

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

CONTRACT No.: RS900317

EFFECTIVE DATES: 07/01/2016 to 06/30/2018

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS900317 that opened on 05/06/16. 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](#) (Revised 10/2013), 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 Ohio Department of Development Services Agency, Home Eeneegy Assistance Program, 77 South High Street, Columbus, Ohio 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.

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

Signed: _____
Robert Blair, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

MULTIPLE AWARD CONTRACT: This bid is issued to establish a Multiple Award Contract (MAC). A MAC is a contract made with more than one supplier of the same or similar types of supplies or services at varying prices for delivery within the same geographic area. The state's obligations under a MAC are subject to the Ohio Controlling Board's continuing authorization to use the MAC program authorizing the use of Multiple Award Contracts. By the signature affixed to Page 1, of this Bid, the Bidder certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio Ethics Law, Ohio Revised Code Section 102.04. The Bidder affirms that, as applicable to the Bidder, no party listed in Ohio Revised Code Section 3517.13 (I) or (J) or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committees.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the Estimated Annual Hours of each temporary personnel position by its Price per Hour Billed to the State. The contract will be awarded by line item. The bidder must provide "Price per Hour Billed to the State" for each line item(s) bid in order to be considered for award.

CONTRACT AWARD: The contract will be awarded to up to two (2) lowest responsive and responsible bidders per line item.

FIXED-PRICE WITH WAGE ADJUSTMENTS: No price adjustment will be granted during the first twelve (12) months duration of the contract. Thereafter, should changes be approved to the Federal Minimum Wage Rates, Federal Mandatory Health Care Programs, Workers' Compensation and/or Unemployment Insurance rates and/or transportation costs, the Contractor may petition DAS to increase the contract price(s). If approved by DAS, the Contractor will only be entitled to the exact amount of the increase as approved in the respective program. DAS will not agree to any increase that is retroactive to the start date of the Contract or is within the above stated time period that prices may not be adjusted. The Contractor must give DAS a minimum of thirty (30) calendar days notice prior to the effective date of the increase. The petition must be accompanied by documentary evidence to fully support the request (e.g. Federal Minimum Wage Scales, tariff schedules, etc.). If approved the increase will become effective on the date set forth in the request and will remain in effect for the duration of the Contract. Approval of said increase is at the sole discretion of DAS. No petition for increase will be considered for adjustments that occurred prior to the effective date of the Contract.

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SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor will receive an email with a User ID and password and must report the quarterly dollar value of sales to the Department of Administrative Services (DAS) via the Internet using the web form at the Ohio DAS Contract Management Contractor Portal, <https://cm.ohio.gov/>. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period. The Contractor is responsible for emailing the Analyst listed on page one of the contract with any company contact changes.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to one of the following addresses,

For same day or overnight deliveries:

Huntington National Bank
ATTN: L-3686
7 Easton Oval
Columbus, OH 43219

All other deliveries may be sent to the following address:

Department of Administrative Services
L-3686
Columbus, OH 43260-3686

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may suspend, terminate or cancel this Contract.

The remainder of this page was intentionally left blank

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

CONTRACTOR REVENUE SHARE: The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the Ohio Contract Management Remittance Report.

The Contractor should make the check payable to: Treasurer, State of Ohio.

Use the following address for same day or overnight deliveries:

Huntington National Bank
ATTN: L-3686
7 Easton Oval
Columbus, OH 43219

All other deliveries may be sent to the following address:

Department of Administrative Services
L-3686
Columbus, OH 43260-3686

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may suspend, terminate or cancel this Contract.

