



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.



Header 6

[List View](#)

General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 738312

Procurement Type: Statewide MA (Open End)

Vendor ID: 000000208791



Legal Name: MANPOWER

Alias/DBA:

Total Bid: \$0.00

Response Date: 06/24/2020



Response Time: 21:04

SO Doc Code: CRFQ

SO Dept: 0212

SO Doc ID: SWC2000000004

Published Date: 6/18/20

Close Date: 6/25/20

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum_1: SWC - TEMPORARY STAFFING SERVICES



Total of Header Attachments: 6

Total of All Attachments: 6



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Solicitation Response

Proc Folder : 738312

Solicitation Description : Addendum_1: SWC -TEMPORARY STAFFING SERVICES

Proc Type : Statewide MA (Open End)

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-06-25 13:30:00	SR 0212 ESR06242000000007865	1

VENDOR
000000208791 MANPOWER

Solicitation Number: CRFQ 0212 SWC2000000004

Total Bid : \$0.00 **Response Date:** 2020-06-24 **Response Time:** 21:04:38

Comments:

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	TEMPORARY EMPLOYEE SERVICES	0.00000	JOB	\$0.000000	\$0.00

Comm Code	Manufacturer	Specification	Model #
80111600			

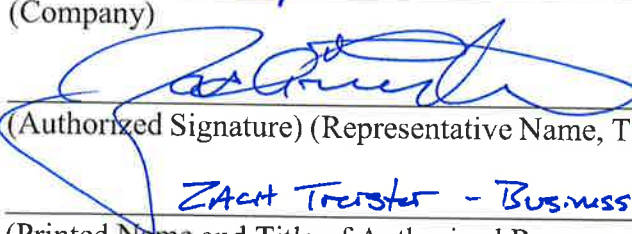
Extended Description : TEMPORARY EMPLOYEE SERVICES:
Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.
If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Comments: Submission for Temp21 - Temporary Staffing Services

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Zach Trester - Director of Development
(Name, Title)
Zach Trester - Director of Development
(Printed Name and Title)
503 Pennsylvania Avenue, Charleston, WV 25302
(Address)
304.542.9933 / 304.757.3339
(Phone Number) / (Fax Number)
Ztrester@gmail.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Manpower
(Company)
Business Development Director
(Authorized Signature) (Representative Name, Title)
Zach Trester - Business Development Director
(Printed Name and Title of Authorized Representative)
6/24/20
(Date)
304.757.3338
(Phone Number) (Fax Number)

**Statewide Contract
CRFQ 0212 SWC2000000004
TEMPORARY STAFFING SERVICES
(TEMP21)**

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Zach Treister
Telephone Number: 304.757.3338
Fax Number: 304.757.3339
Email Address: Zach.Treister@Manpower.com

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Planpower of WV Address: P.O. Box 385

Name of Authorized Agent: [Signature] Address: Huntington, WV 25708
Address: same as above

Contract Number: CRFQ 0212 SWC20*04 Contract Description: Temp21 - Temporary Staffing Services

Governmental agency awarding contract: WV Purchasing Division

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

Diane Strong-Treister

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: [Signature] Date Signed: 6/24/20

Notary Verification

State of WV, County of Cabell:

I, Zach Treister, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 24th day of June, 2020

[Signature]
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: _____

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
Marie Lewis
1302 Weavers Rd.
Milton, WV 25541
My Commission Expires June 30, 2024
Revised June 8, 2016

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Planpower

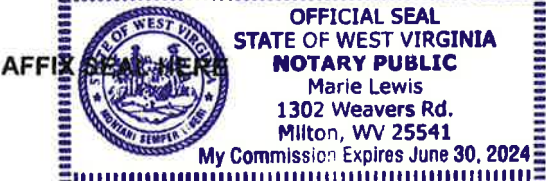
Authorized Signature: [Signature] Date: 6/24/20

State of WV

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 24 day of June, 2020

My Commission expires June 30, 2024



NOTARY PUBLIC [Signature]



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 – Service - Prof

Proc Folder: 738312

Doc Description: Addendum_1: SWC -TEMPORARY STAFFING SERVICES

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2020-06-18	2020-06-25 13:30:00	CRFQ 0212 SWC2000000004	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Signature X



FEIN #

SS-0741834

DATE

6/24/20

All offers subject to all terms and conditions contained in this solicitation



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 34 – Service - Prof

Proc Folder: 738312

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BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Signature X

FEIN #

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

ADDENDUM_1

Addendum_1 is issued for the following:

1. To publish the Purchasing Division's response to the questions submitted by Vendors during the Technical Questioning period.

