

**Community Action of
Allegan County
Information Technology (IT) Services
and Support for Agency Facilities
and Staff**

**April 1, 2022 – March 31, 2025
Contract Period**

REQUEST FOR PROPOSALS

Published on February 1, 2022 by the
Community Action of Allegan County

IT SERVICES AND SUPPORT RFP
 COMMUNITY ACTION OF ALLEGAN COUNTY
 Period: April 1, 2022 -March 31, 2025

Implementation Time Table

Public Notice..... February 1, 2022

Request for Proposal Released..... February 1, 2022

Bidders’ Emailed Questions Accepted Until..... February 14, 2022

Proposal Deadline..... March 1, 2022

Review Committee meeting March, 2022 (Date TBD)

Contract Negotiations Completed..... March, 2022 (Date TBD)

Community Action Board Approval..... March 21, 2022

Service Implementation Begins..... April 1, 2022

Proposal Submission Check Sheet

Four (4) Copies (one original) of the proposal

Proposal Face Sheet: Reference: Section 2 and Exhibit A

Proposal Summary: Reference: Section 3.B.1

Proposal Narrative: Reference: Section 3.B2

Three References: Reference: Section 3.B2.2.c

Sample Report: Reference: Section 3C

Detailed Budget: Reference: Section 3D and Exhibit B

Organization Capabilities: Reference: Section 3.B2.2

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SECTION I: GENERAL PROPOSAL STIPULATIONS

A. **PURPOSE AND SCOPE:** The Community Action of Allegan County is seeking an individual(s) or organizations(s) to provide proactive Information Technology (IT) service and support for the multiple Community Action of Allegan County education centers and administrative offices to maintain the efficiency and productivity of the system to help ensure the successful accomplishment of the Agency's mission, as described in Exhibit C. Regular supervision, maintenance, upgrades, IT related strategic planning, and research are expected to be key elements of the proposal.

1. LIMITATIONS.

Allegan County Resource Development Committee (ACRDC), dba Community Action of Allegan County (CAAC), and the Community Action of Allegan County Board (CAACB) assume no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a Respondent, the evaluation of an accepted response, or the selection of finalists. This request for proposals and information does not commit CAAC and CAACB to pay any costs incurred in the preparation of responses, to procure or contract for any service or services whatsoever, or to award a contract. The CAAC and CAACB shall not be contractually bound until the CAAC and the successful Respondent have executed a written contract for performance of the work. CAAC reserves the right to accept or reject any or all bids received as a result of this request, to negotiate with any sources CAAC deems qualified, to fund qualified bidders through alternative funding sources if the CAAC deems such alternative funding to be available and appropriate, or to cancel, in part or in its entirety, the request if it is in the best interest of CAAC or the CAACB to do so. CAAC may require the proposing agency to participate in negotiations and to submit any price, technical, or other revisions to their proposals as may result from negotiations.

The terms and conditions of the RFP supersede and control those of the proposal or of any exhibits or attachments submitted by the bidder/proposer.

2. PROPOSAL OWNERSHIP

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the CAAC and will not be returned to the Respondent.

3. CONFIDENTIALITY

All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the Respondent that are submitted to the CAAC, as part of the proposal or otherwise, shall become the property of the CAAC when received by the CAAC and may be considered public information under applicable law.

4. WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn in person by a Respondent, or authorized representative, provided their identity is made known and a receipt is signed for the proposal, but only if the withdrawal is made prior to the stated proposal deadline. In case of error by the Respondent in making a Proposal, the Evaluation Committee may, by discretion, reject such a proposal upon presentation of a letter by the Respondent which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

5. EQUAL OPPORTUNITY

The CAAC will make every effort to ensure that all Respondents are treated fairly and equally throughout the entire review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

6. CONTRACT

CAAC may award a contract or contracts, based on proposals received, without discussion of such offers. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint, which the proposer can submit to CAAC. However, CAAC reserves the right to request additional data, oral discussion or presentation, in support of written proposals. Requests for additional information regarding the proposal have a three (3) working day limit on the time allowed to respond. All responses must be in writing. Failure to comply with this stipulation may result in an adverse consideration of the proposal.

