ Pre-injury management consultation
- ☐ Telephone claims reporting
- ☐ Clinic selection assistance
- ☐ Incident investigations
- ☐ Investigation of questionable claims
- ☐ Return-to-work programs
- ☐ Drug-free workplace implementation
- ☐ Safety Walk through
- ☐ Tool Box Training or access to topics



**Profitability ♦ Productivity ♦ Time ♦ Liability ♦ Cost**

# Time and Attendance, PTO, and Payroll Processing



Simplify time tracking, spend less time processing payroll, ensure proper pay, control overtime, enable accurate job costing, enforce breaks, and avoid buddy punching.

TimeWorksPlus®

Visit [www.deltapeo.com](http://www.deltapeo.com) for better workforce management or call 504-274-3400





# Payroll

Fast, easy, and accurate payroll that is on time, every time.

## Fast and Efficient

As a business owner, you are passionate about running your business and your customers - not about the hassle of payroll. With the Delta HR Cloud, you can stay focused on your business while quickly and easily managing payrolls.

Your payroll data is automatically integrated with other HR Cloud modules, so you never have to rekey anything from one system to another. And with \$55 billion in annual payroll processed, you can rest easy, knowing the HR Cloud is a tried-and-true payroll solution.

You can quickly review timesheets, process your payrolls, and even see payroll status in real-time.

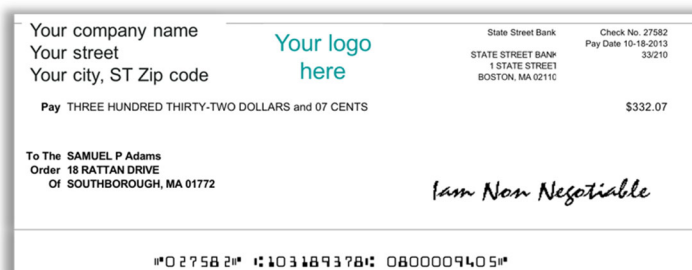


## Safe and Secure

Access to payroll data is granted to individuals in your organization as needed, and you can even control what data, fields and reports each individual can see. So everything is safe, and your team only sees the data they need.

## Your Brand is Front and Center

Your payroll can include your logos on checks, so your employees have a consistent experience.





## **Delta Administrative Services**

### **Payroll & Tax Administration Services**

- ☐ Human resources information system
- ☐ Payroll processing
- ☐ Direct deposits
- ☐ File 940 and 941 forms and deposit taxes
- ☐ File state unemployment tax returns
- ☐ Deposit federal and state withholding tax liabilities
- ☐ Deposit federal and state unemployment taxes
- ☐ Proper file maintenance (employment, workers' compensation, medical and immigration)
- ☐ Time and attendance interface capabilities
- ☐ Compliance assistance with FLSA (Exempt/Non-exempt)
- ☐ New hire (PRWORA) administration and liability
- ☐ Reconcile payroll checks
- ☐ File and mail W2's and W-3
- ☐ Deposit other state and local tax obligations
- ☐ Process tax liens and child support garnishments
- ☐ Maintain vacation and sick leave records
- ☐ Respond to employment and wage verification request
- ☐ Employee files and records storage
- ☐ Payroll management reports
  - ☐ Check register
  - ☐ Job cost report
  - ☐ Deduction register
  - ☐ Invoice history
  - ☐ Earnings register
  - ☐ Time and attendance report
  - ☐ Termination report
  - ☐ Custom reports