No other changes made.

The West Virginia Purchasing Division is soliciting bids to establish a statewide open-end contract for 17 specific temporary job classifications commonly required by State Agencies, per the attached documents.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	TEMPORARY EMPLOYEE SERVICES	0.00000	JOB		

Comm Code	Manufacturer	Specification	Model #
80111600			

Extended Description :

TEMPORARY EMPLOYEE SERVICES:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00 am EDT	2020-06-16

SOLICITATION NUMBER: CRFQ 0212 SWC2000000004
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2000000004 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. **To publish the Purchasing Division’s response to the questions submitted by Vendors during the Technical Questioning period.**

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Question #1: Please share the headcount for temporary employees currently working with the State under this contract.

Response #1: The Purchasing Division does not have access to this information. Temporary staffing positions are requested at time of need by numerous state agencies.

Question #2: Would it be possible for the State to list the most frequently used temporary positions by the State?

Response #2: Please see response #1.

Question #3: What is the annual spend for this contract?

Response #3: Due to the various end users of this contract, the Purchasing Division does not have the actual spend amounts available. The State estimates yearly spend amounts in excess of one (1) million dollars per contract year.

Question #4: What will be the estimated budget for this contract?

Response #4: The State does not provide budget amounts for solicitations.

Question #5: How many vendors will be awarded as a result of this solicitation?

Response #5: Please refer to specification section 5.1 Contract Award for this information.

Question #6: What is the average temporary staff's tenure?

Response #6: Staffing needs are determined by each agency using the contract. The State permits delivery orders from each agency to last up to one year. If the agency determines the staffing need to continue, then a new delivery order will be created for up to the one-year term limit following the delivery order guidelines established in the contract.

Question #7: Is drug testing required? If so, 5 panel or 10 panel?

Response #7: Please refer to specification section 4.1.7.1 and 4.1.7.2. Panel requirements will be determined by the agency when needed.

Question #8: Is there any preference given to local vendors?

Response #8: Please refer to section 15 and 15a in the "Instructions to Bidders" document.

Question #9: What gaps are you looking to fill that current vendors didn't provide? if none, have you been satisfied with services provided by your current vendors?

Response #9: No gaps. The State does not offer subjective comments on previous contracts.

Question #10: Does the State expect any active contingent personnel to be transitioned to the new talent supplier? If so, how many resources are in the affected population?

Response #10: No. Talent will not be transitioned. Delivery orders are valid up to a maximum of one year from the start date of the temporary worker. At the end of the delivery order term, the agency will be required to issue a new delivery order if the staffing need continues to exist.

Question #11: Does the State have tenure limits for contingent labor? If so, how are they enforced?

Response #11: See response #6.

Question #12: What is the State's expected invoicing schedule (weekly, bi-weekly, monthly)?

Response #12: Please refer to Item #14 Payment in Arrears located in the General Terms & Conditions.

Question #13: Does the State currently utilize (or plan to utilize post-RFP award) a Master Services Provider (MSP) or a Vendor Management System (VMS)? If yes, are there associated fees that we should be taking into account when assessing our pricing capabilities?

Response #13: No. The State does not utilize a MSP or VMS plan.

Question #14: Are there additional transactional costs related to the State's organization (e.g., program/VMS fees) we should take into account when assessing our pricing?

Response #14: The WV Purchasing Division requires an annual Vendor Registration fee of \$125.00 dollars prior to the awarding of a contract. More information may be obtained from the Purchasing Division's website at:

<https://www.state.wv.us/admin/purchase/vrc/default.html>

Vendors must also be compliant with other State Agencies such as the WV Secretary of State, Tax, Workers Comp, etc.

Question #15: Please describe any overriding factors that tend to impact pay rates, length of assignments, or bill rates at your organization, such as federal/state acts, union requirements, and/or the State guidelines?

Response #15: Please refer to all solicitation documents published with this RFQ.

Question #16: Does the State have mandatory PTO for contingent labor? If so, what is the expectation and does the State want this billed separately or factored into the markup/bill rate?

Response #16: No Paid Time Off is available for staffing supplied under this contract. Please refer to the specifications for related information.

Question #17: Will the State be providing all equipment and workspaces needed for office-based positions?

Response #17: Yes.

