



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

|            |
|------------|
| RFQ NUMBER |
| TEMP11     |

|      |
|------|
| PAGE |
| 6    |

|   |
|---|
| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
| BUYER 42<br>304-558-8802                |

VENDOR

\*618150806      304 345 8367  
 ADECCO USA INC  
 1006 WASHINGTON STREET EAST  
 CHARLESTON WV 25301

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 03/02/2011   |               |          |        |               |

BID OPENING DATE: **04/05/2011**      BID OPENING TIME **01:30PM**

| LINE   | QUANTITY | UOP | CAT. NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|----------|-------------|------------|--------|
| SEALED BID   |          |     |          |             |            |        |
| BUYER:-----JJ/FILE 42-----   |          |     |          |             |            |        |
| RFQ. NO.:-----TEMP11-----  |          |     |          |             |            |        |
| BID OPENING DATE:-----4/5/2011-----  |          |     |          |             |            |        |
| BID OPENING TIME:-----1:30 PM-----   |          |     |          |             |            |        |
| PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: |          |     |          |             |            |        |
| -----304 345 8366-----   |          |     |          |             |            |        |
| CONTACT PERSON (PLEASE PRINT CLEARLY):   |          |     |          |             |            |        |
| -----Jim Gates-----  |          |     |          |             |            |        |
| ***** THIS IS THE END OF RFQ      TEMP11 ***** TOTAL: _____                            |          |     |          |             |            |        |

RECEIVED  
 2011 APR -5 PM 1:06  
 WV PURCHASING DIVISION

|   |                           |                                   |
|---|---------------------------|-----------------------------------|
| SEE REVERSE SIDE FOR TERMS AND CONDITIONS |                           |                                   |
| SIGNATURE<br><i>Melinda Brooks</i>        | TELEPHONE<br>304 345 8367 | DATE<br>4-5-2011                  |
| TITLE<br>Branch Manager                   |                           | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 TEMP11

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 BUYER 42  
 304-558-8802

\*618150806 304 345 8367  
 ADECCO USA INC  
 1006 WASHINGTON STREET EAST  
 CHARLESTON WV 25301

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALS AS INDICATED  
 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 03/24/2011   |               |          |        |               |

BID OPENING DATE: 04/05/2011 BID OPENING TIME 01:30PM

| LINE   | QUANTITY | UOP | CAT NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|---------|-------------|------------|--------|
| ADDENDUM NO. 1   |          |     |         |             |            |        |
| 1. QUESTIONS AND ANSWERS ARE ATTACHED.   |          |     |         |             |            |        |
| 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. |          |     |         |             |            |        |
| EXHIBIT 10   |          |     |         |             |            |        |
| REQUISITION NO.: TEMP11  |          |     |         |             |            |        |
| ADDENDUM ACKNOWLEDGEMENT   |          |     |         |             |            |        |
| I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.                   |          |     |         |             |            |        |
| ADDENDUM NO.'S:  |          |     |         |             |            |        |
| NO. 1 .....  |          |     |         |             |            |        |
| NO. 2 .....  |          |     |         |             |            |        |
| NO. 3 .....  |          |     |         |             |            |        |
| NO. 4 .....  |          |     |         |             |            |        |
| NO. 5 .....  |          |     |         |             |            |        |
| I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.  |          |     |         |             |            |        |
| VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY  |          |     |         |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|           |           |                                   |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE                              |
| TITLE     | FEIN      | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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| 2    |

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| ADDRESS CORRESPONDENCE TO ATTENTION OF: |
| BUYER 42<br>304-558-8802                |

VENDOR

\*618150806      304 345 8367  
 ADECCO USA INC  
 1006 WASHINGTON STREET EAST  
 CHARLESTON WV 25301

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|--------------|---------------|----------|--------|---------------|
| 03/24/2011   |               |          |        |               |

