

QUALIFICATIONS AND EXPERIENCE

1. The bidder must have been in business for at least two (2) years, providing temporary services.

BuzzClan LLC (BuzzClan) is a TX certified M/WBE, Women Owned Small Business enterprise founded in 2013. BuzzClan have been providing temporary staffing, outsourcing services and staffing support to its clients throughout the United States & Canada since its inception. There has been no change in the firm's primary business activity. BuzzClan has been providing services to its clients for more than 8 years.

We currently have over 1000 employees located in 30+ states and work with over 50 clients in various industries including but not limited to: Government, Health, Defense, Technology, Manufacturing, Healthcare / Pharmaceutical, Transport, Finance / Banking, Supply Chain, Logistics, IT, Telecom and Government agencies.

CERTIFICATIONS WE OWN

- SBA-SDB
- Texas – HUB
- NCTRCA –M/WBE
- City of Philadelphia SBE

(a) Full Legal Name & Form of the Organization: BuzzClan, LLC., Limited Liability Company

(b) Principal Place of Business: 5757 Alpha Rd., Suite .340, Dallas, TX 75240.

(c) Year Firm Established in: March 2013

BuzzClan has been found on providing the highest quality possible and on we helps companies prioritize and plan initiatives to meet their objectives and goals, and successfully deliver practical solutions that drive measurable value. We have dedicated recruiting teams to focus on major technical areas. This team is responsible for searching out the right candidate according to the client requirements. The team is well versed with the most current recruiting methods and knows how to use it according to your business requirements. We have a clear understanding of IT & Non-IT business environment and have the capability to complete the project/ assignment within budget and ion time. Our recruitment team especially assigned for the project recruiting, support and facilitates the recruiting objective of our customers.

Temporary and Contract staffing is our specialty - we put people to work better than anyone! We excel at recruiting, screening, testing, and placing quality temporary employees at solid, reputable companies for short and long-term assignments. Benefits of temporary staffing include: real time talent, flexibility, reducing overtime, increasing productivity, improving processes, and "Twenty-Four (24)-hours fill guarantee," and much more.

BuzzClan has helped numerous customers in real-world situations in providing the most powerful, affordable and easy-to-use staffing support services.

To provide administrative support of the recruited candidates, BuzzClan has a dedicated team at the BuzzClan Headquarters with specialists in - payroll, accounting, benefits management, training, taxation, IT systems, insurance, DoL and legal matters. This team is also responsible for the support functions associated with the transfer and support of current incumbent employees when they move from existing contractor to a new BuzzClan contract.

Our consultants have worked in environments like University of North Texas System, University of Minnesota, US House of Representatives, NJ Department of Health, City of Phoenix, LCRA, Hennepin County, London Hyrdo, City and County of San Francisco, City of Wentzville, Missouri Department of Transportation, USDA, United States Census Bureau and many more and possess extensive experience in providing support for small and complex projects. With the required technical experience, relevant past performance, effective knowledge of business processes with State organizations, we are committed to fill short term staffing needs for clerical, customer service, accounting and auditing personnel to Judicial Council to meet its requirements and associated deliverables.

Our specialized recruiters connect our clients with the talent across all industries. Our devoted accounting and finance staffing Experts can fill any open positions anytime due to the access to the rich pool of prescreened candidates available that could fill the requisition raised by Judicial Council in no time. BuzzClan provides a full spectrum of services to different federal, state and commercial clients.

Our commitment to the process of identifying quality candidates has made us one of the premier staffing agencies for Temporary and Temporary to Permanent Staffing and we intend to leverage such extensive Staffing capabilities to Center. We have a strong bench of candidates who could help us to fill the urgent requirements of Center for the given Job Categories of the RFP in the Shortest TAT possible. The Bench Capability of BuzzClan will help the University to hire prescreened Temporary consultants saving time in lengthy screening procedures.

BuzzClan professional consulting service provides business values for our customers through technology transformation that increases competitive advantage, customer loyalty and improves

Staffing and Consulting Services

- ❖ Leading consulting and staff augmentation firm across the world.
- ❖ Delivering real value to our clients by providing the highest quality IT services and resources at affordable rates.
- ❖ Most trusted partner for our clients and employees.

Recruitment Staff

- ❖ Strong recruitment capability.
- ❖ Mapping of major talent resources in USA.
- ❖ Constantly growing manpower database
- ❖ Best available Administrative / IT / Clerical / Professional / Accounting/Skilled labor talent.
- ❖ Best work environment and benefits for staff.
- ❖ Reduced cost and high quality.

StaffAugmentation

- ❖ Experienced, dedicated and qualified core staffs
- ❖ Systematic and well-defined process to recruit and hire new talent
- ❖ Well planned training sessions imparted
- ❖ Project specific as well as at an individual level

Core Competencies

- ❖ **Administrative Specialties:** Secretaries and Administrative Assistants, Data Entry Operators, Receptionists, Clerks, Desktop Publishers
- ❖ **Operations Support Services:** Warehousing Operator/Manager, Inventory Instructor, Logistic Coordinator, General Labor, Maintenance, Facilities Administrator
- ❖ **Engineering Specialties:** Architects, HVAC, Plumber, Electrician, Fire Alarm, Civil, Engineers (all discipline)
- ❖ **Professional Specialties:** Analyst, Finance, Accounting, Sales, Attorney, Contract Specialist, Paralegal, Human Resource, Executives, bookkeeping, Payroll professionals etc.
- ❖ **Information Technology:** PHP Programmers, Management, Computer System Analysis, Network Engineer, Project Manager, Database Administrator, Web Developers, Customer Services Technician, System Analyst, NET Programmer/Developer, Mobile Developer etc.

business performance. Our technical consultants provide exceptional technology solution based on evolving technologies to solve customer's critical business issues. We allow you to focus on your core competencies by leveraging our consultants, who are backed by an industry-leading, mobility-focused, technical organization. We offer skilled and highly qualified Professionals as per your temporary or permanent requirements. Temporary staff augmentation services available for our customers in situations where customers need complete control and ownership of projects undertaken by them. BuzzClan team is fully committed to complete client initiatives successfully. BuzzClan with its service offerings developed over years of industry experience is uniquely positioned to provide scalable Consulting/Staffing Solutions tuned specifically to meet customer's resources needs.

Temporary Staffing Experience with Public and Private Sector Clients:

Public sector clients	Private Sector clients
<ul style="list-style-type: none"> • University of North Texas System • State of Wisconsin • Hennepin County • West Virginia University • University of Minnesota • State of Minnesota • Lower Colorado River Authority • Federal Reserve Board • Department of Justice • Department of Agriculture • Department of Education • City & County of San Francisco • City of Phoenix • State of Idaho • State of Michigan • State of Iowa • City of Seattle • Community Transit • State of SC • State of NC • Broward County School District • Douglas County School District • House of Representatives • Beaufort County School District • Richardson Independent School District • San Antonio Independent School District • State of Kansas • State of Georgia • State of Colorado • University of Oklahoma • City of Wentzville • TX DIR 	<ul style="list-style-type: none"> • Oracle • Equinix • Walgreens • Microsoft • Wipro • TCS • Accenture • Corning • Bed Bath & Beyond • MacMunnis Inc • Employer Direct Healthcare • Caris Life Sciences • Generational Equity • Fidelity Investments • TForce

2. References

CASE STUDY- 1	
Project Title	Statewide Temporary Staffing Services
Duration of the Project	June 2019 - Present

Specific Contact Information:	Organization Name: State of Idaho Address: 4040 W Guard St, Boise, ID 83705 Contact Person Name: Chelsea Robillard/ Megan Molumby Telephone Number: 208 - 332-1605 / 208- 334-4995 Email Address: chelsea.robillard@adm.idaho.gov / Megan.Molumby@dhw.idaho.gov
The vendor should summarize below the past project's context, objectives, approach and impact achieved relevant to this RFP.	
State of Idaho is seeking Statewide Temporary Staffing to include qualified temporary staff to fulfill a variety of Administrative Support (Including Office, Clerical and Sales), Commercial/Industrial Workers, Healthcare Staffing Services, and Professional Services. We have provided program assistant to Idaho Office of Emergency Management under the statewide Temporary staffing services contract. We have also provided Research Analyst, Project Manager, Three Technical Records Specialist 2 to Idaho department of veteran services & Technical record specialist to Idaho Department of Health and Welfare.	

CASE STUDY-2	
Project Title	Temporary Staffing Services- Statewide
Duration of the Project	April 2020- May 2025
Specific Contact Information:	Organization Name: State of Kansas Address: 700 SW Harrison St, Topeka, KS 66603 Contact Person Name: Trenice Saunders / Jason Fizell Telephone Number: 785-296-3126 Email Address: trenice.n.saunders@ks.gov / Jason.Fizell@ks.gov
The vendor should summarize below the past project's context, objectives, approach and impact achieved relevant to this RFP.	
The State of Kansas sought qualified contractors to support the temporary staffing needs of the government agencies throughout State of Kansas. Some of the labor positions under the contract are Accountant I, Accounting Specialist, Administrative Assistant Administrative Specialist, Graphic Designer Specialist Human Services Specialist, Human Services Consultant, Legal Assistant, Management Systems Analyst I, Management Systems Analyst II, Management Systems Analyst III, Program Consultant I, Program Specialist, Public Service Administrator, Research Analyst I, Research Analyst II Revenue Customer Representative, State Auditor, Senior Administrative Assistant, Senior Administrative Specialist, Staff Development Specialist Social Worker Specialist, General Maintenance and Repair Technician, Custodial etc... We have provided project coordinators to State of Kansas Department of Commerce and Cook to State of Kansas School for the Deaf & IT Project Manager to State Hospital and Kansas Department of Aging and Disability Services (KDADS).	

CASE STUDY- 3	
Project Title	Direct Placement Services
Duration of the Project	March 2019 to February 2022
Specific Contact Information:	Organization Name: University of West Virginia Address: Morgantown, WV 26506 Contact Person: Beth Taylor Telephone Number: 304-293-4493 Email: beth.taylor@mail.wvu.edu
SUMMARY OF SERVICES	



West Virginia University on behalf of its Board of Governors (“BOG”) located in Morgantown, West Virginia (“WVU” or “University”) is initiating this Request for Proposals (“RFP”) to solicit proposals from qualified firms (“Proposers”) for professional search services for Information Technology related positions. We have provided Banner Developers to University of West Virginia under this contract.

CASE STUDY-4	
Project Title	Temporary Personnel Services
Duration of the Project	2019- Present
Specific Contact Information:	Organization Name: CivicMinds, Inc. Address: 8220 Katella Avenue, Suite # 216, Stanton, CA 90680 Contact Person Name: Manoj Kumar Telephone Number: 949- 534-3339 Email Address: manoj@civigminds.com
The vendor should summarize below the past project’s context, objectives, approach and impact achieved relevant to this RFP.	
<p>CivicMinds sought qualified contractor to provide experienced and qualified candidates to support CivicMinds’s project. BuzzClan has provided services on a number of positions such as Administrative Assistant, Office Assistant, Administrative Clerk, Software Engineer, Applications Development and many more.</p> <p>Work Performed for Similar Categories:</p> <ul style="list-style-type: none"> • Administrative Clerk Services: Prepare weekly electronic funds transfer files and weekly checks to vendors. Initiate wire transfers to suppliers in banking system. Maintains and update vendor invoice log, respond to vendor inquiring regarding payment/non-payment. Forward applicable invoices to field and rig support teams for approval. Review invoices for both rate and volume discrepancies and work with both internal and external customers to resolve any inaccuracies. Enter volume and rate differences into the Accounting System and create updated invoices. • Office Assistant Services: Answer and direct phone calls, take messages, and set appointments; Coordinating events, taking payments, use of cash register. Doing intake paperwork and interviewing prospective adopters and organizing & cleaning office area. Manage executive team's calendar; plan client meetings; prepare reports, spreadsheets and presentations; manage records; and administer database. Demonstrating the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time. Creating databases and spreadsheets that improve inventory management and reporting accuracy. • Accounting Services: Provide quality assurance on requisitions to ensure compliance with county accounts payable policy. Responsible for administering interdepartmental charges and billing. Processes financial forms such as invoices, check requests, reimbursement forms, and other requests for payment. Prepares Accounts Receivable and Accounts Payable for department. Maintains records and files pertaining to utilities financial transactions. Perform routine office functions such as mail distribution, filing, and faxing, answering phones, copying, and servicing office machines. • Web Content Strategy Services: Work with graphic designers and writers to publish content. Develop webpages and web-based projects to market the products. Set keyword strategy for search engine results. Design web page information architecture to present content in the best fashion. Improve the conversion of web pages for marketing goals. Work with marketing team to identify platforms and tools to use for our needs. Set the direction for our mobile web strategy. Implement content strategies that improved web traffic and SEO. Create web pages in Adobe CQ, 	

write content, and build guides on standards and publishing. Edit all site content, including images and metadata, prior to soft and formal launches.

- **Analyst Services:** Interpret data, analyze results using statistical techniques and provide ongoing reports. Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality. Acquire data from primary or secondary data sources and maintain databases/data systems.

Identify, analyze, and interpret trends or patterns in complex data sets. Filter and “clean” data, and review computer reports, printouts, and performance indicators to locate and correct code problems. Work closely with management to prioritize business and information needs. Locate and define new process improvement opportunities. Analyze and decompose complex requirements.

- **Business Development:** Develops and executes a strategy for discovering and securing new business opportunities either locally, regionally, or nationally.; Develops negotiation strategies by evaluating risks and potentials.; Assesses potential third part clients in terms of income potential and mission fit; Adapts new business strategies in accordance with the types of clients already secured by the company; Evaluates, determines, and realizes quarterly business growth goals; Represents the company at trade organizations, on committees, and during board meetings, when necessary; Creates a business development database in order to evaluate performance and organize client and prospective client information; Fosters beneficial relationships with business partners, potential clients, and business contacts in order to attract new business and enhancing organization reputation; Closes new business deals by developing and negotiating contracts.
- **Facilities Administration Services:** Prepare documents to put out tenders for contractors; project management and supervising and coordinating the work of contractors; investigating availability and suitability of options for new premises; calculating and comparing costs for required goods or services to achieve maximum value for money; planning for future development in line with strategic business objectives; managing and leading change to ensure minimum disruption to core activities; directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling; ensuring the building meets health and safety requirements and that facilities comply with legislation.
- **Data Entry Services:** Responsible for the collection, recording and retrieval of information by reading source documents, verify the accuracy of the information, prepare reports and manage data storage and retrieval systems. Plan, direct, and control the office support functions and direct administrative services and operations for the branch including: communications systems, space utilization, secretarial support, and mail services. Coordinate systems and procedures with medical records, data entry, claims review, and personnel functions to ensure efficiency and accuracy in operations also assisted with coordinating staff replacement as necessary.

