

STATE OF MAINE
Department of Administrative & Financial Services
Division of Procurement Services
CONTRACT FOR SPECIAL SERVICES - AMENDMENT

BY AGREEMENT of both parties this 20th day of April 2018, the Contract for Special Services between the State of Maine, Department of Administrative & Financial Services, Division of Procurement Services hereinafter called "Department," and Project Staffing Inc. d/b/a Maine Staffing Group hereinafter called "Provider," is hereby amended as follows:

1. The termination date is adjusted from July 17, 2018 to June 30, 2021

Reason: Renewal option #1 & #2 per RFP 201604090

2. The dollar amount of the contract: **See Appendix D for each staffing category multiplier**

Please include evidence of adequate levels of liability insurance for the Staffing Categories listed in Appendix D made part of this contract amendment.

3. The Scope of Services in Rider A is amended as follows:

Include the following paragraphs in the contract language to assure Agencies awareness of the "Conversion of Temporary Resource to State Employment" and "Resource Interview & Screening Process". These two paragraphs were part of the RFP, RFP questions and answers and the Provider's proposal and incorporated by reference only pursuant to RFP #201604090.

Conversion of Temporary Resources to State Employment

The State reserves the right to hire any qualified Resource who has formally applied for a position in Maine State Government, in accordance with State human resources procedures. Nevertheless, the State does not seek to discourage Temporary Staffing Providers from placing highly qualified candidates who may be eligible for State employment. Therefore, in the case of any potential situation where a placed Temporary Staffing Resource is selected for employment with the State of Maine, the State and the applicable Provider may negotiate the potential conversion of the Resource, in accordance with the specific circumstances of the situation.

Project Staffing Inc. Inc. will provide for a typical industry-standard of 480 hours for temp-to-hire transition from Project Staffing Inc. employ to that of their customer, if Project Staffing Inc. sources the employee. If the placed field-staff employee was sourced by the state's agency/department initially, there will be no minimum wait-period for the employee to transition to the agency/department's own payroll roster.

Resource Interview and Screening Process

The Provider will be primarily responsible for interviewing and screening candidates for the Agency's needs, once the Agency has identified and committed to the Provider with a Delivery Order determination.

Depending upon the category and skill level required of the Resource, the Agency may ask the Provider to submit resumes and other related information from which the Agency will select the appropriate individual. The Agency may also interview one or more candidates before making a selection. The

Agency may ask the Provider to select a Resource with the appropriate skills and experience and arrange for the Resource to report to work at the designated work site on a specified date.

All other terms and conditions of the original contract dated July 12, 2016 remain in full force and effect.

IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this amendment in one original copy.

Provider: Project Staffing Inc. d/b/a Maine Staffing Group

By: Richard B. Holden, III, Managing Partner

Signature: Richard B Holden III Date: 4/20/18

and

Department of: Administrative and Financial Services, Division of Procurement Services

By: Jaime C. Schorr, Chief Procurement Officer

Signature: JCS Date: 4-24-18

The approval and encumbrance of this Agreement by the Chair of the State Procurement Review Committee and the State Controller is evidenced only by a stamp affixed to this page or by a Case Details Page from the Division of Procurement Services.

(note: this section must be completed by using agency)

Department number and Contract number (CT #): 16070700000000000002

Vendor Code: VC1000073912 New Service Date: 6/30/2021 Contract Amount: \$ N/A

APPENDIXD

COST - Price adjustment effective 7/18/2018 - 6/30/2021

- The State Agency and Project Staffing Inc. must agree upon hourly rates in all cases, and in advance of work performance.
- The Division of Purchases reserves the right to add additional risk pricing categories

Staffing Category	State Identifies Resource Multiplier	Temp Provider Identifies Resource Multiplier
Category I - Office Environment* <i>Example positions include (but are not limited to):</i> Administrative/Clerical Accounting Consultant Legal (Attorney, Paralegal) Management Analyst Planning & Research Project Management	1.19	I 1.23
Category II - Drivine-related Positions	I 1.24	I 1.28
<i>Example positions include (but are not limited to):</i> Any position that requires the Resource to regularly drive a vehicle on the road.		
Category III - Lab/Medical Environment	I 1.23	I 1.27
<i>Example positions include (but are not limited to):</i> Working with children Potentially working with pathogens		
Category IV - Outdoor Labor/Remote Locations	1.27	1.31
<i>Example positions include (but are not limited to):</i> Groundskeeper Conservation Aid Field Assistant		
Category V - Power Equipment Usage (e.g. chainsaws, ATVs, forklifts, backhoes)	1.38	1.42
<i>Example positions include (but are not limited to):</i> Heavy Industrial (Construction) Light Industrial (Warehouse/Mailroom)		
Category VI - At-Sea / Boat Usage (with USL&H coverage)	1.58	1.62
<i>Example positions include (but are not limited to):</i> Certified Diver Ferry Able Seaman Ferry Ordinary Seaman		

Staffing Category	State Identifies Resource Multiplier	Temp Provider Identifies Resource Multiplier
Category VII - Security-related Positions (e.g. weapon usage)	1.26	1.30
<i>Example positions include (but are not limited to):</i> Correctional Positions Law Enforcement		

Category VIII – Trades	1.31	1.35
<i>Example positions include (but are not limited to):</i> Electrician Boiler/HVAC Professional Plumber		

Debarment, Performance, and Non-Collusion Certification

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

- **Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name: Richard B. Holden	Title: Managing Partner
Authorized Signature: 	Date: April 20, 2018



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cross Insurance-Portland 2331 Congress Street Portland ME 04102		CONTACT NAME: Lisa Belisle, CIC, CISR, AAI PHONE (A/C, No, Ext): (207) 780-1677 FAX (A/C, No): (207) 780-6377 E-MAIL ADDRESS: lbelisle@crossinsurance.com																						
INSURED Project Staffing, Inc. P O Box 490 Brunswick ME 04011		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Zurich American Ins Co</td> <td>16535</td> </tr> <tr> <td>INSURER B:</td> <td>Acadia Ins Co.</td> <td>31325</td> </tr> <tr> <td>INSURER C:</td> <td>Maine Employers Mutual Ins Co</td> <td>11149</td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Zurich American Ins Co	16535	INSURER B:	Acadia Ins Co.	31325	INSURER C:	Maine Employers Mutual Ins Co	11149	INSURER D:			INSURER E:			INSURER F:		
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COVERAGES CERTIFICATE NUMBER: CL184444811 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: \$5mil Per Proj Agg			PRA9698778-06	4/8/2018	4/8/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Prof Liability \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CAA5042714-17	4/9/2018	4/9/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 2,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UMB9467258-05	4/8/2018	4/8/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1810093457	4/8/2018	4/8/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: State of Maine Temporary Staffing Services RFP #2016040900 - Coverage contingent on contract award. USL&H will be included for WC. Insurance afforded by the policies described herein is subject to all the terms, exclusions, warranties and conditions of such policies. 10 days cancellation for non payment of premium. Owner - Barbara Mahoney is included under Workers Compensation Coverage.

CERTIFICATE HOLDER**CANCELLATION**

State of Maine Administrative & Financial Services Bureau of General Services, Div of Purchases 11 Sewall Street Augusta, ME 04330	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE L Belisle, CIC, CISR, AA <i>Lisa Belisle</i>
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