



Solicitation Information

1 June 07

RFP #7004702

TITLE: TEMPORARY PROFESSIONAL SERVICES FOR THE STATE OF RHODE ISLAND

Submission Deadline: 2 July 2007 @ 2:00 PM (EDT)

PRE-PROPOSAL CONFERENCE: Yes DATE: 12 June 2007 Time: 2:00 PM (EDT)

MANDATORY: No

Location: Department of Administration, William Powers Building, One Capitol Hill,
Conference Room A, Providence, RI 02908

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at Questions@purchasing.state.ri.us **no later than 13 June 2007 @ Noon (EST)**. Questions should be submitted in a Microsoft Word attachment. Please reference the RFP number on all correspondence and in the subject field of the email. Answers to questions received, if any, will be posted on the internet, as an addendum to the solicitation, at <http://www.purchasing.ri.gov>. It is the vendor's responsibility to check the aforementioned web site on a regular basis for addendum postings.

SURETY REQUIRED: No

BOND REQUIRED: YES

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

Vendors must register on-line at the State Purchasing Website at <http://www.purchasing.ri.gov>

NOTE TO VENDORS:

Proposals received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Section 1 – Introduction

The Rhode Island Department of Administration/Division of Purchases (“DOA”), on behalf of the State of Rhode Island (“State”), is soliciting proposals from qualified vendors to provide comprehensive professional temporary contract services. The vendor awarded this contract will recruit, hire and place temporary professional personnel at the request of the State. The current contract for temporary professional contract services expires on June 30, 2007. Early in FY 2007, the vendor under contract with the State was found to be fiscally unsound and the State had to utilize an emergency procurement process to replace this vendor. The current vendor is completing the terms of the original contract. At present, there about 280 temporary contractors for professional services who are engaged in State business under this contract. The primary use of temporary professional employees is to work on time-limited projects, sometimes related to Federal grants of a limited duration.

A State department or agency will utilize temporary professional service contractors to complete project related initiatives and augment existing staff sometimes on a limited duration basis. This procurement is not intended to be used by agencies to circumvent the normal hiring procedure for state employees. The successful vendor or vendors must be cognizant of this objective and help to facilitate an “arms length” relationship between the contractor and the State. “Arms length” means that the employees are recruited by the vendor (except as part of the initial transition, not the State.) All vendor employees are to be treated as non-State employees.

Currently there are other statewide Master Price Agreements in place for personnel services. These statewide agreements include MPA 230 (Computer Tech Support/Systems Analysis/Programming), MPA 157 (Personnel Services Temporary), and MPA 266 (Temporary Construction Inspectors). At this time, this RFP for Professional Temporary Services is independent from these other agreements.

The detailed list of titles and positions contemplated within this Master Price Agreement are provided below. These positions and titles can be divided into five categories:

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|--|----------------------------|
| 1. Medical/Dental | 3. Technical |
| 2. Teachers/Instructors/Instructor Aides | 4. Administrative Clerical |
| | 5. Miscellaneous |

A proposing vendor may present a proposal for all or some of these categories and will be considered. The State reserves the right to award this MPA to one or multiple vendors. The rates for the positions will be determined by the state and may be adjusted by the state at anytime in accordance with an internal review process. The proposing vendors will bid a percentage rate (Billable % Rate) that will cover its overhead, employee taxes and profit. As the work week varies across state agencies, the regular work week hours, not exceeding 40, will be determined by the state.

The award will be for a Master Price Agreement for three years with the potential for two one-year extensions at the State’s option, in accordance with the terms of this RFP and the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page at: <http://www.purchasing.ri.gov>, and Rhode Island Purchasing Rules and Regulations, and RI General Law.

There is legislation pending in the General Assembly to create the position of limited service state employee. Should this legislation pass as proposed, some temporary employee positions may be transferred into the State limited service positions.

There will be an onsite (non-mandatory) pre-proposal conference that will be held at the Department of Administration. At this pre-proposal conference, prospective vendors will have an opportunity to ask questions. The pre-proposal conference schedule is posted on page one of this solicitation.

There will also be an opportunity to ask clarifying questions about this solicitation. Questions must be submitted through email to the Division of Purchases at bidinfo@purchasing.state.ri.us by the date & time indicated on page one of this solicitation. • Please include the RFP # and title as the subject in the email. Questions and answers will be posted on the Purchasing website, as an addendum to the solicitation, at <http://www.purchasing.ri.gov>.

This is a Request for Proposals (RFP), not an Invitation for Bid. The responses will be evaluated on the basis of the relative merits of the proposal, in addition to price. Award shall be made to a responsible vendor or vendors, whose proposal is determined to be the most advantageous to the State, taking into account the evaluation factors set forth in this Request. There will be no public opening and reading of responses received by the Division of Purchases pursuant to this RFP, other than to name the vendors who have submitted proposals.

Instructions and Notifications to Vendors

- Potential vendors are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful vendor(s).
- Vendors are advised that all materials submitted to the State of Rhode Island for consideration in response to the RFP will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- The State of Rhode Island has a goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the web site <http://www.mbe.ri.gov>. To speak with an M.B.E. Officer, call (401) 574-8253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090.

Section 2 – Scope, Background & General Information

This RFP is for temporary professional services for the State agencies to augment current staff. The primary focus will be professional type personnel primarily in the health and human service agencies in the executive branch. However, other executive branch agencies may engage these services under the terms of the Master Price Agreement. Additionally, the State strongly requests the vendor to provide access to their services to non-executive branch agencies including but not limited to the judicial branch and municipalities. The current contract for temporary professional services expires on June 30, 2007. The State wishes to continue using these types of professional services at this time.

The Contract Administrator is an employee of the Department of Administration, Division of Human Resources (Corporate Section). This individual may have a designee from each of the Human Resource Service Centers representing groups of departments and agencies utilizing temporary employees. The Contract Administrator is authorized to represent the State in all matters pertaining to the administration of this contract.

STATEMENT OF NEEDS:

A. The State needs the services of a vendor to provide temporary professional employment services as follows:

1. Temporary professional services as required for the position classifications listed in Attachment 5 (Active Titles and Wage Rates), as well as, other position classifications which may be required for future needs that fall into similar categories. The listing of all approved classifications and related job specifications will be made available to vendors upon request.

- a. The vendor is responsible for recruiting suitable individuals to meet the needs of the State.
- b. The vendor will provide at least three candidates for a position where possible and forward their resumes to the State.
- c. If none of the candidates are suitable to the State, the vendor must provide 3 additional candidates.

- d. If the vendor is only able to provide less than three candidates or no candidates, the vendor must include a letter to the state explaining why less than three candidates were provided.
- e. Individuals currently working as temporary professional personnel engaged with the state, which either transfer or remain with the incumbent vendor if awarded this contract, are exempt from this process.
- f. The vendor will follow the task list in Section A below.

