

University of Iowa Purchasing

Bid Information

Bid Owner Renee Funk Purchasing Agent
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Bid Number 15600 Addendum 1
Title Joint Regent Temporary
Employment Services
(Professional & Non-Professional)

Bid Type RFP - Sealed
Issue Date 11/06/2015
Close Date 11/25/2015 3:00:00 PM Central

Contact Information

Address The University of Iowa
Purchasing
Iowa City, IA 52242

Contact Renee Funk
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Ship to Information

Address

Contact
Department
Building
Floor/Room
Telephone
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____
Signature _____

Supplier Notes

Date / /

Bid Notes

The University of Iowa and The University of Northern Iowa, hereafter 'Universities' solicit proposals for temporary employment services at both Universities.

Answers to vendor questions are now available in the attachments section in the attachment titled 'RFP 15600 Joint Regent Temporary Staffing_Addendum One.'

Bid Activities

Date	Name	Description
11/12/2015 3:00:00 PM	Vendor Questions	Any and all questions should be submitted via e-mail to Renee Funk at renee-funk@uiowa.edu by 3:00 p.m. CT on Thursday November 12, 2015.

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	Joint Regent Terms and Conditions.pdf	Regent Universities Standard Contract Terms and Conditions
Header	RFP 15600 Joint Regent Temporary Staffing_Addendum One.pdf	Answers to vendor questions are contained in this document.

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	SUPPLIER INSTRUCTIONS	<p>Prior to entering line item prices, please review and respond, as required, to the Attributes listed below. Attributes 2 through 43 refer to General Terms and Conditions. The remaining Attributes are specific to this Request for Proposal. This RFP contains multiple pages. You can move from page to page by clicking on the right side of the gray bars that appear at the bottom of the Attributes and Line Item sections.</p> <p>Bids MUST be submitted electronically through the eBid system. Bids submitted by any other means will not be accepted.</p> <p>Any and all questions should be submitted via e-mail to Renee Funk at renee-funk@uiowa.edu by 3:00 p.m. CT on Thursday November 12, 2015.</p>	_____ (Optional)
2	Introduction	<p>The Regents Universities, The University of Iowa (SUI) and the University of Northern Iowa (UNI), and the State of Iowa Board of Regents are soliciting information from qualified suppliers to provide temporary staffing services for both Regent Schools.</p> <p>Supplier should read all materials carefully and note the due date. All questions and comments in reference to this Request for Proposal must be directed to Renee Funk at renee-funk@uiowa.edu.</p>	(No Response Required)

3 Temporary Employment Services

The University of Iowa and The University of Northern Iowa solicit proposals for temporary employment services for various types of work that may be needed on both campuses. The objective of the Universities in requesting proposals is to acquire the services of a Supplier that is reputable and proven in providing these types of services. The Universities are looking for both Professional (Professional & Scientific or P&S) and Non-Professional (Merit) temporary staffing solutions. (No Response Required)

Position descriptions can be found at the following websites:

The University of Iowa (Non-Professional Staff):<http://hr.uiowa.edu/careers/merit>
The University of Iowa (Professional Staff):<http://hr.uiowa.edu/dept-comp-class/temporary-appointments>
The University of Northern Iowa (Non-Professional Staff):
<http://www.uni.edu/hrs/merit/classification>
The University of Northern Iowa (Professional Staff):
<http://www.uni.edu/hrs/ps>

The majority of positions are located either in Iowa City or Cedar Falls Iowa, however some positions may be off-site locations that are part of or affiliates with the Universities.

The requesting department at the Universities will provide Supplier with a request for services that details the service needs, including but not limited to, a description of the job duties, employee qualifications criteria and estimated length of service.

All necessary supplies, tools and equipment required to perform work will be provided to the temporary worker by the Universities. E-mail, keys, and ID cards will also be provided by the Universities if required for the position. Training for job functions will be provided, as needed, by the Universities.

The department to which the staff member is assigned will instruct, assist, and supervise the details of the agreed upon work performed by the temporary staff member in an attended environment that contains proper internal procedures and safeguards.

The Goal of this Request for Proposal is for the Universities to award to one firm that can provide both professional and non-professional services. However, the Universities are open to awarding a firm for professional staffing and non-professional staffing or processing separate awards for each University. Supplier who are only able to provide one of the staffing services (Professional & Non-Professional) should proceed with submitting a response and when asked to provide information on a portion of the scope they are not able to provide enter 'Not bidding for Professional Staffing' or Not bidding for Non-Professional Staffing.'

4 Proposal Evaluation

The Evaluation Criteria utilized for this Request for Proposal/Quote may be based upon, but not limited to, the following criteria: Pricing, breadth of staffing capabilities, expertise, service record, account management, overall response and value added opportunities. _____ (Required)

Please confirm acceptance and understanding.

The State University of Iowa (SUI), in Iowa City, Iowa, was established in 1847 as the State's first public institution of higher education. The University is internationally known, among other things, for its Writers' Workshop, and its pioneering outer space research, with University-designed research instruments used in major missions since the 1950's. The University operates one of the nation's largest university-owned teaching hospitals; approximately half a million visits are made to the State University of Iowa Hospitals and Clinics every year.

Fall 2014 headcount enrollment at the University is 31,387 students.

The University has been accredited by the North Central Association of Colleges and Secondary Schools since the association's organization in 1913. The University is a member of the Association of American Universities.

The University is organized into the following colleges: the College of Liberal Arts and Sciences, the Tippie College of Business, the College of Education, the College of Engineering, the College of Public Health, the Carver College of Medicine, the College of Nursing, the College of Dentistry, the College of Law, and the College of Pharmacy. The Graduate College supervises graduate study offered by the University's various departments, schools and colleges, and confers master's degrees and doctorates.

University of Northern Iowa

Located in Cedar Falls, Iowa, the regional, comprehensive University was established in 1876 and opened on September 5, 1876, as the Iowa State Normal School. In 1909, it was renamed the Iowa State Teachers College and attained a national reputation as a leading institution in the field of teacher education. In 1961, the institution's name was changed to the State College of Iowa and degree programs were added for those not planning to teach. The change to the University of Northern Iowa was made in 1967. The University now offers courses covering a broad spectrum of curriculum on both the undergraduate and graduate level.

Fall 2014 headcount enrollment at the University is 11,928 students.

The University of Northern Iowa is a member of the American Association of State Colleges and Universities (AASCU), the American Association of Colleges for Teacher Education (AACTE), and the Council of Graduate Schools in the United States. The University is accredited through the master's degrees, the specialist's degrees and the doctorate (Doctor of Education and Doctor of Industrial Technology) by the North Central Association of Colleges and Secondary Schools (NCA). Individual programs are accredited by several national accrediting agencies.

The university is organized into the following colleges: the College of Education, the College of Business Administration, the College of Humanities, Arts and Sciences, and the College of Social and Behavioral Sciences. The Graduate College provides a broad curriculum of advanced programs leading to master's

degrees and doctorates.

6 Definitions

Regents Universities The Regents Universities includes Iowa State University of Science and Technology (ISU), The University of Iowa (SUI), the University of Northern Iowa (UNI), the Iowa School for the Deaf, the Iowa Educational Services for the Blind and Visually Impaired, and the State of Iowa Board of Regents. The Regents Universities may also be referred to as the "Universities". The Regents Universities can mean all entities named above as a whole or an individual entity acting on its own behalf. (No Response Required)

Supplier The Supplier refers to the company or individual that is proposing or offering to contract for goods or services. The Supplier may also be referred to as the Contractor.

Contract The Contract is the contractual document that would be signed by the awarded Supplier and the Regents Universities.

Proposal Documents All documents issued or posted to the Regents Universities websites that pertain to this Request for Proposal/Quote (RFP/RFQ). This could include original bid documents, addenda, exhibits, plans, etc. These may also be referred to as RFP/RFQ Documents.

7 Parties to the Contract

Supplier must identify all parties who will be involved with performance of the Contract. By submitting a proposal, the Supplier warrants that all such parties have received a copy of this RFP/RFQ and that the Supplier's proposal is acceptable to these parties. _____ (Required)

8 Supplier Confirmation

Each Supplier, by submitting a proposal, represents that Supplier has: _____ (Required)

(a) Read and completely understood the proposal documents contained in this RFP/RFQ.

(b) Based their proposal upon the requirements described in the RFP/RFQ Documents.

(c) Caused the proposal to be signed by an authorized representative.

- (a) The Universities reserve the right to accept or reject _____ (Required) any or all proposals and to waive any irregularities, technicalities, or informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Supplier. The Universities reserve the right to request additional documents or proposal clarifications after the due date and time for proposal submission.
- (b) Supplier's legally authorized representative (Officer of Supplier) shall sign the proposal. The official name, address, telephone, fax number and e-mail addresses are to be stated on the proposal form.
- (c) No responsibility will be attached to any person for premature opening of a proposal not properly identified.
- (d) The laws of the State of Iowa require the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal unless disclosure is required by a court order. Proposals marked entirely confidential or proprietary may be rejected. Pricing information and other financial offers cannot be considered proprietary information.
- (e) Failure to list all proprietary sections of the submitted proposal in the space provided on the Form of Proposal shall relieve the Regents Universities from any responsibility, should such information be viewed by the public or a competitor or in any way accidentally released.
- (f) All opened proposals become the property of the Regents Universities and will not be returned to the Supplier.
- (g) Prior to the date and time designated for receipt of proposals, proposals submitted early may be withdrawn only by written notice to the representative of the Regents Universities. Such notice must be received by the representative prior to the designated date and time for receipt of proposals.
- (h) Withdrawn proposals may be resubmitted up to the time designated for receipt of proposals provided that they are then fully in conformance with these Proposal/Quote Instructions and Information
- (i) No proposal may be modified or withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receipt of proposals.
- (j) All erasures or corrections are to be initialed by the person(s) signing the proposal.
- (k) Failure to comply with the requirements of this RFP or evidence of unfair bidding procedures may be cause for rejection of the proposal. Failure to supply information requested may also be cause for rejection of the RFP as being non-responsive.
- (l) This Request for Proposal/Quote does not commit the Regents Universities to make an award, nor will the Regents Universities pay any costs incurred in the preparation and submission of proposals, costs incurred in

making necessary studies for the preparation of proposals, or any travel or personnel expenses associated with trips related to this RFP/RFQ.

