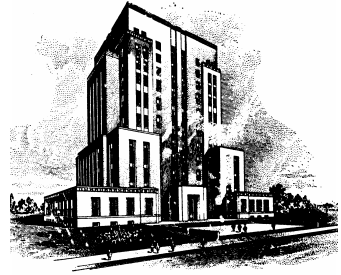


# Racine County Purchasing

Racine County Courthouse  
730 Wisconsin Avenue  
Racine, WI 53403-1238  
Phone (262) 636-3127  
Fax (262) 636-3733

Diane L. Kelly, CPPB  
Purchasing Manager



August 31, 2011

Dear Prospective Vendors:

You are invited to submit a proposal to provide Contracted Staffing Services for Racine County. Sealed proposals are due on or before 2:00 p.m. on Thursday, September 29, 2011 at the above address. Late proposals will not be accepted.

Responses must be in a sealed envelope or box and show the firm's name, address, and solicitation number on the cover. Your response must be manually signed and dated and include all requested information.

Any questions regarding this Request for Proposal must be in writing and directed to:

Diane Kelly, Purchasing Manager  
Facsimile: 262-636-3733  
[Diane.Kelly@goRacine.org](mailto:Diane.Kelly@goRacine.org)

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. No contact from a vendor to any Racine County employee or elected official should be made during this process unless authorized by Racine County Purchasing.

All questions shall be submitted in writing either by facsimile or electronic mail according to the attached Request for Proposal.

Sincerely,

Diane L Kelly  
Purchasing Manager

Encl: Proposal Package

## REQUEST FOR PROPOSAL

Proposal #11-HR-016

### CONTRACTED STAFFING SERVICES

#### I. PROJECT OVERVIEW

The intent of this Request for Proposal (RFP) is to obtain fixed price proposals from staffing service agencies to provide long-term contracted staffing services for various departments of Racine County Government. The persons assigned to the County (the "staff") would be employees of the agency. The County intends to award one primary contract but reserves the option to contact alternate providers if the primary Vendor cannot provide resumes within a five-day period. The County intends to award a one (1) year contract with up to four (4) additional one (1) year renewal periods.

Proposals shall be considered only from vendors that are regularly engaged in the business of contracted staffing services. Vendors shall have a record of performance with reasonable financial support, staffing, equipment and organization to ensure that they can satisfactorily execute the service required and specified herein if awarded.

#### II. BACKGROUND

Racine County is located on the western shore of Lake Michigan in southeastern Wisconsin approximately 65 miles north of Chicago, Illinois and 25 miles south of Milwaukee, Wisconsin. The estimated 2010 population of the county was 200,601. The county seat is the city of Racine, which has a culturally diverse population estimated at 82,196.

Racine County has (7) facilities located within the county.

1. Racine County Courthouse, 730 Wisconsin Avenue, Racine, WI 53403
2. Law Enforcement Center, 717 Wisconsin Avenue, Racine, WI 53403
3. Child Support Enforcement, 818 Sixth Street, Racine, WI 53403
4. Dennis Kornwolf Service Center, 1717 Taylor Avenue, Racine, WI 53403
5. Patrol Station, 14116 Washington Avenue, Sturtevant, WI 53177
6. Ives Grove Complex, 14200 Washington Avenue, Sturtevant, WI 53177
7. Ridgewood Care Center, 3205 Wood Road, Racine, WI 53406
8. Western Racine County Service Center, 209 N. Main Street, Burlington, WI 53105

#### III. INSTRUCTION TO RESPONDENTS

##### A. SCHEDULE

Publication: Wednesday, August 31<sup>st</sup>, 2011

Deadline for Vendor Questions: Friday, September 9<sup>th</sup>, 2011

Addendum to RFP: Wednesday, September 14<sup>th</sup>, 2011

Proposal Due Date: Thursday, September 29<sup>th</sup>, 2011

Proposal Presentations: Week of October 10<sup>th</sup>, 2011

##### B. RESPONDENT'S QUESTIONS

Respondents are reminded to carefully examine the proposal and specifications upon receipt. If the Respondent does not fully understand the RFP or is in doubt as to the County's ideas or intentions concerning any portion of the Proposal, the Respondent shall submit any/all questions in writing to Diane Kelly, Purchasing Manager, by Friday, September 9, 2011 either by fax or e-mail for interpretation or correction of any of the printed material.

