

**Iowa State University**  
**Request for Proposal/Quote No. 63809**  
**For**  
**Temporary Staffing Support**

**Overview and General Information**

1. Introduction Iowa State University of Science and Technology (ISU) is soliciting information from qualified companies (hereafter referred to as “Contractor”) to provide temporary staffing support to Iowa State University.

Contractors should read all materials carefully and note the due date.

2. University Representative Contractors must direct all questions and comments in reference to this RFP/RFQ to the University Representative. For this RFP/RFQ, the University Representative is:

Stacy Sassman  
Associate Director of Procurement Services  
1340 Administrative Services Bldg.  
2221 Wanda Daley Drive  
Ames, IA 50011-1004  
Phone: 515-294-9390  
Email: [ssassman@iastate.edu](mailto:ssassman@iastate.edu)

3. Schedule of Events

Activity	Date
Issuance of RFP/RFQ	April 12, 2018
<b>Proposals Due</b>	<b>May 9, 2018, 3:00 pm central time</b>
Contractor Presentations	Week of May 21, 2018
*Evaluations Complete/Award of Contract	May 31, 2018
Contract Dates <i>Two (2) additional 1-year extensions are optional</i>	July 1, 2018 to June 30, 2019

*\*Indicates projected dates only*

4. Contractor Presentations ISU reserves the right to request an on-site presentation/demonstration of the products and proposed relationship offered in response to this RFP/RFQ.
5. Editable Copies of the RFP/RFQ Documents Contractors may request editable copies of the RFP/RFQ document by contacting the University Representative listed above.
6. Receipt and Opening of Response This RFP/RFQ response is due **May 9, 2018 at 3:00 pm central time** and is required to be combined into a **single pdf file** unless specified in the submittal requirements and shall be submitted in one of the following ways:
- By email at [quotedsk@iastate.edu](mailto:quotedsk@iastate.edu), Subject: RFP/RFQ 63809 OR online submission at <https://www.procurement.iastate.edu/vendors/rfp-rfq-submittal> (*preferred methods*)
  - By paper or electronic copy to Iowa State University, Procurement Services, Attn: Quote Desk-- RFP/RFQ 63809, 1340 Administrative Services Building, 2221 Wanda Daley Drive, Ames IA 50011-1004
  - By fax to 515-294-9606, Attn: Quote Desk-- RFP/RFQ 63809

7. Evaluation The evaluation criteria utilized for this RFP/RFQ may be based upon, but not limited to, the following:
- A. Cost of services
  - B. Ability to provide satisfactory client lists/references
  - C. Demonstrated experience in successfully placing temporary workers in similar positions and locations
  - D. Qualifications of personnel assigned to work with ISU
  - E. Number and types of positions Contractor is able to fill
  - F. Technology software capabilities
  - G. Ability to deliver services to geographic areas in Ames and throughout the state of Iowa

## Section I - Instructions

### 1.1 Definitions

<b>University</b>	University or ISU is Iowa State University of Science and Technology.
<b>Contractor</b>	Contractor refers to the individual or entity that is proposing or offering to contract for goods or services in the Proposal and is identified in the Acceptance Form.
<b>Contract</b>	Contract will be an ISU issued purchase order and/or a contractual agreement that would be signed by the awarded contractor and an authorized representative of the University.
<b>RFP/RFQ Documents</b>	All documents issued or posted to the ISU Procurement Services website that pertain to this RFP/RFQ. This could include original bid documents, addenda, exhibits, plans, etc.
<b>Proposal</b>	All documents submitted by the Contractor as a response to the RFP/RFQ in accordance with the RFP/RFQ requirements.
<b>University Representative</b>	University Representative is the individual identified on the Overview and General Information page of this RFP/RFQ.

### 1.2 Inquiries

- (a) Contractor should direct any inquiries concerning this RFP/RFQ to the University Representative. Contractor may not communicate about the subject of the RFP/RFQ with any other University employee without the permission of the University Representative.
- (b) Oral statements made by the University Representative or other University employees interpreting, correcting, revising or amending the RFP/RFQ documents shall not be deemed part of the RFP/RFQ documents and are not binding. The University Representative shall issue any interpretations, corrections, revisions, and amendments in the form of written addenda, which will be sent to all known recipients of the RFP/RFQ documents. Except for addenda modifying the proposal due date or canceling the RFP/RFQ, such addenda shall be issued so as to be received at least five (5) calendar days prior to the time set for receipt of proposals. All addenda so issued shall become part of the RFP/RFQ documents and shall be acknowledged in the Acceptance Form. University reserves the right to issue an addenda in a shorter time frame if in the best interest of University.

### 1.3 Proposal Submission

- (a) Contractor must read the RFP/RFQ documents in their entirety and comply with the requirements of the RFP/RFQ documents. Contractor must promptly notify the University Representative of any ambiguity, inconsistency or error that Contractor discovers in the RFP/RFQ documents. University may reject proposals that fail to comply with the requirements of the RFP/RFQ documents.

- (b) Contractor must identify on the Acceptance Form all parties who will be involved with performance of the Contract. By submitting the Proposal, Contractor warrants that all such parties have received a copy of the RFP/RFQ documents and that the Proposal is acceptable to these parties.
- (c) Contractor must clearly state in the Exceptions Form any exceptions to or deviations from the RFP/RFQ documents. Exceptions taken to the RFP/RFQ documents may cause the Proposal to be rejected at the sole discretion of University. Any terms in the RFP/RFQ documents to which Contractor does not take exception on the Exception Form shall be binding and any subsequent objections to those terms shall have no effect.
- (d) A representative of Contractor who is authorized to agree to the terms in the RFP/RFQ documents and to offer the pricing and make the representations about Contractor's products and services in the Proposal must sign the Proposal.
- (e) Contractor is responsible for any costs incurred in the preparation and submission of the Proposal and any travel and personnel expenses associated with its on-site presentations or demonstrations or other trips related to the RFP/RFQ. ISU has no responsibility for such costs or expenses even if ISU should elect not to make an award.

#### 1.4 Withdrawal and Resubmission of Proposals

- (a) Prior to the date and time designated for receipt of proposals, Contractor may withdraw a Proposal only by submitting written notice to the University Representative. Such notice must be received by the University Representative prior to the designated date and time for receipt of proposals.
- (b) Contractor may resubmit a withdrawn Proposal up to the time designated for receipt of proposals provided that the resubmitted Proposal complies with the RFP/RFQ documents.
- (c) Contractor may not withdraw its Proposal for a period of ninety (90) calendar days after the time designated for receipt of proposals unless the Proposal contains an obvious and documented error for which it would be a manifest injustice to require the Contractor to perform pursuant to such terms.

#### 1.5 Acceptance of Proposals and Award of Contract

- (a) The RFP/RFQ does not commit University to award a Contract. If University elects to award a Contract, it will do so based on the criteria set forth in the RFP/RFQ documents. University is not required to purchase the lowest priced goods or inferior or substandard goods. University may make multiple awards if University determines it is in its best interest to do so.
- (b) University reserves the right to accept or reject any or all proposals.
- (c) University may request from Contractor additional documents or Proposal clarifications after the due date and time for proposal submission. University may also request Contractor to make an on-site presentation/demonstration. University may reject the Proposal if Contractor fails to provide the additional documents or clarifications or participate in the on-site presentation/demonstration.
- (d) University may waive any irregularities, technicalities, or informalities in proposals if such waiver does not substantially change the offer or provide a competitive advantage to any contractor. University may accept deviations from the specifications in the RFP/RFQ documents if through information submitted or demonstrations University determines that the offered product or

service is substantially compliant and would be in University's best interest.

- (e) University may investigate as it deems necessary the ability of Contractor to provide the expected goods or services. University may reject the Proposal if the evidence submitted by, or investigation of, Contractor fails to satisfy the University, in its sole opinion, that Contractor is properly qualified to carry out the obligations specified in the RFP/RFQ documents.
- (f) University will resolve tie proposals that are equal in all respects and tied in price by drawing lots. Whenever practical, the drawing will be held in the presence of the contractors who are tied in price. However, if this is not possible, the drawing will be made in front of at least three (3) persons and said drawing documented.
- (g) Iowa Administrative Code §681-8.1(a) requires University to give a preference to Iowa products and suppliers when, in University's professional judgment, Iowa products can be obtained at equal or less cost and are of equal quality to those products obtainable from out-of-state suppliers. In addition, Iowa Code §73.2 requires all requests for proposals to contain the following language: "By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa."

1.6 Formation of Contract If University elects to award a Contract, it will take one of the following actions in order to form a Contract between University and selected contractor(s):

- (a) Accept a proposal, as written, by issuing a written Notice of Award to selected contractor(s) that incorporates the RFP/RFQ documents by reference and accepts all or selected portions of the selected contractor's proposal. The Notice of Award will be in the form of an ISU-issued Purchase Order and/or contractual agreement which must be signed by an authorized representative of the University and the selected contractor(s). Contractor(s) shall be given twenty (20) days to sign such Contract. Delays in finalizing by a contractor may be viewed as lack of interest by the contractor in servicing the Contract and would be grounds for rejecting that contractor's proposal.
- (b) Enter into negotiations with one or more contractors in an effort to reach a mutually satisfactory Contract that will be executed by both the University and contractor and that will be based on the RFP/RFQ documents, the proposal submitted by selected contractor, any clarification(s) requested by the University and submitted by contractor, except as amended by mutual agreement through the associated negotiations. These negotiations will not include any changes to the pricing structure submitted in the proposal, unless the negotiations change the requirements. Should University and the selected contractor be unable to negotiate a mutually acceptable contract within thirty (30) days of the University initiating negotiations, University shall have the right to reject the selected contractor's proposal and enter into negotiations with another contractor, without penalty or any liability to University.
- (c) Because the University may use the alternative described in (a) above, Contractor shall include in its Proposal all requirements, terms or conditions it may have, and shall not assume that an opportunity will exist to add such matters after the Proposal has been submitted.

1.7 Disposition and Disclosure of Proposals

- (a) Once opened, the Proposal becomes the property of University and will not be returned to the Contractor.
- (b) Until the date of an award of this RFP/RFQ, the Proposal and any other related documents

provided by Contractor, including but not limited to, attachments, appendices, and exhibits, shall be treated as confidential to the extent required and permitted under State of Iowa law.

- (c) Iowa Administrative Code §681-8.1(h) requires University to release, if requested, the name of the successful bidder and all other bidders and the amounts bid. In addition, University is subject to the Iowa Open Records Law (Iowa Code Chapter 22). Contractor is encouraged to familiarize itself with the Iowa Open Records Law prior to submitting its Proposal. If Contractor believes that portions of the Proposal or other submitted documents (other than its name and pricing) are confidential under the Iowa Open Records Law, Contractor shall clearly identify those portions in the space provided on the Acceptance Form and indicate the specific provision in the Iowa Open Records Law upon which Contractor relies in determining the identified portion is confidential. Proposals marked entirely confidential or proprietary may be rejected.
- (d) If University receives a request for a portion of the Proposal or other documents that Contractor has identified as confidential, University shall notify Contractor (unless legally prohibited from doing so) and Contractor shall, at its sole expense and in a timely manner, appear before an administrative or judicial authority to obtain an order restraining its release. If Contractor fails to do so, University may release the portions of the Proposal or other documents that Contractor has identified as confidential.
- (e) Failure to properly identify items as confidential on the Acceptance Form and appropriately cite the specific provisions of the Open Records Act relied upon shall relieve University from any responsibility to notify Contractor of a request for those items and from any liability should such items be released.

1.8 Conflict of Interest In order to comply with federal and state laws and regulations, a Contractor who is a "Conflict of Interest Vendor" must have approval from the University Representative prior to submitting its Proposal on this RFP/RFQ. A Contractor is a "Conflict of Interest Vendor" if it is any of the following:

- (a) A paid employee (whether full-time, part-time, hourly, temporary, or student—including a graduate student on assistantship) of University, any other Board of Regents institution or the Board of Regents Office
- (b) A member of the Board of Regents, State of Iowa
- (c) An entity in which any of the above referred persons is a partner or sole proprietor
- (d) An employee of another State of Iowa agency (Iowa Department of Transportation, Department of Administrative Services, Department of Human Services, etc.)
- (e) Any State of Iowa officials, members of the general assembly, or legislative employees

1.9 Independent Price Determination Contractor certifies that in connection with its Proposal:

- (a) Any prices or hourly rates in the Proposal have been arrived at independently, without consultation, communication, or agreement with any competitor for the purpose of restricting competition.
- (b) Any prices or hourly rates which have been provided in this Proposal have not been knowingly disclosed by Contractor, directly or indirectly, to any competitor.

(c) No attempt has been made by Contractor to induce any other person or entity to submit or not to submit a proposal for the purpose of restricting competition.

1.10 Gratuities The laws of the State of Iowa prohibit a person who is seeking to enter into a contract with University from, directly or indirectly, offering or making a gift to University employee. See Iowa Code §68B.22 for additional information.

1.11 Vendor Registration Contractors ***must*** have a current vendor registration on file prior to receiving an award resulting from an RFP/RFQ. Please visit the vendor registration website (shown below) for instructions on the vendor registration process.

<https://accessplus.iastate.edu/NonAuth/PD10/PD155Vendor.jsp>

## Section II – Scope of Work/Specifications

1. Introduction Iowa State University has managed temporary staffing within University Human Resources (UHR) for many years. Because of the increased needs and/or shorter turnaround for additional permanent staff to support students and expanding research efforts, the university seeks the services of a temporary staffing agency to provide merit classified non-exempt level temporary work needs. The contract awardee (hereafter referred to as “Contractor”) will provide and manage temporary workers based on ISU’s needs, ISU departments will have the option to hire temporary employees through UHR or request a temporary worker through the awarded Contractor. The Contractor will be responsible for hiring, placement, billing, tracking hours, and communication with the ISU liaison for the contract. The Contractor will provide ISU with reports, as scheduled by ISU, of the placement of temporary workers at ISU.

ISU may also allow for temporary staffing for professional & scientific (P&S) classified temporary workers. Contractors may provide pricing for one or both of the classifications (merit and P&S). ISU reserves the right to award one contract for both classifications or separate contracts for each classification to different Contractors.

2. Scope of Work A full list of positions that ISU may need filled for merit positions is provided in Attachment D. Position descriptions for merit positions can be found on the University Human Resources website at: <http://www.iowaregents.edu/plans-and-policies/regent-merit-system-pay-plan-fy2017/>. The P&S positions that may be requested include, but are not limited to, administrative and professional positions in a variety of areas such as finance, IT, HR, procurement, business administration in higher education. Exhibit 1 shows the temporary worker usage for merit positions from the current Contractor and through UHR for ISU for the past two years. Exhibit 2 shows the temporary worker usage for P&S positions through UHR for the past two years. Most positions are located in Ames, Iowa but some positions may need to be filled outside of Ames. These locations include the ISU research farms and ISU Extension offices located throughout the state of Iowa and are listed in Exhibit 3 of this RFP. ISU departments will contact the Contractor directly when a position needs to be filled by a temporary worker.

Duties of the selected Contractor will include, but may not be limited to, the following:

- A. Contractor shall consult (preferably on campus) with ISU Human Resources at the beginning of the contract award and during the life of the contract to acquire knowledge about Iowa State University.
- B. The Contractor shall hire and assign workers (as approved by ISU) to provide the services requested by the ISU department. Positions should be filled within 48 hours or less of request, unless more time is allowed by the ISU department.
- C. Each temporary worker assigned to ISU cannot work more than a total of 1,000 hours in any fiscal year for any or all ISU departments. ISU’s fiscal year is July 1- June 30. The Contractor will be responsible for tracking each temporary worker’s hours and reporting to ISU as the worker nears the 1,000 hour limit. If a temporary worker reaches 1,000 hours before the end of the fiscal year, that worker must be replaced by a similarly skilled temporary worker. Replacement workers will be expected to complete the same job types as the no longer eligible temporary worker.
- D. The Contractor shall provide information to the department about the referred worker’s qualifications, capabilities, skills, and availability relevant to the department’s request for services. The Contractor may also be expected to provide a résumé of the candidate to ISU. The Contractor shall verify the qualifications of all proposed workers prior to referral to the department for consideration. The Contractor shall provide the department with the referred worker’s total hours worked at ISU and the number of hours remaining until they reach the 1,000 hour limit.



- E. The Contractor shall consider the length of service requested by the department and make all effort to provide referral workers that will be available throughout the period of time requested.
- F. The Contractor shall make every effort to reassign the same previously assigned worker when breaks interrupt portions of a project for which a staffing request has been ordered by the department.
- G. The Contractor may consider referrals from the department but the Contractor is not required to employ the individual referred by the department. The Contractor is responsible for providing the best qualified worker to match the request of the department.
- H. Temporary workers assigned to ISU must not be current ISU employees or part of the State Employee Retirement Incentive Program (SERIP). The Contractor will be responsible for verifying employment status of assigned temporary worker with ISU. Temporary workers may be ISU students, but ISU prefers that the Contractor does not specifically recruit students.
- J. Seasonal workers are defined as workers assigned to specific positions that perform work that is seasonal in nature from April 15 – October 15, these workers must be hired through ISU and are not included in this contract.
- I. The Contractor shall be the sole employer of the workers it assigns to ISU. The Contractor has, in its sole discretion as employer, the authority to hire, assign, reassign and/or terminate its own employees. The Contractor, as the employer of the temporary workers assigned to ISU, is responsible for the following:
  - 1. Performing background checks on all assigned temporary workers to meet the following requirements. Additional checks and/or verifications may be requested by the department depending on the position being filled.
    - A. For all workers the following must be performed:
      - A national search of the sex offender registry
      - A national criminal search if worker has lived outside of the state of Iowa in the last 7 years
      - A state criminal history screening for the state of Iowa
      - If the position requires a license or certification, provide professional license and certification verification
    - B. The background check shall be performed by a law enforcement agency or a person, company, or agency that regularly engages in the practice of researching and assembling criminal history information on specific persons for the purpose of furnishing criminal history reports to third parties and is accredited by the National Association of Professional Background Screeners (NAPBS).
    - C. The background check must be complete prior to the date the Contractor assigns the employee to ISU.
    - D. Contractor shall obtain any required consent from the employee and shall comply with the Fair Credit Reporting Act as applicable.
    - E. If Contractor has or obtains other criminal background information, including police reports and arrest information, which potentially disqualifies an employee

otherwise deemed eligible by Contractor to provide services under this contract, Contractor shall promptly notify ISU.

- F. Contractor shall retain written documentation as proof of compliance with background check requirements. An affidavit of compliance will be provided to ISU prior to a temporary worker beginning work with ISU. Upon reasonable notice, ISU may review such documentation for the purpose of auditing contract compliance.
  - G. Background checks shall be considered part of Contractor's overhead or incorporated into the labor rates.
2. The Contractor will only provide individuals performing non-exempt work under the Fair Labor Standards Act to ISU and track hours worked as required to ensure compliance with FLSA regulations. The Contractor will be required to refer any department seeking exempt level work back to ISU UHR.
  3. Maintaining all necessary personnel and payroll records for all of its employees assigned to provide services under the Agreement. The Contractor shall complete, report, and maintain payroll and benefit records and actual hours worked, which shall be verified by the department to which the employee is assigned.
  4. Collecting, reporting, and remitting all applicable federal, state, and local payroll taxes for its employees assigned to provide services under the Agreement. The Contractor will be the employer for all tax purposes.
  5. Complying with any requirements pertaining to the garnishment of its employee's wages.
  6. All unemployment compensation insurance and for the handling of and payment of all claims for unemployment compensation benefits for its employees providing services under the Agreement.
  7. All workers' compensation administration and related matters.
  8. Complying with all applicable drug testing laws.
  9. Complying with all applicable laws, regulations and orders including, but not limited to equal employment opportunity laws and regulations, the Equal Pay Act, the Fair Labor Standards Act, the Immigration Reform and Control Act, and the Drug Free Workplace Act.
  10. The Contractor shall provide health coverage, which meets the minimum requirements set by the Affordable Care Act (ACA), to all employees. ISU will not be liable for any fees incurred if a Contractor's employee does not carry the coverage required by the ACA. Further the Contractor will be responsible for all ACA reporting to both its employees under this Agreement and to the federal government.
  11. The Contractor will require all employees providing services under the Agreement to acknowledge in writing the employee's understanding of the employment relationship, including, but not limited to, that the Contractor is the employer, that the department does not guarantee any particular length of service, that the department can discontinue the request for services at any time, and that the employee is not entitled to any ISU or State of Iowa employment benefits afforded to ISU or State of Iowa employees.

- J. The Contractor will provide reports of all assigned temporary workers every 2 weeks to ISU UHR. Including, but not limited to, the following reports:
  - 1. Placement count, hours, and grand total spent
  - 2. Placement count, hours, and amount spent by department
  - 3. Placement count, hours, and amount spent by job title
  - 4. Worker name, total hours at ISU
  - 5. Worker name, job title, department, hours and dates worked for each department
  - 6. Worker name, overtime hours, department, and dates worked for department
- K. Reporting of hours for each temporary worker assigned to an ISU department will be provided to the department every 2 weeks.
- L. The Contractor shall provide ISU UHR with reports of customer input to assess the quality, efficiency, and satisfaction with the work performance provided through the service contract.
- M. The Contractor shall provide a grand total fiscal year-end report to ISU no later than thirty (30) calendar days following the last day of ISU's fiscal year (June 30).
- N. The Contractor's employees assigned to ISU under the Agreement shall be subject to specified work rules, regulations, and policies of ISU and the requesting department. The Contractor and its employees assigned under the Agreement shall maintain confidentiality requirements imposed by law.

3. University Duties

- A. The requesting department will provide the Contractor with a request for services, detailing the needs of the department for services, including but not limited to a description of the job duties, employee qualifications criteria, and estimated length of service.
- B. ISU will attempt to give the Contractor as much advance notice as possible. The Contractor will make every effort to supply the number of temporary workers requested by the department in the time frame requested. If the Contractor is unable to provide the number of qualified temporary workers requested, ISU reserves the right to contact another vendor to furnish the necessary temporary services.
- C. All necessary supplies, tools, and equipment required to perform work will be provided to the temporary worker by ISU. Email, keys, and ID cards will also be provided by ISU if required for the position. Training will be provided by ISU as needed.
- D. The department will instruct, assist, and supervise the details of the agreed upon work performed by the temporary worker in an attended environment that contains proper internal procedures and safeguards.
- E. The department must pre-approve all overtime hours.
- F. The department may at any time discontinue the assignment or project and require the Contractor to remove its employee from the ISU workplace.

- G. The department will verify dates and hours worked by the Contractor's employees in accordance with the payroll timetable agreed to by the Contractor and ISU.
- H. Incompetent or unacceptable workers shall be dismissed from the assignment by the Contractor when so communicated by ISU, and such person shall be prohibited from returning to work for any ISU department without the written consent of ISU.

4. Term of the Agreement This agreement will commence on July 1, 2018 and continue until June 30, 2019 with an option to renew for two (2) additional one (1) year periods (July 1 – June 30) based on successful performance reviews, sufficient funds, and ISU's continued need for the services. Renewal between terms shall be based on written mutual consent between parties. Pricing must be firm through June 30, 2019. Any increases, thereafter must be given in the form of a written notice and must be requested at least 30 days before any price change can take effect. One price increase will be allowed per 12 month period. Price increases will be limited to the escalation clause stated in Contractor's proposal.

5. Rates, Fees, Payments Contractor must submit a firm, fixed mark-up rate or percent that it will utilize to determine the price paid by ISU for each worker. The mark-up rate or percent provided by the Contractor will be added to the worker's pay rate to determine the billing rate charged to ISU. Hourly billing rates shall be for time worked on site at ISU. Separate billing may be accepted for mileage or expenses of the worker, if the mileage and expenses were pre-approved by the ISU department for expenses incurred during work hours. All pay rates quoted in your proposal shall be industry competitive and not based on any of ISU's pay matrices.

Overtime hours worked for job titles covered by the overtime provisions of the federal Fair Labor Standards Act shall be paid by the Contractor at the appropriate rate.

If the Contractor is required to increase such wage and/or payroll costs as a direct result of any determination, order or action by any applicable federal, state, or local governmental authority, ISU shall reimburse the Contractor at cost for any such applicable increase as long as ISU receives written notice of any such increase within two weeks of its applicability.