Question #18: What personal protection equipment (PPE) is required by the State and for which roles? What equipment is provided by the State versus what the vendor needs to provide? Will PPE be billed at cost to the State?

Response #18: Any Agency requesting a temporary staff worker should provide their necessary PPE requirements and list what they will supply the temporary worker. No additional PPE charges may be billed to the agency to fulfill the PPE requirements. See Item #17 "ADDITIONAL FEES" located in the General Terms & Conditions document for additional information.

Question #19: What is the State's experience with overtime as a percent (%) of total hours billed?

Response #19: This information is not available.

Question #20: We understand that the contract will be awarded for an initial one-year period, with the State's option to renew for three additional 1 year periods. Will there be any consideration for pricing increases for the optional three 1 year periods?

Response #20: Please refer to specifications section 4.1.3 Fee Adjustment.

Question #21: Will all selected vendors receive the order at the same time? If not, with the award to potential multiple vendors, can you provide your process to deliver orders to the vendors? What will define your process - lowest price or fastest processing of the order?

Response #21: Contracts will be awarded at the same time. Please refer to specification section 4.1.15 Agency Ordering Procedures and specification 5.1 Contract Award.

Question #22: To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will the State accept letters of attestation in lieu of actual background check results?

Response #22: The State will not accept letters of attestation in lieu of the actual background check results. Please refer to Item #41 "BACKGROUND CHECK" located in the General Terms & Conditions document for additional information.

Question #23: Will WBE/MBE/DBE certifications from states other than Michigan be acceptable in this bid?

Response #23: Please refer to item 16 Small, Women-owned, or Minority-owned Businesses located in the Instructions to bidders document.

Question #24: If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

Response #24: Please see response #20.

Question #25: At what point in the RFP process would you like an ACORD proof of insurance document?

Response #25: Please refer to Section 8: "Insurance" located in the General Terms & Conditions.

Question #26: Pricing Form- For all of the 4 Regions, it appears that the pricing form for the counties located at the complete right of the form do not have the ability to auto-calculate. Is this the proper state of the form or will there be changes?

Response #26: This is the proper state of the pricing pages.

Question #27: What documents does the State require from a vendor in order to properly submit a bid for this RFP?

Response #27: Any document or information required to be submitted with the bid are identified in the solicitation documents. Please refer to item #23 "WITH THE BID REQUIREMENTS" located in the Instruction to Bidders document for additional information.

Question #28: What is the estimated budget for this RFQ? If unknown, please specify previous spending.

Response #28: Please see Response #3 and Response #4.

Question #29: Is this a single or multiple award RFQ?

Response #29: Multiple. Also see Response #5.

Question #30: Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured? Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

Response #30: Please refer to Specification section 1 Purpose and Scope.

Question #31: Please provide the total number of temporary staffs on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

Response #31: Please refer to Response #1 and #2 and #30.

Question #32: Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.

Response #32: Please see Response #30.

Question #33: What are the most frequently used job categories in the subject matter RFQ?

Response #33: Please see Response #1.

Question #34: What is the average length of the assignment?

Response #34: The Purchasing Division does not have this information. See Response #10 for additional information.

Question #35: List of benefits current employees receiving from the incumbent.

Response #35: The Purchasing Division does not employee benefit information.

Question #36: List of client mandates holidays?

Response #36: WV Code §2-2-1 specifies State holidays. You may review these at <https://law.justia.com/codes/west-virginia/2011/chapter02/article2/2-2-1/>

Question #37: List of vacation and holidays current employees receiving from the incumbent.

Response #37: Per Specification section 4.1.2.2 temporary staffing employees may be required to work holidays. The requirements will be listed by the State agency requesting the temporary worker.

Question #38: What is Mandate Living Wage and Supplemental benefits?

Response #38: WV minimum wage and related information can be viewed on the WV Division of Labor website: https://labor.wv.gov/Wage-Hour/Minimum_Wage/Pages/Minimum-Wage-and-Maximum-Hour-FAQs.aspx

Question #39: Details on benefits package current incumbent providing temp staff.

Response #39: See Response #35.

Question #40: Is there any preference to local vendor?

Response #40: See Response #8.

Question #41: Is it mandatory to take SMALL, WOEMEN-OWNED, OR MINORITY-OWNED BUSINESSES as sub-contractor? If yes, how much weightage will be given in proposal evaluation?

Response #41: No.

Question #42: Can you provide specific format for RFQ?

Response #42: Do not understand the question. Everything required for a solicitation response is listed in the RFQ documents.