POLICIES

1. Sexual Harassment Awareness

It is BuzzClan ' policy that all employees have a right to work in a worker friendly, open and supportive environment free of discrimination, which includes freedom from harassment whether harassment is based on sex, age, race, origin, religion, disability, sexual orientation, marital status, veteran status or membership in other protected groups. The company prohibits harassment of its employees by managers, co-workers, customers and suppliers. Such conduct will result in corrective action, up to and including termination of employment by the offender.

Harassing conduct in the work place whether implied, physical or verbal is prohibited. While it is not possible to define all types of harassment, please contact a member of the management team with whom you are comfortable to make such a complaint, if you feel you are being harassed in any form.

Individuals who believe they have been subject to sexual or unlawful harassment should report the incident immediately to your direct supervisor on your assignment or to your Recruiter. It can be reported by phone or in person. It is important to notify someone as soon as possible. Every statement will be immediately investigated and acted on appropriately. Any intentional sexual or unlawful harassment is considered to be a major violation of company policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

Each case will be handled individually with the company having final judgment on the outcome. Each complaint will be investigated as confidentially as possible.

2. Family & Medical Leave Act (FMLA)

Full time employees are eligible to accrue and use paid leave based on their tenure with the company as follows:

Tenure	Paid Leave Earned /Year	Accrual rate per month
1 – 5 years	10 days	.83
6 – 10 years	15 days	1.25
11 – 15 years	20 days	1.67
16 or more years	35 days	2.92

To achieve the fullest benefit from Paid leaves time, we strongly encourage employees to take their vacation in the year it is earned. However, the company realizes that due to the nature of the service industry this not always possible. Therefore the company provides the following options at the completion of every year of employment.

- Carry forward a maximum of **50%** of earned paid leaves in the previous year.

All **full time** employees start to accrue paid leave from the beginning of the service, and accrual is earned on a monthly basis.

Salary and benefits are not payable to an employee while they are on unpaid leave.

Unused paid leaves are forfeited when an employee separates from employment.

In the situation where an employee takes paid leave pay prior to actually accruing the paid leave, it is taken with the understanding that such pay constitutes an advance of pay and if the employee quits or is terminated before the entitlement date, the advanced vacation pay will be recouped.

Accrual of Paid Leave Benefits during Paid Leave All employees who are actively at work or on paid leave—such as vacation leave, sick leave or personal days—will continue to accrue paid leave benefits provided. **Accrual of Paid Leave Benefits during Unpaid Leaves** Generally, employees on unpaid leave are not entitled to continue accruing paid leave benefits. This includes employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation. However, employees on eligible military leave may be entitled to reinstatement upon returning from military leave with all benefits that would have been obtained but for being absent on military leave. If you are not familiar with your rights under Short Term or Long Term Disability claims or need forms, please check with the HR representative assigned to you.

Personal Leave Policy: A personal leave of absence without pay may be granted an employee at the **discretion of the company**. A personal leave of absence is defined as an absence of two weeks or longer. It is not our general policy to grant personal leaves of absence and such leaves will be granted only under unusual circumstances.

Salary and benefits are not payable to an employee while the employee is on a personal leave of absence. The employee's exact position, tour of duty, or work area may not be guaranteed upon return from a personal leave of absence.

Jury Duty Policy:

- **Paid Absence:** Time off taken for jury duty is treated as a paid absence for up to 3 days during any one year. Employees are paid for the time they are absent for jury duty, less the amount they receive for performing jury duty service.
- **Advance Notice:** Employees must give advance notice of the need for time off for jury duty. A copy of the summons should accompany the request.
- **Return to Work:** If employees are dismissed from jury duty before the end of the workday, they must report to work for instructions on whether to return for work for the rest of the workday.

Military Service

BuzzClan's Leaves of Absence Policies for employees in the military are in line with USERRA guidelines.

3. Employee benefits

Paid Time off: Temporary employees are eligible for only six paid holidays described below at their current hourly rate. For paid holidays the criteria is that the temporary employees must work both the day before and after the below mentioned holidays.

- New Years
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving
- Christmas

Health Insurance: BuzzClan offers health insurance coverage through United Healthcare Choice Plus. This PPO plan features access to an expansive network of providers and gives participants the freedom to see any healthcare professional from the network, including specialists, without a referral. Coverage is also available outside of the network.

Dental Insurance: Dental insurance coverage, offered through United Healthcare Dental, includes comprehensive coverage using a network of participating dentists. Coverage is also available outside of the network.

Vision Insurance: Vision insurance, offered through Davis Vision, provides network and non-network benefits for eye exams and materials for a modest copayment. A discount plan extends the value of covered benefits when used at select providers.

Long-Term Disability: BuzzClan offers Long-Term Disability insurance at no cost to employees. Coverage provides for monthly benefits of the lesser of \$7,500 or 60 percent of salary after 90 days of continuous disability. Long-Term Disability insurance coverage is offered through The Hartford.

Critical Illness and Accident Insurance: Critical Illness insurance provides lump-sum cash benefits to assist with out-of-pocket expenses associated with a critical illness. Accident insurance provides cash benefits for expenses associated with an accidental injury. Critical Illness and Accident policies are offered through Allstate Insurance.

Pre-Tax Dependent Care and Medical Expense Reimbursement Accounts: Employees can set up accounts to reduce out-of-pocket expenses for dependent care and medical expenses by making payroll contributions on a pre-tax basis. Eligible expenses can be incurred by members of your tax family and include premiums and copayments. Prepaid debit cards are available to give employees easy access to dependent care and medical expense accounts.

4. Hiring procedures and background checking

In order to provide services to the University, we will continue to employ our current solution and service delivery model to support your Temporary Staffing/Agency needs. From recruiting top talent to ensuring the University's satisfaction through ongoing communication, our approach/solution is designed to ensure the State doesn't experience any gaps in productivity.

We are committed to delivering the right professionals, so we begin by getting to know your organization. We work with you from the beginning to define your needs and develop a complete understanding of your specific requirements, whether at a single facility or nationwide. Using our unique Staffing Resource Assessment (SRA) and job requisition process, we help identify the tangible and intangible skill sets required for a successful fit within your organization. Our SRA approach considers your business goals, organizational structure, future staffing needs, contracts and other elements to find the RightMatch.

Making the Match

Making the match is what we do, and BuzzClan LLC aims for a superior match each and every time we place technology talent on assignment. We will work closely with the State to gain an in-depth understanding of your staffing and partnership requirements. Rather than simply collect a "laundry list" of requirements and skills, BuzzClan LLC asks questions that allow us to build a functional job profile, including key success milestones and attributes that allow us to match not only skills and experience, but also subtle elements such as fit with managerial style, corporate culture, etc. With this knowledge, we develop a thorough candidate profile that forms the basis of our recruitment strategy.

Recruiting Strategy

We will employ a comprehensive, State-specific recruitment strategy that examines the state of your local market(s), allowing us to understand its dynamics, including demographics, labor conditions, unemployment rate, and statistical workforce projections. Based upon labor market conditions and the types of skills the State requires, we identify the highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas. This includes selecting appropriate sources for talent, isolating the most effective tactics to penetrate these sources, and creating an overall market approach.

Recruiting Mediums

According to a recent CareerBuilder study, a candidate uses an average of 15 resources when searching for a job. Understanding that candidates are savvy and versatile, we have launched several large-scale sourcing initiatives to increase our company's visibility across a variety of mediums. This provides us the resources we need in order to effectively market our clients' jobs, as well as recruit the best technology talent. Our recruiting methods fall into several categories, as outlined in the following.

VIP candidate pool

This large pool of technology professionals has worked exclusively with BuzzClan LLC for years, affording us a competitive advantage in filling the State's requisitions. By placing the same top, reliable, qualified professionals who have worked for us before, we are able to ensure quality up front and customer satisfaction in the end. It is only after first going to this VIP pool that we will engage other sources to find a match for the State.

Referrals

Candidate referrals from our talent, our clients, and other divisions that make up Ramstad are our most successful means of sourcing candidates.

Proprietary database

We leverage a proprietary talent database of more than 2,000,000 qualified technology professionals. Our applicant tracking and customer relationship management systems are structured to allow for the vertical sourcing of talent appealing to our target markets and may be queried based on any number of criteria, including skill set, experience, certifications and location. This allows for on-demand recruitment tailored to the unique needs of the State (e.g., experience, certifications, etc.).

Job boards

Our Recruiters have access to numerous external, national, and vertical job boards and use them only to supplement our customized recruitment mediums. This is unlike other firms who generally rely on subscription databases. A sampling of websites that we utilize regularly includes:

- Dice
- Monster
- CareerBuilder
- LinkedIn
- Facebook

Candidate Screening

According to a recent CareerBuilder study, a single bad hire could cost a company over \$50,000. Therefore, we understand the importance of finding the right candidate from the very start. Our reputation is built on our ability to consistently identify and deliver qualified candidates to our clients. When suitable candidates have been identified, they undergo a rigorous screening process. This is a key step in evaluating the candidate's technical abilities and business acumen, as well as his or her professionalism and interpersonal skills. BuzzClan will collaborate with the AH to create a thorough screening process that meets your requirements. Following, we have outlined aspects of the screening process that will be customized for the AH.

- **Pre-qualification/phone interview:** Pre-screening of communication, technical and interpersonal skills, as well as work history
- **In-person interview:** Secondary screening of technical, communication and interpersonal skills, along with background, credit, location preferences, job history, education, etc. During our interaction with the candidate we will ask comprehensive questions so that we place the candidate in the job best suited to his or her background.
 - ✓ **Technical interview** – Subject Matter Experts rate technical skill proficiency

- ✓ **Soft skills interview** – Interpersonal skills, communication skills, location, environment and business sector preferences, and personality profiling
- ✓ **Behavioral event interview** – Designed to elicit open-ended responses based on prior employment history
- **Credential/education verification:** BuzzClan will conduct education and credential verification checks if applicable to the specific position
- **Skills assessments:** BuzzClan’s professionally developed, and validated tests not only measure a candidate’s skill proficiency, but also aptitude and motivation
- **References:** Each candidate provides a minimum of two professional references. We use this information to better understand the individual’s experience, skill level and work ethic, so that we place the candidate in the job best suited to his or her background. A thorough reference check allows us to assess:
 - ✓ Nature of association with candidate, including relationship and dates of employment
 - ✓ Technical responsibilities
 - ✓ Evaluation of technical performance
 - ✓ Communication/presentation/interpersonal skills
 - ✓ Reliability/punctuality/ability to meet deadlines
 - ✓ Reasons for leaving
 - ✓ Eligibility for rehire

Once a candidate has moved forward in the hiring process and an offer is extended, BuzzClan will conduct the following upon request:

- **Authorization verification:** Ensure legal authorization to work (i.e., I-9, W-4 forms) in the US, which is conducted through E-Verify
- **Background screening:** BuzzClan will work with the State to establish business rules and customize a background check process that meets your requirements. BuzzClan has trusted partnerships with companies that have the resources to perform a variety of background checks at a local, county, and state level, including:
 - ✓ Social Security verification
 - ✓ Criminal records check
 - ✓ Motor vehicle report, if applicable
 - ✓ Civil records check
 - ✓ Credit reports
 - ✓ Customized background checks

On-boarding:

The on-boarding team works closely with the BuzzClan Service Delivery Team (which includes BuzzClan client dedicated Account Manager) to ensure that each step of this process is understood and completed per internal guidelines and client contract terms. BuzzClan's centralized On-boarding Team works with the Dedicated Account Manager to ensure proper on-boarding, orientation and induction. The areas covered:

- Job Overview: Job Details, Job Location, Reporting Structure, etc.
- Contingent Labor Program Overview: Roles & Responsibilities of the contract, BuzzClan (employer-of-record) and Client
- Co-employment Training
- Issue Escalation Process, Point of Contact Details, Benefits Overview, Payroll Cycle
- Acceptable Code of Conduct
- Time Sheet/Expense Entry Process

- Travel/Other Expenses Guidelines
- Facility Access/Equipment Usage Guidelines
- Information Disclosure & Confidentiality Agreement Proposed Services
- Performance Expectations
- Client Workdays/Hours

Orientation:

Before start of the engagement, BuzzClan Account Management Team member along with an onboarding specialist and Consultant Care Representative will conduct the first orientation with the contingent worker. The focus of this orientation is centered on the rules of engagement, policies & procedures, communication & reporting expectations. This orientation sets the foundation of the relationship and mutual expectations.

Follow-on support services

BuzzClan is sensitive to the need for ongoing support and provides a range of follow-on support services to its clients. In support of the specific requirements for the State, we will:

- Provide written and verbal progress reports to the State's Project Manager identifying individuals and documenting findings.
- Attend and facilitate follow-up meetings between the State and the candidate(s) as required and make recommendations (including our reasons for such recommendation) to the State regarding candidate selection.

Background check

After a consultant has completed a BuzzClan Application, the information provided will be compared to the Infocubic or HireRight searches below to ensure the information is consistent:

- **County Criminal Records:** This report includes a search of felony and misdemeanor court records in selected counties. HireRight recommends those jurisdictions associated with the applicant's current and previous residences be searched. Reported information will include court, case number, date filed, charges, conviction date and disposition (where reported by clerks).
- **State Criminal Records:** This report includes a search of felony and misdemeanor court records (compiled by the State Patrol or another law enforcement agency) within the residence state. Previous residence states are suggested. Reported information will include court, case number, date filed, charges, conviction date and disposition (when provided by the State).
- **Federal Criminal Records:** This report includes a search of court records in appropriate judicial districts. HireRight recommends jurisdictions associated with the applicant's current and previous residences be searched. Reported information will include court, case number, date filed, charges, conviction date and disposition.
- **International Criminal Records:** This report includes a search of available records in appropriate judicial districts internationally. Many times additional documentation is required in order to process and receive background check information. Quality is dependent upon the country of origin. Reported information can include (where applicable) name, offense and disposition information.
- **Multi-State Criminal Search:** The multi-state criminal search provides access to criminal records to over 40 states and the District of Columbia. Information comes from various jurisdictions including county court records, state repositories, Department of Corrections, Department of Public Safety, Traffic Court and proprietary offender data. This search is inclusive of the National Sex Offender Registry. NOTE: Pursuant to the FCRA Section 613, HireRight, Inc. must maintain strict procedures to regarding the accuracy of any adverse information contained in the Multi-State Database to determine if it is complete and up to date. Therefore, HireRight requires that if any report on an applicant comes back with incomplete information from a Multi-State search, in compliance with the FCRA, HireRight must conduct a county level search to obtain the accurate information. Information included should be used as a tool for uncovering

additional jurisdictions to be explored. HireRight recommends using this service in conjunction with a county level criminal search.