Fax: 262-636-3733

E-mail: [Diane.Kelly@goRacine.org](mailto:Diane.Kelly@goRacine.org)

Answers to all questions will be sent to known Respondents by September 14, 2011 in the form of an addendum. Any addenda will be posted on Racine County's web site [www.racineco.com](http://www.racineco.com) under Bids/Proposals.

C. ADDENDA

Any changes made to the RFP after posting will be issued via addenda to all known respondents and if necessary, an extension will be made to the proposal opening date. The original RFP and any addenda will be posted to the Racine County Website ([www.racineco.com](http://www.racineco.com)) under Bids/Proposals. Respondents are responsible for checking this website for any future addenda prior to the opening date. All addenda must be signed and returned with your submitted proposal as specified in the addenda. Respondents who do not return the addenda may have their proposals rejected. If you are unable to access the internet, contact Racine County Purchasing at 262-636-3127 for a hard copy.

If a respondent receives an RFP packet from any source or entity other than Racine County Purchasing, the respondent is responsible for contacting Purchasing and requesting the firm's name be put on the proposal list for the project. Failure to do so in no way obligates the County to send out an addendum or other information concerning this request to the firm.

D. METHOD OF PROPOSAL

Respondents must include all required information as specified in the RFP. All submitted documents must be typewritten or printed in ink. Proposals written in pencil shall be rejected. Failure to meet any requirements listed in this document may be cause for disqualification of the proposal. To facilitate the evaluation process, the respondent is encouraged to organize the proposal into distinctive sections as described under the Proposal Submittal Instructions (page 9).

E. INCURRING COSTS

Racine County is not liable for any costs incurred in replying to this RFP.

F. ONE ORIGINAL AND THREE COPIES ARE REQUIRED

Unless otherwise specified, one (1) original and three (3) copies of your submitted proposal are required.

G. DUE DATE

One (1) original and three (3) copies of your proposal response are to be received by 2:00 p.m. local time on Thursday, September 29, 2011 in the office of the Racine County Purchasing Manager. Sealed proposals received after 2:00 p.m. central time as dictated by [www.time.gov](http://www.time.gov) shall be considered late, shall not be accepted and shall be returned unopened.

H. ADDRESSING OF PROPOSALS

Responses to this RFP shall be submitted in a sealed envelope. The sealed envelope shall be marked with respondent's return address and addressed as follows:

TO: Purchasing Manager  
Racine County Courthouse 2<sup>nd</sup> Floor  
730 Wisconsin Avenue  
Racine, WI 53403

In the lower left-hand corner write:

"Proposal for Contracted Staffing, Due: Sept. 29, 2011."

I. SUBMISSION OPENING

Respondents are advised that there will not be a public opening for this RFP. Proposals received by the date and time of closing will be opened administratively by specific members of the County and at a time subsequent to the closing. On the specified closing date, only the names of the Respondents submitting a response shall be made available.

J. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written or electronic request received from vendor prior to time and date fixed for proposal opening. Negligence on the part of the vendor in preparing their proposal response confers no right for withdrawal of the proposal after it has been opened. Withdrawn proposals will be returned unopened prior to the time and date set for proposal opening.

K. AMENDMENTS TO PROPOSALS

Each vendor will be allowed a period of forty-eight (48) hours after the time and date set for receipt of proposals to notify the County in writing of a material mistake in the proposal. Failure of vendor to notify the County in the manner and within the time limit specified above will constitute a waiver by the vendor of all rights and remedies relative to a material mistake.

Formal proposal amendments thereto or requests for withdrawal of proposal received by Racine County after time specified for opening will not be considered.

L. PROPOSALS BINDING 90 DAYS

Unless otherwise specified, all submitted responses shall be binding for ninety (90) calendar days following specified due date.

M. PROPRIETARY INFORMATION

All vendor-supplied materials, including the vendor's proposal, become the property of Racine County. Racine County will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Wisconsin "Open Records Laws" apply.

#### IV. **VENDOR'S MINIMUM QUALIFICATIONS**

Vendors must demonstrate that they have the resources and capability to provide the materials and services as described herein. The following criteria shall be met in order to be eligible for this contract:

- Vendors shall demonstrate that they are financially stable by providing proof of a positive balance sheet and profitable business operations for two (2) of the last three (3) years;
- Vendors shall have been in business providing similar service for at least the last three (3) years; and
- Vendors shall be properly licensed and incorporated to do business in the State of Wisconsin.

