

PROFESSIONAL SERVICE CONTRACT TRANSMITTAL RECORD

CONTRACT PO NUMBER 2822279
 STANDARD PO NUMBER
 CHANGE ORDER # 3
 REVISION 3

Insurance Requirement

ACCOUNTS PAYABLE WILL HOLD UP ALL CONTRACT PAYMENTS UNTIL ALL INSURANCE CERTIFICATES/POLICIES REQUIRED UNDER THE CONTRACT HAVE BEEN RECEIVED. CONTRACTORS SHOULD BE MADE AWARE OF THIS REQUIREMENT.

TYPE OF CONTRACT: (Check One) <input type="checkbox"/> CONSTRUCTION/DEMOLITION <input type="checkbox"/> LEASE <input type="checkbox"/> DEED <input checked="" type="checkbox"/> PROFESSIONAL SERVICES	DEPARTMENT HEAD'S SIGNATURE 	DEPARTMENT HOMELAND SECURITY	
FUNDING SOURCE (Percent) FEDERAL 100% STATE % CITY 100% OTHER %	DEPARTMENT CONTACT PERSON JAMARL L. EILAND	PHONE NO. 313 596-6559	REVISION 3
CONTRACTOR'S NAME: STRATEGIC STAFFING SOLUTIONS		DATE PREPARED	
CONTRACTOR'S ADDRESS: 645 GRISWOLD SUITE 2900 DETROIT, MI 48226	ENGINEER'S ESTIMATE <input type="checkbox"/> CONTRACT X CHANGE <input type="checkbox"/> TOTAL CONTRACT AMOUNT \$ 3,820,000 3,653,176 <i>less</i> TOTAL CPO AMOUNT \$ 3,105,000 CHANGE AMOUNT \$ 715,000 548,176 <i>(less)</i>		
PHONE NO. 313 596-6900		X CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL	
FEDERAL EMPLOYER/SOCIAL SECURITY NUMBER:		MINORITY FIRM <input type="checkbox"/> YES <input type="checkbox"/> NO	
PURPOSE OF CONTRACT: PROVIDE RESOURCES FOR PROJECT WORK RELATED TO HOMELAND SECURITY/EMERGENCY MANAGEMENT CHARGE ACCOUNT: 2105 - 336313 - 000000 - 617900 - 13951- 000000 - 00000 \$491,502 2105-336213-000000-617900-13951-000000-00000 \$10,392 2105-336611-310100-617900-000000-A1100 ; appropriation is 13954 \$40,222			

TIME & DATE IN	APPROVER MUST ALSO MAKE APPROPRIATE NOTES IN ORACLE PURCHASE ORDER	TIME & DATE IN
	REQUESTING DEPARTMENT Homeland Security/Emergency Management AUTHORIZED DEPARTMENT REPRESENTATIVE	4-7-15
APR 08 2015	BUDGET <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL * BUDGET DIRECTOR OR DEPUTY	4-9-15
APR 08 2015	GRANT MANAGEMENT SECTION <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL GRANT ACCOUNTANT	4/8/15
PR 09 2015	FINANCE DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL * FINANCE DIRECTOR OR DEPUTY	4/8/15
	LAW DEPARTMENT <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DENIAL CORPORATION COUNSEL	4/8/15
	PURCHASING DIVISION PURCHASING DIRECTOR	6/4/2015

**CITY OF DETROIT
AMENDMENT AGREEMENT NO. 3
TO CONTRACT NO. 2822279**

THIS AMENDMENT AGREEMENT NO. 3 is entered into by and between the City of Detroit, a Michigan municipal corporation, acting by and through its Detroit Office of Homeland Security/Emergency Management Department ("City"), and Strategic Staffing Solutions, a State of Michigan Staffing Company, with its principal place of business located at 645 Griswold St., Suite 2900, Detroit, MI 48226

WITNESSETH:

WHEREAS, the City has engaged the Contractor to provide certain services ("Services") to the City; and

WHEREAS, the City and the Contractor have entered into a Contract reflecting the terms and conditions governing the subject engagement; and

WHEREAS, Article 16 of the Contract permits the parties to amend the Contract by mutual agreement; and

WHEREAS, it is the mutual desire of the parties to enter into this Amendment to amend the Contract as set out in detail in the following sections;

NOW, THEREFORE, in consideration of the foregoing, and of the benefits to accrue to the parties from this Amendment, the parties agree that this Contract is amended as follows:

**1. AMENDMENT TO SECTION 7
COMPENSATION**

1.01 Section 7.01, which now reads:

Compensation for Services provided shall not exceed the amount of **Three Million One Hundred Five Thousand 00/100 Dollars (\$3,105,000.00)** inclusive of expenses, and will be paid in the manner set forth in Exhibit B. Unless this Contract is amended pursuant to Article 16, this amount shall be the entire compensation to which the Contract is entitled for the performance of services under this Contract.

Is amended to read:

The maximum amount of compensation for the complete and proper performance of the *Services* under this *Contract* is increased by this *Amendment #3* from **Three Million One Hundred Five Thousand 00/100 Dollars (\$3,105,000.00)** to an amount not to exceed **Three Million Six Hundred Fifty Three Thousand, One Hundred Seventy Six and 00/100 Dollars (\$3,653,176.00)**, inclusive of expenses, increasing the original *Contract* amount and Amendment #1 and Amendment #2 by **Five Hundred Forty Eight Thousand, One Hundred Seventy Six and**

00/100 Dollars (\$548,176.00). Unless this *Contract* is amended pursuant to Article 16, this amount shall be the entire compensation to which the *Contractor* is entitled for the performance of *Services* under this contract.

2. AMENDMENT TO SECTION ____ MISCELLANEOUS

3. AMENDMENT TO EXHIBIT A

3.01 Exhibit A of the Contract is amended by deleting the existing language and by substituting the attached First Amended Exhibit A in its place. (See Scope of Services)

4. AMENDMENT TO EXHIBIT B

4.01 Exhibit B of the Contract is amended by deleting the existing language and by substituting the attached First Amended Exhibit B in its place.

5. EFFECT OF AMENDED TERMS ON THE REMAINING PROVISIONS OF THE CONTRACT

5.01 With the exception of the provisions of the Contract specifically contained in this Amendment, all other terms, conditions and covenants contained in the Contract shall remain in full force and effect and as set forth in the Contract.

6. AMENDMENT AUTHORIZATION

6.01 This Amendment to the Contract shall not become effective until:

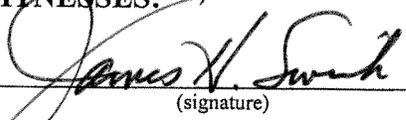
- (a) The Amendment has been approved by the required City departments;
- (b) The Amendment has been authorized by resolution of the City Council; and
- (c) The Amendment has been signed by the City's Purchasing Director.

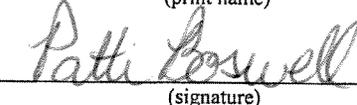
Prior to the approvals set forth in this Section, the Finance Director shall not authorize any payments to the Contractor pursuant to this Amendment, nor shall the City incur any liability to pay

for any services or to reimburse the Contractor for any expenditure authorized by this Amendment.

IN WITNESS WHEREOF, the City and the Contractor, by and through their duly authorized officers and representatives, have executed this Amendment.

WITNESSES:

1. 
 (signature)
JAMES H. SWINK
 (print name)

2. 
 (signature)
Patti Boswell
 (print name)

CONTRACTOR:

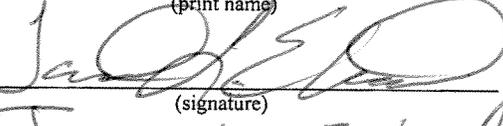
BY: 
 (signature)

Christine N. Seppala
 (print name)
 General Counsel

ITS: _____
 (title)

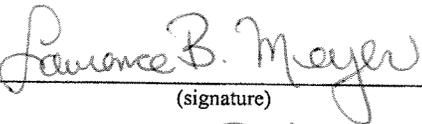
WITNESSES:

1. 
 (signature)
HILTON E. KINCAID
 (print name)

2. 
 (signature)
Jamar L. Eiland
 (print name)

CITY OF DETROIT _____

DEPARTMENT:

BY: 
 (signature)

Lawrence B. Meyer
 (print name)

ITS: Director, Homeland Security
 (title)

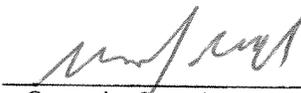
THIS AMENDMENT WAS APPROVED BY THE CITY COUNCIL ON FRC APPROVAL

APR 21 2015

MAY 18 2015


 Purchasing Director Date

APPROVED BY LAW DEPARTMENT PURSUANT TO SECTION 6-406 OF THE CHARTER OF THE CITY OF DETROIT

 4/21/15
 Corporation Counsel Date

THIS AMENDMENT IS NOT VALID OR AUTHORIZED UNTIL APPROVED BY RESOLUTION OF THE CITY COUNCIL AND SIGNED BY THE PURCHASING DIRECTOR.

THIRD AMENDED EXHIBIT A

SCOPE OF SERVICES

I. Notice to Proceed

The Contractor shall commence the extended term of performance pursuant to Amendment 1 of this Contract upon receipt of the City's delivery of a written "Notice to Proceed" and in the manner specified in the Notice to Proceed. The extended term of the Contract shall be completed on **June 30, 2015**.

II. Services to be Performed

Contractor shall provide Homeland Security and Emergency Management resources in support of the projects and activities of the Detroit Office of Homeland Security/Emergency Management. These projects and activities will be in accordance with the classification titles and rate structure which is attached as part of **Exhibit B**.

Contractor shall advance funds for travel and expenses to conferences, trainings, meetings, and exercises that are required for *employees* to stay in compliance with Grant funding guidelines. Travel may include air fare, hotel expense, personal car travel, registration fees, approved per diem, and other authorized expenses deemed necessary for employee performance.

Employees shall submit expense reports to Director of Homeland Security/Emergency Management monthly for confirmation of expenses. These activities will be in accordance with **Exhibit B I. General**.

At the conclusion of this contract, whether by termination or at the end of the term, the City shall have the right to employ or retain the services of any of the Contractor's employees who are, at that time, serving as Homeland Security/Emergency Management resources to the City.

The Contractor will not include in any contract between it and those persons who serve the City as Homeland Security/Emergency Management resources, any term which would interfere with the City's right to employ them or retain their services as herein permitted.

If any such contract provision is included in any contract between the Contractor and its employees, the contractor will waive any right which it purportedly might have had under such a contract to limit or interfere with the right of the City to employ persons covered by this provision, upon request of the City or of such person.

SUMMARY: Under general supervision, assist with the coordination, preparation, and implementation of plans, operations, training, and information sharing related to an all hazards environment of natural and/or man made disasters for the City of Detroit, Office of Homeland Security and Emergency Management.

MAJOR JOB DUTIES:

1. Responds to incidents as a member of the Incident Command/Unified Command (IC/UC).
2. Activates and Opens the Emergency Operations Center (EOC) when required.
3. Acts as the Emergency Operations Center (EOC) manager when required.
4. Prepares operational plans for pre-planned events, training/exercise, and emergencies/disasters.
5. Prepares Standard Operating Procedures (SOP).
6. Reviews related Homeland Security and Emergency Management documents to become familiarized and provides summaries.
7. Conducts Risk, Capability, and Vulnerability Assessments.
8. Responds to request for information and data calls from a variety of agencies and departments.
9. Coordinates with Governmental, Non-Governmental Officials (NGO's), private and volunteer agencies.
10. Shares pertinent information with public and private partners when appropriate.
11. Participates as a member of the Detroit Local Emergency Planning Council.
12. Reviews, processes, and files documents related to work of the Detroit Local Emergency Planning Council.
13. Compiles, cross references, tracks and files, paper or electronic Material Safety Data Sheets, identification of facilities that produce or use hazardous materials and other hazardous material information.
14. Provides community education on emergency, preparedness, response and recovery operations.
15. Supervises document control for the Office of Homeland Security and Emergency Management.
16. Perform general office management duties.
17. Attends conferences, seminars and trainings as required.

QUALIFICATIONS:

- 2 years Degree in emergency management or
- 2 years experience in emergency management or
- 2 years experience in public safety, security, intelligence, or HazMat/CBRNE operations with emphasis in emergency management/homeland security or Professional Emergency Management Certifications may be considered as a substitute for the above qualifications.

III. Definition

The following word and expression used in its stead shall wherever it appears in this contract, be construed as follows:

“Resources” shall mean persons proficient in providing Homeland Security and Emergency Management services.

CITY ACKNOWLEDGMENT

STATE OF Michigan)
)SS.
COUNTY OF Wayne)

The foregoing contract was acknowledged before me the 9 day of APRIL,
20 15, by [Signature] for LAWRENCE B. MEYER,
(name of person who signed the contract)
the DEPUTY DIRECTOR OF DHSEM,
(title of person who signed the contract as it appears on the contract)
of DETROIT HOMELAND SECURITY & EMERGENCY MANAGEMENT,
(complete name of the City department)

on behalf of the City.

[Signature]

Notary Public, County of Wayne

State of Michigan

My commission expires: August 31, 2019

YOLANDA GAINES
Notary Public, State of Michigan
County of Wayne
My Commission Expires 08-31-2019
Acting in the County of _____

CORPORATE ACKNOWLEDGMENT

STATE OF MICHIGAN)
)SS.
COUNTY OF WAYNE)

The foregoing contract was acknowledged before me the 8 day of APRIL,
20 15, by CHRISTINE SEPPALA,
(name of person who signed the contract)
the GENERAL COUNSEL,
(title of person who signed the contract as it appears on the contract)
of STRATEGIC STAFFING SOLUTIONS,
(complete name of the corporation)

on behalf of the Corporation.

