



**Human Resources
Administration**

Department of
Social Services

Office of Contracts

W-2-196
Rev. 03/15

Steven Banks
Commissioner

Martha A. Calhoun
General Counsel

Vincent Pullo
Agency Chief
Contracting Officer

150 Greenwich Street
New York, NY 10007

929 221 6347

April 20, 2015

Dear Prospective Bidders:

For your information, this **Addendum #1** for the contract to provide **Professional Temporary Personnel Services – (PIN 16BSESR00201 / EPIN 09615B0003)** contains the revised bid sheets, revised specifications, Official Time Calculation sheet and the revised Anticipated Work Locations, a copy of the attendance sheet from the pre-bid conference held on Thursday, April 16, 2015 and the current vendor's pricing information (attached hereto as **Exhibits 1, 2, 3, 4, 5 & 6**).

The revised bid sheets (pages 21A-R, 21B-R, 21C-R & 21D-R) and revised specifications (pages 81-R, 83-R, 85-R, 89-R, 90-R, 91-R & 93-R). The original page within the solicitation documents should be replaced.

Bidders are directed to refer to the Official Time Calculation sheet, attached to this Addendum as Exhibit 3, for further explanation of how HRA will calculate quarter hours for temporary employees. Also, in the Appendix to the specifications, attached to this Addendum as Exhibit 4, 180 Water Street, New York, NY 10038 is hereby removed from the list of Anticipated Work Locations, and 4 World Trade Center (150 Greenwich Street), New York, NY 10007 is hereby added.

Upon further review, no titles under this contract are subject to Prevailing Wage or Living Wage rates. The title under this contract is Administrative Analyst, not Administrative Assistant, and is thus not under the Living Wage law.

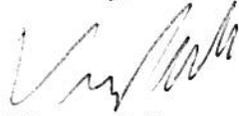
Please be advised that the last day for questions is **Tuesday, April 21, 2015**. In addition, the bid due date is **Monday, May 11, 2015 at 11:00 a.m.** Bids received after the bid due date and time are late and shall not be considered. An addendum answering all questions submitted in writing will be released shortly thereafter.

Additionally, all bidders are on notice of the security requirements of 4 World Trade Center (150 Greenwich Street, New York, NY 10007). In order to enter the building, individuals must have a government issued ID. All packages are subject to go through an X-ray machine before entering the building. It is the bidders' sole responsibility to

provide itself enough time to enter the building and submit their bid, and is cautioned that sufficient time and planning should be allotted to do so.

Your interest in doing business with the City of New York is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent Pullo', written in a cursive style.

Vincent Pullo

- Exhibits:
1. Revised bid sheets
 2. Revised specifications
 3. Official Time Calculation sheet
 4. Revised anticipated work locations
 5. A copy of the attendance sheet from the pre-bid conference held on Thursday, April 16, 2015
 6. Copy of current vendor's pricing information

BID SHEET

August 1, 2015 to June 30, 2016 (1 Year)

PROFESSIONAL TEMPORARY PERSONNEL SERVICES

PIN: 16BSESR00201

A	B	C	D	E	F	G	H	I
Temp Titles	No. of Positions	Wage Rate to Employee Per Hr.	Supplemental Benefit Rate Per Hr	Statutory Benefit	Overhead Profit	Vendor Billing Rates	Total Hours Per Title	Bid Price
Professional Aide	102						178,500 \$	
Admin. Analyst	62						108,500 \$	
Technical Writer	5						8,750 \$	
Sr. Admin Analyst	15						26,250 \$	
Tech Bus Analyst I	11						19,250 \$	
Tech Bus Analyst II	5						8,750 \$	
							Total Year \$	

NAME OF BIDDER:

Vendor Billing Rate (G) = sum of columns (C+D+E+F)

Total Number of Hours Per Title (H) = 1750 x Number of Positions (B)

Bid Price (I) = (G x H)

The Agency does not guarantee as to the number of personnel or hours to be utilized under the resulting contract

Wage Rate to Employee per Hour is subject to the Comptroller's prevailing wages

BID SHEET

July 1, 2016 to June 30, 2017 (1 Year)