#### V. **TERMS AND CONDITIONS**

The Contract with the successful Vendor will contain the following Contract Terms and Conditions.

**Vendors intending to require additional or different language must include such language with their proposal. Failure to provide Vendor's additional Terms and Conditions may result in rejection of the proposal.**

A. PROCEDURE

The extent and character of the services to be performed by the Vendor shall be subject to the general control and approval of the Contract Administrator or his/her authorized representative(s). The Vendor shall not comply with requests and/or orders issued by other than the Contract Administrator or his/her authorized representative(s) acting within their authority for the County. Any change to the Contract must be approved in writing by the County and the Vendor.

B. CONTRACT

Firms responding to this RFP are to provide a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request.

C. CONTRACT TERM

The agreement shall commence on January 1, 2012 and shall run until December 31, 2012 with the option for four (4) additional one-year renewals. This contract shall automatically be extended into the next optional period unless Racine County is notified to the contrary in writing by the vendor, or notifies the vendor in writing to the contrary, ninety (90) calendar days prior to expiration of the initial term and/or succeeding contract terms.

D. CONTRACT TERMINATION

Either party may at any time, upon ninety (90) days prior written notice to the other party, terminate this contract. The County shall pay for any and all work performed up to the termination date. The County shall not pay any termination expenses or costs if the contract is terminated regardless of the reason for termination.

E. LEGAL JURISDICTION

Racine County contracts are subject to all legal requirements of county, state or federal statutes and regulations. Laws of the State of Wisconsin apply.

F. COMMENCEMENT OF WORK

The Vendor shall not commence work until it has obtained the listed insurance and has filed certificates thereof with Racine County. Such insurance shall be maintained in force during the life of the contract and shall name Racine County as an additional named insured. Failure to maintain such insurance may result in immediate cancellation of the contract.

G. EXEMPTION FROM TAXES

Racine County is exempt from Wisconsin State Sales or Use Taxes and Federal Excise Tax.

H. INTELLECTUAL PROPERTY

Any documents or work product produced pursuant to any contract shall become the property of the County and shall be under the control of the County. Consultants shall be allowed to retain copies of said documents and work product.

I. INSURANCE

All proposals must include either a description of respondent's insurance or a certificate of insurance outlining respondent's insurance policies which evidence compliance with the requirements contained herein. Successful respondent shall agree that it will, at all times during the term of the contract, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the County. Such insurance shall be primary. Prior to execution of the written contract, the successful respondent shall furnish the County with a Certificate of Insurance and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or non-renewal during the term of the contract.

Failure to submit an insurance certificate, as required, can make the contract voidable at the County's discretion. Additionally, the Vendor shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by the County. The minimum requirements are noted below.

Worker's Compensation and Employer's Liability Insurance – Statutory worker's compensation benefits and employers' liability insurance with a limit of liability not less than \$100,000 each accident. Vendor shall require subcontractors not protected under its insurance to take out and maintain such insurance.

Commercial General Liability Insurance (including errors and omissions) – Policy shall provide full coverage for premises and operations, products and completed operations, personal injury and blanket contractual coverage for all of vendor's personnel assigned to any County facility Errors

and omissions shall not be excluded or a separate policy covering such exposure shall be maintained. Limits of liability not less than \$1,000,000 each occurrence and aggregate for bodily injury liability, and \$250,000 for each occurrence and \$500,000 aggregate for property damage.

Comprehensive Automobile Bodily Injury Liability and Property Damage Liability Insurance - Vendor or vendor's personnel shall secure and maintain coverage for its own legal liability for the ownership, operation, maintenance, or use of any automobile in connection with this project.

A Certificate of Insurance for each coverage required under this Contract showing the name of Vendor, the name of the insurance company, the type of insurance, the policy number, the effective date, the expiration date, the limits of liability and a description of the operation to which the coverage applies shall be furnished to the County before the work is started. This Certificate of Insurance shall contain a provision requiring a minimum of ten (10) days notice of cancellation or material change. If any change or cancellation is made, County shall be notified in writing.

J. INDEMNIFICATION

To the fullest extent permitted by law, Vendor shall indemnify and hold County, its employees and agents harmless from any claims, damages, causes of action, lawsuits or liability arising out of the acts or omissions of Vendor or its employees or agents in performing under terms of contract. Vendor shall also protect and defend and pay all attorneys' fees of County arising out of any lawsuits, claims, and causes of action arising out of the actions or omissions of Vendor or its employees or agents in performing under terms of contract.

The obligations of Vendor under the Hold Harmless clause (above paragraph) shall be specifically incorporated by Contractual Liability Insurance incorporated in Vendor's Comprehensive General Liability and Property Damage Insurance policy and shall be so stated in the insurance certificate provided by Vendor. The limits required for this coverage shall be the same as for the General Liability and Property Damage Coverage specified above. The liability of Vendor under this section shall not be limited by the amount of Contractual Liability Insurance coverage carried by Vendor.

To the fullest extent permitted by law, Vendor shall indemnify, protect, defend and hold harmless from any claims, damages, penalties, causes of action, lawsuits or liabilities arising out of any workers compensation claims, unemployment related claims arising out of the performance of the contract.

K. SAFETY

Vendor shall at all times during the terms of this Contract keep in force a liability insurance policy issued by a company authorized to do business in Wisconsin and licensed by the Wisconsin Insurance Department in an amount deemed acceptable by County.

L. NON-DISCRIMINATION

The successful vendor agrees not to discriminate against any person, whether a recipient of services (actual or potential), an employee or an applicant for employment on the basis of age, race, religion, sex, handicap, national origin or ancestry, sexual orientation, marital status, disability or physical appearance. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, or any other form of compensation. The vendor agrees to post in conspicuous places, available to all employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The successful vendor shall, in all solicitations for employment placed on its behalf or by the employer, state that it is an "Equal Opportunity Employer".

M. AFFIRMATIVE ACTION

Racine County is committed to fulfilling its role as an Affirmative Action/Equal Opportunity Employer. We request your vigorous support of our Affirmative Action efforts. Our relationship with your agency is based upon your willingness to accept and comply with Executive Order 11246, as amended, and other federal laws requiring equal employment opportunity without regard to race, religion, color, national origin, sex, disability or veteran status. By signing the Certification of Bidder page, you indicate your acceptance and compliance.

VI. **SCOPE OF WORK**

A. CONTRACTING STAFFING PROJECT

Vendor shall provide project management and implementation services including the scoping, recruitment, hiring, training, and termination of all necessary professional and technical employees required to maintain defined departments/processes on behalf of the County in order to allow the County to maximize efficiencies and minimize the effort associated therewith.

Vendor shall provide administration and planning services throughout the execution of the contract in return for a fixed administration fee per employee per month. Specific tasks in this will include, but are not limited to, maintaining project status and communication, scheduling the appropriate staff resources, staff supervision and evaluation, verifying that prerequisites are met, assuring compliance with employment laws, identifying project objectives and researching and tracking issues as raised by the County.

B. STAFF POSITIONS

Each position that becomes available within this contract shall be detailed in a Scope of Services that outlines the particular department, work schedule and particulars of that specific opportunity. Any additional work beyond the Scope of Services must be authorized in writing by the County before additional costs may be incurred. These fees will be determined prior to commencement of services.

C. ADDITIONS / DELETIONS

The County reserves the right to add similar items/services or delete items/services specified in the subsequent contract as requirements change during the term of the contract. Prices for items/services to be added to the contract will be mutually agreed to by the County and the Vendor. A Contract amendment will be issued for each additional or deletion that is approved.

D. JOB PLACEMENT ASSURANCE

The Vendor shall provide suitable résumés for review to a Scope of Service order within five (5) business days from the time of the receipt of order. The Vendor may request additional time beyond the five (5) day period, if needed. The County reserves the right to grant or refuse the time extension.

In the event the Vendor is unable to commit to the job request, the County will cancel the request and place the request with other qualified sources.

E. CRIMINAL BACKGROUND CHECKS

The Vendor shall submit the names, social security numbers, and other information of its staff when requested. This information will only be used by Racine County to obtain nation-wide criminal background checks when the County, in its sole discretion, determines it necessary for reasons of security or confidentiality. When this occurs, the Vendor shall not send any staff to the job site whose information has not been provided for the County's background check. These background checks, when requested, will be performed at the Vendor's expense.

The County reserves the right to require immediate removal of any Vendor employee from County service it deems unfit for service for ANY reason not contrary to law. This right is non-negotiable and the Vendor agrees to this condition by accepting this Contract. The Vendor

should have enough qualified people with current background checks so as to be able to provide a replacement within five (5) business days. Should a replacement take longer than seven days, this may be cause for termination of the Contract.

F. INTERVIEWS

Depending on the length or type of assignment, résumés and interviews may be requested. The County reserves the right to reject any contract staff if, at the County's discretion, the person's skill level does not meet the job qualifications.

G. ASSIGNMENTS

All staff shall be required to follow Racine County Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff. See Exhibit "A".

H. ACTIVITY SCHEDULE AND LOCATION

The positions are scheduled to begin on a mutually agreed-upon time schedule which shall be in writing and signed by both parties. It is expected that the Vendor will have a technical resource in place for each position at the requested hours. In the case of vendor employee absence due to planned vacation, training or other reasons, Vendor will make every effort to provide support if requested by County.

I. JOB PLACEMENT AGREEMENT FORM

See Exhibit "B" for a sample Job Placement Agreement Form. This form may be amended as needed.

J. STAFFING CONTINUITY

Vendor agrees to use reasonable efforts to ensure the continuity of staff assigned to perform Services under any Statement of Services. Vendor agrees not to reassign or otherwise remove any of its staff assigned to perform Services under any Statement of Services without our prior written consent; provided, however, that Vendor may replace or reassign staff, without our consent, in cases of: (a) promotion or permanent transfer; (b) termination of employment; or (c) illness, death, and other personal and compassionate reasons. Vendor shall not substitute key staff assigned to the performance of this Contract without prior written approval of the Contract Administrator. Any desired substitution shall be noticed to the Contract Administrator and accompanied by the names and references of Vendor's recommended substitute staff. The Contract Administrator will approve or disapprove the requested substitution in a timely manner. The Contract Administrator may, in his or her sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the Contract Administrator may request acceptable substitute staff or terminate the contract services provided by such staff.

K. RIGHT OF REFUSAL

If any contracted staff assigned to perform services under any Statement of Services is unacceptable for any reason, Racine County shall notify Vendor in writing and Vendor shall promptly remove the named contracted employee from performing such work or services. Vendor shall promptly provide a replacement with equal or better qualifications and skills at no increase in cost.

L. STAFF EMPLOYED BY THE VENDOR

All staff shall be employed by the Vendor. The Vendor shall be responsible for all payroll taxes, worker's compensation, insurance and other federal and state withholding requirements for Vendor's personnel.

M. JOINT EMPLOYMENT

The County will **not** be considered a joint employer of the placement agency's employees under this Contract. Furthermore, the County will not be liable, either jointly or severally, for violations of the Fair Labor Standards Act (FLSA). Specifically, the Vendor shall:

1. Determine the FLSA status (exempt or non-exempt) status of their employees.
2. Keep track of the total hours its employees actually work, for all employers, in each work week.
3. Compute and pay its employee's worker's wages, including overtime and benefits.
4. Maintain FLSA required records for its workers.
5. Serve as the employer for the purposes of family medical leave and all other applicable employment laws.

**N. SUBSEQUENT COUNTY EMPLOYMENT**

The Vendor shall not charge any fees if an employee assigned under this Contract subsequently becomes an employee of the County in a different position as a result of being hired by the County after application for a position through the open competitive staff selection procedures of the County.

**O. TRAVEL**

Travel with personal vehicles may be required for some positions. Vendor shall reimburse contracted staff for mileage in personal vehicles when driving between county facilities at the prevailing federal reimbursement rate that is in affect during the time of travel. Vendor shall factor in mileage within their fee structure.

**P. GUARANTEED MINIMUMS**

Racine County cannot predict the product mix, overall quantity or the dollar value of the services that will be ordered during the term of this contract. Proposals that require any minimum quantities or dollar amount shall be disqualified. A minimum shall not be guaranteed.

**VII. VENDOR RESPONSIBILITIES**

**A. STANDARD OF PERFORMANCE WARRANTY**

Vendor represents and warrants that all Services shall be performed: (a) in a diligent, efficient and trustworthy manner; (b) for the purpose of advancing and improving our business; and (c) consistent with the professional standards in the field.