6. Invoicing Contractor shall provide a separate itemized invoice for each department requesting service during the billing period. Each invoice must contain the following information:

- Name of each person who worked during the billing period for that department
- Number of hours worked by each person (noting straight time and overtime hours when applicable)
- The job title for each person
- The amount owed for each person's services
- The total amount owed by the department for the billing period
- The University Department that requested the services
- Contact person from the University Department that requested the services
- ISU Purchase Order number
- Department Fund/Account number (provided by ISU department), this could include multiple account numbers. ISU's fund account numbers can be either 7 or 13 digits (ex: xxx-xx-xx or xxx-xx-xx-xx-xxxx)

7. Online Tools ISU would like the ability to use an online tool, provided by the Contractor, to enter work requests, view candidate information, enter and approve worker payroll hours, view and create reports, and view invoices.

## Section III – Submittal Requirements

3.1 Submittal Responses Complete the following questions/requirements below and return with your RFP/RFQ response.

Contractor has provided all parties involved with a copy of the RFP?

- Yes  
 No **Note:** If No, please list exceptions on Section V

Contractor agrees to all Instructions contained in Section I of this RFP?

- Yes  
 No **Note:** If No, please list exceptions on Section V

Contractor can perform as to the expectations and responsibilities outlined in Section II?

- Yes  
 No **Note:** If No please list exceptions on Section V

Contractor agrees to all Terms and Conditions of the Contract contained in Attachment A, B, and C?

- Yes  
 No **Note:** If No please list exceptions on Section V

### Pricing

Contractor must submit a firm, fixed mark-up rate or percent that it will utilize to determine the price paid by ISU for each worker: \_\_\_\_\_% (for **merit** classified non-exempt level temporary workers). If your company will charge a lower mark-up rate when a worker is recommended by ISU (versus your company recruiting a worker), provide the mark-up rate: \_\_\_\_\_%.

Contractor must submit a firm, fixed mark-up rate or percent that it will utilize to determine the price paid by ISU for each worker: \_\_\_\_\_% (for **professional & scientific** classified non-exempt level temporary workers) If your company will charge a lower mark-up rate when a worker is recommended by ISU (versus your company recruiting a worker), provide the mark-up rate: \_\_\_\_\_%.

The mark-up rate or percent provided by the Contractor will be added to the worker's pay rate to determine the billing rate charged to ISU.

Escalation Clause The maximum annual increase will be no more than \_\_\_\_\_% per year. Please provide how many years the rates above will be fixed prior to the escalation clause taking effect and please provide an explanation for the increase. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Payment Terms

\_\_\_\_\_

*Be certain to state your terms of payment. Failure to indicate your terms will mean that if your proposal is accepted, Iowa State University will apply a five percent (5%) discount for payments made within 15 days of receipt of your invoice in the Procurement Services Department.*

3.2 Company Profile Contractor should provide a brief company profile listing company history, employee make-up, state of proprietorship, partnership or incorporation, company organizational chart,

and office locations. Include information about similar work performed. Also include any other pertinent information that can be used to evaluate the Contractor. **Include as Supplement 1 to your RFP response.**

- 3.3 References Contractor is to submit a list of three references for which they have performed similar work. Reference should include client name, address, phone number, email address, work performed for client, date of work, and client contact. ISU prefers references from placement of individuals in positions similar to that requested in this RFP, particularly in the Midwest. An additional client list is also desired and may also be included in this Supplement. **Include as Supplement 2 to your RFP response.**
- 3.4 Staff Profile Contractor should include a profile including, degrees, training, years of experience, etc. of specific staff members that, if awarded a contract, would work with ISU. **Include as Supplement 3 to your RFP response.**
- 3.5 Specific Experience Contractor should describe the experience the Contractor has working for large organizations similar to ISU, particularly for positions requested in this RFP. Include the level of involvement. **Include as Supplement 4 to your RFP response.**
- 3.6 Process and Timeline Contractor should describe the process to be utilized in fulfilling the requirements of this RFP and an explanation of how the Contractor would anticipate working with ISU. Include information pertaining to the points listed below. **Include as Supplement 5 to your RFP response.**
- Ability to deliver services to geographic areas in Ames and throughout the state of Iowa
  - Process for recruiting, screening, testing and interviewing potential workers
  - Steps taken to recruit for diversity
  - Process of orientation that workers receive
  - Types of standard training that workers receive
  - Types of safety training that workers receive
  - Process for training assigned workers and frequency of retraining
  - Process for skills evaluation used to assess assignment of workers
  - Describe how you determine the pay rate for a worker and if (or how much) input may be provided by ISU in determining the pay rate. Explain any pay rate restrictions you have (ex: minimum or maximum pay rates).
  - Policy of overtime pay, vacation, and holidays for temporary workers
  - Policy of mileage and travel pay for temporary workers
  - Health benefits provided to your temporary workers. List any additional benefits provided.
  - Scope of background checks performed for each candidate, list all companies/agencies used to perform background checks, process for performing background checks including when they are performed.
  - Process of disqualification of candidates with criminal history
  - Process for providing services to ISU
  - Process utilized to accept temporary placement requests. Provide samples of request forms or screen shots of online forms. Can the request form be customized to meet ISU's needs?
  - Process for profiling each temporary assignment request so that the required skills are understood
  - Average response time on filling orders
  - Quantity and applicability of job titles you have the means to fill and associated job duties and skill level available to ISU. If there are positions that your company is not able to fill (see the full list in Attachment D), explain why these positions cannot be filled for ISU.
  - Methods used in monitoring job performance and evaluating temporary worker. What procedures are used for notification and resolution of job performance problems?

- The methods, frequency, and extent to which customer satisfaction is measured
- Process or policy regarding replacing a temporary worker (e.g. temporary employee calls in sick, doesn't show up, has personality conflicts, is lacking necessary skills.)
- Business practices your organization follows to establish and maintain a continuing successful working relationship with customer.
- Reporting capabilities/online tools; provide samples of different reports you can offer. Provide screen shots of any online tools that will be available to ISU.
- Procedure to monitor the number of hours a worker is assigned to ISU and comply with the ISU hours limitation
- Explain if you are able (or not able) to meet the invoicing requirements listed in Section II, Item 6. How many fund account numbers would you be able to include on an invoice?

## Section IV – Acceptance Form

The undersigned Contractor, in response to this RFP/RFQ after carefully reviewing all instructions, scope of work/specifications, and terms and conditions contained therein, submits this proposal as an offer to enter into a mutually acceptable contractual agreement with the University. If this proposal is accepted by the University, the Contractor agrees to provide goods and/or furnish services in accordance with this RFP/RFQ.

The undersigned acknowledges receipt of the following Addenda if applicable, which are a part of the contract documents:

\_\_\_\_\_

**All issued Addenda must include an authorized signature and be returned with your RFP/RFQ response.**

The undersigned notes the following sections of this proposal represent trade secrets or proprietary information.  
**Note:** Pricing information and other financial offers cannot be considered proprietary information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned agrees their proposal is an offer to the University that may not be withdrawn for a period of ninety (90) calendar days after the RFP/RFQ due date.

The undersigned hereby certifies by signing below; **(a)** that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation; **(b)** that the undersigned has not directly or indirectly induced or solicited any other Contractor to put in a false or sham proposal; **(c)** that the undersigned has not solicited or induced any person, firm, or corporation to refrain from bidding; and **(d)** that the undersigned has not sought by collusion or kickback to obtain any advantage over any other Contractor or over the University.

Legal Business Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

Federal Employment Identification Number: \_\_\_\_\_

State of Iowa Contractors Number (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name Printed or Typed: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_



## Section V – Exceptions

List any and all exceptions to this RFP/RFQ in this section. Include page number, section and reason for exception.  
**Note:** Attach additional pages if necessary.

**Check one of the following:**

- Contractor has no exceptions to this RFP/RFQ
- Contractor has the following exceptions to this RFP/RFQ

	<u>Page Number</u>	<u>Section</u>	<u>Exception</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

## **Section VI – Submittal Checklist**

RFP/RFQ responses will not be considered complete unless all items in the check list are provided. See Section III – Submittal Requirements for more detailed information.

- Section 3.1 – Submittal Responses
- Completed and Signed Section IV - Acceptance Form
- Completed and Signed Section V - Exceptions
- Supplement 1 – Company Profile
- Supplement 2 - References
- Supplement 3 – Staff Profile
- Supplement 4 – Specific Experience
- Supplement 5 – Process and Timeline

## **Attachment A - Standard Terms & Conditions**

1. Assignment This Contract (including any future amendments incorporated into the Contract) may not be assigned, transferred, sold, or subcontracted by Contractor without the prior written consent of the University. Should Contractor be purchased (in whole or in part) by another organization or should Contractor wish to assign, transfer, or subcontract the Contract to another Contractor, the University shall have the right to terminate the Contract upon reasonable written notification, without penalty to the University.
2. Amendments to the Contract This Contract shall not be changed, modified, altered, or amended in any respect without the written mutual consent of both parties.
3. Indemnification The Contractor shall indemnify and hold harmless the University and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from;
  - (a) The material non-performance, non-compliance or breach with terms and obligations of this Contract.
  - (b) Any negligent or wrongful act or omission of the Contractor or its subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person.

The Contractor's indemnification obligation shall not be limited in any way by any definition or boundary on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under workers' compensation, disability benefits or other employee benefit acts.

4. Immunity from Liability Every person who is party to this agreement is hereby notified and agrees that the University, and its agents, successors, and assignees are immune from liability and suit for or from Contractor's activities involving third parties and arising from this Contract.
5. Severability of the Contract In the event any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Contract, but this Contract shall be construed as if such invalid or unenforceable provision had never been contained. Further, in the event that any provision of this Contract shall be held to be unenforceable by virtue of its scope, but may be made enforceable by a limitation thereof, such provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.
6. Governing Law Terms and provisions of this Contract shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this Contract resulting shall be instituted in the appropriate court(s) of the State of Iowa.
7. Use of Name or Intellectual Property Contractor shall not use the name or any intellectual property identifying the University, including, but not limited to, any of the University trademarks or logos, or the name of any employees of the University in any publicity, advertisement or endorsement or as a business reference, without the expressed prior written consent of the University.

8. Force Majeure Subsequent to acceptance by the University, neither party shall be liable for damages due to: lightning, fire, explosion, pest damage, strikes or labor disputes of third parties, floods, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, inability to secure raw materials, fuel or energy shortages, acts or omissions of communications carriers, unauthorized use of the products, or other causes beyond the party's reasonable control whether or not similar to the foregoing.
9. Right to Retention The University may withhold from payment to Contractor, in such an amount or amounts as may be necessary to cover payments that may be earned or due for justified third party claims associated with labor, services, equipment, or materials furnished and/or product or service not provided or not remedied/cured.
10. Failure to Enforce The University shall not be required to enforce any right or remedy available under the Contract; however, if University elect to waive a right or remedy under this Contract, the University shall not be precluded from asserting said right or remedy thereafter.
11. Access to Contractor Records/Audits Contractor shall retain all records and documents and shall provide unlimited access, at all reasonable times and upon reasonable notice, to all accounting records and supporting documentation relating to the goods and services furnished during the term of this Contract and for a period of seven (7) years thereafter, unless required to retain for a longer period by state or federal statute. The University reserves the right to audit such records and employ the Auditor of the State of Iowa or any other auditor the University deem appropriate to perform an audit of Contractor records. Should such audit disclose incorrect billings or improprieties, the University reserve the right to charge Contractor for the cost of the audit and pursue appropriate reimbursement. Evidence of criminal intent will be turned over to the proper authority.
12. Code of Fair Practice Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. Veteran, service in the U.S. Military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. Contractor shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. Veteran, service in the military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual except where it relates to a bona fide occupational qualification. In performance of this Contract, Contractor shall comply with provisions stipulated in Executive Order 11246, or amended by executive order 11375.

In the event of Contractor's noncompliance with the Code of Fair Practice of this Contract or with any of the aforesaid or related regulations, this Contract may be canceled, terminated, or suspended in whole in part and Contractor may be declared ineligible for further agreements with the University. In addition, the University may take any actions or other sanctions as may be imposed or remedies invoked as provided by the Code of Iowa.

13. Gratuities The laws of the State of Iowa provide that it is a criminal offense to offer, promise or give anything of value or benefit to a state employee with the intent to influence that employee's acts, opinion, judgment, or exercise of discretion with respect to that employee's duties. Evidence of violation of this statute will be turned over to the proper authority.
14. Termination – Non-appropriation of Funds Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or

insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the Contract without penalty by giving written notice documenting lack of funding.

15. Termination This contract may be terminated for any of the following;
- (a) If Contractor is adjudged bankrupt or makes a general assignment for the benefit of creditors or if a receiver is appointed on account of Contractor's insolvency, then the University may, after giving Contractor written notice, terminate this Contract, without penalty to the University.
  - (b) If the Contractor has failed to deliver goods or services, has delivered non-conforming goods or services or is otherwise in material breach of this Contract, the University shall provide a right to cure notice ("Cure Notice"). The University may, within their sole discretion, accept or reject any or all proposed cure actions. If after such notice the Contractor continues to be in default, University may, within their sole discretion, terminate the Contract without any further obligation or penalty and procure substitute services from another source and charge the difference between the contracted price and the market price to the Contractor.
  - (c) With the mutual agreement of both parties, the Contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.
  - (d) The University may terminate this Contract without penalty for any reason by giving a 30-calendar day notice.
16. Taxes The University is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Contractor's employees' wages. The University is exempt from State and Local Sales and Use Taxes on the services. Tax Exemption Certificates will be furnished upon request. Contractor certifies it is either;
- (a) registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by the Code of Iowa Chapter 423; or
  - (b) not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in the Code of Iowa §§ 423.1(47) & (48). The Contractor also acknowledges that the University may declare the Contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the University or its representative filing for damages for breach of contract.
17. Software Accessibility Software solutions, when provided to the University as a part of this Contract, shall be compliant with Federal statute Section 508 standards and W3C.org Web Content Accessibility Guidelines (WCAG 2.0 Level AA) for accessibility for persons with disabilities for the minimum level of accessibility. Review the links provided for specifics related to these referred to standards and guidelines. WCAG guidelines [www.w3.org/TR/WCAG20/](http://www.w3.org/TR/WCAG20/) and Section 508 [www.section508.gov/](http://www.section508.gov/). The University reserves the right to request that the Contractor provide audit and/or test results that document the software's compliance and the testing methodology utilized.
18. Subcontractors Contractor shall be responsible for the acts and performance of any subcontractor that Contractor may engage to fulfill any of its obligations set forth in the Contract. Contractor shall be responsible for payment to all subcontractors and Contractors.
- (a) All services provided for Contractor by a subcontractor shall be pursuant to an appropriate

agreement between Contractor and subcontractor. The Contract shall contain provisions that preserve and protect the rights of the University and require services be performed in accordance with the requirements of the Contract.

- (b) Contractor is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this Contract must be acceptable to the University. Any subcontractor(s) must have been identified in the Contractor's proposal in response to this RFP or be approved in writing by the University prior to the subcontractor(s) starting work relating to the Contract.

- 19. Targeted Small Business The Contractor is encouraged to use certified Iowa Targeted Small Businesses in the performance of this Contract. A report may be requested at the completion of the Contract indicating the extent of Targeted Small Businesses participation.
- 20. Contractor's Responsibility Contractor shall obtain all necessary permits, licenses and other government approvals necessary to perform its obligations pursuant to this Contract, and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any government authority.
- 21. Responsibility for Those Performing the Work
  - (a) Contractor shall be responsible for the acts and omissions of all Contractor's employees and all subcontractors, their agents and employees, and all other persons under contract with Contractor, while performing the duties and responsibilities associated with this Contract.
  - (b) Contractor shall at all times enforce strict discipline and good order among Contractor's employees and shall not employ any unfit person or anyone not skilled in the task assigned.
  - (c) Incompetent or incorrigible employees shall be dismissed from the project by Contractor, when so determined by the University. Dismissed individuals shall be prohibited from being employed or utilized by Contractor as part of the services Contractor provides to The University without the written consent of the University.
- 22. Confidentiality A party shall not disclose or use any Confidential Information of the other party except as reasonably necessary to perform its obligations or exercise its rights pursuant to this Agreement except with the other party's prior written permission. Confidential Information means any information or data (including without limitation any formula, pattern, compilation, program, device, method, technique, process, or student "education records," including but not limited to Social Security Numbers, records and information protected by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") records protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and defined in 20 U.S.C. § 1232g(a)(4)(A)(i) or information that is otherwise identified by either party in writing as confidential or is of such a nature that a reasonable person would understand such data and/or information to be confidential) that is disclosed by one party (a disclosing party) to the other party (a receiving party) pursuant to this Agreement, so long as such information is subject to reasonable efforts by the disclosing party to preserve its confidentiality.

## Attachment B - Federal Terms & Conditions

1. Termination for Convenience of the Federal Government Notwithstanding any other provisions of this Contract, if this Contract is federally funded then the University shall have the right to terminate this Contract at the direction of the Federal Government for convenience with 30 calendar days written notice. If allowed by the Federal Government, the University will pay the Contractor for work performed up to the point notice was received by the Contractor.
2. FAR Employment Eligibility Verification This contract may involve funding subject to applicable Federal Acquisitions Regulations (FAR) Employment Eligibility Verification clauses of the prime contract. Contractor shall comply with all terms and conditions of the FAR Employment Eligibility Verification clause ([FAR 52.222-54](#))
3. Federal Compliance Contractor shall comply with the provisions set forth below if applicable and shall include them in its subcontracts. These provisions are available in [Appendix A to 2 CFR 215](#).
  - (a) *Equal Employment Opportunity* - All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor".
  - (b) *Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)* - All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C B74), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.
  - (c) *Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)* - When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported

violations to the Federal awarding agency. This does not apply to Federal disaster funding unless otherwise specified by local regulations.

- (d) *Contract Work Hours and Safety Standards Act (40 U.S.C 327-333)* - Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (e) *Rights to Inventions Made Under a Contract or Agreement* - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- (f) *Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended* - Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (g) *Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)* - Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- (h) *Debarment and Suspension (E.O.s 12549 and 12689)* – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and



Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

4. Section 503 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793) This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.
5. Vietnam-era Veterans’ Readjustment Assistance Act of 1974, as amended (VEVRAA), (38 U.S.C. 4212) This Contractor and Subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
6. Guarantee In filling this order, Contractor warrants and guarantees to University that the articles are in compliance with Sections 5 and 12 of the Federal Trade Commission Act; the Fair Packaging and Labeling Act; the Federal Food, Drug and Cosmetic Act; the Consumer Product Safety Act; the Federal Environmental Pesticide Control Act; the Federal Hazardous Substances Act; the Fair Labor Standards Act; the Wool Products Labeling Act; the Flammable Fabrics Act; the Occupational Safety and Health Act; and the Anti-Kickback Act of 1986.
7. Federal Subcontract If this Contract constitutes a subagreement under a prime contract with a federal agency, the terms and conditions of the prime contract shall prevail.

## Attachment C – Insurance Requirements

### Insurance and Related Requirements

The Contractor shall obtain and maintain the minimum insurance coverages set forth below. By requiring such minimum insurance, ISU shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor arising from Contractor's business operation. The Contractor shall assess its own risk and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

### Minimum insurance coverages and requirements are as follows:

#### Commercial General Liability

General Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000

#### Automobile

\$1,000,000 combined single limit each accident to include owned, non-owned, hired, or rented vehicles.

#### Umbrella Liability

\$1,000,000 each occurrence/\$1,000,000 aggregate providing excess liability over the General Liability, Auto Liability and Employers Liability.

#### Worker's Compensation and Employer's Liability

Statutory Limits of \$100,000/\$500,000/\$100,000

Worker's Compensation Policy shall include a Waiver of Subrogation in favor of Iowa State University; Board of Regents, State of Iowa; and the State of Iowa. Endorsement form WC 00 03 13 shall be attached to the Certification of Insurance if waiver language is not stated on the actual certificate.

Workers Compensation coverage is required for all personnel working under this agreement for Iowa State University. All of the contractor's employees, partners, members, officers and sole proprietors must be included.

#### Professional Liability (Errors and Omissions)

\$1,000,000 per occurrence

#### Additional Requirements

- The company(ies) providing coverage must be at least A- Class VII rated by A.M. Best Company.
- The State of Iowa; the Board of Regents, State of Iowa; and Iowa State University **must be named as additional insureds** for General Liability and Excess Liability. All legal entities referenced above must be individually listed on the certificate as an additional insured for liability coverage. Additional insured status shall be on a primary and non-contributory basis.

The Policy shall name Iowa State University; the Board of Regents, State of Iowa; and, the State of Iowa as additional insureds with respect to all operations and related work and shall provide that such insurance applies separately to each insured against whom claim is made or suit is brought. The additional insureds shall be added under CG 2026 endorsement or older edition dates and attached to the certificate of insurance.

- Iowa State University requires occurrence coverage. The certificates should be marked “occurrence.” If there is no box marked “occurrence,” we require the notation “occurrence form” in the Special Conditions box.
- Contractor must maintain insurance coverage throughout the term of the work. Failure to maintain insurance coverage throughout the term shall be considered a breach of contract.
- All policies must be written on a primary basis, non-contributory with any other insurance and/or any self-insured funds of Iowa State University; State of Iowa; and Board of Regents, State of Iowa.
- Contractor shall require all of its Subcontractors and their respective Sub-subcontractors to carry insurance coverage that meets these same insurance requirements or insure the activities of Subcontractors in the Contractor’s own policy.
- All policies and endorsements may not be non-renewed, cancelled or materially changed or altered unless thirty (30) days’ advance written notice via certified mail is provided to Iowa State University, Procurement Services Department.

**The certificate must be mailed or faxed to:**

Iowa State University  
Procurement Services Department  
1340 Administrative Services Bldg.  
2221 Wanda Daley Drive  
Ames, IA 50011-1004  
Phone: 515-294-4860 Fax: 515-294-9606

## Attachment D – List of Positions

### Merit classified non-exempt level temporary positions

Below is a full list of **merit** positions that may need to be filled. Place a check mark next to each position that you are able to fill if requested by ISU.

- |   |   |
|---|---|
| <input type="checkbox"/> ACCOUNT CLERK                            | <input type="checkbox"/> COMMUNICATIONS TECHNICIAN II           |
| <input type="checkbox"/> ACCOUNT SPECIALIST                       | <input type="checkbox"/> COMPUTING INFORMATION SYSTEMS TECH I   |
| <input type="checkbox"/> ANIMAL CARETAKER I                       | <input type="checkbox"/> COMPUTING INFORMATION SYSTEMS TECH II  |
| <input type="checkbox"/> ANIMAL CARETAKER II                      | <input type="checkbox"/> COOK I                                 |
| <input type="checkbox"/> ARBORIST                                 | <input type="checkbox"/> COOK II                                |
| <input type="checkbox"/> ARCHITECTURAL ASSISTANT                  | <input type="checkbox"/> CRIME PREVENTION SPECIALIST            |
| <input type="checkbox"/> AREA MECHANIC                            | <input type="checkbox"/> CUSTODIAN I                            |
| <input type="checkbox"/> AREA MECHANIC TRAINEE                    | <input type="checkbox"/> CUSTODIAN II                           |
| <input type="checkbox"/> ATHLETIC FACILITIES ATTENDANT            | <input type="checkbox"/> DATA ENTRY OPERATOR I                  |
| <input type="checkbox"/> AUDIO SPECIALIST                         | <input type="checkbox"/> DATA ENTRY OPERATOR II                 |
| <input type="checkbox"/> AUDIOVISUAL SPECIALIST                   | <input type="checkbox"/> DATA TECHNICIAN I                      |
| <input type="checkbox"/> AUTOMOTIVE MECHANIC                      | <input type="checkbox"/> DATA TECHNICIAN II                     |
| <input type="checkbox"/> AUTOMOTIVE, TRUCK AND TRANSIT TECHNICIAN | <input type="checkbox"/> DATA TECHNICIAN III                    |
| <input type="checkbox"/> BAKER I                                  | <input type="checkbox"/> DIGITAL PRESS OPERATOR                 |
| <input type="checkbox"/> BAKER II                                 | <input type="checkbox"/> DISPATCHING CLERK                      |
| <input type="checkbox"/> BINDERY OPERATOR I                       | <input type="checkbox"/> DOCUMENT CENTER OPERATOR I             |
| <input type="checkbox"/> BINDERY OPERATOR II                      | <input type="checkbox"/> DOCUMENT CENTER OPERATOR II            |
| <input type="checkbox"/> BINDERY OPERATOR III                     | <input type="checkbox"/> DRAFTER                                |
| <input type="checkbox"/> BROADCAST MASTER CONTROL OPERATOR        | <input type="checkbox"/> EDITORIAL ASSISTANT I                  |
| <input type="checkbox"/> BROADCAST TV-RADIO TECHNICIAN I          | <input type="checkbox"/> EDITORIAL ASSISTANT II                 |
| <input type="checkbox"/> BROADCAST TV-RADIO TECHNICIAN II         | <input type="checkbox"/> ELECTRICIAN I                          |
| <input type="checkbox"/> BROADCAST TV-RADIO TECHNICIAN III        | <input type="checkbox"/> ELECTRICIAN II                         |
| <input type="checkbox"/> BUILDING SERVICES COORDINATOR            | <input type="checkbox"/> ELECTRICIAN III                        |
| <input type="checkbox"/> CABINETMAKER                             | <input type="checkbox"/> ELECTRICIAN TRAINEE                    |
| <input type="checkbox"/> CARPENTER                                | <input type="checkbox"/> ELECTRICIAN, HIGH VOLTAGE              |
| <input type="checkbox"/> CARPENTER TRAINEE                        | <input type="checkbox"/> ELECTRON MICROSCOPE TECHNICIAN I       |
| <input type="checkbox"/> CASHIER I                                | <input type="checkbox"/> ELECTRON MICROSCOPE TECHNICIAN II      |
| <input type="checkbox"/> CASHIER II                               | <input type="checkbox"/> ELECTRONIC PRE-PRESS SPECIALIST        |
| <input type="checkbox"/> CENTRAL SERVICE TECHNICIAN I             | <input type="checkbox"/> ELECTRONICS TECHNICIAN I               |
| <input type="checkbox"/> CENTRAL SERVICE TECHNICIAN II            | <input type="checkbox"/> ELECTRONICS TECHNICIAN II              |
| <input type="checkbox"/> CLERK I                                  | <input type="checkbox"/> ENGINEERING TECHNICIAN I               |
| <input type="checkbox"/> CLERK II                                 | <input type="checkbox"/> ENGINEERING TECHNICIAN II              |
| <input type="checkbox"/> CLERK III                                | <input type="checkbox"/> ENVIRONMENTAL SYSTEMS MECHANIC I       |
| <input type="checkbox"/> CLERK IV                                 | <input type="checkbox"/> ENVIRONMENTAL SYSTEMS MECHANIC II      |
| <input type="checkbox"/> CLERK TYPIST I                           | <input type="checkbox"/> ENVIRONMENTAL SYSTEMS MECHANIC III     |
| <input type="checkbox"/> CLERK TYPIST II                          | <input type="checkbox"/> ENVIRONMENTAL SYSTEMS MECHANIC TRAINEE |
| <input type="checkbox"/> CLERK TYPIST III                         | <input type="checkbox"/> EQUIPMENT OPERATOR                     |
| <input type="checkbox"/> COMMUNICATIONS TECHNICIAN I              | <input type="checkbox"/> ERD MACHINIST                          |

