

# INVITATION TO BID

State of Ohio  
Department of Administrative Services  
General Services Division  
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT900615</u>	OPENING DATE (1:00 p.m.) <u>May 19, 2014</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
REQ./INDEX NO. DEV001	BID NOTICE DATE 04/29/2014	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
PARTICIPATING AGENCY(IES): OHIO DEPARTMENT OF DEVELOPMENT SERVICES AGENCY, HOME ENERGY ASSISTANCE PROGRAM, 77 SOUTH HIGH STREET, COLUMBUS, OHIO 43215-6130			
MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
<b>TEMPORARY PERSONNEL SERVICES FOR THE HOME ENERGY ASSISTANCE PROGRAM</b>			
TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 07/01/14 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 06/30/16 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.			
INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: <a href="#">Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions</a> . All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.			
By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.			
Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at <a href="http://www.procure.ohio.gov/">www.procure.ohio.gov/</a> . All questions should be submitted a minimum of five (5) working days prior to the bid opening date.			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)		DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.



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.

LOCATION VISIT: The Office of Procurement Services reserves the right to visit the facility(s) to become familiar with how the Contractors meet the requirements of this Bid. Office of Procurement Services further reserves the right to make unannounced facility visits during normal working hours.

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 service position by its Cost per Hour Charged to the State for each year and then add these totals together to arrive at the total for all line items to determine the lowest Bid.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Low lot total will be determined by multiplying the unit cost by the Estimated Annual Hours listed in the bid and then adding each of the totals together to arrive at a total for all items. Failure to bid all items may result in the bidder being deemed not responsive.

CONTRACT RENEWAL: This Contract may be renewed after the ending date of the Contract solely at the discretion of DAS for a period of one month. Any further renewals will be by mutual agreement between the contractor and DAS for any number of times and for an appropriate period of time. The cumulative time of all mutual renewals may not exceed thirty-six (36) months unless DAS determines that additional renewal is necessary.

FIXED-PRICE WITH WAGE ADJUSTMENTS: No price adjustment will be granted during the first six (6) 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.

USAGE REPORTS: Every six (6) months the contractor must submit a report (written or on disk) 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, OH 43228-1395, Attn: Alice Ewing.

BID AUTOMOBILE LIABILITY CHECKLIST:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00. (This number may be increased as necessary.)
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

## 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:
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Ohio Department of Development Services Agency Office of Community Assistance (OCA) Home Energy Assistance Program (HEAP) 77 South High Street, 25 <sup>th</sup> and/or 27 <sup>th</sup> Floor Columbus, Ohio 43215
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### 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.

### III. GENERAL REQUIREMENTS

- A. Upon notification from DEVHEAP, the Contractor will provide requested temporary personnel within twenty-four (24) hours. 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. The using agency reserves the right to request for a resume and interview from the potential temporary personnel prior to being hired to determine his/her qualifications. Furthermore, DEVHEAP reserves the right to reject/remove any individual that does not meet the requested experience criteria and/or is deficient in performance of the assignment. The rejected/removed temporary personnel must be replaced within twenty-four hours. DEVHEAP will not be responsible to pay for the time the newly assigned temporary service personnel spends or any guaranteed (by the Temporary Service Provider) minimum time spent by the temporary service personnel at the using agency in case of rejection and/or removal. Removal as defined in this requirement only is limited to a maximum of four (4) hours.
- C. 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. Due to the job requirements and environment, hiring decisions will be partially based on the results of background checks.
  - 3. DEVHEAP will limit its background checks and drug testing requirements to the same requirements as required of their own permanent full-time employees holding the same or similar positions to be filled by the potential temporary service employee. These pre-employment tests will be initiated prior to the potential temporary service 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.

