

ArcherJordan

BENEFITS & HR OUTSOURCING

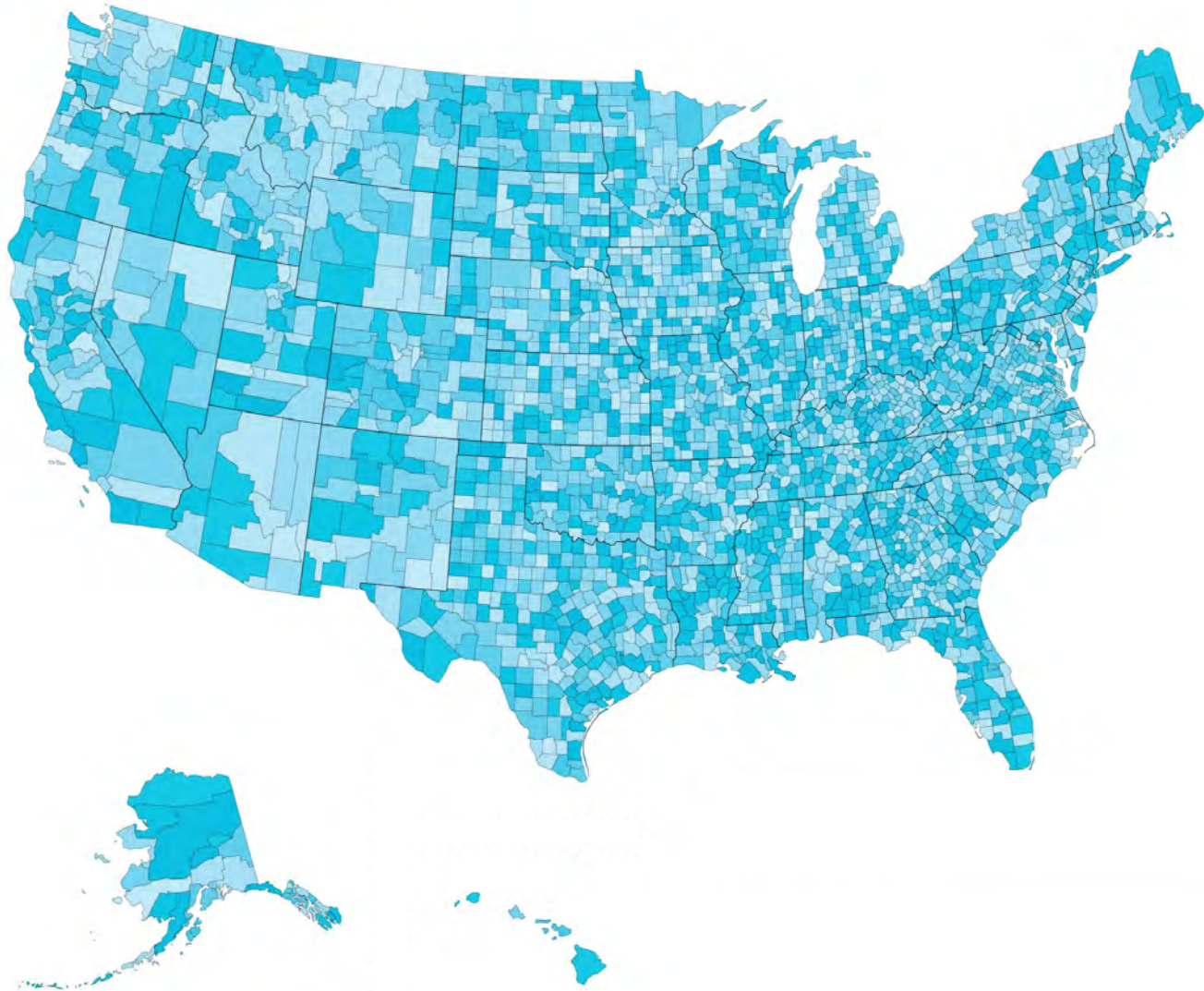
FRINGE BENEFITS MANAGEMENT AND HR OUTSOURCING SOLUTIONS

Proposed Service
Offerings:

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HUMAN CAPITAL MANAGEMENT OUTSOURCING SOLUTION



MESSAGE FROM THE FOUNDER



Visionary companies see their way forward with strength, integrity, and unity. It is only where individuals sharing a common goal band together that greatness is found. My personal guarantee is that we at Archer Jordan, will always give 100% of ourselves, as a company and as individuals, to protect your hard work, save you money and make your jobs easier.