(m) The submittal of a proposal constitutes agreement that Supplier has not divulged the proposal to any other potential firm, nor has colluded with any other firm in developing a response to this RFP

10 Addenda

Any and all interpretations, corrections, revisions, and amendments shall be issued by the representative of the Regents Universities to all known holders of the RFP/RFQ Documents in the form of written addenda. Except for addenda modifying the proposal due date or canceling the Request for Information, such addenda shall be issued so as to be received at least five (5) days prior to the time set for receipt of proposals. All addenda so issued shall become part of the Proposal Documents and shall be acknowledged in the Form of Proposal. _____ (Required)

Please confirm acceptance and understanding of this requirement.

11 Qualification of Supplier

The Regents Universities shall make such investigations as deemed necessary to determine the ability of Supplier to provide the expected goods or services. The Regents Universities reserve the right to reject any proposal if the evidence submitted by, or investigation of, such Supplier fails to satisfy the Regents Universities, in its sole opinion, that said Supplier is properly qualified to carry out the obligations specified herein. _____ (Required)

Please confirm acceptance and understanding of this requirement.

12 Formation of Contract

At its option, the Regents Universities may take either of the following actions shown as (a) and (b) below, in order to form a Contract between the Regents Universities and selected Supplier (or Suppliers): _____ (Required)

(a) Accept a proposal, as written, by issuing a written "Notice of Award" to selected Supplier(s) that incorporates the Proposal Documents by reference and accepts all or selected portions of Supplier's proposal. The "Notice of Award" will be in the form of a "Contractual Agreement", which must be signed by both the Regents Universities and Supplier(s). Supplier(s) shall be given twenty (20) days to sign such Contract. Delays in finalizing by a Supplier may be viewed as lack of interest by Supplier in servicing the Contract and would be grounds for rejecting the proposal.

(b) Enter into negotiations with one or more Suppliers in an effort to reach a mutually satisfactory "Contractual Agreement" that will be executed by both the Regents Universities and Supplier and that will be based on the Contract Documents, the proposal submitted by selected Supplier, any clarification(s) requested by the Regents Universities and submitted by Supplier, except as amended by mutual agreement through the associated negotiations. These negotiations will not include any changes to the pricing structure submitted in the proposal, unless the negotiations change the requirements. Should the Regents Universities and Supplier be unable to negotiate a mutually acceptable contract within thirty (30) days of the Regents Universities initiating negotiations, the Regents Universities shall have the right to reject the original selected Supplier's proposal and enter into negotiations with another Supplier, without penalty or any liability to the Regents Universities.

Because the Regents Universities may use the alternative described in (a) above, each Supplier shall include in its written proposal all requirements, terms or conditions it may have, and shall not assume that an opportunity will exist to add such matters after the proposal has been submitted.

The Regents Universities reserve the right to award based on the proposal(s) determined to be in its best interest.

13 Exceptions to Proposal Documents

Supplier shall clearly state in the appropriate area of their response, any exceptions to, or deviations from the Proposal Documents. Companies are cautioned that exceptions taken to this RFP/RFQ may cause their proposal to be rejected at the sole discretion of the Regents Universities. Exceptions not stated in the Suppliers proposal response will have no effect. _____ (Required)

Please confirm acceptance and understanding of this requirement.

14 Iowa Preference Law

Preference shall be given to purchasing products produced within the State of Iowa, when they are of a quality reasonably suited to the purpose intended, and can be secured without additional cost over foreign products or products of other states, according to Code of Iowa §§73.1. _____ (Required)

Please confirm acceptance and understanding of this requirement.

- 15 Confidentiality and Restrictions on Communications _____ (Required)
- Until the date of an award of this RRP/RFQ, any responses and other related documents, including but not limited to, attachments, appendices, and exhibits, shall be marked and treated as CONFIDENTIAL, as provided for preliminary correspondence under State of Iowa law. Suppliers should not communicate about the subject of the Request for Proposal with any administrator, faculty, or staff of the Regents Universities with the exception of the official representative for this RFP/RFQ.
- Please confirm acceptance and understanding of this requirement.
- 16 Conflict of Interest _____ (Required)
- Should Supplier be a State of Iowa official, a paid employee of the Universities or any other State of Iowa agency, a member of the General Assembly or a legislative employee, Supplier will be considered a "conflict of interest vendor." In addition, should any individual who is a paid employee of the Universities or State of Iowa Agency be a partner in Supplier's firm or receive consulting payments, a conflict of interest exists. Whenever Supplier represents a conflict of interest or whenever there is a disclosure or indication of a conflict of interest, Supplier must have approval by the Regents Universities prior to bidding on this RFP/RFQ. Contact the Regents Universities representative for this bid for further information. In addition, 2 CFR part 200.318 General Procurement Standards imposes additional requirements on federally funded projects.
<http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-318.pdf>318
- Please confirm acceptance and understanding of this requirement.
- 17 Regent Universities Terms and Conditions _____ (Required)
- The parties agree to comply with the terms and conditions detailed in the document titled 'Regent Universities Terms and Conditions' in the attachments section of this RFP.
- Please confirm acceptance and understanding that the Regent Universities Terms and Conditions shall govern any resultant Contract.
- 18 Proposal Compliance _____ (Required)
- Supplier will provide a statement confirming adherence to all requirements, specifications, and terms and conditions outlined throughout this request for proposal. In the event a Supplier takes exception to any items outlined in this RFP, those are to be clearly documented in this section.
- 19 Contract Term _____ (Required)
- Any resultant contract from this Request for Proposal shall have an initial two (2) year term during which pricing shall remain fixed upon execution of the agreement for the duration of the initial term. Thereafter, the agreement shall have three (3) optional one (1) year extensions for a potential five (5) year agreement.
- The intended effective date of any resultant agreement is January 1, 2016.
- Please confirm acceptance and understanding of this requirement.

20	Availability of Contract to Other Entities	All other agencies of the State of Iowa, Independent Purchasing Authorities and all political subdivisions of the State of Iowa may make purchases pursuant to the Base Contract and/or Ancillary Contracts. A Buyer may include additional contractual requirements and the Supplier agrees to be bound by the additional requirements if it accepts the Purchase Instrument.	_____ (Required)
21	Staffing Roles	It is required that Awarded Supplier is capable of providing the staffing roles detailed within this Request for Proposal for the duration of any resultant agreement, including optional amendment periods. In the event the Supplier is no longer able to provide a staffing role the Universities reserve the right to terminate the agreement. Please confirm acceptance and understanding of this requirement.	_____ (Required)
22	Presentations	Suppliers may be asked to provide a presentation on either the University of Iowa or University of Northern Iowa campus. If needed, these events will be scheduled on a mutually agreed upon date and time. Please confirm acceptance and understanding of this requirement.	_____ (Required)
23	Supplier Information	Provide a brief description of your firm including the name(s) of its owner(s) and/or principal officer(s), the date of origin and/or incorporation and the length of time your company has been providing similar products/services.	_____ (Required)
24	Key Staff Biographies	Provide resumes or biographical sketches of the principal owners or key staff members of the firm most likely to be assigned to any resultant agreement for the Universities.	_____ (Required)
25	Supplier Information	If your firm is currently for sale or involved in any transaction to expand or to become acquired by another organization, please explain. If your firm has been involved in any reorganization, acquisition, or merger within the last three (3) years, please explain.	_____ (Optional)
26	Supplier Information	Have any complaints been filed with state or federal agencies or have any law suits been brought in the courts of the State of Iowa in which your firm was alleged to have violated any laws? If so, describe in detail the circumstances and the outcome, including the names and the docket number of the case.	_____ (Required)
27	***References***		(No Response Required)
28	References	The successful Supplier must satisfy the Universities that it has adequate experience. Please submit three (3) references for which the Supplier has provided these services. Of particular interest to us would be your firm's previous work with comparable institutions using services outlined in this Request for Proposal. Client references should represent major accounts of the Supplier. Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.	(No Response Required)
29	Reference 1	Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.	_____ (Required)

30	Reference 2	Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.	_____ (Required)
31	Reference 3	Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.	_____ (Required)
32	Additional References	Include the business or institution's name and address, as well as the contact's name with a telephone number, fax number and e-mail address.	_____ (Optional)
33	Payment Terms	Bid response should be submitted with minimum of 2%10 Net 30 days for payment if cash discount is offered. Discount period will begin upon receipt of material or invoice, whichever is later.	_____ (Optional)
34	Prompt Payment	Suppliers shall list any and all prompt payment discounts.	_____ (Optional)
35	Electronic Payments	The Universities are interested in doing business with Suppliers electronically. The Universities currently have the ability to deposit payments for invoices directly into a Supplier's bank account. Please indicate your ability to accept the following electronically:	(No Response Required)
36	Electronic Payments Discount	Please indicate the percentage discount for the Universities for processing your payments electronically.	_____ % (Optional)
37	Payment Method	Supplier accepts electronic payments. State method: EDI or XML	_____ (Optional)
38	Invoices	Supplier accepts electronic invoices. State method: EDI or XML	_____ (Optional)
39	Purchase Orders	Supplier accepts electronic Purchase Orders. State method: EDI or XML	_____ (Optional)
40	Credit Card Payments	Please check if payments by Visa credit card will be accepted.	_____ (Optional)
41	Credit Card Processing Fees	In the event of bid award, the Universities will not be responsible for payment of any credit card processing fees associated with the payment of invoices via a credit card. Please confirm acceptance and understanding of this requirement.	_____ (Required)
42	Supplier Background	If applicable, Supplier shall ensure that background checks are obtained and documented with respect to all assigned Supplier and subcontractor personnel with all such background checks being current within the last 12 months as of the time when each individual is first assigned to the performance of the Services and including investigation and identification of all state or federal misdemeanor or felony convictions of such individual. At the request of the University, Supplier shall deliver a written certification to the University that a background check has been performed, and the subject individual has passed such verification procedures as set forth in this Section.	(No Response Required)