Alma M Butkunas

Notary Public, County of WAYNE

State of MICHIGAN

My commission expires: DEC. 27, 2020



Detroit City Council
Legislative Policy Division

TO: Purchasing Division Staff
FROM: David Teeter
DATE: April 22, 2015

RE: **PURCHASING ITEMS APPROVED BY THE CITY COUNCIL**

There were no contracts, approved at the April 13, 2015 Session, requested to be Reconsidered.

*The following contracts and purchase orders were reported to the City Council by the indicated Standing Committee, at the Regular Session of April 21, 2015 and **APPROVED***

Reported by the Budget, Finance and Audit Committee:

No Contracts Reported

Reported by the Internal Operations Committee:

No Contracts Reported

Reported by the Neighborhood and Community Services Committee:

No Contracts Reported

Reported by the Planning and Economic Development Committee:

No Contracts Reported

Reported by the Public Health and Safety Committee:

2906350	Ajax Paving Industries	\$520,900	PUBLIC WORKS
	Submitted in the List and Referred April 7, 2015; Approved with WAIVER .		
2906351	Cadillac Asphalt	\$7,862,500	PUBLIC WORKS
	Submitted in the List and Referred April 7, 2015; Approved with WAIVER .		
282279	Strategic Staffing Solutions	+ \$548,176 to \$3,653,176	HOMELAND SECURITY
	Submitted in the List and Referred April 13, 2015; Approved with WAIVER .		

Purchasing Division
Contracts and Purchase Orders Received, Considered at Regular Session
of April 21, 2015

Page 2

*The following contracts were **REFERRED** on April 21, 2015 to the indicated Standing Committee for consideration and report to the City Council.*

Referred to Budget, Finance and Audit Committee:

No Contracts Referred

Referred to Internal Operations Committee:

2867153,Ext.	Genuine Parts (NAPA)	GENERAL SERVICES
87097	Craig Rice (Fleet Manager)	GENERAL SERVICES
87123	Stephen B. Coleman (Vac.Lot Inspec)	GENERAL SERVICES
87124	Albert C. Roberson (Park Surveyor)	GENERAL SERVICES
87108	Melissa M. Kopriva (Legal Assist)	INSPECTOR GENERAL

Referred to Neighborhood and Community Services Committee:

No Contracts Referred

Referred to Planning and Economic Development Committee:

No Contracts Referred

Referred to Public Health and Safety Committee:

2874673,Purch.Incr.	Enterprise Uniform	FIRE
2904782,Lease	Samaritan Center	HEALTH & WELLNESS
2902705	Berger Chevrolet	POLICE
2839582,Renew	DPF Cleaning Specialists	TRANSPORTATION

Contracts that are currently HELD for review, discussion or report to the Standing Committees.

HELD in Public Health and Safety Committee:

2901893	Wayne County Register of Deeds	\$300,000	BUILD.SAFE.ENG.& ENV.
Submitted in the List and Referred April 13, 2015.			

**CITY OF DETROIT BUDGET DEPARTMENT
CONTRACT TRANSMITTAL**

*Please return
write-up to Budget.*

DEPARTMENT: Mayor's Office (Homeland Security)	DATE REC: 4/8/15 Electronic: 4/9/15
CPO: 2822279	C/O:
NAME: Strategic Staffing Solutions	AMOUNT: \$548,176 incr. TOTAL: \$3,653,176
ADDRESS: DETROIT, MI	Budget Log: 5332
PURPOSE: Provide resources for project work related to Homeland Security/Emergency Management	

RECOMMENDATION:

APPROVE: _____	DATE COMPLETED: 4/9/15
DENY: _____	ANALYST: T. MASON
	DATE RELEASED: APR 09 2015

COMPLETE BELOW WHEN DOCUMENT DELAYED, USE DC1 FOR FIRST DELAY AND DC2 FOR SECOND DELAY

DELAY CODE 1 (DC1): _____	0 NO DELAY	4 REQ DEPT IMPOSED HOLD	DELAY CODE 2 (DC2): _____
DC1 DELAY START DATE: _____	1 MORE INFORMATION	5 MANAGEMENT DELAY	DC2 DELAY START DATE: _____
DC1 DELAY END DATE: _____	2 LACK FUNDS	6 OTHER	DC2 DELAY END DATE: _____
	3 HUMAN RES COORD		

Fund 2105 Homeland Security Grants Fund
Appn 13951 Homeland Security Grant Program FY13
Appn 13954 2011 Pre-Disaster Mitigation

Mayor's Office (Homeland Security) is requesting authorization to amend its contract with Strategic Staffing Solution.