SPECIFICATIONS AND REQUIREMENTS (Cont'd)

4. 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.
  5. The temporary service provider must furnish DEVHEAP a copy of their invoice to be reimbursed.
- D. 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. Temporary personnel will not be paid for state observed holidays 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

- E. Core months that DEVHEAP will require temporary personnel to be staffed will be from the months of July through February. Temporary personnel may be assigned to a longer term assignment outside of the core months if required by DEVHEAP.
- F. Overtime, when authorized by DEVHEAP, will be paid at the rate of one and one half the Contracted normal rate.
- G. DEVHEAP has the right to request from the Contractor evening or night shift work (2nd and/or 3rd shifts); these shift hours range as follows but may vary per agency:
 

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

3rd shift - 11:00 p.m. - 7:00 a.m.
- H. DEVHEAP may request the need for holiday; evening/night work and weekend work, working hours may vary. Holiday, evening/night work, 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.
- I. DEVHEAP requires the Contractor to pay its temporary employees a graduated hourly rate based on the number of seasons the employee has been assigned to the DEVHEAP program. The graduated rates are shown on the Bid/Price Schedule page under "Minimum Wage Paid to the Temporary Employee" on page 9. The graduated hourly rate will be for a Clerical Specialist I (1<sup>st</sup> season), Clerical Specialist II (2<sup>nd</sup> and 3<sup>rd</sup> season) and Clerical Specialist III (4 or more seasons).
- J. 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.
- K. DEVHEAP reserves the right to reduce the length of the assignment and will provide the Contractor with as much notification as possible.
- L. Upon request, the Contractor will provide assistance at no additional cost to DEVHEAP to assist in problem resolution.
- M. The temporary service provider will make health insurance available to its employees assigned to the DEVHEAP program.
- N. The Temporary Service Provider will offer direct deposit to its employees.

SPECIFICATIONS AND REQUIREMENTS (Cont'd)

- O. 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.
- P. The Contractor will pay the temporary personnel within five (5) working days after submitting a signed time sheet to the Contractor.
- Q. 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.
- R. 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.
- S. The temporary service Contractor will bond employees as directed by DEVHEAP. The fee for this service will be borne by the using agency.
- T. 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.
- U. 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 service personnel will need to be proficient in the following (as needed and specifically defined by the using agency) equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment.
- C. Proof of Efficiency: The temporary service personnel will need to meet the following (as needed and specifically defined by the using agency) minimums to qualify for employment with the using agency: Knowledge of bookkeeping, knowledge of office practices and procedures, knowledge of addition, subtraction, multiplication and division of fractions and percentages. Typing (keyboard test must = 40+ w.p.m.), ability to use 10 key calculator.
- 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 service personnel will be located on the 25<sup>th</sup> 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 (25<sup>th</sup> Floor). Managing and addressing any human resources issues in addition to timekeeping and payroll matters for temporary employees 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 as well as recruit, interview and notify applicants of selection. Duties will also include facilitating orientation sessions.

The On-Site Supervisor I will also be required to 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 service personnel will need to be proficient in the following (as needed and specifically defined by the using agency) equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment.
- C. Proof of Efficiency: The temporary service personnel will need to meet the following (as needed and specifically defined by the using agency) minimums to qualify for employment with the using agency: Knowledge of bookkeeping, knowledge of office practices and procedures, knowledge of addition, subtraction, multiplication and division of fractions and percentages. Typing (keyboard test must = 40+ w.p.m.), ability to use 10 key calculator.
- 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 service personnel will be located on the 27<sup>th</sup> 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 (27<sup>th</sup> 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 employees 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 as well as recruit, interview and notify applicants of selection. Duties will also include facilitating orientation sessions.

The On-Site Supervisor II will be required to 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 service personnel will need to be proficient in the following (as needed and specifically defined by the using agency) equipment: 10 key calculator, personal computer, telephone, copier, fax machine, and all standard office equipment.
- C. Proof of Efficiency: The temporary service personnel will need to meet the following (as needed and specifically defined by the using agency) minimums to qualify for employment with the using agency: Knowledge of bookkeeping, knowledge of office practices and procedures, knowledge of addition, subtraction, multiplication and division of fractions and percentages. Typing (keyboard test must = 40+ w.p.m.), ability to use 10 key calculator.
- 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)VII. 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.