- **National Wants & Warrants:** This search is a nationwide search for any outstanding Extraditable Warrants in any state. This could include misdemeanors or felonies. Find out if your applicant is a wanted fugitive in any state in the U.S. Report includes type of record, status, and name of agency of origin.
- **Social Security Trace:** This report will verify the issue date of the social security number, if the number has been reported deceased or not yet been issued. The report will also reveal other names used by the applicant, such as maiden names or Aka's and addresses listed by applicant when they have applied for credit (information comes from credit bureaus and other sources). *Note: The Social Security Trace should not to be construed as the E-verify program through the Department of Homeland Security and/or the Social Security Administration. If interested in the Legal Right to Work & Verification of Social Security Number through the SSA E-verify program, please see our Form 1-9 compliance products.*
- **National Sexual Offenders Registry:** The National Sex Offender Database is an extensive search that checks registered sex offender data sources nationwide. This report provides sex offender case information in an easy-to-read report along with pictures of registered sex offenders to validate identity- if available from state agencies. A URL to the jurisdiction's website for more information is available. Sex Offenders sources typically include: Bureaus of Investigation, Departments of Law Enforcement, Departments of Corrections, Departments of Justice, Departments of Public Safety, Sherriff Departments, State Attorney General's Offices, and State Police. This database is compiled from violent and sex offender registries in all 50 states and the District of Columbia.
- **OFAC Terrorist Database:** The Office of Foreign Assets Control (OFAC) administers a series of laws that impose economic sanctions against hostile targets to further U.S. foreign policy and national security objectives. This exhaustive report screens the names and descriptor information of people identified as posing a threat to the interests and security of the United States. This screen also runs against a database of known narcotics traffickers, terrorists, and businesses and organizations supporting threatening activities. OFAC identifies terrorists and fugitives by searching data from numerous agencies. A complete list of databases is available upon request.
- **Motor Vehicle Record:** This report contains a summary of the applicant's state motor vehicle record. 3 years and up to 7 years history are available. Reported information will include any disciplinary actions, issue date, expiration date, status and restrictions. Accurate HireRight offers Motor Vehicle Reports for all 50 states. Additional searches provided by HireRight are not limited to such searches as credit history, Worker's Compensation, Professional License Verification, International Verifications, just to name a few.
- **Patriot Act Search:** The USA Patriot Act search includes the Terrorist Watch List and screens for any individuals who have been sanctioned from doing business with financial institutions, or maintaining domestic or international bank accounts. The applicant will be run through the following filters:
 - United Nations Named Terrorist List
 - Office of Foreign Asset Control (OFAC) Specially Designated Nationals and Blocked Persons
 - Bank of England Sanctions
 - Department of Defense Trade Controls (DTC) Debarred Parties
 - U.S. Bureau of Industry and Security Unverified Entity list
 - U.S. Bureau of Industry and Security Denied Entity list
 - U.S. Bureau of Industry and Security Denied Persons list
 - World Bank List of Debarred Firms

BuzzClan will be transparent in the background information uncovered on any consultant applying to work with Authority.

5. Other unnamed compliances and/or benefits

Continuing Education and Technical Purchases.

BuzzClan encourages employees to take advantage of professional development and continuing education opportunities that enhance their skills and knowledge base related to their job duties at BuzzClan. It has also been recognized that most consultants of the company do require the use of technical equipment's. **All purchases should be approved by supervisor/reporting manager before the purchase.** (For example – laptops, PCs, technical books etc.). To facilitate this, it is our policy to provide up to \$500 per year against valid receipts after completion of six months with the company. Employees who have been in the company for less than six months but wish to use this benefit may do so but the payment for the same shall be made only after the completion of six months of employment with the company.

Certification: Whether you are new to the Industry, new to the organization, new to your role, or all of the above, there are many opportunities to sharpen your skills, and deepen your knowledge. If a candidate wants a certification to improve their skills, the company will pay for it, **pending managerial approval.** Discuss your learning and development interests and needs with your Manager, and then explore. Most workshops are offered at no cost. You can register for individual workshops and lunch sessions as well as for one or more of our Certificate Programs. Obtain approval from your manager prior to enrolling to ensure adequate unit coverage.

Pay Periods: BuzzClan pays its employees every two weeks and on Fridays. When this date falls on a bank holiday, paychecks are issued on the Thursday preceding the weekend where the regular pay date occurs. All employees are required to receive their pay through direct deposit.

Packages: Welcome to the benefits area of BuzzClan. This company seeks to be a choice of employee by offering a competitive and well-rounded benefits program. We believe our benefits should provide affordable choice and flexibility.

Insurance: Regular employed in a salaried position for 40 hours per week or more, are eligible for the Insurance plan one month after joining. The employee can select from a set of plans offered. Company pays 50% of the premium for the employee, and the employee can buy coverage for eligible dependents. Employee will be responsible for all additional premiums for their dependents. For details, please refer to the Insurance Enrollment Package.

Matching Charitable Gifts Program: At BuzzClan, we are committed to donating a percentage of our revenues to charitable giving. BuzzClan's Matching Gifts Program is designed to support and encourage BuzzClan employees in their charitable endeavors. Through this program, employees can leverage corporate charitable dollars to make a stronger impact on the organizations they support. BuzzClan wishes to increase giving back to our communities by matching the contributions of our employees.

SAMPLE COI



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/08/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

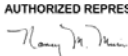
PRODUCER Automatic Data Processing Insurance Agency, Inc. 1 Adp Boulevard Roseland NJ 07068		CONTACT NAME: Automatic Data Processing Insurance Agency, Inc. PHONE (A/C, No, Ext): 1-800-524-7024 FAX (A/C, No): E-MAIL ADDRESS:															
INSURED Buzzclan, LLC 5757 Alpha Rd Ste 340 Dallas TX 752404921		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Rated by Multiple Companies</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Rated by Multiple Companies		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B :																	
INSURER C :																	
INSURER D :																	
INSURER E :																	
INSURER F :																	

COVERAGES **CERTIFICATE NUMBER:** 1993884 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A Y 76WBGAF90K6	04/01/2021	04/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
This certificate has a blanket Waiver of Subrogation for the following state(s) :IL, TX, NY, PA, CA, GA, MI, ID, NC, KS, AR, CT, IN, SC

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/19/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Zone Insurance Group, Inc. 3901 Dendron Drive Flower Mound TX 75028		CONTACT NAME: Lisa D. Lleras PHONE (A/C, No, Ext): 469-293-5232 FAX (A/C, No): E-MAIL: lisa@zoneinsurancegroup.com ADDRESS:	
INSURED BuzzClan, LLC 1612 Harvest Glen Drive Flower Mound TX 75028		INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Company, Limited INSURER B: Hartford Fire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>				EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	46SBA ZJ5555SC	11/19/2020	12/09/2021	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					MED EXP (Any one person) \$ 10,000
A	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO	<input checked="" type="checkbox"/>				PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/>	46SBA ZJ5555SC	11/19/2020	12/09/2021	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/>				PRODUCTS - COM/OP AGG \$ 2,000,000
A	UMBRELLA LIAB	<input checked="" type="checkbox"/>				
	<input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/>	46SBA ZJ5555SC	11/19/2020	11/19/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	DED RETENTION \$					BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/EMPLOYEE EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident) \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					
	Professional Liability		46 TE 0282636-20	01/07/2021	01/07/2022	E.L. DISEASE - EA EMPLOYEE \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 Additional Remarks Schedule, if more space is required)

B - Crime/Fidelity - 3rd Party - 46 TP 0291250-20 07/13/2020 07/13/2021 \$1,000,000 Employee Theft at client premises with \$10,000 deductible

CERTIFICATE HOLDER SC	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Lisa D. Lleras
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ACORD 25 (2010/05)

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Clear All

REGISTRATION CERTIFICATE



*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

BUZZCLAN, LLC


has filed the appropriate registration documents in my office according to the provisions of the West Virginia Code and hereby declare the organization listed above as duly registered with the Secretary of State's Office.

*Given under my hand and
the Great Seal of West Virginia
on this day of
March 18, 2019*



Mac Warner

Secretary of State

Request for Bids		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157		Bid# MU22TEMPS	
Vendor: BuzzClan, LLC 5757 Alpha Rd., Suite 340 Dallas, TX 75240				For information call: Purchasing Contact: Tracey Brown-Dolinski Phone: (304) 696-3157 browndolinsk@marshall.edu & purchasing@marshall.edu	
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.					
DATE 6/7/2021		MANDATORY PRE-BID MEETING N/A		DEPARTMENT REQUISITION NO. MU22TEMPS	
				BIDS OPEN: 6/29/2021 at 3:00 p.m., L.P.T. Broadcast via Zoom at link listed below	
				BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID	
Item #	Quantity	Description			Unit Price
		REQUEST FOR BIDS Marshall University, on behalf of the Governing Board invites sealed bids from qualified Temporary Employment Services. Project Name: MU22TEMPS Open-End Employment Services Contract Technical Questions Deadline: June 18, 2021 at 9:00 a.m., LPT, send via email to Tracey Brown-Dolinski at browndolinsk@marshall.edu Bid Opening: June 29, 2021, at 3:00 p.m., LPT, via Zoom at the following link: https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09			
Total					

To the Office of Purchasing,
 In compliance with the above, the undersigned offers and agrees, if this offer is accepted within 90 calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from 5757 Alpha Rd., Suite 340
Dallas, TX 75240 within 1 days

FOB After receipt of order at address shown

Terms NET 30

Bidder's name Vendor BuzzClan, LLC

Signed By Sachin Jain

Typed Name Sachin Jain

Title Vice President

Email gov@buzzclan.com

Street Address 5757 Alpha Rd., Suite 340

City/State/Zip Dallas, TX 75240

Date 06/28/2021 Phone 469-251-2899

Fein 46-2327694

Marshall University

INSTRUCTIONS TO VENDORS

1. REVIEW DOCUMENTS THOROUGHLY: Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked, could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of a Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall" which identify a mandatory item or requirement. Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

- ☐ A pre-bid meeting will not be held prior to bid opening.
- ☐ A **NON-MANDATORY** pre-bid meeting will be held at the following place and time:

- ☐ A **MANDATORY** pre-bid meeting will be held at the following place and time:

All Vendors submitting a written bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No person attending the pre-bid meeting may represent more than one (1) Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document attendance verification. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's e-mail address, phone number, and fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. **Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.**

Marshall University

INSTRUCTIONS TO VENDORS

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid meeting.

If possible, questions submitted at least five (5) business days prior to a scheduled pre-bid meeting will be discussed at the pre-bid meeting. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

- 4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Marshall University Office of Purchasing as directed below. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submissions should include solicitation number in the subject line.

Question Submission Deadline (date and time):

Submit Questions to:

Old Main 125

One John Marshall Drive

Huntington, WV 25755

Fax: (304) 696-3333 (Vendors should not use this fax number for bid submission)

Email:

- 5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Marshall University Office of Purchasing is binding.
- 6. BID SUBMISSION:** All bids must be submitted electronically through Bonfire™ or signed and delivered by the Vendor to the Marshall University Office of Purchasing at the address listed above on or before the date and time of the bid opening. Any bid received by the Office of Purchasing staff is in the possession of the Office of Purchasing and will not be returned for any reason. The Office of Purchasing will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via Bonfire™, hand delivery, or delivery by courier.

Marshall University

INSTRUCTIONS TO VENDORS

A bid that is not submitted electronically through Bonfire™ should contain the information listed below on the face of the envelope or the bid may be rejected by the University.

SEALED BID:

CONTACT:

SOLICITATION NAME:

SOLICITATION CLOSING DATE:

SOLICIATION CLOSING TIME:

- 7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by Bonfire™ (in the case of electronic submission), when the bid is delivered via mail or courier and time stamped by the official Marshall University Office of Purchasing's time clock or when the bid and delivered and is time stamped by the official Marshall University Office of Purchasing's time clock.

Bid Opening Date and Time:

Zoom at <https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09>

Meeting ID 937 3943 5554

Bid Opening Location: Marshall University Office of Purchasing
Old Main 125
One John Marshall Drive
Huntington, WV 25755

- 8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official addendum issued by the University. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.
- 9. BID FORMATTING:** Vendor should type or electronically enter the information onto its written bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

Marshall University

INSTRUCTIONS TO VENDORS

- 10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or Vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the University at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.
- 11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.
- 12. COMMUNICATION LIMITATIONS:** In accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, communication with Marshall University or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Marshall University Office of Purchasing, is strictly prohibited without prior Office of Purchasing approval for such communication.
- 13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the registration fee, if applicable.
- 14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 15. PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>. Please Note: Vendor Preference is not applicable to construction projects.
- 15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, if reciprocal preference is requested by a West Virginia resident vendor, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at: <http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

Marshall University

INSTRUCTIONS TO VENDORS

- 16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.
- 17. WAIVER OF MINOR IRREGULARITIES:** The Chief Procurement Officer reserves the right to waive minor irregularities in bids or specifications in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy.
- 18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in Bonfire™ can be accessed and viewed by the University staff immediately upon bid opening. The University will consider any file that cannot be immediately access and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and therefore unacceptable. A Vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or removed access restrictions to allow the University to print or electronically save documents provided that those documents are viewable by the University prior to obtaining the password or removing the access restriction.
- 19. NON-RESPONSIBLE:** The Chief Procurement Officer reserves the right to reject the bid of any Vendor as Non-Responsible in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, when the Chief Procurement Officer determines that the Vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.
- 20. NON-RESPONSIVE:** The Chief Procurement Officer reserves the right to reject the bid of any Vendor as Non-Responsive in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, when the Chief Procurement Officer determines that the Vendor submitting the bid does not conform to the mandatory or essential requirements contained in the solicitation.
- 21. ACCEPTANCE/REJECTION:** The University may accept or reject any bid in whole, or in part in accordance with Marshall University Board of Governors Policy No. FA-9 Purchasing Policy.