Question #43: Can you please provide the list of forms/attachments we need to attach with the proposal?

Response #43: See Response #27:

Question #44: Do we need to provide live or sample resumes with each job title listed in the solicitation? If yes, how much per job title?

Response #44: Resumes are not required in this RFQ.

Question #45: Do we need to submit Disclosure of Interested Parties to Contracts form with the proposal?

Response #45: See Response #27.

Question #46: Do you anticipate extending the bid due date?

Response #46: Not at this time. Any change will be communicated by Addenda.

Question #47: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Response #47: Job classifications will be awarded by region to the lowest responsible bidder meeting all mandatory specifications.

Question #48: Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

Response #48: No.

Question #49: Other than your website, where was this bid posted?

Response #49: The Purchasing Division uses the WV Vendor Self Service Portal for bid notifications. The web link is <https://prod-fin-vss.wvoasis.gov/webapp/prdvss11/AltSelfService>

Question #50: This is in regards to the subject mentioned RFP. We would like to confirm if there is any possibility for portal submission if the proposals.

Response #50: Bids may be uploaded on the WV Vendor Self Service Portal. See Response #49 for the web link.

Question #51: From the Pricing Page template, please define Withholding Rate.

Response #51: Please see Specification section 2.6 for the definition.

Question #52: How many suppliers are you looking to award this business to?

Response #52: Please refer to Specification section 5.1 Contract Award.

Question #53: What is the biggest determining factor in your decision making process?

Response #53: Lowest Bid meeting all mandatory specifications.

Question #54: What was the spend for Contingent/Temporary Labor in 2019?

Response #54: Please see Response #3.

Question #55: What is the average duration of a contract assignment?

Response #55: Please see Response #6.

Question #56: In Section 5.2, Pricing Page within the Specifications Document it states "Vendor should complete the Pricing Pages for each job classification in the(y) intend to provide temporary workers. Failure to complete the Pricing Pages(s) in its entirety for each job classification in each Region bid by the vendor may result in Vendor's bid being disqualified." Please clarify- are vendors required to submit pricing for all positions or will bids providing pricing for select positions be accepted? Furthermore, are the vendors required to submit pricing for each region listed?

Response #56: Vendors are only required to bid on the job classification(s) they wish to provide in the Region(s) they wish to supply temporary staffing. Vendors do not have to bid all classifications or regions to be considered for an award.

Question #57: In Section 11. Miscellaneous, of the Specifications Document, the state requires the identification of a Vendor's Contract Manager and contact information. Does the state want this information submitted with the Vendor's bid? Please specific how the state would like this information to be presented.

Response #57: Per Section 11, Vendor should submit contact information with their bid. Simply complete the fields provided in the section.

Questions #58: Is the state requiring a technical proposal?

Response #58: No. A Technical proposal is only required in a RFP (Request for Proposal). This is a RFQ (Request for Quotation) which does not include a technical proposal format. All requirements for bid submission is included in the published RFQ documents.

Question #59: Does the state require resumes be included with the vendor's bid?

Response #59: No. See Response #44.

Question #60: Does the following list include all the required documents to be included with a vendor's bid?

- Exhibit a Pricing Pages
- Signed Instruction to Bidders and General Terms and Conditions Document
- Signed Purchasing Affidavit
- Signed CRFQ Form
- Exhibit D HIPPA Business Associate Addendum
- Disclosure of Interested Parties to Contracts

Please identify any documents the state would like to receive that are not listed above. Is there a specific order the city would like to see the documents presented?

Response #60: Please see Response #27.

Question #61: Exhibit D HIPPA Business Associate Addendum requires the signature of an Associate. Please confirm the Associate is the Vendor.

Response #61: Yes, the Associate is the Vendor.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2000000004

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any 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.

Manpower of WV

Company

Zach Treister

Authorized Signature

6/25/20

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REGION 1:

NOTE: If you do not cover entire region, enter XX below the counties where you do supply temporaries.

