



**PLEASE DELIVER TO:**

**City of Ann Arbor**  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, Michigan 48107

**Manpower Response to  
City of Ann Arbor  
RFP # 21-09  
Temporary Staffing Services for Public Works**

March 16, 2021



**Manpower<sup>®</sup>**

Manpower, Inc. of Southeastern Michigan  
173 Parkland Plaza | Suite D  
Ann Arbor, MI 48103  
734-665-3757  
[www.manpowermi.com](http://www.manpowermi.com)

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## Letter of Transmittal

March 16, 2021

City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

To Whom it May Concern:

Thank you for reviewing this response to your Request for Proposal # 21-09 Temporary Staffing Services for the City of Ann Arbor Public Works. It has been our pleasure to serve the temporary staffing needs of the City of Ann Arbor throughout the years and we hope to continue this service through a new contract period.

Our proposal remains valid for 90 days from March 16, 2021.

Thank you again for your review and consideration. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Susan M. Carlson  
President / CEO  
Manpower, Inc. of Southeastern Michigan  
173 Parkland Plaza, Suite D  
Ann Arbor, Michigan 48103  
Office: 734-665-3757 ext: 111  
Cell: 734-320-6504  
Fax: 734-800-2516  
Email: [smc@manpowermi.com](mailto:smc@manpowermi.com)

## Section A – Professional Qualifications

### Company Background

Manpower, Inc. of Southeastern Michigan (hereafter Manpower) is a locally-owned, community-based staffing company operating with the additional support and resources of our global parent corporation, ManpowerGroup. We are located at 173 Parkland Plaza, Suite D, Ann Arbor, Michigan 48103. Our mailing address is PO Box 1309, Ann Arbor, Michigan 48106. We are an S Corporation, licensed to operate in the State of Michigan. A copy of our Form W-9 is available upon request.

ManpowerGroup, our global parent company, was founded in 1943 in Milwaukee, Wisconsin. Elmer Winter and Aaron Scheinfeld's idea to offer temporary office help to the professionals in their community gave rise to what is today – a \$19 billion worldwide staffing organization working with 400,000 clients and 3.4 million associates each year. In its early years, the company expanded by franchising to local entrepreneurs willing to take their idea and bring it to life in the communities where they lived.

In 1962, Carolyn and Roger Gatward did just that, launching Manpower, Inc. of Southeastern Michigan in their hometown of Ann Arbor. Our franchise quickly became the area's premier staffing company, a position we have held to this day. In 1986, Susan Carlson joined the franchise and has been its President since 1994. Carolyn and Susan jointly owned the franchise until 2014, when full ownership transitioned to Susan.

Our local franchise is a 100% woman-owned business certified as a Women's Business Enterprise (WBE) under the Women's Business Enterprise National Council (WBENC) and the National Women Business Owners Corporation (NWBOC). We have also received the Joint Commission Gold Seal of Approval for Health Care Staffing. While this certification is not necessarily applicable to the project scope and temporary employment services needed by the City of Ann Arbor, it does demonstrate our commitment to providing quality services on which our clients can rely.

Operating as a franchise of the world's leading staffing company offers us the best of both worlds – we remain locally-owned and operated, able to respond quickly and flexibly to the challenges and opportunities presented in the marketplace yet doing so with the support, resources, and expertise of a worldwide organization.

Through our years of operation, both Manpower and ManpowerGroup have developed an unparalleled understanding of high-demand occupations, allowing us to offer a deeper talent pool, proven recruitment processes, and greater success finding right-fit candidates.

Today, we strive to create a positive experience for all of those we reach including our candidates, associates, internal staff, customers, and our community. We unequivocally support and are deeply committed to diversity, equality, and inclusion in the workforce. We understand that it is essential to meet the needs of our customers, candidates, and associates – offering them an experience that exceeds their expectations, and of our competitors.

## **Executive / Professional Personnel**

Our local service team is a staff of 25+ members operating under the leadership and direction of the following executive and professional personnel. It is this team that will continue to partner with and service your organization under this new contract, should we be awarded that opportunity.