**Profitability ♦ Productivity ♦ Time ♦ Liability ♦ Cost**



**DELTA ADMINISTRATIVE SERVICES, LLC**

2709 L AND A ROAD, STE 200  
METAIRIE, LA 70001

Invoice

**011092**

Date

**07/03/2018**

Pay Period Ending: 07-03-2018

Control Number: 000161-231546

**ABC COMPANY, LLC**

2709 L & A RD  
KENNER, LA 70065

GROSS WAGES	20,333.17
SOCIAL SECURITY & MEDICARE	1,546.43
FEDERAL UNEMPLOYMENT	122.00
STATE UNEMPLOYMENT	410.73
WORKERS COMPENSATION	284.52
HEALTH BENEFITS	55.82
CLIENT MEDICAL CREDIT	-125.69
LIFE/LTD INSURANCE	20.00
ADMINISTRATIVE FEE	783.02
TIPS CREDIT	0.00
Other: CLIENT ADVANCE	0.00
EXPENSE REIMBURSEMENT	5,767.54
<b>SUB-TOTAL ..</b>	<b>29,197.54</b>
<b>TOTAL INVOICE</b>	<b>29,197.54</b>

PAID - Ref  
Do Not Remit Payment

XXXXXXXXXX507

**29,197.54**



**ABC COMPANY, LLC.**  
**Client Allocation Report**  
**Payroll # 231546 | Pay Date 07/03/2018**  
**Sorted by Location by Department**

