

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. 5

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 1, 8-9 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.

As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional twelve (12) months, effective 07/01/13 through 06/30/14.

Additionally, this amendment is issued to notify of the repagination of pages 8-9 to accommodate the addition of year 5 (07/01/13-06/30/14) Temporary Personnel Services pricing grid 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
tasherale@diversitysearchgroup.com

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
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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 06/30/14

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:

Tim Riley, CPPB
tim.riley@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

Signed: _____
Robert Blair, Director Date

SPECIFICATIONS AND REQUIREMENTS

V. INSURANCE

Using agencies will be required to obtain an endorsement to their insurance coverage for liability coverage if temporary service employees are to operate state-owned vehicles. Copies of such endorsements must be made available to awarded temporary service providers upon request.

VI. CONTRACTOR QUALIFICATIONS

- A. The Temporary Service Provider must have been in business in the state of Ohio for a minimum of two (2) years as a corporation, partnership, individual or association that maintains and employs a staff of qualified temporary personnel.
- B. The Temporary Service Provider must have a non-residential office within Franklin County.
- C. The Bidder must be a registered MBE Contractor through the Department of Development, at the time of the Bid opening.

VII. BID SUBMITTAL

- A. Mandatory: These items shall be included at the time of the Bid. Failure to provide these items with the Bid or by the Bid Opening date and time as stated on Page 1 of this Bid may deem the Bid as not responsive and no further consideration will be given to the Bid. A list of these Mandatory items can be found on the last page of this Bid.
- B. Required: These items shall be included at the request of Office of Procurement Services. Failure to provide these items within the specified timeframe stated on the last page of this Bid may deem the Bid as not responsive and no further consideration will be given to the Bid. A list of these required items can be found on the last page of this Bid.

VIII. REFERENCES

Bidder must provide with their Bid at least four (4) references for jobs of similar scope. The references must provide the name and address of the company, the name and telephone number(s) of the contact person, a brief description of services provided and the length of service for that company. Upon request from Office of Procurement Services, the Bidder will provide additional references if needed. Failure to provide adequate references may deem the Bidder as not responsive and their Bid may be disqualified.

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

PRICE SCHEDULE (continued)

			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

			*Year 5	
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/13-06/30/14	COST PER HOUR CHARGED TO STATE FOR 07/01/13-06/30/14
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 5 (07/01/13-06/30/14) Temporary Personnel Services pricing grid to the price schedule.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
5	07/01/13	This amendment is issued to notify of renewal of the subject contract an additional twelve (12) months effective July 1, 2013 through June 30, 2014. Additionally, this amendment is issued to notify of the repagination of pages 8-9 to accommodate the addition of year 5 (07/01/13-06/30/14) Temporary Personnel Services pricing grid to the price schedule.
4	07/01/12	This amendment is issued to notify of the addition of year 3 (07/01/11-06/30/12) temporary personal services pricing grid to the price schedule and to notify of a price increase effective for orders issued on or after July 1, 2012 including the addition of year 4 (07/01/12-06/30/13) temporary personal 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.