Marshall University

INSTRUCTIONS TO VENDORS

- 22. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, §5-22-1 et seq., §5G-1-1 et seq., and the West Virginia Freedom of Information Act in W. Va. Code § 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE
CONFIDENTIAL, A TRADE SECRET (S), OR OTHERWISE NOT
SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The University may disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by W. Va. Code § 47-22-1 et seq. and subject to W. Va. Code 29B-1-4(a) (1). All submissions are subject to public disclosure without notice.

- 23. PURCHASING AFFIDAVIT:** The University is prohibited from awarding a contract to any bidder that owes a debt to the State or political subdivision of the State. Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the State or a political subdivision of the State.

<http://www.state.wv.us/admin/purchase/vrc/pAffidavit.pdf>

- 24. INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-4 requires that the vendor submit to the Marshall University Office of Purchasing a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

http://www.state.wv.us/admin/purchase/VRC/Ethics_DisclosureInterestedParties_2018.pdf

- 25. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Chief Procurement Officer reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under Marshall University Board of Governors Policy No. FA-9 Purchasing Policy. This authority does not apply to instances where state law mandates receipt with the bid.

MARSHALL UNIVERSITY

GENERAL TERMS AND CONDITIONS

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document constitutes acceptance of this contract (the Contract) made by and between Marshall University (University or Marshall) and the Vendor. Vendor's signature to the Contract signifies Vendor's agreement to be bound by and accept the terms and conditions contained in the Contract. Therefore, the parties agree that the following contractual terms and conditions are dominate over any competing terms made a part of the Contract. **IN THE EVENT OF ANY CONFLICT BETWEEN VENDOR'S FORM(S) AND THESE GENERAL TERMS AND CONDITIONS, THESE GENERAL TERMS AND CONDITIONS SHALL CONTROL**

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications, if applicable, included with the Solicitation/Contract.

2.1 "Award Document" means the document that identifies the Vendor as the Contract holder when signed by the Vendor and Marshall University's Office of Purchasing and, when necessary, approved as to form by the Attorney General.

2.2 "Bid" or "Proposal" means the Vendor's verbal bid or written bid provided in response to a solicitation by the University.

2.3 "Board" means the Governing Board of Marshall University.

2.4 "Buyer" means an individual designated by a Chief Procurement Officer to perform designated purchasing and acquisition functions as authorized by the Chief Procurement Officer.

2.5 "Chief Procurement Officer" means the individual designated by the President of Marshall University to manage, oversee and direct the purchasing and acquisition of supplies, equipment, services, and printing for the University.

2.6 "Contract" means the binding agreement that is entered between the University and the Vendor to provide requested goods and/or services requested in the Solicitation.

2.7 "Governing Board" means the Marshall University Board of Governors as provided for in the West Virginia state code.

2.8 "Higher Education Institution" means an institution as defined by Sections 401(f), (g) and (h) of the federal Higher Education Facilities Act of 1963, as amended.

2.9 "Office of Purchasing" means the section within Marshall University headed by the Chief Procurement Officer and its personnel.

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2.10 "Purchasing Card" or "P-Card" means The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.

2.11 "Responsible Bidder" and "Responsible Vendor" mean a person and/or vendor who have the capability in all respects to perform contract requirements, and the integrity and reliability which will assure good faith performance.

2.12 "Responsive Bidder" and "Responsive Vendor" mean a person and/or a vendor who has submitted a bid which conforms in all material respects to the invitation to bid.

2.13 "Solicitation" means the notice of an opportunity to supply the University with goods and services.

2.14 "State" means the State of West Virginia and/or any of its agencies, commissions, boards, departments or divisions as context requires.

2.15 "University" means Marshall University or Marshall.

2.16 "Vendor" or "Vendors" means any entity providing either a verbal or written bid in response to the solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

2.17 "Will", "Shall" and "Must" identifies a mandatory item or requirement that concludes the duty, obligation or requirement imposed is mandatory, as opposed to being directory or permissive.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below:

☒ **Term Contract**

Initial Contract Term: The Contract becomes effective on upon award
_____ and extends for a period of one (1) year(s).

Renewal Term: The Contract may be renewed upon the mutual written consent of the University and the Vendor. Any request for renewal should be submitted to the University thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Renewal of the Contract is limited to four (4) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed forty-eight (48) months in total. Automatic renewal of the Contract is prohibited.

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Any language that seeks to automatically renew, modify, or extend the Contract beyond the initial term or automatically continue the Contract period from term to term is deleted. The Contract may be renewed or continued only upon mutual written agreement of the Parties.

- ☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.
- ☐ **Fixed Period Contract:** The Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____.
- ☐ **Fixed Period Contract with Renewals:** The Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract must be completed within _____ days. Upon completion, the Vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ successive one-year periods or multiple periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total.
- ☐ **One-Time Purchase:** The term of the Contract shall run from the issuance of the Award Document until all the goods contracted for have been delivered, but in no event, will the Contract extend for more than one fiscal year.
- ☐ **Other:** See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of the Contract immediately upon receiving notice to proceed unless otherwise instructed by the University. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. QUANTITIES: The quantities required under the Contract shall be determined in accordance with the category that has been identified as applicable to the Contract below.

- ☐ **Open End Contract:** Quantities stated in the solicitation are approximations only, based on estimates supplied by the University. It is understood and agreed that the Contract shall cover the quantities ordered for delivery during the term of the Contract, whether more or less than the quantities shown.
- ☒ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

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- ☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.
- ☐ **One-Time Purchase:** The Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under the Contract without an appropriate change order approved by the Vendor, University, and/or when necessary, the Attorney General's office.

6. EMERGENCY PURCHASES: The Chief Procurement Officer may suspend the use of a university wide mandatory contract (the University's Office of Purchasing has created standard specifications that are establish University wide contracts for commonly used commodities and services that are needed on a repetitive basis), or the competitive bidding process to allow a Department to purchase goods or services in the open market if for immediate or expedited delivery in an emergency.

Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work, provided that a required University emergency purchase with another vendor does not cause a breach of contract.

7. REQUIRED DOCUMENTS: All the items checked below must be provided to the University by the Vendor as specified below.

- ☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.
- ☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- ☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Marshall University Office of Purchasing Office prior to Contract award.
- ☐ **MAINTENANCE BOND:** The successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and received by the Marshall University Office of Purchasing Office prior to Contract award.
- ☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the University.
- ☐
- ☐

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☐ **INSERT ADDITIONAL CONDITIONS BELOW:**

☐
☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications prior to Contract award regardless whether that requirement is listed above.

8. INSURANCE: The Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the University with proof that the insurance mandated herein has been continued. Vendor must also provide with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of the contract. The Vendor shall also furnish proof of any additional insurance requirements prior to the Contract award regardless of whether that insurance requirement is listed in this section.

Any provisions requiring the University to maintain any type of insurance for either of its or the Vendors benefit is deleted.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence and an aggregate of _____.

☐ **Commercial Crime and Third-Party Fidelity Insurance** in an amount of: _____ per occurrence and an aggregate of _____.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence and an aggregate of _____. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in performance of the Contract and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

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☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
_____ per occurrence and an aggregate of _____.

9. WORKERS' COMPENSATION INSURANCE: The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the University's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____

☐ **Liquidated Damages Contained in the Specifications**

11. ACCEPTANCE: Vendor's signature on the certification and signature page, constitutes an offer to the University that cannot be unilaterally withdrawn, signifies that the product or service proposed by Vendor meets the mandatory requirements for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions unless otherwise indicated.

12. STATUTE OF LIMITATIONS - Any clauses limiting the time in which the State may bring suit against the Vendor or any other third party are deleted.

13. PRICING/BEST PRICE GUARANTEE: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation by the University. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the University and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software licenses, subscriptions, or maintenance may be paid annually in advance.

15. PAYMENT METHODS: The Vendor must accept payment by electronic funds transfer or P-Card for payment of all orders under this Contract unless the box below is checked.

☐ Vendor is not required to accept the State of West Virginia's P-Card or by electronic funds transfer as payment for all goods and services for the reason(s) stated below:

☐ _____

☐ _____

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16. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract. Any references contained in the Contract, Vendor's bid, or in any American Institute of Architects documents obligating the University to pay to compensate Vendor, in whole or in part, for lost profit, pay a termination fee, pay liquidated damages if the Contract is terminated early, seeking to accelerate payments in the event of Contract termination, default, or non-funding, costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is hereby deleted. Any language imposing and interest or charges due to late payment is deleted.

17. FEES OR COSTS: Any language obligating the State to pay costs of collection, court costs, or attorney's fees, unless ordered by a court of competent jurisdiction is deleted.

18. RISK SHIFTING: Any provision requiring the State to bear the costs of all or a majority of business/legal risks associated with this Contract, to indemnify the Vendor, or hold the Vendor or a third party harmless for any act or omission is hereby deleted.

19. LIMITING LIABILITY: Any language limiting the Vendor's liability for direct damages is deleted.

20. TAXES: The Vendor shall pay any applicable sales, use, personal property or other taxes arising out of the Contract and the transactions contemplated hereby. The University is exempt from federal and state taxes and will not pay or reimburse such taxes. The University will, upon request, provide a tax-exempt certificate to confirm its tax-exempt status.

21. FISCAL YEAR FUNDING: The Contract shall continue for the term stated herein, contingent upon funds being appropriated by the WV Legislature or otherwise being made available for this Contract. In the event funds are not appropriated or otherwise available, the Contract becomes of no effect and is null and void after June 30 of the current fiscal year. If that occurs, the University may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

22. CANCELLATION/RIGHT TO TERMINATE: The University reserves the right to cancel/terminate the Contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The University may also cancel any purchase or Contract upon thirty (30) days written notice to the Vendor. In the event of early cancellation, the University agrees to pay the Vendor only for all undisputed services rendered or goods received before the termination's effective date. All provisions are delete that seek to require the State to (1) compensate Vendor, in whole or in part, for loss profit, (2) pay a termination fee, or (3) pay liquidated damages if the Contract is terminated early.

In the event that a vendor fails to honor any contractual term or condition, the Chief Procurement Officer may cancel the contract and re-award the contract to the next lowest responsible and responsive bidder in accordance with the Marshall University Board of Governors Policy No. FA-9 Purchasing Policy, section 7.4.1

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Any language seeking to accelerate payments in the event of Contract termination, default or non-funding is hereby deleted.

23. RIGHT OF FIRST REFUSAL Any language seeking to give the Vendor a Right of First Refusal is hereby deleted.

24. DISPUTES – Any language binding the University to any arbitration or to the decision of any arbitration board, commission, panel or other entity is deleted; as is any requirement to waive a jury trial.

Any language requiring or permitting disputes under this Contract to be resolved in the courts of any state other than the State of West Virginia is deleted. All legal actions for damages brought by Vendor against the University shall be brought in the West Virginia Legislative Claims Commission. Other causes of action must be brought in the West Virginia Court authorized by statute to exercise jurisdiction over it.

Any language requiring the State to agree to, or be subject to, any form of equitable relief not authorized by the Constitution or laws of State of West Virginia is deleted.

25. TIME: Time is of the essence with regard to all matters of time and performance in the Contract.

26. DELIVERY -All deliveries under the Contract will be FOB destination unless the State expressly and knowingly agrees otherwise. Any contrary delivery terms are hereby deleted.

27. APPLICABLE LAW: The Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, W. Va. Code or Marshall University Board of Governors Policy No. FA-9 Purchasing Policy is void and of no effect. Any language requiring the application of the law of any state other than the State of West Virginia in interpreting or enforcing the Contract is deleted. The Contract shall be governed by the laws of the State of West Virginia

28. COMPLIANCE WITH GOVERNING LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that, as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

29. ARBITRATION: Any references made to arbitration contained in the Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to the Contract are hereby deleted, void, and of no effect.

30. MODIFICATIONS: Notwithstanding anything contained in the Contract to the contrary, no modification of the Contract shall be binding without mutual written consent of the University, and the Vendor.

31. AMENDMENTS - The parties agree that all amendments, modifications, alterations or changes to the Contract shall be by mutual agreement, in writing, and signed by both parties. Any language to the contrary is deleted.

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32. NO WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of the Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

Any provisions requiring the University to waive any rights, claims or defenses is hereby deleted.

33. SUBSEQUENT FORMS: The terms and conditions contained in the Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the University such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

34. ASSIGNMENT: Neither the Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the University and any other government or office that may be required to approve such assignments.

The Vendor agrees not to assign the Contract to any person or entity without the State's prior written consent, which will not be unreasonably delayed or denied. The State reserves the right to assign this Contract to another State agency, board or commission upon thirty (30) days written notice to the Vendor. These restrictions do not apply to the payments made by the State. Any assignment will not become effective and binding upon the State until the State is notified of the assignment, and the State and Vendor execute a change order to the Contract.

35. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by the Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the University; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

36. UNIVERSITY EMPLOYEES: University employees are not permitted to utilize the Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

37. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the University, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the University's policies, procedures, and rules.

Proposals are NOT to be marked as confidential or proprietary Any Provisions regarding confidential treatment or non-disclosure of the terms and conditions of the Contract are hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act ("FOIA") (W.Va. Code §29B-1-1, et. seq.) and public procurement laws. This Contract and other public records may be disclosed without notice to the vendor at the University's sole discretion. The University shall not be liable in any way for disclosure of any such records

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Any provisions regarding confidentiality of or non-disclosure related to contract performance are only effective to the extent they are consistent with FOIA and incorporated into the Contract through a separately approved and signed non-disclosure agreement.

38. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of W. Va. Code §18B-5-4 and the Freedom of Information Act in W.Va. Code Chapter 29B.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, CONTAINING A TRADE SECRET(S), OR IS OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Marshall University Office of Purchasing constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document.

39. LICENSING: Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local University of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state University or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the University to verify that the Vendor is licensed and in good standing with the above entities.

40. ANTITRUST: In submitting a bid to, signing a contract with, or accepting an Award Document from Marshall University, the Vendor agrees to convey, sell, assign, or transfer to the University all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by Marshall University. Such assignment shall be made and become effective at the time the University tenders the initial payment to Vendor.

41. THIRD-PARTY SOFTWARE: If this Contract contemplates or requires the use of third-party software, the vendor represents that none of the mandatory click-through, unsigned, or web-linked terms and conditions presented or required before using such third-party software conflict with any term of this Addendum or that it has the authority to modify such third-party software's terms and conditions to be subordinate to this Addendum. The Vendor shall indemnify and defend the State against all claims resulting from an assertion that such third-party terms and conditions are not in accord with, or subordinate to, this Addendum.

42. RIGHT TO REPOSSESSION NOTICE: Any provision for repossession of equipment without notice is hereby deleted. However, the State does recognize a right of repossession with notice.

43. VENDOR CERTIFICATIONS: By signing its bid or entering into the Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that the Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity

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that could be considered a violation of law; and (4) that it has reviewed the Contract in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the University. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with the all State agencies as required.

44. VENDOR RELATIONSHIP: The relationship of the Vendor to the University shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the University for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and University with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

45. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the University, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage, and hour laws.

46. PURCHASING AFFIDAVIT: In accordance with West Virginia Code §18B-5-5 and §5A-3-18 the University is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Marshall University Office of Purchasing affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

47. WEST VIRGINIA DRUG-FREE WORKPLACE CONFORMANCE AFFIDAVIT West Virginia Alcohol and Drug-Free Workplace Act requires public improvement contractors to have and implement a drug-free workplace policy that requires drug and alcohol testing. This act is applicable to any construction, reconstruction, improvement, enlargement, painting, decorating or repair of any public improvement let to contract for which the value of contract is over \$100,000. No public authority may award a public improvement contract which is to be let to bid to a contractor unless the terms of the contract require the

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contractor and its subcontractors to implement and maintain a written drug-free workplace policy and the contractor and its subcontractors provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy.

48. DISCLOSURE OF INTERESTED PARTIES A state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1,000,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract.

49. CONFLICT OF INTEREST: Vendor, its officers, members, or employees shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the University.

50. MARSHALL UNIVERSITY'S INFORMATION TECHNOLOGY SERVICES AND SUPPORT DEPARTMENT (IT) FEES: If a vendor requires services through the Marshall University's IT Department, they must reimburse the University at the IT Rate Schedule which is located at: <https://www.marshall.edu/it/rates/>.

51. PUBLICITY: Vendor shall not, in any way or in any form, publicize or advertise the fact that Vendor is supplying goods or services to the University without the express written consent of the Marshall University Communications Department. Requests should be sent to ucomm@marshall.edu.

52. UNIVERSITY MARKS: Vendor shall not, in any way or in any form use the University's trademarks or other intellectual property without the express written consent of the Marshall University Communications Department. Requests should be sent to ucomm@marshall.edu.

53. INTELLECTUAL PROPERTY: The University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising out of the agreement, and Vendor will execute any assignments of other documents necessary for the University to perfect such rights, provided that, for research collaboration pursuant to subcontracts under sponsored research agreements, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such intellectual property terms to apply to subcontractors.

54. FERPA: Vendor agrees to abide by the Family Education Rights and Privacy Act of 1974 ("FERPA). To the extent that Vendor receives personally identifiable information from education records as defined in (FERPA), Vendor agrees to abide by the limitations on re-disclosure set forth in which states that the officers, employees and agents of a party that receives education record information from Marshall may use the information, but only for the purposes for which the disclosure was made.

December 2, 2019

55. REPORTS: Vendor shall provide the University with the following reports identified by a checked box below:

- ☒ Such reports as the University may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by University, etc.
- ☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by University.

56. PREFERENCE FOR THE USE OF DOMESTIC STEEL PRODUCTS IN STATE CONTRACT PROJECTS: Pursuant to W.Va. Code §5A-3-56, (a)(1) Except when authorized pursuant to the provisions of subsection (b) of this section, no contractor may use or supply steel products for a state contract project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W.Va. Code §5A-3-56. As used in this section (2):

(A) "State contract project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of any materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after the effective date of this section on or after June 6, 2001.

(B) "Steel products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more of such operations, from steel made by the open hearth, basic oxygen, electric furnace, bessemer or other steel making process.

(b) Notwithstanding any provision of subsection (a) of this section to the contrary, the Director of the West Virginia Department of Administration, Purchasing Division ("Director of the Purchasing Division") may, in writing, authorize the use of foreign steel products if:

(1) The cost for each contract item used does not exceed one tenth of one percent of the total contract cost or \$2,500, whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

(2) The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

57. PREFERENCE FOR DOMESTIC ALUMINUM, GLASS AND STEEL PRODUCTS:

In Accordance with W. Va. Code § 5-19-1 et seq.,

(a) Every state spending unit, as defined in chapter five-a, shall require that every contract or subcontract for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works contain a provision that, if any aluminum, glass or steel products are to be supplied in the performance of the contract, or subcontract, only domestic aluminum, glass or steel products shall be supplied unless the spending officer, as defined in chapter five-a, determines, in writing, after the receipt of offers or bids, that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest or that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements: Provided,

December 2, 2019

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to the Contract.

Vice President

(Name, Title)

Sachin Jain, Vice President

(Printed Name and Title)

5757 Alpha Rd., Suite 340, Dallas, TX 75240

(Address)

469-251-2899

469-251-2899

(Phone Number)

(Fax Number)

gov@buzzclan.com

(Email Address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through BONFIRE, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to Marshall University that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that to the best of my knowledge, the Vendor will properly register with the WV Purchasing Division and Marshall University.

BuzzClan, LLC

(Company)

Sachin Jain

(Authorized Signature)

Sachin Jain, Vice President

(Printed Name and Title of Authorized Representative)

06/28/2021

(Date)

469-251-2899

469-251-2899

(Phone Number)

(Fax Number)

December 2, 2019

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: MU21PAVING
(If Applicable)

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

BuzzClan, LLC

Company

Sachin Jain

Authorized Signature

06/28/2021

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

December 2, 2019

REQUEST FOR BIDS
MU22TEMPS
Marshall University – Campus wide
Open-End Contract for
Temporary Employment Services

SPECIFICATIONS

1. Background and Current Operating Environment

Marshall is a four-year university with 13,000+ students and 2,000+ full and part-time faculty and staff. There are campuses and centers in South Charleston, Point Pleasant, and Teays Valley. The University is accredited as an institution of higher learning made up of thirteen (13) colleges and schools and 116-degree offerings. In addition, the University provides certificate programs in several fields.

Marshall University is seeking to enter into an agreement with one or multiple temporary employment agencies as preferred vendors for temporary staffing services as required by the University. MU spends approximately \$592,000 on an annual basis for temporary employees. This volume is intended as an estimate of the potential value of the agreement and not as a guaranteed minimum or maximum for future expenditures. This estimate is based on total payments made from 2016 - 2020 fiscal year periods, July 1 to June 30.

2. Qualifications and Experience:

2.1 The bidder must have been in business for at least two (2) years, providing temporary services.

2.2 Three (3) referrals are required from organizations the bidder provided temporary services for in the State of West Virginia.

3. Mandatory Contract Services Requirements: The bidder must meet or exceed the mandatory requirements listed below.

3.1 The awarded bidder must employ only competent and satisfactory personnel and have enough employees to perform the required services efficiently and, in a manner, acceptable to the University.

3.2 Implementation: A smooth implementation and transition process is desired keeping the some of the same original staff in place.

3.3 Requesting Service: The hiring department will contact the awarded vendor directly to request services under the contract and provide the nature of the duties required

REQUEST FOR BIDS
MU22TEMPS
Marshall University – Campus wide
Open-End Contract for
Temporary Employment Services

with the vendor confirming the appropriate job classification, bill rate, coverage period, and reporting before the arrival of the temporary employee at the department.

3.3.1 The vendor must respond to the request for a Temporary Worker within forty-eight (48) hours or sooner.

3.3.2 Departments will submit a requisition for commodities covered by the final contract to the Purchasing office. Purchasing will then issue a purchase order to the vendor as authorization for service.

3.4 Interviews: Some departments may request to interview temporary workers before filling positions to verify the individual has the qualifications for the temporary assignment.

3.5 Pre-Screening: The vendor will administer all necessary pre-qualifying tests to determine that each employee meets the requirements of each job. These tests may include appropriate physical examinations, criminal background checks, credit ratings, and verification of licenses and certifications.

3.5.1 The vendor is responsible for pre-screening their employees. Marshall University will not pay for background checking services or other unnamed services for the vendor. A copy of the specific screening/checks performed must be provided to Marshall University. The screening/check must indicate the date of the last screening for the vendor's employee.

3.6 Policies: Potential bidders must be in compliance with and submit their policies on the following:

- Sexual Harassment Awareness
- Family & Medical Leave Act (FMLA)
- Employee benefits
- Hiring procedures and background checking
- Other unnamed compliances and/or benefits

REQUEST FOR BIDS
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 Marshall University – Campus wide
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- 3.7 Compensation:** The departments will pay for temporary services per the billing rates established in the contract. The vendor (s) will be responsible for paying all insurance, taxes, and other unnamed costs, which may arise.
- 3.8 Overtime:** Temporary employees who have received prior authorization to exceed forty (40) hours per week shall be paid 1.5 times the hourly billing rate.
- 3.9 Holiday:** Marshall University recognized days as holidays will be billed at 1.5 times the hourly billing rate. The awarded Bidder must pay the Temporary employee 1.5 times the Temporary Employee's regular wage.
- 3.10 Absent Temporary Workers:** The temporary employee must notify the department immediately if they will be tardy or absent from work. It is recommended that the vendor checks with each temporary worker one day before the beginning of an assignment to verify the start date. Vendor(s) with a high percentage of "no shows" or a history of sending unacceptable temporary workers may jeopardize the continuation of the contract.
- 3.11 Notice of Temporary Worker Replacement:** The vendor must provide one-week notice to the department should the awarded vendor replace an existing temporary worker with a new worker.
- 3.12 Removal of Temporary Workers:** If a department notifies the vendor, a person employed under the contract is incompetent, disorderly, or otherwise unsatisfactory. The individuals' dismissal from the department will be immediate or when safe to do so.
- 3.12.1** A competent and satisfactory replacement must be provided to the department within twenty-four (24) hours following the dismissal.
- 3.12.2** The unsatisfactory worker will not provide any future services connected with the contract without the prior written consent of the Contract Administrator or designee. Marshall University Office of Purchasing will serve as the Contract Administration for all matters pertaining to temporary employment services contract.
- 3.12.3** If the vendor receives the unsatisfactory notification within forty-eight (48) hours, the vendor will not charge for time worked.
- 3.12.4** If requested, a written statement outlining the University's reason(s) for deeming any person unsatisfactory can be supplied to the Contractor within forty-eight (48) hours following the dismissal. However, Marshall

REQUEST FOR BIDS
 MU22TEMPS
 Marshall University – Campus wide
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 Temporary Employment Services

University is not required to justify any request to replace temporary personnel nor give advance notice of release.

3.13 Conviction: If the vendor provides a temporary worker convicted of stealing University property, equipment, or information. In that case, the vendor is responsible for restitution to the University for all losses, including but not limited to loss of use, loss of income, attorney's fees, and replacement of the stolen property or equipment.

3.14 Temporary Worker's Job Classifications (Job Description and requirements will be provided as Attachment 1).

- 3.14.1** Accounting Assistant I
- 3.14.2** Accounting Assistant II
- 3.14.3** Administrative Assistant
- 3.14.4** Administrative Assistant Senior
- 3.14.5** Administrative Assistant - Fairfield
- 3.14.6** Administrative Secretary Sr.
- 3.14.7** Business Clerk
- 3.14.8** Cashier
- 3.14.9** Cashier Lead
- 3.14.10** Customer Service Representative
- 3.14.11** Data Entry Operator
- 3.14.12** Data Technician I
- 3.14.13** Medical Records Assistant
- 3.14.14** Receptionist
- 3.14.15** Records Assistant I
- 3.14.16** Records Assistant II
- 3.14.17** Residence Hall Desk Coordinators

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3.14.18	Secretary
3.14.19	Applications Systems Analyst Programmer
3.14.20	System Programmer
3.14.21	Building Service Worker
3.14.22	Campus Service Worker
3.14.23	Laborer
3.14.24	Parking Attendant
3.14.25	Receiving Position
3.14.26	Trades Specialist I

4. **Contract Award:** The contract award may be limited to the three (3) lowest bidders meeting the specifications in each job classification. Under this scenario, it will be possible for a Vendor to be awarded a contract for only a portion of the temporary positions. Pricing page: The vendor should provide billing information for each job classification they intend to provide temporary workers.
5. **Performance:** Vendor shall agree upon a schedule for the performance of the contract services and will perform in accordance with the terms of the contract.
6. **Travel:** The awarded bidder will only be paid for Temporary Employee's travel in instances where the department specifically provides written authorization for the Temporary Employee to travel. The bill shall only be for temporary employees working at a designated temporary employment location or on approved travel. There will be no charges for travel from the Temporary Employee's home to the designated temporary employment location. All reimbursements to Temporary Employee travel expenses must be in accordance with the State of West Virginia travel regulations.
7. **Facilities access:** In the event that access cards and/or keys are required:
 - 7.1 The awarded vendor will be responsible for paying the replacement fee if the cards or keys become lost or stolen.
 - 7.2 Temporary Employee or awarded vendor must notify the department immediately of any lost, stolen, or missing card or key.
 - 7.3 Anyone performing under the final contract will be subject to Marshall University security protocol and procedures.

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8. **Vendor Default:** The following shall be considered a vendor default under the final contract.
9. Failure to perform the contracted services in accordance with the requirements.
 - 9.1 Failure to comply with other specifications and requirements.
 - 9.2 Failure to comply with any laws, rules, and ordinances applicable to the contract services.
 - 9.3 Failure to remedy deficient performance upon request.
 - 9.4 The following remedies shall be available to departments upon default.
 - 9.5 Immediate cancellation of the contract.
 - 9.6 Immediate cancellation of one or more purchase orders issued under the contract.
 - 9.7 Any other remedies available in law or equity.
10. **Contract Manager:** During the awarded vendor's performance of the contract, the vendor must designate and maintain a primary contract manager responsible for overseeing the awarded vendor's responsibilities under the contract. The Contract Manager must be available during normal business hours to address any customer service or other issues related to the contract.



Accounting Assistant I Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/9/2018 2:11:41 PM
Official Title:	Accounting Assistant I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	553111
Job Family:	Finance & Accounting

JOB SUMMARY

The Accounting Assistant I performs routine and repetitive accounting duties in support of the financial aspects of a unit.

NATURE OF WORK

The Accounting Assistant I is responsible for performing a variety of tasks of basic complexity to support the major accounting activities of the institution, such as processing of accounting or fiscal related transactions for an institutional accounting function and serving as an informational resource for departments, offices, or centers. Additional responsibilities may include providing accounting clerical support for an Accounts Payable, Accounts Receivable, Travel, P-card accounts, student accounts, or General Accounting section. Job responsibilities require knowledge of institutional enterprise, financial, and accounting systems, as well as basic ability to use MS Word and Excel to complete clerical accounting transactions. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in moderate costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Interacts with and responds to customers with routine questions or problems related to specific accounting functions. More complex issues may be referred to supervision.