2. Temporary Professional Services personnel shall be employed by the vendor. The vendor shall be responsible for all payroll taxes, Worker's Compensation, payroll reports, and all other employer federal and state record keeping and reporting requirements for their personnel. **The percentage fee proposed by the vendor must cover all of these costs.** Additionally, liability resulting from the actions of the temporary professional services contractor shall be assumed by the vendor.

3A. Positions that require a motor vehicle operator's license will necessitate the candidate to sign a standard state DMV release form for a satisfactory review of their driving history. The Vendor shall be responsible for obtaining and verifying the official licensed record to insure validity, any restrictions, endorsements and driving history for the prior three years. In the event the candidate has a driving record, the agency requesting the services will determine the suitability to provide the services sought.

3B. The standard candidate screening shall also necessitate the candidate to sign the standard disclaimer form for an official background check with the RI Department of Attorney General's Bureau of Criminal Identification for a satisfactory review of confidential law enforcement documents. The Vendor shall be responsible for obtaining and verifying the official BCI record. In the event the candidate has a criminal record, the agency requesting the services will determine the suitability to provide the services sought.

4. Each temporary services personnel supplied by the vendor should be available for the entire length of the assignment. If a temporary resource is unable to complete an assignment, a two-week notice is preferred. The vendor should immediately provide another candidate to fulfill the assignment.

5. The vendor shall not charge the State any replacement fees or agency fees if a temporary resource submits an application for full-time employment and is selected for employment by the State. The temporary employee will normally give the vendor a two-week notice prior to being employed by the State.

6. It is the responsibility of the vendor or their temporary resource to provide transportation to the required locations. Temporary Professional Services personnel must comply with all RI regulations.

B. The State will be responsible for the following:

1. Departments and agencies will advise the vendor of positions requiring driver's record checks.

2. A department or agency requesting the services of temporary services personnel will determine the normal working hours for their Temporary Professional Services personnel. The State has some departments that are in operation as much as twenty-four (24) hours a day. Workweeks may include weekends and holidays. Lunch periods will range from 30-60 minutes and will be determined by management. No payments will be made for lunch periods. Additionally, the wage rates are at the discretion of the State. A vendor will receive their percentage fee on top of the wage rate. The State,

through the Department of Administration, will implement a detailed internal process for determining wage rates and wage rate changes.

3. Persons authorized to request temporary personnel will be identified by the Contract Administrator.

A. Tasks

- At the request of the State or its departments and agencies through formal process for Temporary Professional Services personnel, the vendor will immediately post a position(s) to a nationwide healthcare or related job listing database.
- Post jobs in Rhode Island and other regional newspapers for next day advertisement.
- Identify two vendor staff members to assist with recruiting.
- The vendor will screen the candidates to insure that they meet the requirements as described in the job descriptions, including educational background, knowledge, and experience necessary to perform the duties of the position posted. The vendor will also perform a BCI and a CORI check.
- Once candidate(s) have been identified as qualified to perform the required duties of the position, the vendor will fax and/or e-mail resumes of three candidates to the requesting agency for review.
- The state agency will review the resume, and request additional information or a potential interview if necessary. The state agency will either accept or reject the candidates. If the candidates are rejected, the vendor will submit three more names.
- If the candidate is accepted, the vendor will notify and offer the position to the candidate, and if accepted, the candidate will enter into a contract with the vendor. The vendor's employees shall possess all permits, licenses and professional credentials to perform services as specified under this RFP.
- The vendor will exercise its best effort to have the candidate start within two weeks depending upon the urgency of the request.
- The vendor will handle the payroll and other ancillary requirements including taxes, Worker's Compensation and FICA.
- The vendor will monitor general performance of the vendor's employee and establish a quality control program.
- The vendor will identify a single point of contact (Account Manager) to ensure timely handling of requests and/or issues of the State.
- The Account Manager will monitor the balances in all POs and notify the Contract Administrator and appropriate agency when the remaining balance of a line item is ten (10) percent (or other mutually agreed upon percentage) of the original amount for that line item established in the PO.

The State reserves the right to hire the vendor employees after three (3) months from the start date of service by such vendor employee with no additional cost.

B. Deliverables

- Payment activity will be reported on a bi-weekly basis and will include the employee name, employee #, position title, and total number of hours worked, the hourly rate of pay, total amount billed, etc. (See Attachment 1 for reporting format.)
- The Account Manager will summarize any recruitment or placement activity that occurred during the invoice period.

- Based on mutually agreed frequency, the Account Manager will meet with State staff to discuss the status of this work effort, including any performance issues or concerns, and if necessary, plans for improvement. The meetings will be held at the impacted State department or agency.
- The vendor shall complete the Prime Contractor's Quarterly Utilization Report and submit it to the Contract Administrator within fifteen (15) business days at the end of each calendar quarter that the Contract is in effect. For the purposes of this Contract, the vendor shall report percentages of contract revenue committed and paid to each DBE.
- A Monthly Report will be produced in accordance with Attachment #2

C. Invoicing: The vendor will invoice bi-weekly based on the number of positions filled and rate of pay for each. Reimbursement will include the vendor's percentage mark-up of X% by hourly rate of their cost (pay rate to employees). This information must be itemized from the rate of pay. See Attachments 2 and 2A for format.

The vendor will be required to establish a bank account for this contract that is separate from any other vendor corporate account(s). This new account will be used solely to secure funds that are transferred from the State of Rhode Island and used to pay temporary employees under contract. Once all direct deposits or checks have cleared/processed against this account or after one calendar week, the vendor may remove the premium portion to its corporate account(s).

The payment and invoicing process will be generally as follows but may be modified by the state as necessary with mutual agreement with the vendor:

1. The vendor's employees work for a two week pay period.
2. Within two business days after the pay period, the time sheets for the employees are submitted to the vendor by the state. The state encourages an electronic internet solution for the submission of work hours to be provided by the vendor.
3. Within the next two business days the vendor submits an invoice to the Office of Accounts & Control for payment.
4. The day before the end of the next pay period, the State will electronically wire the vendor the funds to the separate payroll account.
5. The vendor will then issue payment to the vendor's employees.

EXAMPLE:

Work Period: 4/16/07 to 4/29/07 (week ending 4/29/07)

Time Sheets due to vendor by 5/2/07

Invoicing from Vendor 5/4/07

Payment sent to Vendor 5/10/07

Pay Date of 5/11/07

Section 3 –Standards & Specifications

The following standards and specifications apply to the scope of this RFP. The vendor's principal point-of-contact is the Account Manager or designee for all matters pertaining to this RFP and subsequent contract. The relationship between the vendor's Account Manager and the State's Contract Administrator will be one of coordination and cooperation. Disputed matters will be referred to the vendor's management and the appropriate agency administrator and the Contract Administrator for

review and resolution. Adherence to these standards by the vendor is one of the primary responsibilities of the Contract Administrator.