Employee ID	Employee	Regular Pay	Overtime	TIPS	Other Pay	Total Pay	FUTA	SUTA	SOC SEC	MEDICARE	W/C	Benefits	Rebated Deductions	Admin Fee	EMPLOYEE TOTAL
T03666	Bastian Tayler	711.42				711.42	4.27	14.37	43.64	10.21	1.21	5.11		21.34	811.57
P03471	Everette Klye	461.60			500.00	961.60	2.77	9.32	28.62	6.69	8.77			28.85	1046.62
B00842	Forney Michael	1677.92			575.00	2252.92	10.07	33.89	104.03	24.33	31.88	34.10		67.59	2558.81
C00843	Green Tina	1222.54			400.00	1622.54	7.34	24.70	75.79	17.72	2.08	1.88		48.68	1800.73
P00855	German Karen	840.00	23.63		100.00	963.63	5.18	17.45	53.07	12.41	1.45	5.11		28.91	1087.21
T00906	Harmon Angela	913.46			300.00	1213.46	5.48	18.45	56.64	13.25	1.55			36.40	1345.23
S00881	Moore David	300.00			500.00	800.00	1.80	6.06	18.60	4.35	0.51			24.00	855.32
E00845	Nichols Kevin	747.92			1800.00	2547.92	4.49	15.11	46.37	10.85	14.21			76.44	2715.39
I03489	Nichols Robin	461.60			1592.54	2054.14	2.77	9.32	28.62	6.69	8.77			61.62	2171.93
G00847	Thibodeaux Skylar	1043.27				1043.27	6.26	21.07	64.21	15.01	1.77	5.11		31.30	1188.00
~Totals for DEPARTMENT :SAINT ROSE		8379.73	23.63		5767.54	14170.90	50.43	169.74	519.59	121.51	72.20	51.31		425.13	15580.81
W03837	Brown Beverly	380.00	36.62			416.62	2.50	8.42	25.83	6.04	7.68			12.50	479.59
U01099	Davidson Nicholas	400.00	17.55			417.55	2.51	8.43	25.42	5.94	7.82	5.11		12.53	485.31
U06043	Dugs Melvin	320.00	37.80			357.80	2.15	7.23	22.18	5.19	6.56			10.73	411.84
S01049	Haskin Karen	377.91				377.91	2.27	7.63	23.43	5.48	4.31			11.34	432.37
H05168	Johnson Michelle	372.80				372.80	2.24	7.53	23.11	5.40	7.08			11.18	429.34
D06580	Howard Billy	320.00	8.64			328.64	1.97	6.64	20.38	4.77	6.19			9.86	378.45
H00896	Stewart Bonnie	518.70			277.60	796.30	4.78	16.08	47.05	11.00	15.13	5.11		23.89	919.34
R05080	Stoute Janice	48.00				48.00	0.29	0.97	2.98	0.70	0.91			1.44	55.29
~Totals for DEPARTMENT :WESTBANK		2737.41	100.61		277.60	3115.62	18.71	62.93	190.38	44.52	55.68	10.22		93.47	3591.53
M01093	Bird Bridget	314.25				314.25	1.89	6.35	19.48	4.56	3.58		-27.30	9.43	332.24
K06659	Crews Michael	207.04				207.04	1.24	4.18	12.83	3.01	3.93		-19.18	6.21	219.26
G04471	Dupre Cheryl	93.04				93.04	0.56	1.88	5.77	1.35	1.77			2.79	107.16
V05204	Edwards Sharri	284.96				284.96	1.71	5.76	17.67	4.13	5.41		-26.71	8.55	301.48
B05954	Gooden Frank	268.88				268.88	1.61	5.43	16.67	3.90	5.11		-25.20	8.07	284.47
G03775	Henry Tyrone	295.02				295.02	1.77	5.96	18.29	4.28	5.61		-27.30	8.85	312.48
R06640	Robinson Whit	320.00	7.32			327.32	1.96	6.61	20.29	4.75	6.17			9.82	376.92
I00849	Steven Shelly	577.95				577.95	3.47	11.67	35.37	8.27	10.98	5.11		17.34	670.16
~Totals for DEPARTMENT :MARERRO		2361.14	7.32			2368.46	14.21	47.84	146.37	34.25	42.56	5.11	-125.69	71.05	2604.16
K06011	Banks John	272.96				272.96	1.64	5.51	16.92	3.96	5.19			8.19	314.37
I06009	Campbell Allyson	272.24				272.24	1.63	5.50	16.88	3.95	5.17			8.17	313.54
P05799	Carlos Marie	143.36				143.36	0.86	2.90	8.89	2.08	2.72			4.30	165.11
F02958	Donaldson Sara	360.00	19.04			379.04	2.27	7.66	23.11	5.41	5.81	4.59		11.37	439.26
I04113	Edmond Lisa	362.60				362.60	2.18	7.32	22.48	5.25	6.89			10.88	417.60
W03693	Griffin Jason	319.30			76.00	395.30	2.37	7.99	24.51	5.73	7.51			11.86	455.27
Z00816	Reed Jordon	700.00	5.78		399.00	1104.78	6.62	22.32	66.24	15.50	20.95	4.59		33.14	1274.14
P05367	Winter Ron	340.00	34.04			374.04	2.24	7.56	23.19	5.42	6.89			11.22	430.56
E01877	Wright Robert	208.43				208.43	1.25	4.21	12.92	3.02	3.96			6.25	240.04
~Totals for DEPARTMENT :KENNER		2978.89	58.86		475.00	3512.75	21.06	70.97	215.14	50.32	65.09	9.18		105.38	4049.89
S06401	Arnold Latasha	239.52				239.52	1.44	4.84	14.85	3.48	4.18			7.19	275.50
R06400	Bell Joe	198.80				198.80	1.19	4.02	12.33	2.88	3.78			5.96	228.96
X05710	Berry Linda	252.88				252.88	1.52	5.11	15.68	3.67	4.80			7.59	291.25
L06396	Rios Rex	126.24				126.24	0.76	2.55	7.82	1.83	2.40			3.79	145.39
S03713	Hare Lance	278.80				278.80	1.67	5.63	17.28	4.04	5.30			8.36	321.08
G05503	Lindsey Thomas	324.11				324.11	1.94	6.55	20.09	4.69	6.16			9.72	373.26
S06569	Perry Tracey	213.44				213.44	1.28	4.31	13.23	3.10	3.68			6.40	245.44
N05270	Scott Melanie	543.45				543.45	3.26	10.98	33.69	7.88	6.20			16.30	621.76
Y05303	Solomon Joseph	245.76				245.76	1.47	4.96	15.24	3.56	2.80			7.37	281.16
V03092	Test Jodee	240.30				240.30	1.44	4.85	14.89	3.49	4.57			7.21	276.75
F05502	Upton Pam	269.68				269.68	1.62	5.45	16.72	3.91	5.12			8.09	310.59
~Totals for DEPARTMENT : METAIRIE		2932.98				2932.98	17.59	59.25	181.82	42.53	48.99			87.99	3371.15
~Report Totals		19390.15	190.42	0.00	6520.14	26100.71	122.00	410.73	1253.30	293.13	284.52	75.82	-125.69	783.02	29197.54