Ensures transactions are administratively compliant with institutional policies using established guidelines and processes.

Uses institutional financial System to process, code, and post routine accounting transactions such as travel reimbursements, invoices, check requests, P-card charges, etc.

Totals and calculates cash, credit card and checks received. May make daily bank deposits and keeps accurate records of bank transactions.

Creates new vendor accounts or enter vendor updates in system.

Audits, verifies, and processes travel expense reports, state contract agreements, and institutional rules/policies to ensure compliance and accurate travel reimbursement processing.

Finds and researches inconsistencies in transactions and contacts departments/college for additional information.

Receives, audits, and researches P-card transactions based on the department budget and P-card limits. Researches rejected charges due to budget errors.

Audits wire transfers or inter-departmental expenditure transfers.

Reviews and verifies charges/credits made to individual student accounts.

Performs other job related duties as assigned.

Additional Responsibilities

May work with regular vendors in placing and verifying orders and tracking invoices.

May process, code, and enter invoices and receipts for Accounts Payable transactions; review A/P transactions for accuracy, contractual compliance (if applicable), and proper documentation; research lost payments.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate's degree, or vocational or technical school degree	Related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X	
---	--

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Related work experience	X		



Accounting Assistant II Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/9/2018 2:11:54 PM
Official Title:	Accounting Assistant II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	553770
Job Family:	Finance & Accounting

JOB SUMMARY

The Accounting Assistant II performs routine to moderately complex accounting and payroll functions, including budgetary matters, payroll, and record control.

NATURE OF WORK

The Accounting Assistant II is responsible for performing tasks of a basic to moderate complexity to support the major accounting activities and functions of the institution. The primary duties of this position involve the processing of accounting or fiscal related transactions for an institutional accounting function and serving as an informational resource for departments, colleges, offices or centers. Job responsibilities require knowledge of institutional enterprise, financial, and accounting systems as well as the basic ability to use MS Word and Excel to complete clerical accounting transactions. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Interacts with and responds to customers with routine questions or problems related to specific accounting functions. Issues that are more complex may be referred to supervision.

Ensures transactions are administratively compliant with institutional policies using established guidelines and processes.

Uses an institutional financial system to process, code, and post routine accounting transactions such as travel reimbursements, invoices, check requests, P-card charges, etc.

Totals and calculates cash, credit card and checks received. May make daily bank deposits and keeps accurate records of bank transactions.

Processes, codes, and enters invoices and receipts for Accounts Payable transactions. Reviews A/P transactions for accuracy, contractual compliance (if applicable), and proper documentation; researches lost payments.

Creates new vendor accounts or enter vendor updates in system.

Audits, verifies, and processes travel expense reports, state contract agreements, and institutional rules/policies to ensure compliance and accurate travel reimbursement processing.

Finds and researches inconsistencies in transactions and contacts departments/college for additional information. May review discrepancies from reports generated by the financial system.

Receives, audits, and researches P-card transactions based on the department budget and P-card limits. Researches rejected charges due to budget errors.

Audits wire transfers or inter-departmental expenditure transfers.

Reviews and verifies charges/credits made to individual student accounts.

Performs other job related duties as assigned.

Additional Responsibilities

May Supervise Accounting Clerks or Accounting Assistants I.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Associate's degree, or vocational or technical school degree	Accounting, Finance or another related degree	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related work experience	X		



Administrative Assistant Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:08:52 PM
Official Title:	Administrative Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	323112
Job Family:	Administrative Support

JOB SUMMARY

The Administrative Assistant provides high-level administrative assistance to executives and supports the general administrative functions of a wide variety of academic or administrative units.

NATURE OF WORK

The Administrative Assistant is responsible for assisting a Director, Assistant/Associate Vice President, or other high-level administrator of a program by performing varied routine to complex administrative tasks and relieving the administrator of a variety of administrative details. Job responsibilities provide support-type services to increase the capacity of the Director, or other appropriate high-level administrator, to carry out responsibilities. Work is closely supervised and performed using self-initiative without detailed instruction. Problems and decisions faced in this position may involve non-routine situations within established protocol, guidelines, and/or policies. Errors could easily result in moderate costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Provides customer service to internal and external customers. Responds to routine inquiries, directing more complex inquiries to appropriate individuals.

Takes messages, greets, and directs others to appropriate person(s) for assistance.

Schedules meetings, events, and classrooms.

Assists with routine travel arrangements and special events.

Prepares routine typing or data entry.

Updates and processes routine documents.

Sorts, distributes, and circulates mail.

Orders routine supplies. Maintains department files and databases.

Provides routine posting of financial records, including payroll.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Office Administration or a field directly related to the area of assignment	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Directly related work experience in support of an administrator or work unit	X	



Administrative Assistant Senior Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:08:44 PM
Official Title:	Administrative Assistant Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	323113
Job Family:	Administrative Support

JOB SUMMARY

The Administrative Assistant Senior provides high-level administrative assistance to executives and supports the general administrative functions of a wide variety of academic or administrative.

NATURE OF WORK

This senior-level position is responsible for assisting a Director, Assistant/Associate Vice President, or other high-level administrator of a program by performing varied routine to complex administrative tasks and relieving the administrator of a variety of administrative details. Job responsibilities provide support-type services to increase the capacity of the Director, or other appropriate high-level administrator, to carry out responsibilities. This position differs from lower-level Administrative Assistants in that the Administrative Assistant Senior either works in a larger unit or college with a greater span of responsibility or impact, or in supervision. Work is performed under immediate supervision, using self-initiative without detailed instruction. This position exercises sound judgment in planning and organizing own work but must adhere to specific times, processes, and results standards. Problems faced in this position are varied, often complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Decisions have significant, broad implications for the management and operations of a division/entire institution.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Provides customer service to internal and external customers. Responds to routine inquiries, directing more complex inquiries to appropriate individuals.

Takes messages, greets, and directs others to appropriate person(s) for assistance.

Schedules meetings, events, and classrooms.

Assists with routine travel arrangements and special events.

May supervise or oversee the work of student employee or lower-level clerical staff.

Prepares routine typing or data entry.

Updates and processes routine documents.

Sorts, distributes, and circulates mail.

Orders routine supplies. Maintains department files and databases.

Provides routine posting of financial records, including payroll.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Office Administration or a field directly related to the area of assignment	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Directly related work experience in support of an administrator or work unit	X	

Item 3.14.5

ADMINISTRATIVE ASSISTANT - FAIRFIELD

General Function: Responsible for performing diverse administrative assistance and general office support services to the Fairfield Landing residents and management. Those hired must also be flexible and be able to be managed by two separate entities: Marshall University and the awarded vendor.

Duties and Responsibilities:

Provide a high level of customer service to walk-in visitors and tenants. Completes office administrative tasks such as, but not limited to – filing, answering phone/emails, mail, and resident communication. Provides a positive first impression in explaining Fairfield Landing policies, procedures, and services. Refers visitors to appropriate staff or outside agencies; initiates appropriate action and conducts follow-up. Takes tasks and works independently and with accuracy. Respond to prospective and current tenants through various forms of communication about the complex and local area. Works with Housekeeping and Maintenance to address the needs of the building. Communicate with the Property Manager and other university personnel daily. Other duties as assigned.

Qualifications:

High school diploma or equivalent
Customer Service/Hospitality
Strong Organizational Skills
Microsoft Office Efficient
Strong Verbal and Written Skills
Time Management

Excellent communication and interpersonal skills to deal effectively with residents, University staff, and visitors to the complex; ability to interact with and coordinate activities with other departments/partners; may occasionally require dealing with un-happy residents/constituents regarding various matters. Ability to independently organize and schedule assigned work to meet established deadlines in an environment where interruptions may occur frequently and interpret, comprehend, and process complex and technical information. Operate a computer and programs at a high level of proficiency.



Administrative Secretary Senior Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:10:56 PM
Official Title:	Administrative Secretary Senior Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	453115
Job Family:	Office Support

JOB SUMMARY

The Administrative Secretary Senior provides lead administrative and secretarial support for a department, institute, center, academic area, or program by performing a variety of complex clerical and administrative duties.

NATURE OF WORK

The Administrative Secretary Senior is responsible for performing an array of complex secretarial and data entry duties to support the operations of an institutional unit, department, or program. This is a nonsupervisory position, but may assist in assigning work to student or temporary workers. Work is performed under immediate supervision, following established instructions and procedures. Problems faced in this position are varied, requiring analysis and interpretation of the situation. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Receives, opens, date stamps, and sorts departmental mail. Delivers mail to appropriate recipients. Prepares mail for pick-up and keeps mailing supplies stocked.

Files documents, and prepares files, folders and labels.

Composes routine correspondence and forms. Proofreads correspondence and reports for spelling, punctuation, and grammar errors.

Performs moderate to complex data entry duties into computer systems.

Barcodes documents and other items as required.

Receives, scans and/or faxes documents.

Makes copies on standard office or high volume copiers. Assembles basic, moderate, and complex copy projects. May use binding, folding, stuffing or stapling equipment.

Maintains office supplies and keeps an inventory of materials and supplies.

Answers phones and takes messages. Greets visitors and refers them to appropriate individuals. May notify staff of urgent needs via two-way radio or another device.

Performs "call center" responsibilities for a department, handling and fulfilling routine inquiries for information, publications, forms, etc.

Schedules and sets up simple events, staff meetings and appointments.

Posts notices on and maintains office bulletin boards.

Performs other job related duties as assigned.

Additional Responsibilities

May run a variety of errands for the department as needed.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Vocational or technical training	Business or secretarial training obtained through a post-high school program of up to eighteen (18) months	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Directly related work experience	X	



Business Clerk Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	6/29/2017 1:30:01 PM
Official Title:	Business Clerk Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453536
Job Family:	Finance & Accounting

JOB SUMMARY

The Business Clerk provides administrative support to project management, project engineers, and project accountants to achieve the institutional construction and/or renovation objectives of the unit or department.

NATURE OF WORK

The Business Clerk is responsible for assisting in the execution of new institutional construction projects and major renovations, by maintaining accurate, orderly, and complete legal documents and project files. This position works closely with project staff and external contractors to complete and document daily project activities and functions. Additional responsibilities include performing a variety of administrative and clerical tasks to support the daily operations of the office/department/unit. Job responsibilities require the ability to communicate both verbally and in writing in a professional manner and maintain a high-level of confidentiality. Under immediate supervision, this position performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Cashier Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:32:07 PM
Official Title:	Cashier Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	453212
Job Family:	Finance & Accounting

JOB SUMMARY

The Cashier receives payment in the form of cash, checks, wire transfers, or credit/debit card transactions for goods or services purchased/rendered and assists customers with various questions typically related to the payment, account balance, or item(s) purchased.

NATURE OF WORK

The Cashier is responsible for performing a variety of cash collections transactions including but not limited to accepting payment for goods or services, verifying customer identity and payment type received, issuing refunds, checking and verifying account balances for customers, and monitoring the transfer of funds as payment. This position differs from other clerical support positions by the high level of contact with customers and the primary function of collecting payments and balancing payments received. Job responsibilities require the ability to provide excellent customer service as well as perform cashing activities in an accurate and efficient manner. Work is closely supervised with limited opportunity for independent action or decision-making and primarily consists of tasks that are routine, or well-defined, with specific instructions. Decisions are infrequent and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Accepts payments and/or gives refunds to customers for specific fees due or goods/services received.
- Enters or scans purchased items into cash register or computer system in order to calculate total purchase price or amount due.
- Pulls up payment due on accounts and answers any questions from the customer; creates new customer accounts.
- Prepares payment vouchers, receipts, deposit slips, and related documents which record cash transactions.
- Accepts cash, checks, wire transfers, or credit cards for payment and completes check and credit card transactions according to established guidelines.
- Counts money, gives change and provides a receipt of purchase.
- Answers customer questions about transactions, goods, services, or fees within area of personal knowledge.
- Requests customer identification for specific transactions such as credit card and check payments, applicable discounts, and requests for account information.
- Maintains sufficient amounts of change in cash drawer; keeps register/counter area neat and stocked with necessary supplies.
- Performs other job related duties as assigned.
- Performs other functions as required or assigned. Also complies with all Policies and Standards.*

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
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High school diploma or GED

X

Work Experience

Experience	Experience Details	Req	Pref	
No experience		X		
Minimum 6 months	Experience in a position handling cash and other forms of payment or public contact		X	



Cashier Lead Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:32:24 PM
Official Title:	Cashier Lead Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	453213
Job Family:	Finance & Accounting

JOB SUMMARY

The Cashier Lead receives payment in the form of cash, checks, wire transfers, or credit/debit card transactions for goods or services purchased/rendered and assists customers with various questions typically related to the payment, account balance, or item(s) purchased.

NATURE OF WORK

The Cashier Lead is responsible for performing a variety of cash collections transactions including but not limited to accepting payment for goods or services, verifying customer identity and payment type received, issuing refunds, checking and verifying account balances for customers, and monitoring the transfer of funds as payment. This position differs from lower-level Cashiers in scope of responsibility for overseeing the work of lower-level Cashiers as well as for handling large sums of money on a daily basis and the daily reconciliation and balancing of the operations at the end of each business day. Job responsibilities require the ability to provide excellent customer service as well as perform cashing activities in an accurate and efficient manner. Work is closely supervised with limited opportunity for independent action or decision-making and primarily consists of tasks that are routine, or well-defined, with specific instructions. Decisions are infrequent and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Oversees and accepts payments and/or gives refunds to customers for specific fees due or goods/services received.
- Enters or scans purchased items into cash register or computer system in order to calculate total purchase price or amount due.
- Pulls up payment due on accounts and answers any questions from the customer; creates new customer accounts.
- Prepares payment vouchers, receipts, deposit slips, and related documents which record cash transactions.
- Counts money, gives change and provides a receipt of purchase.
- Answers customer questions about transactions, goods, services, or fees within area of personal knowledge.
- Requests customer identification for specific transactions such as credit card and check payments, applicable discounts, and requests for account information.
- Maintains sufficient amounts of change in cash drawer; keeps register/counter area neat and stocked with necessary supplies.
- Handles large sums of money and balances cash drawer and receipts at the end of the shift and documents any discrepancies.
- Keeps register/counter area neat and stocked with necessary supplies.
- Performs other job relate duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		
Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
Minimum 6 months	Work experience in a position handling cash and other forms of payment	X		

Item 3.14.10

CUSTOMER SERVICE REPRESENTATIVE

Duties and Responsibilities:

- Performs general office duties in support of the department, including answering a multi-line telephone, distributing mail, provides technical information and guidance to students, staff, faculty, and visitors via phone or in-person.
- Process data entry promptly.
- Distribute and maintain handheld computers for downloading computerized citation information.
- Assign permanent and temporary parking permits to students, staff, faculty, and visitors.
- Collect fees for permits and citations. Reconcile cash and other payment methods with the department-established procedure.
- Complete departmental reports and forms.
- Provide directions, parking alternatives, and campus information upon the request of visitors, students, staff, and faculty.
- Responds to request for assistance from the parking enforcement officers.
- Act upon all comments and complaints in a prompt and friendly manner.
- Performs other related duties as assigned.