The vendor will be responsible for ongoing and uninterrupted management and implementation of this project for temporary (staff augmentation) professional employees that adheres to all state and federal requirements. As such, all medical and related staff shall be appropriately licensed by the Rhode Island Department of Health or other State agency where necessary.

A. Implementation Process: A joint implementation team will be formed between the vendor and the Contract Administrator immediately following the effective date of the contract. This team will prepare a customized implementation timetable and the objectives to be accomplished through the Contract. All tasks will be assigned due dates. The team will review these tasks weekly for updates and status until the implementation process is complete. The team will be in place for at least ninety (90) days after full implementation to monitor and ensure the program's success. The Account Manager and the Contract Administrator shall perform the tasks assigned to them by the due dates established in the timetable.

Procedures mutually agreed upon by the parties resulting from the implementation process shall be documented in writing and will automatically become a material part of the Contract, without the necessity of any further instrument.

B. Customer Service: The vendor shall designate an Account Manager that is accessible to oversee this contract and serve as the single point of contact for accountability.

C. Ordering: The vendor shall provide on-line web-based requisition and reporting tools specifically for State usage, through which the State may place orders, review previous orders, view resource availability, review pricing, select resources and obtain reporting on contract usage. Before the process to fill a position begins, the resource must be identified on a Purchase Order (PO).

D. Security: The vendor will be responsible for ensuring that all personnel comply with any and all rules, regulations, and procedures of each RI agency, building and facility. The individual agency's rules, regulations and procedures governing entry and conduct of staff working inside the building/facility will be made available and explained at the point of entry. Each agency reserves the right to deny entrance to anyone who is suspected of a breach of security or for failure to follow published rules, regulations or procedures. The vendor will provide training on the facilities security policies.

All employees of the vendor who work inside a security perimeter must submit to a background investigation conducted by the specific agency. The vendor must submit the name, social security number, driver's license number, and date of birth of each and every employee providing services at a secure facility. The personnel background investigations will be processed at no cost to the vendor.

Each vendor employee hired to perform temporary employee services under this RFP will be required to sign a State of Rhode Island Nondisclosure-Confidentiality Agreement. Such agreement will be supplied during contract negotiations.

E. Insurance: The vendor will be required to post a performance bond in the amount of 25% of the vendor's annual proposed cost upon commencement of the contract. Additionally, the vendor must have appropriate industry standard insurance coverage. Certificates of insurance with the following minimum coverage:

General Liability	\$1,000,000
Automobile	\$1,000,000
Workers' Compensation	\$ 100,000

In the alternative, the vendor may choose to provide a single limit liability policy with a minimum amount of \$2,000,000 in coverage.

The actual limits will be discussed during contract negotiation and will be subject to approval of the State's Risk Manager.

G. Statement of Employment: Personnel supplied by the vendor must be deemed employees of the vendor and will not for any purposes be considered employees of the State of Rhode Island. The vendor assumes full responsibility for the actions of such personnel while performing services pursuant to the Contract, amendment, or purchase orders issued hereunder, and must be solely responsible for disciplining the employee if necessary, Human Resources oversight, payment of salary (including withholding of state and federal income taxes and Social Security), workers' compensation, disability benefits, and the like. The vendor will provide the state with a waiver of subrogation.

The vendor indemnifies the State against all liability that arises from the conduct of the vendor and its employees.

H. Corporate Services: The vendor shall provide the minimum levels of corporate services:

1. A corporate level management representative must be available when necessary. Visits will be documented and available on request.
2. The vendor's regional manager and/or executive-in-charge of the State account (Account Manager) must be present and available on-site for major events with advance notice from the State.
3. The vendor will be responsible for establishing, installing, and programming computer service systems and maintaining any local area networks related to the vendors systems.
4. The vendor must provide expert administrative, personnel advice, support and supervision as required for the correct operation of this account. Active participation by the vendor's regional staff in oversight, quality assurance and special events is a requirement of this RFP. The vendor is required to identify the qualifications of the corporate-level staff dedicated to this account, and their experience with the temporary employment services that are offered.
5. All hardware and software, as well as personnel necessary to implement and operate such a system, must be provided by the vendor. The vendor must clearly describe and explain its proposed process for operating and tracking temporary employees placed in service in RI. Costs associated with all upgrades to an electronic operating system will remain the responsibility of the vendor.
6. When reporting on staff assigned to the State of RI, the total number of staff shall not include double counting whereby one individual may work 2-3 jobs but should be counted as one employee. See Attachments 1 and 1A for the monthly reporting format. The vendor should ensure that an individual does not work more than regular work week hours per week, regardless of the number of jobs they perform for the State, unless otherwise agreed upon with the state in an emergency situation.

I. Accounting, Audit, Inspection and Reporting Requirements

1. The vendor shall furnish invoices immediately upon close of bi-weekly pay period. These invoices must be submitted in a format provided by the State to ensure timely payment. See Attachment 2 for invoice process and requirements. The vendor must retain and preserve all necessary records relating to this contract for a reasonable period of years.
2. RI may conduct its own accounting audits and reserve the right to conduct occasional unannounced accounting audits of the vendor's operation covered by this RFP.
3. The vendor may be subject to a periodic, prearranged audit of management systems, and financial accounting practices by a representative of the State. The audit may include a review of: performance compared with the standards contained in this RFP; service quality, attentiveness, courteousness, operational performance from a financial perspective; other related conditions and/or practices; management and operations systems; and financial systems and billing practices.

Upon completion of any audit, the State shall advise the vendor of deficiencies in the operational practices. The vendor shall provide a corrective action plan within ten (10) days of the audit report, if conditions are warranted. Failure to comply with any time limits for corrections may result in cancellation of the Contract.

4. The vendor must maintain appropriate documentation of the operation of its services.

I. Personnel: The vendor must be expected to comply with the State's policy on background checks. The results are required prior to any employee beginning employment at any facility and must be provided to the requesting agency. A copy of the Listing of Approved Classifications and Related Job Specifications is available upon request.

The Vendor shall be responsible for verifying that its employees are legally eligible for employment within the United States. The Vendor shall be responsible for completing and retaining the US Department of Homeland Security's Form I-9 Employment Eligibility Verification. The Vendor shall make available for inspection by officials of the US Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for immigration related unfair employment practices.

J. Staffing Requirements: The vendor will maintain and furnish the Contract Administrator an up-to-date organization showing the vendor's staff which is designated to accomplish the work prescribed. The chart will include the names of all principal and/or key personnel by activity assigned and will be reviewed and updated as needed, annually at a minimum. The vendor will maintain and furnish an up-to-date list of names, phone numbers and of key personnel to contact in the event of an emergency.

