

# PREPARED FOR THE REGENTS OF UNIVERSITY OF CALIFORNIA

Response to University of California: REQUEST FOR PROPOSAL – INFORMATION  
TECHNOLOGY TEMPORARY AND IT PROFESSIONAL SERVICES  
RFP# 002215



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## 1. COVER LETTER

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March 3, 2021

Robert Puerzer  
University of California, Office of the President  
1111 Franklin Street, 10<sup>th</sup> Floor  
Oakland, CA 94607-5200

**RE: Response to University of California REQUEST FOR PROPOSAL – INFORMATION TECHNOLOGY TEMPORARY AND IT PROFESSIONAL SERVICES, RFP# 002215**

Dear Mr. Puerzer,

Compu-Vision Consulting Inc. (CVC), along with its IT staffing and Professional Services partners Booker DiMaio and Vaco/Morgan Franklin, is pleased to present the University of California our response to RFP No. 002215; for IT Temp and Professional Services. This RFP response describes CVC, Booker and Vaco/Morgan Franklin's approach in providing an integrated solution for UC and OMNIA Partners requirements.

CVC, as prime bidder selected Booker and Morgan Franklin as strategic partners based on their track record of expertise in IT Staff augmentation services with government entities such as DoD, as well as professional services expertise nationwide. Together, our high-quality technology experience provides a great solution for UC and OMNIA, and we aim to provide a best-in-class solution that will deliver cost-effective, custom designed solutions that are tailored to meet your specific requirements.

One of our key differentiators is that our management team, coming from the technology arena, and working for US Army, understand the clients' challenges. Our experience of having been on the customer side and performing many of the roles that our customers provide, allows us to have meaningful business conversations and drive results. These past experiences help bridge the gap between clients' needs and the challenges faced in today's circumstances.

The following individuals will serve as the contacts for all communications related to this response with corporate address in New Jersey; 2050 Route 27N Suite 202, North Brunswick, NJ 08902, and our legal company name as Compu-Vision Consulting, Inc.

Linda Lopes Director, Government Relations 2050 Route 27 North Brunswick, NJ 08902 (732) 422-1500 ext. 212 llopes@compuvis.com	Bharat Mital CEO 2050 Route 27 North Brunswick, NJ 08902 (732) 422-1500 ext. 216 bmital@compuvis.com
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Compu-Vision, Booker and Morgan Franklin are ready to begin operations with University of California at your discretion of contract award. We are eager to develop a business partnership with you, and look forward to hearing from you soon on your award decision.

This is to confirm submission of this signed response shows our understanding and acceptance of the requirements, terms and conditions of the RFP.

Best Regards,



Linda Lopes

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### 3. EXECUTIVE SUMMARY

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Compu-Vision Consulting Inc. (CVC) has a full understanding of the commitment needed to fulfill the services requested by the University of California and OMNIA for Temp IT and Professional Services. We have provided these services for other Government agencies and higher education including the Federal Reserve Bank, NYU, State of Georgia, State of West Virginia, DoD to name a few, and look forward to the opportunity to provide these services in the future to additional Government agencies such as yours.

For this RFP solution, we are proposing a blended team of CVC, Booker DiMaio and Vaco/Morgan Franklin to execute and deliver the requirements for IT services by leveraging the skills, knowledge, and experience of each company. As Prime bidder, Compu-Vision has extensive background in staff augmentation services; Our partner Booker DiMaio is a minority-owned, SBA 8(a) Certified IT Consulting Firm that offers a comprehensive suite of end-to-end Big Data ecosystem services, ongoing system, application maintenance and troubleshooting to the various Federal, State, and, Local Customers in the United States and International markets. Booker is proficient in resolving issues related to Staffing Services as these are the core areas of competence. Bringing on board Vaco/Morgan Franklin as our partner, solidifies and closes the gap of the deliverables required for this request. MorganFranklin is a management advisory arm for professional services, that works with leading businesses, higher education, and government entities. The firm addresses complex and transformational finance, technology, and business objectives. Each one of us bring our niche experiences from infrastructure to consultative services and best in class staff augmentation to provide a full turn-key solution for UC and OMNIA. Together we collectively offer you the best possible solution for your needs in professional services and staffing.

#### **Background: Compu-Vision Consulting Inc**

Compu-Vision Consulting, headquartered in NJ, is a dynamic IT consulting and staff augmentation solutions enterprise. Since 1998, our job has been to solve our client's technology challenges by offering superior quality services that are easy to adopt, cost effective and client specific. Furthering our technology experience, our leadership team also relies on their own job experience implementing and managing global tactical and strategic professional services to provide successfully placed resources within the United States and Canada, by following a solid recruiting practice that focuses quality over quantity.

