



Administered by
UNIVERSITY OF MAINE SYSTEM
Office of Strategic Procurement

REQUEST FOR PROPOSALS

Temporary Employment and Testing Services
University of Southern Maine

RFP # 03-11

ISSUE DATE:
September 20, 2010

PROPOSALS MUST BE RECEIVED BY:
October 27, 2010

DELIVER PROPOSALS TO:

University of Maine System
Office of Strategic Procurement
Attn: Hal Wells
16 Central Street
Bangor, ME 04401

SECTION ONE

1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System acting through the University of Southern Maine is seeking proposals for the provision of temporary employment and testing services as described below.

This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which the University intends to govern the relationship between it and the selected vendor.

- 1.2 Definition of Parties: The University of Southern Maine will hereinafter be referred to as the "University." Respondents to the RFP shall be referred to as "Bidder(s)" or "bidder(s)". The Bidder to whom the Contract is awarded shall be referred to as the "Contractor."
- 1.3 Scope: The Contractor will supply personnel to the University in Portland and Gorham to fill job titles in clerical/office support and custodial categories. Occasionally personnel will be required at the University's Lewiston/Auburn and Augusta locations. See Attachment A for a list of the required job titles, with an estimated volume of activity, and a description of the major duties required of each job title.

The duration of employment will vary depending on the specific needs of the hiring department, ranging from one (1) day to several months.

Occasionally, a temporary vacancy may evolve into a regular employment opportunity. If this were to occur, the temporary employee may apply for the position and may be hired through a competitive process after internal candidates have been considered.

Testing Services: The Contractor will also provide limited testing services to the University for regular University employees and candidates for regular University positions. This would involve testing at the Contractor's premises for baseline tests to include: typing speed and accuracy, letter format, data entry speed and accuracy, and word processing skills. Other tests for specific software applications may also be requested. While we require this service to be available, our experience and expectation is that it is used on an infrequent basis.

- 1.4 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to ability to meet specifications and the contract start date of December 1, 2010, responsiveness to terms and conditions, financial stability of bidder, cost to the University, procedures and policies of bidders, availability of personnel and references.
- 1.5 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. Addenda will also be posted on our web site, www.maine.edu/strategic/upcoming_bids.php. The University will not be bound by oral responses to inquiries or written responses other than addenda.

Inquiries must be made to: Hal Wells
Office of Strategic Procurement
University of Maine System
16 Central Street

Bangor, Maine 04401
(207) 973-3302
hcwells@maine.edu

- 1.6 Award of Proposal: Presentations may be requested of two or more bidders deemed by the University to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, the University may select the bidder which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the Contract to that bidder. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of proposals. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the University. The University may cancel this Request for Proposals or reject any or all proposals in whole or in part. Should the University determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.
- 1.7 Award Protest: Bidders may appeal the award decision by submitting a written protest to the University of Maine System's Director of Strategic Procurement within five (5) business days of the date of the award notice, with a copy of the protest to the successful bidder. The protest must contain a statement of the basis for the challenge.
- 1.8 Confidentiality: The information contained in proposals submitted for the University's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.
- 1.9 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.10 Debarment: Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.
- 1.11 Proposal Understanding: By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.
- 1.12 Proposal Validity: Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.
- 1.13 Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to the Office of Strategic Procurement. Specification Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the University. The due date of the proposal may be changed if necessary to allow consideration of the protest and issuance of any necessary addenda. Specification protests shall be presented to the University in writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest against the award due to the specifications shall be

considered after this deadline. Protests shall include the reason for the protest and any proposed changes to the specifications. Protests should be delivered to the Office of Strategic Procurement in sealed envelopes, clearly marked as follows:

SPECIFICATION PROTEST, RFP #03-11

- 1.14 Proposal Submission: A **SIGNED** original and three (3) copies of the proposal must be submitted to the Office of Strategic Procurement, University of Maine System, 16 Central Street, Bangor, Maine 04401, in a sealed envelope by **Wednesday, October 27, 2010**, to be date stamped by the Office of Strategic Procurement in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Bidders may wish to check <http://www.maine.edu/alerts/> to determine if University operations have been suspended. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). In the event of suspended University operations, proposals will be due the next business day. Vendors are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. Postmarking by the due date WILL NOT substitute for receipt of proposal. Additional time will not be granted to any single vendor, however additional time may be granted to all vendors when the University determines that circumstances require it. **FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.** The envelope must be **clearly** identified on the outside as follows:

Name of Bidder
Address of Bidder
Due Date: October 27, 2010
RFP #03-11

Where possible, all materials submitted should be fully recyclable. Submissions shall be on standard 8.5 x 11, letter-sized paper and be clipped together without binding.

SECTION TWO

2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Documents:** If a separate contract is not written, the Contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.2 **Contract Modification and Amendment:** The parties may adjust the specific terms of this Contract where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Office of Strategic Procurement. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.3 **Contract Term:** The Contract term shall be for a period of three (3) years commencing upon December 1, 2010. With mutual written agreement of the parties this Contract may be extended for two (2) additional one-year periods.
- 2.4 **Contract Data:** The Contractor is required to provide the University with detailed data concerning the Contract at the completion of each contract year or at the request of the University at other times. The University reserves the right to audit the Contractor's records to verify the data. This data may include, but is not limited to names of hiring departments, job titles filled, name of employees, hourly rates, number of hours worked and total payments. Additional reporting requirements may be found at section 3.9.
- 2.5 **Contract Validity:** In the event one or more clauses of the Contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract.
- 2.6 **Non-Waiver of Defaults:** Any failure of the University to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights.
- 2.7 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel to the University's satisfaction, or in any other way fails to provide service in accordance with the contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within twenty-four (24) hours, the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Except for such cancellation for cause by the University, either the University or the Contractor may terminate this Contract by giving thirty (30) days advance written notice to the other party. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the Contract during the notification period.
- 2.8 **Clarification of Responsibilities:** If the Contractor needs clarification of or deviation from the terms of the Contract, it is the Contractor's responsibility to obtain written clarification or approval from Dan Rabata, Director of Employment & Compensation, University of Southern Maine, 128 School Street, Gorham, Maine 04038, 207-780-5486 or his alternate, Linda Boody, Employment Specialist, 207-780-5385.
- 2.9 **Litigation:** This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without

reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted in a state court located in the State of Maine.

- 2.10 Assignment: Neither party of the Contract shall assign the Contract without the prior written consent of the other, nor shall the Contractor assign any money due or to become due without the prior written consent of the University.
- 2.11 Advertising: The Contractor will not use any advertising or promotional material indicating a special relationship with or endorsement from the University (e.g., “the temporary employment agent of The University of Southern Maine”) or using the University’s logos or trademarks without prior written approval from the University. This clause does not prevent reference to job openings at The University of Southern Maine when advertising for candidates.
- 2.12 Equal Opportunity: In the execution of the Contract, the Contractor and all subcontractors agree, consistent with University policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status or gender expression, national origin or citizenship status, age, disability or veteran’s status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- 2.13 Independent Contractor: Whether the Contractor is a corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the University.

All “temporary employees” provided under this contract are employees of the Contractor. Employees of the Contractor are not employees of the University for any purpose, including but not limited to, Worker’s Compensation.

- 2.14 Sexual Harassment: The University is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees. Failure to comply with this policy could result in termination of this Contract without advanced notice. Further information regarding this policy is available from the University of Maine at Southern Maine’s Office of Equity and Compliance, Daryl McIlwain, 207-780-5510.
- 2.15 Indemnification: The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and expense (including attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

2.16 Contractor's Liability Insurance: During the term of this agreement, the Contractor shall maintain the following insurance:

<u>Insurance Type</u>	<u>Coverage Limit</u>
1. Commercial General Liability (Written on an Occurrence-based form)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
2. Vehicle Liability (Including Hired & Non-Owned)	\$1,000,000 per occurrence or more (Bodily Injury and Property Damage)
3. Workers Compensation	Required for all personnel (In Compliance with Applicable State Law)
4. Fidelity Bond	\$50,000 limit or higher

The University of Maine System shall be named as Additional Insured on the Commercial General Liability insurance.