**B. VENDOR REPRESENTATION**

Vendor warrants that qualified staff will provide services in a professional manner. "Professional manner" means that the staff performing the services will possess the skill and competence consistent with prevailing business. Vendor will serve as the prime Vendor under this Contract at all times. Should our organization approve any subcontractor(s), the Vendor shall be legally responsible for the performance and payment of the subcontractor(s). Names of any third party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Third party subcontractors, if approved, may serve as subcontractors to Vendor. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

**C. CONTACT PERSON(S)**

The Vendor shall provide one or more contact persons and phone numbers which the County can call to make requests. Answering machines or voicemail systems are not acceptable.

**D. PROGRESS REPORTS**

Upon request, Vendor will submit a detailed progress report. Such progress reports will detail Services performed to date and estimated time to complete.

**E. PERFORMANCE EVALUATIONS**

Vendor shall be responsible for all performance evaluations and discipline.

F. EMPLOYMENT RECORDS

Vendor shall maintain all employment records.

G. PAYROLL TAXES

Vendor shall be responsible for withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions.

H. TIME CARDS

The Vendor shall supply all contracted staff with time cards. Hours worked will be signed on a daily or weekly basis by their department supervisor. The County will pay only for actual hours worked at the designated County location. No other staff-related expenses or allowances will be paid by the County.

**VIII. PRICING, BILLING AND PAYMENT**

A. PRICING

Proposed fee schedule shall be firm for the term of the contract. All services shall be furnished at proposed schedule and shall be without any additional charges, regardless of the amount or quantity of services.

B. BILLING

Vendor shall propose a billing schedule with a minimum billing term of bi-weekly. Invoices shall include a detailed breakdown of all charges and shall be based on hours worked.

Invoices shall be submitted to individual departments as specified on the individual Job Placement Agreement Forms. See Exhibit "B".

C. PAYMENTS

The County shall pay invoices within payment terms stated within the proposal unless any items thereon are questioned. In that event, payment will be withheld pending verification of the amount claimed and the validity of the claim. The Vendor shall provide complete cooperation during any such investigation.

**IX. PROPOSAL SUBMITTAL INSTRUCTIONS**

In order for an evaluation committee to adequately compare proposals and evaluate them uniformly and objectively, all proposals must be submitted according to the format detailed below. The proposal should be prepared simply and economically, providing straightforward and concise information as requested. Use of existing materials, brochures and other standard preprinted materials containing information responsive to the requests in the RFP, if available, are encouraged as a method to reduce your response time. However, unnecessary elaborate brochures or other presentations beyond that required to present a complete and effective proposal are not desired. Racine County reserves the right to reject any proposal not properly formatted.

A. CERTIFICATION OF VENDOR PAGE

Place this page on top of the original and each copy of your complete proposal. See page 14.

B. TABLE OF CONTENTS

Include clear identification of the material by section and by page number.

C. EXECUTIVE SUMMARY

Limit to one or two pages. Briefly state the respondent's understanding of the service to be provided and a positive commitment to perform the services as defined in the RFP.

D. ADEQUACY & AVAILABILITY OF CONTRACT STAFF PLACEMENTS

1. Once a request is placed with your firm for staff, what is the process by which you select and provide staff to an agency?
2. Does your firm have a database of staff from which to pull and fill requests?
3. What screening/testing process does your firm require the staff to go through before assigning them to a position?
4. Describe your firm's ability to provide résumés within the five (5) business day requirement as stated in Section VI.D.

E. FIRM EXPERIENCE

Vendor shall furnish background on your firm, including such information as size of the firm, legal status (corporation or partnership, etc.) lines of business, management and technical expertise, financial position, and years in business. Also describe any unique approaches or techniques developed and used by the firm that would give it an advantage in this engagement.

**Financial viability of the firm will be a factor when determining the final award.** Financial statements shall be provided upon request.

F. COMPLIANCE WITH CONTRACT TERMS & CONDITIONS

State your firm's compliance with the Contract Terms and Conditions as stated in Section V.

Any desired exceptions to the terms and conditions of the RFP must be addressed to the specific paragraph where a conflict exists. If exceptions are taken, cite the paragraph involved, the exception taken, and state alternate language acceptable to the Respondent.