BID OPENING DATE: 04/05/2011      BID OPENING TIME 01:30PM

| LINE   | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|--------|-------------|------------|--------|
| <p>ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;"><i>Melinda Brooks</i><br/>           .....<br/>           SIGNATURE<br/>           .....<br/>           ADECCO<br/>           COMPANY<br/>           4/5/2011<br/>           .....<br/>           DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p style="text-align: center;">END OF ADDENDUM NO. 1</p> |          |     |        |             |            |        |

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

|           |           |                                   |
|-----------|-----------|-----------------------------------|
| SIGNATURE | TELEPHONE | DATE                              |
| TITLE     | FEIN      | ADDRESS CHANGES TO BE NOTED ABOVE |

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

PRICING PAGE - TEMP11

REGION I

Vendor Name: Adecco USA  
 # Years Providing Temp Svc: 55  
 Contact Person: Tim Gates  
 Phone #: 304-345-8367  
 Fax #: 304-345-8366

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region I (Hancock, Brooke, Ohio, Marshall, Wetzel, Monongalia, Marion, Harrison, Doddridge, Gilmer, Pleasants, Calhoun, Wirt, Wood, and Tyler)

| CLASSIFICATION                                      | REGION I   |           |          | Total   |
|---|------------|-----------|----------|---------|
|   | Worker Pay | Statutory | Overhead |         |
| 1 Accounting Technician 2                           | \$10.53    | \$1.68    | \$1.82   | \$14.03 |
| 2 Administrative Services Assistant 1               | \$9.62     | \$1.54    | \$1.66   | \$12.82 |
| 3 Administrative Services Assistant 2               | \$11.93    | \$1.91    | \$2.06   | \$15.90 |
| 4 Cook  |            |           |          |         |
| 5 Custodian   | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
| 6 Data Entry Operator 2                             | \$9.97     | \$1.57    | \$1.72   | \$13.26 |
| 7 Executive Secretary                               | \$13.85    | \$2.18    | \$2.39   | \$18.42 |
| 8 Groundskeeper                                     | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 9 Health Service Worker (Certified Nursing Program) |            |           |          |         |
| 10 Laboratory Assistant 3                           | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 11 Laborer  | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
| 12 Mail Runner                                      | \$7.97     | \$1.27    | \$1.38   | \$10.62 |
| 13 Office Assistant 2                               | \$8.47     | \$1.36    | \$1.46   | \$11.29 |
| 14 Office Assistant 3                               | \$8.93     | \$1.47    | \$1.55   | \$11.90 |
| 15 Painter  | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 16 Paralegal  | \$13.95    | \$2.23    | \$2.41   | \$18.59 |
| 17 Parking Attendant                                | \$7.97     | \$1.79    | \$1.46   | \$11.22 |
| 18 Word Processor                                   | \$8.93     | \$1.42    | \$1.55   | \$11.90 |

REFERENCES - REGION I

Company Name: Cardinal Distribution  
 Representative: Wendy Tronko  
 Address: 71 Mild Acres Dr Wheeling WV 26003  
 Telephone No.: 304-238-0543

Company Name: McKinley Carter Wealth Services  
 Representative: Zachary Abraham  
 Address: 2100 Market St Wheeling WV 26003  
 Telephone No.: 304-230-2400 x309

Company Name: Triana Energy  
 Representative: Beth Mallon  
 Address: 900 Virginia St Charleston, WV 25301  
 Telephone No.: \_\_\_\_\_

Signature: Timothy J. Gates

Date: 4-5-11

PRICING PAGE - TEMP11  
REGION II

Vendor Name:  
# Years Providing Temp Svc:  
Contact Person:  
Phone #:  
Fax #

Adelco USA  
55  
Tim Gates  
304-345-8367  
304-345-8366

NOTE: if you do not cover entire region, circle counties where you do supply temporaries.