Certificates of Insurance for all of the above insurance shall be filed with:

Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401

Certificates shall be filed prior to the date of performance under this Agreement. Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining to written notification in the event of cancellation, with a thirty (30) day notification period.

As additional insured and certificate holder, the University should be included as follows:

University of Maine System
16 Central Street
Bangor, Maine 04401

2.17 Smoking Policy: The University must comply with the "Workplace Smoking Act of 1985" and M.R.S.A. title 22, § 1541 et seq "Smoking Prohibited in Public Places." In compliance with this law, the University has prohibited smoking in all University System buildings except in designated smoking areas. This rule must also apply to all contractors and workers in existing University System buildings. The Contractor shall be responsible for the implementation and enforcement of this requirement within existing buildings.

2.18 Parking Regulations and Use of Walkways: The Contractor's vehicles and those of their employees working on the University must be registered with the University Police Department. Unregistered vehicles on the University are subject to a parking violation ticket and/or towing. Contractors are advised that University police strictly enforce parking regulations. Towing will be at the Contractor's expense. A copy of regulations can be obtained by calling the University Police Department, 207-780-5211.

The Contractor's employees may obtain a free one-week parking permit (state vehicle registration required) from the University Police Department at either Portland or Gorham locations, with additional one-week free permits up to a maximum of four weeks in a one-year period. Beyond the four-week period, the employee must purchase a long-term permit according to the fee schedule in effect at that time.

2.19 Volume, Frequency and Duration of Temporary Employment: In 2009, the University was billed for approximately 12,000 hours of temporary work from its current vendor. This

included about 3,975 hours of custodial work; 3,075 hours of administrative work (mostly at the Administrative Assistant level; Administrative Assistant II, 310); and 3,050 hours of bookstore support work (Cashier, 300; Textbook Clerk, 2,645; Doorperson, 40; Bookstore Clerk, 65); Mail clerk, 300; Miscellaneous, 1,590. The volumes and frequencies of temporary labor shown are approximate only. This contract shall cover the actual needs of the University throughout the term of this contract regardless of whether they are more or less than the volumes shown.

SECTION THREE

3.0 PERFORMANCE TERMS AND CONDITIONS:

3.1 Contract Administration: The Employment Manager of The University of Southern Maine, Division of Human Resources, or designee, shall be the University's authorized representative in all matters pertaining to the administration of this contract.

3.2 Employees: The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this Contract is incompetent, disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this Contract without the prior written consent of the Contract Administrator.

If requested, a written statement outlining the University's reason(s) for deeming any person unsatisfactory shall be supplied to the Contractor within 48 hours following termination. In the event an unsatisfactory employee is removed from service, the Contractor shall provide a replacement, satisfactory to the University, within 24 hours.

3.2.1 In the event that personnel provided by the Contractor under the terms of this agreement are convicted of stealing University property, equipment or information, the Contractor is responsible for restitution to the University for all losses, including but not limited to, loss of use, loss of income, attorney's fees, and replacement of the stolen property or equipment.

3.2.2 In the event the department notifies the Contractor within 48 hours of the beginning of the assignment that the employee is unsatisfactory, the contractor shall not charge the University for time worked.

3.3 Hiring Process:

3.3.1 The hiring department having a need for temporary staffing in one of the titles covered by this agreement will contract the Contractor directly.

3.3.2 The Contractor will then obtain information as to the nature of the duties to be performed and will use the appropriate University title from the descriptions provided by the University. These titles and the agreed hourly rates of pay will be used for billing and reporting purposes. The department may individually negotiate an hourly rate for jobs not falling within the titles covered.