I would be remiss if I did not mention our thoughts and prayers are with you, your people, and our entire community, as we all navigate through the challenging times we live in. We are grateful for the prospect of being of service to your company and your people.

With respect,

James F. Jordan, Founder/CEO

Archer Jordan



WHAT DOES ARCHER JORDAN DO?

Archer Jordan is a **national advisory, broking, and solutions company** that provides products and services to clients to help them **manage risk, cultivate talent, and optimize benefits**, while protecting and strengthening organizations and individuals.

WE SUPPORT YOUR BUSINESS'S SUSTAINABLE GROWTH

Archer Jordan Fringe Benefit Advisors helps you demonstrate solid business processes and practices for managing your team and organization structure. We provide the technology, resources and expert support needed to build investor and federal award agency confidence in your people operations.



OUR CORE SERVICES



BENEFITS & ANCILLARIES

- Health & Welfare Benefits
- Trust Services
- Investment Management
- Custodial
- Record keeping
- Fiduciary Services



PAYROLL MANAGEMENT

- Gross-to-net Calculations
- Tax Filing / Payment Services
- Check Printing / Distribution & Direct Deposits
- Year-end-processing
- General Ledger (GL) Processing



HUMAN RESOURCE MANAGEMENT

- Core HR Management
- Benefits Administration
- Recruitment / Talent Acquisition
- Onboarding
- Performance Management
- Compensation Management
- Fractional HR support



WORKFORCE MANAGEMENT

- Time & Attendance
- Scheduling
- Accruals Tracking
- Leave / Absence Management
- ACA Management & Reporting
- Attestation Management
- Data Collection

BENEFITS & INSURANCE

Quality Benefits, Resources
and Workflows

AS YOUR BENEFITS BROKER, WE PROVIDE A BETTER BENEFITS JOURNEY FOR YOUR TEAM

Built In:

- Workflows for enrollments, terminations and QLEs
- Plan Documents and enrollment guides
- Competitive benefits pricing and hands-on support
- Impressive fringe benefits



COMPLIANT, COMPETITIVE INSURANCE AND FRINGE BENEFITS



GAIN PEACE OF MIND

Your new fringe benefit plan will meet all state and federal compliance standards, eliminating stress while keeping your company and contracts secure.



LEAD YOUR INDUSTRY

Your employees deserve a professionally managed plan. Strengthen client and employee relationships, while watching your reputation grow.



INCREASE PROFITS

Contributions for fringe benefits are not subject to payroll taxes and increased insurance premiums, decreasing costs, and putting money back in your pocket.



SECURE CONTRACT COMPLIANCE

Your new Arrow Contractor's Trust Plan provides unassailable, regulatory compliance—addressing 100% of all prevailing wage, federal and state regulations



SHARPEN YOUR BIDS

We'll help decrease your payroll overhead, making your bids significantly more competitive.



ATTRACT AND RETAIN TOP TALENT

Top talent both deserve and expect top benefits. The combination of our ArrowCare Fringe Benefits Plan and ArrowSave 401k Plan attracts new talent while fostering employee loyalty.

OUR SUPPORTED PLANS AND PRODUCTS

HEALTH & WELFARE TRUST

ArrowCare

Our Core Health and Welfare
Benefit Offerings

WE'VE GOT YOU!

We like to think of ourselves as both engineers and artists when it comes to designing your benefits plan. Decades of experience allows us to think outside the box and create plans that care for the financial well being of your business, and the health of its most valuable asset—your people.

