

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>OT900316</u>	OPENING DATE (1:00 p.m.) <u>8/26/2015</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. EDU071	BID NOTICE DATE 8/4/2015	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			
<u>AVAILABLE TO PARTICIPATING AGENCIES: DEPARTMENT OF EDUCATION (ODE), 25 S. FRONT ST., COLUMBUS, OHIO 43215</u>			
<u>MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081</u>			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u> <u>OHIO DEPARTMENT OF EDUCATION STAFF AUGMENTATION SERVICES</u>			
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 9/15/2015 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 6/30/2017 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 agency.			
<u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u> , Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. 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.			
INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, www.procure.ohio.gov . Click "Find it Fast," select "Doc/Bid/Schedule#" in Step 1, enter the Bid Number in Step 2, click "Find it Fast." The "Submit Inquiry" button is at the bottom of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.			
		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 Contractor(s) meet the requirements of this bid. The 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 one half of the Estimated Annual Hours of each temporary personnel position listed in Category I by its Price Per Hour Billed to the State; and one half of the Estimated Annual Hours of each temporary personnel position listed in Category I multiplied by the Payroll Only Bill Rate to receive a result from each bill rate type. Thereafter, the results from each line item in Category I, for both the regular bill rate and the payroll only bill rate, will be summed to receive a sub-total.

In addition, the State will multiply each temporary personnel position listed in Category II by one half of the Estimated Annual Number of Grants/Items Read/Reviewed by the Price Per Grant/Item Read/Reviewed Billed to the State; and one half of the Estimated Annual Number of Grants/Item Read/Reviewed multiplied by the Payroll Only Bill Rate to receive a result for each bill rate type. Thereafter, the results from each line item in Category II, for both the regular bill rate and the payroll only rate will be summed to receive a sub-total. The sub-totals from Category I and Category II will be added together to receive an overall low lot total.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total. Failure to bid all items may result in the bidder being deemed not responsive.

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.

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 (1) 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.

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: Contract Analyst (EDU071).

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

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.
- 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.

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.): [For Services Contracts]

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all subcontractors (Name/City/State/Country)

c) Location where services will be performed (Name/City/State/Country)

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This solicitation is being issued as a minority set aside contract in accordance Section 125.081 of the Ohio Revised Code. All offerors/bidders must be an Ohio certified MBE as of the solicitation due/opening date. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>.

SPECIFICATION

I. SCOPE

The purpose of this Invitation to Bid is to obtain a contractor to provide temporary staffing services for the State of Ohio, Department of Education through a temporary staffing agency. The purpose of these specifications are to obtain the services of a temporary staffing agency capable of supplying qualified temporary personnel as specified herein to the Department of Education. The term of any contract issued pursuant to this Invitation to Bid shall be from the date of award through June 30, 2017.

II. DEFINITIONS

- A. "Qualified Temporary Personnel" shall mean those individuals employed by the Contractor who meet the minimum specifications as indicated herein.
- B. "Using Agency" shall mean the Ohio Department of Education, the agency requiring the services described herein.
- C. "Proof of Efficiency" shall mean the results of those tests that provide a measure of ability for individual job duties as specified herein.
- D. "Minimum Hourly Wage Paid to Temp Employee" shall be defined as, at minimum, the hourly rate that the Contractor must pay to the temporary staffed personnel for each hour worked for Category I positions; and the number of each grant or item read or reviewed for Category II positions.
- E. "Payroll Only Bill Rate" shall mean the condition where the Ohio Department of Education does not require the Contractor's assistance in the recruitment process of the qualified temporary personnel. The qualified temporary personnel assigned to a position will provide the services as requested by the Ohio Department of Education as specified in this contract, however, the qualified temporary personnel is an employee of the Contractor.
- F. "Price Per Grant or Item Read/Reviewed Billed to the State" shall be defined as the rate the Contractor will bill the using agency for each grant or item that is read/reviewed by the assigned Grant Reader/Item Reviewer from beginning to completion per grant or item.

III. GENERAL REQUIREMENTS

- A. Upon notification from the using agency via purchase order, email or phone communication, the Contractor will provide three (3) resumes within twenty-four (24) hours in response to each request. If the using agency requires candidates to be interviewed prior to being assigned to the temporary position, the candidate pool must be prepared to interview within four (4) business days of receiving notification.

If the using agency requests for a payroll only temporary personnel, this information shall be provided at the time of notification and will also be noted on the purchase order. The using agency shall provide the temporary personnel's name, position description or position item number, and any other information the contractor may need for billing purposes.

