

ADDENDUM NO. 3

RFP NO: 153000

DATE PROPOSALS DUE: September 1, 2017

TIME: 4:00 PM

DEPARTMENT: Human Resources Department

SUBJECT: Temporary Employment Services

FINAL ADDENDUM

Attachment A revised to add RFP Pricing Submittal.

(SIGNED) _____

COMPANY: _____

PLEASE SIGN THE ADDENDUM AND RETURN TO THE PURCHASING DEPARTMENT WITH YOUR PROPOSAL (ghipp@chattanooga.gov or fax to 423-643-7244 or mail to Purchasing (Attn: Geoffrey Hipp), 101 E. 11th St., Chattanooga, TN 37402).

Request for Proposal

TEMPORARY EMPLOYMENT SERVICES

City of Chattanooga, TN

August, 2017



OVERVIEW

The City is seeking Contractor(s) to supply temporary employment services on an as needed basis. The awarded Contractor(s) will be responsible for the professional quality, accuracy, and coordination of all services provided.

Any Blanket Contract for services described herein shall be for a period of one (1) year, with two (2) additional optional one (1) year renewal periods, upon agreement of both parties. Services will encompass a variety of City projects, for multiple City divisions, in many different environments.

The final number of contract(s) awarded will be within the sole discretion of the City. There is no guarantee that any work will be requested from an awarded Contractor.

Throughout the contract, the City will have projects that are scheduled and pre-arranged, but they may also have occasional, unanticipated requests needing immediate attention. The awarded Contractor shall comply with all the applicable provisions of the Local, State, and Federal laws including required Professional Certifications.

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in hard copy format to the Purchasing Division, City of Chattanooga, by no later than 4:00 p.m., EDT, on September 1, 2017 to the attention of:

City of Chattanooga Purchasing
Attn: Geoffrey Hipp, Buyer
101 East 11th St., Suite G13
Chattanooga, TN 37402

Late or misdirected proposals shall be rejected and returned unopened without exception. Postmarks are not accepted.

Quantity and Format

Proposer shall submit seven (7) complete copies of their proposal; one (1) original, five (5) copies and one (1) electronic copy on a flash drive. All proposals shall be submitted in a sealed non-transparent envelope or box marked **"RFP 153000 - Temporary Employment Services"**.

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Proposer, shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless

otherwise requested at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Proposal response.

Proposers shall state any exceptions to or deviations from the terms of this Request for Proposal and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

Any resulting contract shall be open to other Tennessee governmental agencies (including school districts) as a "piggyback contract", based on mutual agreement of the other governmental agency and the Proposer. Other agencies, under separate agreement, are allowed to purchase the same items, at the same terms and conditions as this proposal, during the period of time that this contract is in effect. Potential

contractual liability matters resulting from any "piggyback contract" shall be the sole responsibility of the other Tennessee governmental agency placing the order.

ADDITIONAL REQUEST FOR INFORMATION

All questions, and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 PM on August 11, 2017, and shall be sent to:

City of Chattanooga Purchasing
Attn: Geoffrey Hipp, Buyer
101 East 11th St., Suite G13
Chattanooga, TN 37402
ghipp@chattanooga.gov

The City specifically requests that any communication concerning this RFP be made exclusively with the Buyer until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.

PROPOSAL SCOPE OF WORK

The Scope of Services included in these Specifications shall be for temporary employment services, both routinely scheduled and on an as-needed basis, for the City of Chattanooga.

Proposer shall perform work on straight time, i.e., non-emergency, unless otherwise noted. Overtime, weekend, or holiday work shall only be performed at the City's direction. Proposer shall agree to a two (2) hour response time to respond to the requesting Department.

Qualifications

Proposer agrees to utilize only experienced, qualified and responsible temporary workers in the performance of the work.. The City of Chattanooga may require the Proposer to remove from the job temporary workers who endanger persons or property or whose continued employment under this contract is inconsistent with the interests of the City of Chattanooga.

All temporary workers must be approved by City of Chattanooga Human Resources Department. If the City of Chattanooga determines that the temporary worker does not meet the qualifications of the position, the City of Chattanooga reserves the right to discontinue the temporary assignment.

Absences

Proposer shall provide a properly qualified temporary worker as soon as possible for any temporary worker who has reported absent at the beginning of the shift if desired by the City of Chattanooga.