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SPECIFICATIONS AND REQUIREMENTS

I. SCOPE

The State of Ohio desires to enter into a Contract for the purpose of providing temporary employees to the Ohio Development Services Agency, Home Energy Assistance Program (DEVHEAP) through a qualified Temporary Employment Agency. The purpose of these specifications are to obtain the services of a Temporary Employment Agency capable of supplying qualified temporary personnel as specified herein to DEVHEAP.

| |
|---|
| Temporary Personnel will be required to report to the following location: |
|---|

| |
|---|
| Ohio Department of Development Services Agency Office of Community Assistance (OCA) Home Energy Assistance Program (HEAP) 77 South High Street, 25 th and/or 27 th Floor Columbus, Ohio 43215 |
|---|

II. DEFINITION

- A. "QUALIFIED TEMPORARY PERSONNEL" will mean those individuals employed by the Contractor who meet the minimum specifications as indicated herein.
- B. "USING AGENCY" will mean the Ohio Development Services Agency, Home Energy Assistance Program (DEVHEAP).
- C. "PROOF OF EFFICIENCY" will mean the results of those tests that provide a measure of ability for individual job duties as specified herein.
- D. "RETURNING TEMPORARY PERSONNEL" will mean the Contractor will provide requested returning (previously assigned to DEVHEAP within the previous HEAP Program year) temporary personnel within twenty four (24) hours.
- E. "NEW TEMPORARY PERSONNEL" will mean the Contractor will provide new (not assigned to DEVHEAP within the previous HEAP Program year) temporary personnel within one week (5 working days).
- F. "WORK READY" prepared to work for at least 90 consecutive days upon hire, prepared to adhere to the work hour requirement, meets minimum qualifications (at least 1 year working experience in an Office or Call Center environment). Approved or "passed" pre-drug tests skill-testing, and background check.

III. GENERAL REQUIREMENTS

- A. Upon notification from DEVHEAP, the Contractor will provide requested temporary personnel within the parameters detailed in the definition section. DEVHEAP will identify to the Contractor the person(s) who are authorized to request temporary personnel. A telephone call or email from an authorized representative will constitute a request for service. A list of authorized representatives shall be provided by DEVHEAP to the awarded Contractor.
- B. To determine new temporary personnel qualifications, DEVHEAP requires a resume within forty-eight (48) hours or two (2) working days prior to the required interview set by DEVHEAP.
- C. DEVHEAP reserves the right to reject and remove any new or returning temporary personnel that does not meet the requested experience criteria and/or is deficient in performance of the assignment. The rejected and/or removed temporary personnel must be replaced within twenty-four (24) hours. DEVHEAP will not be responsible to pay for the time the newly assigned temporary personnel spends at the using agency, or any minimum time that was guaranteed by the Temporary Service Provider, in case of rejection and/or removal. Removal as defined in this requirement is limited to a maximum of four (4) hours.

SPECIFICATIONS AND REQUIREMENTS (Cont'd)

- D. If the temporary personnel is being terminated by the Contractor, not the agency, the Contractor must give the agency twenty-four (24) hours' notice prior to terminating the temporary personnel, and give the temporary personnel, at minimum, a weeks' notice with a specific assignment end date. If the using agency ends an individual's assignment due to violation of a policy or an action that could possibly compromise DEVHEAP customer personal data, the agency must notify DEVHEAP immediately.
- E. Temporary personnel must adhere to the same work rules and policies as state employees.
- F. Background Checks
 - 1. DEVHEAP reserves the right to request of the Contractor, background checks, and drug testing of potential temporary service personnel to include but not limited to the following:
 - a. Sheriff's Department background check
 - b. Municipal Police background check
 - c. Bureau of Criminal Investigation background check
 - d. Employee reference check
 - e. Credit check
 - f. Finger printing
 - g. Drug Testing
 - 2. All required background checks requested by the agency must be completed and provided to the agency within 48 hours.
 - 3. Due to the job requirements and environment, hiring decisions will be partially based on the results of background checks. No temporary personnel will start work for the agency until all background checks have been cleared.
 - 4. DEVHEAP will limit its background checks and drug testing requirements to the same requirements of their own permanent full-time employees holding the same or similar positions to be filled by the potential temporary personnel. These pre-employment tests will be initiated prior to the potential temporary personnel's starting date at DEVHEAP. The temporary service provider must notify the using agency as to the investigations and/or testing projected completion date and forward those results to the using agency.
 - 5. DEVHEAP will pay the actual costs of each background check and/or test. Costs for background checks are to be shown on the appropriate part of this Bid. Background checks and tests will not be evaluated as part of this Bid. Failure to provide pricing for background checks will be considered as no charge for background checks to the State of Ohio.
 - 6. The temporary service provider must furnish DEVHEAP with a copy of their invoice to be reimbursed.
- G. The exact work hours for temporary personnel will be determined by DEVHEAP. Generally, work hours will begin between 8:00 a.m. and 9:00 a.m. and end between 4:00 p.m. and 6:00 p.m., Monday through Friday. Temporary personnel will not be paid for lunch periods or any days off due to weather or building emergencies. If the employee is allowed to "flex" or "make-up" missed time on the weekend or after hours, (under 40 hours per pay week) they will be paid at the normal rate. Temporary personnel will not be paid for state observed holidays as listed below:

| | |
|-----------------------------|------------------------|
| January 1 | New Year's Day |
| Third Monday in January | Martin Luther King Day |
| Third Monday in February | President's Day |
| Last Monday in May | Memorial Day |
| July 4 | Independence Day |
| First Monday in September | Labor Day |
| Second Monday in October | Columbus Day |
| November 11 | Veterans Day |
| Fourth Thursday in November | Thanksgiving Day |
| December 25 | Christmas |

SPECIFICATIONS AND REQUIREMENTS (Cont'd)

- H. Core months that DEVHEAP will require temporary personnel to be staffed will be from July through February. Temporary personnel may be assigned to a longer term assignment, outside of the core months, if required by DEVHEAP.
- I. Contractor must allow DEVHEAP one (1) week lead time prior to temporary personnel start date to process temporary personnel information for work badge, computer security clearance and other onboarding requirements conducted by the agency.
- J. Overtime, when authorized by DEVHEAP, will be paid at the rate of one and one half of the contracted normal rate.
- K. DEVHEAP has the right to request from the Contractor evening or night shift work (2nd and/or 3rd shifts); the shift hours range as follows:

2nd shift - 3:00 p.m. - 11:00 p.m.

3rd shift - 11:00 p.m. - 7:00 a.m.
- L. DEVHEAP may request the need for holiday; evening/night and weekend work. Working hours may vary. Holiday, evening/night, and weekend work will be paid by DEVHEAP at the same rate (i.e.: time and a half, shift differential, etc.) as the corresponding State employee's position would be paid.
- M. DEVHEAP requires the Contractor to pay its temporary personnel a graduated hourly rate based on the number of seasons the employee has been assigned to the DEVHEAP program. The graduated hourly rate will be for a Clerical Specialist I (1st season), Clerical Specialist II (2nd and 3rd season) and Clerical Specialist III (4 or more seasons).
- N. Temporary personnel should be available for the entire length of the assignment, however; if a replacement is required, a qualified replacement must be provided within twenty-four (24) hours of notification. Weekends and holidays are included for notification/replacement requirements.
- O. DEVHEAP reserves the right to reduce the length of the assignment and will provide the Contractor with as much notification as possible.
- P. Upon request, the Contractor will provide assistance, at no additional cost, to DEVHEAP to assist in problem resolution.
- Q. The temporary service provider will make health insurance available to its employees assigned to the DEVHEAP program.
- R. The Temporary Service Provider will offer direct deposit to its employees.
- S. Record/Time Keeping
 - 1. Temporary personnel will utilize the timekeeping system in effect at DEVHEAP to document actual hours worked. A DEVHEAP supervisor will sign the time sheets on a weekly basis validating the hours worked by the temporary personnel. Payment will be made for actual hours worked and supported by timekeeping records. The Contractor will attach a copy of the validated time sheet when invoicing DEVHEAP.
 - 2. The time a temporary service employee enters and leaves his work station/area will be counted as actual hours worked and not the time they enter and leave their work facility (building). The signing in and out at a guard station or other area within the facility does not of itself provide documentation for verification of hours worked.
- T. The Contractor will pay the temporary personnel within five (5) working days after the temporary personnel submit a signed time sheet to the Contractor.