Region II (Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane and Jackson)

| CLASSIFICATION                                      | REGION II  |           |          |         |
|---|------------|-----------|----------|---------|
|   | Worker Pay | Statutory | Overhead | Total   |
| 1 Accounting Technician 2                           | \$10.53    | \$1.68    | \$1.82   | \$14.03 |
| 2 Administrative Services Assistant 1               | \$9.62     | \$1.54    | \$1.66   | \$12.82 |
| 3 Administrative Services Assistant 2               | \$11.93    | \$1.91    | \$2.06   | \$15.90 |
| 4 Cook  |            |           |          |         |
| 5 Custodian   | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
| 6 Data Entry Operator 2                             | \$9.97     | \$1.57    | \$1.72   | \$13.26 |
| 7 Executive Secretary                               | \$13.85    | \$2.18    | \$2.39   | \$18.42 |
| 8 Groundskeeper                                     | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 9 Health Service Worker (Certified Nursing Program) |            |           |          |         |
| 10 Laboratory Assistant 3                           | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 11 Laborer  | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
| 12 Mail Runner                                      | \$7.97     | \$1.27    | \$1.38   | \$10.62 |
| 13 Office Assistant 2                               | \$8.47     | \$1.36    | \$1.46   | \$11.29 |
| 14 Office Assistant 3                               | \$8.93     | \$1.47    | \$1.55   | \$11.90 |
| 15 Painter  | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 16 Paralegal  | \$13.95    | \$2.23    | \$2.41   | \$18.59 |
| 17 Parking Attendant                                | \$7.97     | \$1.79    | \$1.46   | \$11.22 |
| 18 Word Processor                                   | \$8.93     | \$1.42    | \$1.55   | \$11.90 |

REFERENCES - REGION II

Company Name Triana Energy  
 Representative Beth Mallory  
 Address 900 Virginia Street Charleston, WV 25301  
 Telephone No. \_\_\_\_\_

Company Name WV Housing Development Fund  
 Representative Adela Miller  
 Address 814 Virginia St Charleston, WV 25301  
 Telephone No. \_\_\_\_\_

Company Name Portec Rail Products  
 Representative Miguel Celoran  
 Address 2180 Beach St Kenova, WV 25530  
 Telephone No. \_\_\_\_\_

Signature: Timothy J. [Signature]

Date: 4-5-11

PRICING PAGE - TEMP11  
REGION III

Vendor Name:  
# Years Providing Temp Svc:  
Contact Person:  
Phone #:  
Fax #

Adecco USA  
55  
Tim Gates  
304-345-8367  
304-345-8366

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region III - Lewis, Upshur, Randolph, Pendleton, (Hardy), Grant, Hampshire, Mineral, Morgan, Berkeley, Jefferson, Tucker, Barbour, Taylor, and Preston

| CLASSIFICATION                                      | REGION III |           |          |         |
|---|------------|-----------|----------|---------|
|   | Worker Pay | Statutory | Overhead | Total   |
| 1 Accounting Technician 2                           | \$10.53    | \$1.68    | \$1.82   | \$14.03 |
| 2 Administrative Services Assistant 1               | \$9.62     | \$1.54    | \$1.66   | \$12.82 |
| 3 Administrative Services Assistant 2               | \$11.93    | \$1.97    | \$2.06   | \$15.90 |
| 4 Cook  |            |           |          |         |
| 5 Custodian   | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
| 6 Data Entry Operator 2                             | \$9.97     | \$1.57    | \$1.72   | \$13.26 |
| 7 Executive Secretary                               | \$13.85    | \$2.18    | \$2.39   | \$18.42 |
| 8 Groundskeeper                                     | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 9 Health Service Worker (Certified Nursing Program) |            |           |          |         |
| 10 Laboratory Assistant 3                           | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 11 Laborer  | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
| 12 Mail Runner                                      | \$7.97     | \$1.27    | \$1.38   | \$10.62 |
| 13 Office Assistant 2                               | \$8.47     | \$1.36    | \$1.46   | \$11.29 |
| 14 Office Assistant 3                               | \$8.93     | \$1.47    | \$1.55   | \$11.90 |
| 15 Painter  | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 16 Paralegal  | \$13.95    | \$2.23    | \$2.41   | \$18.59 |
| 17 Parking Attendant                                | \$7.97     | \$1.79    | \$1.46   | \$11.22 |
| 18 Word Processor                                   | \$8.93     | \$1.42    | \$1.55   | \$11.90 |

