

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

CONTRACT No.: RS905015EFFECTIVE DATES: 06/03/2015 to 06/30/2017

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS905015 and RS905115 that opened on 05/08/15, RS901916 and RS901816 that opened on 01/15/16 and RS902516 that opened on 06/24/16. 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 all State Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, 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 website at the following address:

<http://www.ohio.gov/procure>

Partial 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.

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>.

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.

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 for each district and bidders are eligible to be awarded line items in multiple districts. The bidder must provide the "Minimum Hourly Wage Paid to Temporary Personnel" and "Price per Hour Billed to the State" for each line item(s) bid in order to be considered for award.

NOTE: Usage figures of "8" in the "Estimated Annual Hours" column will be used to evaluate positions with no reported usage in FY14 and to evaluate new positions for which there is no usage history.

CONTRACT AWARD: The contract will be awarded to up to two (2) lowest responsive and responsible bidders per line item within each district, for Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

AFFORDABLE CARE ACT: The Affordable Care Act (ACA) went into effect as of January 1, 2015 for firms that have 100+ employees and January 1, 2016 for firms with 50+employees.

Percentage rates for health coverage for firms with 50 + employees will be negotiated prior to the end of December 2015. Hospitalization will be added to the MVP Option 2 January 1, 2016. Because of possible future changes in the ACA, we are incorporating a review of the first year prior to the end of the contract's first year and each year end thereafter. This will allow for the State of Ohio and Contractor the opportunity to consider whether an increase/decrease is appropriate as a result of any changes in the ACA and to negotiate what change, if any, may be appropriate.

Penalties assessed because of lack of health coverage, or insufficient health coverage shall be the responsibility of the Contractor. It is the Contractor's responsibility to ensure its own compliance with all applicable law; the State of Ohio shall not be responsible for any penalties or non-compliance costs under the ACA that are incurred or assessed related to the Contractor's employees, regardless of whether such ACA penalties or non-compliance costs are assessed to the Contractor or to the State of Ohio.

COOPERATIVE PURCHASING CONTRACT: This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

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

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

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.

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.

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: Sinuon Todd.

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.

SPECIFICATIONS

I. SCOPE

The purpose of this Invitation to Bid is to obtain a Contractor(s) to provide temporary personnel services to State Agencies through temporary employment agencies. The purpose of these specifications are to obtain the services of temporary employment agencies capable of supplying qualified temporary personnel as specified herein to any requesting using agency in the State of Ohio within the Bid Districts listed herein. 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 any State Department, State Agency, State University, State Community College, or any Agency requesting service that is properly enrolled as a Cooperative Purchasing Program member 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 Temporary Personnel" shall be defined as, at minimum, the hourly rate that the Contractor must pay to the temporary personnel.
- E. "Price Per Hour Billed to the State" shall be defined as the hourly rate the Contractor will bill the using agency for a qualified temporary personnel.

III. GENERAL REQUIREMENTS

- A. Upon notification from the using agency via purchase order, email or phone communication, the Contractor will provide requested temporary personnel within twenty-four (24) hours of receiving notification from the using agency. If the position being requested by the using agency requires candidates to be interviewed prior to being assigned to the temporary position, the candidate pool must be selected and communicated to the using agency within twenty-four (24) hours of receiving notification. 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.

- B. The using agency will identify to the Contractor the person(s) who are authorized to request temporary personnel.
- C. The using agency reserves the right to interview the candidate prior to the agreed upon start date or upon arrival to determine his/her qualifications for the requested position. Furthermore, 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 must be replaced within twenty-four (24) hours. The using agency will not be responsible to pay for the time the newly assigned temporary personnel spends at the agency in case of rejection and/or removal. The using agency does not guarantee (by the Contractor) minimum time spent at the using agency in case of rejection and/or removal. Removal as defined in this requirement is limited to a maximum of four (4) hours.
- D. Should the Contractor terminate a temporary 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 personnel to complete the assignment. Newly assigned temporary personnel must be provided and prepared to start working on-site within twenty-four (24) hours of the terminated employees last day on the assigned project.