Scope: Under general supervision, continuing to assist with the coordination, preparation and implementation of plans, operations, training and information sharing related to an all hazards environment of natural and/or man-made disasters for the City of Detroit Office of Homeland Security & Emergency Management. Some of the major job duties include:

- Respond to incidents as a member of the Incident Command/Unified Command (IC/UC).
- Prepare operational plans for pre-planned events, training/exercise and emergencies/disasters.
- Conduct risk, capability and vulnerability assessments.
- Share pertinent information with public and private partners when appropriate.
- Provide community education on emergency, preparedness, response and recovery operations.
- Attend conferences, seminars and trainings as required.
- Compile, cross reference, track and file paper or electronic Material Safety Data Sheets, identify facilities that produce or use hazardous materials and other hazardous material information.

<u>Account</u>	<u>Amount</u>	<u>Available in Appn</u>
2105-336313-000000-447585-13951-000000-00000	\$491,562	\$749,911.98
2105-336213-000000-617900-13951-000000-00000	16,392	"
2105-336611-310100-617900-13954-000000-A1100	40,222	40,222.50
Total Amend.	\$548,176	

Original	7/13/10 – 6/30/11	\$1,000,000
Amd. 1	12/10/12 – 6/30/13	925,000
Amd. 2	7/1/13 – 6/30/14	1,180,000
This amd.	NTP – 6/30/15	548,176
Total	7/13/10 – 6/30/15	\$3,653,176

Clearances valid and attached.

Tanya Mason - CPO 2822279

From: Jamarl Eiland
To: Mason, Tanya
Date: 4/8/2015 7:04 PM
Subject: CPO 2822279

Tanya,

I sent the CPO update to you in DRMS.....

I had to update the Cost Centers so now they are the following.... Total amendment did not change....

Cost Center 336313 \$ 491,562.00
Cost Center 336213 \$ 16,392.00
Cost Center 336611\$ 40,222.00

Total \$ \$548,176.00

Quick note..... Cost Center 336611 will still have .50 cents in it.... is it possible to use this money also? I just didn't include it in the total because I noticed on the Contract that it was not used.

Thanks,

Jamarl



REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: Homeland Sec/EmergencyMGT

CONTACT: J. Biland PHONE: 596-6559 FAX: 596-1712

Type of Clearance: New Renewal (Please submit 30 days prior to submitting bid or expiration date)

A.

Tax City of Detroit Income Tax Division Coleman A. Young Municipal Center 2 Woodward Avenue, Ste. 512 Detroit, MI 48226	For: Individual or Company Name <u>StrategicStaffingSolution</u> Address <u>645 Griswold, Suite 2900</u> City <u>Detroit</u> State <u>MI</u> Zip Code <u>48226</u> Telephone <u>(313) 596-6900</u> Fax # <u>(313) 965-9967</u>
Phone: (313) 224-3328 or 224-3329 Fax: (313) 224-4588	

B. Name of Chief Financial Officer/Authorized Contact Person (include address if different from above)

593455070 <u>Ed Mannino</u> Employer Identification or Social Security Number <u>593455070</u>	Telephone # <u>596-6900</u> Fax # <u>965-9967</u> Spouse Social Security Number _____
Name of Contract _____	BID CONTRACT AMOUNT (if known): Labor: \$ _____ Materials: \$ _____ Contract # (if known) _____

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE.

Check One: Individual Corporation Partnership Estate & Trust

INDIVIDUALS ANSWER QUESTIONS 1.2.3.4.

- Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) Yes No
- Are you a student, and/or claimed as a dependent on someone else's tax return? Yes No
- Were you employed during the last seven (7) years? Yes No
- Were you a resident of Detroit during the last seven (7) years? Yes No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5.6.7.

- Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). Yes No
- Will the company have employees working in Detroit? Yes No
- Will the company use sub-contractors or independent contractors in Detroit? Yes No

D. FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Signature of <u>LUCRETIA JENNINGS</u>	Expires <u>SEP 15 2014</u>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____ Expires _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____ Expires _____

To check the status of a clearance, please call (313) 224-3328 or (313) 224-3329
VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT www.ci.detroit.mi.us

CITY OF DETROIT

ACCOUNTS RECEIVABLE CLEARANCE APPLICATION

2 WOODWARD AVENUE, SUITE 105, COLEMAN A YOUNG MUNICIPAL CENTER
REVENUE COLLECTIONS UNIT (313) 224-4087 / FAX: 224-4238 / RevenueCollections@DetroitMi.gov

SECTION A BUSINESS LICENSE BUDGET CITY COUNCIL DDOT DPW FINANCE FIRE HEALTH
 HUMAN RIGHTS LAW MAYOR OMBUDSMAN PLANNING & DEVELOPMENT POLICE PURCHASING
 RECREATION WATER & SEWAGE OTHER Homeland Security / Emergency Mgt.