PROFESSIONAL TEMPORARY PERSONNEL SERVICES

PIN: 16BSESR00201

A	B	C	D	E	F	G	H	I
Temp Titles	No. of Positions	Wage Rate to Employee Per Hr.	Supplemental Benefit Rate Per Hr	Statutory Benefit	Overhead Profit	Vendor Billing Rates	Total Hours Per Title	Bid Price
Professional Aide	102						178,500	\$
Admin. Analyst	62						108,500	\$
Technical Writer	5						8,750	\$
Sr. Admin Analyst	15						26,250	\$
Tech Bus Analyst I	11						19,250	\$
Tech Bus Analyst II	5						8,750	\$
							Total Year	\$

NAME OF BIDDER:

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Total Number of Hours Per Title (H) = 1750 x Number of Positions (B)

Bid Price (I) = (G x H)

The Agency does not guarantee as to the number of personnel or hours to be utilized under the resulting contract
Wage Rate to Employee per Hour is subject to the Comptroller's prevailing wages

BID SHEET

July 1, 2017 to June 30, 2018

PROFESSIONAL TEMPORARY PERSONNEL SERVICES

PIN: 16BSESRR00201

A	B	C	D	E	F	G	H	I
Temp Titles	No. of Positions	Wage Rate to Employee Per Hr.	Supplemental Benefit Rate Per Hr	Statutory Benefit	Overhead Profit	Vendor Billing Rates	Total Hours Per Title	Bid Price
Professional Aide	102						178,500 \$	
Admin. Analyst	62						108,500 \$	
Technical Writer	5						8,750 \$	
Sr. Admin Analyst	15						26,250 \$	
Tech Bus Analyst I	11						19,250 \$	
Tech Bus Analyst II	5						8,750 \$	
							Total Year \$	
NAME OF BIDDER:								
Vendor Billing Rate (G) = sum of columns (C+D+E+F)								
Total Number of Hours Per Title (H) = 1750 x Number of Positions (B)								
Bid Price (I) = (G x H)								
The Agency does not guarantee as to the number of personnel or hours to be utilized under the resulting contract								
Wage Rate to Employee per Hour is subject to the Comptroller's prevailing wages								

BID SHEET

August 1, 2015 to June 30, 2018 (3 Years)

PROFESSIONAL TEMPORARY PERSONNEL SERVICES

PIN: 16BSESR00201

A	B	C	D	E	F	G	H	I
								Bid Price
Total Bid Amount for the 1st Full Year								
\$								
Total Bid Amount for the 2nd Full Year								
\$								
Total Bid Amount for the 3rd Full Year								
\$								
Grand Total for the Three (3) Year Contract								
\$								
The Agency does not guarantee as to the number of personnel or hours to be utilized under the resulting contract								
Wage Rate to Employee per Hour is subject to the Comptroller's prevailing wages								
Vendor Name _____ EIN _____								
Address _____								
Phone _____ FAX _____ E-Mail _____								
Signature _____ Title _____ Date _____								

SPECIFICATIONS FOR: PROFESSIONAL OFFICE TEMPORARY SERVICES AT VARIOUS HRA FACILITIES - CITYWIDE

PIN: 16BSESR00201/09615B003

PART I: GENERAL SPECIFICATIONS**SECTION 1 INTENT**

The New York City Human Resources Administration (HRA) seeks to enter into an Agreement with a Contractor to provide approximately one hundred forty five (145) skilled and qualified temporary professional personnel for various HRA office locations citywide. The temporary personnel will provide critical short-term staff support for HRA until permanent staff can be secured.

SECTION 2 TERM OF CONTRACT

- A. The term of this Contract will be for three (3) years from August 1, 2015 to July 31, 2018, unless terminated sooner pursuant to the terms of this Contract.
- B. HRA reserves the right to temporarily suspend the Contract at any time during the Contract term without penalty, upon thirty (30) days notice to Contractor. HRA will not pay for the period of time during which Contractor does not render services.

SECTION 3 BIDDER QUALIFICATIONS

- A. Upon request, bidders must provide all information necessary for a determination of bidders' responsibility, as set forth in Section 2-08 of the New York City Procurement Policy Board (PPB) Rules. Under these rules, HRA retains the right to "determine Contractor responsibility as to financial resources, technical qualifications, experience, organization, material, equipment, facilities and personnel resources, as well as a satisfactory record of performance and business integrity." In order to qualify for the Contract award, the low bidder at the time of the bid opening shall demonstrate to HRA its capacity to successfully complete the contract obligations as described in these specifications and to meet the qualification requirements herein.
- B. The award of a contract will be contingent upon the Contractor's ability to demonstrate to the satisfaction of HRA that it has liquid assets and/or established lines of credit with recognized financial institutions to cover three (3) months of payroll and operating costs for each contract bid upon. This requirement is to provide necessary assurances concerning the Contractor's financial responsibility and ability to successfully perform the services, as described herein.

Hector Anderson/Dionne Washington
HRA-OSR/OCSS
150 Greenwich Street, 32nd Floor
New York, NY 10007
(929) 221-5561/929-221-5496

SECTION 5 OPTIONAL PRE-BID CONFERENCE

- A.** Each prospective bidder is encouraged to attend an optional Pre-Bid Conference prior to the submission of their bid. This is recommended in order to clarify specification requirements and resolve potential matters of alternative interpretation and intent regarding the specifications and/or scope of services. The Pre-Bid Conference will be held at the following location:

150 Greenwich Street, 37th Floor
New York, N.Y. 10007

- B.** HRA will set the date and time of the Pre-Bid Conference

SECTION 6 BIDDING

- A.** Contractor shall complete all fields on Bid Pages 21A-21D to determine its Bid Price for providing temporary employees in each of the positions listed below. A description of each position and its qualifications are found in **Part II, Job Descriptions**.

1. Administrative analyst
2. Professional aide
3. Senior administrative analyst
4. Technical business analyst I
5. Technical business analyst II
6. Technical writer

- B.** The Bid Price for each position is determined by the product of its Hourly Rate multiplied by that position's estimated number of hours. The Hourly Rate for each position is the sum of its: (i) wage rate per hour; (ii) supplemental benefit rate per hour; (iii) statutory benefits per hour; and (iv) overhead and profit per hour.

- C.** All quantities listed on the Bid Sheets are estimates for bidding purposes only. HRA does not guarantee a minimum or maximum number of hours of temporary employee services to be utilized under this Contract.

analysis, technical business analysis, and implementation services,

3. The Office of Staff Resources (OSR), within the Office of Salary Administration, will administer this Contract for HRA.

B. *Supply Procedure and Response Time*

1. Upon HRA's determination that temporary employees are needed, an authorized HRA representative from OCSS will make a request to the Contractor. Requests shall be on HRA's Employee Work Order Form (enclosed as **Attachment A**) and sent in a writing, which shall include, but is not limited to, fax or email. Contractor shall only honor temporary employee requests from an OCSS representative or other authorized HRA personnel.
2. Only authorized HRA personnel shall determine the terms of a temporary employee request, including, but not limited to, the duration of the assignment, work location, hours, positions to be filled, and the number of employees. Contractor shall not make any change to the terms of a request without written authorization from authorized HRA personnel.
3. Upon Contractor's receipt of an Employee Work Order Form from authorized HRA personnel, Contractor shall coordinate directly with the requesting program area to directly service that program area's staffing needs.
 - a. Contractor shall supply resumes of qualified, potential candidates within two (2) business days after receipt of HRA's Employee Work Order Form.
 - b. Contractor shall coordinate candidate interviews with the requesting program area, as well as follow-up with the program area on the status of candidate interview/selection and/or the program area's need for additional resumes. All written communication between the program area and Contractor must include an OCSS representative.
 - c. Upon HRA's written notification to Contractor indicating the selected candidate(s), Contractor shall provide the candidate(s) within two (2) business days. This requirement may be waived in writing by HRA for special circumstances.
4. Contractor shall accept HRA referrals of individuals who qualify for any of the positions listed above in **Section 6(B)**. HRA reserves the right to refer or accept individuals who demonstrate superior skills without fully meeting the qualification requirements for any position.

- B.** In evaluating Contractor's performance, HRA will concentrate on areas such as quantity and quality of service, the Contractor's managerial control, fiscal accountability, timeliness of performance, and cost effectiveness. Both announced and unannounced inspections will be part of the evaluation process.

SECTION 11 PERFORMANCE EVALUATION

In accordance with Section 4-01 of New York City Procurement Policy Board (PPB) Rules, "Evaluation and Documentation of Vendor's Performance", failure to conform to all terms and conditions governing quality of service and fiscal management of this Contract will result in an unsatisfactory contract evaluation and notification of deficient performance. At a minimum, HRA shall evaluate Contractor's performance on an annual basis. If Contractor fails to comply with its contractual obligations, HRA will document each occurrence, as necessary and required. HRA shall incorporate the evaluation and supporting documentation in an evaluation report. HRA shall send a copy of the evaluation report to the Contractor. Within fifteen (15) days of its receipt of the evaluation report (or any notification of deficient performance), Contractor shall respond in writing to HRA. Contractor's written response shall include a corrective action plan identifying, with specificity, the steps Contractor intends to take to remedy any deficiencies identified by HRA. Contractor's failure to submit a written response within fifteen (15) days shall constitute Contractor's agreement with the indications and contents of the evaluation report. However, it will not release the Contractor from its obligations under this or any other section of this Contract. An unsatisfactory evaluation noted in the VENDEX database may adversely impact future contract awards with the City of New York.

SECTION 12 INVOICES, TIMESHEETS AND REPORTS

- A.** Contractor shall submit all invoices and attachments in a time and manner to be determined by HRA.
- B.** At a minimum, Contractor shall submit invoices and timesheets weekly, within fifteen (15) days after the week in which services were provided.
- C. *Invoices***
1. Contractor shall submit invoices in a form acceptable to HRA. All invoices must be submitted with a certified payroll report, as found in **Attachment C**. At a minimum, all invoices must contain the following information:
 - a. A unique invoice number;
 - b. Contractor's Federal Tax Identification Number;
 - c. Contract Number;
 - d. Description of Services;

- e. Project Number (to be provided by HRA);
 - f. A list delineating the name and social security number/payroll identification number of each temporary employee being charged;
 - g. Each temporary employee's position;
 - h. Billable hourly rate; and
 - i. Complete week ending date and number of hours of service.
- D.** Contractor shall accept HRA reports of billable hours per employee as the basis for invoicing.

- E.** Invoices and timesheets should be sent to:

Hector Anderson/Dionne Washington
HRA-OSR/OCSS
150 Greenwich Street, 32nd Floor
New York, NY 10007
(929) 221-5561/929-221-5496

- F.** Failure to provide invoices and timesheets as specified above may result in payment processing delays and/or invoice adjustments.
- G.** HRA may, at its discretion, adjust any invoice, in whole or in part, to address and remedy any discrepancy and/or reflect the assessment of charges, which may include, but is not limited to, liquidated damages.

H. *Reports*

Contractor shall provide, at no further expense to HRA, the reports listed below. These reports will be developed and mutually agreed upon by Contractor and HRA.

1. On a monthly basis, Contractor shall submit three (3) separate reports for each of the following categories:
 - i. Temporary employees employed during the previous month
 - ii. Temporary employees terminated during the previous month
 - iii. Total number of active temporary employees in the previous month.
2. Every two (2) months, Contractor shall inform HRA of any invoice(s) that have not been paid after two (2) months of submission.

3. On a weekly basis, Contractor shall submit an electronic copy of its invoice. This file shall be formatted as either an Excel file or a file format that can be imported into Excel. .
4. When requested, Contractor shall provide HRA with a line-item breakout of its statutory benefits, overhead costs, and profit pertaining to this Contract.
5. Contractor shall develop and maintain, at no further expense to HRA, a computer system that will allow the electronic transmission of files between HRA and Contractor.
6. HRA reserves the right to require additional reports upon two (2) weeks' notice written notice to Contractor.

SECTION 13 PAYMENT FOR SERVICES RENDERED

- A. No payment will be made in excess of the original registered Contract award.
- B. HRA shall reimburse Contractor so long as Federal, State and/or City funding is available and received.
- C. Payment for services shall only be made pursuant to HRA's receipt of a proper invoice and timesheets as described in **Section 12** above.
- D. For purposes of payment, HRA will calculate the time worked for each temporary employee in quarter-hour increments. HRA will either round up or down to the nearest quarter hour depending on the actual amount of time worked.
 1. If the temporary employee clocks out before the end of the quarter hour that the temporary employee was scheduled to work, HRA will round down to the previous quarter hour.
 2. If the temporary employee clocks in after the start of the quarter hour that the temporary employee was scheduled to work, HRA will not count that quarter hour for purposes of calculating payments, and will begin counting at the start of the next quarter hour.
- E. Payment per invoice is based on the sum of the following:
 1. The product of the Hourly Billing Rate of an Administrative Analyst multiplied by the weekly total of number of hours worked by temporary employees assigned to that position
 2. The product of the hourly Billing Rate of a Professional Aide multiplied by the weekly total of number of hours worked by temporary employees assigned to that position.

checks; or (iii) in other circumstances as may be necessary in the interest of the City.

SECTION 14 TERMINATION

A. *Termination for Cause*

The quality of service shall be subject to inspection by the City of New York at any time. Should it be found that quality of services being performed is not satisfactory, and that the requirements of the Specifications are not being met, HRA may terminate the Contract, and arrange for the completion of the work in such manner as it may deem advisable and if the cost thereof exceeds the amount of the bid, the Contractor shall be liable to the City of New York for any such excess procurement cost incurred on account thereof.

B. *Termination for Convenience*

HRA retains the right to terminate or temporarily suspend this Contract in whole or in part, for HRA's convenience and without penalty to HRA, provided that the Contractor is given at least thirty (30) days advanced written notice indicating the portions of the Contract to be terminated or suspended. In such event, Contractor shall provide no further services and no payment will be made for the period of the time following termination or for the period of time during which the Contract remains suspended by HRA.

SECTION 15 LIQUIDATED DAMAGES

- A.** Liquidated damages may be discharged, at HRA's option, as deductions against any pending invoice of the Contractor, whether tendered under this Contract, or any other agreement, contract, or purchase order between the Contractor and the City of New York. Contractor shall pay to HRA, upon written demand, all amounts that are not deducted. This provision is inapplicable in cases where the appearance of delay is consequential to compliance with HRA's instructions, procedural understandings with the Contractor, and other terms, provisions and conditions of this Contract. Liquidated damages are not penalties against the Contractor and are in addition to all other remedies allowed under this Contract or otherwise by law.
- B.** Should Contractor fail to supply the resumes of appropriately qualified candidates for the position(s) requested within two (2) business days of Contractor's receipt of HRA's Employee Work Order Form, HRA may assess liquidated damages in the amount of \$100 per day, up to a maximum of \$500, until these resumes are supplied.
- C.** Should Contractor fail to provide a selected candidate within two(2) business days of Contractor's receipt of HRA notification indicating its selection and no special

Exhibit 3

4/17/15

OFFICIAL TIME CALCULATION

ALL TIMESHEETS WILL BE CALCULATED ON THE "ROUNDING – UP/DOWN TO THE QUARTER" SYSTEM. ONCE AN EMPLOYEE HITS 4 OR MORE HOURS, AN HOUR LUNCH BREAK IS AUTOMATICALLY TAKEN OUT. WHEN AN EMPLOYEE ENTERS AT 12:00 PM THEY RECEIVE ALL HOURS UNTIL THE TIME THEY PUNCH OUT. (EXAMPLE BELOW)

<u>ARRIVAL TIME</u>	<u>OFFICIAL TIME</u>
8:01 AM - 8:14 AM	8:15 AM
8:16 AM - 8:29 AM	8:30 AM
8:31 AM - 8: 44 AM	8:45 AM
8:46 AM - 8:59 AM	9:00AM
9:01 AM - 9:14 AM	9:15 AM
9:16 AM - 9:29AM	9:30 AM
9:31 AM - 9:44 AM	9:45 AM
9:46 AM - 9:59 AM	10:00 AM
10:01 AM - 10:14 AM	10:15 AM
10:16 AM -10: 29 AM	10:30 AM
10:31 AM - 10:44 AM	10:45 AM
10:46 AM - 10:59 AM	11:00 AM
11:01 AM -11:14 AM	11:15 AM
11:16 AM - 11:29 AM	11:30 AM
11:31 AM - 11:44 AM	11:45 AM
11:46 AM - 11: 59 AM	12:00 PM
12:01 PM - 12:14 PM	12:15 PM
12:16 PM - 12:29 PM	12:30 PM