K. Quality Assurance: The vendor must have a Quality Assurance Program in place that complies with federal, State and any other regulatory agencies. The vendor is required to demonstrate that such Quality Assurance programs are currently installed and functioning at other similar accounts operated by the vendor. Information comparing RI to industry benchmarks is encouraged. Copies of this Quality Assurance Program and evidence of the implementation of such program must be submitted with as part of the proposal.

L. Complaint Management System: The vendor will work with the Contract Administrator to create and implement a complaint management system. The vendor must be responsive towards working directly with the temporary employees in addressing issues surfaced as a result of this complaint management system. The Contract Administrator will be notified of all

complaints and resolutions, which will be documented. The vendor may provide a sample complaint management system process.

M. Transportation and Training Costs: The State will not allow for travel for the vendor or its employees. Additionally, training costs will be borne by the vendor or its employee.

N. Term of the Contract: The vendor should assume a 45-day implementation period between contract award and taking full responsibility for providing temporary (staff augmentation) employees to the State of RI. The contract will be for a three-year term. Additionally, there will be two one-year extensions at the State's option for a total possible term of 5 years. If necessary, deficiencies in performance of services and/or failure to supply temporary employees in a timely manner will be documented in writing by the State. Should a pattern of substantial dissatisfaction become apparent, the State reserves the right to terminate the contract for cause.

O. Billing Requirements:

1. The vendor may impose a cancellation charge for an assignment canceled by an agency later than 3:00 pm on the day preceding scheduled arrival of temporarily assigned staff. Such charge is not to exceed two (2) hours of billable time for the job category requested by the agency.
2. The cancellation charge amount is applied once per canceled assignment regardless of the length of the assignment.
3. The vendor will not bill a cancellation charge for the dismissal of a temporarily assigned individual who is deemed unsatisfactory by the agency.
4. The State will be invoiced by the vendor for services rendered bi-weekly. The state's payment to the vendor reimbursing for costs may be issued on the day of or on the day just prior to the payment to the Temporary Personnel Staff, but only after the individual has worked the previous two weeks.
5. The State will not be responsible for any mileage incurred by the temporarily assigned individual in traveling to or from the designated work station, nor will the State be responsible for any costs associated with parking.
6. The contract will not be used for any form of recruiting reimbursement fees or permanent placement fees, including payroll servicing ("employee leasing").
7. Temporarily assigned individuals will work a regular work week as determined by the agency where the Temporary Professional Services personnel are placed, not to exceed 40 hours.

P. Contract Administration: The Department of Administration, Division of Human Resources (Corporate Section) shall identify the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator (and designees) shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator (and designees) shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any Contract modifications made must be authorized the State Division of Purchases through a written amendment to the contract.

Q. Contractor Performance Assessments: The State may do assessments of the vendor's performance. The contract may be terminated for one or more poor performance assessments. The

vendor will have the opportunity to respond to poor performance assessments. The State will make any final decision to terminate the contract based on the assessment and any related information, the vendor's response and the severity of any negative performance assessment. The vendor will be notified with a justification of contract termination. Performance assessments may be considered in future solicitations.

R. Transition Assistance: If the contract is not renewed at the end of this term, or is terminated prior to the completion of a project, or if the work on a project is terminated, for any reason, the vendor must provide for a reasonable period of time after the expiration or termination of this project or contract, all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such services to the State or its designees. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of the contract, except for those terms or conditions that do not reasonably apply to such transition assistance. The State shall pay the vendor for any resources utilized in performing such transition assistance at the most current rates provided by the contract. If there are no established contract rates, then the rate shall be mutually agreed upon. If the State terminates a project or this contract for cause, then the State will be entitled to offset the cost of paying the vendor for the additional resources the vendor utilized in providing transition assistance with any damages the State may have otherwise accrued as a result of said termination.

S. Benefits: In the event that employees of the present temporary services vendor must transition to a new vendor(s) selected under this RFP, the new vendor shall describe its procedures to transition existing temporary employees so that they do not lose current health care and 401(k) benefits, particularly access to lower cost pooled health care benefits.

For this RFP, there are no specific requirements as to the benefits provided by the vendor. The successful vendor will provide management, staffing and services on their terms, with oversight by the State. The State assumes that providing quality staffing means having a compensation package that would appeal to quality employees.

Section 4 – Proposal Questions & Submission*

*See page one of this solicitation

Interested vendors may submit proposals to provide the services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Proposals received after this time and date will not be considered. The official clock is in the reception area of the Division of Purchases.

Proposals should include the following:

1. A completed and signed R.I.V.I.P. generated Certification Cover Form (downloaded from the Rhode Island Division of Purchases home page at): <http://www.purchasing.ri.gov>
2. One original and five copies of the **Technical Proposal**, describing the background, qualification and experience with similar services, as well as the work plan or approach proposed for the services needed and described within this document.
3. One original and five copies of a signed and sealed **Cost Proposal**. **See Attachment 4 for cost proposal format.**

4. A completed and signed W-9 Form downloaded from the RI Division of Purchases website at: <http://www.purchasing.ri.gov> (click on RIVIP, then General Information and then Standard Forms).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

The Technical Proposal must contain the following sections and information:

1. Executive Summary: The Executive Summary will highlight the contents of the Technical Proposal as well as provide the State of Rhode Island evaluators with an overview and broad understanding of the vendor's technical approach and ability.

2. Vendor's Organization and Staffing: This section shall include identification of all vendor staff and/or subcontractors proposed as members of the implementation team, and/or corporate oversight for the temporary professional services contract. This section should include the duties, responsibilities, and concentration of effort which apply to each (resumes, curriculum vitae or statements of prior experience and qualification).

3. Work Plan/Approach Proposed: This section shall contain a thorough explanation of all aspects, requirements and services required to implement the project. This section shall describe the vendor's understanding of the State's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task or requirement, and the technical issues that may be confronted at each stage of the implementation project. The work plan description shall include a detailed proposed project schedule for implementation, a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members, the concentration of effort, and the attributed deliverables.

This portion of the technical proposal should include concise information regarding the vendor's ability to address all portions of the scope of work. Include a description of any additional services to be provided beyond the scope of work described herein, along with any associated costs.

4. Previous Experience and Background: Provide the following information:

- a. A comprehensive listing of similar engagements undertaken, as well as similar clients served, providing a brief description of the engagement.
- b. The company name, address, contact person, and telephone number of at least three entities where the vendor is currently providing temporary employees.
- c. The vendor's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, MBE Officer, at (401) 574-8253.

d. The list of contract(s) that have been terminated along with the entity name(s) that obtained the contract and the reasons why the contract was terminated (if applicable). The State reserves the right to seek additional information regarding a company's capabilities from any source it feels is competent to provide such information.

e. Describe the organization that is capable of performing the work described herein, and has been in continuous operation for a least the past three (3) years. The vendor must have an organization that is financially and logistically able to handle a contract for services with the multiple agencies at different locations around the state. The State reserves the right to request financial information from prospective vendors.

f. A copy of all performance or regulatory violations over the past 18 months.