ADDRESS OF DEPARTMENT 13331 Lyndon Detroit, MI 48227

DATE SENT _____ CONTACT PERSON Jamaal L. Eiland

PHONE NUMBER (313) 596-6559 FAX NUMBER (313) 596-1712 EMAIL EilandJ@Detroitmi.gov

CONTRACT AMOUNT \$ _____

SECTION B: CORPORATION LICENSE TYPE _____
CORPORATION NAME Strategic Staffing Solutions, Inc.
ADDRESS 645 Griswold, Ste 2900 CITY/STATE/ZIP Detroit, MI 48226 OWN LEASE
CITY PERSONAL PROPERTY NUMBER N/A FID / EIN NUMBER 59 345 5070
OTHER CITY-OWNED PROPERTY PARCELS N/A
CONTACT PERSON Mishara Walker PHONE NUMBER (313) 596-6900 EMAIL ADDRESS _____

SECTION C: PARTNERSHIP LICENSE TYPE _____
BUSINESS NAME _____
BUSINESS ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE
CITY PERSONAL PROPERTY NUMBER _____ FID / EIN NUMBER _____
A: PARTNER'S NAME _____ PHONE NUMBER _____
HOME ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE
DRIVER'S LICENSE # _____ OTHER CITY-OWNED PROPERTY PARCELS _____
B: PARTNER'S NAME _____ PHONE NUMBER _____
HOME ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE
DRIVER'S LICENSE # _____ OTHER CITY-OWNED PROPERTY PARCELS _____
CONTACT PERSON _____ PHONE NUMBER _____ EMAIL ADDRESS _____

SECTION D: SOLE PROPRIETORSHIP LICENSE TYPE _____
BUSINESS NAME _____
BUSINESS ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE
CITY PERSONAL PROPERTY NUMBER _____ FID / EIN NUMBER _____
OWNER'S NAME _____ DRIVER'S LICENSE # _____ PHONE NUMBER _____
HOME ADDRESS _____ CITY/STATE/ZIP _____ OWN LEASE
OTHER CITY-OWNED PROPERTY PARCELS _____
EMAIL ADDRESS _____

SECTION E: PERSONAL SERVICES
NAME _____ ADDRESS _____ OWN LEASE
CITY/STATE/ZIP _____
PHONE NUMBER _____ DRIVER LICENSE # _____
OTHER PROPERTY ADDRESSES OWNED IN WITHIN DETROIT _____
SOCIAL SECURITY NUMBER _____ EMAIL ADDRESS _____

FOR TREASURY COLLECTION USE ONLY:

APPROVED DENIED DENIED WITH ATTACHMENTS
SIGNATURE [Signature] DATE FEB 05 2015 CLEARANCE VALID UNTIL AUG 30 2015

REVENUE COLLECTIONS
APPROVED
CONTRACT CLEARANCES



Corporate Office
645 Griswold Street, Suite 2900
Detroit, Michigan 48226-4216
Telephone (313) 965-1110
Facsimile (313) 965-9967
1-888-S3-TEAM1
www.strategicstaff.com

08:11 AM P-330 W
7/24/13
NOV 20 10 40 AM '13

December 19, 2013

City of Detroit
Coleman A. Young Municipal Center
2 Woodward Avenue
Detroit, MI 48226

Re: Application for Employment – Strategic Staffing Solutions

To whom it may concern,

In regard to potential hires for City of Detroit contracts, Strategic Staffing Solutions will not require applicants to answer the question if they have had a felony or not.

Sincerely,

A handwritten signature in cursive script that reads 'Tracey Kenty'.

Tracey Kenty
HR Manager

Your Business, Technology, and Community Partner
S³ is certified as a Detroit Based Company and a Woman-Owned Entity.



APPLICATION FOR EMPLOYMENT

06-11-11 P-030-11

Name (Last, First Middle) _____

Current Address (Street, City, State, Zip) _____

Home Phone _____ **Work Phone** _____

Cell Phone _____ **Email (Required)** _____

In case of Emergency, Notify (Name, Phone, Relationship) _____

Citizen of US? Yes No **If No, Permanent Resident?** Yes No
If No, Alien Authorized to Work? Yes No

Social Security #: _____ **Alien #:** _____

How did you hear about S3? _____

Have you ever been convicted of a felony? Yes No
 If yes, please explain. _____

EDUCATION & EXPERIENCE

(PLEASE ATTACH RESUME)

EMPLOYMENT REFERENCES

Please complete all columns. List three references you have worked with or for.

