

DOCUMENTATION CHECKLIST

As outlined in section 2.3 Minimum Qualifications in the solicitation document, please provide the following:

- A. Bidder **must** submit official documentation of active registration from the Arkansas Secretary of State's Office.
- B. Bidder **must** provide a Certificate of Good Standing with bid submission.
- C. The Contractor must have at least two (2) current accounts, either commercial or government, providing staffing services. For verification purposes, bidder must provide a reference for these accounts with bid submission including the following information: organization name, address, contact person name, email address, and phone numbers.
- D. Bidder **must** submit all documents in the bid response packet including:
 - 1. Bid Signature Page
 - 2. Proposed Subcontractors Form
 - 3. Vendor Agreement and Compliance
 - 4. Official Bid Price Sheet
- E. Copy of Equal Opportunity Policy
- F. Bidder **must** submit signed/completed Attachment A – EO 98-08 Disclosure Form.

***Please refer to the solicitation (section 1.18 Response Documents) for additional instruction.*



**Arkansas Secretary of State
John Thurston**

State Capitol Building ♦ Little Rock, Arkansas 72201-1094 ♦ 501-682-3409

Certificate of Good Standing

I, John Thurston, Secretary of State of the State of Arkansas, and as such, keeper of the records of domestic and foreign corporations, do hereby certify that the records of this office show

MANPOWER US INC

formed under the laws of the state of Wisconsin, and authorized to transact business in the State of Arkansas as a Foreign For Profit Corporation, was granted a Application for Certificate of Authority by this office December 21, 1995.

Our records reflect that said entity, having complied with all statutory requirements in the State of Arkansas, is qualified to transact business in this State.



In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 21st day of March 2022.


John Thurston

Secretary of State

Online Certificate Authorization Code: 2d094720904b20e

To verify the Authorization Code, visit sos.arkansas.gov

References:

1. Kohler
415 S Oklahoma St, Sheridan, AR 72150
[\(870\) 942-2111](tel:(870)942-2111)
Stephanie Amerson
STEPHANIE.AMERSON@kohler.com
2. Baxter
1900 AR-201, Mountain Home, AR 72653
[\(870\) 424-5200](tel:(870)424-5200)
Kelly Lucas
kelly_lucas@baxter.com

BID RESPONSE PACKET
710-22-0026

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Manpower			
Address:	5601 JFK Blvd., Ste. 202			
City:	North Little Rock	State:	AR	Zip Code: 72116
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			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Tracie Flynn	Title:	Market Manager
Phone:	501-771-2806	Alternate Phone:	501-412-4656
Email:	tracie.flynn@manpower.com		

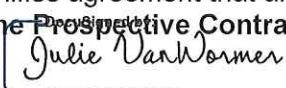
CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <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.

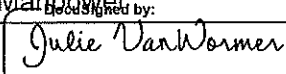
The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature:  **Title:** RVP
 _____ 8751E1E4CC694D3...
Printed/Typed Name: Julie VanWormer **Date:** 3/25/2022

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.

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

Vendor Name:	Manpower	Date:	03-25-2022
Signature:	 <small>DocuSigned by: 8751E1E4CC694D3...</small>	Title:	Regional VP
Printed Name:	Julie Vanwormer		

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.



FAST TRACK AGREEMENT

CLIENT INFORMATION ("CLIENT"):

Company Name: State of Arkansas	Phone: 501-682-6327	
Contact Name: Chorsie Burns		
Street Address: 700 Main Street Slot W345		
City: Little Rock	State: AR	Zip: 72201
Billing Address (If different than above):		
City:	State:	Zip:

MANPOWERGROUP INFORMATION:

Market Manager Name: Tracie Flynn		
Phone: 501-771-2806		
Street Address: 5601 JFK BLVD Suite 202		
City: NLR	State: AR	Zip: 72116
Effective Date:		

ACKNOWLEDGED AND ACCEPTED:

ManpowerGroup US Inc., a Wisconsin corporation with its principal office located at 100 Manpower Place, Milwaukee, Wisconsin 53212, on behalf of itself and its affiliates and subsidiaries (each an "Affiliate," and collectively, "ManpowerGroup"), as set forth in the Assignment Details or an applicable statement of work or assignment order, and Client, as defined above, in consideration of the mutual covenants contained herein, agree to the Terms and Conditions attached hereto and incorporated in this Fast Track Agreement (the "Agreement") as of the Effective Date above.

The undersigned representatives, with the authority to enter into and execute this document, have read, understand, and agree to the terms of this Agreement.

Client

ManpowerGroup US Inc.