3.3.3 The Contractor will obtain a billing number at the time of the order from the hiring department.

3.4 Pre-screening: The Contractor shall administer all necessary pre-qualifying tests to determine that each employee meets the requirements of each job. These tests may include, as appropriate, physical examinations, criminal background checks, credit ratings, and verification of licenses and certifications.

3.5 Training: The Contractor shall provide all federal and state mandated training to each employee, appropriate to each job title. This training shall include, but is not limited to, the requirements of: OSHA, Department of Transportation, Environmental Protection Agency, Department of Environmental Protection, Department of Health and Human Services, and Maine law regarding Chemical Substance Identification (HazCom) and Video Display

Terminal training.

- 3.6 Testing: The Contractor may be required to provide occasional testing services at its premises for regular University personnel and candidates for regular University positions. Baseline testing will include typing speed and accuracy, letter format, data entry speed and accuracy, and word processing skills. Other tests for specific software applications may also be requested.
- 3.6.1 Regular University Employees: Testing will be performed to support individual skill building and career development. Estimated annual quantity: 5 people.
- 3.6.2 Candidates for Regular University Positions: Testing will be performed to pre-screen and match applicants to specific regular University position vacancies. Estimated annual quantity: 25 people.
- 3.7 University Safety Policies: All personnel provided by the Contractor shall comply with the University's Safety and Health policies. The University will provide the Contractor with the University's "Procedure Manual: Occupational Safety & Health," regarding safety programs, policies and procedures.
- 3.8 Follow-up: The Contractor shall follow-up directly with the hiring department to determine each employee is meeting or has met the requirements of the job title to the satisfaction of the department within eight (8) hours of placement.
- 3.9 Reports: The Contractor shall provide the University with a monthly summary report including monthly and year-to-date totals (total hours and total dollars for each title). Additional reporting requirements may be found at section 2.4.
- 3.10 Payments: Payment will be upon submittal of an invoice to the University Business Office by the Contractor on a net 30 basis unless discount terms are offered. The Contractor will send a copy of the invoice to the hiring department for their information and review.
- The University is using several, preferred methods of payment: PCard (Visa); Bank of America's ePayables and PayMode electronic payment systems. Please indicate your ability to accept payment via any or all of these methods.
- 3.11 University Hiring of Contractor Employee: Occasionally the temporary position may convert to a regular University position. If the Contractor-recruited temporary is hired, there will be no liquidation fee if the temporary has been on payroll for at least two months (60 days).

SECTION FOUR

4.0 PROPOSAL CONTENT:

Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. Responses to each requirement below should be in order and clearly marked with the section number to which they respond.

4.1 Business Profile:

4.1.1 **No financial statements are required to be submitted with your proposals,** however, prior to an award the University may request financial statements from your company, credit reports and letters from your bank and suppliers.

4.1.2 **Please submit with your proposal** a detailed history and description of your company and any published reports about your company.

4.2 Pricing: Provide an hourly rate for each job title on Attachment B. The bid shall be in the form of a firm price of each job title during the contract period. **Specify both your normal rate and a “referral” rate (to be used when the University identifies personnel).** The bid price shall include all deductions required by State and Federal law, including employer’s FICA, UIC, Worker Compensation, liability insurance, fidelity bonding, as well as employee deductions/benefits, and all administrative charges. Charges not specified in the bid will not be honored.

4.3 Contractor’s Procedures and Policies: Describe in detail the bidder’s procedures and policies regarding the following:

4.3.1 Pre-Screening: Describe in detail your company’s process for administering the following: physical examinations, criminal background checks, credit ratings, and verification of licenses and certification as appropriate.

4.3.2 Training: Describe in detail you company’s process for administering training for safety and sexual harassment.

4.3.3 Follow-up: Explain in detail your company’s quality control program.

4.4 Availability of Personnel: Some of the University’s temporary labor requirements present an immediate (next day) need for personnel. Many of the remainder require short-term (two or three day) responses. Describe how your company would respond given these short lead times and elaborate on any specific job titles that would require longer lead times. Also describe options or assistance you would offer the University if you were unable to fill a vacancy.