BENEFITS

Major Medical
Limited Medical
MEC/MVP
Wellness
(Teladoc and Member's Network)
Dental Vision
Short-Term Disability
Term Life and ADD
Voluntary Benefits**

Benefit eligibility tied to hours worked

RETIREMENT TRUST

ArrowSave

Our Contractor-Specific 401(k)
Savings Plan

PROTECT YOUR FUTURE

Providing the right safety net for your employees' future protects both your company and your people. Our IRS and DOL approved plans remove as much of the ERISA 3(16) Plan Administrator and ERISA 402(a) Named Fiduciary risk as is allowed by law (up to 99%). This additional layer of protection is only available through Archer Jordan.

SERVICES

Trust Services
Investment Management
Custodial
Record keeping
Fiduciary Services

Plan design allows for maximum
owner/executive contributions

SUB PLAN TRUST

ArrowCash

Our DOL and IRS Approved
Supplemental Unemployment
Benefits Cash Plan

MONEY WHEN YOU NEED IT

Use excess fringe dollars to prepare your employees for short work periods. Your ArrowCash SUB Plan acts as a savings account providing much needed cash your employees can draw on during times of underemployment.

PERFECT FOR

Seasonal Layoffs
Unexpectedly Reduced Workload
Off-Season Scheduling
Unemployment Benefit
Supplementation

Benefit matches state unemployment
to provide full-time income during
underemployment

A GROUP HEALTH PLAN THAT MAKES SENSE

Experience

The Archer Jordan team is made up of health insurance, accounting, provider relations, and actuarial experts. Our diverse team covers all spectrums of the full-service administration industry.

Technology

Archer Jordan's proprietary health plan technology provides the infrastructure necessary to deliver the highest level of service to our clients.

Integration

Archer Jordan offers the ability to integrate all health plan services within one company. Archer Jordan has the ability to keep your business informed and ready.

THE ARROW CARE EXPERIENCE

- 40 years experience with over 200,000 covered members
- Fully integrated Internal cost containment strategies for long term pricing control
- \$0 Deductible and \$0 Out of Pocket Max available for enrolled subscribers
- Low Physician & Prescription Costs to Health Plan subscribers
- Premium Savings on average 15-25%
- National PPO Network Coverage
- A Rated Carrier
- Oversight of the United States largest Native American Tribe health care plan
- 340 B Pricing
- Medicare Pricing