Authorized Signatory

Date

Authorized Signatory

Date

Printed Name / Title

Printed Name / Title



TERMS AND CONDITIONS

1. **Services.** ManpowerGroup will provide to Client the staffing services specifically listed in the attached Assignment Details or as indicated in the relevant assignment order or statement of work ("SOW"). For staffing services, ManpowerGroup will provide Assigned Employee(s) to perform work on behalf of the Client and at the Client's direction. ManpowerGroup will provide the staffing services generally described as follows: recruiting, interviewing and/or screening candidates; providing offers of employment to qualified candidates when appropriate; assigning candidates who have accepted employment with ManpowerGroup who, in ManpowerGroup's judgment, are qualified to perform the type of work described by Client ("Assigned Employees") and removing any Assigned Employees at the request of Client for any lawful reason. In addition, on behalf of all Assigned Employees, ManpowerGroup will maintain personnel and payroll records; pay, withhold and transmit payroll taxes; establish and contribute to such benefit programs as ManpowerGroup deems appropriate; make employer shared responsibility payments required under the Affordable Care Act ("ACA"); make unemployment contributions; and handle unemployment and workers' compensation claims with respect to compensation that ManpowerGroup has agreed to pay ("Employer Obligations"). For purposes of the ACA, ManpowerGroup will treat all Assigned Employees as common-law employees of ManpowerGroup. ManpowerGroup will screen the Assigned Employees based on the specific checks and tests set forth below, if any, the actual cost of which will be passed through to Client. Any discoveries, inventions, concepts or ideas (including improvements and modifications thereto) made or conceived solely or jointly with others by any Assigned Employee in connection with work to be performed hereunder will be the property of Client as "work made for hire." ManpowerGroup Assigned Employees are not entitled to benefits offered or provided by Client to its own staff. The Assigned Employee(s) will perform the work on behalf of Client at the locations within the United States specified within the Assignment Details or relevant SOW.

2. **Limited Warranty.** In the event that Client is not satisfied with the performance of any Assigned Employee, then upon Client's written request, ManpowerGroup will remove the Assigned Employee with whom Client is not satisfied from the assignment, relieve Client of the obligation to pay for the number of hours of work specified within the Assignment Details or relevant SOW and performed by the same Assigned Employee and use its best efforts to provide a replacement Assigned Employee as soon as practicable (the "Limited Warranty"). The Limited Warranty described herein shall be ManpowerGroup's sole obligation to Client and Client's exclusive remedy with respect to any nonconformity or deficiency in services, work product or deliverables furnished to Client.

3. **Payment.** ManpowerGroup is solely responsible for compensating the Assigned Employee for the work performed. Client agrees to pay ManpowerGroup for its staffing services and any other costs or fees at the rate(s) set forth below. Client understands and acknowledges that such rates include payroll burden costs, which represent the allocated share of estimated Employer Obligations. ManpowerGroup will invoice Client weekly at the address set forth below. Payment will be due upon receipt of invoice. ManpowerGroup may charge interest at the rate of one and one-half percent (1 1/2%) per month on any amounts past due. Any late invoicing by ManpowerGroup shall not affect Client's obligation to pay for services rendered. Amounts invoiced for work performed by Assigned Employees will be calculated on the basis of hours shown on ManpowerGroup time records. Client or Client's designated representative will approve ManpowerGroup time slips within forty-eight (48) hours of receipt, certifying that the hours shown are correct and authorizing ManpowerGroup to bill Client for the hours worked by the named Assigned Employee. If Client or Client's designated representative are unavailable to approve time slips within forty-eight (48) hours, ManpowerGroup is authorized to approve such time slips, and such signed time slips will be conclusive as to the number of compensable hours worked by each Assigned Employee for that workweek, provided that Client will have thirty (30) days to contest any inaccuracies in such time slips. Client agrees that it will not request or require that Assigned Employee work any hours not recorded on a time slip. If ManpowerGroup is required to increase wage and/or payroll burden costs at any time during the term of this Agreement as the direct result of any determination, order or action by any applicable federal, state or local governmental authority, including, but not limited to, paid sick leave, prevailing wage and benefit requirements, or in order to meet Employer Obligations, Client will reimburse ManpowerGroup for any such increase or equitable adjustment. Any sales, use, excise or other such tax levied as a result of performance hereunder will be paid by Client. In the event that an Assigned Employee is required to incur business and/or travel expenses, such expenses will be paid by ManpowerGroup and reimbursed to ManpowerGroup by Client at ManpowerGroup's actual cost.

4. **Term/Termination.** The term length of this Agreement will be three (3) years from the Effective Date specified above and will continue thereafter on a month-to-month basis until the Agreement is terminated pursuant to this section. Either Party may terminate this Agreement without cause upon thirty (30) days written notice to the other Party. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement immediately in the event the other party declares or becomes bankrupt or insolvent, dissolves or discontinues operations, or fails to make any payments within the time periods specified in this Agreement. Upon termination of this Agreement, ManpowerGroup will promptly provide an invoice to Client for all fees incurred by Client under this Agreement and Client will pay all amounts set forth on the invoice within thirty (30) days of receipt. Termination of this Agreement shall terminate all assignments. Notwithstanding any period of performance set forth herein, either Party may terminate an assignment upon reasonable prior written notice, which may be sent via email.

5. **Client's Responsibilities.** Client agrees to supervise and control the work, premises, processes and systems to be performed by Assigned Employee(s) and to review and approve the corresponding work product. In addition, Client will control the development, quality and implementation of the work product and provide the Assigned Employees with a safe workplace environment. Client will provide ManpowerGroup with a job description that accurately summarizes the primary duties of all Assigned Employees. This job description

will be provided to ManpowerGroup prior to the Assigned Employee's commencing his or her assignment. Client will not make material changes in any Assigned Employee's job duties or risks without ManpowerGroup's prior written approval. Client will not entrust any Assigned Employee with unattended property or valuables, such as cash, negotiable instruments, keys, merchandise and confidential or trade secret information, other than as is strictly required by the job description provided to ManpowerGroup. Client will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of work for Client, other than as is clearly required by the job description provided to ManpowerGroup.

6. **Compliance with Laws.** ManpowerGroup shall comply with all applicable national, state and local laws and regulations governing the provision of services and ManpowerGroup's business generally. Client shall comply with all applicable national, state, and local laws and regulations governing the work product, performance of work by Assigned Employees and the Client's business generally. The parties agree to comply with all applicable laws regarding non-discrimination in employment, fair labor standards and data privacy.

7. **Confidentiality.** Both parties acknowledge that they may receive information that is proprietary or confidential to the other party or its affiliated companies and their clients. During the term of this Agreement and for one (1) year thereafter, both parties agree to take reasonable measures to hold such information in strict confidence and not to disclose such information to third parties or to use such information for any purpose whatsoever other than performing hereunder or as required by law. Upon the expiration or termination of this Agreement each Party will return (or, if requested, destroy) the confidential information of the other Party in its possession at the time of termination or expiration.

8. **Mutual Indemnification.** To the extent permitted by law, the Parties agree to defend, indemnify and hold each other and their respective parents, subsidiaries, directors, officers, agents, representatives and employees harmless of and from any and all claims, losses, taxes, penalties and liabilities to the extent caused by their respective negligence, gross negligence, recklessness or willful misconduct or breach of this Agreement.

9. **Limitation of Liability.** Neither Party shall be liable for or required to indemnify the other Party for any incidental, consequential, exemplary, special or punitive damages, including lost profit, regardless of how characterized and even if such Party has been advised of the possibility of such damages, which arise from the performance of this Agreement or in connection with this Agreement, including but not limited to the acts or omissions of any Assigned Employee and regardless of the form of action (whether in contract, tort, negligence, strict liability or otherwise). ManpowerGroup's liability for damages hereunder, regardless of the form of action, shall not exceed per claim and in the aggregate the total amount paid under this Agreement. Neither Party may bring action or institute a proceeding against the other Party more than one (1) year after the event giving rise to such claim.

10. **Insurance.** ManpowerGroup will maintain in force during the term of this Agreement insurance coverage as follows: (i) Workers' Compensation - Statutory with limits as prescribed by applicable state law and Employer's Liability with limits of \$500,000, per accident and in the aggregate; (ii) Comprehensive General Liability and Property Damage Insurance, including coverage for products and completed operations, with limits of at least \$2,000,000 for each occurrence; and (iii) Excess Automobile Liability Insurance, covering any non-owned automobiles, with limits of at least \$1,000,000 for each occurrence; this coverage shall apply only to Assigned Employees who operate vehicles that are not owned, leased or rented by Client. Upon written request, ManpowerGroup will deliver to Client copies of certificates of the insurance policies described herein.

11. **Miscellaneous.** This Agreement contains the entire understanding between the Parties and supersedes all prior agreements and understandings relating to the subject matter hereof. No provision of this Agreement may be amended or waived unless such amendment or waiver is agreed to in writing signed by both Parties. Client represents that in executing this Agreement, Client did not rely on any inducements, promises or representations by ManpowerGroup other than the terms specifically set forth in this Agreement. Neither Party may, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign or transfer this Agreement or delegate any of its obligations under this Agreement without the other Party's prior written consent, except that either party may assign or transfer this Agreement or delegate any rights or obligations thereunder without consent in connection with a merger, reorganization, transfer, sale of assets or product lines, or change of control or ownership. Except as expressly provided herein, those provisions of this Agreement that by their terms extend beyond the termination hereof will remain in full force and effect and survive such termination, including without limitation Sections 3, 4, 7, 8, 9 and 10. ManpowerGroup may provide services directly or through Affiliates and/or may subcontract any of its obligations hereunder. Neither Party will be responsible for failure or delay in performance hereunder if the failure or delay is due to labor disputes, strikes (including but not limited to strikes of Client and/or ManpowerGroup), fire, riot, war, acts of war (declared or not), insurrections, civil commotion, terrorism, pandemic, natural disaster, acts of God or any other causes beyond the control of the non-performing party. All notices to a Party required under this Agreement must be in writing to the Party's address above. This Agreement will be governed in all respects by the laws of the State of Wisconsin, without regard to its conflict of laws principles. The parties consent to the jurisdiction of any state or federal court in Wisconsin for the resolution of any disputes in connection with this Agreement.

The Parties represent and warrant that they have full corporate power and authority to execute this Agreement and to perform their obligations hereunder, and that the person whose signature appears above is fully authorized to execute this Agreement on behalf of the Party that such person represents.



ASSIGNMENT DETAILS

1. JOB DESCRIPTIONS AND LOCATIONS*

Job Title	Job Description	Location
Administrative	To be provided in detail – all clerical in scope	Arkansas

* If the parties decide to change the scope of the Agreement by, for example, adding or deleting jobs or locations, they must execute an amendment to this Agreement reflecting the intended change. ManpowerGroup reserves the right not to provide an Assigned Employee or candidate for any reason.

2. RATES*

Job Title	Straight Time Bill Rate	
Administrative	24.04	

[Select either straight time or markup as the method of calculating rates and delete the column not used]

* The above Rates are comprised in part of the costs associated with ManpowerGroup's Employer Obligations and are subject to Section 3 of the Agreement. Further, the above Rates are also based upon Client committed volumes and existing market conditions. In the event the committed volumes are not achieved by Client or existing market conditions change, the above Rates are subject to change.

3. ADDITIONAL BACKGROUND CHECKS AND TESTING

Required Y/N	Check or Test	Requirements, If Any	Cost
	Criminal Record Check	SSN Trace + 7 year history county criminal search	\$ 16.00 per employee.
	Drug Tests	6 panel Oral where allowed by law	\$10.00 per employee.
	Drug Tests	5 panel Urinalysis	\$ 30.00 per employee
	Education Verification	Highest degree received	\$ 7.50 + Fees per employee.
	Employment Verification	Maximum 2 employers	\$ 15.00 + Fees per employee
	Driving Record Check		\$ 2.00 + fees per employee
	Credit Check		\$ 8.00 per employee.
	Other (define and request pricing before final agreement is signed)		\$ _____ per employee.

4. ADDITIONAL DETAILS

Description	Details
Payment for Overtime	The pricing provided above does not contemplate non-exempt Assigned Employees (as "non-exempt employee" is defined in the Fair Labor Standards Act or relevant state law) working overtime. If Assigned Employee works more than forty (40) hours in any one work week, Manpower will be compensated by Client for the additional hours at a rate of one and one-half times the Assigned Employee's straight-time bill rate. Likewise, if the Assigned Employee works more than eight (8) hours in any one day in a jurisdiction that requires overtime pay to employees in such circumstance, or in jurisdictions in which other overtime or double-time obligations are imposed by statute or regulation, Manpower will be compensated by Client for the additional hours by multiplying the Assigned Employee's straight-time bill rate by the same multiplier that Manpower is legally required to apply to the Assigned Employee's pay rate. Any hours required to be paid at premium rates will be included on time slips.
Limited Warranty	In the event that ManpowerGroup removes an Assigned Employee pursuant to Section 2 of the attached Terms and Conditions, Client will be relieved of the obligation to pay for the first four (4) hours of work performed by that Assigned Employee.
Additional Fees	In the event Client cancels an assignment without providing 24 hours' notice prior to the commencement of the assignment Client agrees to pay the bill rate for four (4) hours of work performed.

5. CONVERSION/TRANSFER FEES

If during the term of this Agreement, and for six months thereafter, Client permits or requests any Assigned Employee to transfer to another entity's payroll in order to perform work for Client, Client's customer or at Client's facilities, Client shall pay ManpowerGroup a one-time placement fee in the amount of \$500 for each such Assigned Employee. If during the term of this Agreement, and for six months thereafter, Client solicits or hires away any of ManpowerGroup's employees, candidate referrals or Assigned Employees involved in performing services or obligations under this Agreement, Client shall pay ManpowerGroup a direct hiring conversion fee. Such conversion fee will be prorated based on the length of time the Assigned Employee is on assignment as referenced below:

Time on Assignment	Prorated Fee Schedule
0 to 240 Hours	15% of Annual Salary
241 to 480 Hours	10% of Annual Salary
481 to 720 Hours	5% of Permanent Placement Fee
721 + Hours	\$500

6. PERMANENT PLACEMENT SERVICE DETAILS

Description	Details
Limited Warranty	Except for a Client-initiated reduction in workforce, elimination of the position or insufficient work for candidate, if a candidate hired by Client is no longer employed by Client thirty (30) days after candidate's start date with Client and provided that Client has paid all invoices associated with such candidate, ManpowerGroup will, on a one-time basis, use its best efforts to replace the candidate at no additional cost. Nothing herein shall entitle Client to a refund of any fee paid to ManpowerGroup.
Fees	Client agrees to pay a fee if Client hires or retains a candidate, in any capacity, referred by ManpowerGroup within one (1) year after that candidate was presented to Client, regardless of whether Client learned of or could have learned of the candidate through other means. As follows is the fee payable, which is a fixed percentage of Compensation* paid by Client:
Annualized Compensation	Fee Percentage
Below - \$59,999	20%
\$60,000 - \$79,999	25%
\$80,000 and above	30%

*Compensation includes base gross salary, gross compensation for services, fees, wages, guaranteed and/or anticipated bonus and commission earnings, and all other payments to be made to the candidate during the first twelve (12) months of employment.

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	\$ 24.02	\$ 3747120.00

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

Patterson, ReNae

From: Burgstrom, Kim
Sent: Friday, March 18, 2022 10:50 AM
To: Patterson, ReNae
Cc: Briggs, Andrea; MP-NA NABids; Telepo, Martie
Subject: Certificate of Good Standing and Proof of Active Registration - State of Arkansas

Follow Up Flag: Follow up
Flag Status: Flagged

Hi ReNae,

For the State of Arkansas bid, Andrea Briggs, in copy, can help you with the following:

- A. Bidder must submit official documentation of active registration from the Arkansas Secretary of State's Office.
- B. Bidder must provide a Certificate of Good Standing with bid submission.

Below is the EEO statement listed on the ManpowerGroup website under Corporate Careers:

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

ManpowerGroup is committed to providing a workplace free of unlawful discrimination, harassment, and retaliation. It is the policy of ManpowerGroup that we will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status, and we will ensure that all employment decisions are based only on valid job requirements. ManpowerGroup is a federal contractor subject to Executive Order 11246, Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) and Section 503 of the Rehabilitation Act of 1973, as amended (Section 503). ManpowerGroup is committed to equal employment opportunity, and it is our policy to take affirmative action to employ and advance in employment minorities, females, protected veterans and individuals with disabilities. ManpowerGroup will also provide reasonable accommodation to known physical or mental limitations of an otherwise qualified employee or applicant for employment, unless the accommodation would impose undue hardship on the operation of our business.

Overall responsibility for the implementation of our affirmative action programs is assigned to our People and Culture function and those programs include an audit and reporting system.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of section 503, VEVRAA, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities or protected veterans; (3) opposing any act of practice made unlawful by section 503, VEVRAA, or their implementing regulations in this part, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities or protected veterans; or (4) exercising any other right protected by section 503, VEVRAA or their implementing regulations.

Our affirmative action program contains an audit and reporting system which enables us to measure the effectiveness of our program, indicate any need for remedial action, determine the degree to which our objectives have been attained, determine whether protected veterans and individuals with disabilities had had the opportunity to participate in company-sponsored activities, measure our compliance with the program's specific obligations, and document actions taken to comply with these obligations.

ManpowerGroup employees and applicants may review the non-confidential portions of the affirmative action plans during regular business hours. Please contact talentacquisition@manpowergroup.com during normal business hours to review the affirmative action plan

With this policy statement, I am reaffirming my and the company's commitment to our equal employment opportunity policy and our affirmative action programs. All employees are expected and required to comply with these policies at all times.



NA Bids and Pursuits
NABids@manpowergroup.com

ManpowerGroup[®]

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 Julie VanWarmer Title Regional VP Date 3-25-2022

Vendor Contact Person Tracie Flynn Title Market Manager Phone No. (501) 771-2806

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