**OAG Temporary Personnel Services**

**Request for Quote (RFQ)**

1. **STATEMENT OF PROJECT**

This request is designed to provide prospective bidders with information on requirements associated with temporary personnel services for the Pennsylvania Office of Attorney General (“OAG”). The OAG is seeking a contractor to provide Temporary Constituent Services Specialist.

This individual will be working remotely and is required to provide own computer/laptop, secure internet connection, and possible telephone. While conducting work with the Office of Attorney General applicant must have a private location while conducting work with the OAG.

1. **HOURLY RATE**
	1. Interested contractors must submit an hourly rate for providing personnel services meeting the requirements of Section E of this RFQ. All expenses, including, but not limited to, wages, benefits, overhead, and insurance, shall be included in the hourly rate. Potential Offeror may not charge a higher hourly rate than that provided in the quote, but may reduce the hourly rate.
	2. By submitting an hourly rate in response to this RFQ, Potential Offeror agrees to be bound by the terms of this RFQ and the Commonwealth Standard Terms and Conditions contained in Attachment 1 to this RFQ if awarded this contract.
2. **AWARD**
	1. The OAG will perform a best value determination on all quotes received in response to this RFQ. Once best value has been determined, the OAG will notify all contractors that submitted an hourly rate to inform them whether they were selected.
3. **SELECTION OF TEMPORARY PERSONNEL**
	1. Upon notification of selection, the awarded contractor shall submit to the OAG at least three resumes of individuals meeting the requirements of Section E of this RFQ for consideration.
	2. The OAG shall have the option to interview any or all of the candidates submitted by the contractor.
	3. The OAG will notify the contractor of the selected candidate and provide a start date by issuing a Purchase Order.
	4. The selected candidate shall perform the services as an employee or subcontractor of the awarded contractor and shall not be considered an employee of the OAG.
	5. If at any time during the placement period under Section F of this RFQ, the temporary personnel is terminated, either by OAG’s decision or voluntarily, the OAG may request more resumes from the awarded contractor following the same process as this Section D.
4. **DUTIES OF TEMPORARY PERSONNEL**
	1. The temporary personnel will be responsible for the following duties including, but not limited to:
		1. Reviewing incoming voicemails and emails from constituents
		2. Refer constituent communications to the appropriate person or agency within OAG or at external agencies
		3. Assist team with administrative projects as needed
	2. Thetemporary personnel is preferred to have the following skills:
5. Attention to detail with commitment to accuracy and organization

b.) Excellent customer/constituent service skills

c.) Possesses computer knowledge and skills necessary to navigate through networks and computer files

d.) Ability to maintain confidentiality of document materials

e.) Microsoft Word, Excel and Outlook proficiency.

f.) Good interpersonal communication and organizational skills.

g.) Ability to multitask in a fast paced environment.

h.) Shows initiative and is able to work independently

h.) Mature and dependable.

1. **PLACEMENT PERIOD**

The term of the placement of the temporary personnel shall be for three months from the start date as provided in the Purchase Order, with a possible 3 month (90 day) extension.

1. **OPTION TO EXTEND**

 The OAG reserves the right, upon written notice to the contractor, to extend any purchase order(s) or any part of the contract/purchase order(s) on a month to month basis with the same terms and conditions. This will be utilized to prevent a lapse in contract coverage and only for the time necessary. There will be no price change.

1. **BACKGROUND CHECKS**
	1. Any personnel assigned will be subject to Pennsylvania State Police records check prior to beginning of service.
	2. The selected Contractor will not utilize anyone who is under arrest or indictment for a crime involving domestic violence, a felony level offense and or any crime meeting the definition of a federal felony during any time while under contract for this service. If any potential or current employee of the selected Contractor shall be found to have an arrest, indictment and/or conviction for a crime in which the possible maximum incarceration is longer than twenty-three months (23 mo.), that person shall not provide any services under this contract.
2. **TERMINATION OF TEMPORARY PERSONNEL**

The OAG reserves the right to terminate the temporary personnel for convenience or for cause.

1. **TEMP-TO-HIRE**

The Office of Attorney General reserves the right to hire any temporary personnel at any time. The OAG shall not be obligated to pay any fees associated with a hiring any temporary personnel. Upon hiring of the temporary personnel as an employee of the OAG, this contract will terminate and the OAG will pay for only those services rendered prior to hiring.

1. **CONTRACT**

Contractors, intending to be legally bound hereby, offer and agree, to provide the awarded items at the price set forth in their submission in accordance with the terms of this RFQ if selected. A Commonwealth Purchase Order is the only contract between the OAG and the selected Vendor. At no time will the OAG sign a Vendor contract. If a Bid is submitted with conditions or exceptions or not in conformance with the attached terms and conditions, it shall be rejected. The Bid shall also be rejected if the items offered by the Bidder are not in conformance with the specifications as determined by the OAG.

1. **ENDORSEMENTS**

The awarded contractor shall not advertise or publicize in any way a written or verbal endorsement that their services are being used by the OAG without the written approval of the OAG.

1. **SENSITIVE INFORMATION/NEWS RELEASES**

Except as enumerated below, the awarded contractor shall not:

* 1. Publish or otherwise disclose, except to the OAG and except matters of public record, any information or data obtained during the course of performance under the service purchase document, except with the consent of the OAG.
	2. Release news relating to the performance of this service purchase document unless prior approved by the OAG. The OAG reserves the sole right to issue news releases regarding any incidents that may occur during the service purchase document term.
1. **CONFIDENTIALITY**

The awarded contractor shall be bound to confidentiality of any information its employees may become aware of during the course of performance of contracted tasks. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the service purchase document.

1. **TAXES**

The OAG is exempt from all excise and sales taxes (No tax shall be included in the bid costs).

1. **BILLING**

The awarded Contractor shall designate a person or persons who will act as liaison with the OAG for all matters of compliance and payment. The representative(s) of the awarded Contractor shall communicate with OAG staff prior to implementation of this agreement, and on a regular basis (i.e., daily, weekly, monthly, etc.), to coordinate requirements of this agreement.

1. **CONTRACTOR COMPLIANCE**
2. Contractor shall certify that it is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government.
3. Non-Compliance of any provision of this Contract will be cause for the termination of the Contract at the discretion of the OAG.
4. **CONTACTS**

**Agency Contract Administrator:**

 NAME: Stephen St.Vincent

 TITLE: Director of Policy and Planning

 PHONE: (215)560-2474

**Agency Procurement Officer**

 NAME: Erin M. Webster

 TITLE: Procurement Specialist

 PHONE: (717) 576-7772