Vendor shall provide Racine County with a financial statement, including statements of operations, balance sheets, and statements of cash flows for the last two fiscal years upon request.

G. COST AND PROPOSAL FORM

Vendor shall submit a cost of proposal section to include but limited to the following information:

1. Detailed description of all fees to be charged to Racine County.
2. Description of the billing processes and procedures.

H. SAMPLE DOCUMENTS

Vendor shall submit samples of the following documents with their proposal:

- Time card,
- Invoice,
- Boilerplate contract, and
- Any other documents/reports that may be available.

I. REFERENCES

Vendors shall provide, at a minimum, three (3) comparable references of current work being performed. Information shall include name, phone number, fax number and email address of a person that may be contacted. Ideally, at least two (2) references will be with a government facility of similar size. Also include a brief description of the projects. Racine County is especially interested in receiving references from projects that most closely match our project. See page 13.

**X. EVALUATION OF PROPOSALS**

The evaluation and selection of vendor shall be in accordance with the criteria stated below and shall be based on the information called for in this Proposal. All Proposals will be reviewed by an Evaluation Committee.

1. Adherence to Specifications and completeness of the Proposal – **20 points**
  - a) Including clear understanding of requirements.
  - b) Ability to provide service as specified in proposal and to assure overall coverage by qualified and properly-trained staff.
  - c) Ability to meet the minimum requirements.
  - d) Provided completed Proposal as specified in Section IX.
2. Service – **30 points**
  - a) Ability of vendor to render satisfactory service as specified in the proposal.
  - b) Ability to provide hours and services as specified in this proposal.
3. Experience – **30 points**

Vendor's experience, past performances, qualifications and their ability to provide all services required in this proposal. References should include companies of similar size with similar requirements as specified in this proposal.
4. Proposed Pricing – **20 points**

Twenty (20) points will be awarded to the lowest bidder with a reduction in points as the bid price increases.

**TOTAL POINTS**

**100 points**

The Team will collectively develop a composite rating which indicates the group's collective ranking of the highest rated proposals in a descending order. Interview may then be conducted with only the top ranked Vendors, usually the top two (2) or three (3) depending upon the number of proposals received. Negotiations shall be conducted with Vendors so selected. The Evaluation Team may request a Best and Final Offer (BAFO) and/or make a recommendation for the Contract award.

**Award may be made without discussion with vendors; therefore, vendors are cautioned that Proposals should be submitted initially on the most favorable terms.**

**XI. AWARD**

A. COMPLIANCE WITH RFP

Proposals submitted must be in strict compliance with the terms of the RFP. Failure to comply with all provisions of the RFP may result in disqualification

B. AWARD

The recommendation for award shall be based upon the Proposal that represents the most advantageous overall response for Racine County, all factors considered.

The County of Racine, through its duly-authorized agents, reserves the right to reject any or all proposals, to waive all technicalities, and to accept the proposal deemed most advantageous to Racine County. All Vendors, by submission of their respective proposals, agree to abide by the rules, regulations, procedures and decisions of Racine County. Award shall not be made and a contract shall not be executed until Racine County, at its sole discretion, accepts a proposal.

C. CONDITIONS OF AWARD

By submitting a proposal, the respondent thereby agrees that Racine County's decision concerning any submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Racine County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable described in the RFP. All materials submitted become the property of Racine County and may be available to the public.

D. NEGOTIATE

Racine County reserves the right to negotiate price with successful vendor prior to awarding contract and during the contract period.

E. NOTICE OF ACCEPTANCE

Racine County will notify the selected vendor as soon as practical of the selection. Written notice of award to vendor in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the Certification of Vendor page will be considered sufficient notice of acceptance of bid.

## REFERENCES

### CONTRACTED STAFFING SERVICES

Proposal #11-HR-016

List three (3) references for similar staffing services to that requested in this RFP.

1. Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Internet e-mail address: \_\_\_\_\_  
Description of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Internet e-mail address: \_\_\_\_\_  
Description of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Internet e-mail address: \_\_\_\_\_  
Description of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF VENDOR**  
**CONTRACTED STAFFING SERVICES**  
Proposal #11-HR-016

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this RFP and declares that the attached proposal is in conformity therewith.

The undersigned attests to the following:

- I have reviewed in detail the RFP and all related attachments and information provided by Racine County before submitting this proposal.
- I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.

SIGNATURE: \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_