As a woman owned/minority owned business, we understand the value of diversity. Diversity includes not only race, age, disabilities, gender, ethnicity and sexual orientation; it also includes employment history, education, multilingual abilities and skill levels within our company, the markets and the clients we serve. Because we understand the value of these differences, we treat everyone equitably and respectfully. Driving innovation and technology expertise, we focus in delivering consistent support to major projects and strategic engagements across the United States.

We work with our customers to define the right Information Technology (IT) strategy, and translate that into viable and sustainable solutions that meet business objectives. Our capabilities span creation, design, talent acquisition, audit and optimization as well as development and implementation of Information Technology. Using architects, technology, talented recruiters, product and discipline specialists and technical design authorities, we ensure that initial concepts and requirements are developed effectively through our seamless project management.

#### **Background: Booker DiMaio LLC:**

Booker DiMaio, LLC is a Maryland based, minority-owned, SBA 8(a) Certified IT Consulting Firm that offers a comprehensive suite of end-to-end Big Data ecosystem services, ongoing system, application maintenance and troubleshooting to the various Federal, State, and, Local Customers in the United States and International markets. They are proficient in resolving issues related to Staffing Services as these are the core areas of competence. They have provided staffing services for clients including US Department of Health and Human Services (HHS), Centers of Medicare & Medicaid Services (CMS), Department of Defense (DoD), National Security Agency (NSA), and many more. They also work for companies like iNovex Information Systems, Lockheed Martin, Next Century Corporation, Edaptive Systems, Right

Resources. They have worked for federal and state level contracts and on need basis for staffing services for other commercial clients. These companies have contracts with Department of State (DoS), Department of Defense (DoD), Department of Health & Human Services (DHHS), Farm Credit Administration (FCA), Department of Commerce, Defense Logistics Agency (DLA), Department of Labor (DoL), and many more.

**Background: Vaco/Morgan Franklin:**

MorganFranklin Consulting was founded in 1998 and acquired by Vaco in 2019. It is a private equity backed that can provide the professional services you need to accomplish your goals. The company is under the umbrella of parent, Vaco, which was established in 2002 by “Big 4” consulting veterans. Vaco and MorganFranklin together have over 45 offices globally and have worked with over 9,000 clients. They have over 7,000 employees and been named to Inc. magazine’s list of fastest-growing private companies for the past 12 years. MorganFranklin, together with Vaco, can deliver unparalleled solutions with the flexibility you require to run your business. Vaco is in final stages of receiving its HITRUST Certification and also in process of becoming a CMMC C3PAO (Certified Third Party Assessing Organization) <https://www.morganfranklin.com/cyber/>

In addition, other certifications and # of Consultants they have are as follows:

Name of Certification	Number of Consultants
CompTIA Advanced Security Practitioner (CASP+)	1
Certified Chief Information Security Officer (C-CISO)	2
Certified Information Security Manager (CISM)	8
Certified Information Systems Auditor (CISA)	4
Certified Information Systems Security Professional (CISSP)	8
Certified Information Privacy Professional (CIPP)	1 team member In Progress
Certified in Risk & Information Systems Control (CRISC)	3
Global Information Assurance Certification (GIAC)	3
Project Management Professional (PMP)	3
Cybersecurity Maturity Model Certification (CMMC)	3 team members in In Progress
Prince2 (Projects in Controlled Environments)	1
HITRUST CSF	4
HITRUST QP	1
Certified Scrum Master (CSM)	2
Certified Scrum Product Owner (CSPO)	2
CompTIA Security Plus Certification (Sec+)	3
Certified Ethical Hacker (CEH)	2
Cisco Certified Security Professional	3
Offensive Security Certified Professional (OSCP)	1
Certified Data Privacy Solutions Engineer (CDPSE)	1
PCI-QSA	1
Global Industrial Cyber Security Professional (GICSP)	1
Certified Business Continuity Manager (CBCP)	2
ISO 31000 Certified Internal Controls Risk Analyst	1
Certified Cloud Security Professional	2
Microsoft Certified - Azure Security Engineer	2

**Partner benefits for UC and OMNIA:**

- CVC, Booker and Morgan have intimate knowledge, **deep expertise, and significant experience** with government entities, professional services and staff augmentation services, along with partner certifications;
- Ability to deliver a complete and **comprehensive solution differentiates** us from our competitors;

- **Our integration expertise**, allows us to provide a seamless user experience which is flexible and extensible;
- We have worked extensively with customers to provide **cost-effective services and** strategies to keep customers on target with their budgets

#### Key Partnership Differentiators:

CVC, Booker and Morgan Franklin believe the following key differentiators will help to achieve the project objectives for this important initiative.

<b>Compelling Value Proposition</b>	<ul style="list-style-type: none"> <li>▪ Bringing our niche experiences from government management, security operations and infrastructure to consultative services and best in class staff augmentation to provide a full turn-key solution</li> <li>▪ Business experience with IT leadership roles in Application, Infrastructure, Support, and IT Governance for large Enterprises, Healthcare, and Public Sector organizations.</li> <li>▪ Management teams as well as dedicated teams come from technology and consulting services bridging the gap in challenges and full understanding of customers' needs.</li> <li>▪ Companies that are minority woman owned, veteran owned, California <b>SB/DVBE</b> certified; 8A</li> <li>▪ Recognized as a "go-to" partner for clients</li> </ul>
<b>Functional Expertise</b>	<ul style="list-style-type: none"> <li>▪ Combined functional experience and technical expertise in all IT categories.</li> <li>▪ Strong employee retention and training programs, and subject matter expertise.</li> </ul>
<b>Solution Ownership</b>	<ul style="list-style-type: none"> <li>▪ <b>Demonstrated ability</b> to drive project progress and appropriately manage project delivery risks &amp; issues</li> <li>▪ A pragmatic, collaborative approach to multi-phased initiatives, with a focus on achieving results.</li> </ul>
<b>Industry Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Government, Universities, Utility, Healthcare, High Tech, Life Sciences, Financial and Telecom.</li> </ul>
<b>Accelerated results</b>	<ul style="list-style-type: none"> <li>▪ <b>Industry specific solutions and accelerators</b> that help reduce time to market and cost without compromising on quality</li> </ul>

#### Our Philosophy/Culture

We have consistently maintained a high level of success. We believe that creating the best solutions in consultative, professional and human resource services means always going above and beyond. This starts with our understanding of the environment and marketplace in which we operate as well as present and future needs of our clients, candidates, shareholders, and other stakeholders. People are their most important asset and we couldn't agree more. The better we know our clients and candidates and the better our rapport with them is, the better we are at matching their needs and exceeding their expectations. Our "DNA" invokes core values of knowing, serving, and trusting to provide excellent service. Client's experience with us reflect a friendly, transparent, as well as professional and driven relationship.

#### Account Management and Company Model

Our strategy for service delivery model is based on a detailed understanding of your culture and business environment. Our structured approach will deliver value across your program while leveraging a combination of diverse talent search mediums, a single point of contact, routine performance monitoring/reporting, continuous improvement initiatives, and support in order to achieve maximum results. Our business structure is as follows:



#### **Account Management & Support Team**

- Management Sponsor
- Single point of contact
- Local branch management

#### **Core Recruiting Team**

- Dedicated local recruiting
- National recruiting
- Off-shore recruiting (24x7)
- Affiliate vendor base (if necessary)

#### **Corporate Support**

- Dedicated operational support

#### **Company Commitment**

Collectively as minority-woman owned and veterans owned companies, we are passionate and hungry to secure and enhance our deliverables within every opportunity. We fully understand the project and needs that will be required and we believe this partnership to be highly qualified to assist the University of California and become a nationwide supplier for OMNIA.

This document is in response to SMUD's request for proposal for MSA for Professional Services and Leased Employee Resources and presented by:

Collectively, we understand the statements that were mentioned in the solicitation document from UC and OMNIA as follows:

- The proposal is to be submitted and uploaded in the UCal Source System, including all OMNIA fill in forms, questionnaire answers, pricing and RFP response information, and signed documents by March 3, 2021 at 12PM local time.
- In addition, we have included as per Section B Proposal format, our Cover letter, Table of Contents, Executive summary and Approach and Qualification responses.
- We understand proposal shall remain available for UC acceptance for a minimum of one-hundred and twenty (120) days following the RFP closing date.
- Compu-Vision Consulting is submitting the Questionnaire response for Scope of Services in the CalUsource e-sourcing application portal.
- We understand the solicitation to include two types of contracts and services:
  1. Work performed in a Professional services and IT staffing capacity for University of California
  2. Work performed in a Professional services and IT staffing capacity for OMNIA Partners with becoming a nationwide a supplier and available to 9,000 government agencies
- There may be multiple contractors awarded, and individual tasks will be released as needed.
- We have provided sample reports for review as requested.
- We have uploaded the pricing template in the e-source portal as requested.

#### **Different from Competition:**


Our management team, with over 20 years of experience, come from the business consulting and technology arena themselves and understand the clients' challenges, as they have been on the other side of the equation. Their past experiences help bridge the gap between clients' needs and the challenges faced in getting the right people in the right jobs. This is why we have invested heavily in our recruitment team and processes that are dedicated to each specific client. CVC's recruitment team is also backed with seasoned professionals with past experience in their respective fields of expertise and disciplines. Our recruiting team proactively recruits a pool of talent that could be a potential fit for our clients.

We have a virtual database of talent built over the past 20 years that has helped us fill in or cater to our Client needs. These talents are specifically in the IT space including Emerging Technologies, Big Data, Cybersecurity, Enterprise Data Management, Application Development, Engineering Support, Infrastructure, IT Compliance, Cloud Solutions, Project Management and so much more.

We have taken this same white glove methodology to alternative categories; Administrative & Clerical, Human Resource & General Staff, Finance and Accounting, Marketing and Creative, Legal and Management Consulting. We did this to become a strong, more well-rounded staffing partner for all of our clients. Candidates are screened and evaluated on a number of client specific criteria including technical abilities, work ethics, and personality, prior to being submitted for a role. Our clients are located through the entire US and Canada. We have the upmost confidence that we will be able to supply contractors throughout all of your US and Canadian locations in a timely manner.

**Doing Business in any state – try to show Cert/Tax info:**

CVC has recruited and placed temporary candidates in several businesses and many locations in the State of California (list State for RFP). Below is a copy of our tax filings with the State of California and other business information are as follows:

		<b>State of California</b> <b>Secretary of State</b>	<b>F</b>
		<b>Statement of Information</b> (Foreign Corporation) <b>FEES (Filing and Disclosure): \$25.00.</b> If this is an amendment, see instructions.	
<b>IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM</b>			
1. CORPORATE NAME COMPU-VISION CONSULTING INC.			<b>G827417</b> <b>FILED</b> In the office of the Secretary of State of the State of California <b>JUL-30 2019</b>
2. CALIFORNIA CORPORATE NUMBER C4214773			This Space for Filing Use Only

**Federal List – clause about not being on federal list / OR show we have Cage Code and on Sam.gov:**

CVC can attest and confirm that our principals and employees are not identified on the list of federally debarred, suspended, or other excluded parties located on sam.gov.

Our Cage Code# is 5SM88, and we currently received approval of being registered at sam.gov to business with federal government.

**P-Card Payments**

CVC has state agency clients from State of GA, NJ, CO, OR, CT, NY and several more, with the standard process of sending invoices and States paying by check or through ACH debit for services. While CVC understands that State agencies use a Procurement Card, we haven't used this process in the past. However, during contract award and negotiations, we ARE open to discuss how P-Cards can be used if deemed necessary for payment.

**Data Security Measures:**

Client data needs to be properly segmented and protected, so that there is no risk taken with data breaches with temporary workers. The first thing to do is to understand how Client is going to treat data in the workplace. Some of the data control is driven by government regulations like HIPAA or PCI DSS, and some will come from business requirements and the need to protect sensitive and confidential information. Once there is an understanding of how to handle data in



the project and business operations, we create policies and guidelines around data handling. These are straightforward guides to securing Clients’ systems and data against data breaches and compromised information:

1. We make sure that Client policies with them and have them sign up to receiving this information. We make the policies available in staff manual, on the intranet, and anywhere else temps can see them.
2. we discuss with the Client that temp workers should only get access to what they need to carry out necessary tasks, audit the various data your business holds and assign it a sensitivity. Make sure IT implements systems that only allows on-demand workers and temporary employees to have access to the relevant data.
3. Work with the Client to create specific “roles” in the network that have access to those areas, and no more. Then, use those roles, and only those roles, for temporary employees
4. Ensure that Client locks down as much of the system architecture, desktops, and laptops as possible if needed to disable USB ports, certain drives, or even printers to stop people without the right credentials from using them.
5. Encourage the temporary workers from using their own devices when they are in the place of Clients work. This can be good for both productivity and security. For example, you may ban USB drives or the use of cameras on mobile phones while people are in the workplace.
6. Only allow temporary employees into server rooms or data centers they need access to. Use key cards and other access devices to limit on-demand talent to where they need to be, and nowhere else.
7. Put auditing in place to check what the temporary employee and on-demand teams are doing on company systems. Policies will state that auditing computer and data usage, will happen set reasonable thresholds so you don’t get too many false positives if a temporary employee is legitimately accessing data.