\_\_\_\_ ERD MACHINIST, SENIOR  
\_\_\_\_ ERD WELDER  
\_\_\_\_ EXTENSION PROGRAM ASSISTANT I  
\_\_\_\_ EXTENSION PROGRAM ASSISTANT II  
\_\_\_\_ EXTENSION PROGRAM ASSISTANT III  
\_\_\_\_ FACILITIES COORDINATOR  
\_\_\_\_ FACILITIES MECHANIC I  
\_\_\_\_ FACILITIES MECHANIC II  
\_\_\_\_ FACILITIES MECHANIC III  
\_\_\_\_ FACILITIES MECHANIC III TRAINEE  
\_\_\_\_ FARM EQUIPMENT MECHANIC  
\_\_\_\_ FARM EQUIPMENT OPERATOR I  
\_\_\_\_ FARM EQUIPMENT OPERATOR II  
\_\_\_\_ FARM EQUIPMENT OPERATOR III  
\_\_\_\_ FIELD LABORATORY TECHNICIAN I  
\_\_\_\_ FIELD LABORATORY TECHNICIAN II  
\_\_\_\_ FIELD LABORATORY TECHNICIAN III  
\_\_\_\_ FIRE SAFETY INSPECTOR  
\_\_\_\_ FOOD SERVICE COORDINATOR I  
\_\_\_\_ FOOD SERVICE COORDINATOR II  
\_\_\_\_ FOOD WORKER I  
\_\_\_\_ FOOD WORKER II  
\_\_\_\_ GOLF COURSE MAINTENANCE WORKER  
\_\_\_\_ GRAPHICS SPECIALIST I  
\_\_\_\_ GREENHOUSE CARETAKER  
\_\_\_\_ GROUNDSKEEPER I  
\_\_\_\_ GROUNDSKEEPER II  
\_\_\_\_ HEALTH INFORMATION TECHNICIAN I  
\_\_\_\_ HEALTH INFORMATION TECHNICIAN II  
\_\_\_\_ HEALTH INFORMATION TECHNICIAN III  
\_\_\_\_ HEALTH PHYSICS TECHNICIAN I  
\_\_\_\_ HEALTH PHYSICS TECHNICIAN II  
\_\_\_\_ HEALTH PHYSICS TECHNICIAN III  
\_\_\_\_ HISTOLOGY TECHNICIAN I  
\_\_\_\_ HISTOLOGY TECHNICIAN II  
\_\_\_\_ INSTRUCTIONAL SUPPORT TECHNICIAN  
\_\_\_\_ INSTRUCTIONAL SYSTEMS SPECIALIST  
\_\_\_\_ INSTRUCTIONAL SYSTEMS TECHNICIAN  
\_\_\_\_ INSULATOR  
\_\_\_\_ KEYENTRY OPERATOR I  
\_\_\_\_ KEYENTRY OPERATOR II  
\_\_\_\_ KITCHEN HELPER I  
\_\_\_\_ KITCHEN HELPER II  
\_\_\_\_ LABORATORY ASSISTANT I

\_\_\_\_ LABORATORY ASSISTANT II  
\_\_\_\_ LABORATORY MECHANICAL TECHNICIAN I  
\_\_\_\_ LABORATORY MECHANICAL TECHNICIAN II  
\_\_\_\_ LABORATORY MECHANICAL TECHNOLOGIST  
\_\_\_\_ LABORATORY TECHNICIAN I  
\_\_\_\_ LABORATORY TECHNICIAN II  
\_\_\_\_ LABORATORY TECHNICIAN III  
\_\_\_\_ LABORER  
\_\_\_\_ LIBRARY ASSISTANT I  
\_\_\_\_ LIBRARY ASSISTANT II  
\_\_\_\_ LIBRARY ASSISTANT III  
\_\_\_\_ LICENSED PRACTICAL NURSE  
\_\_\_\_ LOCKSMITH  
\_\_\_\_ LOCKSMITH TRAINEE  
\_\_\_\_ MAIL CENTER COORDINATOR  
\_\_\_\_ MAIL CLERK  
\_\_\_\_ MAIL DISTRIBUTOR  
\_\_\_\_ MASON  
\_\_\_\_ MASON TRAINEE  
\_\_\_\_ MEAT CUTTER  
\_\_\_\_ MECHANIC'S ASSISTANT  
\_\_\_\_ MEDICAL ASSISTANT I  
\_\_\_\_ MEDICAL ASSISTANT II  
\_\_\_\_ MILKER  
\_\_\_\_ MOTION MEDIA PRODUCTION SPECIALIST I  
\_\_\_\_ MOTION MEDIA PRODUCTION SPECIALIST II  
\_\_\_\_ MOTOR VEHICLE OPERATOR I  
\_\_\_\_ MOTOR VEHICLE OPERATOR II  
\_\_\_\_ NURSING ASSISTANT  
\_\_\_\_ NURSING UNIT CLERK  
\_\_\_\_ OFFSET PLATEMAKER  
\_\_\_\_ PAINTER  
\_\_\_\_ PARKING & TRANSPORT FIELD SRV OFFICER I  
\_\_\_\_ PARKING & TRANSPORT FIELD SRV OFFICER II  
\_\_\_\_ PARKING & TRANSPORTATION ATTENDANT  
\_\_\_\_ PARKING MAINTENANCE WORKER I  
\_\_\_\_ PARKING MAINTENANCE WORKER II  
\_\_\_\_ PEST CONTROL OPERATOR  
\_\_\_\_ PHARMACY TECHNICIAN (CERTIFIED)  
\_\_\_\_ PHARMACY TECHNICIAN (TRAINEE)  
\_\_\_\_ PHLEBOTOMY TECHNICIAN I  
\_\_\_\_ PHOTO SPECIALIST I  
\_\_\_\_ PHOTO SPECIALIST II  
\_\_\_\_ PHOTO TECHNICIAN I

\_\_\_\_ PHOTO TECHNICIAN II  
\_\_\_\_ PHOTO TECHNICIAN III  
\_\_\_\_ PHYSICAL THERAPY ASSISTANT  
\_\_\_\_ PIPEFITTER  
\_\_\_\_ PIPEFITTER TRAINEE  
\_\_\_\_ PLANT HOUSE ASSISTANT  
\_\_\_\_ PLANT SAFETY PATROL OFFICER  
\_\_\_\_ PLANT SAFETY SERGEANT  
\_\_\_\_ PLUMBER  
\_\_\_\_ PLUMBER TRAINEE  
\_\_\_\_ POLICE OFFICER  
\_\_\_\_ POLICE OFFICER I  
\_\_\_\_ POLICE OFFICER II  
\_\_\_\_ POLICE OFFICER III  
\_\_\_\_ POLICE OFFICER TRAINEE  
\_\_\_\_ POLICE SERGEANT  
\_\_\_\_ POWER PLANT ASSISTANT CHIEF OPERATOR  
\_\_\_\_ POWER PLANT BOILER OPERATOR  
\_\_\_\_ POWER PLANT BOILER OPERATOR TRAINEE  
\_\_\_\_ POWER PLANT UTILITY WORKER  
\_\_\_\_ POWER PLANT UTILITY WORKER TRAINEE  
\_\_\_\_ PRESS OPERATOR I  
\_\_\_\_ PRESS OPERATOR II  
\_\_\_\_ PRESS OPERATOR III  
\_\_\_\_ PUBLIC SAFETY DISPATCHER I  
\_\_\_\_ PUBLIC SAFETY DISPATCHER II  
\_\_\_\_ PUBLIC SAFETY SECURITY OFFICER  
\_\_\_\_ RADIOGRAPHER I  
\_\_\_\_ RADIOGRAPHER II  
\_\_\_\_ RECORD ANALYST I  
\_\_\_\_ RECORD ANALYST II  
\_\_\_\_ RESEARCH TECHNICIAN  
\_\_\_\_ RESEARCH TECHNICIAN, SENIOR  
\_\_\_\_ ROOFER  
\_\_\_\_ SCHOOL ASSISTANT  
\_\_\_\_ SECRETARY I  
\_\_\_\_ SECRETARY II  
\_\_\_\_ SECRETARY III  
\_\_\_\_ SECRETARY IV  
\_\_\_\_ SECURITY GUARD  
\_\_\_\_ SECURITY SUPERVISOR  
\_\_\_\_ SEED ANALYST I  
\_\_\_\_ SEED ANALYST II  
\_\_\_\_ SEED ANALYST III

\_\_\_\_ SEWING MACHINE OPERATOR I  
\_\_\_\_ SEWING MACHINE OPERATOR II  
\_\_\_\_ SEWING MACHINE OPERATOR III  
\_\_\_\_ SHEET METAL MECHANIC I  
\_\_\_\_ SHEET METAL MECHANIC II  
\_\_\_\_ SIGN PAINTER  
\_\_\_\_ STEAMFITTER  
\_\_\_\_ STOREKEEPER I  
\_\_\_\_ STOREKEEPER II  
\_\_\_\_ STOREKEEPER III  
\_\_\_\_ SYSTEMS CONTROL TECHNICIAN  
\_\_\_\_ TELECOMMUNICATIONS OPERATOR  
\_\_\_\_ TREE TRIMMER  
\_\_\_\_ UPHOLSTERER  
\_\_\_\_ UTILITY ELECTRICAL & INSTRUM TECH I  
\_\_\_\_ UTILITY ELECTRICAL & INSTRUM TECH II  
\_\_\_\_ UTILITY ELECTRICAL & INSTRUM TECH III  
\_\_\_\_ UTILITY PLANT MAINTENANCE MECHANIC I  
\_\_\_\_ UTILITY PLANT MAINTENANCE MECHANIC II  
\_\_\_\_ UTILITY PLANT MAINTENANCE MECHANIC III  
\_\_\_\_ UTILITY PLANT MATERIAL HANDLING OPERATOR  
\_\_\_\_ UTILITY PLANT OPERATOR I  
\_\_\_\_ UTILITY PLANT OPERATOR II  
\_\_\_\_ UTILITY PLANT OPERATOR III  
\_\_\_\_ UTILITY PLANT REMOTE FACILITY OPERATOR  
\_\_\_\_ VENDING MACHINE SUPPLIER  
\_\_\_\_ VET TEACHING HOSPITAL ASSISTANT I  
\_\_\_\_ VET TEACHING HOSPITAL ASSISTANT II  
\_\_\_\_ VETERINARY TECHNICIAN  
\_\_\_\_ WATER PLANT OPERATOR  
\_\_\_\_ WATER SYSTEMS OPERATOR

## Exhibit 1 – Merit Temporary Worker Usage

Below is a list of the position title and quantity of temporary workers for ISU within the past 2 year period.

### Usage through current Contractor

ISU 2016 Hours by Position				
Department	Job Title	Reg Hours	OT Hours	Total Hours
01040-Ag Education/Studies	Animal Caretaker II	87.25		87.25
01210 Animal Science	Animal Caretaker II	120.00		120.00
1213 Animal Science	Animal Caretaker II	81.25		81.25
1217 Animal Science	Animal Caretaker II	76.50		76.50
1220 Animal Science	Animal Caretaker II	159.25		159.25
05030 Vet Microbiology & Preventive Medicine	Audio Spec	8.00		8.00
14750-Campu Dining Services	Baker 1	447.69	3.66	451.35
14750-Campu Dining Services	Baker 1	179.00	8.00	187.00
14750-Campu Dining Services	Baker 1	13.50		13.50
14750-Campu Dining Services	Baker 1	514.21	13.17	527.38
14750-Campu Dining Services	Baker 1	419.42	25.79	445.21
01150-Agronomy	Clerk I	695.30	2.00	697.30
14200-Dean of Stdt	Clerk I	331.45		331.45
40160-Seed Science Center Experiment Station	Clerk I	405.60		405.60
10100-AESHM	Clerk II	303.25		303.25
14750-Campu Dining Services	Clerk II	143.00		143.00
02350-Eng Online Lrn	Clerk III	857.81	1.09	858.90
02350-Eng Online Lrn	Clerk III	216.00	1.00	217.00
02350-Eng Online Lrn	Clerk III	175.90	1.61	177.51
02350-Eng Online Lrn	Clerk III	541.44		541.44
02350-Eng Online Lrn	Clerk III	419.12	0.01	419.13
14700 Residence Halls	Clerk III	531.00		531.00
14703 Residence Halls	Clerk III	394.00	2.50	396.50
04110-World Lang/Cult	Comm Tech I	1138.24	14.05	1152.29
14750-Campu Dining Services	Cook I	183.75		183.75
14750-Campu Dining Services	Cook I	435.83		435.83
14750-Campu Dining Services	Cook I	596.20		596.20
14750-Campu Dining Services	Cook I	48.40		48.40
14750-Campu Dining Services	Cook I	8.00		8.00
14750-Campu Dining Services	Cook I	104.00		104.00
14750-Campu Dining Services	Cook I	24.00		24.00
14750-Campu Dining Services	Cook I	184.50		184.50
14750-Campu Dining Services	Cook I	125.75	8.00	133.75
14750-Campu Dining Services	Cook I	1.50		1.50
14750-Campu Dining Services	Cook I	496.25	0.50	496.75
14750-Campu Dining Services	Cook I	137.00	0.75	137.75
14750-Campu Dining Services	Cook I	125.22		125.22
14750-Campu Dining Services	Cook I	118.45		118.45
14750-Campu Dining Services	Cook I	247.00	0.65	247.65
14750-Campu Dining Services	Cook I	433.30	8.33	441.63
14750-Campu Dining Services	Cook I	89.20	8.00	97.20
14750-Campu Dining Services	Cook I	30.70		30.70

14750-Campu Dining Services	Cook I	219.47		219.47
14750-Campu Dining Services	Cook I	6.08		6.08
14750-Campu Dining Services	Cook I	120.00		120.00
14750-Campu Dining Services	Cook I	574.45	24.00	598.45
10800-Human Dev/Family Studies	Custodian I	57.00		57.00
10800-Human Dev/Family Studies	Custodian I	225.00		225.00
01150-Agronomy	Data Technician III	26.00		26.00
23200-Ctrfdsecpublth	Editorial Asst I	135.50		135.50
05070-Biomedical Sci	Facilities Coord	330.25		330.25
01130-Agricultural & Biosystems Engineering	Farm Equipment Operator	40.00		40.00
01130-Agricultural & Biosystems Engineering	Farm Equipment Operator	582.00		582.00
1223 Animal Science	Farm Equipment Operator	744.50	41.50	786.00
01150-Agronomy	Field Laboratory Technician I	3.00		3.00
01150-Agronomy	Field Laboratory Technician I	827.00	1.50	828.50
01150-Agronomy	Field Laboratory Technician I	263.00		263.00
02010 Ag/Biosys Eng-E	Field Laboratory Technician I	131.00		131.00
02040-Civil,Const & Enviro Engineering	Field Laboratory Technician I	34.50		34.50
02040-Civil,Const & Enviro Engineering	Field Laboratory Technician I	61.50		61.50
02040-Civil,Const & Enviro Engineering	Field Laboratory Technician I	168.00		168.00
01360-Food Science & Human Nutrition-AGLS	Field Laboratory Technician II	59.50		59.50
40750-Iowa State Research Farms	Field Laboratory Technician II	586.10		586.10
01150-Agronomy	Field Laboratory Technician III	680.00		680.00
12160-ISCTR	Food Work I	68.55		68.55
12160-ISCTR	Food Work I	10.00		10.00
12160-ISCTR	Food Work I	6.00		6.00
12160-ISCTR	Food Work I	26.50		26.50
12160-ISCTR	Food Work I	3.00		3.00
12160-ISCTR	Food Work I	4.60		4.60
12160-ISCTR	Food Work I	15.85		15.85
12160-ISCTR	Food Work I	83.83		83.83
14750-Campu Dining Services	Food Work I	88.50		88.50
14750-Campu Dining Services	Food Work I	240.25		240.25
14750-Campu Dining Services	Food Work I	602.92	1.25	604.17
14750-Campu Dining Services	Food Work I	274.50		274.50
14750-Campu Dining Services	Food Work I	46.75		46.75
14750-Campu Dining Services	Food Work I	233.75		233.75
23200-Ctrfdsecpublth	Graphics Spec I	329.00		329.00
40160-Seed Science Center Experiment Station	Inst Sys Tech	490.40		490.40
10800-Human Dev/Family Studies	Kitchen Helper I	456.00		456.00
14750-Campu Dining Services	Kitchen Helper I	268.08		268.08
14750-Campu Dining Services	Kitchen Helper I	152.25	6.75	159.00
14750-Campu Dining Services	Kitchen Helper I	1090.00	10.75	1100.75
01150-Agronomy	Lab Assistant I	143.25		143.25
01250-MicroBiology	Lab Assistant I	578.75		578.75
1271 Bioch/Bioph& Molc Bio-AG	Lab Assistant I	1078.29		1078.29
01410-Entomology	Lab Assistant I	582.25		582.25
05100-Vet Clinical SC	Lab Assistant I	24.00		24.00
23290-Veterinary Diagnostic Lab	Lab Assistant I	254.00		254.00
23290-Veterinary Diagnostic Lab	Lab Assistant I	416.75		416.75



23290-Veterinary Diagnostic Lab	Lab Assistant I	316.80		316.80
23290-Veterinary Diagnostic Lab	Lab Assistant I	731.05		731.05
40160-Seed Science Center Experiment Station	Lab Assistant I	40.00		40.00
40160-Seed Science Center Experiment Station	Lab Assistant I	208.30	0.17	208.47
40160-Seed Science Center Experiment Station	Lab Assistant I	22.60		22.60
40160-Seed Science Center Experiment Station	Lab Assistant I	187.00		187.00
40160-Seed Science Center Experiment Station	Lab Assistant I	704.65		704.65
40160-Seed Science Center Experiment Station	Lab Assistant I	227.60		227.60
40160-Seed Science Center Experiment Station	Lab Assistant I	347.00		347.00
40160-Seed Science Center Experiment Station	Lab Assistant I	281.25	0.90	282.15
17290-Bioeconomy Institute	Lab Mech Tech I	503.12		503.12
17290-Bioeconomy Institute	Lab Mech Tech I	585.25		585.25
23290-Veterinary Diagnostic Lab	Laboratory Assistant II	198.30		198.30
01130-Agricultural & Biosystems Engineering	Laboratory Technician I	77.00		77.00
01150-Agronomy	Laboratory Technician I	924.00		924.00
01270 Bioch/Bioph& Molc Bio-AG	Laboratory Technician I	127.00		127.00
01410-Entomology	Laboratory Technician I	67.40		67.40
01650-Plant Pathology	Laboratory Technician I	33.50		33.50
01650-Plant Pathology	Laboratory Technician I	208.00		208.00
02020-Material Science/Engineering	Laboratory Technician I	570.75		570.75
5031 Vet Microbiology & Preventive Medicine	Laboratory Technician I	130.50		130.50
05040-Vet Diagnostic & Production Animal Med	Laboratory Technician I	82.00		82.00
01150-Agronomy	Laboratory Technician II	44.00		44.00
05060-Veterinary Pathology	Laboratory Technician II	361.50		361.50
23290-Veterinary Diagnostic Lab	Laboratory Technician III	464.00		464.00
23290-Veterinary Diagnostic Lab	Laboratory Technician III	1271.00		1271.00
23290-Veterinary Diagnostic Lab	Laboratory Technician III	171.50		171.50
01130-Agricultural & Biosystems Engineering	Laborer	12.00		12.00
01130-Agricultural & Biosystems Engineering	Laborer	38.75		38.75
01130-Agricultural & Biosystems Engineering	Laborer	54.75		54.75
01130-Agricultural & Biosystems Engineering	Laborer	38.75		38.75
1212 Animal Science	Laborer	1522.50		1522.50
1215 Animal Science	Laborer	769.50		769.50
1216 Animal Science	Laborer	1314.40		1314.40
1219 Animal Science	Laborer	727.25		727.25
1221 Animal Science	Laborer	993.00		993.00
1224 Animal Science	Laborer	998.00		998.00
1225 Animal Science	Laborer	926.95		926.95
11000 Facilities Planning & Management	Mail Distributor	224.00		224.00
1211 Animal Science	Milker	56.00		56.00
1214 Animal Science	Milker	222.75		222.75
1218 Animal Science	Milker	104.00		104.00
1222 Animal Science	Milker	137.75		137.75
14750-Campu Dining Services	Motor Vehicle II	656.15	4.00	660.15
10610-Nutrition & Wellness Research Center	Phlebotomist	7.62		7.62
10610-Nutrition & Wellness Research Center	Phlebotomist	48.75		48.75
10610-Nutrition & Wellness Research Center	Phlebotomist	22.40		22.40
10610-Nutrition & Wellness Research Center	Phlebotomist	58.87		58.87

14800-Student Health Center	Radiology	187.75		187.75
14800-Student Health Center	Radiology	153.25		153.25
14020-Admissions	Record Analyst II	150.00		150.00
14020-Admissions	Record Analyst II	309.25		309.25
01260-EEOB-Ag	Research Associate I	85.50		85.50
01150-Agronomy	Research Scientist	293.50	65.25	358.75
01130-Agricultural & Biosystems Engineering	Research Tech	193.60		193.60
01130-Agricultural & Biosystems Engineering	Research Tech	245.25		245.25
01150-Agronomy	Research Tech	185.00		185.00
01150-Agronomy	Research Tech	264.75		264.75
04150-Pshychology	Research Tech	263.00		263.00
01150-Agronomy	Research Tech Sr	950.25		950.25
01150-Agronomy	Research Tech Sr	871.50		871.50
01360-Food Science & Human Nutrition-AGLS	Research Tech Sr	6.00		6.00
01360-Food Science & Human Nutrition-AGLS	Research Tech Sr	26.50		26.50
02100 -Aerospace Engineering	Secretary I	733.00		733.00
2101 -Aerospace Engineering	Secretary I	805.50	18.50	824.00
04250-Anthropology	Secretary I	122.00	4.00	126.00
10700-Kinesiology	Secretary I	100.60		100.60
40360-Ctr Ag Law/Tax	Secretary I	20.00		20.00
02020-Material Science/Engineering	Secretary II	107.55		107.55
02040-Civil,Const & Enviro Engineering	Secretary II	643.50		643.50
02070-Ind/Mfr Sys Eng	Secretary II	54.00		54.00
04500-GDCB-LAS	Secretary II	89.50		89.50
14702 Residence Halls	Secretary II	89.75		89.75
14990-Memorial Union	Secretary II	40.00		40.00
19250-Alumni Assoc	Secretary II	193.50		193.50
20700-Eng Ri	Secretary II	273.50		273.50
40160-Seed Science Center Experiment Station	Secretary III	411.30		411.30
40160-Seed Science Center Experiment Station	Seed Analyst II	852.30	6.00	858.30
10800-Human Dev/Family Studies	Storekeeper I	96.35		96.35
10800-Human Dev/Family Studies	Storekeeper I	5.50		5.50
14701 Residence Halls	Storekeeper II	552.00	3.00	555.00
04120-Music	Tech Director	15.25		15.25
04120-Music	Tech Director	87.25		87.25
14750-Campu Dining Services	Vending Machin Su	232.00		232.00
<b>Grand Total</b>		<b>52617.76</b>	<b>286.68</b>	<b>52904.44</b>