REQUEST FOR QUOTATION
CRFQ SWC200000004
TEMP21
 Temporary Staffing Services

EXHIBIT A

Hancock	Brooke	Ohio	Marshall	Wetzel	Monongalia	Marion	Harrison	Dodridge	Gilmer	Pleasants	Calhoun	Wirt	Wood	Tyler	Ritchie
xx	xx	xx	xx	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Classification				Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*								
Accounting Technician 2				\$ 12.00	\$ -	\$ 4.51	\$ 16.51								
Administrative Services Assistant 1				\$ 11.85	\$ -	\$ 4.46	\$ 16.31								
Administrative Services Assistant 2				\$ 12.32	\$ -	\$ 4.63	\$ 16.95								
Cook				\$ 10.49	\$ -	\$ 4.86	\$ 15.35								
Custodian				\$ 11.23	\$ -	\$ 5.20	\$ 16.43								
Data Entry Operator2				\$ 11.89	\$ -	\$ 4.47	\$ 16.36								
Executive Secretary				\$ 13.23	\$ -	\$ 4.97	\$ 18.20								
Groundskeeper				\$ 11.00	\$ -	\$ 5.09	\$ 16.09								
Health Service Worker				\$ 12.45	\$ -	\$ 5.93	\$ 18.38								
Laboratroy Assistant 3				\$ 11.35	\$ -	\$ 5.40	\$ 16.75								
Laborer				\$ 10.35	\$ -	\$ 4.79	\$ 15.14								
Mail Runner				\$ 9.32	\$ -	\$ 3.50	\$ 12.82								
Office Assistant 2				\$ 10.50	\$ -	\$ 3.97	\$ 14.47								
Office Assistant 3				\$ 11.10	\$ -	\$ 4.18	\$ 15.28								
Paralegal				\$ 12.67	\$ -	\$ 4.76	\$ 17.43								
Parking Attendant				\$ 9.08	\$ -	\$ 4.20	\$ 13.28								
Word Processor				\$ 11.75	\$ -	\$ 4.42	\$ 16.17								

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: Manpower
 Contact Person: Zach Treister, Director of Development
 Phone #: 304.757.3338
 Fax #: 304.757.3339
 Email: Zach.Treister@Manpower.com

Signature: Zach Treister Date: 6.25.20

REGION 2:

NOTE: If you do not cover entire region, enter XX below the counties where you do supply temporaries.

REQUEST FOR QUOTATION

CRFQ SWC200000004

TEMP21

Temporary Staffing Services

EXHIBIT A

Mason	Cabell	Wayne	Mingo	Logan	Boone	Lincoln	Kanawha	Putnam	Roane	Jackson				
yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes				
Classification				Worker Pay Rate		Withholding Rate		Overhead Rate		Total Rate*				
Accounting Technician 2				\$	12.00	\$	-	\$	4.51	\$	16.51			
Administrative Services Assistant 1				\$	11.85	\$	-	\$	4.46	\$	16.31			
Administrative Services Assistant 2				\$	12.32	\$	-	\$	4.63	\$	16.95			
Cook				\$	10.49	\$	-	\$	4.86	\$	15.35			
Custodian				\$	11.23	\$	-	\$	5.20	\$	16.43			
Data Entry Operator2				\$	11.89	\$	-	\$	4.47	\$	16.36			
Executive Secretary				\$	13.23	\$	-	\$	4.97	\$	18.20			
Groundskeeper				\$	11.00	\$	-	\$	5.09	\$	16.09			
Health Service Worker				\$	12.45	\$	-	\$	5.93	\$	18.38			
Laboratroy Assistant 3				\$	11.35	\$	-	\$	5.40	\$	16.75			
Laborer				\$	10.25	\$	-	\$	4.79	\$	15.04			
Mail Runner				\$	9.32	\$	-	\$	3.50	\$	12.82			
Office Assistant 2				\$	10.50	\$	-	\$	3.97	\$	14.47			
Office Assistant 3				\$	11.10	\$	-	\$	4.18	\$	15.28			
Paralegal				\$	13.00	\$	-	\$	4.76	\$	17.76			
Parking Attendant				\$	9.08	\$	-	\$	4.20	\$	13.28			
Word Processor				\$	12.00	\$	-	\$	4.51	\$	16.51			

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: **Manpower**
 Contact Person: **Zach Treister, Director of Development**
 Phone #: **304.757.3338**
 Fax #: **304.757.3339**
 Email: **Zach.Treister@Manpower.com**

Signature: **Zach Treister**

Date: _____

REGION 3:

NOTE: If you do not cover entire region, enter XX below the counties where you do supply temporaries.