The Office of Procurement Services recognizes that there may be times in which a qualified candidate cannot be found within this time period. If the Contractor is unable to provide a candidate within this timeframe, the using agency may request a letter from that Contractor stating the reason why a candidate cannot be located, including the position title. The agency may then request a temporary waiver from the Office of Procurement Services to use another Contractor that can more adequately and promptly fill this position.

The Contractor should make every reasonable attempt to provide a candidate. If the Office of Procurement Services receives multiple request for a waiver of a position in one year, they may find the Contractor in default and provide a permanent waiver during the life of the Contract for those positions.

SPECIFICATION (Cont'd.)**B. Submission of Contractor's Invoices:**

1. The Contractor shall submit all invoices via email to: fiscal.management@education.ohio.gov

Bill to Address:

Department of Education
25 S. Front St.
Columbus, OH 4315

2. All invoices are to include the following information:

- a. Using agency's purchase order number
- b. Temporary personnel's name
- c. Temporary personnel's position description

3. Payment will be made for the actual hours worked and supported by the timekeeping records.

4. The Contractor will attach a copy of the validated time sheet when invoicing the agency.

C. The using agency will identify to the Contractor the person(s) who are authorized to request temporary personnel. A telephone call from an authorized representative will constitute a request for service.**D. The using agency 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 a mutually agreed upon date and time between the Contractor and the using agency.****E. Should the Contractor terminate a temporary staffed personnel assigned to the using agency, the Contractor must notify the using agency of the circumstance immediately and allow at minimum two (2) weeks for the temporary staffed employee to complete the assignment. A newly assigned temporary service personnel must be provided and prepared to start working on-site within twenty-four (24) hours of the terminated employee's last day on the assigned project.****F. Background Checks**

1. Using agencies reserve the right to request of Contractors background checks and drug testing of potential temporary service personnel, including, 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. Agencies may elect to perform the background checks themselves at direct agency expense.

3. State agencies will limit their 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 the using agency. The Contractor must notify the using agency of the projected completion date of the investigation and/or testing and forward those results to the using agency within forty-eight (48) hours of receiving test results. In most cases temporary staffed personnel will not start work until all checks have been confirmed and cleared, should a temporary staffed personnel begin work prior to the checks returning, it is the responsibility of the Contractor to notify the using agency upon notification of results that may negatively impact the work assignment. The Contractor must notify the temporary personnel on assignment immediately if any checks are returned as not passing.

SPECIFICATION (Cont'd.)

4. The using agency will pay the actual costs of each background check and/or test so long as this service is not already a standard policy or a procedure of the Contractor. Background checks and/or tests will not be evaluated as part of the bid, but the rates should be completed by the bidder on page 12 of this bid. The Contractor must furnish the using agency a copy of their invoice for each background check and/or test in order to be reimbursed. Failure to provide pricing for background checks and/or tests will be considered as no charge for background checks and/or tests to the State of Ohio.
- G. The exact work hours for temporary personnel will be determined by the using agency. Generally, work hours will begin between 7:00 a.m. and 9:00 a.m. (EST) and end between 4:00 p.m. and 6:00 p.m. (EST), Monday through Friday, excluding state-observed holidays in most instances. Temporary personnel will work no more than eight (8) hours per day, excluding lunch, or a total of forty (40) hours per week. Temporary personnel will not be paid for lunch periods, and/or holiday hours not worked.
- H. Using agencies may request temporary personnel services from the Contractor for morning, evening, night shift (1st, 2nd and/or 3rd shift), holiday and/or weekend work. Specific start and end times may vary per assignment. The shift hours may range in between the hours as follows:
 - 1st shift – 7:00 a.m. to 5:00 p.m.
 - 2nd shift – 4:00 p.m. to 12:00 p.m.
 - 3rd shift – 11:00 p.m. to 7:00 a.m.
- I. Temporary personnel is overtime exempt. Overtime pay is not permitted for any of the positions referenced on this contract. If a temporary personnel works on a holiday, the temporary personnel will be paid at the regular rate.
- 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 a mutually agreed upon time between the Contractor and the using agency. Weekends and holidays shall be included as part of the time requirement for notification/replacement requirements.
- K. The using agency reserves the right to reduce the length of the assignment and will provide the Contractor(s) with as much notice as possible.
- L. Upon request, the Contractor will provide assistance with problem resolution to the using agency at no additional cost.
- M. Record and Time Keeping
 1. Temporary personnel will utilize the timekeeping system in effect at each agency to document actual hours worked. Grant Readers and Item Reviewers will document the actual number of Grants or Items read or reviewed. Additionally, the temporary personnel will complete a weekly time or record sheet supplied by the awarded Contractor indicating the name of the temporary service employee, dates worked for that week, beginning and ending times, number of straight time hours worked, evening/night and weekend hours worked, the number of Grants or Items read or reviewed, the rate to be paid and the name of the facility where the work is performed. An agency supervisor will sign the time or record sheets on a weekly basis validating the hours worked by the temporary personnel.
 2. The time a temporary service employee enters and leaves their 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 itself provide documentation for verification of hours worked.