### Usage through current Contractor

ISU 2017 Hours by Position				
Department	Job Title	Reg Hours	OT Hours	Total Hours
16500 Controller's Dept	Account Clerk	430.00		430.00
05040-Vet Diagnostic & Production Animal Med	Animal Caretaker I	376.00	48.25	424.25
01210 Animal Science	Animal Caretaker II	125.00		125.00
1211 Animal Science	Baker 1	16.50		16.50
1212 Animal Science	Baker 1	601.14	14.40	615.54
1213 Animal Science	Baker 1	16.00		16.00
1214 Animal Science	Baker 1	103.00	18.82	121.82

1215 Animal Science	Bindery Oper III	114.30		114.30
1216 Animal Science	Clerk I	80.00		80.00
01650-Plant Pathology	Clerk I	34.50		34.50
01650-Plant Pathology	Clerk I	961.00		961.00
14250-INtl Stu & Schl	Clerk I	162.50		162.50
14250-INtl Stu & Schl	Clerk I	1322.60	4.90	1327.50
14250-INtl Stu & Schl	Clerk I	221.50	0.00	221.50
14250-INtl Stu & Schl	Clerk I	23.60		23.60
02350-Eng Online Lrn	Clerk III	565.95		565.95
19250-Alumni Assoc	Clerk III	168.00		168.00
26798-It Services UIS	Clerk III	406.00		406.00
26798-It Services UIS	Clerk IV	28.67		28.67
26798-It Services UIS	Cook I	99.50		99.50
26798-It Services UIS	Cook I	262.59	8.00	270.59
26798-It Services UIS	Cook I	694.75	15.75	710.50
26798-It Services UIS	Cook I	21.75		21.75
26798-It Services UIS	Cook I	638.33	8.50	646.83
26798-It Services UIS	Cook I	36.25		36.25
26798-It Services UIS	Cook I	264.00		264.00
26798-It Services UIS	Cook I	135.75		135.75
26798-It Services UIS	Cook I	56.00	10.25	66.25
26798-It Services UIS	Cook I	772.85		772.85
26798-It Services UIS	Cook I	175.50		175.50
26798-It Services UIS	Cook I	475.50		475.50
26798-It Services UIS	Cook I	427.50		427.50
26798-It Services UIS	Cook I	543.75		543.75
26798-It Services UIS	Cook I	29.57		29.57
26798-It Services UIS	Cook I	24.00		24.00
26798-It Services UIS	Cook I	163.65		163.65
26798-It Services UIS	Cook I	254.06	31.31	285.37
26798-It Services UIS	Cook I	160.00		160.00
26798-It Services UIS	Cook I	18.25		18.25
26798-It Services UIS	Cook I	3.50		3.50
26798-It Services UIS	Cook I	163.25		163.25
26798-It Services UIS	Cook I	217.25		217.25
26798-It Services UIS	Cook I	327.30		327.30
26798-It Services UIS	Cook I	372.70		372.70
26798-It Services UIS	Cook I	62.93		62.93
26798-It Services UIS	Cook I	50.00		50.00
26798-It Services UIS	Cook I	236.04	0.34	236.38
26798-It Services UIS	Cook I	593.20		593.20
26798-It Services UIS	Cook I	18.00		18.00
26798-It Services UIS	Cook I	377.00	24.00	401.00
10800-Human Dev/Family Studies	Custodian I	284.50		284.50
10800-Human Dev/Family Studies	Data Technician II	20.50		20.50
10800-Human Dev/Family Studies	Data Technician III	2.00		2.00
10800-Human Dev/Family Studies	Data Technician III	91.00		91.00
12064-Printing	Document Ctr Op II	217.50		217.50
12064-Printing	Document Ctr Op II	669.75	16.53	686.28

12064-Printing	Document Ctr Op II	89.00		89.00
23200-Ctrfdsecpublth	Editorial Asst II	81.00		81.00
23200-Ctrfdsecpublth	Farm Equipment Operator	408.00		408.00
23200-Ctrfdsecpublth	Farm Equipment Operator	268.00	4.50	272.50
23200-Ctrfdsecpublth	Field Laboratory Technician I	55.00		55.00
01150-Agronomy	Field Laboratory Technician I	185.00		185.00
01150-Agronomy	Field Laboratory Technician I	378.00	16.75	394.75
01150-Agronomy	Field Laboratory Technician I	739.50		739.50
01150-Agronomy	Field Laboratory Technician I	258.75	16.25	275.00
02010 Ag/Biosys Eng-E	Field Laboratory Technician I	835.50		835.50
02040-Civil,Const & Enviro Engineering	Field Laboratory Technician I	157.50		157.50
02040-Civil,Const & Enviro Engineering	Field Laboratory Technician I	157.50		157.50
40750-Iowa State Research Farms	Field Laboratory Technician II	126.90		126.90
40750-Iowa State Research Farms	Field Laboratory Technician III	367.50		367.50
40750-Iowa State Research Farms	Food Work I	402.33		402.33
40750-Iowa State Research Farms	Inst Sys Tech	38.60		38.60
40750-Iowa State Research Farms	Inst Sys Tech	390.40		390.40
14750-Campu Dining Services	Kitchen Helper I	430.75	0.66	431.41
14750-Campu Dining Services	Kitchen Helper I	617.00	1.75	618.75
14750-Campu Dining Services	Kitchen Helper I	275.25	0.25	275.50
14750-Campu Dining Services	Kitchen Helper I	3.00		3.00
14750-Campu Dining Services	Kitchen Helper I	367.16	0.50	367.66
14750-Campu Dining Services	Kitchen Helper I	40.00	0.33	40.33
14750-Campu Dining Services	Kitchen Helper I	276.17	17.00	293.17
14750-Campu Dining Services	Lab Assistant I	928.25	47.25	975.50
01270 Bioch/Bioph& Molc Bio-AG	Lab Assistant I	401.95		401.95
01580-National Resource Ecology & Mgt	Lab Assistant I	557.00		557.00
01580-National Resource Ecology & Mgt	Lab Assistant I	566.00	1.50	567.50
01580-National Resource Ecology & Mgt	Lab Assistant I	399.25		399.25
01580-National Resource Ecology & Mgt	Lab Assistant I	756.43		756.43
40160-Seed Science Center Experiment Station	Lab Assistant I	707.90	4.50	712.40
40160-Seed Science Center Experiment Station	Lab Assistant I	1014.00	1.00	1015.00
40160-Seed Science Center Experiment Station	Lab Assistant I	53.00		53.00
40160-Seed Science Center Experiment Station	Lab Assistant I	390.25		390.25
40160-Seed Science Center Experiment Station	Lab Assistant I	124.60		124.60
40160-Seed Science Center Experiment Station	Lab Assistant I	1005.10		1005.10
40160-Seed Science Center Experiment Station	Lab Assistant I	634.20		634.20
40160-Seed Science Center Experiment Station	Lab Assistant I	61.40		61.40
40160-Seed Science Center Experiment Station	Lab Assistant I	151.20		151.20
40160-Seed Science Center Experiment Station	Lab Assistant I	1359.50	7.37	1366.87
40160-Seed Science Center Experiment Station	Laboratory Assistant II	351.77		351.77
40160-Seed Science Center Experiment Station	Laboratory Assistant II	306.50		306.50
40160-Seed Science Center Experiment Station	Laboratory Assistant II	354.00		354.00
01410-Entomology	Laboratory Technician I	655.00		655.00
01410-Entomology	Laboratory Technician I	16.50		16.50
01410-Entomology	Laboratory Technician I	366.70	1.50	368.20
23290-Veterinary Diagnostic Lab	Laboratory Technician III	958.46		958.46
23290-Veterinary Diagnostic Lab	Laboratory Technician III	484.00		484.00
23290-Veterinary Diagnostic Lab	Laboratory Technician III	1175.50		1175.50

23290-Veterinary Diagnostic Lab	Laborer	111.00		111.00
23290-Veterinary Diagnostic Lab	Laborer	323.00		323.00
23290-Veterinary Diagnostic Lab	Laborer	924.10		924.10
23290-Veterinary Diagnostic Lab	Laborer	826.25		826.25
23290-Veterinary Diagnostic Lab	Milker	158.00		158.00
10610-Nutrition & Wellness Research Center	Phlebotomist	2.50		2.50
10610-Nutrition & Wellness Research Center	Phlebotomist	6.00		6.00
10610-Nutrition & Wellness Research Center	Phlebotomist	4.25		4.25
10610-Nutrition & Wellness Research Center	Phlebotomist	13.25		13.25
10610-Nutrition & Wellness Research Center	Phlebotomist	106.21		106.21
14800-Student Health Center	Radiology	28.25		28.25
14800-Student Health Center	Radiology	163.70		163.70
14030 Records & Registration	Record Analyst I	685.50		685.50
01260-EEOB-Ag	Research Associate I	75.50		75.50
02830-Microelectronics Research Center	Research Funding Assistant	60.00		60.00
01130-Agricultural & Biosystems Engineering	Research Tech	28.75		28.75
01130-Agricultural & Biosystems Engineering	Research Tech	650.50		650.50
01130-Agricultural & Biosystems Engineering	Research Tech	229.58		229.58
01130-Agricultural & Biosystems Engineering	Research Tech	683.75		683.75
01130-Agricultural & Biosystems Engineering	Research Tech	21.15		21.15
01130-Agricultural & Biosystems Engineering	Research Tech	216.00		216.00
01130-Agricultural & Biosystems Engineering	Research Tech	984.75		984.75
01130-Agricultural & Biosystems Engineering	Research Tech	355.17		355.17
01130-Agricultural & Biosystems Engineering	Research Tech	160.00		160.00
04150-Pshychology	Research Tech	483.00		483.00
17150-Water Resources Research Institute	Research Tech	699.83		699.83
17150-Water Resources Research Institute	Research Tech	114.23		114.23
17150-Water Resources Research Institute	Research Tech	733.50	2.50	736.00
17150-Water Resources Research Institute	Research Tech	4.00		4.00
17150-Water Resources Research Institute	Research Tech	151.50		151.50
17150-Water Resources Research Institute	Research Tech Sr	851.50		851.50
17150-Water Resources Research Institute	Research Tech Sr	858.50		858.50
01360-Food Science & Human Nutrition-AGLS	Research Tech Sr	1.00		1.00
01360-Food Science & Human Nutrition-AGLS	Research Tech Sr	5.00		5.00
02050-Electrical & Computer Engr Extension	Secretary I	401.00		401.00
02100 -Aerospace Engineering	Secretary I	746.00		746.00
11000 Facilities Planning & Management	Secretary I	7.00		7.00
11001 Facilities Planning & Management	Secretary I	84.00		84.00
11002 Facilities Planning & Management	Secretary I	831.00		831.00
14400-Orientation	Secretary II	215.50		215.50
14400-Orientation	Secretary III	487.25		487.25
04120-Music	Tech Director	109.75		109.75
<b>Grand Total</b>		<b>49043.22</b>	<b>324.66</b>	<b>49367.88</b>

**Usage through UHR**

<b>Department</b>	<b>Position</b>	<b># Of Positions</b>	<b>Most Recent Posted Date</b>	<b>Appointment Type</b>
Agronomy-01150	Agronomy Seasonal Worker	3	8/21/2017	Merit Temporary
Vet Med Ctr-05150	Animal Caretaker I - Barn Laborer	1	9/2/2016	Merit Temporary
Reiman Gardens-15855	Clerical Helper - Front Desk Associate	1	12/13/2016	Merit Temporary
Reiman Gardens-15855	Clerical Helper - Gift Shop Associate	1	8/18/2016	Merit Temporary
Reiman Gardens-15855	Clerical Helper - Gift Shop Associate	2	1/10/2017	Merit Temporary
Reiman Gardens-15855	Clerical Helper - Gift Shop Associate	2	9/6/2017	Merit Temporary
Bookstore-15062	Clerical Helper - Temporary	Unknown	7/19/2016	Merit Temporary
Bookstore-15062	Clerical Helper - Temporary	Unknown	12/19/2016	Merit Temporary
Bookstore-15062	Clerical Helper - Temporary	Unknown	7/31/2017	Merit Temporary
Bookstore-15062	Clerical Helper - Temporary	Unknown	11/27/2017	Merit Temporary
Bookstore-15062	Clerical Helper - Temporary	Unknown	11/27/2017	Merit Temporary
IT Services Adm-26793	Clerk I	1	6/8/2017	Merit Temporary
Reiman Gardens-15855	Helper - Event Associate	1	10/27/2017	Merit Temporary
Agronomy-01150	Laboratory Assistant II	1	1/26/2018	Merit Temporary
Library-09010	Library Assistant II	1	3/3/2017	Merit Temporary
Library-09010	Library Assistant II	1	4/7/2017	Merit Temporary
EEOB-AGLS-01260	Limnology Field Supervisor	1	3/2/2017	Merit Temporary
Nature Connects-15860	Nature Connects Installer	1	10/26/2017	Merit Temporary
Nat Res Ecl/Mgt-01580	Seasonal Cook - Montana Camp	2	5/24/2017	Merit Temporary
EEOB-AGLS-01260	Seasonal Field Technician	2	2/12/2018	Merit Temporary

## Exhibit 2 – P&S Temporary Worker Usage

Below is a list of the position title and quantity of **P&S** temporary workers for ISU within the past 2 year period.