#### Diversity:

As a small business, minority woman-owned entity, we are steadfast cognizant in equality and inclusion as we continue to grow our business. As a company dedicated to connecting people with the right jobs and business at the right time, CVC is committed to promoting an inclusive business climate for all people. Our diversity plan is focused on the following pillars:

Purpose	Objective	Support	Strategy
<ul style="list-style-type: none"> <li>• Ensure fairness, equality, and diversity in promoting, hiring, compensating, encouraging, and retaining top performing workforce.</li> <li>• Strive to understand the needs of our leaders and employees (both direct and indirect)</li> <li>• Delivering programs to the expectations of the clients. CVC wants to emulate the diversity of the communities in which we live, work, and serve.</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to sustain a culture of inclusion, where every employee feels valued and respected for their ideas, background, and perspective.</li> <li>• Ensure our efforts support and benefit clients and society as a whole in accordance with our core value of inclusion of all interests.</li> </ul>	<ul style="list-style-type: none"> <li>• As a small minority woman owned business, we are positioned to champion diversity as a means to create new opportunities.</li> <li>• Our leaders embrace the commitment of inclusion as a business strategy, as we work with national partners in diversity space.</li> </ul>	<ul style="list-style-type: none"> <li>• Directly tie our success to the diverse backgrounds, experience and goals of our staff, partners and clients.</li> <li>• Creating programs to assist clients meet their diversity goals by teaming and partnering with other minority suppliers.</li> <li>• Professional affiliations (NMSDC, WBENC, WOSB)</li> <li>• Vendor diversity/partnering programs</li> <li>• Maintaining a diverse resource pool</li> </ul>

#### Sustainability/Green Procurement:

In this reality of a COVID-19 world, our approach has continued to help our impact on the environment including the areas of travel, energy consumption, procurement and consumables. Our approach not only supports environmental sustainability but also human health conscious and fiscal responsibility. We hope our environmentally friendly processes are consistent with the Green Policy of “XXXX Govt Agency Name”

- **Procurement** - We promote sustainable environmental procurement practices as the use of physical materials are greatly reduced with technology. Invoicing, candidate reviews, and contracts are sent electronically.
- **Travel** - We leverage video conferencing and online collaboration tools such as WebEx, Zoom, Slack, and operating in a Cloud environment to reduce our need to travel and we encourage remote work where it makes sense to reduce the impact of travel to our offices. On site work is only required at the request of clients as in this digital age most tasks can be completed virtually.
- **Consumables** - We leverage shared printing environments and encourage the use of electronic forms and dual screen viewing to cut down on the need for paper and ink. The use of Adobe Sign and other digital tools reduce paper and printing needs.
- **Recycling** - We recycle retired technology to enforce proper destruction of media and to limit the amount of technology that ends up in landfills.
- **Energy Consumption** - we use SaaS based services to run our business and deliver our service to remove the need to have on-premise data centers which consume massive amounts of energy.

#### **Corporate Social Responsibility:**

CVC has been rolling out greener initiatives to ensure sustainability and adherence to our Corporate Social Responsibility (CSR) goals. We have implemented improvements throughout the business, and we're working towards a green standard with a set of achievable initiatives and tasks.

We've implemented our CSR goals at every level of our business activities through certain projects such as relocating our computer and telecommunication servers to a co-location center based in Hawthorne, NY which we have experienced a measurable effect of 30% energy consumption savings, as well as, internal process adjustments to ensure on-going improvements with reduced carbon emissions.

We continuously update and maintain our CSR goals and improvements through our internal management system to provide our employees with an accessible platform for monitoring the demonstration of our CSR initiatives and successes.

Our associates have made some significant impacts and actions by being actively involved in implementing our CSR goals and initiatives. Their direct involvement has made a difference in our energy consumption such as - making conscious decisions to reduce lighting in areas not used, ensuring better use of the heating systems, and re-using of resources and materials in both work and their personal lives. We have deployed ultra-efficient lighting and heating systems as part of our sustainability initiatives throughout our various office locations.

Here are some other ways in which we are already achieving our CSR goals:

- Our tech teams have migrated local computer and communication servers to a co-location facility by making use of virtualization. This has helped to make a significant reduction in our energy consumption.
- We've asked all of our employees to unplug their chargers when not in use. Every desk has power supplies to charge mobile phones, PDAs, and other personal gadgets. Keeping chargers and power supplies unplugged helps to reduce energy consumption.
- All of our computers currently have the 'sleep mode' or 'hibernate mode' enabled to ensure that energy consumption is significantly lowered when devices have been left unattended for extended periods of time during the day. We also have a rollout plan to replace most of the PCs within our offices with thin client devices to reduce energy consumption and lessen our impact on the environment.
- We've optimized our temperature control system, so that we don't overuse the AC and heating systems. Every little bit goes a long way to help create a sustainable model for our surrounding environment.
- We've replaced inefficient appliances with the latest energy-saving devices that last longer and provide more energy-efficient systems and applications within our offices.

- We've tasked our office area managers with light-saving duties which include switching off lights in areas that don't require constant lighting and switching off lighting systems at the end of the working day.
- We have added ultra-efficient lighting and heating/cooling systems throughout our offices.

#### **Local Community:**

Investing time and energy to make a positive impact on the community, environment, and well-being of others is highly valued and encouraged. Many of our leaders and employees are actively involved in community programs and charitable organizations, serving as volunteers and board members. Our partners are honored to contribute annually to numerous national and local charitable organizations through our corporate and employee matching programs.

Examples are provided on this link: <https://www.morganfranklin.com/about/beyond-consulting/>

There is nothing more important or valuable than people; relationships are the very backbone of our companies. We all believe in the spirit of giving and contribution. There is a need for not just a rollicking and reveling career, but also one that allows us to help both our own people as well as our neighbors. See the link to our partner programs:

<https://www.vaco.com/vacocares/>

CVC has worked hard to “crack the code” on sourcing high-quality military candidates for our direct client base and government clients. With this level of candidates being in the service for long periods of time and trained by the United State Government, we have customized a direct recruiting plan, trained all sections of our recruitment team, and created an initiative to hit certain metrics to measure our success.

A few ways that we have accomplished this initiative are:

1. We have brought in several veterans to advise us on our military recruiting plan. These veterans, whom have also spent years in the staffing arena, have also instructed us on obtaining our GSA Schedule 70 contract and 8A certification. Their intimate knowledge of the inner-workings in the government arena has saved us significant time and effort in determining the most appropriate path to grow our business, methods for finding and attracting candidates and how to scale our business in a seamless manor.
2. Once we built our government division within the company, we hired recruiters who have specific experience in sourcing, screening and placing veterans. Evergreen's IT recruitment team is backed with seasoned professionals with past experience in their respective fields of expertise and disciplines. We have taken this same methodology in our Military Recruitment recruiters. These recruiters have experience with placing military candidates, the knowledge to translate resumes written in “military-type” content and can influence hiring managers to consider these resumes.
3. We have dedicated a portion of our annual recruiting budget specifically to military sourcing, pipelining and recruiting. We have attended local career fairs to NJ/NY/PA, leverage veteran focused job boards (militaryhire.com, ziprecruiter.com, recruitmilitary.com, hireveterans.com, military.com), and paid for resume databases that specifically focus on transitioning veteran contractors. These are just examples of several resources and activities we leverage to ensure we're gaining enough service members when conducting a search for a client's job.

## **4. APPROACH TO MANAGING UC'S REQUEST**

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Collectively, we understand the scope of services to be as follows:

#### **Qualified Personnel:**

- Supplier shall provide, qualified, trained temporary staffing/professional services personnel, on an as-needed basis determined by the University.

#### **Immigration & Naturalization:**

- All temporary staffing personnel employed by supplier shall be US Citizens or legal aliens in accordance with the employment verification provisions of the Immigration and Nationality Act (INA), according to the Illegal

Immigration Reform and Immigrant Responsibility Act (IRIRA) signed on September 30, 1996 and any revisions of such Act. It is the supplier's responsibility to verify legal alien's compliance to all current laws and regulations of the United States and state of California as they pertain to alien status and employment eligibility.

**Guarantee of Appropriate Interview & Placement:**

Supplier will ensure the quality of their Interview and Placement Standards. The University of California will not permit any of the following to occur:

- Other individuals speaking for Candidates during live interviews.
- Other individuals speaking for Candidates during taped interviews.
- Replacement of Candidates with other Candidates after the Interview and Screening process has occurred and a Job Offer has been made.
- Substitution of the Skill Sets of Candidates.
- Falsification of information related to any Candidate

**Background Checks:**

- Supplier will arrange for background checks, verifications, references, and other investigations, as requested, as part of the overall assessment of candidates presented for consideration.

**Duration of Assignments:**

- The length of assignments will vary. Supplier's personnel may be required to sign confidentiality agreements depending on the nature of the access privilege granted. At the conclusion and/or termination of the assignment, the Supplier's employee shall return all property (such as keys, etc.) to the University's requesting department prior to departing.

**Key performance indicators are as follows:**

- On time reporting 99%
- Response of Initial order within 4 hours
- Placement of short term or long term positions within 1 business day
- Rush placements within the same day
- Customer service satisfaction 99%
- Request for reports within 5 days
- Placement accuracy 100%
- Invoice/Billing accuracy 99%

**Other Items of SOW:**

- The University shall have the right to request removal of any specific supplier temporary worker
- If, in the sole discretion of the University's requester, the supplier personnel are deemed incompetent or negligent (based on the individual's inability to perform the assigned task or engagement in misconduct) the University will require the personnel to leave the premises and the department will immediately inform the supplier of its action.
- Upon notification of unsatisfactory performance of a Candidate, a replacement will be provided and the charges for the initial Candidate will be removed from the University's Account.
- Orders are made by University personnel; within 48-72 hours timeframe
- Supplier furnished temporary workers shall be available between the hours of 8:00 AM and 5:00 PM, with an hour lunch break, with the possibility of work hour modifications for specially arranged circumstances. Workdays are typically eight (8) hours plus one hour for a meal break. Work week s are typically 40 hours

Our Approach to manage and adhere to the requirements of Scope of Services are described below.

**Organizational Capacity and Experience:**

CVC provides temporary, contract, contingent, T&M, SOW Project-based IT staffing services, direct hire placement and consulting services for private and public clients. We have provided these services to a our client base by placing talented

candidates in Government agencies including Federal Reserve Bank, State of Georgia, State of Connecticut, Jersey City Schools, and Atlanta School System-just to name a few.

We have been connecting companies in the United States and Canada with customized technology solutions that exceed objectives for over two decades; we bring together the human approach and technology to help clients optimize their business processes. As a true partner, we pride ourselves on being able to consistently provide outstanding talent to each and every business sector we serve. From talent acquisition services to technology solutions, we power our clients' success and drive our candidates' growth.

#### **Company Commitment:**

CVC is passionate and hungry to secure and enhance our deliverables within every opportunity. With the expertise we have in IT staffing and consulting services, we are fully confident in providing temporary staff to perform services related to information technology such as individuals skilled in Applications Support & Development, Systems Software Analysis, Business Intelligence, Quality Assurance and Data Architecture; always being client-centric and solutions minded.

#### **Offerings specialized in the following areas:**

##### **Security:**

- Security Audit Services
  - PII - HIPAA - MARS-E - FTI - NIST – PCI
- Compliance Engagement Strategies and Remediation
- Managed Active Directory Operations
- 24/7 SOC Operations Managed Services
- Vulnerability Scanning
- Network Hardening
- System Hardening
- Patching Services
- Security Training

##### **Cloud Managed Services:**

- Managed Infrastructure Operations
- Managed Security Operations
- Cloud Application Services/Migrations
- Cloud Migrations
- Monitoring Services
- Disaster Recovery
- Azure, AWS, Quest, Private, and Community Cloud Services
- 24/7 Support

##### **Virtualization:**

- VMware Implementations
- Hyper-V Implementations
- Container Implementations
- P2V Migrations
- Backup Solutions

##### **Networking:**

- R/S Managed Services and Implementations
- System Development Life Cycle Engagement Strategies
- Firewall Managed Services and Implementations
- Cisco, Palo Alto, FortiGate
- Fiber Channel to FCOE Migrations
- Cisco Data Center ACI and SDA
- VRF Deployments
- Wireless Implementations: Cloud and Controller Based
- Inside Plant/Outside Plant Project Management
- VoIP Managed Services
  - QoS Configurations
  - SIP Implementations

##### **Agile Transformation Services:**

- Scrum Team Optimization
- Program/Feature Creation and Enhancement



- |  |   |
|--|---|
| ● Product Owner/Manager Training                 | ● DevOps  |
| ● Scrum Master Training                          | ● Software Development Life Cycle Engagement Strategies |
| ● Agile Coaching and promotion of Agile Thinking | ● Jira Standardization, and Reporting                   |
| ● Road Mapping                                   |   |

#### **Account Management and Experience:**

Our strategy for service delivery model is based on a detailed understanding of the clients' culture and business environment. Our structured approach will deliver value across the program while leveraging a combination of diverse talent search mediums, a single point of contact, routine performance monitoring/reporting, continuous improvement initiatives, and support in order to achieve maximum results.

#### **Account Management & Support Team**

- Corporate Management support, Bharat Mital
- Single point of contact & Local support, Michael Fusilero

#### **Core Recruiting Team**

- Dedicated recruiting, Maneet Gupta
- Global Staffing team support (24x7)

#### **Corporate Support**

- Dedicated operational support

#### **Roles and Responsibilities:**

##### ***Corporate Support (Bharat Mital, CEO)***

Bharat will provide guidance to our account team to ensure service commitments are met for the project. He will perform internal quality checks and will ask your feedback as part of our continuous improvement initiatives. Bharat and additional members of our HQ team will be your corporate support to assist in any challenges and/or conflict resolutions at the highest level.

##### ***Single Point of Contact Michael Fusilero, Senior Account Manager***

To manage the contract, CVC's proposed Senior Account Manager and local direct contact is Michael Fusilero. Michael is our Senior Account Manager and manages our West Coast clients. He will work closely with the Client's team, backed with a team of Subject Matter Experts (SMEs) and Quality Assurance Managers to assist in contract management and keep track of contract requirements and needs. As Senior Account Manager, he has supplied mid to large-sized organizations with contract hiring efforts and supported clients in generation of gross profit goals by quickly delivering contract, contract-to-hire, direct hire, and SOW labor for information technology roles. He has helped facilitate the right resumes for staffing needs through the management of Boolean searches through our database, resume searches, initiating skill assessments and assisted in build pipelines of matched candidates for anticipated roles. He is a dedicated business executive with over 14 years of experience directing teams in achievement of aggressive business goals for the staffing, consulting services, and operations sectors.