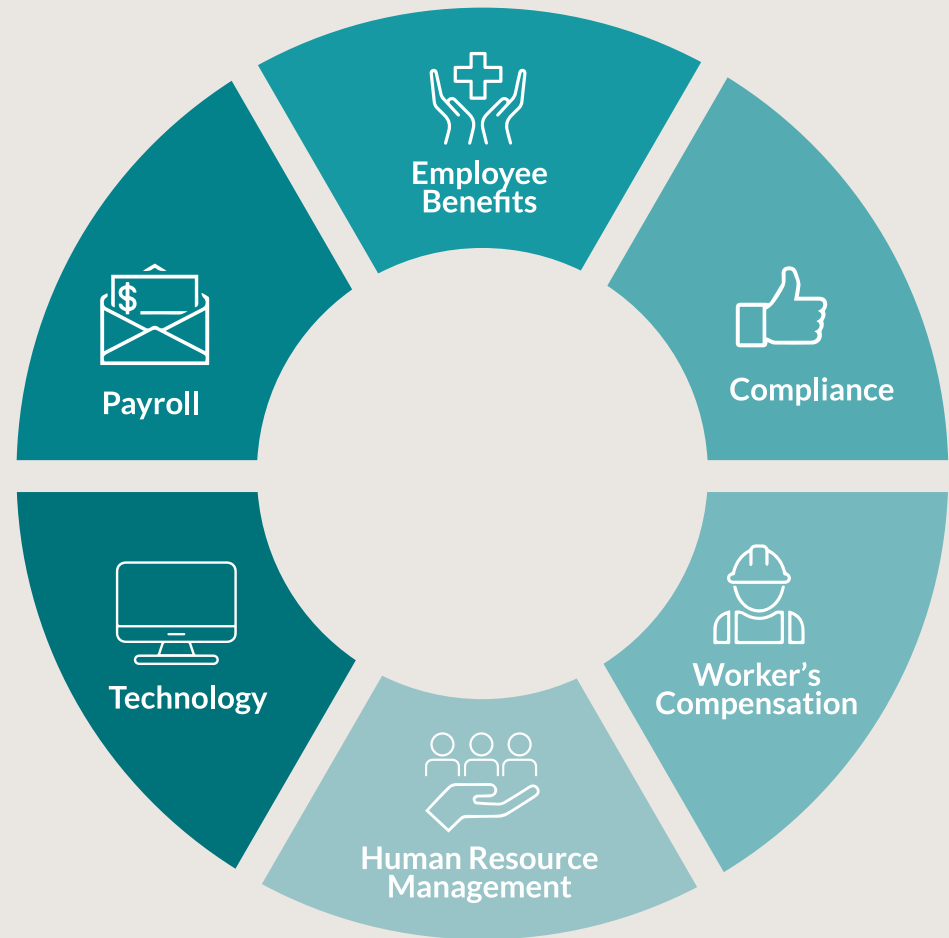
TECHNOLOGY PLATFORM

Creating meaningful
and connected work
experiences for
all people.

ARROW SMART HR

Flexible, Seamless HR

- Unified Platform
- Simplified Compliance
- Proactive People Insights





ALL-IN-ONE HUMAN CAPITAL MANAGEMENT SOLUTION

Archer Jordan has partnered with Ultimate Kronos Group (UKG) to custom build our proprietary Human Capital Management System, Arrow smart HR.

Our comprehensive solution allows you to:

- Manage the entire employee life-cycle
- Meet your business's unique people-related needs
- Improve efficiencies and decrease administrative overhead
- Quickly adapt to changing business needs
- Access essential compliance resources
- Effectively communicate with your entire workforce
- Keep your employee's personal identifying information and data secure
- Fully control access levels and role-based permissions

ArcherJordan

BENEFITS & HR OUTSOURCING

Our technology platform provides a well-organized and streamlined benefits enrollment experience.

The Archer Jordan HCM System enables you to set up, configure, modify, and manage multiple benefit plan types – quickly and easily – with on-demand visibility into eligibility, enrollment status, and costs across the employee base.

EMPLOYEE EXPERIENCE MANAGEMENT

- Manage your entire employee lifecycle from onboarding to offboarding.
- Leverage alerts, reminders and our mobile app to give employees the most well-organized, clearly communicated processes possible.
- Add and assign any required forms, policies or agreements, using our e-signature and fillable form functionality.



TALENT MANAGEMENT

Compliant, Effective
Applicant Tracking



COMPLIANT, EFFECTIVE APPLICANT TRACKING

- Seamless applicant experience embedded into your website with your branding culture
- Process automation through notifications and clear applicant tracking steps
- Targeted analytics on applicants like geography, abandonment rates, etc.
- Post to and measure the effectiveness of third-party job sites
- Seamless transition of applicant data to employee records
- EEO Data Collection

WORKFORCE MANAGEMENT

Improved Team
Performance, Advanced
Time Tracking &
Hands-On HR
Compliance Support



IMPROVED TEAM PERFORMANCE

Maximize ROI with improved team performance, boosted by:

- **Customized performance reviews**
 - 360-evaluations include self, supervisor and peer assessments
 - Traditional reviews with scores on role-based competencies and behaviors
 - Any review frequency (monthly, quarterly, annually, etc.)
- **Automated reminders and alerts**
- **Corrective Actions**
 - Set up with your company's write-up / counseling forms and workflow
- **Succession planning and employee development**
 - Track employee skills and certifications with customizable reports that show who needs training and when

ADVANCED TIME TRACKING

Keep your workforce and your budget on track with Arrow Smart HR's advanced time and attendance module, including:

- Robust scheduling tool
- Track and set up alerts for late arrivals, early departures and unscheduled absences
- DCAA compliant timekeeping capabilities
- Unlimited earnings codes and types
- Track and report time by location, project, job title, and/or any other needed criteria



DATA PRIVACY & SECURITY

Our HCM solution is hosted in both a primary data center and separate disaster recovery facility, ensuring both the physical security of data and consistent uptime for applications. The data center undergoes several certifications and completes a number of rigorous audits to ensure compliance and safeguarding of data.

