

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE  
AMENDMENT NO. 2

TO: LIMITED DISTRIBUTION: DEPARTMENT OF DEVELOPMENT, HOME ENERGY ASSISTANCE PROGRAM,  
77 SOUTH HIGH STREET, COLUMBUS, OH 43215-6130

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: TERM CONTRACT - TEMPORARY PERSONNEL SERVICES FOR THE HOME ENERGY ASSISTANCE  
PROGRAM (HEAP)

Attached are pages 1, 4 and 11 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to notify of contract renewal by mutual agreement for an additional twelve (12) months, from July 1, 2011 through June 30, 2012. Additionally, this amendment is issued to notify of a new Office of Procurement Services contact.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Elizabeth Lind, CPPB  
elizabeth.lind@das.state.oh.us

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

168990  
Diversity Search Group  
285 Timber Ridge Drive  
Pickerington, OH 43147  
tasherale@diversitysearchgroup.com

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: TEMPORARY PERSONNEL SERVICES FOR THE HOME ENERGY ASSISTANCE PROGRAM (HEAP)

CONTRACT No.: OT901110

EFFECTIVE DATES: 07/01/09 to 06/30/11  
Renewal through 06/30/12 \*

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT901110 that opened on 06/05/09. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Department of Development, Home Energy Assistance Program, 77 South High Street, Columbus, OH 43215-6130, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

**SPECIAL NOTE:** State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Elizabeth Lind, CPPB \*\*  
elizabeth.lind@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Minority Business Enterprise Award in accordance with ORC CH. 125.081

\* Denotes renewal of contract

\*\* Denotes new Office of Procurement Services contact

Signed: \_\_\_\_\_  
Robert Blair, Director Date

SPECIAL CONTRACT TERMS AND CONDITIONS

USAGE REPORTS: Every six (6) months the Contractor must submit a report on disk in .xls, .txt or .pdf format indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, Ohio 43228-1395, Attn: Elizabeth Lind. \*

INSURANCE DOCUMENTS: Upon the policy renewal date, the Contractor must submit, within thirty (30) days, updated insurance documents as required by this Contract. The documents must include a current Workers' Compensation Certificate and an Accord Certificate of Liability Insurance and must include all required endorsements as described in the Supplemental Terms and Conditions of this Contract.

Failure to maintain compliant insurance coverage per S-13 of the Supplemental Contract Terms and Conditions will be considered a default and will be cause for cancellation of the Contract under the Standard Contract Terms and Conditions, Section I, Item C, Part 1.

These documents shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Gayle Blankenship.

E.D.G.E Certification: The Office of Procurement Services has identified those Contractors who were E.D.G.E. certified at the time of award of the Contract. It is possible that a Contractor's certification status may change during the term of the Contract. Agencies should refer to the Equal Opportunity Division website at <http://www.das.ohio.gov/eod/mbesearch/edgeindex.asp> to verify E.D.G.E. Certification status of the Contractor.

RENEWAL DOCUMENTS: Upon each extension of this Contract agreed to by the State and the Contractor, the following documents must be submitted prior to the effective renewal date.

- A. Current Insurance Accord Certificate with all mandatory clauses as described in the Standard Terms and Conditions of this Bid.
- B. Current Workers' Compensation Certificate
- C. Current signed DMA Form (Declaration of Materials Assistance)
- D. Invoices of prior twelve months, including at minimum, name and location of agency, date of service, positions held, cost per hour, and total invoice amount.

Signed letter of agreement to extension of term stated at the same Terms and Conditions at the time of renewal. This letter shall also include any updates to the Contractor's contact information.

\* Denotes new Office of Procurement Services contact

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
2	07/01/11	This amendment is issued to notify of renewal of the subject contract an additional twelve (12) months effective July 1, 2011 through June 30, 2012 and to notify of a new Office of Procurement Services contact.
1	04/26/10	Contract was bid as a Minority Business Enterprise set aside. Removed EDGE annotation on the Contractor Index page.