Dismissals

The City of Chattanooga reserves the right to refuse/dismiss any temporary worker at any time with or without notice.

Assignments and Scheduling

All temporary workers shall be on-site at the time requested and in proper attire for the work assignment. If temporary workers do not show up on time and/or in appropriate attire, the City of Chattanooga reserves the right to request different temporary workers or to cancel the placement.

Proposer must allow for flexibility in regards to the hours within which temporary workers can be required to work.

Maximum length of temporary worker assignments must not exceed nine (9) months.

Proposer must be able to provide temporary workers on an emergency basis, when specified. Proposer shall agree to a two (2) hour response time to respond to emergency calls. Proposer shall supply an after-hours contact name and phone number through which notification of the need for emergency work shall be made.

Background and Screening Services

Prior to being placed with the City of Chattanooga, all temporary workers shall undergo a background screening provided by the Proposer that is appropriate for the position they will occupy (i.e., safety sensitive, child sensitive, etc.).

All background checks completed by the Proposer must be comparable to those completed by The City of Chattanooga Human Resources Department.

All temporary workers must have a background check for convictions and warrants subject to both a County and National search.

Proposer must submit all temporary worker background information to the City of Chattanooga Human Resources Department before temporary worker start date.

The screening includes eligibility to work in the United States and verification of their work history and criminal background check. Temporary workers also must undergo a 10-panel urine drug test and breath alcohol testing.

The Proposer must notify the City of Chattanooga of any confirmed felony convictions (within 10 years) associated with the temporary worker prior to providing temporary leased workers.

Drug Testing

All temporary workers must have passed a recent 10-panel drug and breath alcohol screening (within one year of placement at the City of Chattanooga). The Proposer will pay for these tests.

DMV Check

If driving is a requirement of a position, the City of Chattanooga will require a Department of Motor Vehicle check before the temporary worker begins work. The cost of this service shall be incurred by the Proposer. A copy of the DMV report may be required.

Job Placement Assurance

The Proposer shall provide the appropriate contact person, phone numbers, and email

address which the City of Chattanooga can call to make requests.

The Proposer shall assure a suitable placement to a job order within a reasonable timeframe.

Courtesy and Cordiality Towards All Others

Temporary workers shall be respectful of all people with whom they interact, including the City of Chattanooga employees and customers. The City of Chattanooga reserves the right to reject any temporary workers that do not exhibit common courtesy and cordiality towards all individuals with which they may come in contact.

Interviews

Depending on the length or type of assignment, resumes and interviews may be requested. The City of Chattanooga reserves the right to reject any temporary workers for any reason.

Refusal

The City of Chattanooga has the right at any time to refuse or determine unacceptable, any temporary workers assigned by the Proposer. Once refused, temporary workers shall be immediately removed and prompt arrangements made for a substitute replacement.

Independent Status

The parties to this solicitation are independent Proposers, and none of the provisions of this solicitation and award shall be interpreted or deemed to create any relationship between such parties other than that of independent Proposers. Nothing contained in this award shall be construed to create a relationship or employer and employee, principal and agent, or coventurers between the City of Chattanooga and the Proposer, between the City of Chattanooga and any employee of the Proposer, or between the Proposer and any City of Chattanooga employee.

Proposer Responsibilities

The Proposer will:

- A. Provide competent workers with the qualifications specified for each job placement.
- B. Provide replacement workers within a timely fashion after receipt of call when the City of Chattanooga determines that a temporary worker is not acceptable. The City of Chattanooga reserves the right to reject or to have replaced any temporary workers judged deficient by the ordering department/division or Human Resources.
- C. Ensure that temporary workers assigned are in good health, proper physical condition and free from the influence of altering drugs, medicine, and alcohol.
- D. Ensure that all temporary workers in a manual labor position can fulfill the physical requirements of the job. This includes, but is not limited to, lifting requirements and the use of certain hand or power tools. If temporary workers are unable to use certain tools or vehicles due to workers compensation liability to the temporary service, the City of Chattanooga will be informed before the temporary worker is placed.
- E. Ensure all temporary workers report to work at the specified facility at the scheduled time and in the proper attire.