4.5 Testing Services: The scope of this contract will include testing services provided by the Contractor at its premises for regular University personnel and candidates for regular University positions. Baseline testing will include typing speed and accuracy, letter format, data entry speed and accuracy, and word processing skills. Other tests for specific software applications may also be requested.

Describe the testing services available to the University. Include a list of specific software

applications for which you offer testing services. Also describe the extent to which you would provide these testing services to the University at no cost, and/or include your pricing structure on Attachment B.

- 4.6 Geographic Coverage: The University requirements are primarily located in Portland and Gorham with occasional needs at other locations such as Lewiston/Auburn and Augusta. Explain how you would meet the requirements at multiple locations.
- 4.7 Payment Method: Indicate your ability to accept electronic payments. (Section 3.10)
- 4.8 References: A list of three references is required to be submitted with your proposal. These references should be agencies your firm has done business with in the past year **on projects with a similar scope to this one**. Provide company names with contact person and telephone number.

SIGNATURE PAGE

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Phone)

(Cell Phone)

(E-mail Address)

(Date)

ATTACHMENT A

In 2009, the University was billed for approximately 12,000 hours of work, most of which related to the titles below. This included nearly 4,000 hours of custodial work; over 3,000 hours of administrative work (Administrative Assistant I, 2,765; Administrative Assistant II, 310); and 3,000 hours of bookstore support work (Cashier, 300; Textbook Clerk, 2,650). The following are general descriptions of the job titles to be used.

1. CUSTODIAN (DAY SHIFT)
Performs cleaning of University buildings and outside areas immediately surrounding the buildings. May require some heavy lifting. Includes tasks normally associated with janitorial/housekeeping activity.
2. CUSTODIAN (NIGHT SHIFT)
Same duties as day shift.
3. ADMINISTRATIVE ASSISTANT I
May perform a variety of duties involving initiative, skill and independent judgment. Duties might include intermediate skill level knowledge of one or more of the following: database, spreadsheet, word processing, desktop publishing. Other typical functions include bookkeeping, handling arrangements for small meetings or conferences, compile/edit documents, compose simple correspondence or announcements, register students for classes, convey information about policies and procedures, search for information on the Internet, etc.
4. ADMINISTRATIVE ASSISTANT II
This title is used only for very high levels of skill, judgment and ability to function independently after office orientation. If the job has computer expectations, it typically would require a highly skilled person able to use computer software to perform the most complex office applications. Duties may include handling arrangements for larger meetings/conferences, doing substantive editing of complex documents, writing text/doing layout of brochures, conveying information including necessity to respond to unusual or complex questions. Level of expectations only slightly less than for an exempt professional employee.
5. CASHIER
Performs responsible, non-complex financial transactions generally associated with the cashier function. Requirements are almost always at one of the University bookstores.
6. TEXTBOOK CLERK
Performs varied duties to support bookstore operations. Some heavy lifting is involved. Duties include unpacking, verifying invoices, arranging books and merchandise, replenishing stock, performing related clerical work, taking inventories, helping customers, etc.

NOTE: The descriptions in this attachment are only for general guidance in matching the specific requirements of an order to one of the titles listed.

ATTACHMENT B

SEE SECTION 4.2

Using the information in attachment A, please provide the hourly rate in the following format.

<u>TITLES</u>	<u>CONTRACTOR'S NORMAL BILL RATE</u>	<u>CONTRACTOR'S REFERRAL RATE*</u>
CUSTODIAN (DAY SHIFT)	_____	_____
CUSTODIAN (NIGHT SHIFT)	_____	_____
ADMINISTRATIVE ASSISTANT I	_____	_____
ADMINISTRATIVE ASSISTANT II	_____	_____
CASHIER	_____	_____
TEXTBOOK CLERK	_____	_____

***Referral Rate** = discounted rate charged when University has identified the person to fill the vacancy and refers him/her to the Contractor.

SEE SECTION 4.5

Provide cost, if any, for testing services: