

MODIFICATION

**State of Maine**



**Master Agreement**

**Effective Date:** 07/18/16

**Expiration Date:** 06/30/21

**Master Agreement Description:** Temporary Staffing Services

**Buyer Information**

Justin Franzose 207-624-7337 ext. justin.franzose@maine.gov

**Issuer Information**

KATHY PAQUETTE 207-624-7877 ext. KATHY.L.PAQUETTE@MAINE.GOV

**Requestor Information**

Kathy Paquette 207-624-7877 ext. KATHY.L.PAQUETTE@MAINE.GOV

**Authorized Departments**

ALL

**Vendor Information**

**Vendor Line #:** 1

**Vendor ID**

VS0000000069

**Vendor Name**

Maine Business Services

**Alias/DBA**

Manpower

**Vendor Address Information**

5 Community Drive

Augusta, ME 04330

US

**Vendor Contact Information**

Lydia Sy

207-622-1535 ext.

augusta.me@manpower.com

## Commodity Information

**Vendor Line #:** 1

**Vendor Name:** Maine Business Services

**Commodity Line #:** 1

**Commodity Code:** 96102

**Commodity Description:** Administrative Services, All Kinds (Incl. Clerical, Secret

**Commodity Specifications:**

**Commodity Extended Description:** As per BP54 contract attached and made part of this MA

**Quantity**

0.00000

**UOM**

**Unit Price**

\$0.00

**Delivery Days**

**Free on Board**

**Contract Amount**

\$0.00

**Service Start Date**

07/18/16

**Service End Date**

06/30/21

**Catalog Name**

**Discount**

0.0000 %

**Discount Start Date**

**Discount End Date**

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

BY AGREEMENT of both parties this 12 day of, March 2018, the Contract for Special Services between the State of Maine, Department of Administrative & Financial Services, Division of Procurement Services hereinafter called "Department," and Maine Business Services d/b/a Manpower 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:

**Reason:** 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 in the contract 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.

In the case of any potential situation where a placed Temporary Resource is selected for employment with the State of Maine, Manpower will negotiate the potential conversion of the resource with the State, in accordance with the specific circumstances of the situation.

**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: Maine Business Services d/b/a Manpower

By: April Clark, President

Signature: April Clark Date: 3.16.18

and

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

By: Jaime C. Schorr, Chief Procurement Officer

Signature: Jaime C. Schorr Date: 3-26-18

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 Master Agreement (MA #): 18P 16070700000000000003

Vendor Code: VS0000000069                      New Service to Date: June 30, 2021

APPENDIX D

COST

- The State Agency and Manpower 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
<b>Category I - Office Environment*</b> <i>Example positions include (but are not limited to):</i> Administrative/Clerical Accounting Consultant Legal (Attorney, Paralegal) Management Analyst Planning & Research Project Management	1.27	1.34

<b>Category II - Driving-related Positions</b>	1.45	1.53
<i>Example positions include (but are not limited to):</i> Any position that requires the Resource to regularly drive a vehicle on the road.		

<b>Category III - Lab/Medical Environment</b>	1.32	1.40
<i>Example positions include (but are not limited to):</i> Working with children Potentially working with pathogens		

<b>Category IV - Outdoor Labor/Remote Locations</b>	1.38	1.46
<i>Example positions include (but are not limited to):</i> Groundskeeper Conservation Aid Field Assistant		

<b>Category V - Power Equipment Usage (e.g. chainsaws, ATVs, forklifts, backhoes)</b>	1.43	1.51
<i>Example positions include (but are not limited to):</i> Heavy Industrial (Construction) Light Industrial (Warehouse/Mailroom)		

<b>Staffing Category</b>	<b>State Identifies Resource Multiplier</b>	<b>Temp Provider Identifies Resource Multiplier</b>
<b>Category VI - At-Sea / Boat Usage</b>	n/a	n/a
<i>Example positions include (but are not limited to):</i> Certified Diver Ferry Able Seaman Ferry Ordinary Seaman		
<b>Category VII - Security-related Positions (e.g. weapon usage)</b>	1.51	1.53
<i>Example positions include (but are not limited to):</i> Correctional Positions Law Enforcement		
<b>Category VIII – Trades</b>	1.45	1.53
<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: April Clark	Title: President
Authorized Signature: April Clark	Date: 3-16-18



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
03/16/2018

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> Aon Risk Services Central, Inc. Milwaukee WI Office 10700 Research Drive Suite 450 Milwaukee WI 53226 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105	
	<b>E-MAIL ADDRESS:</b> 	
<b>INSURED</b> Maine Business Services, Inc dba Manpower The Staples School 70 Center Street Portland ME 04101 USA	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Federal Insurance Company <b>NAIC #</b> 20281	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** 570070469323      **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. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE		ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY		35207790	03/01/2018	03/01/2019	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/>	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$2,000,000
	<input type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG	\$1,000,000
		OTHER:						
A		AUTOMOBILE LIABILITY		73508789	03/01/2018	03/01/2019	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/>	ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/>				BODILY INJURY (Per person)	
	<input checked="" type="checkbox"/>	HIRED AUTOS ONLY	<input checked="" type="checkbox"/>				BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/>	UMBRELLA LIAB	<input checked="" type="checkbox"/>	79850970	03/01/2018	03/01/2019	EACH OCCURRENCE	\$25,000,000
		EXCESS LIAB					AGGREGATE	\$25,000,000
		DED						
		RETENTION						
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE	OTH-ER
		ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	N/A		E.L. EACH ACCIDENT	
		If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE-EA EMPLOYEE	
							E.L. DISEASE-POLICY LIMIT	
A		Misc Liab Cvg		35207790	03/01/2018	03/01/2019	Employee Theft	\$2,000,000
							Client Coverage	Included
							Third Party Dishone:	Included

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER      CANCELLATION

State of Maine Department of Administrative and Financial Services Division of Procurement Services Attn: Kathy Paquette 78 State House Station Augusta ME 04333-0078 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  <i>Aon Risk Services Central, Inc.</i>

Holder Identifier :      Certificate No : 570070469323