Data Entry Operator Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:38:28 PM
Official Title:	Data Entry Operator Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453260
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Data Entry Operator performs routine and repetitive data entry tasks involving the operation of a personal computer or mainframe terminal.

NATURE OF WORK

The Data Entry Operator is responsible for performing repetitive work in the transcription of alphabetical/numerical data from a source document into a computer readable format which provides the basis for a variety of statistical records and reports. Job responsibilities require computer knowledge and skills as related to data entry, downloads, etc. Work is closely supervised with limited opportunity for independent action or decision-making and primarily consists of tasks that are routine, or well-defined, with specific instructions. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Operates data terminals in the processing of various information for accounting and statistical reports.

Enters data from source document(s).

Maintains batch information.

Performs routine clerical duties in preparing data to be processed and entering data, including arithmetical calculations and memorization of codes.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Vocational or technical training	Business, technical, or vocational education or training of up to eighteen (18) months beyond high school	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
Minimum 6 months	Clerical experience	X	
	Preferably with an emphasis on data entry and computer technology skills		X



Data Technician I Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:43:26 PM
Official Title:	Data Technician I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	553264
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Data Technician I performs routine tasks involving data entry into institutional systems, to include the running of reports and retrieval of data to generate mailing lists and labels.

NATURE OF WORK

The Data Technician I is responsible for performing basic and routine data entry of information to maintain database(s) through custom software. Additional responsibilities include ensuring the accuracy and efficient retrieval of processed data, as well as proofing material(s) entered and generating data reports, as required. Job responsibilities require skill, knowledge, and application of modern office practices and procedures. Work is performed under immediate supervision and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in some minor inconveniences and costs within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Performs data entry using word processing, spreadsheet or database commands and formats material as required.

Prepares graphic exhibits using software for presentations and agendas.

Enters, revises and/or combines materials such as research samples, numerical data, laboratory record logs and preformatted data retrieval information.

Creates data directories/subdirectories for file and report generation retrieval purposes. Maintains paper and/or disk file of entered data.

Performs routine maintenance tasks related to hardware/software or files technical assistance requests as necessary.

Reviews discrepancies in data received, requests clarification, or advises supervisor of issues related to data and performs data verification routines in accordance with company procedures.

Interacts with departmental and other staff on matters affecting data and publications flow and makes recommendations for improvement or enhancement to job processes to ensure standards in data entry, collection, and retrieval.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		And
Vocational or technical training	Additional vocational or technical training of up to eighteen (18) months beyond high school	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X	
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Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Data entry work experience	X	



Medical Records Assistant Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:03:27 PM
Official Title:	Medical Records Assistant Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453988
Job Family:	Health Science

JOB SUMMARY

The Medical Records Assistant provides basic and routine clerical, data-entry, hard-copy filing, and retrieval duties in a medical records unit.

NATURE OF WORK

The Medical Records Assistant is responsible for performing basic and routine clerical tasks to support the accurate and effective management of information records in a medical records unit, which includes both electronic data and paper files. This position performs job responsibilities in a health care institution, but typically does not have any interaction with patients. Job responsibilities require frequent interactions with registration areas and physicians' offices to gather necessary patient information, deliver requested files, and ensure the accuracy of records. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Creates new medical records and retrieves existing medical records by gathering appropriate record folders and contents; assigning and recording new record numbers; verifying existing record numbers; inputting and recording locations to computer.

Initiates the medical record by creating and processing the patient care record folder.

Retrieves medical records by following chart-out procedures; documenting reasons charts cannot be retrieved for statistical and follow-up purposes.

Delivers records to assigned areas of the hospital by following established routing procedures.

Maintains continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.

Maintains patient confidence by keeping records information confidential.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
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Work Experience

Experience	Experience Details	Req	Pref
1 year +	Clerical, filing, data-entry, or public contact work experience	X	



MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:24:52 PM
Official Title:	Receptionist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	453578
Job Family:	Office Support

JOB SUMMARY

The Receptionist serves as the first point of contact with visitors and customers and provides assistance to individuals by responding to routine questions; providing general information; answering the main phone line; making reservations; managing electronic calendars; and performing general clerical duties such as data entry, typing and faxing.

NATURE OF WORK

The Receptionist is primarily responsible for greeting and assisting customers (visitors, students, faculty, and staff) in face-to-face interactions or by telephone, serving as the first point of contact. Additional responsibilities include performing general clerical support such as filing, mailing distribution, phone support, data entry and basic document creation. This position is distinguished from other levels of support positions by the nature of work, which consists of assisting and directing customers as they arrive as well as responding to customer questions and requests via phone, in-person, fax, or email to support the general office/department workflow. Job responsibilities require basic computer and customer service skills; however, the specific responsibilities of this position can be learned through on the job training. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Greets visitors and customers and notifies department/office staff of arrivals.

Assists visitors and customers with general questions such as who to contact, office hours, releasing basic account/status information, and responds to routine questions regarding the office/program/department to which assigned.

Operates and manages multi-line telephones and routes incoming phone calls.

Organizes and prioritizes front desk tasks such as managing and monitoring electronic calendars for conference rooms, personal appointments, meetings, and events.

Performs general data entry.

Makes reservations such as travel arrangements or lunch reservations as necessary.

Distributes correspondence and information to appropriate persons in the office/department.

Stocks supplies and keeps office inventory.

Signs for packages and receives mail. Sorts and distributes the office mail.

Keeps the front office area and any public areas in neat and orderly condition.

Performs other related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		

Work Experience

Experience	Experience Details	Req	Pref	
No experience		X		
Minimum 6 months	Related work experience		X	



Records Assistant I Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:25:39 PM
Official Title:	Records Assistant I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453579
Job Family:	Admissions/Records

JOB SUMMARY

The Records Assistant I performs data entry, verifies information, and handles routine requests for student records, transcripts, and related information. This position also provides routine advice and guidance to staff, students and members of the general public regarding the registration process.

NATURE OF WORK

The Records Assistant I functions as the first of three levels of Records Assistant responsible for assisting in maintain all student records as well as for full customer service duties including answering phones and helping visitors to the office. This position is typically assigned to the institution's Registrar or Admissions Records Office. Job responsibilities include preparing correspondence to and for students and former students, entering and retrieving data from automated systems, and responding to requests for academic transcripts. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Processes requests for transcripts, student grade records, course descriptions, and other information in accordance with privacy laws and institutional policies.

Orders transcripts through mainframe computer; checks transcripts to verify accuracy; validates and distributes transcripts according to requests.

Greets visitors in person or on the phone, providing customer service with advice and guidance regarding the registration process; may refer customers to appropriate department or institutional site.

Responds to inquiries by telephone or letter regarding academic standing, transcript problems, and unclear or irregular transcript requests.

Processes name changes and updates other academic and demographic information in files and on computer.

Provides transcripts, enrollment verification, and degree certifications by mail, FAX, or telephone, according to prescribed procedures; advises students concerning their records.

Maintains files in proper order; pulls records for processing and refiles.

Maintains logs of records release transactions initiated by other departments.

Performs other job related duties as assigned.

Additional Responsibilities

May process cash receipts and cash-related transactions, such as money lists for deposits.

May post transfer credits.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
No experience		X		
Minimum 6 months	Public contact or clerical experience		X	



Records Assistant II Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:25:59 PM
Official Title:	Records Assistant II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453580
Job Family:	Admissions/Records

JOB SUMMARY

The Records Assistant II performs data entry, verifies information, and handles routine requests for student records, transcripts, and related information. This position also provides routine advice and guidance to staff, students and members of the general public regarding the registration process.

NATURE OF WORK

The Records Assistant II functions as the second of three levels of Records Assistant responsible for assisting in maintain all student records as well as for full customer service duties including answering phones and helping visitors to the office. This position is typically assigned to the institution's Registrar or Admissions Records Office. Job responsibilities include preparing correspondence to and for students and former students, entering and retrieving data from automated systems, and responding to requests for academic transcripts. Additionally, the Records Assistant II may be responsible for posting transfer credits. Work is closely supervised, with limited opportunity for independent action or decision making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Processes requests for transcripts, student grade records, course descriptions, and other information in accordance with privacy laws and university policies.

Orders transcripts through mainframe computer; checks transcripts to verify accuracy; validates and distributes transcripts according to requests.

Greets visitors in person or on the phone, providing customer service with advice and guidance regarding the registration process; may refer customers to appropriate department or institutional site.

Responds to inquiries by telephone or letter regarding academic standing, transcript problems, and unclear or irregular transcript requests.

Processes name changes and updates other academic and demographic information in files and on computer.

Provides transcripts, enrollment verification, and degree certifications by mail, FAX, or telephone, according to prescribed procedures; advises students concerning their records.

Maintains files in proper order; pulls records for processing and refiles.

Maintains logs of records release transactions initiated by other departments.

Performs job related duties as assigned.

Additional Responsibilities

May process cash receipts and cash-related transactions, such as money lists for deposits.

May post transfer credits.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Contact or clerical experience	X		

Item 3.14.17

RESIDENCE HALL DESK COORDINATORS

Desk Coordinators are an integral part to the security of the residence halls and the administrative tasks needed to run a residence hall. This position is held to a very high level of accountability and requires a high level of responsibility from those hired. Those hired must also be very flexible and able to be managed by two separate entities.

Duties and Responsibilities:

- Review mailbox and process paperwork therein.
- Deliver, sort, forward all mail to the appropriate building and person. Prepare outgoing mail for pick up. Log and disperse packages.
- Put up approved fliers around the desk area while removing out-of-date and inappropriate signs in the lobby area.
- Change duty signs according to schedule.
- Check and respond to pre-approved emails and correspondences.
- Work with various campus and Resident Services software systems.
- Check to see what equipment and loan keys are still checked out. Call residents to return items. Verify resident's identification before issuing loan keys.
- Audit, update, and report on the key listing. Make sure key information is secure at the end of the shift.
- Check all resident identification before letting individuals into the building. Request identification of guests entering the building and contact residents to have guests escorted to and from the front desk.
- Check paperwork drawer and supplies and report if replacements are required.
- Check forms to make sure everything is present and filled out completely using the following guide and report any discrepancies.
- Track and review move in and out. Notify the appropriate personnel immediately of discrepancies.
- Complete all required logs, sign-in sheets, requests, etc.



Secretary Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:31:01 PM
Official Title:	Secretary Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453872
Job Family:	Office Support

JOB SUMMARY

The Secretary provides clerical support of routine semi-skilled or skilled nature in support of the work and mission of an academic or administrative unit or department.

NATURE OF WORK

The Secretary is responsible for coordinating office activities and performing secretarial assignments for professional or administrative staff in support of the on-going operations of the institutional office. Additional responsibilities include assisting several administrative staff or serving as the support to a first-line or lower-level supervisor. Job responsibilities provide routine support-type services to others in a timely manner and typically include such duties as office coordination, scheduling meetings, preparing and maintaining office records, reports, and correspondence pertaining to the professional(s)'s and/or administrative staff's area of responsibility. Job responsibilities may vary depending on the academic or administrative unit or department to which assigned, but primarily involve written and oral communication, word processing and typing, and requires relevant skills such as IT, organizational and presentation skills, as well as the ability to multi-task and work well under pressure. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Composes and types routine letters, memoranda, reports, minutes of meetings, scientific or technical material, numerical data, charts and forms.

Receives and screens visitors and telephone calls, takes messages, schedules appointments for professional(s) and/or administrative staff and provides information to callers requiring knowledge of agency's operations, supervisor's point of view, and the interpretation and application of policies and procedures.

Schedules and arranges meetings and conferences for professional(s) and/or administrative staff and notifies interested parties; makes travel reservations as needed. Proofreads and corrects prepared materials for correct grammar, format, completeness, and content.

Establishes and maintains office files, logs, indexes, control records, or other information concerning the work under the supervisor's control.

Enters, retrieves, updates, verifies, and deletes information from electronic files.

Takes minutes or recordings of meetings.

Sorts, opens, and distributes incoming mail to staff; associates incoming correspondence with files or related materials needed for meetings, correspondence, and reports.

Maintains confidentiality of documents and information received.

Assists in the preparation of budgets and financial reports; prepares and monitors timekeeping and other personnel records.

Determines needs and orders office supplies, equipment, repair and maintenance services through agency channels.

Operates standard office equipment.

Examples of Duties**Essential Functions**

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1 year +	Related experience	X		



Application System Analyst Programmer Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:14:26 PM
Official Title:	Application System Analyst Programmer Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 6
Scheduled Hours	
Job Code:	323124
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Application System Analyst Programmer reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an institution's application systems.

NATURE OF WORK

This position functions as the first of three levels of Application System Analyst Programmer. The Application System Analyst Programmer is responsible for serving as a technical application development expert within a department, unit, college, or in the central Information Technology function of a small institution. Job responsibilities require the ability to develop expert knowledge of current and planned functionality within assigned software to maximize utility of applications for use, reporting, and reconciliation efforts. Work is performed under immediate supervision, working within guidelines or traditional practice. Problems faced in this position are varied, requiring analysis or interpretation of the situation, and are solved using knowledge, skills, general precedents, and practices. Decisions may affect a work unit or area within a department, and may contribute to business and operational decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Develops reports, processes, and programs for constituents.

Consults with users to identify current operating procedures and to clarify program objectives.

Writes manual for users to describe installation and operating procedures.

Installs, configures, and supports custom and purchased institution-wide software applications.

Supports good customer service by communicating and/or collaborating with the other units in a computer services function about impending changes, usability issues, and system upgrades or problems.

Effectively resolves procedural and programming problems by conducting a thorough analysis of the situation and employing appropriate strategies for resolution.

Ensures that security standards are strictly followed when developing, programming, and implementing new or purchased computer information systems and applications.

Performs other job related duties as assigned.