SPECIFICATION (CONT'D)

E. Background Checks

1. Using agencies reserve the right to request of Contractors background checks and drug testing of potential temporary 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 (i.e. State Highway Patrol and other law enforcement institutions) 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 requests 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 personnel. These pre-employment test will be initiated prior to the potential temporary personnel's starting date at the using agency. The Contractor must notify the using agency as to the investigations and/or testing projected completion date and forward those results to the using agency within forty-eight (48) hours of receiving test results. In most cases temporary personnel will not start work until all checks have been confirmed and cleared, should a temporary 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. A newly assigned temporary personnel must be in place within 24 hours should this occur.
 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 for these checks and/or tests should be completed by the bidder. 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.
- F. 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 8:30 a.m. (EST) and end between 4:00 p.m. and 5:30 p.m. (EST), Monday through Friday, excluding state-observed holidays (<http://ohio.gov/stateemployee/benefits/>) 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, holidays, and/or overtime (unless approved, in advance, by waiver from the Office of Procurement Services).
- G. Overtime requests require an advance waiver from the Office of Procurement Services. For the purposes of this contract, overtime may be defined as any time period exceeding an eight (8) hour day or any time exceeding a forty (40) hour work week. This will depend on the position and the work schedule that is assigned to the temporary personnel. Positions that allow flex-time will begin overtime after forty (40) hours have been exceeded for the scheduled work week. If a waiver request is required, contact Sinuon Todd at Sinuon.Todd@das.ohio.gov.
- H. Using agencies have the right to request from the Contractor morning, evening or night shift work (1st, 2nd and/or 3rd shift); specific start and end times may vary per agency. The shift hours may range in between the hours as follows.:
- 1st shift – 7:00 a.m. to 5:30 p.m.
- 2nd shift – 3:00 p.m. to 11:00 p.m.
- 3rd shift – 11:00 p.m. to 7:00 a.m.

SPECIFICATION (CONT'D)

- I. Using agencies may request temporary personnel services for holiday; evening/night work and weekend work. Working hours may vary depending on agency, department, and/or section. Holiday, evening/night work, and weekend work will be paid by the using agency at the same rate (i.e.: time and a half, shift differential, holiday pay, etc.) as the corresponding State employee's position would be paid.
- 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 shall be included as part of the time requirement for notification/replacement.
- 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(s) will provide assistance, at no additional cost, to the using agency to assist in problem resolution.
- M. Record/Time Keeping
 - 1. Temporary personnel will utilize the timekeeping system in effect at each agency to document actual hours worked. Additionally, the temporary personnel will complete a weekly time sheet supplied by the awarded Contractor indicating the name of the temporary personnel, position description, dates worked for that week, beginning and ending times, number of straight time hours worked, number of pre-approved (by waiver from the Office of Procurement Services) overtime hours worked, number of holiday hours worked, evening/night and weekend hours worked, the rate to be paid and the name of the facility where the work is performed. An agency supervisor will sign the time sheets on a weekly basis validating the hours worked by the temporary personnel. Payment will be made for the actual hours worked and supported by the timekeeping records. The Contractor will attach a copy of the validated time sheet when invoicing the agency.
 - 2. The time a temporary personnel 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.
 - 3. The using agency is required, when overtime (pre-approved) is to be paid, to attach to each temporary personnel's time sheet a copy of the pre-approval signed by an authorized representative of the Office of Procurement Services. Any requests for overtime pay not accompanied by a copy of the pre-approval will not be honored by the State.
- 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(s) 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(s) will not charge the State of Ohio placement fees if a temporary personnel is selected for a full time, part-time or intermittent position with the State of Ohio through the State's selection process.
- Q. The Contractor will bond employees as directed by the using agency. The fee for this service will be borne by the using agency. (Use OAKS Item ID Number _____ for Bonding Fee)
- R. 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 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.

