

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. 4

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

Attached are pages 9 - 11 to this contract. Remove these pages from the existing contract and replace with the attached re-paginated pages on the effective and/or revision date.

This amendment is issued to notify of a price increase effective for purchase orders issued on or after July 1, 2012 and to notify of the additions of year 3 and 4 temporary personnel services pricing grids to the price schedule.

All other prices, terms and conditions remain unchanged.

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

Tim Riley, CPPB
tim.riley@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
tasherard@diversitysearchgroup.com

PRICE SCHEDULE

			Year 1	
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/09-06/30/10	COST PER HOUR CHARGED TO STATE FOR 07/01/09-06/30/10
10053	CLERICAL SPECIALIST I	52,200	\$ 12.85	\$ 15.90
5250	CLERICAL SPECIALIST II	31,200	\$ 13.55	\$ 16.77
10054	CLERICAL SPECIALIST III	39,672	\$ 14.25	\$ 17.63

			Year 2	
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/10-06/30/11	COST PER HOUR CHARGED TO STATE FOR 07/01/10-06/30/11
10053	CLERICAL SPECIALIST I	52,200	\$ 12.85	\$ 15.90
5250	CLERICAL SPECIALIST II	31,200	\$ 13.55	\$ 16.77
10054	CLERICAL SPECIALIST III	39,672	\$ 14.25	\$ 17.63

			*Year 3	
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/11-06/30/12	COST PER HOUR CHARGED TO STATE FOR 07/01/11-06/30/12
*10053	CLERICAL SPECIALIST I	52,200	\$ 12.85	\$ 15.90
*5250	CLERICAL SPECIALIST II	31,200	\$ 13.55	\$ 16.77
*10054	CLERICAL SPECIALIST III	39,672	\$ 14.25	\$ 17.63

			**Year 4	
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/12-06/30/13	COST PER HOUR CHARGED TO STATE FOR 07/01/12-06/30/13
** 10053	CLERICAL SPECIALIST I	52,200	\$ 12.85	\$ 16.95
** 5250	CLERICAL SPECIALIST II	31,200	\$ 13.55	\$ 17.88
** 10054	CLERICAL SPECIALIST III	39,672	\$ 14.25	\$ 18.80

NOTE: The classification chosen shall be defined by the number of years of experience working with HEAP. For instance, if an employee is in their third year with HEAP, they would be brought in as a Clerical Specialist II. If they have no prior experience with HEAP, and this is their first assignment, they would be brought in as a Clerical Specialist I.

Clerical Specialist I – First Year
 Clerical Specialist II – Second or Third Year
 Clerical Specialist III – Four or more years

* Indicates the addition of year 3 (07/01/11-06/30/12) temporary personnel services pricing grid to the price schedule.
 ** Indicates a price adjustment for orders issued on or after July 1, 2012 and the addition of year 4 (07/01/12-06/30/13) temporary personnel services pricing grid to the price schedule.

The Bidder shall provide a Bid for the background checks below. Failure to provide this portion of the Bid will result in the Bid being not responsive and no further consideration will be given.

BACKGROUND INVESTIGATIONS AND DRUG TESTS COSTING:

ITEM NUMBER: 9377

DESCRIPTION OF INVESTIGATION OR TEST	COST PER TEST
Sheriff's Department Background Check	\$ 20.00
Municipal Police Background Check	\$ 20.00
Bureau of Criminal Investigation Check	\$ 50.00
Employee Reference Check	\$ 60.00
Credit Check	\$ 20.00
Finger Printing	\$ 45.00
Drug Testing	\$ 46.00

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: OT901110-1 (06/30/11)



***Minority Business Enterprise**

0000168990
 Diversity Search Group
 285 Timber Ridge Drive
 Pickerington, OH 43147

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Teresa Sherald

Telephone: (614) 352-2988
 FAX: (614) 340-7133
 E-mail address: tasherald@diversitysearchgroup.com

* Contract was bid as a Minority Business Enterprise set aside; removed EDGE annotation.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
4	07/01/12	This amendment is issued to notify of the addition of year 3 (07/01/11-06/30/12) temporary personnel services pricing grid to the price schedule and to notify of a price increase effective for orders issued on or after July 1, 2012; also, to add year 4 (07/01/12-06/30/13) temporary personnel services pricing grid to the price schedule.
3	07/01/12	This amendment is issued to notify of renewal of the subject contract an additional twelve (12) months effective July 1, 2012 through June 30, 2013 and to notify of a new Office of Procurement Services contact.
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.