### ***Susan Carlson\*, President / CEO***

*Susan is an executive leader who has been responsible for the temporary staffing and service operations for Manpower, Inc. of SE Michigan since 1986. She provides leadership to our internal staff employees and oversees business operations throughout the entire organization. Susan has encompassed a shared services model to ensure excellence in staffing delivery and support. She understands the importance of offering a range of customized, targeted staffing solutions and does so with a comprehensive client base of 200+. Susan is skilled at developing and expanding relationships with clients by anticipating and exceeding customer needs. She ensures staffing and service is operating in compliance with all local, state, and federal laws/regulations. Furthermore, Susan has established and improved business processes, policies, and procedures to maximize effectiveness and efficiencies within daily operations.*

*\*Susan is an authorized negotiator to negotiate the agreement with the City of Ann Arbor.*

### ***Wendy Willford\*\*, Operations Vice President / CFO***

*Wendy is an executive leader who has supported the temporary staffing and service operations for Manpower, Inc. of SE Michigan since 1999. She is directly responsible for all accounting, business and financial analysis and reporting, risk management, cash management, legal/regulatory/tax compliance, and internal/external auditing. Wendy also oversees all temporary employee payroll processing, invoicing, tax payments, wage withholding orders, and employment verifications. Wendy is skilled at managing special invoicing procedures and special customer reporting, including all new customer setups in Manpower's front and back office systems. In addition, Wendy coordinates the compliance of local, state, and federal laws/regulations including maintaining records. She also oversees risk and claims management programs, implementing and maintaining unemployment and workers' compensation policies, procedures, and reporting. Furthermore, Wendy manages our local accounting/finance department staff and functions including sales collection and reporting, bank reconciliations, payroll, accounts payable, fixed assets, and general journal maintenance.*

*\*\*Wendy is an authorized negotiator to negotiate the agreement with the City of Ann Arbor.*

### ***Kelly Bailey, Staffing Vice President / CSO***

*Kelly is an executive leader who has supported the temporary staffing and service operations for Manpower, Inc. of SE Michigan since 2000. She has extensive experience managing our staffing teams that service our customers including the City of Ann Arbor. Kelly also oversees our intake and registration process ensuring that candidates receive and complete the appropriate pre-hire and onboarding paperwork including any necessary compliances. She is skilled at developing,*

*expanding, and improving relationships with key customers by anticipating and exceeding customer needs and expectations. Kelly understands how to identify customer needs, priorities, and concerns and communicate those to the staffing teams in ways that enhance their ability to recruit and service those customers.*

***Jordan VanZandt\*\*\*, Service Solutions Manager***

*Jordan is a strategic service manager who has supported the temporary staffing and service operations for Manpower, Inc. of SE Michigan since 2003. She has experience providing support to high-profile and large volume accounts both onsite and remotely. As a dedicated account manager, Jordan has prepared weekly, monthly, quarterly, and yearly staffing and invoicing reports as needed and requested. She is also responsible for monitoring attendance and performance; coaching and counseling; and handling terminations of temporary employees. Jordan also understands the importance of staying informed with recruiting trends as well as creating and maintaining a strong network of candidates and resources to support recruiting efforts. Jordan is skilled at expanding and improving relationships with key customers by anticipating and exceeding customer needs and at troubleshooting to resolve and deliver solutions to customers, candidates, and temporary employees. Jordan also provides leadership to staff and helps manage recruiting and service provided to our accounts.*

*\*\*\* Jordan is your designated single point of contact to assist in any employment requests, availability, scheduling, billing, contract compliance requirements, reports, and problem solving.*

## Section B – Past Involvement with Similar Projects

Manpower has been providing services to the City of Ann Arbor since 2007 and has continued to date; we are currently providing services under bid # 985 which was amended to extend our agreement through June 30, 2021. Over the course of this period, Manpower has worked closely with hiring managers from various City of Ann Arbor departments to understand their needs and unique challenges. We have also worked closely with our applicants and temporary associates to understand their skills and personal characteristics, and provide an accessible, supportive presence to both parties. We structured our local service team and service model in response to the services that these departments and individuals require. Within two (2) months of the start of Manpower's service relationship with the City of Ann Arbor, we employed more than 50 associates across various City of Ann Arbor departments and at the height of the service relationship, our temporary workforce reached over 100 associates on assignment with the City of Ann Arbor.

Manpower is experienced in providing staffing support consistent with the services covered in this RFP to other local clients as well. We have served large and small businesses in Washtenaw and Monroe Counties since opening our doors in 1962. In the government sector, we have supported the State of Michigan, Washtenaw County, Monroe County, and the City of Milan to name a few. In addition, we have also staffed for similar positions with the University of Michigan's Plant Operations, Moving & Trucking division.

Manpower is distinctively qualified to staff the scope of requirements under this RFP. In addition to our long and successful history working with your organization, we are continually developing additional capabilities to build and support our workforce.

### References

Tracy Pennington  
Public Works Supervisor  
City of Ann Arbor - Public Works  
4251 Stone School Road  
Ann Arbor, MI 48108  
734-994-2768 | [tpennington@a2gov.org](mailto:tpennington@a2gov.org)

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7101 Jackson Road  
Ann Arbor, MI 48103  
734-997-6567 | [lcarey@thetford.com](mailto:lcarey@thetford.com)

## Section C – Proposed Work Plan

Manpower has the knowledge and experience to recruit, source, and assess a variety of candidates for our customer base requiring any number of specialized skills. We are able to provide temporary personnel on all shifts and all days as well as those with the minimum experience and licensing requirements.

Our comprehensive intake process – coupled with a thorough understanding of your work environment – helps us select motivated people with the skills and abilities along with the commitment, aptitude, and personality to succeed on assignment. We also work to understand and anticipate your changing needs and prepare our associates for these situations.

We identify talented, dependable, and productive associates and work with you to customize a staffing solution according to your defined workforce objectives. Our system of sourcing, screening, and onboarding candidates ensures that we will send you a temporary employee who can perform up to the standards you expect. We take every step necessary to provide temporary employees who meet your requirements and your performance standards. If you are dissatisfied with the performance of any temporary associate, we will replace the associate with one who meets your expectations. If Manpower is notified within the first day of assignment, you will not be charged for the unsatisfactory associate – guaranteed!

Because Manpower is currently providing temporary services to the City of Ann Arbor, we can seamlessly continue providing services to you under a new contract agreement, adapting our services and offerings as requested and required. We accept the terms of the contract services timeline outlined in the RFP for up to three (3) years with the possible extension for two (2) additional one (1)-year periods, for a maximum term of five (5) years in total.

The below further describes our recruitment, screening, and onboarding process as well as retention and benefits.

### Sourcing and Recruiting Candidates

Manpower implements a robust channel approach to recruiting top talent, incorporating all levels of recruitment simultaneously. We use online job boards and internet sites to expand our candidate pool and maximize the power of the web through today's most popular job boards not only through the posting of specific openings but also for hosting hiring events and job fairs. In addition, our front office application and employee management software program (Direct Office) allows us to quickly post openings/events on multiple job boards. We have a very active social media presence and use popular sites like Facebook, LinkedIn, Instagram, and Twitter to increase our candidate pools.

Manpower also networks with many local organizations including chambers, workforce development agencies, and educational institutions. These relationships provide additional recruiting paths, allowing



us the opportunity to share jobs through their websites, job board platforms, and social media outlets as well as partnering with them in job fairs and hiring events.

We also target passive job seekers. Our experienced recruiters seek out talented candidates by targeting high-achievers and performers who may not be actively pursuing other opportunities. This recruiting strategy allows us to build profiles of accomplished individuals who know how to succeed.

## **Screening and Onboarding Candidates**

Once viable candidates have been identified, they are thoroughly screened and onboarded. Nearly all of this process is conveniently completed electronically and/or remotely.

It starts with a screening interview and relevant skill set review to verify a candidate's experience and capabilities. We also administer any required assessments to validate a candidate's skills and knowledge. Our most prevalent assessments include Microsoft Office Suite as well as data entry and typing, although our catalog greatly expands beyond that. In addition to that, we verify any necessary certification/licensing credentials including motor vehicle reports/driving records for applicable positions.

Candidates then complete our online onboarding process, comprised of all standard pre-employment paperwork including an I-9 as well as any customized assignment-specific forms and orientation materials.