SPECIFICATIONS AND REQUIREMENTS (Cont'd)

- U. The Contractor will be responsible for the temporary personnel federal and state payroll requirements up to, but not limited to, payroll taxes, payroll reports and Workers' Compensation.
- V. The Contractor will not charge the State of Ohio placement fees if a temporary employee is selected for a full time position with the State of Ohio through the state's selection process.
- W. The temporary service provider will bond employees as directed by DEVHEAP. The fee for this service will be borne by the using agency.
- X. Due to the proprietary nature of proof of efficiency testing materials, the vendor will make available to the state, during a Contractor site visit, copies of the tests used to determine the efficiency of those temporary service personnel the Contractor will furnish to the using agencies for the positions contained herein. The state representatives will not remove or copy any of the presented data.
 - The proficiency test score must be 75% or above to be accepted as a temporary employee with DEVHEAP office.
- Y. Subcontracting: Only the Contractor will perform the work, and the Contractor will not enter into subcontracts for the work without written approval from Office of Procurement Services (State). If subcontracting is permitted, all subcontracts will be at the sole expense of the Contractor. If the State authorizes the use of subcontractors, that fact will be noted in the Bid or in a subsequent, written document. The State's approval of the use of subcontractors does not mean that the State will pay for them. The Contractor will be solely responsible for payment of its subcontractor and any claims of subcontractors for any failure of the Contractor or any of its other subcontractors to meet the performance schedule or performance specifications for the work in a timely and professional manner. The Contractor will hold the State harmless for and will indemnify the State against any such claims. Further, the State will consider the Contractor to be the sole point of contact with regard to contractual matters, including payment of all charges resulting from the contract. The Contractor will be fully responsible for any default by a subcontractor, just as if the Contractor itself had defaulted. If the Contractor uses any subcontractors, each subcontractor must have a written agreement with the Contractor. That written agreement must incorporate this Contract by reference. The agreement must also pass through to the subcontractor all provisions of this Contract that would be fully effective only if they bind both the subcontractor and the Contractor. Among such provisions are the limitations on the Contractor's remedies, the insurance requirements, record keeping obligations, and audit rights. Should the Contractor fail to pass through any provisions of this Contract to one of its subcontractors and the failure damages the State in any way, the Contractor will indemnify the State for the damage.

IV. TEMPORARY PERSONNEL - CLERICAL SPECIALIST

- A. General Job Duties: Knowledge of data processing procedures. Answers telephone inquiries relating to the status of the Home Energy Assistance Program (HEAP) client applications. Enters and formats data in preparation for computer updating of the information system. Extracts information from a computer generated database. Performs clerical tasks related to the operation and updating of the on-line computer information systems and the application & documentation files. Maintains correspondence.
- B. Equipment Proficiency: The temporary personnel shall be proficient in the following equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment. Typing (keyboard test must = 40+ w.p.m.).
- C. Proof of Efficiency: The temporary personnel shall have, at a minimum, knowledge of the following to qualify for employment with the using agency: bookkeeping, office practices and procedures, addition, subtraction, multiplication and division of fractions and percentages.
- D. Minimum Qualifications: Six (6) months experience in a customer service environment and 6 months experience in electronic data input in a business office or educational environment.