- 43 Temporary Employee Status The temporary employees are the employees of the Supplier and shall not be considered employees of the University, and the University shall not be responsible for tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise, for the Supplier's employees. _____ (Required)
- Please confirm acceptance and understanding of this requirement.
- 44 Independent Contractor Supplier is an independent contractor and shall not be considered the agent or employee of the University. _____ (Required)
- Please confirm acceptance and understanding of this requirement.
- 45 Fees / Compensation Structure Supplier shall provide a fee/compensation structure for services provided as mark-up percentage, which are all inclusive. The fee must include, but not be limited to, all applicable insurances, worker's comp/unemployment, taxes including FICA, overhead, profit, etc. Supplier shall be responsible to pay for any health screening or testing required by the Supplier, as well as all pre-placement criminal background checks, screening, training, etc. used or required for Supplier's employees during the term of the resultant contract. _____ (Required)
- Please describe and detail how proposal meets this requirement as well as describe proposed fee structures and on-boarding process for new staff members that provide services to the Universities.
- 46 Working Hour Limit: Non-Professional Staff Supplier agrees that Universities' Departments may use the services of temporary employment/staffing agencies where no one individual may perform work that is considered non-professional type duties for any or all Universities' department(s) for no more than 1000 hours at The University of Iowa and for no more than 780 hours at the University of Northern Iowa during a fiscal year (i.e., July 1 to June 30 of following year). Supplier is expected to monitor the type of work and hours, and not permit the individual to exceed the 1000 and 780 hour requirements. _____ (Required)
- Additionally, Supplier will be required to notify their employees assigned to placements for any and all Universities' Departments they are only allowed to work a maximum of a 1000 hours at the University of Iowa and a maximum of 780 hours at the University of Northern Iowa during the Universities' fiscal year, per Universities' policies and procedures. Notices must be given by the Supplier to each Universities' Department in which their employees have been placed regarding the cumulative hours worked up to the maximum of 1000 or 780 hours.
- For Example: If a Supplier's employee has worked 300 hours for one Department, then moves to a different Department, they would only have 700 hours remaining for University placement for the University of Iowa. Or if a Supplier's employee has worked 300 hours for one department, then moves to a different Department, they would only have 400 hours remaining at the University of Northern Iowa.
- Please describe and detail how proposal will address this requirement.

47 Working Hour Limit: Professional Staff

Supplier agrees that Universities' Departments may use the services of temporary employment/staffing agencies where no one individual may perform work that is considered professional type duties for any or all Universities' department(s) for no more than one (1) year for biweekly appointments that are 50% (1,040 hours) or more with the exception of appointments experiencing a labor shortage The University of Iowa. Limited extensions are permitted only with EOD approval. In addition, an end date of no more than one year's duration on appointment forms is required if the position is expected to work more than 1,040 hours in the first year. For positions expecting to work less than 1,040 hours per year, no end date will be necessary. For the University of Northern Iowa temporary professional staff individuals may work for no more than one (1) year at the University of Northern Iowa. Supplier is expected to monitor the type of work and hours, and not permit the individual to exceed these requirements at both Universities.

_____ (Required)

Additionally, Supplier will be required to notify their employees assigned to placements for any and all Universities' Departments of these policies. Notices must be given by the Supplier to each Universities' Department in which their employees have been placed regarding these placement limitations.

Please describe and detail how proposal will address this requirement.

48 Work Hours: Professional & Non-Professional Staff

Work hours will primarily be on a Monday through Friday basis, with twenty-four (24) hours notice given for any work on Saturday, Sunday, or in excess of normal working hours. Normal working hours are Monday through Friday 8:00 a.m.-5:00 p.m. The normal hours may be adjusted according to Universities' flex time procedures and summer hour schedule. Meal breaks will be deducted from the total hours. Two fifteen (15) minutes break period will be offered to each temporary employee and paid for under the terms of the contract. Work hours may be changed based on position.

_____ (Required)

Please confirm acceptance and understanding of this requirement.

49 Reporting

Supplier shall make every effort to providing reporting, as requested by the Universities. The Universities reserve the right to request regular reporting at a frequency that is appropriate for each entity. Any and all reporting associated any resultant agreement shall be at no additional charge to the Universities.

_____ (Required)

Please confirm acceptance and understanding of this requirement.

<p>50 Reporting Requirements-Monthly</p>	<p>Supplier shall provide monthly reporting that lists, at minimum, the information detailed below. _____ (Required)</p> <p>Name of individual providing services to the respective University. Position title of the individual providing services. Notation if the work is Professional or Non-Professional. Name of University and Department utilizing the services of the individual. Primary contact for the Department that is receiving the services. Should include name, phone number and e-mail address. Start date of the individual providing services. Number of hours, per week, performed by the individual. Total number of work hours provided by individual. Hours worked by standard, overtime, weekend and holiday hours. Overall placement count, total hours, and grand total spend amount.</p> <p>Please describe and detail how Supplier is capable of providing services that meet or exceed the minimum requirements detailed herein. In the event sample reporting is available please include a reporting sample in the attachments section of response submission.</p>
<p>51 Monthly Reporting Delivery</p>	<p>It is required that monthly reports are able to be delivered, at minimum, to the departments provided below for each University. It is required that Supplier is capable of sending reports to other departments as needed and upon request as well. _____ (Required)</p> <p>University Purchasing Department Human Resources University Department (work unit)</p>
<p>52 Annual Aggregate Reporting</p>	<p>Please describe and detail how Supplier is able to meet these report delivery requirements.</p> <p>It is required that annual reporting, based on calendar and/or fiscal year, be provided to each of the Universities within ten (10) days after end date has passed. Reporting is required to include, at minimum, the following information: _____ (Required)</p> <p>University Purchasing Department Human Resources University Department (work unit)</p> <p>Please describe and detail how Supplier is able to meet these report delivery requirements.</p>

53	Account Manager	<p>Please provide a single point managerial level contact person for the Universities will coordinate all requirements and to be the point of contact for any problems/questions, which may arise. This individual will meet with University personnel as required or directed, to provide services, including but not limited to, standard reports, special reports or other items as deemed pertinent by the University for the related work. The Universities also desire a backup for this individual. Please advise the proposed backup to the primary account manager.</p> <p>Please provide the name, title, and qualifications of the individual proposed to the Universities as the Account Manager.</p>	_____ (Required)
54	On-Call Number	<p>It is desired that Supplier have a 24 hour, seven day a week on-call phone number, not an answering service or answering machine, that Universities personnel can call and receive a return phone call within 1 hour from a person who can make immediate managerial decisions. This phone number will be used for emergency situations only.</p> <p>Please advise if this service is available as well as how staffing and response times are managed for the on-call service.</p>	_____ (Required)
55	Supplier Personnel Screening Examination	<p>It is required that Supplier provide criminal background checks and drug testing covering items including, but not limited to, felony and misdemeanor convictions, sexual assault charges, etc.</p> <p>Please describe in detail and provide copies of any/all specific examinations used by your Firm for screening temporary employees including, but not limited to, physical examinations, pre-placement criminal background checks, etc.</p>	_____ (Required)
56	Recruiting and Training	Please describe in detail the current processes used for recruiting and training employees that will be offered for the Universities consideration as Temporary Employees.	_____ (Required)
57	Supplemental Services	<p>It is required that Supplier is able to provide supplemental services such as preplanning of personnel needs on a Universities' wide basis for peak periods or on special projects.</p> <p>Please describe and detail how Supplier will meet this request. Responses should include how needs will be identified and met.</p>	_____ (Required)
58	Risk Management and Safety Assessment Program	<p>It is required that Supplier have a risk management and safety assessment program (quality assurance) to ensure the temporary personnel provided to the University provide the lowest overall risk.</p> <p>Please describe in detail the program currently in place that will be implemented to the Universities in the event of bid award.</p>	_____ (Required)
59	Staffing Fulfillment Process	Please describe and detail the processes Supplier utilizes to fulfill request from the Universities for providing temporary employment placements.	_____ (Required)

60 Collaboration with Human Resources	<p>It is required that in the event of bid award, Supplier shall consult with the Human Resource departments of both The University of Iowa and The University of Northern Iowa upon contract implementation as well as throughout the duration of the agreement to ensure understanding and needs of the Universities is followed.</p> <p>Please describe and detail how Supplier will meet this requirement and ensure that services provided are in alignment with the expectations required by the Universities' Human Resources.</p>	(Required)
61 Temporary Worker Needs	<p>The Universities will make every effort to provide staffing requests to Supplier with as much notice as possible. The Supplier shall make every effort to provide the number of temporary workers requested by the Universities in the time frame requested. In the event that the Supplier is unable to provide the number of qualified temporary workers requested, the Universities reserve the right to contact another Supplier to provide the necessary temporary services.</p> <p>Please provide acceptance and understanding of this requirement as well as detail how Supplier will work to provide the requested staffing counts to limit staffing sources from alternate Suppliers.</p>	(Required)
62 Candidate Qualifications	<p>It is required that Supplier provide information to the department about the referred worker's qualifications, capabilities, skills, and availability relevant to the department's request for services. As requested, the Supplier shall also provide a resume of the candidate. It is required that the supplier verify the qualifications of all workers prior to referral to the department for consideration. In addition, Supplier shall provide the department with the referred worker's total hours worked at the respective University and the hours remaining until the candidate reaches the 1,000 hour limit and 780 limits for Non-Professional staff or the CONFIRMING and one (1) year placement periods for Professional staff.</p> <p>Please describe and detail how Supplier will meet this requirement.</p>	(Required)
63 Conflict of Interest	<p>Temporary workers assigned to the Universities must not be current employees of the Universities. In addition, for the purpose of protecting both the integrity and objectivity of its employees in the performance of their University obligations, and to create a workplace environment based in equity and fairness, it is the policy of the University that conflicts of interest should be avoided where possible, and otherwise disclosed and managed. The Universities reserve the right to restrict or limit work areas in potential conflict of interest situations. Conflicts of interest are defined within the Board of Regents policy manual http://www.regents.iowa.gov/Policies/Chapter%207/chapter7.06.htm</p> <p>Please describe and detail how Supplier will identify and prevent placement of potential conflicts of interest situations.</p>	(Required)

64	Complaints	Have any complaints been filed with state or federal agencies or have any lawsuits been brought in the courts of the State of Iowa, or others, in which Supplier was alleged to have violated any laws? If so, describe in detail the circumstances and the outcome, including the names and the docket number of the case.	_____ (Required)
65	Ability to Hire	The Universities expect to be able to hire, without penalty or additional compensation, any Temporary Employee placed at the Universities. Please confirm acceptance and understanding of this requirement.	_____ (Required)
66	Position Placement	It is required that positions are filled within 48 hours, or less, of the request by the Universities departments. Please describe current turnaround time for placements as well as describe in detail how Supplier will meet the required 48 time of the Universities.	_____ (Required)
67	Duration of Placement	It is desired that Supplier works to consider the length of service requested by the department and to make reasonable efforts to provide candidates that will be available for duration of the requested placement period. Please describe and detail how Supplier will work to meet this request.	_____ (Required)
68	Overtime/Weekend/Holiday Hours	It is required that pre-approval of any and all overtime, weekend, and holiday hours are approved by the department in advance of the work being completed. In the event pre-approval is not provided the Universities will not be liable for any cost or incident associated with the hours worked. Please confirm acceptance and understanding of this requirement.	_____ (Required)
69	Projection Cancellation	The Universities' departments may, at any time, discontinue or cancel the assignment or project and require the Supplier to remove the temporary staff member from the Universities' workplace. Please confirm acceptance and understanding of this requirement.	_____ (Required)
70	Date and Hour Verification	The Universities' departments shall verify dates and hours worked by Supplier's employees in accordance with the payroll timetable agreed to by the Supplier and Universities. Please confirm acceptance and understanding of this requirement.	_____ (Required)
71	Incompetent or Unacceptable Performance	In the event of performance concerns regarding a temporary staff worker, Supplier shall promptly remove the temporary staff worker from assignment and provide a replacement staff member upon notification/request of the Universities. Future placement of the removed staff worker is prohibited from any work at the Universities unless written consent is provided to Supplier from the Universities. Please confirm acceptance and understanding of this requirement.	_____ (Required)

- 72 Rates, Fees, Payments _____ (Required)
- Supplier must submit a firm, fixed mark-up rate or percent that Supplier will utilize to determine the price paid by the Universities for each worker. The mark-up rate or percent provided by the Supplier will be added to the worker's pay rate to determine the billing rate charged to the Universities. Hourly billing rates shall be for the time worked on site at the Universities. Separate billing may be accepted for mileage or expenses of the worker only if the mileage and expenses were pre-approved by the Universities' department for expenses incurred during work hours. All pay rates proposed shall be competitive within the industry and not reflective of any of the Universities' pay matrices.
- Please detail the proposed mark-up rate or percent for each worker.
- 73 Right to Interview _____ (Required)
- It is required that Supplier allow the Universities to interview potential candidates prior to arrival, as requested, to determine his/her qualifications for the requested position.
- Please describe in detail how Supplier will meet this requirement.
- 74 Federal Contracted Employees _____ (Required)
- Employees designated to work on an assignment that is associated with a Federal Contract may be required to register through the Federal E-Verify system.
- Please confirm acceptance and understanding of this requirement.
- 75 **Non-Professional Staffing Positions** (No Response Required)

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description: Under direct supervision, performs custodial work required for the general maintenance of buildings.

Characteristic Duties and Responsibilities:

1. Performs cleaning in all areas of a building.
2. Performs cleaning of all floor areas such as vacuuming, shampooing, sweeping, mopping, stripping, scrubbing, waxing, and buffing.
3. Cleans and polishes all bathroom fixtures.
4. Cleans and washes all glass surfaces, ceilings and walls. The use of a ladder up to 12 feet in height may be required.
5. Replaces light bulbs and cleans light fixtures, using a ladder as required.
6. Makes beds and handles both clean and soiled linens. Refills holder of disposable items, such as soap, bathroom tissue, paper towels, etc. Cleans and disinfects beds, bedside tables, overbed tables, etc., and other equipment and areas.
7. Reports breakage and needed repairs.
8. Moves furniture, supplies and miscellaneous equipment; removes draperies and rugs periodically for cleaning; delivers supplies to various areas.
9. Collects trash from receptacles throughout the building and empties it into various areas.
10. Performs duties in the immediate exterior of building such as sweeping sidewalks, snow and ice removal at entrances, cleaning ash pits, cleaning debris from grounds and window wells, and cleaning exterior windows.
11. Locks and unlocks doors as required.
12. Assists in unloading trucks, unpacking, assembling, and moving equipment and furniture. Picks up and returns equipment for repair by maintenance. Delivers housekeeping supplies to designated areas.
13. Operates high pressure, water-cleaning apparatus to clean and disinfect rug runners, hospital equipment and showers.
14. Maintains inventory of linen and record of lined laundering; maintains inventory of custodial supplies, and keeps and prepares other records and reports as directed.

Knowledge, Skills, and Abilities:

1. Knowledge of standard cleaning techniques and characteristics of surfaces to be cleaned, and equipment and supplies required.
2. Ability to move furniture and objects in preparation for cleaning; to load and unload trash receptacles; to operate safely and properly care for power machinery; to use arm muscles in hand cleaning, mopping, and scrubbing for protracted periods of time; to work on ladders.
3. Knowledge of proper bending and lifting techniques and ability to lift and carry 50 pounds.
4. Ability to work in a variety of environments including crowded public areas and high and low temperature areas.
5. Knowledge of the safe use of chemical cleaning agents and possible hazards relating to environmental sanitation.
6. Ability to communicate effectively with others.
7. Ability to follow oral and written instructions.

Minimum Eligibility Requirements: Ability to read, write and follow directions.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

77 Cook I:Description & Requirements

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description: Under direct supervision, performs general cooking duties using standardizes recipes and performs other preparation and sanitation duties as required.

Characteristic Duties and Responsibilities:

1. Prepares and cooks meats, fish, vegetables, gravies, cereals, soups, fruits, bakery products and other forms of food.
2. Prepares and cooks food for special diets from recipes formulated by qualified personnel.
3. Assists in on-the-job training and assist in directing the work of food service workers, students and other employees within area of assignment.
4. Assists in the preparation of salads and desserts.
5. Notifies supervisor of food and supplies needed. Checks in food and supplies as necessary. Maintains food production records.
6. Cleans kitchen, kitchen utensils and equipment; secures refrigerator and freezer.
7. Serves food as required.
8. Maintains maximum standards of sanitation and safety.
9. Performs other related duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

1. Ability to judge final food product for quantity (yield) and quality (color, taste, texture, etc.).
2. Ability to determine the freshness and quality of raw and cooked food products by sight and taste.
3. Knowledge of safe temperatures for serving food and storage of refrigerated and frozen storage of raw and cooked foods.
4. Knowledge of principles of food sanitation, health hazards, and the necessary precautionary measures.
5. Ability to stand for long periods of time.
6. Ability to lift up to 50 pounds.
7. Ability to provide on-the-job training in food preparation to lower level employees.
8. Ability to maintain effective working relationships with others.

Minimum Eligibility Requirements:

Ability to read, write and follow instructions.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description: Under general supervision, assists in and is responsible for completion of work assignments of kitchen helpers in the food service facility.

Characteristic Duties and Responsibilities:

1. Directs and assists in scheduling work arrangements of kitchen helpers to assure work areas are covered and assignments are completed. Assists with set up and clean up for special events.
2. Checks and is responsible for cleanliness, orderliness, and maintenance of equipment and facilities.
3. Assists in maintaining china, silverware and cleaning supplies inventory; suggest orders as needed.
4. Trains kitchen helpers and assists with daily work routine as necessary.
5. Performs other related duties and responsibilities as required.

Knowledge, Skills, and Abilities:

1. Ability to read, write and follow oral and written instructions.
2. Ability to lift up to 50 pounds.
3. Knowledge of operation and care of dishwashing machines.
4. Ability to maintain a safe, clean work area.
5. Ability to insure dishes, pans, glassware, and utensils are properly scraped or rinsed before placing in dishwashing machine.
6. Ability to maintain effective working relationship with others.
7. Ability to stand for long periods of time.
8. Ability to plan, assign and direct work of others.
9. Ability to count, add, subtract and convert to decimals.
10. Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.

Minimum Eligibility Requirements:

One year experience as a Kitchen Helper I, or outside experience comparable thereto.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :

Under direct supervision, produces all types of baked goods, using standardized recipes and performs other related preparation and sanitation duties as required.

Characteristic Duties and Responsibilities:

1. Prepares dough and bakes bread, rolls, biscuits, muffins and similar items.
2. Prepares and bakes cakes, cookies, cobblers, pies, puddings, dough nuts, and other desserts.
3. Prepares icings, toppings, fillings and sauces for baked goods.
4. Operates baking machines and equipment such as scales, dough mixers, molders, proof boxes, ovens, fryers and bread slicers.
5. Cleans bakery and baking equipment and machinery.
6. Notifies supervisor of food and supplies needed.
7. Maintains maximum standards of sanitation and safety.
8. Assists in training and assist directing the work of food service workers, students and other employees assigned to the bakery area.
9. Performs other related duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of safety and sanitation standards for large scale bakery operation.
2. Ability to read, write and follow instruction.
3. Ability to perform physical tasks such as lifting (50 pounds), bending, stooping for prolonged periods.
4. Ability to maintain effective working relationships with others.
5. Knowledge of basic arithmetic skills, i.e., addition, subtraction, multiplication, division of whole and fractional numbers, count and decimal systems.
6. Ability to convert standard unit recipes to desired quantity of product.
7. Ability to maintain simple records of quantities of ingredients used and volume of production.
8. Ability to provide on the job training in food preparation to lower level employees.

Minimum Eligibility Requirements:

Ability to read, write and follow instructions.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type.

(Required)

General Class Description :Under general supervision, assists with schedules of source documents, has responsibility for accurate and timely processing, completion, and distribution of input-output materials. May provide functional supervision.

Characteristic Duties and Responsibilities:

1. Monitors processing and distribution of input/output materials; assigns work to Data Technicians I and II.
2. Communicates problems with output material that will affect distribution to users such as scheduling delays or equipment.
3. Maintains the film library system, file management, conversion of tape to cartridge, tape to disk, history and backup process, renumbering library files.
4. Updates instructional manuals, creates line graphs, forms design layout specifications.
5. Supervises the filming and jacketing process of confidential office records.
6. Maintains inventory system of computer forms usage and other supplies. The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class.

The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

Knowledge, Skills, and Abilities:

1. Knowledge of automated data processing systems and basic computer operations.
2. Knowledge of the rules and regulations governing operation of state vehicles.
3. Knowledge of proper lifting and bending techniques and ability to lift 50 pounds.
4. Skill in operating computer keyboard.
5. Ability to read and interpret policies, manuals and instructions.
6. Ability to gather and analyze data and prepare reports.
7. Ability to operate equipment skillfully and in conformance with applicable procedures.
8. Ability to establish and maintain effective working relationships.
9. Ability to communicate effectively, both orally and in writing, with people at different levels and from various backgrounds.
10. Ability to set priorities, work under pressure, meet deadlines, and assign work to others.

Class Specifications:Three years experience in the data processing field, including two years as a Data Technician II or in position comparable thereto; or a combination of related post high school education and comparable experience equaling three years.
Valid motor vehicle operator's license.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these

requirements.

81 Secretary I: Description & Requirements

The following are the duties, responsibilities, knowledge, _____ (Required) skills, abilities, and minimum eligibility requirements for this position type.

General Class Description :Under direct supervision, performs secretarial work such as typing, making appointments and serving as a receptionist for one or more staff members on a regular basis. Duties involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment.

Characteristic Duties and Responsibilities:

1. Reads and distributes incoming mail and assembles files and other material to facilitate reply by supervisor.
2. Prepares and proofs minutes of meetings, correspondence, tabular data, reports, medical records, examinations, articles and other material from rough draft, dictating machines, various other source data and instructions.
3. Receives visitors and answers the telephone; screens calls and callers, disposing personally of routine matters or referring them to appropriate persons.
4. Maintains appointment schedules and arranges for meetings and conferences.
5. Makes travel arrangements and prepares expense vouchers.
6. Maintains general databases and spreadsheets, hard copy and computerized files, account records, and a variety of other office records such as student and patient records.
7. Operates office equipment such as computers, copiers, calculators, and/or facsimile machines.
8. Assigns, coordinates and reviews the work of student personnel.

Knowledge, Skills, and Abilities:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name or functional area.
2. Knowledge of institutional and unit policies, processes and forms.
3. Knowledge of proper format, grammar, spelling, punctuation, and capitalization.
4. Skill in operating office equipment.
5. Skill in utilizing a personal computer and related software.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to follow oral and written instructions accurately.
8. Ability to collect data, keep accurate records, and prepare reports.
9. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements:

1. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to one year of full-time employment and includes the use of word processing.
2. Ability to type at a minimum speed of 40 net words per minute.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :Under general supervision, performs secretarial work such as composing routine correspondence, maintaining records, and obtaining and providing factual information requiring a knowledge of the policies and procedures of both the assigned and related work areas. Duties involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment. May provide functional supervision.

Characteristic Duties and Responsibilities:

1. Reviews inquiries, provides information and otherwise represents assigned and related work areas referring inquiries to appropriate persons as required.
2. Initiates and processes standard forms and documents such as personnel action forms, purchase orders, vouchers, and invoices.
3. Maintains and updates records on personnel, budgetary and purchasing transactions, and verifies and reconciles departmental statements. Tracks and monitors expenditures, notifying management of status and/or concerns.
4. Composes correspondence in response to routine inquiries within established guidelines.
5. Assigns, coordinates and reviews the work of other secretarial/clerical personnel for conformance to established guidelines.
6. Integrates information and may run routine queries to generate or produce reports.
7. Organizes activities and/or events for department such as scheduling room, ordering food, sending invitations, preparing agenda, etc. according to predetermined guidelines or standards.

Knowledge, Skills, and Abilities:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name and functional area.
2. Knowledge of institutional and unit policies, processes and forms.
3. Knowledge of proper format, grammar, spelling, punctuation, and capitalization.
4. Skill in utilizing computer software and online systems.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to follow oral and written instructions and apply institutional and policies accurately.
8. Ability to collect data, keep records, and prepare reports.
9. Ability to exercise functional supervision over employees.
10. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements:

1. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to two years of

full-time employment and includes the use of word processing.

2. Ability to type at a minimum speed of 40 net words per minute.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :Under general supervision, performs secretarial work such as composing correspondence, compiling specialized reports, coordinating activities, and obtaining and providing factual information requiring interpretation of the policies and procedures of both the assigned and related work areas. Duties involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment. May provide functional supervision.

Characteristic Duties and Responsibilities:

1. Coordinates, maintains, and monitors intra-unit operations, procedures and activities with other secretarial/clerical personnel to maintain consistency in the application of policies and procedures as related to assigned work area.
2. Composes non-routine correspondence requiring judgment in the application of policies and procedures in both the assigned and related work areas.
3. Collects, compiles, and analyzes data for specialized reports requiring some informational search (data research, external contacts, complex queries, etc) and a knowledge of the operations of both the assigned and related work areas.
4. Prepares, reviews, and analyzes documents such as reports, applications, records, etc., applicable to a specialized subject area requiring independent informational search.
5. Coordinates activities and/or events for department requiring independent decision making and judgment, within established parameters, regarding selection of speakers, event spending, etc that is more complex and non-routine.
6. Analyzes budget records to make recommendations on cost cutting possibilities and financial projections based on past account activity.

Knowledge, Skills, and Abilities:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name and functional area.
2. Knowledge of institutional and unit policies, processes and forms.
3. Knowledge of grammar, spelling, punctuation, capitalization, format and clerical procedures.
4. Skill in utilizing computer software and online systems.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to make decisions requiring interpretation and judgment.
8. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
9. Ability to gather, analyze and display data in appropriate format and keep accurate records.
10. Ability to organize the clerical workflow of the office and provide functional supervision to employees.
11. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements:

1. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to four years of full-time employment and includes the use of word processing.
2. Ability to type at a minimum speed of 40 net words per minute.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description : Under general supervision, provides executive level secretarial support for top-level administrators. Performs work involving recurring contact with administrators and executives such as deans, directors, department heads and public and private officials. Contacts require exercising discretion in obtaining and providing factual and confidential information requiring knowledge of both the assigned and related work areas and institutional operations. Duties involve the use of personal computers, computer terminals, and variety of software and/or conventional office equipment.

Characteristic Duties and Responsibilities:

1. Reviews inquiries and otherwise represents assigned and related work areas exercising discretion in obtaining and providing factual and confidential information related to institutional operations.
2. Manages complex schedules for high-level administrators requiring discretion of calendar activities and prioritization of appointments.
3. Arranges for meetings and conferences including gathering and synthesizing data, preparing an agenda, coordinating calendars of multiple administrators, and other information in follow-up.
4. Reviews and develops office procedures and policies and makes recommendations for revision and implementation in both the assigned and related work areas.
5. Participates in budget preparation including calculation of projected costs and expenses necessary for grant proposals or other related financial accounts.

Knowledge, Skills, and Abilities:

1. Knowledge of institutional and unit policies, processes, and forms.
2. Knowledge of grammar, spelling, punctuation, capitalization, format, and clerical procedures.
3. Skill in utilizing computer software and online systems.
4. Skill in operating office equipment.
5. Ability to communicate effectively with staff, students, and the public.
6. Ability to make decisions requiring interpretation and judgment.
7. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
8. Ability to gather, analyze, and display data in appropriate format and keep accurate records.
9. Ability to use discretion in obtaining and releasing factual and confidential information.
10. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements:

1. Any combination of related clerical office experience, related undergraduate education and/or post high school clerical training that is the equivalent to five years of full-time employment and includes the use of word processing.
2. Ability to type at a minimum speed of 40 net words per minute.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

85 Account Clerk: Description & Requirements

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :Under general supervision, maintains various records concerned with accounting, budgets, payroll, voucher systems and other financial statements. Duties may involve the use of personal computers, computer terminals, and a variety of software including the use of on-line accounting systems and/or conventional office equipment. May provide functional supervision.

Characteristic Duties and Responsibilities:

1. Verifies expenditures and credits with statements of accounts; monitors accounts and initiates invoices, vouchers and other transactions for a department or division.
2. Directs the coding and maintenance of financial records.
3. Receives and processes bills, organizes into correct records; and approves and deposits money from various projects.
4. Prepares monthly reports and keeps daily records of all expenditures on various accounts as required.
5. Maintains records and monitors disbursements of fund projects.
6. Computes monthly costs and billing of customers.
7. Provides information relative to area of assignment according to established guidelines.

Knowledge, Skills, and Abilities:

1. Knowledge of bookkeeping principles and practices.
2. Knowledge of spreadsheets and on-line accounting systems.
3. Knowledge of accounting forms and procedures of the institutions.
4. Skill in operating office equipment.
5. Ability to follow oral and written instructions and apply institutional and other policies accurately.
6. Ability to perform arithmetic computations.
7. Ability to gather and display data in appropriate format and keep accurate records.
8. Ability to exercise functional supervision over employees.
9. Ability to communicate effectively with staff, students, and the public.

Minimum Eligibility Requirements:

Three years of experience in responsible office work, including two years experience with bookkeeping procedures, or any combination of related education and experience from which comparable knowledge and abilities can be acquired.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description : Under direct supervision, performs clerical work such as computing and coding requiring independent judgment in the application of policies and procedures within the area of assignment and according to stated guidelines. Duties may involve the use of personal computers, computer terminals, and/or a variety of software and conventional office equipment.

Characteristic Duties and Responsibilities:

1. Codes, tabulates, posts, and enters fiscal, statistical and other data. May use credit card machines, bar code systems, computers, or cash registers.
2. Assembles standard forms, correspondence, records, and maintains associated files.
3. Prepares, proofs, collects, copies, and cross checks routine documents and generates summary reports. Matches receipts/tickets to statements and maintains account records and other office records.
4. Gathers, collates, processes requests, and classifies information according to established guidelines, requiring independent judgment in the selection of materials and using a variety of communicative sources.
5. Greets and assists the public, patients, students, faculty and staff and provides information relative to the area of assignment and according to established guidelines.

Knowledge, Skills, and Abilities:

1. Knowledge of office routines and functions sufficient to relay factual information to visitors and telephone callers and to direct communications.
2. Skill in operating office equipment.
3. Ability to operate a personal computer and related software.
4. Ability to communicate effectively with staff, students, and the public.
5. Ability to follow oral and written instructions.
6. Ability to perform routine arithmetic computations.
7. Ability to collect data, keep accurate records, and prepare reports.
8. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements: Any combination of clerical office experience, undergraduate education, and/or post high school clerical training that is the equivalent to one year of full-time employment.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :Under general supervision, performs and coordinates clerical work such as examining and evaluating data according to established guidelines requiring a knowledge of both assigned and related work areas. Duties may involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment. May provide functional supervision.

Characteristic Duties and Responsibilities:

1. Examines, evaluates and verifies documents such as reports, purchase orders, payrolls, invoices, checks and vouchers, or student files for completeness and accuracy, determining conformity to established guidelines or policies, and personally follows up on discrepancies and resolves problems. Maintains appropriate files.
2. Reviews inquiries and provides information regarding policies and procedures requiring knowledge of both assigned and related work areas.
3. Prepares, compiles, and maintains records; calculates estimates or billings; and monitors, verifies, and reconciles departmental statements. Recognizes and resolves problems. May prepare cash reports and cash register edits.
4. Integrates information and may run routine queries to generate or produce reports.
5. Assigns, coordinates and reviews the work of other clerical personnel for conformance to established guidelines.
6. Composes correspondence in response to routine inquiries frequently without instruction or review.
7. Initiates and processes standardized forms related to area of assignment.

Knowledge, Skills, and Abilities:

1. Knowledge of office routines and functions sufficient to refer visitors and telephone calls and to route correspondence by name and functional area.
2. Knowledge of institutional and unit policies, processes and forms.
3. Knowledge of proper format, grammar, spelling, punctuation and capitalization.
4. Skill in utilizing computer software packages and online systems.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to follow oral and written instructions and apply institutional and other policies accurately.
8. Ability to gather, evaluate, and display data in appropriate format and keep accurate records.
9. Ability to exercise functional supervision over employees.
10. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements: Any combination of related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent to two years of full-time employment.

Please describe and detail how Supplier is capable of

providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, _____ (Required) skills, abilities, and minimum eligibility requirements for this position type.

General Class Description:

Under general supervision, performs and coordinates specialized work of a quasi-technical nature requiring a knowledge of a specialized subject matter. Duties may involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment.

Characteristic Duties and Responsibilities:

1. Researches information, prepares, reviews and analyzes documents, such as reports, applications, records etc., applicable to a specialized subject area requiring independent informational search and a knowledge of the policies and procedures of both the assigned and related work areas.
2. Creates and maintains a complex database that requires specialized subject matter knowledge. Analyzes the data to maintain the database and generate reports. Troubleshoots database problems for staff.
3. Advises staff, faculty, and others requiring interpretation of policies and regulations of specific projects or programs in assigned work area.
4. Coordinates intra unit and interunit operations and procedures and participates in regular staff meetings to discuss and assist in developing operational policies and procedures.
5. Composes correspondence requiring judgment in the application of policies and procedures in both the assigned and related work areas.

Knowledges, Skills, and Abilities:

1. Knowledge of institutional and unit policies, processes, and forms.
2. Knowledge of format and clerical procedures to arrange a variety of material from different sources in a coherent and logical manner.
3. Knowledge of grammar, spelling, punctuation, and capitalization.
4. Skill in utilizing computer software packages and online systems to develop unit-specific applications.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to make decisions requiring interpretation and judgment.
8. Ability to follow oral and written instructions and interpret institutional and other policies accurately.

9. Ability to gather, analyze, and display data in appropriate format and keep accurate records.

10. Ability to organize and prioritize multiple tasks.

Minimum Eligibility Requirements:

Any combination of progressively responsible related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent to four years of full-time employment.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :

Under general supervision, performs technical duties involving all aspects of sterile processing: decontamination, preparation, packaging, sterilization, sterile storage, distribution of sterile medical devices and inventorying, stocking and distribution of medical supplies.

Characteristic Duties and Responsibilities :

1. Decontaminates, inspects, cleans, sorts, disassembles and reassembles complex surgical instrument and implant trays, operates automatic endoscope washers, sonic washers, and mechanical washer/decontaminators. Performs microbicidal processes, standard/transmission based precautions, engineering, and work practice controls. Handles large volumes of complex, high dollar flexible endoscopes, delicate eye instruments, power equipment and different instrument patterns.
2. Accesses reference materials via computer systems, follows guides and instructions to assemble high volumes of complex of instrument and implant trays. Inspects and evaluates instruments for function and cleanliness. Confirms all quality assurance mechanisms are in place. Labels, seals and documents all items processed.
3. Performs all aspects of sterilization, packaging inspection, equipment operation, safety procedures, proper documentation, and prioritization. Sterilizes items per manufacturer's instructions, verifies correct parameters used for all instruments.
4. Assembles instrument trays in accordance with patient/surgeon procedure specific cards within appropriate time frame and documents missing items. Performs duties in a high stress environment, responds to emergencies and urgent add-on cases. Receives and responds to a high volume of phone calls to provide additional items as needed.
5. Performs inventory management for high volume of supplies and implants. Monitors and replenishes stock levels through use of multiple computer software programs and checks stock expiration dates. Documents usages in inventory system, restocks items, and adds new items to inventory.
6. Performs regular biological monitoring of sterilizers to ensure sterilizer efficacy. Conducts challenge tests on sterilization and decontamination equipment. Performs preventative maintenance functions on all equipment.
7. Participates in and contributes to in-service programs on a regular basis.
8. Performs other duties as assigned.

Knowledges, Skills, and Abilities :

1. Knowledge of medical instruments and supplies.
2. Knowledge of cleaning, decontaminating and sterilizing

procedures.

3. Knowledge of assembling, packaging and wrapping procedures in order to prepare items for sterilization.
4. Knowledge of the precautions to take while handling trays of sharp or delicate instruments or of contaminated equipment and supplies.
5. Ability to learn the operation of various types of technical decontamination and sterilizing equipment.
6. Ability to multitask and prioritize duties assigned.
7. Ability to maintain and keep accurate records of data.
8. Ability to perform duties safely and willingness to comply with special safety and health precautions.
9. Ability to read and understand instructions and guidelines and to read data indicators such as dials, timers, charts, color-coded strips, etc.
10. Ability to communicate effectively with staff, students, and physicians.
11. Ability to maintain effective working relationships.
12. Ability to enter and retrieve data with a variety of computer software systems.

Minimum Eligibility Requirements :

1. High school graduation or equivalent, with courses in the physical and natural sciences and mathematics; or
2. One year experience in a hospital-related field that would provide a background in medical environment or sterile technique as it applies to medical supplies and equipment.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, _____ (Required) skills, abilities, and minimum eligibility requirements for this position type.

General Class Description :

Under direct supervision, performs cleaning, routine maintenance and other related non-technical work in a clinical, environmental, teaching or research laboratory.

Characteristic Duties and Responsibilities :

1. Cleans laboratory area and equipment and washes or sterilizes instruments and glassware used in a clinical, environmental, teaching or research laboratory.
2. Receives, unpacks, and properly distributes or stores mail, freight, biological specimens or environmental samples to be used in a clinical, environmental, teaching or research laboratory.
3. Runs errands such as delivering experimental animals or cleaned equipment to proper location.
4. Assists in rigging and dismantling simple experimental equipment for a clinical, environmental, teaching or research laboratory, and in other ways provides non-technical assistance with laboratory experiments and procedures.
5. Assembles components into kits, e.g., Wasserman kits, and readies them for mailing.

Knowledges, Skills, and Abilities :

1. Knowledge of care and use of laboratory equipment.
2. Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.
3. Knowledge of standard cleaning techniques and equipment and supplies required.
4. Ability to use proper bending and lifting techniques.
5. Ability to follow oral and written instructions.

Minimum Eligibility Requirements :

Ability to read, write and follow instructions.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, _____ (Required) skills, abilities, and minimum eligibility requirements for this position type.