SPECIFICATION (CONT'D)

- S. There may be instances in which the temporary personnel will be required to work in close proximity to inmates or patients. The Contractor must be able to furnish temporary personnel to all types of State agencies, such as correctional facilities, hospitals, etc.
- T. 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 agency.
- U. Mileage and travel reimbursement, including lodging, meal allowances, rental vehicles and air travel are excluded from this Contract.

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 personnel are to operate state-owned vehicles. Copies of such endorsements must be made available to the awarded Contractor upon request.

VI. CONTRACTOR QUALIFICATIONS

- A. The Contractor must have been in business for a minimum of two consecutive (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 District they are bidding. 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 assigned to any position upon award of this Contract. 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 Contractor's employees.

PRICE SCHEDULE

Districts 1 through 12 Price Schedules are available by clicking on the links below.

[DISTRICT 1 - OPEN MARKET AWARD](#)

Counties: Defiance, Paulding, Van Wert, Putnam, Allen, Hancock, Hardin, Wyandot

[DISTRICT 2 – OPEN MARKET AWARD](#)

Counties: Williams, Fulton, Lucas, Henry, Wood, Ottawa, Sandusky, Seneca

[DISTRICT 3 – OPEN MARKET AWARD](#)

Counties: Erie, Huron, Crawford, Richland, Ashland, Wayne, Lorain, Medina

[DISTRICT 4 – OPEN MARKET AWARD](#)

Counties: Ashtabula, Trumbull, Summit, Portage, Stark, Mahoning

[DISTRICT 5 – OPEN MARKET AWARD](#)

Counties: Knox, Licking, Fairfield, Perry, Muskingum, Coshocton, Guernsey

[DISTRICT 6 - MINORITY BUSINESS ENTERPRISE AWARD IN ACCORDANCE WITH ORC CH. 125.081](#)

Counties: Marion, Morrow, Union, Delaware, Madison, Franklin, Fayette, Pickaway

[DISTRICT 7 - MINORITY BUSINESS ENTERPRISE AWARD IN ACCORDANCE WITH ORC CH. 125.081](#)

Counties: Mercer, Darke, Auglaize, Shelby, Logan, Champaign, Clark, Montgomery, Miami

[DISTRICT 8 - MINORITY BUSINESS ENTERPRISE AWARD IN ACCORDANCE WITH ORC CH. 125.081](#)

Counties: Preble, Butler, Hamilton, Warren, Clermont, Greene, Clinton

[DISTRICT 9 – OPEN MARKET AWARD](#)

Counties: Ross, Highland, Pike, Jackson, Brown, Adams, Scioto, Lawrence

[DISTRICT 10 – OPEN MARKET AWARD](#)

Counties: Morgan, Noble, Monroe, Hocking, Athens, Washington, Vinton, Meigs, Gallia

[DISTRICT 11 – OPEN MARKET AWARD](#)

Counties: Columbiana, Carroll, Holmes, Tuscarawas, Harrison, Jefferson, Belmont

[DISTRICT 12 – OPEN MARKET AWARD](#)

Counties: Cuyahoga, Lake, Geauga

OAKS ITEM #	DESCRIPTION
30290	Overtime for temporary employees

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-1



59119
Acloche LLC
1800 Watermark Drive
Suite 430
Columbus, OH 43215

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Kimberly A. Shoemaker

TELEPHONE: (614) 824-3700
FAX: (614) 824-3770
EMAIL: kshoemaker@acloche.com
Sbryant2@acloche.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27447	Sheriff's Department Background Check	\$ 13.00
27448	Municipal Police Background Check	\$ 15.00
27449	Bureau of Criminal Investigation Check	\$ 30.00
27450	Employee Reference Check	\$ 10.00
27451	Credit Check	\$ 7.00
27452	Finger Printing	\$ 40.00
27453	Drug Testing	\$ 25.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other Overhead	Total
63%	2%	15%	11%	0%	9%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-2



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

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Ivan Salaberrios

TELEPHONE: (614) 866-1472
FAX: (614) 866-1729
EMAIL: ivans@aimtechinc.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27454	Sheriff's Department Background Check	\$ 30.00
27371	Municipal Police Background Check	\$ 30.00
27372	Bureau of Criminal Investigation Check	\$ 30.00
27373	Employee Reference Check	\$ 15.00
27374	Credit Check	\$ 10.00
27325	Finger Printing	\$ 10.00
27376	Drug Testing	\$ 40.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other Cost of Money	Total
70%	0%	4%	9%	9%	8%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-3



229864
Alpha Rae Personnel, Inc.
347 W. Berry Street, 7th Floor
Fort Wayne, IN 46802

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Lesley Sears

TELEPHONE: (260) 426-8227
FAX: (260) 426-1152
EMAIL: lsears@alpha-rae.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27377	Sheriff's Department Background Check	\$ 40.00
27378	Municipal Police Background Check	\$ 40.00
27379	Bureau of Criminal Investigation Check	\$ 25.22
27380	Employee Reference Check	\$ 7.50
27381	Credit Check	\$ 4.00
27382	Finger Printing	\$ 35.00
27383	Drug Testing	\$ 30.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
73%	5%	4%	11%	7%	0%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-4



229862
Athena Consulting
506 Main Street
Suite 215
Gaithersburg, MD 20878

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Melissa Pappas

TELEPHONE: (301) 216-9654
FAX: (240) 396-4110
EMAIL: mpappas@athenaconsultingllc.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27384	Sheriff's Department Background Check	\$ 25.00
27385	Municipal Police Background Check	\$ 25.00
27386	Bureau of Criminal Investigation Check	\$ 45.00
27387	Employee Reference Check	\$ 25.00
27388	Credit Check	\$ 35.00
27389	Finger Printing	\$ 25.00
27390	Drug Testing	\$ 50.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
80%	2%	2%	2%	13%	1%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-5



Minority Business Enterprise
173277
Comptech Computer Technologies, Inc.
10 West Second Street
Suite 300
Dayton, OH 45402

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Melissa Shaw

TELEPHONE: (937) 228-2667
FAX: (866) 381-3117
EMAIL: melissas@comptech-corp.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27391	Sheriff's Department Background Check	\$ 40.00
27391	Municipal Police Background Check	\$ 8.00
27408	Bureau of Criminal Investigation Check	\$ 20.00
27409	Employee Reference Check	\$ 15.00
27410	Credit Check	\$ 25.00
27411	Finger Printing	\$ 35.00
27412	Drug Testing	\$ 28.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
79.53%	1%	0.8%	1.92%	7.24%	9.51%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-6



229717
 Cortech LLC
 1300 Gardiner Lane
 Suite 11
 Louisville, KY 40213

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Jessica Boggs

TELEPHONE: (859) 448-1653
EMAIL: jboggs@cor-tech.net

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27413	Sheriff's Department Background Check	\$ 4.00
27414	Municipal Police Background Check	\$ 4.00
27415	Bureau of Criminal Investigation Check	\$ 32.50
27416	Employee Reference Check	\$ 6.60
27417	Credit Check	\$ 3.50
27455	Finger Printing	\$ 30.00
27456	Drug Testing	\$ 39.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
80.35%	3%	1%	5%	7.65%	Education 3%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-7



Minority Business Enterprise
168990
Diversity Search Group
2600 Corporate Exchange Drive
Suite 110
Columbus, OH 43231

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Teresa Sherald

TELEPHONE: (614) 352-2988
FAX: (614) 610-9475
EMAIL: tasherald@diversitysearchgroup.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
22496	Sheriff's Department Background Check	\$ 31.00
22497	Municipal Police Background Check	\$ 31.00
22498	Bureau of Criminal Investigation Check	\$ 58.00
22499	Employee Reference Check	\$ 68.00
22500	Credit Check	\$ 32.00
22501	Finger Printing	\$ 51.00
22502	Drug Testing	\$ 51.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
68.3%	3%	13%	7%	6%	2.7%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-8