# Fee Schedule

## Gross Payroll

## Management Fee

### Regular Employees

**\$15.00 per check**

This fee includes payroll only services along with our Time clock availability for your staff as well. there are some setup charges below that are mostly one time fees. We have also included several items in our proposal like HR services that would be additional and can be quoted either as needed or part of an inclusive package for your organization.

This rate is on gross payroll only. These rates do not include the additional charges for FICA, FUTA, SUTA, and Workers Compensation. The only additional charges will be any company paid benefits you choose to offer your employees or any other modules you may choose for additions to the base package.

This fee does include the upgraded service for internet access for both Employer and Employee access.

## **ONE TIME IMPLEMENTATION FEE \$250.00 or Min.\$100.00 per location**

Minimum Implementation and Orientation Fee @ \$10.00 per new employee (after startup)

## **Benefits Setup**

if you have any plans that are outside of the Delta plans that are offered, we have a one time setup fee

Of \$100.00 per plan

If Cobra is required then the cost to maintain that is .90 per active employee per month.

## **Payroll Setup**

If client wants to have time and attendance it will be \$3.50 per participant per month additional. Scheduling is also available for an additional \$1.00 per participant per month. Clocks if needed are available through Purchase or Lease. There is a one time setup fee for the clocks of \$100.00.

PTO setup in our system is included in basic setup unless client has multiple plans and complicated tracking, then the setup is \$100.00 per hour and an estimate will be provided before any work is done.

## Fee Schedule Continued

Minimum payroll run fee (normal payroll) of \$75.00 provided the normal percentage fee does not reach the minimum fee of \$75.00.

All additional payrolls are \$75.00 each (Client Fault Only)

All returned debits for invoices are a \$75.00 fee per NSF return.

If we do not receive payment before the check date, CLIENT agrees to pay interest charges for all outstanding monies due at a rate of one and one half percent (1 ½%) per month, 18 % annual from date of unpaid invoices until paid in full.

All shipping will be either charged on your next invoice or to the delivery services' client provider number.

CLIENT agrees that all charges outside of the scope of DAS's services will be invoiced on a cost basis. Examples of this would be criminal or motor vehicle background checks and drug test lab fees.

Additional charges for various modules can be quoted as needed, such as Electronic Timekeeping and Scheduling, Background Checks, Drug Screens, Etc.

Electronic Onboarding is included but new hire applicant tracking is an additional monthly charge based on usage.

Certified Payrolls are an additional charge and quoted based on volume.

WOTC tax credits and any other tax credits services are through a 3rd party but managed by Delta. These 3rd party fees are separate and will be quoted if you are interested in these services.

# DELTA IMPLEMENTATION

## What to Expect

As a Delta client, you can expect to have a team of experts guide you through a seamless, hands-on transition and implementation. We provide step-by-step training and support throughout the entire onboarding process, so you are not left to figure things out on your own.

### Goal

### Execution

**Day 1**

- 
- ☐ Underwriting & Sign Client Service Agreement
  - ☐ Client Implementation Meeting
  - ☐ Benefits Planning
  - ☐ Employee Orientation and Enrollment
  - ☐ HRIS/Payroll Training
  - ☐ Process First Payroll
  - ☐ HR/Handbook Assessment and Roadmap Development
  - ☐ Safety Assessment/Ergonomic Review
  - ☐ Safety Recommendations
  - ☐ Human Resources Roadmap Launch
  - ☐ 90 Day QC Meeting
  - ☐ Quarterly Reviews
  - ☐ Annual Reviews
- Within 48hrs of signed contract
- As needed
- 3 weeks prior to first payroll
- 2 weeks prior to first payroll
- Min 30 days after signed contract
- Within first 45 days
- Within first 45 days
- Within first 60 days
- Within first 60 days
- Within first 90 days
- Quarterly Basis
- Annually