General Class Description :

Under direct supervision performs cleaning, routine maintenance and related work in the laboratory including elementary but responsible tasks related to the conduct of clinical, environmental, teaching or research laboratory activities.

Characteristic Duties and Responsibilities :

1. Cleans laboratory and equipment and washes or sterilizes instruments and glassware to insure proper cleanliness.
2. Receives, unpacks, and properly distributes or stores mail, freight, biological specimens or environmental samples to be used in the laboratory. May decipher codes on specimen or sample container in order to make proper deliveries.
3. Assists in running of experiments by simple data collection from equipment or observation of animals and recording of results on standard form.
4. Assists in rigging and dismantling experimental equipment and performs standard tests to determine equipment accuracy.
5. Mixes chemicals and other solutions to prepare media, reagents, and drugs according to established instructions or procedures.
6. Runs errands, such as delivering or picking up experimental animals, samples, specimens or equipment used in laboratory.

Knowledges, Skills, and Abilities :

1. Knowledge of care and use of laboratory equipment.
2. Knowledge of principles of sanitation, health hazards, and the necessary precautionary measures.
3. Knowledge of standard cleaning techniques and equipment and supplies required.
4. Ability to use proper bending and lifting techniques.
5. Ability to follow oral and written instructions.
6. Ability to keep basic records and inventories.
7. Ability to use and care for tools in maintenance and repair work.
8. Ability to prepare simple chemical solutions according to instructions.

Minimum Eligibility Requirements :

High School graduation, including courses and related lab work in general science or chemistry, or

One year of Laboratory Assistant I or related experience.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

92 Laundry Production Worker: Description & Requirements

The following are the duties, responsibilities, knowledge, _____ (Required) skills, abilities, and minimum eligibility requirements for this position type.

General Class Description :

Under direct supervision, operates flatwork iron pressing machine, from air finishers and shirt finishers to finish and/or fold cloth materials such as sheets, pillow cases, aprons, operating room linens, towels, shirts, etc.

Characteristic Duties and Responsibilities :

1. Takes material from basket and shakes out creases and positions semi-dry flatwork on a table for feeding into machine.
2. Lays articles on feeder ribbons that convey it into machines. Smoothes and guides article by hand during ironing process to prevent folds and wrinkles.
3. Folds flatwork and/or tumble work pieces discharged from machine and places in baskets on carts or on conveyor.
4. Finishes shirts by operating four presses, such as the sleever, collar-cuff press and body presses as required.
5. Finishes perma-press articles that are dried on hangers, placed on a conveyor and passed through a steam conditioner to remove any wrinkles and set finish.

Knowledges, Skills, and Abilities :

1. Ability to understand and follow oral and written instructions.
2. Knowledge of hazards and safety precautions necessary in laundry work.
3. Ability to perform manual labor.
4. Ability to work out of doors under any type of weather conditions.
5. Knowledge of proper bending and lifting techniques and ability to lift and carry 80 pounds.
6. Knowledge of the safe use of chemical cleaning agents and possible hazards relating to environmental sanitation.

Minimum Eligibility Requirements :

Ability to understand and follow instructions.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

General Class Description :

Under direct supervision, operates industrial sized laundry equipment and linen transportation system, in addition to performing manual tasks related to the sorting, washing and drying of materials, using established laundry procedures within productivity guidelines.

Characteristic Duties and Responsibilities :

1. Responsible for operating computer programs used to run laundry equipment. Requires rebooting of system when errors occur or operating system manually until system is enabled by maintenance.
2. Monitor industrial sized laundry equipment cycles for proper formulas and cycle time.
3. Employ emergency shut off procedures for laundry equipment to prevent damage. (
4. Schedule batch loading and unloading cycles by tracking various product types and coordinating washer/dryer loading and unloading schedules for proper operation and maximization of production.
5. Operate the rail linen transportation system to arrange for efficient and proper loading of linen into machines and bag system.
6. Manually/by hand: load soiled linen and uniforms into washers; unload clean wet linen and uniforms; unload clean, dry linen and uniforms.
7. Sort soiled linen by product and customer. Unload soiled linen from laundry trucks by bag, accurately weigh and record weight, and load into carts for sorting.

Knowledges, Skills, and Abilities :

1. Ability to run automated control panels for each type of equipment including scale, washers, dryers, overhead and floor conveyers.
2. Ability to understand and follow oral and written instructions.
3. Ability to operate computerized industrial equipment.
4. Knowledge of hazards and safety precautions necessary in laundry work.
5. Ability to perform manual labor.
6. Ability to work in extreme heat, noise, fumes and conditions.
7. Knowledge of proper bending and lifting techniques and ability to lift and carry 80 pounds.
8. Knowledge of the safe use if chemical cleaning agents and possible hazards relating to environmental sanitation.

Minimum Eligibility Requirements :

1. Ability to read, write, understand and follow instructions.

2. Any combination of experience, undergraduate education, and/or post high school training using computers or computer-operated equipment that is the equivalent to six months of full-time employment.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :

Under direct supervision, operates, maintains and repairs duplicators as directed per written specifications of the job to reproduce high quality and multicolored copies of various originals.

Characteristic Duties and Responsibilities :

1. Operates offset duplicating press to reproduce high quality one color and multicolored materials utilizing half-tone, screens, solids and the line copy.
2. Makes judgments relative to quality/quantity printing requiring substantial knowledge of printing techniques.
3. Operates large offset duplicating press to reproduce one color line copy materials.
4. Operates roll-fed press to reproduce materials.
5. Sets up press with appropriate master; mixes ink, runs samples and makes adjustment to machines until impressions are desired quality; washes press and changes color of ink.
6. Receives, inspects and prepares offset plates.
7. Obtains stock and completes stock ticket; orders additional stock as necessary and maintains stocks of expendable supplies.
8. Makes arrangements for obtaining new parts or repairs as necessary; assists supervisor with major repairs.
9. Assists in operation of other equipment as required.

Knowledges, Skills, and Abilities :

1. Knowledge of copyright laws and policies concerning reproduction of printed materials.
2. Ability to follow oral and written instructions.
3. Ability to communicate effectively with staff, students and the public.
4. Ability to perform routine arithmetic computations.
5. Ability to organize and prioritize multiple tasks.
6. Ability to operate a computer and related software.
7. Ability to maintain records and prepare reports.
8. Ability to use proper bending and lifting techniques to stock supplies or deliver items.
9. Skill in operating and maintaining duplication equipment.

Minimum Eligibility Requirements :

One year of experience operating offset or similar duplicating equipment.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

95 Laborer: Description & Requirements

The following are the duties, responsibilities, knowledge, skills, abilities, and minimum eligibility requirements for this position type. _____ (Required)

General Class Description :

Under direct supervision, performs general laboring duties as assigned. Laborers are usually assigned to work crews, to assist in the performance of a specific jobs and functions

Characteristic Duties and Responsibilities :

1. Performs manual, hand tool and equipment work to assist in grounds construction and maintenance, in building and utility maintenance, in furniture and equipment moving and set-up, etc.
2. Works as a helped for various departments and craft shops.
3. Responds to calls for emergency service, including snow removal, as required.

Knowledges, Skills, and Abilities :

1. Ability to understand and follow oral and written instructions.
2. Skill with use of simple tools of the maintenance field.
3. Knowledge of hazards and safety precautions necessary in maintenance work.
4. Ability to perform heavy manual labor.
5. Ability to work out of doors under any type of weather conditions.

Minimum Eligibility Requirements :

Ability to understand and follow instructions.

Please describe and detail how Supplier is capable of providing a temporary staff member meeting these requirements.

96 **Professional Staffing Positions**

(No Response Required)

All P&S temporary appointments are biweekly, eliminating the monthly option. The exceptions are defined in (b), (c), (d), (f) and (h) below. _____ (Required)

Time submitted on the biweekly time record is for time worked only. Payment for holidays (unless worked), sick leave, and vacation is not an option.

Restrict duration of temporary appointments:

- Operations Manual language limiting temporary appointments to one year applies to biweekly appointments that are 50% (1040 hours) or more, with the exception of appointments experiencing a labor shortage.

- Limited extensions permitted with EOD approval.

- Reference to this limit is in EOD and HR sections of the Operations Manual.

- An end date of no more than one year's duration on appointment forms is required if the position is expected to work more than 1040 hours in the first year. For positions expecting to work less than 1040 hours per year, no end date will be necessary.

- Temporary appointments held by retirees are limited by the same standard, with the exception of those classifications determined to be experiencing a labor shortage.

Temporary positions whose duties are consistent with those of existing P&S classifications are appointed to those classifications:

- Hourly rates are equivalent to at least the minimum salary for the respective pay level.

- Approval from C&C to pay above the median zone maximum.

- Include description of duties on appointment form.

The following is a list of job codes that are commonly used for temporary positions:

a. PZ01 Temporary Professional Employee

- Used for positions that are professional in nature but do not fit into any existing P&S classification.
- Minimum hourly rate is the minimum for Merit pay grade 1 (\$9.13).
- Include description of duties on appointment form.

b. PZ02 Temporary Employee - UI Student

- Used for UI students who are paid a flat rate according to a submitted monthly schedule.

- Include description of duties on appointment form. Duties can be varied in nature as long as they are a UI student.

- Note: bi-weekly appointments for UI students should have a student job code rather than a PZ code.

c. PZ03 Temporary Professional Short Term Monthly Employee

- Paid a flat rate according to a submitted, monthly schedule.
- Maximum duration of appointment is 5 months or less.
- Include description of duties on appointment form.

d. PZ04 Intern

- Can be used for a student or non-student intern.
- Minimum hourly rate is the minimum wage (\$7.25).
- Maximum one-year appointment with possible EOD extension.
- Include description of duties on appointment form.

e. PZ05 Archaeology Field Technician

- Minimum hourly rate is the minimum wage (\$7.25).
- No restriction on length of appointment, nor number of hours.

f. PZ06 Student Services (Student)

- Generally used for positions such as Resident Assistants, Student Government, as well as other student positions paid on a monthly basis.