Name	Title	Company & Address	Phone	Years Known

Permission is given to contact the above listed references: Yes No

Permission is given to contact your current employer: Yes No

I hereby certify that all information in this application is complete and true. I understand that if employed, any false statements may be considered sufficient cause for dismissal.

Signature of Applicant

Date

CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: STRATEGIC STAFFING SOLUTIONS
2. Address of Contractor: 645 GRISWOLD #2900
DETROIT MI 48226
3. Name of Predecessor Entities (if any): _____
4. Prior Affidavit submission? No _____ Yes, on: _____
(Date of prior submission)
If "No", complete Items 5 and 6.
If "Yes", list date of prior submission above, go to Item 6 and execute this Affidavit.
5. Contractor was established in 1990 (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.

____ Contractor has searched their records and those of any predecessor entity, and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.

____ Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).
6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge. All documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

CHRISTINE SEPPALA (Printed Name) GENERAL COUNSEL (Title)

[Signature] (Signature) 12-3-12 (Date)

Subscribed and sworn to before me
this 3rd day of DEC. 2012

ALMA M BUTKUNAS
Notary Public, WAYNE County, Michigan
My Commission expires: DEC. 27, 2013

ALMA M. BUTKUNAS
Notary Public, State of Michigan
County of Wayne
My Commission Expires Dec. 27, 2013
Acting in the County of WAYNE



COVENANT OF EQUAL OPPORTUNITY
(Application for Clearance - Terms Enforced After Contract is Awarded)

I, being a duly authorized representative of the Strategic Staffing Solutions (hereinafter "Contractor"), do hereby enter into a Covenant of Equal Opportunity (hereinafter "Covenant") with the City of Detroit, ("hereinafter" City); obligating the Contractor and all sub-contractors not to discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his or her hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression.

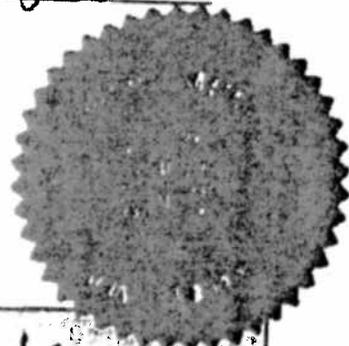
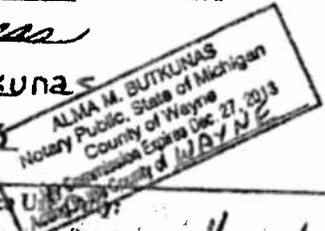
I understand that it is my responsibility to ensure that all potential sub-contractors are reported to the City of Detroit Human Rights Department and have a current *Contract Specific* Clearance on file prior to working on any City of Detroit contract. I further understand that the City of Detroit reserves the rights to require additional information prior to, during, and at any time after the Clearance is issued.

Furthermore, I understand that this covenant is valid for the life of the contract and that a breach of this covenant shall be deemed a material breach of the contract and subject to damages in accordance with the City of Detroit Code, Ordinance No. 27-3-2, Section (e).

RFQ / PO No. #3822279
Printed Name of Contractor: Strategic Staffing Solutions
(Type or Print Legibly)
Contractor Address: 645 Grinnold Detroit, MI 48226
(City) (State) (Zip)
Contractor Phone/E-mail: rbeyant@strategicstaff.com 313-596-8930
(Phone) (E-mail)

Printed Name & Title of Authorized Representative: Jessie Beyant, Account Rep.
Signature of Authorized Representative: Jessie Beyant
Date: 9-14-2011

*** This document **MUST** be notarized ***
Signature of Notary: Alma M Butkunas
Printed Name of Seal of Notary: Alma M Butkunas
My Commission Expires: DEC 27 2013



For Office Use Only:
Cov. Rec'd: 9/15/11 in Department Name: Homeland Security
 Accepted by: Jamar L. Eiland Rejected by: _____
Please email or fax Covenant and EOC to Director of Human Rights Department 1026 CAYMC at HumanRightsCL@detroitmi.gov or fax (313) 224-3434.



CITY OF DETROIT
OFFICE OF HOMELAND SECURITY AND
EMERGENCY MANAGEMENT
DIRECTOR LAWRENCE B. MEYER

13331 LYNDON
DETROIT, MI 48227
PHONE (313) 596-2590

January 20, 2015

Boysie Jackson, Chief Procurement Officer
Finance Department, Purchasing Division
1008 Coleman A. Young Municipal Center
Detroit, MI 48226

Mr. Jackson:

RE: Sole Source Designation

The Detroit Office of Homeland Security/Emergency Management is requesting sole source designation for Strategic Staffing Solutions, Inc. (S3), to continue to provide Consultant Services to the City of Detroit Office of Homeland Security/Emergency Management (HSEM). S3 is currently providing the consultant services required for Detroit HSEM to continue to be in compliance with the mandates of the federal grants that are awarded to Detroit HSEM. Due to the sensitivity of their duties, trainings, and involvement with Detroit HSEM it is recommended that we continue with Strategic Staffing Solutions, Inc.

The Homeland Security Grant Program's (HSGP) Urban Area Security Initiative (UASI) Grant which is awarded to the City of Detroit through the Office of Homeland Security/Emergency Management is approved to fund the S3 Consultants who are currently working for Detroit HSEM. Strategic Staffing Solutions, Inc. is approved by the Sub-Grantor of the funds, which is the Michigan State Police, Emergency Management and Homeland Security Division, and also approved by the UASI Board to provide these services to the City of Detroit.

Thank you for your time and consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Lawrence B. Meyer". The signature is written in black ink and is positioned above the typed name and title.

Lawrence B. Meyer, Director
Detroit Office of Homeland Security/
Emergency Management

MIKE DUGGAN, MAYOR

01/11/12

City Council Contract Agenda Items Review Checklist

Reviewer: _____ Date Received: _____

Date: January 20, 2015 Department: Homeland Security/Emergency Management Division: _____

Dept Head/Contact Person: Jamarl L. Eiland Phone No.: 596-6559

Description: Consultant Services Contract No.: 2822279 PO Type: CPO Est. Value: \$ _____

Contract Term (if applicable): Renewal forthcoming

Funding: City _____ % State _____ % Federal **100%** Other: _____ %

(Documentation must be furnished by the Dept. if anything other than City funding)

Recommended Supplier: Strategic Staffing Solution, Inc. Required Date: Immediately

1. Is the product or service ESSENTIAL to department operations? X Yes No

If "Yes" please explain why: Department staff that has been approved for the compliance of the Homeland Security grants that come to the City of Detroit. There are several major events coming up that department is working on for the safety of the citizens and visitors to the City of Detroit. To continue to receive Homeland Security funds there are several projects and mandates that must be completed for compliance. The consultants are responsible for completing the mandates and projects to stay in compliance.

Consequence of not buying: Will lose approved Grant funds for Consultant Services under the UASI and SHSP Grant. City of Detroit will not be in compliance with mandates set forth for receiving Homeland Security Grants. Request for return of approved funds would be the result if compliance is not met.

2. Was the product or service competitively bid? Yes X No
(Request copies of bid tabulation/evaluation score sheets as needed)

If the answer to #2 is "NO" explain why there was no competition:

Existing contract in the renewal process.

3. Was a Co-Operative Agreement Considered? Yes X No Co-Operative Name: _____

If answer to #3 is "No" explain why a Co-Op was not considered: Cooperative agreement is not an option in regard to the Federal Grant Agreement.

4. Were savings achieved?

Yes Amount \$ _____ X No

Were additional savings requested? (10%) Yes X No

Additional savings requested in Contract renewal.

01/11/12

5. Does the supplier currently provide other goods and services to the City? Yes X No
If yes please list: _____
6. The business being awarded is Renewal Contract
7. If #6 is a renewal provide justification for renewal: Renewal will allow for the City of Detroit to stay in compliance with the programs and mandates that are identified for the UASI Region.
If #6 is a increase/decrease does this represent:
- Variance in unit price only (Current unit price \$ _____ Suggest Unit Price \$ _____)
- X Change in amount/volume of the good or service to be used (no change in unit price)
8. Is this good/service used by other departments? Yes X No
If "yes" can this req/par be combined other department requirements.? Yes No
9. Is this a service that can be performed by City employees? Yes X No
Is this a service that City employees can be trained to do? Yes X No

NOTES:

Per the Homeland Security Grant Guidance Homeland Security funds can not go to the General Fund to support these consultant services. There are very strict guidelines in relation to services provided.

PLACE ON CITY COUNCIL AGENDA

REJECT AND NOTIFY DEPARTMENT DIRECTOR:

SIGNED: _____

DATE: January 20, 2015

INFORMATION PROVIDED BY: Jamarl L. Eiland

TITLE: Strategic Planner

PHONE NO. 596-6559