If the respondent proposes a multi-bidder (multi-respondent) or subcontract approach, full responsibility for all contract requirements will remain with the respondent who is awarded the contract, including audit findings. Copies of all subcontracts must be included in the response to the RFP.

The terms and conditions of the final contract awarded supersede and control those of the RFP and of any proposal or of any of the exhibits or attachments submitted by the Proposer.

7. EXTENSION

CAAC may offer extensions of this contract based on performance, continued need, adequate funding, and subsequent approval by the Community Action of Allegan County Board (CAACB). However, in the event that changes in Federal and/or State legislation or administrative directives should require significant changes in program operation, the CAACB may decide that a new competitive procurement is warranted.

8. FUNDING SOURCE & ADMINISTRATION

All programs and services to be operated under this Request for Proposal will be funded under the Department of Health and Human Services (DHHS), Bureau of Community Action and Economic Opportunity (BCAEO), Department of Energy (DOE), or other applicable funding as allowed by law. Reductions or increases of the budget level may be necessary during the course of the contract based on increased or decreased levels of funding.

9. ACCOUNTING RECORDS

Each Provider must maintain acceptable accounting records. An adequate system of managing funds and for keeping back-up data to support expenditures for audit purposes is the full responsibility of each Provider. CAAC will not contract with an organization or agency to deliver funded services or activities unless the organization or agency can provide, upon request, a statement from a Certified Public Accountant (CPA) that its accounting system meets generally accepted standards of accounting.

10. COST

Please provide a detailed, itemized budget for the contract period: April 1, 2022 – March 31, 2025. Only costs directly related to the delivery of services and properly supported with back-up data and records will be allowable charges.

11. INDEMNIFICATION/ASSURANCES AND CERTIFICATIONS

Organizations or agencies submitting a proposal must be willing to sign a contract, which will provide a full indemnification and hold harmless of any liability of Community Action of Allegan

County or its governing bodies for any services conducted by the contract agency. The contract will include a full statement of responsibility for reimbursing CAAC for any costs or expenditures which are disallowed in an audit, or for any other claims which might be made against the program operator by a customer or other interested party.

12. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES

Proposers who are awarded a contract shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment or participation because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, political affiliation, beliefs, or citizenship.

13. MONITORING

Community Action of Allegan County will be monitoring, auditing, and evaluating all services throughout the contract period.

14. TECHNICAL ASSISTANCE

Assistance will be available via email as required to develop responses to this RFP.

Organizations are, however, responsible for the content and for the development of their own proposals. Questions may be emailed to Mardi Noorman, Director of Administration and Facilities, at mnoorman@communityactionallegan.org till February 15, 2022.

Responses will be posted to CAAC's website.

15. PROPOSAL SUBMISSION

To be considered, four (4) copies (one with original signatures) of the proposal must be received in the Community Action of Allegan County offices at 323 Water Street, Allegan, Michigan, 49010, by 4:00 p.m., March 1, 2022. Instructions provided in this RFP document should not be submitted with the response. Responses should use affirmative language "will or shall" so that proposals may be easily converted to contract form. The Proposal Cover Sheet (Exhibit A) must be attached at the beginning of your submission. Review and sign all appendices where appropriate and submit with your proposal. Signatures shall be signed in blue ink. Any proposals received after the submission date and time will be considered void and unacceptable. The CAAC is not responsible for lateness of mail, carrier, etc., and the date/time stamp in the CAAC Administrative Offices shall be the official date and time of receipt. Proposals are sealed bids and no changes will be made after submission

16. PROPOSAL EVALUATION / REVIEW CRITERIA

All proposals will be rated by a review team that may include Community Action of Allegan County Board members and CAAC staff. The selection of a proposal or proposals for contract award shall be made after a careful evaluation of the proposals received by members of the Review Team. Each proposal will be evaluated for acceptability with emphasis on the various factors enumerated under Section III, Bidder's Proposal, Narrative and Budget, assigning to each factor a numerical weight as indicated. These proposal ratings will be used to formulate the committee's funding and bidder recommendations. CAAC staff will then complete contract negotiations with the selected provider.

NOTE: All proposals will be subject to a cost/price analysis.

17. REVIEW AND APPEAL PROCESS

All protests or appeals of funding decisions rendered by the CAAC and all complaints arising out of the administration of any contract shall be resolved in accordance with the CAACB Complaint and Grievance Policy available on the county website.

18. TERMINATION FOR CONVENIENCE (TFC)

The CAAC may terminate any contracts awarded pursuant to this RFP for convenience (TFC), which is an express termination right, in whole or in part, if the CAAC determines that cancellation is in CAAC's best interest. CAAC will not be liable for any anticipatory profit in the event of a TFC. Reasons for termination will be left to the sole discretion of CAAC.

Any such termination shall be instituted by delivery to the Vendor of a written notice specifying the extent to which performance of the work under the contract is terminated and the date on which termination becomes effective.

19. CHOICE OF LAW

Any Contracts awarded pursuant to this RFP will be executed in the State of Michigan and shall be governed by Michigan law.

20. INSURANCE

The provider must maintain the insurance coverage required by Community Action of Allegan County while any agreement is in force, including automatic renewal terms, and shall provide documentation of such insurance in a form satisfactory to CAAC when required.

21. All vendors must follow CAAC COVID mandates and standards as necessary to comply with Federal guidelines and in compliance with Federal granting agency standards.

SECTION II: SERVICES REQUIRED

A. The successful proposer will provide IT services and support for the Community Action of Allegan County IT system, ensuring system is fully operational at all times during agency normal business hours of 8:00 am – 5:00 pm Monday through Friday. Services shall include but are not limited to supporting, monitoring, installing and maintaining the following (numbers are approximate):

- IT support for approximately 130 agency staff
- (1) server located at CAAC Administrative Offices & (2) Offsite Managed Security
- Approx. (115) laptops/workstations at various CAAC locations
- Fiber optic connection to Internet from CAAC Administrative Offices
- Manage Networked copiers, printers, and phone system
- Wireless access points at (4) locations
- Manage Remotely hosted Exchange server with backups
- Setup and Manage users on Active Directory and E-mail
- Manage security risks to all systems
- Assist with purchase and installation of new equipment
- Assess and provide assistance with on-going and future IT needs
- Agency IT Inventory

All computers operate in a Windows based environment. Software currently includes but is not limited to: Microsoft Office Suite, Internet Explorer and Chrome browsers, Office 365, ChildPlus, FacsPro, Abilia, CAREeVantage, Servtracker, and Anti-Virus applications.

B. The above IT services and support shall be provided for the Community Action of Allegan County Administrative Offices, 323 Water, Allegan, MI; Hubbard Street Offices (next door to Water Street Office), Education Building in Otsego, Early Head Start Center in Plainwell and Head Start and Early Head Start locations (10) throughout Allegan County.

SECTION III: BIDDER'S PROPOSAL

GENERAL

All bidders must comply with the instructions below in preparing their proposal documents.

A. PROPOSAL CONTENTS

Each proposal must include (see check sheet, page 2):

- Completed proposal cover sheet (See Exhibit A)
- Proposal Summary
- Proposal Narrative
- Three Letters of Reference from current or former organizations the bidder has serviced
- Sample Report
- Completed budget proposal (see Exhibit B)

B. WRITTEN RESPONSE FORMAT REQUIREMENTS

The following documents should be completed in Double-spaced, Times New Roman or Arial; font size 11. Use affirmative language (words like "shall" or "will") so the narrative can be easily converted into contract language.

B1. Proposal Summary:

Provide a concise summary of your proposed services and methods of delivery, not to exceed 1 page.

B2. Proposal Narrative

The following sections must be addressed in your proposal. Proposal evaluation points will be awarded based upon the quality of the responses to each section. There are a total of 70 points that can be awarded within this section.

DELIVERABLES

1. (50 points) Describe how you will provide the services described below including, but not limited to:
 - Needs Assessment and Inventory Services;
 - Maintenance Services;
 - Patch Management;
 - On Site Support Services (include preferred hours per week and preferred days per week);
 - Remote Support Services
 - Installation and Upgrade Services;
 - “Ticketing” Service;
 - Monitoring Services;
 - Security Services;
 - User Management;
 - Describe your proposed response time to service & support calls during normal and after business hours. Include how you determined the priority for response times.
 - Other support Services not described above.

2. (20 points). Describe your organization’s experience and qualifications for performing these services, covering the following:
 - a. Briefly describe your organization’s experience in providing IT service & support. Include a description of the knowledge, skills, and abilities of all staff assigned to provide IT support & services to CAAC. Include IT certification and degrees obtained. Please cross-reference or relate the IT certifications(s) and degree(s) obtained to the specific IT service & support being proposed.

 - b. Identify experience over the past two years (2020-2021) in reference to the following items:
 - Were charges of unfair labor practices filed against the organization
 - Were lawsuits or judgments filed?

- Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?
- Was there a default or breach of contract?
- Please confirm the current financial solvency of the agency:
 - Was bankruptcy or receivership by this organization declared?
 - Were there any discrimination complaints or rulings against the agency?

If any one of the above occurred, information must be provided which should include at a minimum:

- Date item(s) identified was initiated;
- Party or parties involved with specific references to federal funds;
- Brief description of the circumstances;
- Final disposition date;
- A brief explanation if action is still pending.

- c. Provide at least three professional references for a business in which your organization has provided similar IT service & support as being proposed.

C. SAMPLE REPORT

Proposers shall submit a sample report of how the IT support and services provided will be documented.

D. BUDGET

(30 points) Submit your Itemized Budget using Exhibit B. Provide a breakdown of costs by each separate line item, i.e., all fees, services, hard goods, mileage, travel time, and optional services being proposed.

Exhibit A.

PROPOSAL COVER SHEET

**PROPOSAL TO PROVIDE SERVICES
TO COMMUNITY ACTION OF ALLEGAN COUNTY
COVER SHEET**

Agency Name: _____

Agency Address: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Email Address: _____

Web Address: _____

LEGAL STATUS OF ORGANIZATION:

___ Governmental

___ Private, non-profit

___ Educational

___ Private, for-profit

PROPOSED SERVICES:

Vendor/Agency Name

Proposing Entity Certification

The proposing entity certifies by the signature below that the information in this application is correct, that the entity meets the requirements of the program, and that all services provided under a subsequent Contract will meet the requirements detailed in the RFP Instructions. The person whose signature appears below certifies the information given in this application is true and correct and that they are authorized to bind the proposing organization; certifies this application is a firm offer binding the organization for a period of 90 days, and understands that approved applications are subject to negotiation.

Authorized Representative:

Printed Name

Title

Signature

Date

Exhibit B

Itemized Budget

Exhibit C

REFERENCES

The Respondent must furnish at least three (3) references from persons who can attest to the quality of similar prior work performed:

1. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Telephone No.: _____
Email Address: _____

2. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Telephone No.: _____
Email Address: _____

3. Company Name: _____
Street Address: _____
City/State/Zip Code: _____
Contact Person: _____
Telephone No.: _____
Email Address: _____

Exhibit D

SOCIAL MEDIA POLICY

CAAC will take a neutral position on the decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the CAAC to protect itself from unauthorized disclosure of information. The CAAC's social networking policy includes rules and guidelines for Organization-authorized social networking and personal social networking and applies to the Executive Director, Board Members, Supervisor and employees.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, Twitter and YouTube, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the CAAC. This Policy also includes future social media technologies and applications that may not yet be contemplated.

Employees cannot use employer-owned equipment, including computers, Organization-licensed software or other electronic equipment, nor facilities or Organization time, to conduct personal blogging or social networking activities. Employees may not use social media in a manner that interferes with job duties or violates an Organization work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage the CAAC, employees or anyone doing business with the CAAC, including clients. These restrictions do not prohibit conduct protected by Section 7 of the National Labor Relations Act.

Unless specifically instructed by the Executive Director or Board Chairperson, employees are not authorized and therefore restricted to speak on behalf of the Organization. Employees may not publicly discuss clients, customers, products, employees or any work-related matters, whether confidential or not, outside Organization-authorized communications. Employees are required to protect the privacy of the Organization and its employees and customers and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, Organization trade secrets, financial information and strategic business plans.

If an employee chooses to identify themselves on social media or blogging sites as an Organization employee, please understand that some readers may view them as a spokesperson for the Organization. Because of this possibility, we ask that employees state that their views expressed in

their blog or social networking area are their own and not those of the Organization, nor of any person or organization affiliated or doing business with the Organization.

Employees cannot post on their personal blogs or social networking sites photographs of other employees, customers, vendors or suppliers, nor can employees post photographs of persons engaged in Organization business or at Organization events.

Employees cannot post on personal blogs and social networking sites any advertisements or photographs of Organization products, nor sell Organization products and services. Employees cannot link from their personal blog or social networking site to the Organization's internal or external website.

If contacted by the media or press about a post that relates to the Organization business, employees are required to speak with a Supervisor before responding.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Employee postings can be reviewed by anyone, including the Organization. The Organization reserves the right to monitor comments or discussions about the Organization, its employees, customers and students, and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. The Organization uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using Organization equipment or facilities for any purpose, including authorized blogging.

The Organization reserves the right to use any content from a Supervisor's tools to monitor, review or block content on Organization blogs that violate Organization blogging rules and guidelines.

Reporting Violations

The Organization requests and strongly urges employees to report any violations or possible

perceived violations to a Supervisor, or if unavailable, their Department Director or the Executive Director. Violations include discussions of the Organization and its employees and customers, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline for Violations

The Organization will investigate and respond to all reports of violations of the social networking policy and other related policies. Violation of the Organization's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. The Organization reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about Organization products and services, promote and raise awareness of the Organization's brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

When social networking, blogging or using other forms of web-based forums, the Organization must ensure that the use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on Organization time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates. Only authorized employees can prepare and modify content for the Organization's blog and/or the social networking entries. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by the Organization.

All employees must identify themselves as employees of the Organization when posting comments

or responses on the employer's blog or on the social networking site.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on the Organization's blog.

Business units and departments are responsible for ensuring all blogging and social networking information complies with the Organization's written policies. Business unit and department heads are authorized to remove any content that does not meet the rules and guidelines of this Policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

The Organization expects all guest bloggers to abide by all rules and guidelines of this Policy. Organization reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. The Organization also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

Exhibit E

COMPUTER/INTERNET USAGE, ELECTRONIC MAIL **& VOICEMAIL**

The computers, computer files, e-mails and voicemail are the property of CAAC. CAAC reserves the right to look at or listen to any electronic file, e-mail or voicemail on the CAAC computers, voicemail or other information systems.

General Computer Usage Guidelines

The installation of unauthorized software on CAAC computers is prohibited. Any unauthorized software that is found on an employee's computer or on the network drives shall be removed immediately. The installation of unauthorized software or the willful or intentional destruction of computer software or hardware may subject the employee to disciplinary action, up to and including termination at the sole discretion of CAAC.

Licenses

CAAC does purchase and license the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, CAAC does not have the right to reproduce such software for use on more than one computer. Employees are required to use software according to the software license agreement. Installation of software without prior Supervisor approval and illegal duplication or use of software and its related documentation is strictly prohibited. Violation of this Policy may result in disciplinary action, up to and including termination.

Internet Usage

CAAC recognizes that when used correctly, the internet can be a valuable business tools that can help employees perform their duties. Therefore, internet access should be viewed as a business instrument to be used to conduct business. Any unauthorized use of the internet is prohibited. Any non-CAAC usage of the internet or other violation of the internet usage policy may result in disciplinary action, up to and including termination at the sole discretion of CAAC.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it or has not gotten authorization for its use, it should not be put on the internet. Supervisors/Managers are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Electronic Mail and Voicemail Policies

Electronic mail (“e-mail”) and Voicemail (“v-mail”) systems are provided by CAAC to assist in the conduct of business within CAAC. As with other forms of business communication at CAAC, e-mail and v-mail should always be professional in content and format.

General Electronic Mail and Voicemail Usage Guidelines

Use of e-mail is limited to employees. Employees are responsible to maintain the security of their account and take precautions to prevent unauthorized access to their mailbox. Unauthorized entry to an individual’s account or mailbox is prohibited. Computer passwords and security codes are unique to the individual and should not be shared, transferred, or disclosed. CAAC reserves the right to know all such passwords and security codes and retain ownership of and access to all CAAC systems and information on those systems.

The e-mail and v-mail systems are CAAC’s property. All messages composed, sent and/or received on the e-mail or v-mail systems are and remain the property of CAAC. They are not the private property of any employee. CAAC reserves the right to retrieve, review, audit and disclose all messages created, received or sent on the e-mail and v-mail systems. The CAAC may view, listen to, copy or delete e-mail and v-mail messages, without an employee’s permission. Therefore, an employee should not assume that messages are confidential. As a general guideline, employees should not put anything on e-mail or v-mail that they would not put in a formal or public memo.

Unacceptable Usage

CAAC strives to maintain a workplace free of discrimination and harassment and sensitive to the diversity of its employees. Therefore, CAAC strictly prohibits the use of computers, the e-mail and v-mail systems in ways that are disruptive, offensive or harassing of others or harmful to morale. Prohibited use of e-mail or v-mail may result in disciplinary action, up to and including termination. Examples of misuse include the following:

1. Transmitting offensive or disruptive messages. Examples include sexually explicit messages, cartoons, or jokes; unwelcome propositions; ethnic or racial slurs; or any other messages that are prohibited under the Anti-Harassment, Non-discrimination and Non-retaliation Policy;
2. Use of CAAC's e-mail for personal business, competing businesses or chain letters;
3. Distributing confidential messages to parties outside of CAAC;
4. Using the e-mail system to send or receive copyrighted materials, trade secrets, proprietary financial information or similar materials without authorization;
5. Breaking into the system or unauthorized use of a password/mailbox;
6. Soliciting for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. However, employees are permitted to solicit for charitable organizations, such as school fundraisers, Girl and Boy Scouts and the American Red Cross with consent from the Executive Director;
7. Making personal purchases using CAAC's e-mail address;
8. Sending or posting messages or material that could damage the organization's image or reputation;
9. Failing to observe licensing agreements;
10. Jeopardizing the security of CAAC's electronic communications system; or
11. Sending anonymous e-mail messages.

Policy Administration

Prudent use of CAAC's e-mail and v-mail systems is each employee's responsibility. Violations of this Policy or use of e-mail or v-mail for improper purposes may be grounds for disciplinary action, up to and including termination at the sole discretion of CAAC.

Exhibit F

Self-Declaration of COVID-19 Vaccine or Negative Test

I, _____, make this declaration on _____,
and do hereby certify that:

1.) I have been fully vaccinated as defined by the CDC and can present my COVID-19 Vaccine card as evidence.

OR

2.) I have negative COVID test result that has been taken within the last 7 days.

I understand and acknowledge that, if asked I am able to present my documentation to Community Action of Allegan County.

Declarant's Signature

Contractor/Employer