- Paid a flat rate according to a submitted, monthly schedule.

- Include description of duties on appointment form.

g. PZ07 Temporary Employee - Non-UI Student

- Minimum hourly rate is the minimum wage (\$7.25).

<p. •Include description of duties on appointment form.
The nature and type of duties are not relevant. This job code is neither Merit nor P&S for classification purposes.

- Obtain written acknowledgment/signature of student at time of appointment and at the beginning of every semester to the following phrase: "I acknowledge that it is my responsibility to notify my supervisor at the University of Iowa immediately when I am no longer enrolled as a student at another academic institution."

- Appointment must end when they are no longer a student.

- Department is responsible for tracking hours worked and not exceeding the student limit of 20 hours/week (unlimited during academic breaks) or 680 hours/year.

h. PX90 Pastoral Services

- Paid a flat rate according to a submitted, monthly schedule.

- Maximum one-year appointment with possible EOD extension.

- Include description of duties on appointment form.

i. G1T- Merit Helper Classification

- If the position is Merit in nature and does not fit into any of the other Merit classifications.

- Limited to 780 hours per fiscal year.

- Minimum hourly rate is the minimum for Merit pay grade 1 (\$9.13).

- Include description of duties on appointment form.

Health insurance may be purchased by those on biweekly appointments when they meet the following criteria, as confirmed with the department by University Benefits:

- Has been and/or is anticipated to work at least half-time;

- Will be employed for at least six months.

- The employee is billed directly for health insurance; it is not deducted from pay.

Special compensation may be paid to persons on biweekly appointments.

Please confirm acceptance and understanding of these policies as well as describe and detail Supplier's ability to provide staffing solutions for these type of professional positions.

98 Professional Staff-The University of Northern Iowa

Professional staff for The University of Northern Iowa can be placed for a maximum of one (1) year. The most common Professional positions utilized are Accountants and Information Technology specialists. The functions and duties of these roles are in alignment with the Professional and Scientific job classification descriptions. _____ (Required)

Please describe and detail how Supplier is able to provide temporary staff meeting thee needs.

99 Professional Staffing Solutions

Please detail all the types of professional staffing solutions that are available from Supplier. _____ (Required)

100 Position Listing

The positions detailed within this request for proposal are the Universities best estimate for the types of staffing needed, however, in the event of bid award shall the Universities require placement of an additional/alternate position type the Awarded Supplier shall provide staffing services for that position type that shall not exceed the maximum mark-up percentage fee detailed within the resultant agreement. _____ (Required)

Please confirm acceptance and understanding of this requirement.

101 Referrals

The Universities desire to have the ability for departments to contact the Awarded Supplier and refer individuals to the temporary employment agency to be hired, in the event such individuals were unable to be offered a position they interviewed for at the Universities. _____ (Required)

Please detail if and how Supplier would accept and process these referrals.

102 Supplier Locations and Support

Please provide physical location of Supplier's locations. In addition, please describe in detail how Supplier will be able to effectively accommodate the needs of both Universities from these locations in the event of bid award. _____ (Required)

103 Joint Award

Please describe and detail any and all benefits that would _____ (Required)
be realized by the Universities from the Supplier in the
event of joint award to Supplier.

104 Value Added Opportunities

Please detail any and all value added opportunities that _____ (Required)
are available to the Universities as part of the proposal
submitted herein. These include, but are not limited to:
rebates, other financial incentives, fixed pricing structures,
training programs, or any other service that may be
valuable to the Universities.

Line Items

#	Qty	UOM	Description	Response
1	1	PKG	Non-Professional: Standard Hourly Percent Mark-Up Fee (Normal business hours, non-overtime, non-holiday)	_____ %

Manufacturer: Manufacturer #:

Item Notes: Based on the job description for each line below please provide the mark-up percentage fee per hour for The Universities to utilize a temporary employee for each role.

Supplier Notes: _____

Package Line Items:

#	Qty	UOM	Description	Response
1.1	1	EA	Custodian I	_____ %

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier Notes: _____

1.2	1	EA	Cook I	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier Notes: _____

1.3	1	EA	Food Worker	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier Notes: _____

1.4	1	EA	Kitchen Helper	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier Notes: _____

1.5	1	EA	Baker I	_____ %
-----	---	----	---------	---------

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier Notes: _____

1.6	1	EA	Data Technician III	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.7	1	EA	Secretary I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.8	1	EA	Secretary I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.9	1	EA	Secretary II	_____	%
-----	---	----	--------------	-------	---

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.10	1	EA	Secretary III	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.11	1	EA	Secretary IV	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.12	1	EA	Account Clerk	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.13	1	EA	Clerk I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.14	1	EA	Clerk II	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.15	1	EA	Clerk III	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.16	1	EA	Laboratory Assistant I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.17	1	EA	Laboratory Assistant II	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.18	1	EA	Laundry Production Worker	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.19	1	EA	Laundry Equipment Operator	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.20	1	EA	Press Operator I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.21	1	EA	Laborer	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

1.22	1	EA	Clerk IV	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2	1	PKG	Non-Professional: Standard Overtime & Weekend Hourly Mark-Up Fee Percentage (Outside of normal business hours, non-holiday)	_____	%
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Manufacturer: Manufacturer #:

Item Notes: Based on the job description for each line below please provide the mark-up percentage fee per hour for The Universities to utilize a temporary employee for each role.

Supplier Notes:

Package Line Items:

#	Qty	UOM	Description	Response
2.1	1	EA	Custodian I	_____ %

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.2	1	EA	Cook I	_____ %
-----	---	----	--------	---------

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.3	1	EA	Food Worker	_____ %
-----	---	----	-------------	---------

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.4	1	EA	Kitchen Helper	_____ %
-----	---	----	----------------	---------

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.5	1	EA	Baker I	_____ %
-----	---	----	---------	---------

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.6	1	EA	Data Technician III	_____ %
-----	---	----	---------------------	---------

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.7 1 EA Secretary I _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.8 1 EA Secretary II _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.9 1 EA Secretary III _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.10 1 EA Secretary IV _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.11 1 EA Secretary IV _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.12 1 EA Account Clerk _____ %

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.13	1	EA	Clerk I	_____	%
------	---	----	---------	-------	---

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.14	1	EA	Clerk II	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.15	1	EA	Clerk III	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.16	1	EA	Central Service Technician I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.17	1	EA	Laboratory Assistant I	_____	%
------	---	----	------------------------	-------	---

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.18	1	EA	Laboratory Assistant II	_____	%
------	---	----	-------------------------	-------	---

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.19	1	EA	Laundry Production Worker	_____	%
------	---	----	---------------------------	-------	---

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.20	1	EA	Laundry Equipment Operator	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.21	1	EA	Press Operator I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.22	1	EA	Laborer	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

2.23	1	EA	Clerk IV	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3	1	PKG	Non-Professional: Holiday Hourly Mark-Up Fee Percentage (Outside of normal business hours, non-holiday)	_____	%
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Manufacturer: Manufacturer #:

Item Notes: Based on the job description for each line below please provide the mark-up percentage fee per hour for The Universities to utilize a temporary employee for each role.

Supplier Notes:

Package Line Items:

#	Qty	UOM	Description	Response
3.1	1	EA	Custodian I	_____ %

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.2	1	EA	Cook I	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.3	1	EA	Food Worker	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.4	1	EA	Kitchen Helper	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.5	1	EA	Baker I	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.6	1	EA	Data Technician III	_____ %
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.7 1 EA Secretary I _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.8 1 EA Secretary II _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.9 1 EA Secretary III _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.10 1 EA Secretary IV _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.11 1 EA Secretary IV _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.12 1 EA Account Clerk _____ %

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.13	1	EA	Clerk I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.14	1	EA	Clerk II	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.15	1	EA	Clerk III	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.16	1	EA	Central Service Technician I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.17	1	EA	Laboratory Assistant I	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.18	1	EA	Laboratory Assistant II	_____	%
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Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.19 1 EA Laundry Production Worker _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.20 1 EA Laundry Equipment Operator _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.21 1 EA Press Operator I _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.22 1 EA Laborer _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

3.23 1 EA Clerk IV _____%

Item Notes: Please provide proposed mark-up percentage for this position meeting the requirements detailed within this Request for Proposal.

Supplier
Notes:

4 1 EA Non-Professional Staffing: Maximum, not to exceed mark-up percentage fee. _____%

Manufacturer: Manufacturer #:

Item Notes: Please provide the maximum (not to exceed) mark-up percentage fee that will be utilized for any position not detailed within this Request for Proposal.

Supplier Notes:

\$_____

Supplier Notes: _____

#	Qty	UOM	Description	Response
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Supplier
Notes:

Supplier
Notes:

Supplier
Notes:

Supplier
Notes:

Supplier
Notes:

5.6	1	EA	Student Services (Student)	_____ %
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Item Notes: Please provide proposed mark-up percentage for a temporary professional staffing position of this type.

Supplier
Notes:

5.7	1	EA	Temporary Employee - Non-UI Student	_____ %
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Item Notes: Please provide proposed mark-up percentage for a temporary professional staffing position of this type.

Supplier
Notes:

5.8	1	EA	Pastoral Services	_____ %
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Item Notes: Please provide proposed mark-up percentage for a temporary professional staffing position of this type.

Supplier
Notes:

5.9	1	EA	Merit Helper Classification	_____ %
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Item Notes: Please provide proposed mark-up percentage for a temporary professional staffing position of this type.

Supplier
Notes:

5.10	1	EA	Information Technology Specialist	_____ %
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Item Notes: Please provide proposed mark-up percentage for a temporary professional staffing position of this type.

Supplier
Notes:

5.11	1	EA	Accountant	_____ %
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Item Notes: Please provide proposed mark-up percentage for a temporary professional staffing position of this type.

Supplier
Notes:
