

REQUEST FOR QUALIFICATIONS FOR ADMINISTRATIVE ASSISTANT services

The Town of Springerville invites you to submit qualification statements from interested persons to perform contract administrative assistance services in accordance with the general requirements and proposal format as documented within this Request for Qualifications (“RFQ”). The Administrative Assistant contract will be for 40 hours a week, not to exceed 7 weeks. The Administrative Assistant will invoice the Town bi-weekly for services, pay for services will be \$20 / hour. The days of service will be Monday through Thursday.

Respondents to the Request for Qualifications (hereinafter referred to as RFQ) must submit a written statement of qualifications to the Town Clerk’s Office by 4:00 pm (Arizona time) on June 13, 2023. Qualifications can be delivered or mailed to the Town Clerk Office, Town of Springerville, 418 E Main St, Springerville, AZ 85938 or can be sent via email to kmiller@springervilleaz.gov.

RFQ’s should be prepared simply and economically, providing a straightforward concise description of provider capabilities to satisfy the requirements of this RFQ.

Further information on this process may be obtained through Kelsi Miller, Town Clerk, whom you may contact via email at kmiller@springervilleaz.gov or by telephone at (928) 333-2656 ext. 224.

SCOPE OF SERVICE:

- **On-Site Scanning** – The Administrative Assistant will provide onsite scanning with Town provided equipment and software.
- **On-Site Content Inspection** – The Administrative Assistant will provide necessary services to ensure that all pages scanned must be accounted for and any missed scans be captured prior to the end of the contract.
- **Manually Input records into EDMS** – The Administrative Assistant will manually input all scanned records into an electronic document management system to convert existing hardcopy files and records into an electronic format. Training on the EDMS will be provided.
- **On-Site Document Organization** – Once documents have entered into EDMS documents will be numbered in accordance to current numbering system and filed in the new file room.
- **Other** – administrative assistant duties as assigned.
- Consult weekly with the administrative representative of the Town of Springerville to review administrative assistant needs.

There may be other areas of support that may be requested of administrative staff, the rates for these services will be determined at the time of that need.

All Supplemental Services will be subject to the terms of this agreement and billed from portal to portal.

GENERAL TERMS AND CONDITIONS OF THE CONTRACT:

Any Respondent entering into a contract with the Town must agree to a number of general terms and conditions.

1. Compliance with Laws: In performing this contract, Respondent shall comply with applicable laws, ordinances, rules, regulations, and codes of Federal, State and local governments, including, but not limited to, the Arizona Worker's Compensation Act and all Federal and State tax laws. Because respondent will be acting as an independent contractor, the Town assumes to responsibility for Respondent's acts.

The successful Respondent shall comply fully with applicable laws, regulations, and codes governing non-discrimination in public accommodations and commercial facilities including, without limitation, the requirements of the Americans with Disabilities Act and all regulations thereunder.

2. Non-Waiver of Liability: The Town of Springerville, as a public entity supported by tax money, in execution of its public trust, cannot agree to waive any lawful or legitimate right to protect the public treasury and the right of the taxpaying public to recover amounts lawfully due it. Therefore, any Respondent submitting a Submittal herein agrees that it will not insist upon or demand any statement whereby the Town agrees to limit in advance or to waive any right the Town might have to recover actual lawful damages in any court of law under applicable Arizona law. The Town may agree to liquidated damages in lieu of certain delay damages.
3. Applicable Laws: Any and all legal disputes arising under the contract or out of the RFQ herein shall be tried according to the law of the State of Arizona and Respondent shall agree that the venue for any such action shall be in the State of Arizona, County of Apache.
4. Organization Employment Disclaimer: Any contract entered into as a result of this RFQ will not constitute, create, give rise to or otherwise recognize a joint venture, agreement or relationship, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth herein. Respondent will agree that no persons, supplied by it in the performance of the contract, are employees of the Town and further agrees that no rights to the Town's civil service, personnel rules and benefits accrue to such persons.

Respondent shall be responsible for all salaries, wages, bonuses, retirement, withholdings, workers' compensation, unemployment compensation, other benefits, taxes and premium appurtenant thereto concerning such persons provided by Respondent in the performance of the contract, and Respondent shall hold the Town harmless with respect thereto.

5. Transactional Conflicts of Interest: Respondents acknowledge that any contract resulting from this RFQ submittal is subject to cancellation by the Town pursuant to the provisions of A.R.S. 38-511.
6. Confidentiality of Information: Respondent shall treat all information furnished by the Town and the results of the project hereunder as confidential. Respondent shall not disclose such information to others without the prior written consent of the Mayor and Council's authorized representative.
7. Compliance with the Immigration Report and Control Act of 1986 ("IRCA"): Respondent understands and acknowledges the applicability of the IRCA. Respondent agrees to comply with IRCA in performing under any contract contemplated by this RFQ and to permit the Town to inspect Respondent's personnel records to verify such compliance.
8. Fund Appropriation Contingency: Respondent recognizes that any contract entered into shall commence upon the day first provided and shall continue in full force and effect until termination in accordance with its provisions. Respondent herein recognizes that the continuation of any contract after the close of any given fiscal year of the Town, which fiscal year ends on June 30th of each year, shall be subject to the approval of the budget of the Town providing for or covering such contract item as an expenditure therein. The Town does not represent that said budget item will be actually adopted, said determination being the determination of the Town Council at the time of the adoption of the budget.