SPECIFICATIONS AND REQUIREMENTS (Cont'd)

V. TEMPORARY PERSONNEL – ON-SITE SUPERVISOR I

- A. General Job Duties: Approximately 90% of the assigned temporary personnel will be located on the 25th floor of the Development Services Agency, Office of Community Assistance (OCA), Application Processing Area. Duties will include monitoring and creating a daily attendance report for the Application Processing Area (25th Floor). Managing and addressing any human resources issues in addition to timekeeping and payroll matters for temporary personnel on assignment. Track and approve time records. Responsible for approving or denying requests for time off, as well as maintaining attendance records. Access, verify and submit weekly time attendance records. Distribute and collect employment and human resources information. Collaborate with other Supervisors to correctly allocate staff, identify staffing vacancies, recruit, interview, and notify applicants of selection. Duties will also include facilitating orientation sessions.

The On-Site Supervisor I must be familiar with HEAP/OCA program, practices and procedures, including but not limited to Application Processing and Call Center Duties.

The On-Site Supervisor will be the initial point of contact for State employees regarding employee matters. All contract and legal issues will be referred to the Corporate/Central Offices.

- B. Equipment Proficiency: The temporary personnel shall be proficient in the following equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment. Typing (keyboard test must = 40+ w.p.m.).
- C. Proof of Efficiency: The temporary personnel shall have, at a minimum, knowledge of the following to qualify for employment with the using agency: bookkeeping, office practices and procedures, addition, subtraction, multiplication and division of fractions and percentages.
- D. Minimum Qualifications: Six (6) months experience in a customer service environment and 6 months experience in electronic data input in a business office or educational environment.

VI. TEMPORARY PERSONNEL – ON-SITE SUPERVISOR II

- A. General Job Duties: Approximately 10% of the assigned temporary personnel will be located on the 27th floor of the Development Services Agency, Office of Community Assistance, Call Center Area. Duties will include monitoring and creating a daily attendance report for the Call Center Area (27th floor) staff. Assisting the On-Site Supervisor I with managing and addressing any human resources issues in addition to timekeeping and payroll matters for temporary personnel on assignment. Track and approve time records. Responsible for approving or denying requests for time off as well as maintaining attendance records. Access, verify and submit weekly time attendance records. Distribute and collect employment and human resources information. Collaborate with other Supervisors to correctly allocate staff, identifying staffing vacancies, recruit, interview, and notify applicants of selection. Duties will also include facilitating orientation sessions.

The On-Site Supervisor II must be familiar with HEAP/OCA program, practices and procedures including but not limited to Application Processing and Call Center Duties.

- B. Equipment Proficiency: The temporary personnel shall be proficient in the following equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment. Typing (keyboard test must = 40+ w.p.m.).
- C. Proof of Efficiency: The temporary personnel shall have, at a minimum, knowledge of the following to qualify for employment with the using agency: bookkeeping, office practices and procedures, addition, subtraction, multiplication and division of fractions and percentages.
- D. Minimum Qualifications: Six (6) months experience in a customer service environment and 6 months experience in electronic data input in a business office or educational environment.

VII. 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.

PRICE SCHEDULE

| OAKS ITEM ID NO. | POSITION DESCRIPTION | UOM | CONTRACTOR | PRICE PER HOUR BILLED TO THE STATE | CONTRACT NUMBER |
|------------------------|-------------------------|-----|----------------------------|--|--------------------|
| 29612 | Clerical Specialist I | HR | AIM Technical Consultants | \$13.96 | RS900317-3 |
| | | | Diversity Search Group | \$16.80 | RS900317-4 |
| 29613 | Clerical Specialist II | HR | AIM Technical Consultants | \$15.90 | RS900317-3 |
| | | | Diversity Search Group | \$17.73 | RS900317-4 |
| 29614 | Clerical Specialist III | HR | AIM Technical Consultants | \$16.20 | RS900317-3 |
| | | | Diversity Search Group | \$18.65 | RS900317-4 |
| 29615 | On- Site Supervisor I | HR | Diversity Search Group | \$21.43 | RS900317-4 |
| | | | Eastern Personnel Services | \$22.01 | RS900317-5 |
| 29616 | On- Site Supervisor II | HR | Diversity Search Group | \$17.01 | RS900317-4 |
| | | | Eastern Personnel Services | \$17.38 | RS900317-5 |