- F. Understand that each temporary worker shall receive one 30-minute lunch break per six-hour shift in accordance with Tennessee state regulations. This is unpaid and the supervisor determines the timing of the break.
- G. Understand that once assigned, the temporary workers shall complete the full assignment unless the City of Chattanooga releases the temporary worker.
- H. Understand that assigned temporary workers will work the requested daily work hours for the time periods specified.
- I. Understand that the "Hourly Rate Billed to City of Chattanooga" will be straight time up to forty-hours. The straight time rate shall be increased by a factor of 1.5 for each hour worked, during a single workweek, in excess of forty hours (overtime), provided the using/ordering department authorized such excess hours.
- J. Understand that the City of Chattanooga will not pay for holiday hours or for hours that the company closes due to inclement weather or company-wide meetings.
- K. Understand the Proposer is solely responsible for the provision of and payment for all worker's compensation claims. The City of Chattanooga does not and will not assume any liability for any Worker's Compensation claims, injuries or other claims that a temporary worker may file. Such claims shall be the sole responsibility of the contractor.
- L. Proposer must provide the City of Chattanooga Human Resources Department with a list of all temporary workers assigned to the City according to department. An updated list must be submitted once every quarter (four per year).

Proposer shall provide the information requested, as listed in Attachment A - Proposer Business Information and RFP Pricing Submittal, Attachment B - References, Attachment C - Proposer's Adequacy and Availability of Temporary Staffing Placements, Attachment D - Proposer's Credentials and Related Experience, and Attachment E - Proposer Qualification Data.

Timesheets

Proposer shall provide with each invoice employee timesheets showing time worked on the City job assignment. In the case an employee works overtime, the number of standard work hours must be included prior to any authorized overtime rate. The City will only pay overtime rates for hours worked specific to City projects, in excess of 40 hours during a work week, by an individual employee. Time sheets shall include all work performed, indicating the position, hours of work, and/or use of specialized equipment.

PAYMENT FOR SERVICES

- 1. The City will make payment according to the City's policies and procedures.
- 2. Once the award is in place, the Proposer(s) will not perform work until a purchase order is in place for each job. As purchase orders authorize work and obligate payment, if a Proposer performs work without a purchase order in place, the City of Chattanooga does not have a legal obligation to pay for the work.
- 3. Quote
 - a. Before an order can be placed for routine transactions, the City will request an itemized quote from a contracted Proposer ('Proposer').
 - b. The quote must reference the Blanket PO number, and include itemized

line item descriptions that match the Blanket PO line items.

- c. Once the City has approved the quoted price, and submits a Requisition for the same, it will advise Proposer of the resulting Release Number, in order to effectuate and place the ordered activity.
- d. It is the Proposer's responsibility to assure that it has received a Release Number, prior to commencing the activity.

4. Invoices

- a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

With Copy to:

Human Resources Department,
101 E. 11th Street, Suite 201
Chattanooga, TN 37402

- b. Proposer's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Proposer's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Blanket Purchase Order's transaction line items, and reference the corresponding transaction line number. The Proposer shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the City Department, Release Number, Work Order Number, and the first and last name of the City employee that placed the order.
- f. Proposer will be responsible for collecting signatures from the City's designated project contact when delivering goods and/or services and must be able to produce said Proof of Delivery ("POD") upon request.
 - i. The POD must contain an itemized list of goods and/or services.
 - ii. The POD must accompany each Department's payment packet before presenting the Invoice with all necessary backup to the City Accounts Payable.
 - iii. Including copy of POD with Invoice is encouraged, for prompt payment.
- g. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- h. Any Proposer invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- i. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

REVIEW AND EVALUATION OF PROPOSAL

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee, in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposers whose proposal is deemed to be in the best interests of the City.

Evaluation Committee

A committee consisting of individuals selected by the City will review all proposals submitted. Each proposal will be awarded a maximum of 100 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

Evaluation Criteria

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical factors that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

Factors	Maximum Points
Adequacy and Availability for Temporary Staff Placements	30
Cost	30
Credentials/Business Qualifications	30
Related Experience	10
Total Points Possible	100

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

The City of Chattanooga reserves the right to request additional information from any Proposer after the submission deadline. The City also reserves the right to reject any and all, or part(s) of any and all proposals, to select one or more Proposers, or to award no award and re-advertise this RFP; postpone or cancel the RFP process at any time, and to waive any irregularities in this RFP or in proposals received as a result of this RFP.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite up to three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number, if the quality of the proposals so merits.

The City Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation to the City, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

Selection of Finalist(s)

After review of the proposals by the Evaluation Committee and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

RESPONSE FORMAT

1. Cover Letter

Include a cover letter, issued by an Officer of the proposing entity, introducing your company, summarizing your qualifications, and detailing any exceptions to the RFP. Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

2. Value/Cost Efforts

Provide a cost for the services and products as listed in Attachment A, Proposer Business Information and RFP Pricing Submittal. Also, provide hourly rates for your firm and all subcontractors. These rates will be considered valid throughout the contract, and must reconcile with all billing.

3. Company Qualifications, Experience and Past Performance

Provide the information as listed in Attachment B, Proposer Qualification Data, and in addition:

1. Describe the number of skilled personnel, licenses and certifications, and length of service with the company.
2. Describe any prior service provided to the City of Chattanooga, including the year, project manager name and type of work completed.
3. Contract/Project References
 - a. Reference contact must have performed a contract administration role, and be able to speak to all aspects of contract performance.
 - b. The City reserves the right to contact the references provided in your proposal, as well as other references, without prior notification.

4. Competence/Approach to Scope of Work

With reference to the preceding Proposal Statement of Work, minimally:

- a. Describe your customer service philosophy.
- b. Describe why/how your company has the ability, capacity and skill to perform the proposed contract services.
- c. Describe the methods and timelines for communication your firm will use with the City's project manager, other involved City staff, and other interested parties.

**ATTACHMENT A
PROPOSER BUSINESS INFORMATION and RFP PRICING SUBMITTAL**

Proposers are to provide the information requested below so that the City can determine their capacity to perform the required work.

1. Experience:

Years in business	
Years in business under this name	
Years performing this type of work	
Value of work now under award	
Value of work in place last year	
Number of clients	
Has your company:	
Failed to complete an award?	Yes No
Been involved in bankruptcy or reorganization?	Yes No
Pending judgment claims or suits against Proposer?	Yes No
Do you presently background check all employees?	Yes No
What company do you use for pre-employment criminal background checks?	
Do you presently drug screen all employees?	Yes No

2. Safety:

Have you had any OSHA fines within the last three (3) years?	Yes No
Have you had any job related fatalities within the last five (5) years?	Yes No
If you answered YES to either question above, you MUST submit an explanation on a separate sheet.	

3. Personnel & Resources:

Area	Full-time	Part-time
Clerical Staff of Proposer		
Administrative Staff of Proposer		
Number of Temporary Clerical Workers Available		
Number of Temporary Unskilled Labor Available		
Number of Temporary Skilled Labor Available		
Number of Temporary CDL Available		
Number of Temporary Payroll Specialist Available		
Number of Temporary Other Workers Available		
Total Number of Temporary Workers Available		

RFP PRICING SUBMITTAL

Item #	Item	Unit Price
1	Accountant - Regular Hours	_____
2	Accountant - Night/Evening Hours	_____
3	Accountant - Saturday	_____
4	Accountant - Sunday	_____
5	Accountant - Overtime	_____
6	Accounting Clerk - Regular Hours	_____
7	Accounting Clerk - Night/Evening Hours	_____
8	Accounting Clerk - Saturday	_____
9	Accounting Clerk - Sunday	_____
10	Accounting Clerk - Overtime	_____
11	Accounts Payable Clerk - Regular Hours	_____
12	Accounts Payable Clerk - Night/Evening Hours	_____
13	Accounts Payable Clerk - Saturday	_____
14	Accounts Payable Clerk - Sunday	_____
15	Accounts Payable Clerk - Overtime	_____
16	Cashier - Regular Hours	_____
17	Cashier - Night/Evening Hours	_____
18	Cashier - Saturday	_____
19	Cashier - Sunday	_____
20	Cashier - Overtime	_____
21	Equipment Operator w/Endorsements - Regular Hours	_____
22	Equipment Operator w/Endorsements - Night/Evening Hrs	_____
23	Equipment Operator w/Endorsements - Saturday	_____
24	Equipment Operator w/Endorsements - Sunday	_____
25	Equipment Operator w/Endorsements - Overtime	_____
26	Labor/Non-Skilled - Regular Hours	_____
27	Labor/Non-Skilled - Night/Evening Hours	_____
28	Labor/Non-Skilled - Saturday	_____
29	Labor/Non-Skilled - Sunday	_____
30	Labor/Non-Skilled - Overtime	_____
31	Labor/Skilled - Regular Hours	_____
32	Labor/Skilled - Night/Evening Hours	_____