In the final screening and onboarding steps, we complete a drug screen and criminal background review, including an out-of-state review if necessary. We also complete an OIG (Office of the Inspector General) exclusions list review, an OTIS (State of Michigan Offender Tracking Information System) review; and an MIPSOR/PSOR (State of Michigan and Federal Public Sex Offender Registry) review. Candidates are required to present proper documentation for their Form I-9 and we complete an E-Verify check, verifying their social security number and eligibility to work in the U.S.

## **Performance Management**

During our onboarding and orientation process, we review a variety of work-related topics to help our associates succeed in their assignment. This includes items such as the importance of being prompt and regular in attendance, upholding policies and procedures, and following safety rules and regulations to maintain a safe work environment.

We check in regularly with our clients to see how both our associates and we, as your service provider, are doing. We gather information on performance, talk through any issues or concerns, and share applicable information as needed. We also touch base periodically with our associates to see how their assignment is going, share any performance feedback provided by their worksite supervisor, and coach/counsel them as required.

We encourage our clients and our associates to reach out to us at any time, and without hesitation, if there are questions or concerns or if we can help in any way.

## Associate Benefits and Retention

Manpower's retention efforts begin with our commitment to the success of our associates. This includes targeted recruiting, matching associates to the right opportunity, ensuring a safe work environment, and offering benefits designed to promote retention. Our success is based on our ability to ensure that the candidates we provide to our customers remain in their assigned role and committed to the customer's business strategies. We have established a wide variety of initiatives to ensure job satisfaction, reward positive performance, encourage retention, reduce turnover, and enhance associate goodwill. Our retention program – which consists of benefits, career management and skills development, recognition programs, and professional treatment – is highlighted below:

- **Insurance Coverage.** Upon acceptance of full-time employment, Manpower associates are eligible to enroll in the Non Contributory Basic Group Life and AD&D, Group Affordable Care Act Qualified Medical, and newly enhanced Group Voluntary Life, Short Term Disability, Dental, Vision, Accident, and Critical Illness Insurance plans. Associates must work an average of 30 hours per week to be considered full-time. Coverage becomes effective the first day of the month following the completion of 60 days on assignment.
- **Hospitalization and Survivor Assistance.** In addition to full coverage under our Workers' Compensation for work-related accidents, we provide a maximum \$2,500 benefit at no cost to qualified associates who have non-work-related accidents requiring hospitalization or resulting in the death of the associate.
- **Employee Assistance Program.** A confidential EAP is available to all of our associates to help promote well-being. This program offers support and guidance with a variety of family and personal issues.
- **Holiday Pay.** Manpower associates are eligible to be paid for up to eight (8) holidays per year. To qualify for each holiday, associates must have worked 1,800 hours during the 12 months preceding the holiday and work the business day before and after the observed holiday.
- **Tuition and Certification Reimbursement.** Manpower offers a tuition and certification reimbursement program to its associates for classes that improve work-related skills. It includes but is not limited to community/adult education; business school, community college and university courses; and professional certifications.
- **Fully-Funded GED Program.** Manpower offers eligible associates the opportunity to earn their GED through a fully-funded program supported by Pearson, the world's learning company.
- **Training and Development Opportunities.** We offer many different training programs to associates, without cost or obligation. As part of ManpowerGroup's total rewards package, our training center offers unlimited access to an extensive range of free online courses – an e-learning capability unmatched in our industry. By leveraging technology, we provide associates

with the latest internet training courses so their marketable skills are most flexible for today's ever-changing workplace.

- **Referral Bonus Program.** To maintain our pool of skilled associates, we offer a bonus for referring someone who becomes a successful associate. This bonus encourages associates to recommend qualified colleagues and, in turn, affords us a greater number of associates to draw from when filling positions. Incidentally, referrals have proven to be our most successful recruiting method.
- **Personalized Online Associate Portal.** Manpower's online associate portal allows 24/7/365 access and the ability to update job history, personal information, tax forms, and payroll options; review paycheck stubs; and register for online training. Because of ManpowerGroup's global network, we can share associate information with Manpower offices across the state or country should a candidate relocate.
- **Weekly Pay and Electronic Deposit.** Manpower associates are paid weekly, every Friday. As an added convenience and security measure, both direct deposit and ADP Paycard options are available to Manpower associates.

