

BID RESPONSE PACKET
710-22-0026

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Aston Carter, Inc.			
Address:	7317 Parkway Dr. South			
City:	Hanover	State:	MD	Zip Code: 21071
Business Designation:	<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Public Service Corp	
	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable	<input type="checkbox"/> American Indian	<input type="checkbox"/> Service Disabled Veteran	
	<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Women-Owned	
	<input type="checkbox"/> Asian American	<input type="checkbox"/> Pacific Islander American		
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Justin Ray	Title:	Government Solutions Exec
Phone:	(502) 493-3116 (office)	Alternate Phone:	(502) 262-1470 (cell)
Email:	juray@astoncarter.com		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature: Kevin Dooley **Title:** Corporate Contracts Controller

Printed/Typed Name: Kevin Dooley **Date:** 3/30/2022

SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

Aston Carter cannot agree to the following statement in the Confidentiality of Information Attachment D as Aston Carter is not a Business Associate - "In addition, the Contractor shall comply with the Business Associate Agreement between the parties, incorporated herein by reference, and shall disclose any breaches of privacy or security by contacting the Information Technology Security Officer within one (1) business day of the breach by notification to the following e-mail address: dhs-it-security@arkansas.gov." As a part of our response we have included a letter stating why Aston Carter is not a Business Associate, citing specific language from the Code of Federal Regulations (CFR).

In the Subcontracts section of Attachment D, Aston Carter will request to remove the statement saying we're responsible for all work performed. Aston Carter is not onsite directing or supervising the work and cannot be held liable for all work.

Aston Carter cannot agree to the Indemnification section of Attachment D without making edits to the language as the language as written would hold us responsible for things outside our control and outside of the services we provide.

Aston Carter cannot agree to the Liability section of Attachment D without making edits.

Aston Carter would like to better understand how the Accessibility Act 1227 of 1999 in the Attachment D applies.

Aston Carter will require edits to section 13 (Indemnity) of Attachment E.

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

Vendor Name:	Aston Carter, Inc.	Date:	3/31/2022
Signature:	<i>Kevin Dooley</i>	Title:	Corporate Contracts Controller
Printed Name:	Kevin Dooley		

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.



Search Incorporations, Cooperatives, Banks and Insurance Companies

This is only a preliminary search and no guarantee that a name is available for initial filing until a confirmation has been received from the Secretary of State after filing has been processed. Please review our [NAME AVAILABILITY GUIDELINES HERE](#) prior to searching for a new entity name.

[Printer Friendly Version](#)

LLC Member information is now confidential per Act 865 of 2007

Use your browser's back button to return to the Search Results

[Begin New Search](#)

For service of process contact the [Secretary of State's office](#).

Corporation Name	ASTON CARTER, INC.
Fictitious Names	
Filing #	811322850
Filing Type	Foreign For Profit Corporation
Filed under Act	Dom Bus Corp; 958 of 1987
Status	Good Standing
Principal Address	7317 PARKWAY DRIVE HANOVER, MD 21076
Reg. Agent	CORPORATION SERVICE COMPANY
Agent Address	300 SPRING BUILDING, SUITE 900, 300 S. SPRING ST. LITTLE ROCK, AR 72201
Date Filed	08/03/2021
Officers	TAREN N. BUTCHER , Incorporator/Organizer TAREN N. BUTCHER , Secretary
Foreign Name	ASTON CARTER, INC.
Foreign Address	7317 PARKWAY DRIVE HANOVER, MD 21076
State of Origin	MD

[Purchase a Certificate of Good Standing for this Entity](#)

[Pay Franchise Tax for this corporation](#)

STATE OF MARYLAND
Department of Assessments and Taxation

I, MICHAEL L. HIGGS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR THE RIGHTS OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT ASTON CARTER, INC. (D11067998), INCORPORATED JANUARY 19, 2006, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS MARCH 30, 2022.



Michael L. Higgs
Director



301 West Preston Street, Baltimore, Maryland 21201
Telephone Baltimore Metro (410) 767-1340 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

Online Certificate Authentication Code: Djldr3aEE0Ku-XIYXwnGrQ
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>

State of Maryland
Department of
Assessments and Taxation



Larry Hogan
Governor

Sean P. Powell
Director

Charter Division

Date: 04/07/2016

CORPORATION SERVICE COMPANY
7 ST. PAUL STREET
SUITE 820
BALTIMORE MD 21202

THIS LETTER IS TO CONFIRM ACCEPTANCE OF THE FOLLOWING FILING:

ENTITY NAME : ASTON CARTER, INC.
DEPARTMENT ID : D11067998
TYPE OF REQUEST : ARTICLES OF AMENDMENT / NAME CHANGE
DATE FILED : 04-07-2016
TIME FILED : 11:58 AM
RECORDING FEE : \$100.00
EXPEDITED FEE : \$445.00
COPY FEE : \$22.00
FILING NUMBER : 1000362009297575
CUSTOMER ID : 0003403375
WORK ORDER NUMBER : 0004619953

PLEASE VERIFY THE INFORMATION CONTAINED IN THIS LETTER. NOTIFY THIS DEPARTMENT IN WRITING IF ANY INFORMATION IS INCORRECT. INCLUDE THE CUSTOMER ID AND THE WORK ORDER NUMBER ON ANY INQUIRIES.

Charter Division
Baltimore Metro Area (410) 767-1350
Outside Metro Area (888) 246-5941

STEPHEN JAMES ASSOCIATES, INC.

ARTICLES OF AMENDMENT

THIS IS TO CERTIFY THAT

FIRST: That charter of Stephen James Associates, Inc., a Maryland corporation (the "Corporation"), is hereby amended by deleting the existing Article Second and inserting a new Article Second in lieu thereof to read as follows:

"SECOND: The name of the Corporation (which is hereafter called the "Corporation") is

Aston Carter, Inc."

SECOND: The amendment to the charter of the Corporation as set forth above has been duly advised and recommended by the Board of Directors and approved by the stockholders of the Corporation as required by law

THIRD: The undersigned President acknowledges these Articles of Amendment to be the corporate act of the Corporation and, as to all matters of facts required to be verified under oath, the undersigned President acknowledges that to the best of the President's knowledge, information and belief, these matters and facts are true in all material respects and that this statement is made under the penalties for perjury


IN WITNESS WHEREOF, the Corporation as caused these Articles to be signed in its name and on its behalf by its President and attested to by its Secretary on this 7th day of April, 2016.

ATTEST



Dana R. Baughns, Secretary

STEPHEN JAMES ASSOCIATES, INC.



Todd M. Mohr, President

State of Maryland
Department of
Assessments and Taxation



Robert L. Ehrlich, Jr.
Governor

C. John Sullivan, Jr.
Director

Paul B. Anderson
Administrator

Charter Division

ALLEGIS GROUP INC.
7301 PARKWAY DR
HANOVER MD 21076-1159

Date: 01-19-2006

This letter is to confirm acceptance of the following filing:

ENTITY NAME : STEPHEN JAMES ASSOCIATES, INC.
DEPARTMENT ID : D11067998
TYPE OF REQUEST : ARTICLES OF INCORPORATION
DATE FILED : 01-19-2006
TIME FILED : 11:01-AM
RECORDING FEE : \$100.00
ORG. & CAP FEE : \$20.00
EXPEDITED FEE : \$50.00
POSTAGE FEE : \$5.00
FILING NUMBER : 1000361992418586
CUSTOMER ID : 0001725232
WORK ORDER NUMBER : 0001168270

PLEASE VERIFY THE INFORMATION CONTAINED IN THIS LETTER. NOTIFY THIS DEPARTMENT IN WRITING IF ANY INFORMATION IS INCORRECT. INCLUDE THE CUSTOMER ID AND THE WORK ORDER NUMBER ON ANY INQUIRIES. EVERY YEAR THIS ENTITY MUST FILE A PERSONAL PROPERTY RETURN IN ORDER TO MAINTAIN ITS EXISTENCE EVEN IF IT DOES NOT OWN PERSONAL PROPERTY. A BLANK RETURN WILL BE MAILED BY FEBRUARY OF THE YEAR FOR WHICH THE RETURN IS DUE.

Charter Division
Baltimore metro area (410)767-1350
Outside metro area (888)246-5941

W

ARTICLES OF INCORPORATION

OF

STEPHEN JAMES ASSOCIATES, INC.

THIS IS TO CERTIFY THAT:

FIRST: The undersigned, Randall D. Sones, whose address is 7301 Parkway Drive, Hanover, Maryland 21076, being at least eighteen (18) years of age, does hereby form a corporation under the general laws of the State of Maryland.

SECOND: The name of the corporation (which is hereinafter called the "Corporation") is:

Stephen James Associates, Inc.

THIRD: The Corporation is formed for the purpose of carrying on any lawful business.

FOURTH: The address of the principal office of the Corporation in this State is 1954 Greenspring Drive, Suite 503, Timonium, Maryland 21093.

FIFTH: The resident agent of the Corporation is Randall D. Sones, whose address is 7301 Parkway Drive, Hanover, Maryland 21076. The resident agent is a citizen of and resides in the State of Maryland.

SIXTH: The total number of shares of stock which the Corporation has authority to issue is ten million shares (10,000,000), \$0.01 par value per share, all of one class.

SEVENTH: The Corporation shall have a board of two (2) directors unless the number is increased or decreased in accordance with the bylaws of the Corporation. However, the number of directors shall never be less than the minimum number required by the Maryland General Corporation Law. The initial directors are:

James C. Davis
John T. Carey
Michael W. Salandra

EIGHTH: (a) The Corporation reserves the right to make any amendment of the charter, now or hereafter authorized by law, including any amendment which alters the contract rights, as expressly set forth in the charter, of any shares of outstanding stock.

(b) The board of directors of the Corporation may authorize the issuance from time to time of shares of its stock of any class, whether now or hereafter authorized, or securities convertible into shares of its stock of any class, whether now or hereafter authorized, for such consideration as the board of directors may deem advisable, subject to such restrictions or limitations, if any, as may be set forth in the bylaws of the Corporation.

(c) The board of directors of the Corporation may, by articles supplementary, classify or reclassify any unissued stock from time to time by setting or changing the preferences, conversion or other rights, voting powers, restrictions, limitations as to dividends, qualifications, or terms or conditions of redemption of the stock.

IN WITNESS WHEREOF, I have signed these Articles of Incorporation and acknowledge the same to be my act on this 17th day of January, 2006.



Randall D. Sones

31, March 2022

**Aston Carter's Response to State of Arkansas Bid # 710-22-0026
Re: Temporary Staffing for Clerical Positions**

We are pleased to present our professional references and some additional clarifying information in response to bid 710-22-0026 for Temporary Staffing of Clerical Positions. Outlined below are the POCs for this engagement, along with the professional references outlined as a requirement in the bid response packet.

Justin Ray, Government Solutions Executive is responsible for the pre-award communications between the State of Arkansas and Aston Carter. Justin is listed on the bid response packet as the person responsible for handling bid solicitation matters.

Matthew Snyder, Sr. Contracts Administrator is the approved signatory for any/all Aston Carter contractual representation that might be required for this engagement once award determination has been made. Matt is the person responsible for signing and verifying all of the documents submitted with this response, and he will handle any exceptions and/or contract language that Aston Carter cannot take exception with, based on what's outlined in Attachment E for this response.

In the event of an award, Aston Carter's Little Rock, AR field office will be responsible for the recruiting and placement activities for this effort and will become the local POC once the agreement is finalized, and the new contract agreement is active. Provided below are the contact details for the Aston Carter local office

Aston Carter – Little Rock
5300 Highland Dr. Little Rock, AR 72223
Local POC for Recruiting Activities - Andrew Heideman, Account Recruiting Manager
Local POC Phone & Email: 501-708-0236 (office), 501-802-0140 (cell), aheideman@astoncarter.com

Professional References

Below are (2) professional references as outlined in your RFP requirements. Each reference will speak on behalf of the work Aston Carter is currently performing for them, and our experience providing temporary clerical personnel local to the area and within the same size and scope of this opportunity.

Organization Name	Address	Contact Person Name	Email Address & Phone Number
Gainwell Technologies	355 LedgeLawn Dr, Conway, AR 72034	Carolyn Davis	Carolyn.davis@gainwelltechnologies.com 469-830-6713
Transplace	4909 W Magnolia St, Rogers, AR 72756	Erick Herrera	erick.herrera@transplace.com 469-971-2730

Equal Opportunities, Inclusion and Diversity

We all share a passion to succeed that extends across all borders and characteristics. Our customers, business partners and colleagues all come from a wide variety of backgrounds and cultures, but because the strong relationships we build are based on trust and mutual respect, we will not allow our differences to divide us. Sharing a diversity of opinions and ideas helps us perform at our optimal level, meet, and exceed our customers' needs and in turn become a better, stronger company.

To this end, we each contribute daily to maintaining an inclusive work environment that fosters respect for all of our coworkers, customers, and business partners, and one that reflects the diversity of our communities. Our Company provides equal employment opportunities, meaning that we do not make employment-related decisions or discriminate against anyone on the basis of race, color, religion, sex, gender expression, gender identity, sexual orientation, national origin, age, disability, pregnancy, childbirth or related medical condition, citizenship status, military or veteran status, genetic information, union affiliation or any other characteristic protected by applicable law. This approach applies to every aspect of employment, including recruitment, selection, promotion, transfer, terminations, redundancies compensation, access to benefits and training and corrective action. For further information regarding our equal employment policies, you may also consult your Employee Handbook, or contact your Human Resources Representative or the Legal Department.

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 1

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: March 28, 2022
SUBJECT: 710-22-0026 Temporary Clerical Staffing

The following change(s) to the above referenced IFB have been made as designated below:

- Change of specification(s)
 Additional specification(s)
 Change of bid opening date and time
 Cancellation of bid
 Other

CHANGE OF SPECIFICATIONS

- IFB, page 9, Section 1.29, delete and replace with the following:

SCHEDULE OF EVENTS

Public Notice of IFB	March 15, 2022
Deadline for Receipt of Written Questions	March 22, 2022
Response to Written Questions, On or About	March 28, 2022
Date and Time for Bid Submission	March 31, 2022 @ 11:00am CT
Date and Time for Bid Opening	March 31, 2022 @ 12:00pm CT
Intent to Award Announced, On or About	April 8, 2022
Contract Start (Subject to State Approval)	July 1, 2022

- IFB, page 11, Section 2.4.B.2, delete and replace with the following:

STAFFING QUALIFICATIONS

Candidates must be submitted to DCO within twenty-four (24) hours of receipt of the request. In the event any temporary employee fails to adhere to DCO's directions or security regulations or demonstrate that they are not qualified to perform the required duties, DCO shall notify the Contractor who shall replace the employee within one (1) working day.

- IFB, page 11, Section 2.4.C, delete and replace with the following:

TEMPORARY EMPLOYEE SCREENING PROCEDURES

The Contractor shall have temporary employee applicant screening procedures in place that may include, but are not limited to: • Evaluation of general knowledge and skills • Computer competency testing • Verification of work experience and capabilities through reference check

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Buyer's name, Buyer's email address and phone number.


Vendor Signature

3/29/22
Date

Aston Carter

Company

To whom it may concern:

This letter is in response to Clients request for Aston Carter to sign a Business Associate Agreement/ Addendum acknowledging the responsibilities as a Business Associate in the engagement (or potential engagement) between Aston Carter and Client.

As a temporary staffing agency providing recruiting and staffing services to clients, Aston Carter does not provide any functions, activities, or services on behalf of clients that would constitute Aston Carter being deemed a Business Associate (as defined under 45 CFR 160.103).

"Business associate: (1) Except as provided in paragraph (2) of this definition, business associate means, with respect to a covered entity, a person who:

(i) On behalf of such covered entity or of an organized health care arrangement (as defined in § 164.501 of this subchapter) in which the covered entity participates, but other than in the capacity of a member of the workforce of such covered entity or arrangement, performs, or assists in the performance of:

(A) A function or activity involving the use or disclosure of individually identifiable health information, including claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, billing, benefit management, practice management, and repricing; or

(B) Any other function or activity regulated by this subchapter, or

(ii) Provides, other than in the capacity of a member of the workforce of such covered entity, legal, actuarial, accounting, consulting, data aggregation (as defined in § 164.501 of this subchapter), management, administrative, accreditation, or financial services to or for such covered entity, or to or for an organized health care arrangement in which the covered entity participates, where the provision of the service involves the disclosure of individually identifiable health information from such covered entity or arrangement, or from another business associate of such covered entity or arrangement, to the person."

As a provider of temporary staffing services, and based on how the CFR defines Business Associates, clients may interpret the regulation as being applicable to Aston Carter and believe that Aston Carter should be considered a Business Associate as the employer of temporary employees it assigns to it clients to perform work, where such work includes handling a client's PHI. Aston Carter's temporary employees may create, use or receive PHI from the client, but are considered a member of the client's workforce as defined under 45 CFR 160.103: *"Covered Entity Workforce: employees, volunteers, trainees, and other persons whose conduct, in the performance of work for a covered entity, is under the direct control of such entity, whether or not they are paid by the covered entity."*

As part of Aston Carter's temporary staffing services, we require our clients to be responsible for the management and supervision of temporary employees while they are performing work for such client; Therefore, in accordance with the foregoing definition and for the purpose of providing temporary employees to our clients, Aston Carter's temporary employees should be considered a member of client's workforce as they are under the control of client when handling such client's PHI. Even though Aston Carter is the common law employer, all temporary employees should be considered a member of client's workforce for the purpose of having access to client's PHI.

Aston Carter, Inc.

**Danielle
Colman**

Digitally signed by
Danielle Colman
Date: 2021.05.04
15:31:28 -04'00'

Danielle Colman
Sr. Contracts Manager

Contract Number _____
 Attachment Number _____
 Action Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: **Yes** **No** Aston Carter, Inc.

IS THIS FOR: **Goods?** **Services?** **Both?**

TAXPAYER ID NAME: Allegis Group Holdings, Inc dba Aston Carter, Inc.

YOUR LAST NAME: Dooley FIRST NAME: Kevin M.I.: _____

ADDRESS: 7317 Parkway Drive South

CITY: Hanover STATE: MD ZIP CODE: 21076 COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

F O R I N D I V I D U A L S *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

F O R A N E N T I T Y (B U S I N E S S) *

Indicate below if any of the following persons, current or former, hold any position of control or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

Contract Number _____
Attachment Number _____
Action Number _____

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature **Kevin Dooley** Digitally signed by Kevin Dooley Date: 2022.03.30 17:47:20 -04'00' Title Corporate Contracts Controller Date 3/30/22

Vendor Contact Person Justin Ray Title Government Solutions Executive Phone No. (502) 493-3116

Agency use only
Agency Number 0710 Agency Name Department of Human Services Agency Contact Person
Contact Person Phone No. _____ Contact Contract or Grant No. _____

OFFICIAL BID PRICE SHEET

- All costs must be included in the hourly rate. The price per hour is a set price for all hours approved under contract.
- Quantities are estimated for bidding purposes only.
- The State may increase or decrease the number of positions as needed.

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS PER POSITION	ESTIMATED NUMBER OF POSITIONS	PRICE PER HOUR	ANNUAL AMOUNT <i>(Estimated annual hours x estimated number of positions)</i>
1.	Temporary Clerical Positions	2,080	75	\$ 22.40	\$ 3,494,400.

- Please select the area(s) the prospective contractor has the capacity to provide services. Bidders may select multiple areas:

DIVISION OF COUNTY OPERATIONS					
<u>AREA I</u> <input checked="" type="checkbox"/> Baxter Benton Boone Carroll Crawford Franklin Logan Madison Marion Newton Polk Scott Searcy Sebastian Washington	<u>AREA II</u> <input checked="" type="checkbox"/> Clay Craighead Crittenden Cross Fulton Greene Independence IZARD Jackson Lawrence Mississippi Poinsett Randolph Sharp	<u>AREA III</u> <input checked="" type="checkbox"/> Cleburne Conway Faulkner Johnson Lonoke Perry Pope Prairie Stone Van Buren White Woodruff Yell	<u>AREA IV</u> <input checked="" type="checkbox"/> Calhoun Clark Columbia Dallas Garland Hempstead Hot Springs Howard Lafayette Little River Miller Montgomery Nevada Ouachita Pike Saline Sevier Union	<u>AREA V</u> <input checked="" type="checkbox"/> Arkansas Ashley Bradley Chicot Cleveland Desha Drew Grant Jefferson Lee Lincoln Monroe Phillips St Francis	<u>AREA VI</u> <input checked="" type="checkbox"/> Pulaski East Pulaski Jacksonville Pulaski North Pulaski South Pulaski Southwest Central Office