### Usage through UHR

Department	Position	# Of Positions	Most Recent Posted Date	Appointment Type
Human Sci Ext-30450	Extension Program Specialist III - I-Consult Program	1	7/25/2016	Professional & Scientific Temporary
Vet Med Ctr-05150	Farrier - Part Time	1	4/14/2017	Professional & Scientific Temporary
Stdt Health Ctr-14800	Medical Technologist	1	10/28/2016	Professional & Scientific Temporary
Stdt Health Ctr-14800	Medical Technologist PRN	1	11/18/2016	Professional & Scientific Temporary
Stdt Health Ctr-14800	Physical Therapist - PRN	1	8/7/2017	Professional & Scientific Temporary
School Of Ed-10300	Program Assistant I - Community Resource Associate (UEP)	1	1/13/2017	Professional & Scientific Temporary
Food Sc/Hn-Fcs-10600	Registered Nurse (Research Studies-Indwelling Venous Catheters)	Unknown	1/8/2018	Professional & Scientific Temporary
Upward Bound-14121	Summer Camp Instructor	2	2/10/2017	Professional & Scientific Temporary
Upward Bound-14121	Summer Camp Instructor	4	2/23/2018	Professional & Scientific Temporary

## Exhibit 3 – Locations Outside of Ames, Iowa

*The following are possible locations where workers could be assigned.*

### ISU Research Farm Locations:

1. Ag Engineering and Agronomy Farms – Boone, IA
2. Allee Demonstration Farm – Newell, IA
3. Armstrong Memorial Research and Demonstration Farm – Lewis, IA
4. BioCentury Research Farm – Boone, IA
5. Brayton Memorial Research Forest – Delhi, Iowa
6. Central Iowa Research and Demonstration Farms – located in Story and Boone counties, map of farms can be found on the following website: <http://www.ag.iastate.edu/farms/cirf.php>
7. Horticulture Research Station – Ames, IA
8. McNay Research and Demonstration Farm – Chariton, IA
9. Muscatine Island Research and Demonstration Farm – Fruitland, IA
10. Neely-Kinyon Memorial Research and Demonstration Farm – Greenfield, IA
11. Northeast Research and Demonstration Farm – Nashua, IA
12. Northern Research and Demonstration Farm – Kanawha, IA
13. Northwest Research and Demonstration Farm – Sutherland, IA
14. Southeast Research and Demonstration Farm – Crawfordsville, IA
15. Western Research and Demonstration Farm – Castana, IA

### ISU Extension Office Locations:

	<u>County</u>	<u>Address</u>	<u>City, State, Zip Code</u>
1.	Adair	154 Public Square, Suite C	Greenfield, IA 50849
2.	Adams	603 7th St.	Corning, IA 50841
3.	Allamakee	21 Allamakee Street	Waukon, IA 52172
4.	Appanoose	501 N. 12th St - Suite #4	Centerville, IA 52544
5.	Audubon	608 Market St	Audubon, IA 50025
6.	Benton	501 1st Avenue	Vinton, Iowa 52349
7.	Black Hawk	3420 University Avenue STE B	Waterloo IA 50701
8.	Boone	603 Story Street	Boone, IA 50036
9.	Bremer	720 7th Ave SW	Tripoli, IA 50676
10.	Buchanan	2600 Swan Lake Blvd., Suite A	Independence, Iowa 50644
11.	Buena Vista	824 Flindt Drive	Storm Lake, IA 50588
12.	Butler	320 N. Main St. P.O. Box 368	Allison, IA 50602
13.	Calhoun	521 4th Street P.O.Box 233	Rockwell City IA 50579
14.	Carroll	1205 West US Hwy 30 Ste G.	Carroll, IA 51401
15.	Cass	805 West 10th Street	Atlantic, IA 50022
16.	Cedar	107 Cedar Street	Tipton, IA 52772
17.	Cerro Gordo	2023 S. Federal Ave.	Mason City, Iowa 50401
18.	Cherokee	209 Centennial Drive	Cherokee, IA 51012-2243
19.	Chickasaw	104 E. Main Street	New Hampton IA 50659
20.	Clarke	154 W. Jefferson St.	Osceola, IA 50213
21.	Clay	110 West 4th Street, Ste. 100	Spencer, IA 51301
22.	Clayton	120 S. Main Street P.O. Box 357	Elkader, Iowa 52043
23.	Clinton	400 E. 11th Street	DeWitt, Iowa 52742
24.	Crawford	35 South Main Street	Denison 51442
25.	Dallas	28059 Fairground Road	Adel, IA 50003-4406
26.	Davis	402 East North Street	Bloomfield, IA 52537-1263
27.	Decatur	309 North Main	Leon, IA 50144
28.	Delaware	1417 N Franklin St P.O. Box 336	Manchester, Iowa 52057
29.	Des Moines	102 West Main	Mediapolis, Iowa 52637
30.	Dickinson	1600 15th Street	Spirit Lake, IA 51360
31.	Dubuque	14858 West Ridge Lane, Suite 2	Dubuque, IA 52003



32.	Emmet	26 South 17 Street	Estherville, IA 51334-2429
33.	Fayette	201 East Clark, Ste 101 P.O. Box 700	Fayette, IA 52142
34.	Floyd	112 N Main Street	Charles City, IA 50616
35.	Franklin	3 First Avenue NW	Hampton, IA 50441
36.	Fremont	610 Clay Street P.O. Box 420	Sidney, IA 51652
37.	Greene	104 West Washington Street	Jefferson, Iowa 50129-1920
38.	Grundy	703 F Ave, Suite 1	Grundy Center, IA 50638
39.	Guthrie	212 State Street	Guthrie Center, Iowa 50115
40.	Hamilton	311 Bank Street	Webster City, IA 50595
41.	Hancock	327 West 8th Street	Garner, IA 50438
42.	Hardin	524 Lawler St	Iowa Falls, IA 50126-8000
43.	Harrison	304 East 7th Street	Logan, Iowa 51546-1351
44.	Henry	127 N. Main	Mt. Pleasant, IA 52641
45.	Howard	132 1st Avenue West	Cresco, IA 52136
46.	Humboldt	727 Sumner Avenue	Humboldt, Iowa 50548
47.	Ida	209 1/2 Moorehead Avenue	Ida Grove, IA 51445
48.	Iowa	223 West Welsh Street P.O. Box 720	Williamsburg, Iowa 52361
49.	Jackson	201 West Platt Street	Maquoketa, IA 52060
50.	Jasper	550 N. 2nd Ave. W.	Newton, IA 50208
51.	Jefferson	2606 West Burlington Avenue	Fairfield, IA 52556
52.	Johnson	3109 Old Highway 218 S.	Iowa City, IA 52246
53.	Jones	800 N. Maple St. Suite 2 P.O. Box 28	Monticello, IA 52310
54.	Keokuk	400 220th Ave., Suite A	Sigourney, Iowa 52591
55.	Kossuth	1121-B Hwy 18 E	Algona, IA 50511
56.	Lee	414 North Main Street P. O. Box 70	Donnellson, IA 52625-0070
57.	Linn	383 Collins Road NE, Suite 201	Cedar Rapids, IA 52402
58.	Louisa	317 Van Buren	Wapello, IA 52653
59.	Lucas	48293 Hy-Vee Rd	Chariton, IA 50049-1900
60.	Lyon	710 North 2nd Avenue East, Ste 103	Rock Rapids, Iowa 51246
61.	Madison	117 N. John Wayne Dr.	Winterset, IA 50273
62.	Mahaska	212 North I Street	Oskaloosa IA 52577
63.	Marion	210 N. Iowa Street P.O. Box 409	Knoxville, IA 50138
64.	Marshall	2608 S. 2nd Street	Marsalltown, Iowa 50158-4537
65.	Mills	415 Main, Suite 2 P.O. Box 430	Malvern, Iowa 51551
66.	Mitchell	315 Main Street	Osage, IA 50461-1122
67.	Monona	119 Iowa Avenue	Onawa, IA 51040
68.	Monroe	219 B Ave West	Albia, IA 52531
69.	Montgomery	400 Bridge Street, Suite #2	Red Oak, IA 51566
70.	Muscatine	1514 Isett Avenue	Muscatine, IA 52761-4629
71.	O'Brien	340 2nd St SE P.O. Box 99	Primghar, IA 51245-0099
72.	Osceola	110 Cedar Lane	Sibley, Iowa 51249
73.	Page	311 E. Washington St.	Clarinda, IA 51632
74.	Palo Alto	2008 10th Street P.O.Box 323	Emmetsburg, Iowa 50536
75.	Plymouth	251 12th St S.E.	Le Mars, Iowa 51031
76.	Pocahontas	305 North Main P.O. Box 209	Pocahontas, IA 50574
77.	Polk	1625 Adventureland Drive, Suite A	Altoona, Iowa 50009
78.	Pottawattamie - East	321 Oakland Avenue P.O.Box 187	Oakland, IA 51560
79.	Pottawattamie - West	1705 McPherson Ave. Suite 200	Council Bluffs, Iowa 51503
80.	Poweshiek	114 S.Third Street P.O. Box 70	Montezuma, IA 50171
81.	Ringgold	101 North Polk	Mount Ayr, IA 50854
82.	Sac	620 Park Avenue	Sac City, IA 50583
83.	Scott	875 Tanglefoot Lane	Bettendorf, Iowa 52722
84.	Shelby	906 Sixth Street	Harlan, IA 51537-1405
85.	Sioux	400 Central Ave NW Suite 700	Orange City, IA 51041
86.	Story	220 H Avenue P.O. Box 118	Nevada, Iowa 50201-0118
87.	Tama	203 W. High Street P.O. Box 308	Toledo, IA 52342

88.	Taylor	609 Pollock Blvd.	Bedford, IA 50833
89.	Union	811 N Sumner Ave	Creston, IA 50801
90.	Van Buren	200 Dodge Street P.O. Box 456	Keosauqua, IA 52565
91.	Wapello	214 E. Main St.	Ottumwa, IA 52501
92.	Warren	909 East Second Ave., Suite E	Indianola, IA 50125
93.	Washington	2223 250th Street	Washington, IA 52353
94.	Wayne	100 N Lafayette St P.O. Box 281	Corydon, Iowa 50060
95.	Webster	217 South 25th St., Ste. C12	Fort Dodge, IA 50501-4676
96.	Winnebago	183 First Avenue N P.O. Box 47	Thompson, Iowa 50478
97.	Winneshiek	325 Washington Street, Suite B	Decorah, IA 52101
98.	Woodbury	4301 Sergeant Road, #213	Sioux City, IA 51106-4710
99.	Worth	808 Central Avenue	Northwood, IA 50459
100.	Wright	210 1st Street SW	Clarion, IA 50525