### **24/7/365 Personal and Professional Service**

While our office currently remains open for in-person business by appointment only due to COVID-19 precautionary measures, Manpower is staffed and operates around-the-clock, 24 hours a day, 7 days a week, 365 days a year. Both our associates and your hiring managers have swift and easy access to our staff to respond to any employment-related issues that may arise, at any time.

## **Section D – Fee Proposal**

Please find our Fee Proposal in the included sealed envelope per instructions in the RFP.

## Section E – Authorized Negotiator

The primary authorized negotiator for Manpower, Inc. of Southeastern Michigan is Susan Carlson. In the event Susan Carlson is not available, Wendy Willford is an alternate authorized negotiator. Contact information for both Susan and Wendy is included below:

Susan Carlson  
President / CEO  
Manpower, Inc. of Southeastern Michigan  
173 Parkland Plaza, Suite D  
Ann Arbor, Michigan 48103  
Office: 734-665-3757 ext: 111  
Cell: 734-320-6504  
Fax: 734-800-2516  
Email: [smc@manpowermi.com](mailto:smc@manpowermi.com)

Wendy Willford  
Operations Vice President / CFO  
Manpower, Inc. of Southeastern Michigan  
173 Parkland Plaza, Suite D  
Ann Arbor, Michigan 48103  
Office: 734-665-3757 ext: 124  
Cell: 734-646-2514  
Fax: 734-800-2529  
Email: [wwillford@manpowermi.com](mailto:wwillford@manpowermi.com)

## Section F – Attachments

Please find the following completed attachments as outlined in the RFP:

- Attachment B – Legal Status of Offeror
- Attachment C – Non-Discrimination Ordinance Declaration of Compliance Form
- Attachment D – Living Wage Declaration of Compliance Form
- Attachment E – Vendor Conflict of Interest Form

**ATTACHMENT B  
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

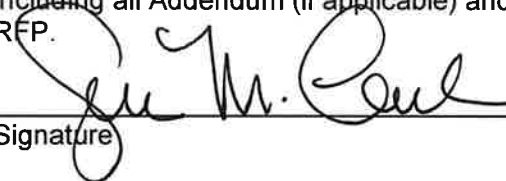
The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom Susan M. Carlson bearing the office title of President/CEO, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

 \_\_\_\_\_ Date: 03-04-2021  
Signature

(Print) Name Susan M. Carlson Title President / CEO

Firm: Manpower, Inc. of Southeastern Michigan

Address: 173 Parkland Plaza, Suite D, Ann Arbor, MI 48103

Contact Phone 734-665-3757 ext 111 Fax 734-800-2516

Email smc@manpowermi.com

**ATTACHMENT C  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Manpower, Inc. of Southeastern Michigan

Company Name

Signature of Authorized Representative

Date

Susan M. Carlson, President/CEO

Print Name and Title

173 Parkland Plaza, Suite D, Ann Arbor, MI 48103

Address, City, State, Zip

734-665-3757 ext 111 / smc@manpowermi.com

Phone/Email address

**Questions about the Notice or the City Administrative Policy, Please contact:**

Procurement Office of the City of Ann Arbor  
(734) 794-6500

Revised 3/31/15 Rev. 0

NDO-2



**ATTACHMENT D  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees\_\_*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.91/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.51/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).


**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

<u>Manpower, Inc. of Southeastern Michigan</u>	<u>173 Parkland Plaza, Suite D</u>
Company Name	Street Address
	<u>Ann Arbor, MI 48103</u>
Signature of Authorized Representative	City, State, Zip
<u>Susan M. Carlson</u>	<u>734-665-3757 ext 111 / smc@manpowermi.com</u>
Print Name and Title	Phone/Email address

**ATTACHMENT E**



<b>VENDOR CONFLICT OF INTEREST DISCLOSURE FORM</b>
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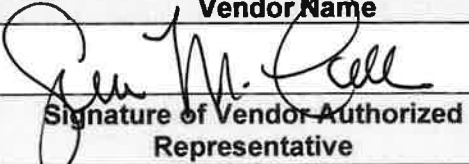
All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

<b>Conflict of Interest Disclosure*</b>	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
Manpower, Inc. of Southeastern Michigan	734-665-3757 ext 111	
<b>Vendor Name</b>	<b>Vendor Phone Number</b>	
	03-04-2021	Susan M. Carlson
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>