

BID RESPONSE PACKET
710-23-0060

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Prime Consulting Group, LLC			
Address:	8163 Kensington Dr. STE C308			
City:	Waxhaw	State:	NC	Zip Code: 28173
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit			
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input checked="" type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American			
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Crystal Jones	Title:	Finance Manager
Phone:	866-225-0395	Alternate Phone:	
Email:	cjones@primeconsultinggroupllc.biz		

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

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

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

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


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

Authorized Signature: Crystal Jones Title: Finance Manager
 Printed/Typed Name: Crystal Jones Date: 06/12/23

SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

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

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

Vendor Name:	Prime Consulting Group, LLC	Date:	06/12/23
Signature:		Title:	Finance Manager
Printed Name:	Crystal Jones		

PROPOSED SUBCONTRACTORS FORM

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

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

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP
JNJ alliance Group, LLC	181 Maggie Dr.	Mount Gilead, NC 27306

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

MINIMUM QUALIFICATION VERIFICATION

- The Contractor must at least one (1) office physically located in the State of Arkansas and open during State business hours (Monday through Friday, 8:00 am – 4:30 pm CST) In the space below, list the physical address(s), hours of operation, and phone number(s) of location(s) in the State of Arkansas. A separate attachment may be used if additional space is required.*

Physical Address: 400 W. Capital Ave Suite. 1700 Phone Number: 1-800-225-0395

Hours of Operation: Monday - Friday 8am - 5pm

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

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Physical Address: _____ Phone Number: _____

Hours of Operation: _____

Physical Address: _____ Phone Number: _____

Hours of Operation: _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

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

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

Goods? Services? Both?

YOUR LAST NAME:

FIRST NAME

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

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

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

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

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

☐ None of the above applies

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

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

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

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

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

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

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

2. I will include the following language as a part of any agreement with a subcontractor:

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

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

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

Signature Crystal Jones Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____



Equal Employment Opportunity Policy Statement

Prime Consulting Group, LLC reaffirms its commitment to the principles of Equal Employment Opportunity (EEO). All Agency employees and applicants for employment are to be treated with respect, dignity, fairness, and equality regardless of race, color, national origin, religion age, gender, mental or physical disability, sexual orientation, marital, family, or parental status, political beliefs, or protected genetic information. Employees must abide by tis policy regardless of personal opinions.

Managers and supervisors must fully ensure that they base their employment decisions and actions on equal employment opportunity laws and policies. They are responsible for providing leadership, educating and updating employees in EEO and civil rights issues in the workplace, and ensuring that lines of communication are open at all levels. Each manager and supervisor must take personal responsibility for dealing with employees and communicating information in a way that ensures equal access.

As the company's mission evolves, we must continue to demonstrate our commitment to attain and maintain a diverse workforce. Continuing to attract a talented, universal, and gender-diverse workforce in all occupations and grade levels, and demonstrating fairness, cooperation, and respect toward all employees is critical. Therefore, discriminatory actions in the workplace will not be tolerated. Company policy mandates equal opportunity and prohibits discrimination in all policies, practices, and operations.



June 13,2023

State of Arkansas
Office of Procurement
700 Main Street
Little Rock, Arkansas 72201

Re: Temporary Staffing for Clerical Positions

Prime Consulting Group provides the highest level of temporary staffing services to our clients at a competitive price. We are pleased to submit this proposal and hope to have the opportunity to provide these services to the State of Arkansas.

Throughout our proposal, we have submitted information that defines our ability to provide temporary staffing services. Our proposal is guided by our corporate philosophy and mission. We understand the requirements and guidelines set by the State and we have provided a program that has been proven successful. PRIME believes our experience and superb quality control efforts clearly demonstrate the advantages of a partnership with us.

Prime Consulting Group is a staffing agency that was created to provide both direct hire and temporary staffing services to an emerging market. Over the past 20 years the partners at PRIME have provided the best in temporary staffing and are currently supporting clients at all levels.

Led by its Partners, PRIME is growing more and more each year. From its inception in NC with one office. We now have a presence in several major cities throughout the United States and continuing to expand our presence every year.

PRIME has been developing a history of partnering with government and public sector clients to improve the level of service on time within approved budgets. We know that having the best in staffing service is integral to a successful partnership with us. PRIME 's approach to providing staffing services to our clients will allow them to obtain the maximum value for each dollar of expenditure.

Our Experience:

Prime Consulting Group LLC is a small business with big business capabilities and management experience. PRIME became its own entity a few years ago and has been establishing its reputation for outstanding staffing services through the simple process of listening.

The executive leadership team brings over twenty years of experience and have provided services to clients such as the City of Plano, City of Decatur, City of Dayton, City of Council Bluffs, Florida State University, Orange County Public Schools, and The University of Maryland. The philosophies, objectives, and approach are tailor-made to each individual client understanding that 100% customer satisfaction is not just a goal but a requirement.

Our company believes it is qualified to provide temporary staffing services to State of Arkansas because our managing members have provided over one hundred plus seasonal and non-seasonal temporary employees to various departments throughout the City of Decatur, some of which were environmental, sanitation, sewer, and street maintenance. While working with the Orange County School District we were responsible for placing over 250+ temporary workers per day at over 60 different schools. The daily routine consisted of managing call outs, no shows, unexpected emergencies and more. Our staffing plan and resource pools are strong and well maintained to continue to handle staffing at this level and provide high-quality service.

We have been faced with challenges and adversity in the past and have always managed to meet and exceed our clients' needs and expectations.

Project Summary

PRIME 's approach to providing services to State is based on experience in providing services to the public sector. We built our plan around the following key components:

Managing the Account: PRIME offers proven processes and procedures that have been used effectively to provide the highest level of quality professional staffing services to its public sector client base. Our account management approach incorporates implementation, transitioning of current temporary employees and/or on-site support as needed.

Recruiting Candidates: PRIME utilizes management practices that are designed to quickly recruit and hire skilled professionals for any position, which is critical to our business success. Our continued success is based on quickly supplying high quality candidates.

Background Screening: The PRIME Account Management team, in conjunction with the appropriate client representative(s), will evaluate what pre-employment background screening will be utilized prior to sending an employee to work for the client. PRIME assures our customers that our screening services will meet the most rigorous requirements.

Fulfilling Job Orders: Job order filling procedures are based on our in-depth knowledge of the needs of our clients and our dedication to gaining and maintaining an understanding of your unique staffing needs. In addition, we can customize our matching and recruitment processes according to projected staffing requirements in order to further ensure that qualified candidates are available.

Qualifications:

PRIME provides our clients with knowledgeable, trained and experienced personnel. Company policy is that we provide 110% customer satisfaction, or we have failed. Providing 24-hour accessibility and not billing for unsatisfactory service are just a few ways that have allowed us to achieve this goal:

- A. PRIME will provide temporary staffing in a timely manner by utilizing our employee pool which is derived from the most experienced and talented members of the local community. This pool is updated continuously so there is no deficit in talent or availability in any of the positions that we provide. PRIME conducts periodic job fairs throughout the year, advertise online and with various other media formats.
- B. PRIME's number one priority is satisfying the needs of our clients. Therefore, our first approach is to try to retain as many current personnel as possible. Any employee who has been previously blacklisted or the city would not like to return will not be used under any circumstances.
- C. We will provide the safety equipment necessary for all the temporary laborers need to always wear for their safety and protection.
- D. We also hire trained safety teachers to provide adequate training for all employees.

Project Understanding/Approach:

We understand that the State is looking for a staffing agency to provide temporary staffing clerks for needs that arise from a variety of circumstances, ranging from unexpected staff absences, planned vacations, or special events. We also understand the State's volume and urgency of required services to maintain critical operations and services, which should be provided by an agency that will respond in a timely and reliable manner. PRIME will be a strategic partner with the State of Arkansas. We understand the organization and culture; therefore, our ability to hit the ground running is distinct. Given our capabilities in management, we understand the State and its needs. PRIME puts those challenges and needs at the forefront of our support in planning, strategy and execution.

Through hands-on experience, PRIME is prepared to share knowledge and skills to address the State's needs. Our team has an abundance of skill and past performance in the public and government sector landscape, bringing new ideas and strategies to bear for government and non-profit clients. We understand that it is important for the State to engage a team that has demonstrated leading practice services and applied talent to address client needs with metrics and results that are clear, current and reliable.

PRIME have developed a successful fulfillment approach that ensures we can fulfill the staffing requirements of the State, even during emergencies or unexpected peak periods. We first look at our bench of local-area qualified contingent workers who have proven in the past to be exceptional for other clients who had the same or similar required skill set. We then turn to our internal database of candidates who have been screened by PRIME and have the required capabilities and skills. If candidates are found in this group, we verify that all the State contractual requirements are met (including background checks, drug screens etc.) before recommending the candidates to State.

As evidence of our understanding of the Scope of Services, PRIME provides to the State the following:

- A proven track record with similar work completed for other government and public sector entities across a diverse range of job classifications.
- Direct experience and expertise in expeditiously sourcing, screening, training, and providing top quality candidates.
- Clear understanding of how to minimize the amount of time necessary for onboarding temporary personnel.
- Flexibility in the provision of urgent requests due to planned or unplanned absences in order to mitigate workflow interruptions.
- A management approach including experienced staff, supervisory oversight protocols, and customized reporting.

REFERENCES:

1. City of Decatur – 402 Lee Street NE, Decatur, AL 35602
Richelle Sandlin / rsadlin@decatur-al.gov
(256) 341-4890
2. City of Plano - 3820 Sam Rayburn Hwy, Melissa, TX 75454
Wayne Kelly / Waynek@plano.gov
(469) 304-8909
3. Happy Fleet Transport Solutions – 602 Tree Tide Trl Unit A, Boiling Springs, SC 29316
Tia Randall-Jones / tia@happffleet-ts.com
(864) 564-3914