5. **Submission Deadline:** Please refer to page one of this RFP.

An original plus five (5) copies of both the Technical and Cost Proposals must be either mailed or hand-delivered in sealed envelopes *marked with the title and RFP #*, the Cost Proposals must be in a separate, sealed envelope. Send the proposals to:

**Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

Note: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered.

Section 5 – Evaluation and Selection

The state will commission a Technical Review Sub-Committee to evaluate and score all proposals using the following criteria:

	<u>Criteria Points</u>
<u>Organization and Staffing</u> Capability and capacity of the vendor are clearly demonstrated	20 Points
<u>Previous Experience and Background</u> A comprehensive list of similar projects undertaken with the public and private sectors, MBE Status/subcontracting Plan	15 Points
<u>Work Plan and Approach</u> A clear understanding of the State’s requirements and the results intended and desired under this contract has been demonstrated by the vendor	15 Points
<u>Cost Proposal</u> Cost proposal that reflects the percentage mark-up by hourly rate	<u>50 Points</u>
	Total: 100 Points

Proposals must receive a minimum of 35, out of a possible 50, technical points to warrant further consideration. Proposals receiving less than the minimum technical score will not have the accompanying cost proposals opened or evaluated and will be dropped from further consideration.

Notwithstanding the above, the State reserves the right to either accept or reject any, or all, options, bids, proposals to waive any technicality, to award on the basis of cost alone and to act in its best interest. Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not considered further at the State’s sole discretion. The State, at its sole option, may elect to require presentation(s) by vendors in consideration for the award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. As stated above, the State reserves the right to send clarifying questions, request interviews and presentations, request additional financial information, contact and visit references, and/or use any other appropriate means to evaluate the vendors and act in the best interests of the State. When a final decision has been made, a notice will be posted on the Rhode Island Division of Purchases web site.

Bi-Weekly Invoice Format

The bi-weekly invoice process will be submitted to the Office of Accounts & Control/Operations Unit by Monday of the pay week. At time of award of contract, minor changes may be made to the payroll formats required. The invoice process will be completed on a CD with the following information:

File #1: Copies of all time sheets, signed by the appropriate agency supervisor.

File #2: Payroll Register: A register to pay temporary employees that will contain the following information:

- Personnel: Name, payroll end date, File No., Dept. No., and Pay Rate
- Hours Worked
- Earnings
- Statutory Deductions: FIT, SS, MED, RIIT, RIWC
- Voluntary Deductions
- Net Pay

File #3: Master File: A file of temporary employees assigned to the State of Rhode Island that will contain the following information:

- Employee No.
- First Name
- Last Name
- Department
- Total Billed
- P.O. Release No.
- P.O. Line No.
- Description
- Pay Rate
- Billed Rate
- Hours
- Total Pay

- Employee Counts by Agency
- Employee Totals by Agency

- Total Employee Count
- Total Amount Billed

File #4: Payroll Notes - Corrections to errors in previous billings

File #5 Summary of Payment (sent Bi-weekly) see attachment

DOA will make payment to the vendor the day before payroll will be issued by the vendor to the temporary employees of the State of Rhode Island with a special account number. Therefore, if pay days are every other Friday, DOA will make payment to the vendor on Thursday for payment to employees on Friday.

ATTACHMENT 2

EMP #	FIRST	LAST	RELEASE	LINE	DESCRIPTION	PAY	BILL	QTY	TOTAL BILL	DEPT
121212	JOHN	SMITH	1212333	1	COOA	21.00	25.73	75.00	1,929.75	PD
323232	MARY	JONES	1212444	1	DBE PIC	24.86	30.45	70.00	2,131.50	GCD
454545	ROBERT	BROWN	1212555	1	IA	25.00	30.63	80.00	2,450.40	SP

*The Pay column contains the hourly rate the employee is paid

*The Bill column contains the hourly rate the consulting company is paid

*The Total Bill contains the total of the Bill column * QTY column

*The Release column contains the PO Number

*The Line column contains the PO Line Number

Upon import into the billing system, the quantity above is subtracted from the quantity ordered for the matching po & po line number

The column headings must be in the exact order as above, and the column headings must be labeled as shown above

ATTACHMENT 3

Cost Proposal Instructions and Spreadsheet

1. Vendor should submit Cost Proposal in the format similar to that in Attachment 5. The Title, and Wage Rate are identified and you are asked to enter the Billable Rate for the total category at the bottom of the category.
2. There are a number of positions that are assigned to different shifts, such as a hospital setting. The vendor should provide costs for **the three shifts**.
3. The vendor may submit as many cost proposals as necessary to reflect potential options
4. The Vendor should refer to Section 2 of the RFP for detailed information

ATTACHMENT #4

COST PROPOSAL CERTIFICATION

VENDOR NAME: _____

The price(s) quoted in this cost proposal are firm and fixed for the duration of the initial term of the Contract. After the initial term of the Contract, if the Contract is renewed, the pricing may be adjusted up or down based on market conditions only with the mutual agreement of the vendor and the State. Pricing shall be adjusted up or down using then current market data supplied by the ERI and adjustments to changes in state and local taxes, unemployment and workers compensation fees, and the transaction fees portion of the percent markup rate.

Transportation, travel time, and other related expenses are not to be charged separately to the State.

Authorized Signature

Date

ATTACHMENT 5

(This spreadsheet must be included with the Cost Proposal section and used to provide the proposed cost for each or all of the categories. Each category has a box for the proposed percentage rate (overhead and profit). Additionally, there is a Total Rate box at the bottom if a vendor is bidding on all five categories.)