REQUEST FOR QUOTATION

CRFQ SWC200000004

TEMP21

Temporary Staffing Services

EXHIBIT A

Lewis	Upshur	Randolph	Pendelton	Hardy	Grant	Hampshire	Mineral	Morgan	Berkeley	Jefferson	Tucker	Barbour	Taylor	Preston	
Yes	Yes	Yes	Yes	Yes	Yes	xx	yes	xx	xx	xx	yes	yes			
Classification				Worker Pay Rate	Withholding Rate	Overhead Rate	Total Rate*								
Accounting Technician 2				\$ 12.00	\$ -	\$ 4.51	\$ 16.51								
Administrative Services Assistant 1				\$ 11.85	\$ -	\$ 4.46	\$ 16.31								
Administrative Services Assistant 2				\$ 12.32	\$ -	\$ 4.63	\$ 16.95								
Cook				\$ 10.49	\$ -	\$ 4.86	\$ 15.35								
Custodian				\$ 11.23	\$ -	\$ 5.20	\$ 16.43								
Data Entry Operator2				\$ 11.89	\$ -	\$ 4.47	\$ 16.36								
Executive Secretary				\$ 13.23	\$ -	\$ 4.97	\$ 18.20								
Groundskeeper				\$ 11.00	\$ -	\$ 5.09	\$ 16.09								
Health Service Worker				\$ 12.45	\$ -	\$ 5.93	\$ 18.38								
Laboratroy Assistant 3				\$ 11.35	\$ -	\$ 5.40	\$ 16.75								
Laborer				\$ 10.35	\$ -	\$ 4.79	\$ 15.14								
Mail Runner				\$ 9.32	\$ -	\$ 3.50	\$ 12.82								
Office Assistant 2				\$ 10.50	\$ -	\$ 3.97	\$ 14.47								
Office Assistant 3				\$ 11.10	\$ -	\$ 4.18	\$ 15.28								
Paralegal				\$ 12.67	\$ -	\$ 4.76	\$ 17.43								
Parking Attendant				\$ 9.08	\$ -	\$ 4.20	\$ 13.28								
Word Processor				\$ 11.75	\$ -	\$ 4.42	\$ 16.17								

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: Manpower
 Contact Person: Zach Treister, Director of Development
 Phone #: 304.757.3338
 Fax #: 304.757.3339
 Email: Zach.Treister@Manpower.com

Signature: Zach Treister Date: _____

REGION 4:

NOTE: If you do not cover entire region, enter XX below the counties where you do supply temporaries.

REQUEST FOR QUOTATION

CRFQ SWC200000004

TEMP21

Temporary Staffing Services

EXHIBIT A

Braxton	Clay	Nicholas	Fayette	Raleigh	Wyoming	McDowell	Mercer	Summers	Greenbrier	Pocahontas	Webster	Monroe			
yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes			
Classification				Worker Pay Rate		Withholding Rate		Overhead Rate		Total Rate*					
Accounting Technician 2				\$	12.00	\$	-	\$	4.51	\$	16.51				
Administrative Services Assistant 1				\$	11.85	\$	-	\$	4.46	\$	16.31				
Administrative Services Assistant 2				\$	12.32	\$	-	\$	4.63	\$	16.95				
Cook				\$	10.49	\$	-	\$	4.86	\$	15.35				
Custodian				\$	11.23	\$	-	\$	5.20	\$	16.43				
Data Entry Operator2				\$	11.89	\$	-	\$	4.47	\$	16.36				
Executive Secretary				\$	13.23	\$	-	\$	4.97	\$	18.20				
Groundskeeper				\$	11.00	\$	-	\$	5.09	\$	16.09				
Health Service Worker				\$	12.45	\$	-	\$	5.93	\$	18.38				
Laboratroy Assistant 3				\$	11.35	\$	-	\$	5.40	\$	16.75				
Laborer				\$	10.35	\$	-	\$	4.79	\$	15.14				
Mail Runner				\$	9.32	\$	-	\$	3.50	\$	12.82				
Office Assistant 2				\$	10.50	\$	-	\$	3.97	\$	14.47				
Office Assistant 3				\$	11.10	\$	-	\$	4.18	\$	15.28				
Paralegal				\$	12.67	\$	-	\$	4.76	\$	17.43				
Parking Attendant				\$	9.08	\$	-	\$	4.20	\$	13.28				
Word Processor				\$	11.75	\$	-	\$	4.42	\$	16.17				

* Vendor should enter their Worker Rate + Withholding Rate + Overhead Rate and the Total Rate box will automatically calculate.

Vendor Name: Manpower
 Contact Person: Zach Treister, Director of Development
 Phone #: 304.757.3338
 Fax #: 304.757.3339
 Email: Zach.Treister@Manpower.com

Signature: Zach Treister

Date: _____