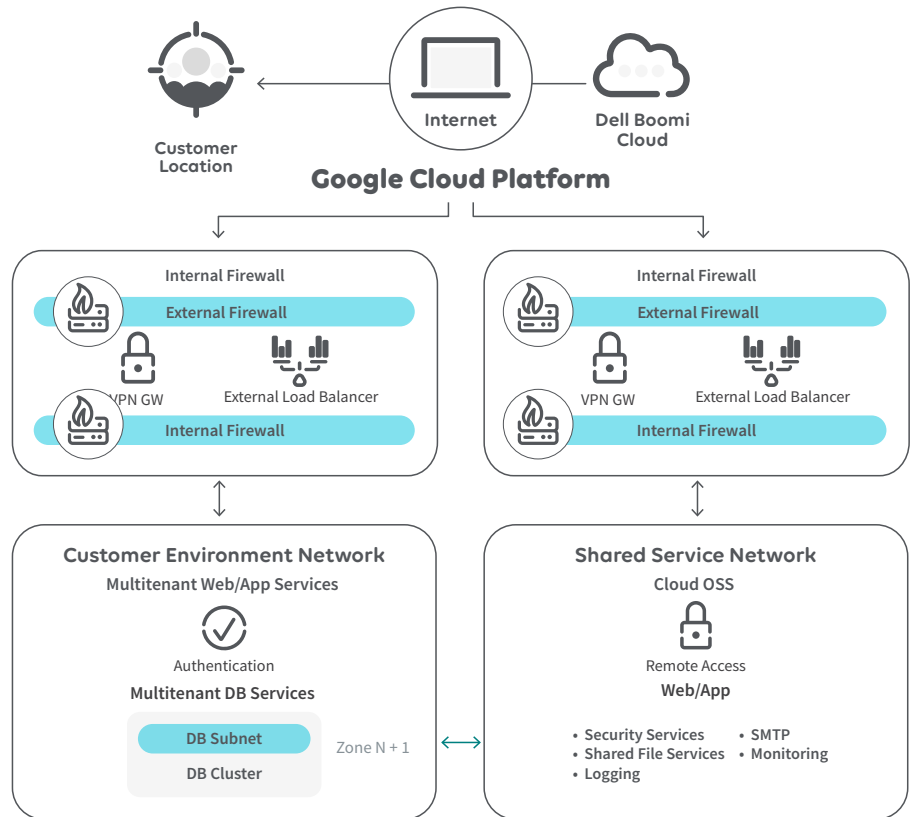
Security Features

- Intrusion Prevention System/Intrusion Detection System
- Secure transmission sessions
- Virtual code authentication
- Best-practice coding
- Penetration testing
- Vulnerability scanning
- Anti-virus software
- Patch management
- Risk assessment
- Security incident management



DATA PRIVACY & SECURITY

The UKG Ready environment has achieved the American Institute of Certified Public Accountants (AICPA) SOC 1 Type II and AT101 SOC 2 Type II criteria for security, availability, and confidentiality. The cloud environment undergoes an annual audit by an independent Tier 1 auditing firm that publishes the SOC Type II reports attesting to the suitability and operating effectiveness of the controls in place. UKG has certified its compliance with the EU/US Privacy Shield Framework.



PAYROLL

Archer Jordan's Payroll System is designed to meet your company's specific needs, while allowing you to modify workflows and settings as needed.

FLEXIBLE, STREAMLINED PAYROLL

Our system offers you:

- Custom earnings and deductions types
- Custom payroll approval workflow
- Cost Centers for GL mapping and reporting
- Able to accommodate multiple payroll schedules, multiple pay rates, off-cycle payrolls and most other special payroll requirements
- Multi-state and federal tax filing.





A BETTER EMPLOYEE EXPERIENCE

Keep employees engaged with user-friendly, accurate payroll that includes:

- Employee self-service to update direct deposit and tax info
- Employee online access to view their pay statements and W2s online or via the mobile app
- Reduced errors via employee and manager reminders and built-in error detection alerts for payroll admins

FEDERAL CONTRACT COMPLIANCE REPORTING

Certified Payroll

For federal contractors and subcontractors who are covered under the Davis-Bacon Act, Archer Jordan HCM provides additional payroll compliance and reporting support.



HUMAN RESOURCES

PROJECT SUPPORT

Arrow Smart HR offers expert HR professionals who function as an extension of your internal team. Let our certified, experienced HR pros give you the ultimate ROI, while keeping your overhead low. Whether you need a part-time CHRO, a temporary HR Director or on-demand, hands-on HR support, Arrow Smart HR has you covered.

Common areas of support include:

- Strategic planning
- Compensation design
- Recruiting and onboarding
- Performance management process design
- Benefits program design
- Employee engagement surveys and initiatives
- HR compliance audits, reporting, affirmative action plans, etc.
- Investigations (e.g. sexual harassment, and other types of misconduct and policy violations)
- Payroll processing



FRACTIONAL HUMAN RESOURCES

Advisory Services:

Receive on-demand expert guidance from certified, senior-level advisors. Put our dedicated team on speed dial to answer your time-sensitive questions on topics like employment law compliance and industry best practices.

Hands-On Support:

Utilize your extended HR team as-needed to:

- Interface directly with employees and answer their daily questions on payroll and benefits, company policies, etc.
- Coach managers on effective performance management strategies and support them with corrective actions and terminations.
- Provide union employee support and union relations.





COMPLIANCE SUPPORT

No more drowning in paperwork! Let Arrow Smart HR do the compliance heavy-lifting for you with:

- **ACA tracking and reporting**
 - Monthly tracking of variable hour employees and eligibility updates
 - IRS form preparation and filing
- **Leave Administration (e.g. FMLA)**
- **ERISA support with SPD, Section 125 Plan Docs and Employee Notices**
- **COBRA Administration, including all required notices**
- **On-demand employee relations support**

ROI

RETURN ON INVESTMENT

Archer Jordan helps you decrease costs, increase revenue and reduce risks by:

- Decreasing administrative overhead costs
- Improving employee retention and company culture
- Reducing employers' risks of fines, lawsuits, penalties and jailtime through expert compliance support
- Increasing your profitability by maximizing your use of tax-deductible benefits and decreasing your costs associated with payroll taxes and high premiums.



ADVISORY TEAM

MANAGING MEMBER



James Jordan

James Jordan is the founder and managing member of Archer Jordan.

In his research pre-dating the inception of Archer Jordan, James recognized an immense opportunity in certain *niche* human capital management markets. Archer Jordan was formed on March 1, 2012 to improve upon existing product and service offerings, while streamlining their integration and delivery.

James' strategic approach to building diverse business eco-systems spawned multiple business ventures prior to Archer Jordan. A partial list, real estate development, medical imaging capital equipment distribution, and luxury goods manufacturing in Italy. His early career in Risk Management laid this foundation with positions of leadership with three Fortune 100 Wall Street firms, Goldman Sachs, Morgan Stanley, and Merrill Lynch.

James attributes his success to a deep personal faith, his amazing wife and their two beautiful children, deep friendships, and trying not to take himself too seriously. In his spare time, you'll find him chasing big game over hill and dale with his bow, stalking trout with his fly-rod or enjoying a horseback ride in the country. A professional speaker and writer for over 30 years, his greatest satisfaction outside his personal life, is to inspire others to live the greatest adventure of all, the life they were *created* to live.

ADVISORY TEAM



Paul Carter

Chairman, Chief Financial Officer, and Chief Operating Officer

Mainland Based

Paul Carter is the Chairman and CFO of HMA and its subsidiary organizations. Mr. Carter has executive leadership responsibility for all of HMA's financial operations and functions, information services, operations, sales and account management. He has over 30 years' experience in health care and insurance services, including more than 25 years with HMA in various financial and operational assignments.

HMA works extensively in Indian Country, having handled the Navajo Nation's major medical plan for over 23 years, with over 28,000 EE's on plan. As the subcontracted health plan administrator for Archer Jordan, HMA brings the same cost management strategies to bear with each client.

Paul received his BS in Information Management and an MBA from Troy University. Mr. Carter also served our country's armed forces in the United States Air Force for eight years.

ADVISORY TEAM



David Levine

Counsel, Employee Benefits, Groom Law
Principle, Co-Chair Plan Sponsor Practice

David Levine is co-chair of the firm's employer-focused practice. He advises plan sponsors, advisors, and other service providers on a wide range of employee benefits matters, from retirement and executive compensation to health and welfare plan matters.

David advises on the design and redesign of complex retirement, executive, and health and welfare plans; ongoing, day-to-day counseling of plan sponsors; in-depth compliance reviews of corporate and governmental benefit programs; products and compliance for retirement and health service providers, and representation of tax-exempt organizations with respect to issues involving corporate governance, executive compensation, and unrelated business income tax liability.

David was previously the Chair of the IRS Advisory Committee on Tax Exempt and Government Entities (2011-2013) and is currently a member of the Executive Committee of the Defined Contribution Institutional Investment Association and serves in a number of leadership roles in the American Bar Association Tax Section's Employee Benefits Committee. David regularly speaks on plan design, fiduciary governance, and legislative issues and contributes a recurring column to NAPA Net — The Magazine. He is recognized in the Chambers USA guide for Employee Benefits & Executive Compensation.

ADVISORY TEAM



Jennifer Flickinger

Principal, GovCon Advisors LLC

Jen has over 28 years of experience working with government contractors. She supports clients of all sizes with their government contract cost accounting, pricing, business systems, and Service Contract Act Compliance. Jen's deep experience also includes forensic accounting, litigation support and expert testimony. She supports clients across many industries including aerospace & defense, IT services, healthcare, insurance, professional services, manufacturing and not-for-profits.

Prior to establishing her own firm, Jen spent almost 10 years at a "top 10" accounting firm in their government contract practice. Additionally, she spent over 12 years in industry working as both a Business Manager and Program Manager for government contractor in the base operations and security and mission support arenas. She began her career in the government contracts practice of an international accounting firm.

Education

Bachelor of Science in Accounting University of Maryland

Involvement

American Institute of Certified Public Accountants

Associate Member of the American Bar Association (Public Contract Section) National Contract Management Association

National Defense Industrial Association

Professional Services Council

ADVISORY TEAM



Leslie A. Stout-Tabackman

Principal Attorney, Labor and Employment Law

Leslie Stout-Tabackman is a principal in the Washington, D.C. Region office of Jackson Lewis P.C. A substantial part of Leslie's practice is focused on wage and hour, including prevailing wage requirements for federal government contractors.

Leslie supports our clients with matters before the U.S. Department of Labor's (DOL) Wage and Hour Division, including Fair Labor Standards Act (FLSA) issues and prevailing wage and benefits issues arising under the Service Contract Act (SCA) and the Davis-Bacon Act (DBA).

Her prevailing wage practice includes counseling federal contractors and providing comprehensive training on SCA and DBA prevailing wages and benefits requirements, coverage, exemption and worker classification issues, and related contracting procedures from the solicitation and bid stage through completion of the contract.

Her wage and hour practice includes advising our clients on compliance with the minimum wage and overtime obligations of the FLSA and state wage and hour laws, including classification of positions as exempt or nonexempt, overtime requirements for nonexempt employees, compensation policies for exempt employees, conducting voluntary FLSA compliance audits, and providing education and training sessions for our clients on these topics.

THANK YOU

We are grateful for the prospect of being of service to your company,
your shareholders and your community.

With respect,

James F. Jordan

Founder / CEO

ArcherJordan
BENEFITS & HR OUTSOURCING

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