168990
Diversity Search Group
2600 Corporate Exchange Drive
Suite 110
Columbus, OH 43231

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Teresa Sherald

TELEPHONE: (614) 352-2988
FAX: (614) 610-9475
EMAIL: tasherald@diversitysearchgroup.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
22496	Sheriff's Department Background Check	\$ 31.00
22497	Municipal Police Background Check	\$ 31.00
22498	Bureau of Criminal Investigation Check	\$ 58.00
22499	Employee Reference Check	\$ 68.00
22500	Credit Check	\$ 32.00
22501	Finger Printing	\$ 51.00
22502	Drug Testing	\$ 51.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
68.3%	3%	13%	7%	6%	2.7%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-9



Minority Business Enterprise
133716
Dunson & Associates, Inc.
7002 Tamarack Court
Clayton, OH 45315

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Crystal Dunson Watson

TELEPHONE: (937) 854-5940
FAX: (937) 854-5941
EMAIL: crystal@dunsonandassociates.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27457	Sheriff's Department Background Check	\$ 7.25
27458	Municipal Police Background Check	\$ 21.00
27459	Bureau of Criminal Investigation Check	\$ 8.25
27460	Employee Reference Check	\$ 8.00
27461	Credit Check	\$ 7.25
27462	Finger Printing	\$ 40.00
27463	Drug Testing	\$ 26.50

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
64%	3%	6%	13%	8%	6%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-10



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

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Annette I. Bell

TELEPHONE: (513) 421-4666
FAX: (888) 420-9683
EMAIL: amjones@easternhires.com

Remit To:
 Eastern Personnel Services, Inc.
 P.O. Box 404322
 Atlanta, GA 30384-4322

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27464	Sheriff's Department Background Check	\$ 5.00
27465	Municipal Police Background Check	\$ 10.00
27466	Bureau of Criminal Investigation Check	\$ 45.00
27467	Employee Reference Check	\$ 22.00
27468	Credit Check	\$ 20.95
27469	Finger Printing	\$ 62.00
27470	Drug Testing	\$ 45.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other Overhead	Total
71%	3%	10%	7%	6%	3%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

229814
InGenesis Inc
6609 Blanco Road
Suite 300
San Antonio, TX 78216

BID/CONTRACT NO.: RS905015-11

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Veronica Edwards

TELEPHONE: (210) 366-0033
FAX: (210) 568-4582
EMAIL: igohio@ingenesis.org

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27471	Sheriff's Department Background Check	\$ 20.00
27472	Municipal Police Background Check	\$ 20.00
27473	Bureau of Criminal Investigation Check	\$ 20.00
27474	Employee Reference Check	\$ 15.00
27475	Credit Check	\$ 10.00
27476	Finger Printing	\$ 26.00
27477	Drug Testing	\$ 20.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
79.93%	0.39%	.61%	.79%	6.87%	11.41%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-12



229760
Management Registry, Inc.
1868 Campus Place
Louisville, KY 40299

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Stacey L. Dlouhy

TELEPHONE: (402) 415-8378
FAX: (866) 288-3775
EMAIL: sdlouhy@managementregistry.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27478	Sheriff's Department Background Check	\$ 22.00
27479	Municipal Police Background Check	\$ 28.00
27480	Bureau of Criminal Investigation Check	\$ 16.00
27481	Employee Reference Check	\$ 22.00
27482	Credit Check	\$ 12.00
27483	Finger Printing	\$ 40.00
27484	Drug Testing	\$ 22.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
75%	3%	5%	5.9%	7.65%	Educational Training, Skills Testing & Orientation 3.45%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-13



Minority Business Enterprise
229755
Sterling Staffing Services, Inc.
6420 Main Street
Suite 102
Columbus, OH 43068