Exhibit 3
4/17/15

<u>DEPARTURE TIME</u>	<u>OFFICIAL TIME</u>
4:45 PM – 4:59 PM	4:45 PM
4:30 PM – 4:44 PM	4:30 PM
4:15 PM – 4:29 PM	4:15 PM
4:00 PM – 4:14 PM	4:00 PM
3:45 PM – 3:59 PM	3:45 PM
3:30 PM – 3:44 PM	3:30 PM
3:15 PM – 3:29 PM	3:15 PM
3:00 PM – 3:14 PM	3:00 PM
2:45 PM – 2:59 PM	2:45 PM
2:30 PM – 2:44 PM	2:30 PM
2:15 PM – 2:29 PM	2:15 PM
2:00 PM – 2:14 PM	2:00 PM
1:45 PM – 1:59 PM	1:45 PM
1:30 PM – 1:44 PM	1:30 PM
1:15 PM – 1:29 PM	1:15 PM
1:00 PM – 1:14 PM	1:00 PM
12:45 PM – 12:59 PM	12:45 PM
12:30 PM - 12:44 PM	12:30 PM

Exhibit 4

Revised 4/17/15

*Below is a list of anticipated work locations. This is not an exhaustive list of work site locations.

*HRA reserves the right to add or delete work site locations during the course of the contract term.

Anticipated Work Locations			
305 Rider Avenue	Bronx	NY	10451
1551 Bainbridge Avenue	Bronx	NY	10458
260 East 161 Street	Bronx	NY	10451
1775 Grand Concourse	Bronx	NY	10451
United Jewish Org., 32 Penn St 2nd Floor	Brooklyn	NY	11221
Central Jewish Council 127 Rutledge St, 11206	Brooklyn	NY	11206
Crown Heights Jewish Community Council ,387 Kingston Avenue	Brooklyn	NY	11225
378 Flushing Avenue, Lobby 11206	Brooklyn	NY	11206
Council of Jewish Org. ,1523 Avenue M 11230	Brooklyn	NY	11230
Borough Park Jewish Community Council 4912 14th St. 11219	Brooklyn	NY	11219
1535 Pitkin Avenue (Lobby)	Brooklyn	NY	11212
1 Metro Tech (Lobby)	Brooklyn	NY	11201
88 3rd Avenue	Brooklyn	NY	11217
40-14 First Avenue	Brooklyn	NY	11232
98 Flatbush Avenue	Brooklyn	NY	11217
210 Livingston Street	Brooklyn	NY	11201
3050 West 21st Avenue	Brooklyn	NY	11204
275 Bergen Street	Brooklyn	NY	11217
404 Pine Street	Brooklyn	NY	11208
1209 Colgate Avenue	Brooklyn	NY	11226
15 Metrotech Center	Brooklyn	NY	11201
80 DeKalb Avenue	Brooklyn	NY	11201
250 Livingston Street	Brooklyn	NY	11201
Mayor's Office	New York	NY	10007
150 Greenwich Street	New York	NY	10007
122 East 42nd Street	New York	NY	10168
530 West 135th Street	New York	NY	10031
109 East 16th Street	New York	NY	10003
330 West 34th Street	New York	NY	10001
132 West 125th Street	New York	NY	10168

151 West Broadway	New York	NY	10013
2 Washington Street	New York	NY	10004
60 Lafayette Street	New York	NY	10013
250 Church Street	New York	NY	10013
National Grid 89-67 162nd Street (Lobby)	Queens	NY	11432
33-28 Northern Blvd (Lobby)	Queens	NY	11101
Queens Margaret Community Corp, 325 37th St	Queens	NY	11101
Queens Borough Hall, 120-55 Queens Blvd	Queens	NY	11424
Queens Assemblyman Ron Kim, 136-20 38th Avenue	Queens	NY	11354
Councilman Richards, 15-26 Central Avenue	Queens	NY	11691
165-08 88th Avenue, 6th Floor	Queens	NY	11432
32-20 Northern Boulevard	Queens	NY	11101
90-75 Supthin Boulevard	Queens	NY	11367
209 Bay St 1st Floor	Staten Island	NY	10301
2031 Forrest Avenue (National Grid Lobby)	Staten Island	NY	10303
10 Richmond Terrace, 4th Floor	Staten Island	NY	10301
3845 Richmond Avenue (Lobby)	Staten Island	NY	10312
210 Bay Street	Staten Island	NY	10301

EXHIBIT 5 p.1

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS
PRE-BID OPENING ATTENDANCE SHEET

PIN # 16BSER00201/E/PIN 0961580003
Bid Opening at 11:00 a.m.