Additional Responsibilities

May write documentation to describe program development, logic, coding, and corrections.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Information Systems or a directly related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X	
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Work Experience

Experience	Experience Details	Req	Pref
2 year +	Directly related experience	X	



Systems Programmer Lead Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 3:58:20 PM
Official Title:	Systems Programmer Lead Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 9
Scheduled Hours	
Job Code:	323875
Job Family:	Informations Systems/Techn

JOB SUMMARY

The Systems Programmer Lead performs complex professional work in institutional systems development.

NATURE OF WORK

This position functions as the highest of three levels of Systems Programmer. The Systems Programmer Lead is a professional staff position responsible for the system management in the area to which assigned, which may include financial, accounting, human resources, student systems, transit systems, operating systems, etc. Additional responsibilities include overseeing and coordinating the work and effort of lower-level System Programmers assigned to the unit, program, or project. Job responsibilities require advance knowledge of database administration and data modeling terms, concepts, and practices. Results are defined by department leadership and the institution's mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Work activities are carried out independently, under general direction, working from established policies and objectives. This position exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances. Problems faced in this position are highly varied, complex, and involve multiple constituencies, often with competing priorities. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as contribute to decisions on the overall strategy and direction of the entire institution. Errors could easily result in major costs, problems, and disruptions within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Coordinates, supervises, and leads the work efforts of lower-level programmer positions.

Defines all assigned databases and maintains accuracy and consistency in the data dictionary for all applications, as well as defines and maintains all data interface definitions between various application platforms, such as GIS, Network Servers, Public Safety, Web Servers, etc.

Critically reviews all programs prior to implementation to verify consistency and conformance with established departmental/institutional guidelines, policies and practices as well as industry standard guidelines.

Performs acceptance testing and program implementation for assigned systems and/or projects.

Works at the highest level of all technical phases of programming; conducts thorough problem analysis regarding technical system and application programs; documents findings and proposes problem resolution alternatives.

Keeps appropriate administrative staff apprised of the status of all problems and assigned projects on a regular basis.

Designs application solutions to user/department needs; maintains current working knowledge of all installed application systems.

Continuously reviews the disaster recovery plan to insure completeness and accuracy to quickly restore all applications in the event of a disaster or other interruption of processing.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Information Systems, Computer Science, or other directly related field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
6 year +	Progressively responsible work experience in programming and/or systems design	X	

Item 3.14.21

BUILDING SERVICE WORKER

General Function: The primary purpose of this position is to clean and maintain in an orderly condition institutional buildings and facilities including offices, classrooms, laboratories, public areas, walkways, and patient care areas by following established procedures.

Duties and Responsibilities:

- Sweeps, mops, scrubs, disinfects, waxes, and polishes floors, hallways, stairs, elevators, and related fixtures.
- Vacuum and shampoo carpets, rugs, and upholstery.
- Cleans and disinfects bathroom facilities and replenishes bathroom supplies.
- Dust and polishes furniture, desks, tabletops, file cabinets, bookcases, and related woodwork.
- Washes and cleans walls, ceilings, doors, windows, radiators, ventilators, and air conditioners.
- Empties and cleans waste receptacles—transport trash and waste to disposal areas.
- Sets up and arranges tables, chairs, displays, etc., for special events within classrooms and meeting rooms.
- Sweeps, shovels, and removes water, ice, snow, and debris from sidewalks, steps, and entryways.
- Mixes and dilutes commercial strength cleaning solutions—Calculates area to determine amounts of cleaning solutions required.
- Operate commercial cleaning equipment such as vacuum cleaners, shampooers, scrubbing machines, buffing machines, floor strippers, etc.
- Locks and unlocks buildings, offices, classrooms, and meeting rooms as directed by supervisor.
- Delivers and receives requisitioned custodial supplies, unloads, and stores supplies. Rotates stock and informs supervisor when supplies are low.
- Perform light maintenance tasks on buildings and equipment for precautionary or preventative maintenance purposes.

- Notify the supervisor of equipment and facilities needing repair or replacement.
- May be required to remove hazardous materials following specific instructions and safety procedures.

Qualifications:

Ability to read, write, and perform simple mathematical equations.

Ability to comprehend and follow simple oral and written instructions.

Ability to learn custodial methods, procedures, and safety principles.

Ability to operate commercial cleaning equipment.

Physical capability to perform duties of the position including long periods of standing, climbing, and walking and transporting of moderately heavy items (approximately 50 pounds).

Ability to perform tasks requiring exposure to dust, fumes, chemicals (i.e., cleaning solutions) and variations in indoor temperatures and outside weather conditions.



Campus Service Worker Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 5:29:19 PM
Official Title:	Campus Service Worker Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 1
Scheduled Hours	
Job Code:	753418
Job Family:	Physical Plant

JOB SUMMARY

The Campus Service Worker performs a variety of manual labor activities which may include linen service, stocking, janitorial, maintenance, groundskeeping, mail handling, delivery, messenger, moving and/or storage functions.

NATURE OF WORK

The Campus Service Worker is responsible for cleaning and maintaining institutional buildings and facilities including offices, classrooms, laboratories, public areas, walkways, etc. Job responsibilities require the ability to perform work both independently and as a team. Additional requirements may include the ability to perform both indoor and outdoor work such as basic grounds cleanup, snow removal, and trash removal. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Cleans assigned areas by washing furnishings, tile, fixtures, equipment windows, blinds, shades and floors. Dusts and polishes specified areas and/or furnishings.

Collects and removes refuse and leaves.

Mows lawns, trims hedges, trims, cultivates, weeds and prunes plants, flowers, trees and shrubs.

Assists with the sorting, stocking and delivery of mail, messages, packages and supplies. Moves office furniture and equipment to designated locations.

Launders, sorts, and checks linens and clothing.

Cleans, lubricates, and adjusts equipment according to established procedures.

Performs other job related duties as assigned.

Additional Responsibilities

May remove snow and ice from sidewalks, parking lots and entrances; spreads salt, sand, deicers, or gravel to prevent slipping.

May operate a variety of hand and power tools and equipment to facilitate assigned work.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
No experience		X	
Minimum 6 months	Related experience		X

LABORER

General Function: The primary purpose of this position is to assist in general services, maintenance, and groundskeeping by performing unskilled manual tasks following established procedures.

Duties and Responsibilities:

- Loads and transports materials, equipment, furniture, and supplies from one location on campus to another. Picks up materials from local vendors and makes deliveries.
- Erects tables, chairs, platforms, bleachers, etc., for concerts, registration, commencement, and other special events. Disassembles items at end of event.
- Removes litter and debris from institutional grounds. Collects refuse throughout the institution by assisting the sanitation vehicle driver.
- Cuts lawns. Trims and edges around walkways, walls, and flower beds. Rakes and disposes of leaves. Removes snow and ice from sidewalks, parking lots, and roadways. Spreads salt and cinders on public passageways. Water's lawns and shrubs during dry periods.
- Excavates and prepares the ground for planting, seeding, or similar use. Hauls and spreads topsoil, fertilizer, peat moss, and other materials to condition soil. Digs spreads, and levels dirt and gravel.
- Mixes, pours, spreads concrete, asphalt, gravel, and other materials.
- Cleans and removes forms from the area once concrete is set. Directs traffic and cleans sidewalks, roadways, and parking areas during installation and repair of areas.
- Digs holes and trenches to assist in the installation of irrigation and drainage systems. Cleans gutters, culverts, and/or other drainage ditches.
- Assists craft workers by furnishing workers with materials, tools, and supplies; cleaning work areas, tools, and equipment; holding materials or tools; picking up materials and supplies from the warehouse; stabling ladders; or performing similar unskilled manual tasks.
- Assists in the demolition of items by removing walls, bracing, pipes, conduit, etc., following clear and precise instructions.
- Operates motor vehicles, forklifts, hand trucks, dollies, sandblasting equipment, jackhammers, hand mowers, edging tools, power trimmers, blowers, walk behind brooms and spreaders, and various hand tools such as picks, shovels, rakes, sledgehammers, clippers, etc., as required in performance of day-to-day duties.

- May perform custodial duties as required.

Qualifications:

Ability to read, write, and perform simple mathematic calculations.

Ability to comprehend and follow simple oral and written instructions.

Ability to learn to operate sandblasting equipment, jackhammers, related labor supporting equipment, and basic groundskeeping equipment.

Physical capability to perform duties of this position, including long periods of standing and walking and transporting of heavy items (over 50 pounds).

Ability to perform tasks requiring frequent and prolonged exposure to dust, fumes, chemicals, moving parts, noise, extreme outdoor weather conditions, and extreme variations in indoor temperatures.

Ability to operate a motor vehicle with a standard transmission.

Item 3.14.24

PARKING ATTENDANT

Duties and Responsibilities:

- Enter transactions on a cash register or other equipment and balance cash with the register.
- Tape according to the established procedure.
- Collect parking fees from customers based on charges for the time parked.
- Issue receipts upon customer request.
- Complete departmental reports and forms.
- Provide directions, parking alternatives, and campus information upon request to the visitors, students, staff, and faculty.
- Notify Parking Services via phone of need for Parking Enforcement Officer or other problems such as mechanical failure or vehicle tampering.
- Watch assigned lot for suspicious activity and reports to University Police Department.
- Provide directions, guidance, and other venue information to the guest upon request.
- Place signage in view when the lot is full.
- Act upon all comments and complaints in a prompt and friendly manner.

Item 3.14.25

RECEIVING POSITION

Duties and Responsibilities:

Delivers supplies and equipment from Central Receiving to the various departments on and off-campus. This position also completes work order requests, collects Yard Sale items from various locations (both on and off-campus). Additional responsibilities include receiving equipment and supplies from numerous vendors, verifying that the items on the packing list(s) match the purchase order(s), inspects packages for damage (both visible and concealed), and signs bills of lading or trucking manifest. Individuals must also load, unload, and deliver materials of all types to the departments, ensuring appropriate signatures for the items delivered.

Qualifications:

Valid driver's license is required.

Must be able to lift at least 50 lbs.



Trades Specialist I Master

Job Description

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 3:41:08 PM
Official Title:	Trades Specialist I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	753380
Job Family:	Physical Plant

JOB SUMMARY

The Trades Specialist I position provides a variety of skilled and semiskilled work in the maintenance, alteration, and repair of institutional facilities.

NATURE OF WORK

This position functions as the first of two levels of non-lead Trade Specialist responsible for performing journey-level construction, repair, and maintenance duties related to carpentry, electrical, plumbing, HVAC, lamping, painting, masonry, or other trades as needed. The Trade Specialist I usually specializes in one of the above areas as opposed to being a generalist trades worker. Job responsibilities require the ability to work both independently and cooperatively as a team. Work is performed under immediate supervision, working within guidelines or traditional practice. The Trades Specialist I exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstance. Problems faced in this position address non-routine questions and situations, often requiring investigation and/or research of precedents. Decisions are infrequent and errors could result in minor inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Performs a variety of tasks that require the ability to inspect, repair, fabricate, install, service, and maintain building facilities and building equipment.

Performs scheduled preventative maintenance of roofs, motors, exit/emergency lights, basketball hoops, generators, batteries, smoke detectors, and service vehicle.

Performs a variety of carpentry duties, including but not limited to, new construction, remodel, fabrication and repairs/replacement of doors, walls, signs, desks, counters, shelves, and tables.

Performs interior and exterior painting in the preparation and finishing of various surfaces, including pressure washing, chemical paint removal, sandblasting, sanding, brush painting, roller painting, and power spray painting.

Performs a variety of interior masonry duties including installation of ceramic tile, grout, and patch repairs.

Performs new installation and repairs of various floor coverings, including but not limited to, VCT, carpet tiles, and cove base.

Performs a variety of minor plumbing repairs/maintenance, including but not limited to, restroom commode and sink fixtures, drinking fountains, and snaking drain lines.

Delivers materials, equipment, and supplies to institutional facilities.

Operates a variety of hand and power tools.

Operates a variety of vehicles, including cube vans, vans with lift gates, and small dump truck.

Requisitions material supplies, equipment, and assistance.

Prepares daily reports on work completed and materials used.

Responds to emergency calls to troubleshoot and make building repairs.

Performs other related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related experience	X		

Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Valid driver's license issued by the State of West Virginia		X		

Appendix A - Pricing/Bid Table

Item	Item Description	Units	Unit Price	Total Cost
OFFICE/CLERICAL				
3.14.1	Accounting Assistant I	1		
3.14.2	Accounting Assistant II	1		
3.14.3	Administrative Assistant	1		
3.14.4	Administrative Assistant Senior	1		
3.14.5	Administrative Assistant - Fairfield	1		
3.14.6	Administrative Secretary Senior	1		
3.14.7	Business Clerk	1		
3.14.8	Cashier	1		
3.14.9	Cashier Lead	1		
3.14.10	Customer Service Representative	1		
3.14.11	Data Entry Operator	1		
3.14.12	Data Technician I	1		
3.14.13	Medical Records Assistant	1		
3.14.14	Receptionist	1		
3.14.15	Records Assistant I	1		
3.14.16	Records Assistant II	1		
3.14.17	Residence Hall Desk Coordinators	1		
3.14.18	Secretary	1		
INFORMATION TECHNOLOGY				
3.14.19	Applications Systems Analyst Programmer	1		

Appendix A - Pricing/Bid Table

Item	Item Description	Units	Unit Price	Total Cost
3.14.20	System Programmer	1		
LIGHT INDUSTRIAL				
3.14.21	Building Service Worker	1		
3.14.22	Campus Service Worker	1		
3.14.23	Laborer	1		
3.14.24	Parking Attendant	1		
3.14.25	Receiving Position	1		
3.14.26	Trades Specialist I	1		

Appendix B - Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Proposal	File Type: PDF (.pdf)	Multiple	Required	
MU22TEMPS BidTable (BT-07MZ)	BidTable: Datatable	N/A	Required	<p>You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission.</p> <p>Please note that BidTables may take a significant amount of time to prepare.</p>

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	801116	Temporary personnel services	
UNSPSC	931418	Employment	
UNSPSC	94101801	Labor or general workers trade unions	

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested BidTables:

You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission. Please note that BidTables may take a significant amount of time to prepare.

2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/46407>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jun 29, 2021 3:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Appendix C - Zoom Bid Opening Information

Join Zoom Meeting

<https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09>

Meeting ID: 937 3943 5554

Passcode: 364062

One tap mobile

+13017158592,,93739435554# US (Washington DC) 13126266799,,93739435554#

+US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 937 3943 5554

Find your local number: <https://marshall.zoom.us/u/atpvgSv1>

Join by Skype for Business

<https://marshall.zoom.us/skype/93739435554>