REFERENCES - REGION III

Company Name Triana Energy  
 Representative Beth Malory  
 Address 900 Virginia St Charleston, WV 25301  
 Telephone No. \_\_\_\_\_

Company Name WV Housing Development Fund  
 Representative Adela Miller  
 Address 814 Virginia St Charleston, WV 25301  
 Telephone No. \_\_\_\_\_

Company Name Portec Rail Products  
 Representative Miguel Celoran  
 Address 2100 Beach St Kenova, WV 25530  
 Telephone No. \_\_\_\_\_

Signature: Timothy Gates

Date: 4-5-11

PRICING PAGE - TEMP11  
REGION IV

Vendor Name:  
# Years Providing Temp Svc:  
Contact Person:  
Phone #:  
Fax #

Adecco  
55  
Tim Gates  
304-345-8367  
304-345-8366

NOTE: If you do not cover entire region, circle counties where you do supply temporaries.

Region IV - Braxton, Clay, Nicholas, Fayette, Raleigh, Wyoming, McDowell, Mercer, Summers, Greenbrier, Pocahontas, Webster and Monroe

| CLASSIFICATION                                      | REGION IV  |           |          | Total   |
|---|------------|-----------|----------|---------|
|   | Worker Pay | Statutory | Overhead |         |
| 1 Accounting Technician 2                           | \$10.53    | \$1.68    | \$1.82   | \$14.03 |
| 2 Administrative Services Assistant 1               | \$9.62     | \$1.54    | \$1.66   | \$12.82 |
| 3 Administrative Services Assistant 2               | \$11.93    | \$1.91    | \$2.06   | \$15.90 |
| 4 Cook  |            |           |          |         |
| 5 Custodian   | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
| 6 Data Entry Operator 2                             | \$9.97     | \$1.57    | \$1.72   | \$13.26 |
| 7 Executive Secretary                               | \$13.85    | \$2.18    | \$2.39   | \$18.42 |
| 8 Groundskeeper                                     | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 9 Health Service Worker (Certified Nursing Program) |            |           |          |         |
| 10 Laboratory Assistant 3                           | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
| 11 Laborer  | \$8.00     | \$1.81    | \$1.46   | \$11.27 |
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| 15 Painter  | \$9.00     | \$2.04    | \$1.64   | \$12.68 |
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| 17 Parking Attendent                                | \$7.97     | \$1.79    | \$1.46   | \$11.22 |
| 18 Word Processor                                   | \$8.93     | \$1.42    | \$1.55   | \$11.90 |

REFERENCES - REGION IV

Company Name  
Representative  
Address  
Telephone No.

McKinley Carter Wealth Services  
Zachary Abraham  
2100 Market St Wheeling WV 26003  
304-230-2400 x 309

Company Name  
Representative  
Address  
Telephone No.

Triana Energy  
Beth Mallory  
900 Virginia St Charleston, WV 25301

Company Name  
Representative  
Address  
Telephone No.

WV Housing Development Fund  
Anna Miller  
814 Virginia St Charleston, WV 25301

Signature: Timothy Lab

Date: 4-5-11

WV STATE GOVERNMENT

HIPAA BUSINESS ASSOCIATE STATEWIDE CONTRACT ADDENDUM

This Health Insurance Portability and Accountability Act of 1996 (hereafter, "HIPAA") Business Associate Addendum ("Addendum") supplements and is made a part of the Agreement ("Agreement") by and between the West Virginia Department of Administration, Purchasing Division, on behalf of all state agencies executing a release order to the underlying contract to which this Addendum is appended ("Agency"), and the statewide contract vendor, the Business Associate ("Associate"), and is effective as of the date of the Release Order executed by the Agency to participate in the statewide contract.

Whereas the parties have a business relationship; and

Whereas it is desirable, in order to further the continued efficient operations of Agency to disclose to its Associate certain information which may contain confidential individually identifiable health information (hereafter, Protected Health Information or PHI); and

Whereas, it is the desire of both parties that the confidentiality of the PHI disclosed hereunder be maintained and treated in accordance with all applicable laws relating to confidentiality, including the Privacy and Security Rules, and the parties do agree to at all times treat the PHI and interpret this Addendum consistently with that desire.

NOW THEREFORE; the parties agree that in consideration of the mutual promises herein, in the Agreement; and of the exchange of PHI hereunder that:

**1. Definitions.**

- a. Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in the Privacy and Security Rules.
- b. Privacy Rule. Privacy Rule means the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Parts 160 and Part 164, Subparts A and E, as amended.
- c. Security Rule. Security Rule means the Standards for the security of electronic protected health information found at 45 CFR Part 164, Subpart C, as amended.

**2. PHI Disclosed; Permitted Uses.**

a. **PHI Described.** PHI disclosed by the Agency to the Business Associate, PHI created by the Business Associate on behalf of the Agency, and PHI received by the Business Associate from a third party on behalf of the Agency are disclosable under this Addendum. The disclosable PHI is limited to the minimum necessary to complete the tasks, or to provide the services, associated with the terms of the original contract.

b. **Purposes.** Except as otherwise limited in this Addendum, Associate may use or disclose the PHI on behalf of, or to provide services to, Agency for the purposes necessary to complete the tasks, or provide the services, associated with, and required by the terms of the original contract, if such use or disclosure of the PHI would not violate the Privacy or Security Rules or applicable state law if done by Agency or violate the minimum necessary policies and procedures of the Agency.



### 3. Obligations of Business Associate.

a. **Stated Purposes Only.** The PHI may not be used by the Associate for any purpose other than stated in this Addendum or as required by law.

b. **Limited Disclosure.** The PHI is confidential and will not be disclosed by the Associate other than as required by this Addendum or by law.

c. **Safeguards.** The Associate will use appropriate safeguards to prevent use or disclosure of the PHI except as provided for in this Addendum. This shall include, but not be limited to:

(i) Limitation of the groups of its employees or agents to whom the PHI is disclosed to those reasonably required to accomplish the purposes stated in this Addendum, and the use and disclosure of the minimum PHI necessary;

(ii) Appropriate notification and training of its employees or agents to whom the PHI will be disclosed in order to protect the PHI from unauthorized disclosure;

(iii) Maintenance of a comprehensive written PHI privacy and security program that includes administrative, technical and physical safeguards appropriate to the size, nature, scope and complexity of the Associate's operations.

d. **Compliance With Law.** The Associate will not use or disclose the PHI in a manner in violation of existing law and specifically not in violation of laws relating to confidentiality of PHI, including but not limited to, the Privacy and Security Rules.

e. **Report of Disclosure.** The Associate will promptly report to the Agency, in writing, any use or disclosure of the PHI not provided for by this Addendum of which it becomes aware.

f. **Mitigation.** Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Associate of a use or disclosure of the PHI by Associate in violation of the requirements of this Addendum.

g. **Documentation.** Associate agrees to document disclosures of the PHI and information related to such disclosures as would be required for Agency to respond to a request by an individual for an accounting of disclosures of PHI in accordance with 45 CFR §§ 164.528 and 164.316. This should include a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years from the date of disclosure, or longer if required by state law. At a minimum, such PHI shall include: (i) the date of disclosure; (ii) the name of the entity or person who received the PHI, and if known, the address of the entity or person; (iii) a brief description of the PHI disclosed; and (iv) a brief statement of purposes of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.

h. **Accounting Rights.** Within ten (10) days of notice of a request for an accounting of disclosures of the PHI, Associate and its agents or subcontractors shall make available to Agency the PHI required to provide an accounting of disclosures to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.528.

i. **Access to PHI.** Associate shall make the PHI maintained by Associate or its agents or subcontractors in Designated Record Sets available to Agency for inspection and copying within ten (10) days of a request by Agency to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.524.

j. **Amendment of PHI.** Within ten (10) days of receipt of a request from Agency for an amendment of the PHI or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such PHI available to Agency for amendment and incorporate any such amendment to enable Agency to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR § 164.526.

k. **Retention of PHI.** Notwithstanding section 4.a. of this Addendum, Associate and its subcontractors or agents shall retain all PHI pursuant to state and federal law and shall continue to maintain the PHI required under Section 3.g. of this Addendum for a period of six (6) years after termination of the Agreement, or longer if required under state law.

l. **Agents, Subcontractors Compliance.** The Associate will ensure that any of its agents, including any subcontractors, to whom it provides any of the PHI it receives hereunder, or to whom it provides any PHI which the Associate creates or receives on behalf of the Agency, agree to the restrictions and conditions which apply to the Associate hereunder.

m. **Amendments.** The Associate shall make available to the specific individual to whom it applies any PHI; make such PHI available for amendment; and make available the PHI required to provide an accounting of disclosures, all to the extent required by 45 CFR §§ 164.524, 164.526, and 164.528 respectively.

n. **Federal Access.** The Associate shall make its internal practices books, and records relating to the use and disclosure of PHI received from, or created or received by the Associate on behalf of the Agency available to the U.S. Secretary of Health and Human Services consistent with 45 CFR § 164.504.

#### 4. Termination.

a. **Duties at Termination.** Upon any termination of this Addendum, if feasible, the Associate shall return or destroy all PHI received from, or created or received by the Associate on behalf of the Agency that the Associate still maintains in any form and retain no copies of such PHI or, if such return or destruction is not feasible, the Associate shall extend the protections of this Addendum to the PHI and limit further uses and disclosures to the purposes that make the return or destruction of the PHI infeasible. This shall also apply to all agents and subcontractors of Associate. The duty of the Associate and its agents and subcontractors to assist the Agency with any HIPAA required accounting of disclosures survives the termination of this Addendum.

b. **Termination For Cause.** Agency may terminate this Addendum if at any time it determines that the Associate has violated a material term of the Addendum. Agency may, at its sole discretion, allow Associate a reasonable period of time to cure the material breach before termination.

c. **Survival.** The respective rights and obligations of Associate under Section 3.k. of this Addendum shall survive the termination of this Addendum.

#### 5. General Provisions/Ownership of PHI.

a. **Retention of Ownership.** Ownership of the PHI resides with the Agency and is to be returned on demand.

b. **Secondary PHI.** Any data or PHI generated from the PHI disclosed hereunder which would permit identification of an individual must be held confidential and is also the property of Agency.

c. **Electronic Transmission.** Except as permitted by law or this Addendum, the PHI or any data generated from the PHI which would permit identification of an individual must not be transmitted to another party by electronic or other means for additional uses not authorized by this Addendum or to another contractor, or allied agency, or affiliate without prior written approval of Agency.

d. **No Sales.** Reports or data containing the PHI may not be sold without Agency's or the affected individual's written consent.

e. **No Third-Party Beneficiaries.** Nothing express or implied in this Addendum is intended to confer, nor shall anything herein confer, upon any person other than Agency, Associate and their respective successors or assigns, any rights remedies, obligations or liabilities whatsoever.

f. **Interpretation.** The provisions of this Addendum shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provisions in this Addendum. The interpretation of this Addendum shall be made under the laws of the state of West Virginia.

g. **Amendment.** The parties agree that to the extent necessary to comply with applicable law they will agree to further amend this Addendum.

h. **Additional Terms and Conditions.** Additional discretionary terms may be included in the release order or change order process.

i. **Applicability.** If the Agency which executes the Release Order and Agreement to participate in the underlying statewide contract is not a HIPAA covered entity, per 45 CFR § 160.103, or if the vendor does not use or disclose any PHI, this Addendum shall be null and void.

**AGREED:**

Name of Business Associate: Timothy Gates

Signature: Timothy Gates

Title: Regional Vice-President

Date: 4-5-11

Agency: David Tincher, Director, Purchasing Division, Department of Administration, on behalf of all state agencies executing a release order to the underlying contract to which this Addendum is appended.