33	Labor/Skilled - Saturday	_____
34	Labor/Skilled - Sunday	_____
35	Labor/Skilled - Overtime	_____
36	Lifeguards	_____
37	Maintenance Mechanic (Building) - Regular Hours	_____
38	Maintenance Mechanic (Building) - Night/Evening Hours	_____
39	Maintenance Mechanic (Building) - Saturday	_____
40	Maintenance Mechanic (Building) - Sunday	_____
41	Maintenance Mechanic (Building) - Overtime	_____
42	Maintenance Mechanic (Equipment) - Regular Hours	_____
43	Maintenance Mechanic (Equipment) - Night/Evening Hrs	_____
44	Maintenance Mechanic (Equipment) - Saturday	_____
45	Maintenance Mechanic (Equipment) - Sunday	_____
46	Maintenance Mechanic (Equipment) - Overtime	_____
47	Maintenance Mechanic (Plant) - Regular Hours	_____
49	Maintenance Mechanic (Plant) - Night/Evening Hours	_____
49	Maintenance Mechanic (Plant) - Saturday	_____
50	Maintenance Mechanic (Plant) - Sunday	_____
51	Maintenance Mechanic (Plant) - Overtime	_____
52	Office Assistant - Regular Hours	_____
53	Office Assistant - Night/Evening Hours	_____
54	Office Assistant - Saturday	_____
55	Office Assistant - Sunday	_____
56	Office Assistant - Overtime	_____
57	Office Assistant w/Computer Experience - Regular Hours	_____
58	Office Assistant w/Computer Experience - Night/Evening	_____
59	Office Assistant w/Computer Experience - Saturday	_____
60	Office Assistant w/Computer Experience - Sunday	_____
61	Office Assistant w/Computer Experience - Overtime	_____
62	Payroll Assistant - Regular Hours	_____
63	Payroll Assistant - Night/Evening Hours	_____
64	Payroll Assistant - Saturday	_____
65	Payroll Assistant - Sunday	_____
66	Payroll Assistant - Overtime	_____

67	Plant Operator - Regular Hours	_____
68	Plant Operator - Night/Evening Hours	_____
69	Plant Operator - Saturday	_____
70	Plant Operator - Sunday	_____
71	Plant Operator - Overtime	_____
72	Receptionist - Regular Hours	_____
73	Receptionist - Night/Evening Hours	_____
74	Receptionist - Saturday	_____
75	Receptionist - Sunday	_____
76	Receptionist - Overtime	_____
77	Security Guard - Regular Hours	_____
78	Security Guard - Night/Evening Hours	_____
79	Security Guard - Saturday	_____
80	Security Guard - Sunday	_____
81	Security Guard - Overtime	_____
82	Truck Driver w/CDL - Regular Hours	_____
83	Truck Driver w/CDL - Night/Evening Hours	_____
84	Truck Driver w/CDL - Saturday	_____
85	Truck Driver w/CDL - Sunday	_____
86	Truck Driver w/CDL - Overtime	_____
87	Customer Service Representative - Regular Hours	_____
88	Customer Service Representative - Night/Evening Hours	_____
89	Customer Service Representative - Saturday	_____
90	Customer Service Representative - Sunday	_____
91	Customer Service Representative - Overtime	_____
92	Recreation Assistant - Regular Hours	_____
93	Recreation Assistant - Night/Evening Hours	_____
94	Recreation Assistant - Saturday	_____
95	Recreation Assistant - Sunday	_____
96	Recreation Assistant - Overtime	_____

ATTACHMENT B REFERENCES

1. Provide client references as similar as possible to this work.
2. A Proposer may only list a company once even if you have done multiple jobs for them.
3. The City of Chattanooga reserves the right to contact and interview the listed references via phone calls and/or other electronic survey means.
4. Provide **three** references in the following format.

Name of the business that was serviced	
Contact Person	
Contact Person's Title	
Contact Person's Phone Number	
Contact Person's Email Address	
Description of the service provided (effort and complexity)	
Type of Skills Provided and Positions Placed for This Client	
Total Number of Hours Placed	
Identify Contract Issues and Explain How They Were Addressed and Resolved	
Award Start Date	
Award End Date	
Number of Temps Placed	
Nature of Services Provided	
Number of Temporary Positions Filled	

ATTACHMENT C
PROPOSER'S ADEQUACY AND AVAILABILITY OF TEMPORARY STAFFING
PLACEMENTS

Use this section to detail your Adequacy and Availability of Temporary Staffing Placements. Be specific and be detailed; the City of Chattanooga will not ask additional questions unless it so desires. Use as many pages as necessary to help the City fully understand how you plan to service our needs.

Proposers are to address these areas:

1. Adequacy and availability of temporary worker placements.
 - a. Describe the process by which you select and provide temporary workers to the City once a request is received.
 - b. Does your company have a database of temporary workers from which requests are filled?
 - c. Describe the screening and testing process of temporary workers before assigning them to a position.
 - d. Describe your company's ability to fill requests as quickly as possible.
 - e. What is your company's average placement time (list by position)?
2. Other information the Proposer wishes to supply to assist the City in the evaluation.
3. Describe your company's methods of sourcing, recruiting, and assessing temporary workers by job class (i.e. clerical/administrative, manual labor, technical, professional).
4. What methods do you use to establish local wage levels and how often are these levels reevaluated?
5. Describe your company's pre-employment requirements, including drug testing and background checks.
6. Describe the benefits you offer temporary workers
7. Describe the cost structure associated with the temporary worker hire process.

ATTACHMENT D
PROPOSER'S CREDENTIALS AND RELATED EXPERIENCE

Use this section to detail your Credentials and Related Experience. Be specific and be detailed; the City will not ask additional questions unless it so desires. Use as many pages as necessary to help the City fully understand how you plan to service our needs.

1. Provide a brief overview of your company's operations, to include years in business and size of the company.
2. Describe your company's ability to meet or exceed the requirements contained herein.
3. Provide a sample timesheet or access to a web portal for review.
4. Describe your company's client follow-through process for finding an employee and follow-through during the employee's assignment.
5. Describe your company's methods for solving particularly challenging staffing assignments/emergency requests.
6. Describe how you prepare your employees for their assignments.
7. Describe any programs in place to reward and retain employees.
8. Describe your customer satisfaction feedback mechanisms.
9. Describe your processes for evaluating the performance of your employees.

ATTACHMENT E
PROPOSER QUALIFICATION DATA

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer:

2. Main office address:

3. Phone: _____ Fax: _____

- a. Email Address:

4. Proposers federal tax identification number:

_____ (Please attach Form W-9)

5. The proposer is organized as a

6. The date the proposer was organized in its current form:

7. If a corporation, the state where it is incorporated:

8. Is your company registered with the Tennessee Secretary of State?

a. ☐ YES

b. ☐ NO - Please explain

9. How many years have you be engaged in the temporary employment services business under your present firm or trade name:

10. Skilled personnel background and experience

Name	License/Certification	Years of Work Experience

11. Provide a comprehensive listing of all the services performed in house by your company.

12. Describe any pending plans to sell or merge your company.

13. Have you ever been debarred or suspended by a government from consideration for the award of contracts?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

14. Have you ever been disqualified, removed, or otherwise prevented from proposing on or completing any contract?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

15. Have you ever been charged with liquidated damages on a contract?

a. ☐ YES - Please list the contract party, and explain

b. ☐ NO

16. List your Company's major and specialized equipment assets available for this contract: _____

17. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

18. List at least three contracts or projects of similar nature and scope to this proposed contract, and include contract reference contacts that may speak to all aspects of contract performance. Please attach additional pages, if necessary

Contracting Party

Describe Project Scope

Annual Contract Amount

Status of Project

Contract Contact - Name, Contract Role, Phone Number and Email Address

Contracting Party

Describe Project Scope

Annual Contract Amount

Status of Project

Contract Contact - Name, Contract Role, Phone Number and Email Address

Contracting Party

Describe Project Scope

Annual Contract Amount

Status of Project

Contract Contact - Name, Contract Role, Phone Number and Email Address

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.

Proposer Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website:

[http://tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106 Iran Divestment Act updated 1.24.17.docx](http://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_1.24.17.docx)

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."

- b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)