## Delta Administrative Services References

### Clients:

**The Company Burger**  
(404) 514-6437  
**Adam Biderman**

**Bizzuka**  
(337) 216-4423  
**John Munsell**

**Nino's and Cash's Casino**  
(225) 405-0358  
**Kym Cashiola**

**QED Employer**  
(504) 323-5112  
**Emery Whalen**

**Magnolia Physical Therapy**  
(504) 733-0254  
**Lisa Taglauer**

### Legal:

**Jones Walker**  
201 St. Charles Ave.  
New Orleans, LA 70170  
(504) 582-8384  
**Tom Hubert**

**Derbes and Company**  
3027 Ridgelake Dr.  
Metairie, LA 70006  
(504) 837-1234  
**Albert Derbes IV**

**Wagner, Johnson, Rosenthal, P.C.**  
5855 Sandy Springs Circle  
Atlanta, GA 30328  
(404) 261-0400  
**Gordon Berger**

**Shields, Mott LLP**  
650 Poydras St.  
New Orleans, LA 70130  
504-581-4445  
**Norman A. Mott**

### Banking:

**Regions Bank**  
3908 Veterans Blvd  
Metairie, LA 70002  
(800) 734-4667  
**John Russo**

**J P Morgan Chase**  
3420 Severn Ave.  
Metairie, LA 70003  
(504) 456-3300  
**James Maurin**



**Profitability ♦ Productivity ♦ Time ♦ Liability ♦ Cost**

# What Our Clients Say...

**Delta has reduced our Unemployment Insurance Costs by 85% over a period of 18 months.**  
*Louisiana C-Store Management*

**Delta has offered our employees a Fortune 500 Benefits package, which has really increased our employees morale.**  
*Harvard Surgical Center*

**Delta worked with our company to design a time system that saved us time and money.**  
*Toca Alarm*

**Delta has completely taken all Garnishment Administration and Frustration off of our plate.**  
*R.B., LLC*

**Delta's Risk Manager has saved us huge amounts of money with its claims administration and accident prevention.**  
*Voodoo BBQ and Grill*

## **Delta Administrative Services**

**2709 L and A Road, Suite 200  
Metairie, LA 70001-5958  
800-828-6130  
[www.deltapeo.com](http://www.deltapeo.com)**



**To:** Louisiana Sales and Use Tax Commission for Remote Sellers  
Renee Roberie

(225) 219-7051  
renee.roberie@la.gov

Kellen Waldrep  
Netchex Account Executive  
(985) 220-1410  
kwaldrep@netchexonline.com  
April 13, 2021

## LET'S TALK PRICING

**6**  
**EMPLOYEES**

**\$17.00**  
**PEPM**

**\$200.00**  
**MONTHLY TOTAL\*\***

## YOUR MONTHLY INVESTMENT

Product	Description	Price	Units	Monthly Cost
Payroll/Tax	Unlimited payroll processing, tax administration, garnishments, and direct deposit	\$8.00		\$48.00
ESS/MSS	Configurable, secure online employee and manager access to personnel data	\$1.00		\$6.00
Time & Attendance	Time tracking, rounding rules, overtime management, alerts for missed punches, etc.	\$2.00		\$12.00
NetRecruiter	Post jobs to multiple job boards, configure job applications, and manage candidate pipeline	\$2.00		\$12.00
NetGuide	Electronic onboarding and task management: W4, I9, company handbooks, e-signature, etc.	\$2.00		\$12.00
ACA Central	ALE, FTE, Affordability, and 1095-C	\$0.00		\$0.00
The Work Number	Employment verification	\$0.00		\$0.00
NetPerform	Performance management	\$2.00		\$12.00
<b>MONTHLY FEE TOTAL (Minimum Applied)</b>		<b>\$17.00</b>	<b>6</b>	<b>\$200.00</b>

## ADDITIONAL ONE-TIME FEES

Product	Price	Units	Total
New Company Set-up & Training Fee	\$200.00		\$200.00
<b>ADDITIONAL ONE-TIME FEE TOTAL</b>			<b>\$200.00</b>



## BILLING DETAILS

Client Target Start<sup>1</sup> and Billing Start<sup>2</sup> Month is **July 2021**.