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM PRIOR TO  
ACKNOWLEDGEMENT THEREOF, THIS  
29th day of July, 2004  
DARRELL V. MCGRAW, JR.  
ATTORNEY GENERAL  
By: Dawn E. Whitfield  
DEPUTY ATTORNEY GENERAL



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**Contact Centers**  
**Payroll**

**Adecco**  
**Staffing and HR Solutions**

## Value Added Services that Differentiate Adecco

### Effective Recruiting

Recruiting at Adecco is a process, not an event - a rigorous, formal commitment to our clients. The best recruiting personnel and latest technological tools combine to find optimal matches for the State of West Virginia's job openings and address demand fluctuations. We understand the methods necessary for successful recruiting efforts, as well as the difference it can make to your business, so we will rely on a wide range of recruiting procedures to attract and retain qualified associates for the State of West Virginia including:

- Internet (AdeccoUSA, iPhone App, thousands of Web sites, e-mail and social networking sites)
- FasCast Automated Outbound Calling System
- Community Outreach Programs
- Referrals
- Recruiting Fairs/Virtual Career Fairs
- Classified Advertising
- AdeccoXpert
- Relationships with U.S. Department of Labor and Jobs for America's Graduates

### The Adecco Career Connections Program

The Adecco Career Connections Program partners with military services to help place spouses of U.S. military personnel and veterans in jobs nationwide while enabling us to enhance our recruiting efforts by accessing an additional source of applicants with a vast spectrum of skill sets. As part of this program, military spouses can transfer throughout the Adecco branch network without losing accumulated time or benefits, relying on our branch colleagues who provide skill enhancement training and temporary job placement. In addition, to ease veterans' difficult transition back into the civilian workforce, we offer career support, including career counseling, resume enhancement, interview training and online skills training.

### American Association for Retired Persons (AARP) Publications

As one of 30 companies on the "AARP National Employer Team," Adecco receives increased visibility through AARP's Web site and publications that are available to millions of members. Adecco is also highlighted in selected AARP press releases. Due to this media exposure, our ability to recruit mature workers is enhanced.

### Selection Tools

Adecco's selection process starts with the State of West Virginia. Before we even assign the first temporary employee, we will assess your environment to gain a full understanding of your needs and the type of work our associates will be undertaking, which enables us to build a selection process designed specifically for you. Incorporating a combination of traditional methods, including interviews and reference checks, enhanced by AdeccoXpert, our state-of-the-art evaluation system, our selection process identifies the most favorable candidates.

### Screening Process

Adecco employs a host of standard screening procedures during the selection process that include:

- Online Application
- Personal Interviews
- Assessments
- Employment Verification/Reference Checks
- E-Verify (Social Security Number and Employment Eligibility Verification)
- NCRF (National Criminal Record File) Check

In addition, Adecco offers optional screening services including:

- Credential/Professional License Verification
- Credit Investigation
- Criminal Background Investigation (County/Felony, State and Federal)
- Drug Testing
- Motor Vehicle Record Verification

### **AdeccoXpert Evaluation System**

Our proprietary AdeccoXpert Can Do, Will Do and Will Fit evaluation system combines Web-based, written and hands-on assessments into an integrated application that provides us with all the information necessary to match applicants' skills, attitudes and preferences to State of West Virginia's needs.

**AdeccoXpert** Utilizing special graphics and animation, each applicant is guided through a series of tests. Standardized instructions and computer-generated score reports ensure that the tests are fair, and that results accurately assess the applicants' level of proficiency. As a result, Adecco's clients can be certain that our associates and direct placement candidates arrive with the required skills that enable them to be productive from day one.

AdeccoXpert allows associates to complete evaluations from any computer with Internet access which facilitates the process, and enables Adecco to reach more candidates by drawing from both in-office and online applicants. While AdeccoXpert enhances our capability to cost-effectively serve our clients, applicants also benefit from a less stressful environment, resulting in outcomes that are more consistent with true abilities.

