

## Idaho Division of Purchasing

### Renewal

**Purchase Order Name:** Statewide Temporary Staffing Services- Express Employment Professionals  
**Contract Number:** SBPO20200074  
**Parties:** State of Idaho  
Express Employment Professionals  
**This Renewal Value:** 0.00 USD  
**Total Contract Value:** 350,000.00 USD  
**Start Date:** 8/6/2020 12:00 AM  
**End Date:** 8/5/2021 11:59 PM

**Contract Managers:** Gina Cabrera; Regina.Cabrera@adm.idaho.gov  
**Purchasing Leads:** Kaylee Starman; kaylee.starman@adm.idaho.gov

### Instructions

SBPO20200074 , Statewide Temporary Staffing Services- Express Employment Professionals (the "Contract") is extended for the time period, as provided above. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein. Contractor's signed renewal letter to SBPO20200074 is attached and incorporated herein by reference.

Note: The dollar amount listed in the contract renewal pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the orders placed by the State; or may be dependent upon the specific terms of the Contract.

Sara Barnowski

+1 208-343-7552  
sara.barnowski@expresspros.com

**Bill To Address**

As detailed in sourcing  
event or contract  
instructions

**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

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**Special Instructions:**

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**Internal Comments:**

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**Signature signed By:**

**Gina  
Cabrera**

 Digitally signed by  
Gina Cabrera  
Date: 2020.08.03  
10:38:11 -06'00'



**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**STEVE BAILEY**  
Administrator

**State of Idaho**  
Department of Administration  
**Division of Purchasing**

304 N 8<sup>th</sup> Street, Rm 403 (83702)  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

May 8, 2020

Express Employment Professionals  
Attn: Sara Barnowski

VIA E-MAIL TRANSMISSION  
Sara.Barnowski@expresspros.com

RE: Renewal of Contract SBPO20200074, a Contract for Temporary Staffing Services for the various State of Idaho Agencies, Institutions, and Departments; Expiring 8/05/2020

The State of Idaho would like to renew the above referenced contract for a period of One (1) Year. The contract renewal period is August 06, 2020 to August 05, 2021. The same terms and conditions prevail for the contract renewal period, except as expressly modified herein.

If the terms of this renewal letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov)) to the Division of Purchasing. If you need to update the contact information for this contract, please do so below. Please update your IPRO profile as well, if necessary, in order to continue to receive e-mail notifications through the IPRO System.

Thank you for your consideration in this matter.

Sincerely,

Gina Cabrera

Digitally signed by Gina  
Cabrera  
Date: 2020.05.08 11:27:27  
-06'00'

Gina Cabrera  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY: Express Employment Professionals

BY: Sara Barnowski  
(Signature)

Sara Barnowski  
(Printed Name)

DATE: 7/8/2020

UPDATED CONTACT INFORMATION for SBPO20200074

Contact Name	<u>same as before</u>
Title	
Address	
Phone	
Fax	
E-mail	

**Idaho Division of Purchasing**

**Statewide Blanket Purchase Order**

**Purchase Order Summary**

**Purchase Order Name:** Statewide Temporary Staffing Services-Express Employment Professionals  
**Contract Number:** SBPO20200074  
**Contract Value:** \$350,000.00 USD  
**Purchase Order Date:** 8/5/2019  
**Submitted By:** Kaylee Starman

**Instructions**

**NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD**

This Contract is for Statewide Temporary Staffing Services., awarded on behalf of State of Idaho Agencies, institutions, departments, and eligible public agencies as defined by Idaho Code Section 67-2327, pursuant to ITB ITB19000764. This Contract shall be for the period noted above, and may be amended, renewed, or extended upon mutual, written agreement of the parties, as detailed in the ITB.

**Contract Type:** Open

**Public Agency Clause:** Yes

**Contractor Contact:** Sara Barnowski

**Phone:** +1 208-343-7552

**E-mail:** sara.barnowski@expresspros.com

This Contract is to be drawn upon as requested by the Ordering Agency for the period noted above. **THIS NOTICE OF AWARD IS NOT AN ORDER TO SHIP.** Purchase orders against this SBPO will be furnished by the Ordering Agency on whose behalf this Contract is made. Contractor must ship and bill directly to the Ordering Agency. **DO NOT INVOICE DOP** unless DOP is the Ordering Agency. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

**QUANTITIES:** DOP can only give approximations of quantities; no maximum or minimum quantities can be guaranteed.

This SBPO, including any attached files, constitutes the State of Idaho's acceptance of your signed Bid (including any electronic submission), which is incorporated herein by reference. In the event of any inconsistency, precedence shall be given in the following order:

1. This SBPO
2. The State of Idaho's sourcing event, ITB19000764
3. The Contractor's signed Bid

<b>Statewide Temporary Staffing Services:</b>	<b>Express Employment Professionals</b>
	<b>Region 3</b>
<b>1.) Mandatory Use Postions: (Markup Rate)</b>	<b>26%</b>
<b>2.) Commercial/Industrial:(Markup Rate)</b>	<b>28%</b>
<b>4.) Professional Services Positions:(Markup Rate)</b>	<b>24%</b>
<b>* These are the Categories, Regions, &amp; Markup Rates awarded on this Contract.</b>	

**Special Instructions:**

**Internal Comments:**

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**Total \$350,000.00 USD**

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**Signature :Kaylee Starman**

**Signed By :**