<sup>1</sup> Target Start Month is the month when Client expects to begin utilizing Netchex's services.

<sup>2</sup> Client agrees to be invoiced and drafted during the Billing Start Month's billing cycle and throughout the duration of the contract. If failure to begin processing by the last day of July 2021 is exclusively due to Client delay in implementation of the payroll processing services, then Netchex reserves the right to bill Client regardless of whether the Netchex services have commenced.

- Services offered in the *Your Monthly Investment* table above have an Initial Term Length of **12** month(s), beginning on the first day of the Billing Start Month.

### Other Details

**\*\* The *Monthly Total* amount includes PEPM fees as well as any additional monthly costs. A minimum monthly PEPM payment of \$200.00 applies.**

- Invoices will be available on the fourth (4<sup>th</sup>) business day of the month. Netchex will electronically draft the bank account Client designates on the Funding Authorization Agreement on the seventh (7<sup>th</sup>) business day of the month.
- First month invoice is based on the Fee Proposal employee count. All subsequent monthly invoices shall be determined by previous month's count of unique employees paid and shall not fall below the established minimum monthly PEPM payment noted above.
- The *New Company Set-up & Training Fee* will be included on Client's first month's bill with Netchex; however, if Client terminates this Fee Proposal prior to Client Target Start and Billing Start Month, then Client will be responsible for paying for any implementation expenses incurred by Netchex, not to exceed the greater of the *New Company Set-up & Training Fee* amount or *Monthly Total* amount referenced in this Fee Proposal. Any other *Additional One-Time Fee* items will be invoiced once the product is delivered.
- Some jurisdictions may require that certain sales tax be assessed on any fees paid by Client to Netchex.
- Rates and discounts listed above are based on the product offering(s) subscribed to in this Fee Proposal. Any future adjustments to product offering(s) subscribed to may result in adjusted rates and discounts.
- The below fees will be charged for the following items, if applicable.**

#### Other Fees

Form W-2	Per form	\$5.25
Form W-3	Transmittal of wage and tax statements (W-2)	\$60.00
Form 1099	Per form	\$5.25
Form 1096	Annual summary and transmittal of U.S. information returns (1099)	\$60.00
Form 1095-C	Per form	\$5.25
Form 1094-C	Transmittal of employer-provided health insurance offer and coverage information returns (1095-C)	\$60.00
Delivery	Varies depending on location	

## SIGNATURE

Upon dual execution by Client and Netchex, this Fee Proposal shall become legally binding. Netchex may reject this Fee Proposal if: (1) changes have been made to this Fee Proposal (other than completion of the Fee Proposal), or (2) the requested Fee Proposal information or signature is incomplete or does not match our records.

This Fee Proposal is governed by the terms of the Master Service Agreement ("[MSA](#)") between Netchex and Client, which can be found at [netchex.com/agreements-and-terms](https://netchex.com/agreements-and-terms) or by clicking the link below, unless Client has a written MSA executed by Netchex for the services referenced in this Fee Proposal, in which case such written MSA will govern. Upon signature of this Fee Proposal by Client and submission to Netchex, Client agrees to the terms of the MSA and agrees that Client and Netchex shall be bound by the terms of the MSA.

**S & W Payroll Services, L.L.C., d/b/a Netchex**

\_\_\_\_\_  
Signature of Authorized Representative

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature Date

**Client: Louisiana Sales and Use Tax Commission for Remote Sellers**

\_\_\_\_\_  
Signature of Authorized Representative

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Federal I.D.