VIII. 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. The Offeror must complete and return with the bid submittal the Company Profile Form (Attachment One).
- B. The Temporary Service Provider must have a non-residential office within Franklin County.
- C. The Bidder must be a certified MBE Contractor with the Department of Administrative Services, at the time of the Bid opening. Please visit the link below for more information on becoming a certified MBE Contractor:  
<http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification.aspx>

IX. 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.

X. REFERENCES

Bidder must provide with their Bid at least four (4) positive references for jobs of similar scope which may include government agencies and private industries. The reference 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. The Offeror must complete and return with the bid submittal the Company Reference Form (Attachment Two).

Upon request from Office of Procurement Services, the Bidder will provide additional references, if needed. Failure to provide references that are able, available and willing to answer questions pertinent to the Bidder's performance and job satisfaction may deem the Bidder as not responsive and further consideration for award may not be given.

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PRICE SCHEDULE

Year 1				
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/14-06/30/15	COST PER HOUR CHARGED TO STATE FOR 07/01/14-06/30/15
10053	CLERICAL SPECIALIST I	48,000	\$ 12.85	\$
5250	CLERICAL SPECIALIST II	15,000	\$ 13.55	\$
10054	CLERICAL SPECIALIST III	36,000	\$ 14.25	\$

Year 2				
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/15-06/30/16	COST PER HOUR CHARGED TO STATE FOR 07/01/15-06/30/16
10053	CLERICAL SPECIALIST I	48,000	\$ 12.85	\$
5250	CLERICAL SPECIALIST II	15,000	\$ 13.55	\$
10054	CLERICAL SPECIALIST III	36,000	\$ 14.25	\$

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

Year 1				
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/14-06/30/15	COST PER HOUR CHARGED TO STATE FOR 07/01/14-06/30/15
	ON-SITE SUPEVISOR I	2040	\$ 17.68	\$

Year 2				
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/15-06/30/16	COST PER HOUR CHARGED TO STATE FOR 07/01/15-06/30/16
	ON-SITE SUPEVISOR I	2040	\$ 17.68	\$

PRICE SCHEDULE (Cont'd)

Year 1				
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/14-06/30/15	COST PER HOUR CHARGED TO STATE FOR 07/01/14-06/30/15
	ON-SITE SUPERVISOR II	2040	\$ 15.25	\$

Year 2				
ITEM NUMBER	DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM WAGE PAID TO TEMP EMPLOYEE 07/01/15-06/30/16	COST PER HOUR CHARGED TO STATE FOR 07/01/15-06/30/16
	ON-SITE SUPERVISOR II	2040	\$ 15.25	\$

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	\$
Municipal Police Background Check	\$
Bureau of Criminal Investigation Check	\$
Employee Reference Check	\$
Credit Check	\$
Finger Printing	\$
Drug Testing	\$

ALLOCATION OF COSTS: The Bidder must submit a percentage breakdown of the various cost factors of their hourly prices below. These figures will be used in consideration of price increases during the term of any contract issued pursuant to this Invitation to Bid. Failure to provide this information may deem your Bid not responsive and further consideration for award may not be given. The percentages provided below must total one hundred percent (100%).

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.

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
%	%	%	%	%	100%

EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

ATTACHMENT ONE: COMPANY PROFILE FORM

Company Legal Name	Physical Address	
Telephone Number	Email Address	Fax Number
Home Office Location	Date Established	Ownership
Firm Leadership	Number of Employees	Number of Employees Directly involved in Tasks Directly Related to the Work Specified Herein
Additional Background Information:		

ATTACHMENT TWO: COMPANY REFERENCE FORM

A minimum of four (4) professional references who have received services from the bidder in the past two (2) years, as specified in herein.

Company Name:		Contact Name:	
Address:		Telephone Number:	
		Email Address:	
Contract Name:	Beginning Date of Contract: (Month/Year)	Ending Date of Contract: (Month/Year)	
Description of term contract/temporary personnel services provided.			