### **AdeccoXpert's Can Do, Will Do and Will Fit Assessments**

Xpert is comprised of the following components:

- **Xpert Can Do** – Features a wide range of skill evaluations (such as competence in word usage, software, manual dexterity, etc.) that assess whether applicants have the proficiency to fulfill assignments.
- **Xpert Will Do** – Determines if applicants have the motivation and willingness to complete the assignment by evaluating soft skills in order to provide better matches that increase productivity. Key attributes assessed include work conduct and reliability/conscientiousness.
- **Xpert Will Fit** – Evaluates applicants' work style and preferences in comparison to our clients' business culture and environment, a feature that is unique to our industry and provides the last piece of the puzzle for selecting candidates who match the State of West Virginia's specific work environment.

### **Associate Training**

Adecco invests heavily in the people that we hire, so that they will perform well for you, while also expanding their knowledge base and achieving their own personal goals. We are well prepared to offer a host of Adecco SkillBuilder Training to our associates that include software, clerical, contact center, light industrial, IT and production technical applications. Safety instruction can also be included, if needed. In addition, we provide comprehensive orientation and tuition reimbursement programs.

### **Associate Benefits**

Adecco offers our associates an extremely competitive benefits package that includes paid holidays, service bonus, health insurance, 401(k) plan, training, career development, and tuition reimbursement. Since a comprehensive benefits plan is available to our associates, they are more likely to complete their assignment, thereby decreasing turnover. As a result, our clients benefit from our capability to recruit and retain the best available candidates.

## Technology

Adecco's cutting edge, seamless, integrated technology and infrastructure link all our offices nationwide and enable us to provide real time communication, faster service and accurate information to our clients facilitating their human capital management. At Adecco, we view technology as a means for us to dedicate more time to:

- Understanding our clients' evolving needs and work environments
- Identifying our associates' hard and soft skills, motivation and work preferences
- Delivering human resource solutions, including staffing services and program maintenance

### Connect Custom Match

#### *...efficient, just-in-time delivery of favorable candidates*

Connect Custom Match, our highly evolved front office system for matching the right associate to the job, drives standardized and just-in-time service delivery, as well as enables us to make accurate placements. Each Adecco client has an electronic account folder where all essential information regarding their requirements is readily available to our office staff. As a result, when orders are placed, our front office application identifies all qualified, available associates at the touch of a button, assuring that the widest possible recruiting area and the maximum pool of relevant candidates will be considered for each order.

### Connect Time and Attendance

#### *...improving time submittal and paycheck delivery, while minimizing discrepancies*

Adecco's time and attendance record keeping system delivers unparalleled ease and convenience to our associates while improving efficiency and accuracy for our clients. Our offerings include:

- Web time capture
- Web time approval for clients
- Interactive Voice Response (IVR)
- Adecco on-site time clock
- Traditional hard copy time cards

Adecco's associates are typically paid on a weekly basis. The preferred methods are direct deposit or Pay Card (for associates who do not have bank accounts).

### Connect Billing

#### *...accurate, easy to understand invoices*

Adecco's Connect Billing system interfaces with the Oracle Financials application, which is tailored to our specifications. The system generates detailed invoices, allowing for seven client-specific data fields which can be programmed to provide billing information for any or all departments, associates, shifts, hiring managers or locations.

We offer consolidated, electronic (Internet, FTP or XML) and EDI billing. (A procurement card option is also available, upon request.) Our system provides accurate, timely invoices that enable centralized control of spending, while allowing us to effect compliance for our clients.

#### **eInvoicing**

Adecco preferred method of billing is our eInvoicing option that allows for the transmission of soft copies of invoices by e-mail. Invoices are sent directly to our clients' specified e-mail address on a weekly basis.

#### **Payment Terms**

Adecco payment terms are net upon receipt.

# State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

**1. Application is made for 2.5% resident vendor preference for the reason checked:**  
Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
\_\_\_\_ Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
\_\_\_\_ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

**2. Application is made for 2.5% resident vendor preference for the reason checked:**  
Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

\_\_\_\_ **3. Application is made for 2.5% resident vendor preference for the reason checked:**  
Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

\_\_\_\_ **4. Application is made for 5% resident vendor preference for the reason checked:**  
Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

\_\_\_\_ **5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

\_\_\_\_ **6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

**Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.**

Bidder: Adecco USA Signed: *Timothy J. Adams*  
Date: 4-5-11 Title: RVP

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.