TERMS: 2/10 NET 30 DAYS

CONTRACTOR'S CONTACT: Juan M. Lee

TELEPHONE: (614) 452-5998
FAX: (614) 452-5997
EMAIL: juan@sterlingcols.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27485	Sheriff's Department Background Check	\$ 20.00
27486	Municipal Police Background Check	\$ 20.00
27487	Bureau of Criminal Investigation Check	\$ 50.00
27488	Employee Reference Check	\$ 60.00
27489	Credit Check	\$ 20.00
27490	Finger Printing	\$ 50.00
27491	Drug Testing	\$ 50.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
70%	6%	4%	10%	8%	2%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-14



40998
Wise Medical Staffing, Inc.
80 East Second Street
Chillicothe, OH 45601

TERMS: Net 30 Days

CONTRACTOR'S CONTACT: Deborah Wolfe

TELEPHONE: (740) 775-4108
FAX: (740) 775-3733
EMAIL: dswolfe1@aol.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27492	Sheriff's Department Background Check	\$ 10.00
27493	Municipal Police Background Check	\$ 10.00
27494	Bureau of Criminal Investigation Check	\$ 30.00
27495	Employee Reference Check	No Charge
27496	Credit Check	\$ 4.95
27497	Finger Printing	No Charge
27498	Drug Testing	No Charge

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
83.5%	1%	0.5%	5%	8%	2%	100%

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

BID/CONTRACT NO.: RS905015-17



229755
Sterling Staffing Services, Inc.
6420 Main Street
Suite 102
Columbus, OH 43068

TERMS: 2/10 NET 30 DAYS

CONTRACTOR'S CONTACT: Juan M. Lee

TELEPHONE: (614) 452-5998
FAX: (614) 452-5997
EMAIL: juan@sterlingcols.com

OAKS ITEM ID NO.	DESCRIPTION OF INVESTIGATION OR TEST	COST PER EACH INVESTIGATION OR TEST
27485	Sheriff's Department Background Check	\$ 20.00
27486	Municipal Police Background Check	\$ 20.00
27487	Bureau of Criminal Investigation Check	\$ 50.00
27488	Employee Reference Check	\$ 60.00
27489	Credit Check	\$ 20.00
27490	Finger Printing	\$ 50.00
27491	Drug Testing	\$ 50.00

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Taxes	Cost of Other	Total
70%	6%	4%	10%	8%	2%	100%

SUMMARY OF AMENDMENTS

Amendment Number	Effective Date	Description
10	04/04/17	This amendment is issued to advise that this contract will not be renewed beyond the current expiration date of 06/30/17. This contract will be replaced by GDC030 CSP900917, effective 07/01/17.
9	03/15/17	This amendment is issued to update Eastern Personnel Services, Inc.'s Remit To address.
8	11/30/16	This amendment is issued to add OAKS item #30290 for overtime.
7	9/21/16	This amendment is issued to update the Contractor's contact information.
6	7/11/16	This amendment is issued to add the Aircraft Maintenance Technician position to district 6.
5	6/14/16	This amendment is issued to update AIM Technical Consultants Inc.'s address effective June 14, 2016.
4	02/10/16	This amendment is issued to add the Penal Workshop Specialist position to districts 1, 3, 5, 6, 8, 9 and 11. Also, to update the address and price change for investigation or test for Eastern Personnel Services, Inc., and to update the payment terms for Sterling Staffing Services, Inc.
3	7/15/15	This amendment is issued to update the price schedule for districts 1, 3, and 9.
2	07/07/15	This amendment is issued to update the attention to contact name for the Usage Reports. Also, to update the contract number information, and to update the cost percentage for Athena Consulting.
1	6/22/15	This amendment is issued to update the awarded vendor for District 2 position for Legal Secretary from CorTech LLC to Diversity Search Group. Also, to update the contractor's contact name, address and contact information, and to add the Summary of Amendments page.