PROJECT NAME: PROFESSIONAL TEMPORARY PERSONNEL SERVICES

DATE: APRIL 16, 2015

PROJECT DESCRIPTION:

PROFESSIONAL TEMPORARY PERSONNEL SERVICES

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED MBE WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
Advan Personnel	✓	65 W 53rd St NY NY 10019	Christine Balazs	212 557 9150		celaine@advan.com
Advan Personnel	✓	11 11	Christine Balazs	212 557 9150		celaine@advan.com
ADVA HR/HRMNT STAFFING	✓	2527 MERRICK RD ROSELAND, NY 11423	DANA PIRALDI	516-409-9211		dona@advan.com
The Execu Search Group	✓	675 3rd Ave 10016, NY NY	Yolanda Aro	917-201-5118		yo@execu-search.com
Yenda Aiker Inc	✓	330 LIVINGSTON ST ROSELAND, NY 11423	Georgy EVANS	718-643-4180		georgy@yenda.com
TACT Medical	✓	111 Schenck St NY NY	Elena Kounes	914-766-0800		elena@tactstaff.com
Quantillus	✓	115 Broadway	Mark Rubin	646-246-5956		mark.rubin@quantillus.com
Industrial Staffing Solutions	✓	6 W 36 NY NY	Toussan Boyd	646-652-0985		Toussan@industrial-staffing.com
TOS	✓	555 Madison	Personnel	917 991-8075		SKennedy@TOSStaffing.com
New York Staffing Solutions	✓	105 Broadway #2301	Hannah Hirsch	212 425 2979		hh@nystaffing.com
Advan Personnel	✓	44 Wall St NY NY	Ros Romano	212-306-0116		Ros@advan.com
PSI International	✓	100 Church St. New York	ERIC BAYARD	646-461-3377		ebayard@psist.com

AWBE Officer / Designee Authorization

Name: Yolene Molina-Summers Title: Director of Vendor Integrity, AWBE Officer Walter Polat Jarama
Signature: _____

I hereby certify that all attendees were provided with the following information relating to AWBE contract requirements for the resulting contract from this solicitation: an explanation of AWBE contract requirements; a review of how to properly complete Schedule B to ensure a responsive bid and request a waiver; the consequences for prime contractors that demonstrate non-compliance; an overview of the Online Directory; and the SBS Prime contractor resource sheets: "Assistant Contacts for Primes" and "Online Directory Tips".

EXHIBIT 5 p.2

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS
PRE-BID OPENING ATTENDANCE SHEET

PROJECT NAME: PROFESSIONAL TEMPORARY PERSONNEL SERVICES
 PROJECT DESCRIPTION: PROFESSIONAL TEMPORARY PERSONNEL SERVICES
 DATE: April 16, 2015

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED MBE/WBE	STREET ADDRESS CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
Ampositions		490 Kensington Dr NY	Tamara Monrose	912-916-0804	912-867-1789	tamara@ampositions.com
DEO National	✓	350 7th Avenue NY NY	Caroline Shchity	212-481-6868	212-481-0914	caroline@deonational.com
SPT, Inc	✓	775 3rd Avenue	Cliff Fulgiano	201-912-3214		fulgiano@superior.org
Horizon Staff Solutions		20 Jerusalem Ave 3rd Fl	Arthur Banks	516-326-2022	516-719-7373	banks@horizonstaff.com
The Honore Group		20 Jerusalem Ave 3rd Fl	Chris Totok	516-358-4141	516-719-7373	christ@thongroup.com
MANO Quantilis	✓	115 Broadway #1202	Mark Rubin	646-246-5956		mark@manquantilis.com
E2 CONSULTING		30 Kimberly Lane	Timothy O'Shea	718-354-7606		timothy@e2consulting.com
Bees Elderado usqls		30 Kimberly Lane	Robert Swanson	718-954-0827		robert@beeselderado.com
White Crane Law Firm		85 Rackett Street	Colleen Vanthone	718-387-8113		colleen@whitecranelaw.com
B3 Legal		228 E 45th St NY NY	Crain Brown	212-880-7725		crain@b3legal.com
Restoration and Life		870 East 163 Street	Moses Oladosu	347-737-7002	618-842-7515	moses@restorationandlife.com
ADVICE STRATEGIC		18 W 30th Street NY	RAT PATEL	212-714-3508		rat@advicestrategic.com

MWBE Officer / Designee Authorization

Jacques Molina-Sumner's Title Director of Vendor Integrity / MWBE Officer
 Signature *Jacques Molina-Sumner's*

I hereby certify that all attendees were provided with the following information relating to MWBE contract requirements for the resulting contract from this solicitation: an explanation of MWBE contract requirements; a review of how to properly complete Schedule B to ensure a responsive bid and request a waiver; the consequences for prime contractors that demonstrate non-compliance; an overview of the Online Directory; and the SBS Prime contractor resource sheets; Assistant Contacts for Printers and Online Directory files.

EXHIBIT 5 p. 3

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CONTRACTS
PRE-BID OPENING ATTENDANCE SHEET

PIN # 16BSESR00201/EPIN 09615B0003 PROJECT NAME: PROFESSIONAL TEMPORARY PERSONNEL SERVICES
Bid Opening at 11:00 a.m.

DATE: April 16, 2015 PROJECT DESCRIPTION: PROFESSIONAL TEMPORARY PERSONNEL SERVICES

PLEASE PRINT CLEARLY

COMPANY NAME	CERTIFIED MBE WBE	STREET ADDRESS CITY/STATE, ZIP	NAME OF ATTENDEE	PHONE #	FAX#	E-MAIL
Dominion Temp	✓	1111 Broadhollowed Sch 370, Farmington 920 Lexington Ave NY NY 10170	Margaret Salvia-Hick	5765241000 631 229 9303	631 229 9303	Msaliva@tempdominion.com
Tempositions Inc		108 W. 39th St. 702 New York, NY 10018	Tamela Monroe	212-916-0804	212-867-1759	temp@tempositions.com
Don't Let Us Holdings		25 Broadway, 9th Fl, NY, NY	Donald/Reg Aviles	212-355-3192		David@streetplaza.com
Respect Placement	✓		Elizabeth Wade	718-788-1260		EWade@respectplacement.com

MBE Officer / Designee Authorization

Name Melina-Summers Title Director of Vendor Integrity MBE Officer Paula Malia-Summers
Signature

I hereby certified that all attendees were provided with the following information relating to MWBE contract requirements for the resulting contract from this solicitation: an explanation of MWBE contract requirements; a review of to property complete Schedule B to ensure a responsive bid and request a waiver; the consequences for prime contractors that demonstrate non-compliance; an overview of the Online Directory; and the SSS Prime Contractor resource sheets; Assistant Contacts for Printers and Online Directory tips.

EXHIBIT 6

Home Energy Assistance Program (HEAP)					
Titles	Employees	Vendor Billing Rate p/h	Days	Hours	Contract Amt.
Professional Aide	2	\$15.24	86	7	\$18,348.96
Admin Analyst	10	\$20.73	86	7	\$124,794.60
Tech Bus Analyst I	9	\$34.16	86	7	\$185,078.88
Total	21				\$328,222.44

April 1, 2015 through July 31, 2015					
Titles	Employees	Vendor Billing Rate p/h	Days	Hours	Contract Amt.
Professional Aide	26	\$15.24	86	7	\$238,536.48
Admin Analyst	21	\$20.73	86	7	\$262,068.66
Technical Writer	3	\$20.73	86	7	\$37,438.38
Sr. Admin Analyst	14	\$26.84	86	7	\$226,207.52
Tech Bus Analyst I	5	\$34.16	86	7	\$102,821.60
Tech Bus Analyst II	5	\$40.27	86	7	\$121,212.70
Total	74				\$988,285.34

Grand Total	95				\$1,316,507.78
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