SPECIFICATION (Cont'd.)

- N. The State assumes that the Contractor will pay the temporary personnel within a reasonable number of days after submitting a signed time sheet to the Contractor.
- O. The Contractor will be responsible for the temporary personnel's federal and state payroll requirements up to, but not limited to, payroll taxes, payroll reports and Workers' Compensation.
- P. The Contractor will not charge the State of Ohio placement fees if a temporary employee is selected for a full time, part-time or intermittent position with the State of Ohio through the State's selection process.
- Q. Due to the proprietary nature of proof of efficiency testing materials, the Contractor 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 agency for the positions contained herein. Efficiency tests should be scored and totaled by percentage prior to presenting the results to the using agency. The State representatives will not remove or copy any of the presented data.
- R. Each agency may have their own set of agency work rules and policies. Work rules and policies that are implemented for State employed staff will also be the same set of work rules and policies for temporary personnel staff assigned to that using agency.
- S. Bill rate to the State is to include the cost of travel expenses with any position that may require traveling and commuting within Ohio.

IV. TEMPORARY PERSONNEL

The duties are illustrative only. Staff may perform some or all of these duties or other job-related duties as assigned.

- A. A description of each position can be found by clicking this link: [POSITION DESCRIPTIONS](#)
These descriptions are for reference purposes only and actual duties may vary.
- B. Any questions regarding these positions should be directed to the Office of Procurement Services.

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 Contractor must have been in business 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 Contractor must be able to provide service to all areas within the State of Ohio. Failure to provide these services will result in the using agency being granted a waiver from DAS to seek these services from another Contractor. Any difference in cost that is greater than the Contract price will be paid to the agency by the awarded Contractor until they can either fill the position with their own employee or until they have been removed from the Contract.
- C. The Contractor must have the financial support from a financial institution to have the ability to pay its employees within thirty (30) calendar days of service. The Contractor is responsible for paying its employees for the services provided. Waiting for payment from the State within a reasonable amount of time does not warrant a delay in payment to the employees.

SPECIFICATION (Cont'd.)VII. REFERENCES

Bidder must provide with their bid at least three (3) 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 or agency, the name and telephone number(s) of the contract person, a brief description of services provided and the length of service for that company.

Upon request from the 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

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped by Procurement Services and not used in the evaluation and any subsequent award.

Estimated Annual Hours listed shall not be construed as an indication that the position will require a similar number of hours during the term of any contract awarded pursuant to this Invitation to Bid.

Category I

POSITION DESCRIPTION	ESTIMATED ANNUAL HOURS	MINIMUM HOURLY WAGE PAID TO TEMP EMPLOYEE	PRICE PER HOUR BILLED TO THE STATE	PAYROLL ONLY BILL RATE
				PRICE PER HOUR BILLED TO THE STATE
Reviewer 1	4,000	\$68.00	\$	\$
Reviewer 2	800	\$75.00	\$	\$
General Administrative Hearing Officer	2,000	\$125.00	\$	\$
Professional Conduct Hearing Officer	1,500	\$125.00	\$	\$
IDEA Special Education Mediator	3,000	\$150.00	\$	\$
Field Observer (MSP)	500	\$30.00	\$	\$

Category II

POSITION DESCRIPTION	ESTIMATED ANNUAL NUMBER OF GRANTS/ITEMS READ/REVIEWED	MINIMUM RATE PAID TO TEMP EMPLOYEE FOR EACH GRANT/ITEM READ/REVIEWED	PRICE PER GRANT/ITEM READ OR REVIEWED BILLED TO THE STATE	PAYROLL ONLY BILL RATE
				PRICE PER GRANT/ITEM READ OR REVIEWED BILLED TO THE STATE
Grant Reader	300	\$ 150.00	\$	\$
Item Reviewer (MSP)	500	\$ 250.00	\$	\$
Grant Reader 2 (MSP)	300	\$ 175.00	\$	\$

PRICE SCHEDULE (CONT'D)

BACKGROUND INVESTIGATION AND DRUG TEST COSTS: The cost for the investigations and tests listed below will not be evaluated as part of this bid. Failure to provide pricing for the investigations and tests listed below will be considered as no charge to the state of Ohio for investigations and tests.

Description	Cost Per Each Investigation/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%).

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other (Explain)	Total
%	%	%	%	%	%	100%

EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other (Explain)	Total
25%	25%	15%	25%	10%	Training	2%
						100%

ATTACHMENT ONE: BIDDER REFERENCES

A minimum of three (3) 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.			