TEMPORARY EMPLOYEE STAFFING Active Titles
FY07

ACTIVE TEMPORARY EMPLOYEE TITLES EFFECTIVE September 4, 2006 Updated 3/27/07 abbreviations added ----> #18A						
ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Sample Work Period (2 weeks)	Cumulative Total Number of hours per classification in a Sample Work Period (2 weeks)	(Hours worked * Salary Rate)	
MEDICAL/DENTAL						
AUD-ESH	Audiologist -Eleanor Slater Hospital (ESH)	\$ 50.00	1	5	\$250.00	
BP	Behavioral Psychologist	\$ 37.00	1	12	\$444.00	
BEN SPEC	Benefits Specialist	\$ 30.00			\$0.00	
COTA-SFD	Certified Occupational Therapy Assistant - School for the Deaf	\$ 18.00			\$0.00	
COTA	Certified Occupational Therapy Assistant (COTA)	\$ 32.00	1	37	\$1,184.00	
CDP	Chemical Dependency Professional	\$ 45.00	1	28	\$1,260.00	
CCR FVR	Chief Clinical Reviewer - Physician (Vocational Rehabilitation)	\$ 63.00	3	56	\$3,528.00	
CP-CASER	Chief Psychologist - Case Review	\$ 63.00	1	70	\$4,410.00	
CCR-SW	Clinical Case Reviewer - Social Work	\$ 45.00	3	166	\$7,470.00	
CR-DNT	Clinical Reviewer - Dentist	\$ 60.00	1	2	\$120.00	
CR-DNTVR	Clinical Reviewer - Dentist (Vocational Rehabilitation)	\$ 65.00	2	12.6	\$819.00	
CR-PT	Clinical Reviewer - Physical Therapist	\$ 60.00			\$0.00	
CR-PHYS	Clinical Reviewer - Physician	\$ 60.00			\$0.00	
CRPVR0-3	Clinical Reviewer - Physician (Vocational Rehabilitation) (0-3 years)	\$ 53.00	3	44	\$2,332.00	
CRPVR4-7	Clinical Reviewer - Physician (Vocational Rehabilitation) (4-7 years)	\$ 56.00	3	55	\$3,080.00	
CRPVR8P	Clinical Reviewer - Physician (Vocational Rehabilitation) (8+ years)	\$ 58.00	4	96	\$5,568.00	
CRPSL0-3	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (0-3 yrs.)	\$ 53.00	1	0	\$0.00	
CR-PVSLF	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (4-7 yrs.)	\$ 56.00			\$0.00	
CRPSL08P	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (8+ yrs.)	\$ 58.00	3	143	\$8,294.00	
DNT A	Dental Assistant	\$ 14.00	1	0	\$0.00	
DH	Dental Hygienist	\$ 25.00	1	11	\$275.00	
DH ACI	Dental Hygienist (ACI)	\$ 30.00	2	140	\$4,200.00	
DENTIST	Dentist	\$ 65.00			\$0.00	
D ACI	Dentist (ACI)	\$ 65.00	6	145	\$9,425.00	
DNTESH	Dentist-Eleanor Slater Hospital (ESH)	\$ 50.00	2	52	\$2,600.00	
DE	Diagnostic Evaluator	\$ 50.00	1	7.5	\$375.00	
DIET	Dietitian	\$ 25.00	2	114	\$2,850.00	
DIET-ZU	Dietitian - Zambarano Unit	\$ 30.00	1	10	\$300.00	
DTS	Drum Therapy Specialist	\$ 35.00	2	6	\$210.00	
EKG TECH	EKG Technician	\$ 18.00	1	54	\$972.00	
EXP THER	Expressive Therapist	\$ 35.00	2	37	\$1,295.00	
FP-ESH	Forensic Psychiatrist-Eleanor Slater Hospital (ESH)	\$ 100.00	1	41	\$4,100.00	
FVS	Functional Vision Specialist	\$ 30.00	2	113	\$3,390.00	
HA I	Health Analyst I	\$ 25.62	4	310	\$7,942.20	
HA III	Health Analyst III	\$ 29.82	3	148	\$4,413.36	
HCQC	Health Care Quality Consultant	\$ 100.00	1	0	\$0.00	
HCSA	Health Care Systems Architect	\$ 150.00	1	5	\$750.00	
HIA	Health Insurance Analyst	\$ 20.00			\$0.00	
HII	Health Insurance Intern	\$ 15.00	1	30	\$450.00	
HSP	Health Systems Financing Consultant	\$ 75.00	1	32	\$2,400.00	
LS I	Laboratory Specialist I	\$ 22.00	1	0	\$0.00	
LPN	Licensed Practical Nurse	\$ 30.00	3	74	\$2,220.00	
MCP	Medical Claims Processor	\$ 20.00	1	70	\$1,400.00	
MD	Medical Doctor	\$ 25.00			\$0.00	
MD-N	Medical Doctor (Night Coverage)	\$ 35.00	4	0	\$0.00	
MD2	Medical Doctor 2	\$ 45.00	1	0	\$0.00	
ME I	Music Entertainer I	\$ 18.00	1	2.5	\$45.00	
ME II	Music Entertainer II	\$ 60.00	1	10	\$600.00	
NEUROPSY	Neuropsychologist	\$ 50.00	1	56	\$2,800.00	

TEMPORARY EMPLOYEE STAFFING Active Titles
F107

ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Sample Work Period (2 weeks)	Cumulative Total Number of Hours per classification in a Sample Work Period (2 weeks)	(Hours worked * Salary Rate)
NP-GEN	Nurse Practitioner (General)	\$ 47.00	3	50	\$2,350.00
OT	Occupational Therapist	\$ 47.00	5	112.5	\$5,287.50
PERSONA	Personal Attendant/Certified Nursing Assistant	\$ 13.50			\$0.00
PET THER	Pet Therapist	\$ 75.00	1	0	\$0.00
PHARMA	Pharmacist	\$ 45.00			\$0.00
PT	Physical Therapist	\$ 47.00	5	165	\$7,755.00
P-DONLEY	Physician (Donley Center)	\$ 85.00	1	44	\$3,740.00
PCF GEN	Primary Care Physician (General)	\$ 58.00	2	52	\$3,016.00
PSYCH	Psychiatrist	\$ 100.00	1	120	\$12,000.00
PSYCHESH	Psychiatrist-Eleanor Slater Hospital (ESH)	\$ 100.00	1	72	\$7,200.00
PSYCH-H	Psychologist - Home-Based Review	\$ 75.00			\$0.00
PSYCH-MH	Psychologist Mental Health -Court	\$ 45.68			\$0.00
PHI	Public Health Intern	\$ 9.00			\$0.00
RT-ACI	Radiology Technologist - ACI	\$ 26.00	1	30	\$780.00
RT-ZU	Radiology Technologist - Zambarano Unit	\$ 26.00	3	37	\$962.00
RN	Registered Nurse	\$ 38.25	4	97	\$3,710.25
RN-MCR	Registered Nurse/Medical Case Reviewer	\$ 40.00			\$0.00
REHAB C	Rehabilitation Counselor	\$ 45.00	1	50	\$2,250.00
RT I	Respiratory Therapist I	\$ 30.00	14	220	\$6,600.00
RT II	Respiratory Therapist II	\$ 31.00	2	68	\$2,108.00
RT III	Respiratory Therapist III	\$ 31.50	20	925	\$29,137.50
RT SUPV	Respiratory Therapist Supervisor	\$ 36.50	1	56	\$2,044.00
SPEECHP	Speech Pathologist	\$ 40.00			\$0.00
SP-ESH	Speech Pathologist - Eleanor Slater Hospital (ESH)	\$ 47.00	2	47	\$2,209.00
SUBP-DC	Substitute Physician (Donley Center)	\$ 75.00	1	0	\$0.00
XRAYTECH	X-Ray Technologist	\$ 18.00			\$0.00
Medical/Dental PROPOSED OVERHEAD AND PROFIT RATE----->					(%) \$182,820.81
ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Particular Work Period (2 weeks)	Cumulative Total Number of Hours per classification in a Particular Work Period (2 weeks)	(Hours worked * Salary Rate)
TEACHERS/INSTRUCTORS/INSTRUCTIONAL AIDES					
ARTS I	Art Instructor	\$ 35.00	4	12	\$420.00
BI	Barber Instructor	\$ 25.00	1	10	\$250.00
BI 2	Barber Instructor 2	\$ 30.00	2	54	\$1,620.00
CA	Carpentry Aide	\$ 15.00	1	36	\$525.00
ESL TES	English as a Second Language (ESL) Tester	\$ 18.00	1	64	\$1,152.00
GED EXM	GED Examiner	\$ 16.00	2	45	\$720.00
INTERPR	Interpreter (Sign)	\$ 35.00			\$0.00
L CME C	Librarian/CME Coordinator	\$ 35.00	1	39	\$1,365.00
LTST	Long Term Substitute Teacher	\$170/day			\$0.00
PDST	Per Diem Substitute Teacher	\$100/day			\$0.00

TEMPORARY EMPLOYEE STAFFING Active Times
FY07

ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Sample Work Period (2 weeks)	Cumulative Total Number of Hours per classification in a Sample Work Period (2 weeks)	(Hours worked * Salary Rate)
PEPS	Physical Education Program Specialist	\$ 35.00			\$0.00
PSI	Post Secondary Instructor	\$ 35.00	4	0	\$0.00
RFTB	Reader for the Blind	\$ 12.00	3	83	\$996.00
READTUT	Reading Tutor	\$ 25.00	1	40	\$1,000.00
SERI	Small Engine Repair Instructor	\$ 35.00			\$0.00
SUBTJOP	Substitute Teacher (30+ days)	\$85.00/day	9	50 days	\$4,250.00
TEACHER	Teacher	\$ 24.00	6	58	\$1,392.00
T-JC	Teacher - Juvenile Corrections	\$ 30.00	3	94	\$2,820.00
TEACHSE	Teacher (Special Ed)	\$ 24.00			\$0.00
TA 1P	Teacher Aide (2+ years)	\$ 15.00	4	238	\$3,570.00
TAA	Teacher Assistant/Aide	\$ 16.00	2	72	\$1,152.00
TAA SPED	Teacher Assistant/Aide (Special Ed)	\$ 16.00			\$0.00
TR A 1P	Transitional Aide (2+ years)	\$ 15.00	6	100	\$1,500.00
VIFI	Vocational Intern Program Instructor	\$ 35.00	1	20	\$700.00
WSDIR	Work Study Director	\$ 20.00			\$0.00
Teachers/Instructors/Instructional Aides PROPOSED OVERHEAD AND PROFIT RATE ----->					(%) \$23,482.00
ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Particular Work Period (2 weeks)	Cumulative Total Number of Hours per classification in a Particular Work Period (2 weeks)	(Hours worked * Salary Rate)
TECHNICAL					
COMPUTE	Computer Programmer	\$ 30.00			\$0.00
DAA	Data and Applications Assistant	\$ 25.00	2	128	\$3,200.00
DCQS	Data Collection Quality Control Specialist	\$ 34.19	2	126	\$4,307.94
DEO2	Data Entry Operator 2	\$ 12.00	13	886	\$10,620.00
DM1	Data Manager 1	\$ 19.08			\$0.00
DM2	Data Manager 2	\$ 22.84	3	142	\$3,243.28
DP1	Data Processor 2	\$ 12.00	1	0	\$0.00
DP4	Data Processor 4	\$ 14.00	5	241	\$3,374.00
LS-WC	Location Scout-Webmaster Consultant	\$ 12.50	1	60	\$750.00
PM-ORAC	Project Manager (ORACLE)	\$ 50.00	1	80	\$4,000.00
SIT SYS	Supervisor Information Technology Systems	\$ 30.78	1	0	\$0.00
Technical PROPOSED OVERHEAD AND PROFIT RATE ----->					(%) \$28,486.22
ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Particular Work Period (2 weeks)	Cumulative Total Number of Hours per classification in a Particular Work Period (2 weeks)	(Hours worked * Salary Rate)
CLERICAL/PROFESSIONAL					
FA	Fiscal Assistant	\$ 15.00	2	103	\$1,545.00
FV	Fiscal Verifier	\$ 11.00	1	17	\$187.00
MCA-FA	Master Cooperative Agreement-Fiscal Asst.	\$ 18.00	1	30	\$540.00
POM	Press Office Manager	\$ 19.00	1	70	\$1,330.00
FA-CDHH	Program Assistant (Commission on Deaf & Hard of Hearing)	\$ 20.00	1	26	\$520.00
FA 1	Program Assistant 1	\$ 16.56	6	280	\$4,636.80
FA 2	Program Assistant 2	\$ 19.00	3	158	\$3,002.00
PC-ATAF	Program Coordinator Assistive Technology Access Partnership/ATAP	\$ 25.00			\$0.00
PC-FAC	Program Coordinator-Facilitator	\$ 40.00	2	63	\$2,520.00
PM I	Program Manager I	\$ 25.62	2	71	\$1,819.02
PM II	Program Manager II	\$ 27.68	6	417	\$11,542.56
PRG SP	Program Specialist	\$ 23.73	10	536	\$12,719.28
RECP	Receptionist	\$ 13.64	1	28	\$381.92
Clerical/Professional PROPOSED OVERHEAD AND PROFIT RATE ----->					(%) \$40,743.68

TEMPORARY EMPLOYEE STAFFING Active Titles
FY07

ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Sample Work Period (2 weeks)	Cumulative Total Number of Hours per Classification in a Sample Work Period (2 weeks)	(Hours worked * Salary Rate)
MISCELLANEOUS					
AA ATAP	Administrative Assistant - Assistive Technology Access Partnership (ATAP)	\$ 15.00			\$0.00
ATFM	ARNG Anti-Terrorism Program Manager	\$ 26.50			\$0.00
ATFM-2	ARNG Anti-Terrorism Program Manager II	\$ 29.00			\$0.00
ARNG SG	ARNG Security Guard	\$ 10.00			\$0.00
ARNG SG2	ARNG Security Guard II	\$ 15.00			\$0.00
BSES	Business Systems Efficiency Specialist	\$ 35.00	1	60	\$2,100.00
CC	Career Coordinator	\$ 20.00	1	80	\$1,600.00
CASA VC	CASA Volunteer Coordinator	\$ 17.31	1	65	\$1,125.15
CM-DC	Case Manager - Drug Court	\$ 21.98	3	210	\$4,615.80
CFO	Chief Financial Officer	\$ 52.55	1	80	\$4,204.00
COMMGR	Communications Manager	\$ 35.00	1	48	\$1,680.00
COL	Community Outreach Liaison	\$ 11.00	1	3	\$33.00
COOA	Community Outreach Office Assistant	\$ 21.00	1	79	\$1,659.00
CWIC	Community Work Incentives Coordinator	\$ 25.00	2	70	\$1,750.00
COA	Coordinator of Consumer Affairs	\$ 25.00			\$0.00
CULDAR	Culinary Aide	\$ 15.00	1	54	\$810.00
DBE PIC	DBE/Public Information Coordinator	\$ 24.86	1	70	\$1,740.20
DPFA	Domestic Preparedness Program Assistant	\$ 22.00			\$0.00
DPFA 2	Domestic Preparedness Program Assistant 2	\$ 25.00	5	330	\$8,250.00
DPFA 3	Domestic Preparedness Program Assistant 3	\$ 29.00			\$0.00
ED 2	Editor 2	\$ 40.00			\$0.00
ED 3	Editor 3	\$ 45.00	1	20	\$900.00
ELECT SF	Election Specialist	\$ 15.00	1	0	\$0.00
ESSM	Electronic Security System Manager	\$ 26.00			\$0.00
ESST	Electronic Security System Technician	\$ 23.00			\$0.00
FOA	Facilities and Operations Assistant	\$ 15.00	2	140	\$2,100.00
FSI	Fire Safety Inspector	\$ 35.00	1	59	\$2,065.00
GA-FA	Grant Administrator - Fiscal Assistant	\$ 25.00	2	112	\$2,800.00
G ASST	Grant Assistant	\$ 15.00	1	35	\$560.00
GPS	Grants Project Specialist	Varies per grant	9	336	\$0.00
	Grants Project Specialist	\$ 35.00	1	70	\$2,450.00
	Grants Project Specialist	\$ 15.00	1	33	\$495.00
	Grants Project Specialist	\$ 15.00	1		\$0.00
	Grants Project Specialist	\$ 48.00	1	35	\$1,872.00
	Grants Project Specialist	\$ 10.00	1	28	\$280.00
	Grants Project Specialist	\$ 21.00	1	56	\$1,176.00
	Grants Project Specialist	\$ 50.00	1		\$0.00
	Grants Project Specialist	\$ 24.00	1	70	\$1,680.00
	Grants Project Specialist	\$ 35.00	1	40	\$1,400.00
HO	Hearing Officer	\$ 35.00	2	190	\$6,650.00
HACC	Hospital Administrative Compliance Consultant	\$ 35.00	1	60	\$2,100.00
IA	Intelligence Analyst	\$ 25.00	2	160	\$4,000.00
IFDS	Inventory and Proprietary Database Specialist	\$ 12.75			\$0.00
INVEST1	Investigator	\$ 10.00			\$0.00
INV 2	Investigator 2	\$ 15.00	4	146	\$2,190.00
JRTA	Jr. Ticket Accountant	\$ 18.19			\$0.00
MAIL SS	Mail Support Specialist	\$ 30.00	1	70	\$2,100.00
MMF	Mapping and Modernization Planner	\$ 21.75	1	80	\$1,740.00
MSS	Marketing Support Specialist	\$ 10.00	3	42	\$420.00
PARALEG	Paralegal Support Aide	\$ 16.00			\$0.00
PA-OC	Project Archivist (Outreach Coordinator)	\$ 24.75	1	70	\$1,732.50
FC-FP	Project Coordinator (Fiscal Fitness)	\$ 24.75	1	80	\$1,980.00
FOCS	Project Coordinator/Community Services	\$ 30.00			\$0.00
PD GRANT	Project Director - Grants	Varies per grant	1	64	\$0.00
	Project Director - Grants	\$ 38.10	1	64	\$2,438.40

TEMPORARY EMPLOYEE STAFFING Active Titles
FY07

ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in a Sample Work Period (2 weeks)	Cumulative Total Number of Hours per Classification in a Sample Work Period (2 weeks)	(Hours worked * Salary Rate)	
FM-JF	Project Manager (Fiscal Fitness)	\$ 37.50	1	77	\$2,887.50	
FSC	Project Services Coordinator	\$ 25.00	1	41	\$1,025.00	
FIO-50	Public Information Officer - 50th Anniversary	\$ 24.86			\$0.00	
FIO2	Public Information Officer 2	\$ 30.00			\$0.00	
RA-LF	Resource Assistant-Lead Project	\$ 13.74	1	70	\$961.80	
SBUSDR	School Bus Driver	\$ 12.00			\$0.00	
SR INV	Senior Investigator	\$ 22.50	1	10	\$225.00	
SM-ERISK	Senior Manager- Emerging Risk	\$ 75.00	1	18	\$1,350.00	
SCH C	Social Caseworker II (CASA)	\$ 15.00	6	95	\$1,425.00	
SCHH	Social Caseworker III	\$ 22.00			\$0.00	
SS I	Surveillance Specialist 1	\$ 25.62	1	0	\$0.00	
SS2	Surveillance Specialist 2	\$27.68			\$0.00	
TACC-LP	Technical Assistance Center Coordinator-Lead Project	\$ 21.88	1	70	\$1,538.60	
TACCT	Ticket Accountant	\$ 18.19			\$0.00	
TC-CS	Transitional Coordinator -- Community Service	\$ 25.00			\$0.00	
Miscellaneous PROPOSED OVERHEAD AND PROFIT RATE ----->					(%)	\$82,108.86
					Sample Type of B-Weekly Payroll	
					TOTAL ----->	\$368,700.68
Total PROPOSED OVERHEAD AND PROFIT RATE (if bidding on all categories)----->					(%)	

LEGEND:
 "per day" rates or
 "varied rates" depending on Grant

Attachment 6

Similar Master Price Agreements and Contracts

The RFP is intended to work in conjunction with existing Master Price Agreements and not replace them. Information on these other MPAs listed below, including the rates, may be found on the purchasing website at <http://www.purchasing.state.ri.us/>.

MPA 157 (Personnel Services - Temporary)

Paralegal	Principal Clerk Stenographer
Legal Assistant	Clerk Secretary
Teller	Data Entry Operator
Clerk	Word Processing Typist
Clerk Typist	Reconciliation Clerk
Senior Clerk	Fiscal Clerk
Senior Clerk Typist	Laborer
Senior Clerk Stenographer	Telephone Operator
Principal Clerk	Information Services Technician
Principal Clerk Typist	

MPA 230 (Computer Tech Support/Systems Analysis/Programming)

Programmer	Team Leader
Tester	Software Process Engineer
Program Manager	Quality Assurance Specialist
System Specialist	System Administrator
Functional Architect	Database Administrator
Product Specialist	Help Desk Support
Technical Writer	Data Entry Operator
Technical Architecture Specialist	

MPA 266 (Temporary Construction Inspectors)

Temporary Construction Inspector
Temporary Construction Record Keeper
Temporary Construction Electrical Inspector
Temporary Construction Materials Inspector