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

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CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO.: RS900317-3



Minority Business Enterprise
192759
AIM Technical Consultants Inc.
7618 Slateridge Blvd
Reynoldsburg, OH 43068

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Ivan Salaberrios

TELEPHONE: (614) 866-1472
FAX: (614) 626-2211
EMAIL: ivans@aimtechinc.com

| OAKS ITEM ID NO. | DESCRIPTION OF INVESTIGATION OR TEST | COST PER EACH INVESTIGATION OR TEST |
|------------------|--|-------------------------------------|
| 29617 | Sheriff's Department Background Check | \$ 30.00 |
| 29618 | Municipal Police Background Check | \$ 30.00 |
| 29619 | Bureau of Criminal Investigation Check | \$ 30.00 |
| 29620 | Employee Reference Check | \$ 15.00 |
| 29621 | Credit Check | \$ 10.00 |
| 29622 | Finger Printing | \$ 10.00 |
| 29623 | Drug Testing | \$ 40.00 |

| Cost of Wages | Cost of Health Care | Cost of Workers' Compensation | Cost of Unemployment | Cost of Other | Total |
|---------------|---------------------|-------------------------------|----------------------|---------------|-------|
| 70% | 0% | 4% | 9% | 17% | 100% |

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO.: RS900317-4



Minority Business Enterprise
168990
Diversity Search Group LLC
285 Timber Ridge Drive
Pickerington, OH 43147

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Teresa Sherald

TELEPHONE: (614) 581-3535
FAX: (614) 340-7133
EMAIL: tasherald@diversitysearchgroup.com

| OAKS ITEM ID NO. | DESCRIPTION OF INVESTIGATION OR TEST | COST PER EACH INVESTIGATION OR TEST |
|------------------|--|-------------------------------------|
| 29617 | Sheriff's Department Background Check | \$ 20.00 |
| 29618 | Municipal Police Background Check | \$ 20.00 |
| 29619 | Bureau of Criminal Investigation Check | \$ 50.00 |
| 29620 | Employee Reference Check | \$ 60.00 |
| 29621 | Credit Check | \$ 20.00 |
| 29622 | Finger Printing | \$ 45.00 |
| 29623 | Drug Testing | \$ 50.00 |

| Cost of Wages | Cost of Health Care | Cost of Workers' Compensation | Cost of Unemployment | Cost of Other | Total |
|---------------|---------------------|-------------------------------|----------------------|---------------|-------|
| 68.3% | 3% | 13% | 7% | 8.7% | 100% |

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

CONTRACT NO.: RS900317-5



Minority Business Enterprise
49792
Eastern Personnel Services Inc.
619 Central Avenue
Cincinnati, OH 45202

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Angelita M. Jones

TELEPHONE: (513) 421-4666
FAX: (513) 421-0531
EMAIL: AMJONES@EASTERNHIRES.COM

| OAKS ITEM ID NO. | DESCRIPTION OF INVESTIGATION OR TEST | COST PER EACH INVESTIGATION OR TEST |
|------------------|--|-------------------------------------|
| 29617 | Sheriff's Department Background Check | \$ 10.00 |
| 29618 | Municipal Police Background Check | \$ 10.00 |
| 29619 | Bureau of Criminal Investigation Check | \$ 45.00 |
| 29620 | Employee Reference Check | \$ 22.00 |
| 29621 | Credit Check | \$ 20.95 |
| 29622 | Finger Printing | \$ 75.00 |
| 29623 | Drug Testing | \$ 45.00 |

| Cost of Wages | Cost of Health Care | Cost of Workers' Compensation | Cost of Unemployment | Cost of Other | Total |
|---------------|---------------------|-------------------------------|----------------------|---------------|-------|
| 71% | 3% | 10% | 7% | 9% | 100% |