##### ***Dedicated Recruiting (Maneet Gupta, Head of Delivery)***

Our Head of Delivery is Maneet Gupta with over 10 years of experience and expertise in the field of IT recruitment, high frequency staffing, managing IT clients and currently managing the overall operations for our company. As our Head of Delivery, he has managed Fortune 100 to 500 clients and placed IT contractors inside companies like Verizon, GE, Red Hat, Dell, UPS, Dominion, PG&E, Facebook, Labcorp, Xylem, Staples, BMW, Halliburton, B&V, ACS, BMO, Merck, Salesforce, Genpact, Cognizant, Amgen and many others. His primary work areas include, but not limited to:

- Resources & Operations Management
- Strategic Planning & Implementation
- Business & Client Delivery
- Process & Procedure Improvement



- Replicating Success Factors
- Training & Development

His IT positions recruited and placed have been Project/Program/Product Managers; Business/Systems Analysts/Technical Writers; Solution Architects/Enterprise Architects; Implementation Specialists; Data Warehousing/Business Intelligence/MicroStrategy/Data Stage/Data Modeling/Cognos/Informatica/Business Objects OLAP; Oracle/Sybase/SQL Server DBAs; Oracle Applications Developers (Functional and Technical); ERP Specialists (PeopleSoft, JD Edwards, SAP); Siebel CRM; Software Developers (.Net, SharePoint, Java/J2EE, C/C++, PHP/PERL/MySQL, ColdFusion, Embedded Prog.); QA Testers/Quality Assurance; Systems/Network Administrators; Cloud Architects (AWS, Azure, DevOps)

### ***Recruiting support***

We have offices with recruiting professionals working in North Brunswick, New Jersey, Toronto & Vancouver, Canada and Mohali, India. They support all of our client's needs directly or through MSP programs. We are fully capable to support any contract, contract-to-perm, SOW project based work or permanent needs for any client with specific IT related staffing needs.

### ***Operational Support***

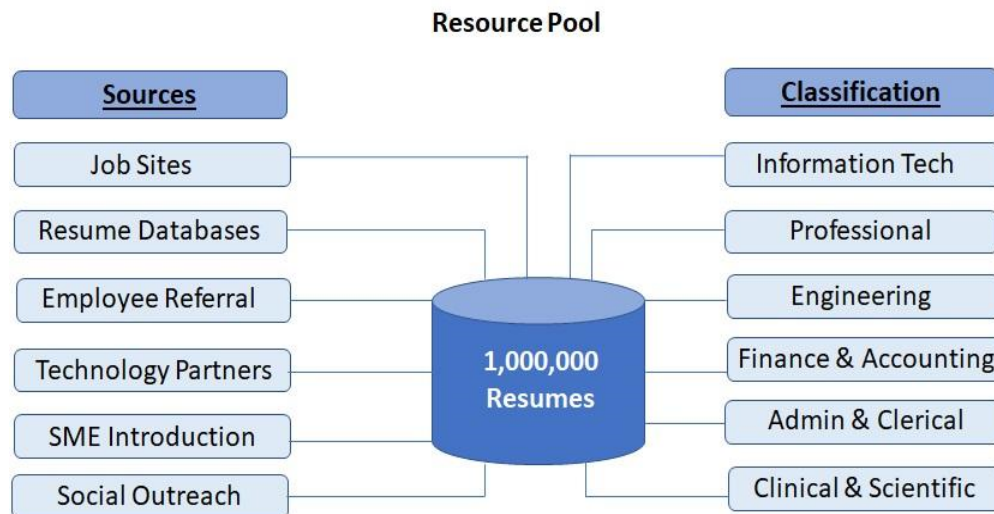
Each of our local managers are assigned members from our corporate office to provide all general operational functions. Our candidates will have a representative to work in conjunction with our account team to handle the specific onboarding, invoicing, reporting and administrative requirements.

### **Making the Connection/Pool of Talent information:**

Our stringent and effective talent search has enabled us to minimize the fallout from offer acceptance to starting with our clients. Our talent management expertise ensures we attract, cultivate, and retain the talented professionals required to achieve our client's business goals better, faster and more efficiently. CVC is client and solutions focused and provides the best talent to each of our respective clients.

We have continued to develop and maintain a vast database of active talent pool of contingent workers to supply to each of our valued customers. With this high touch database, it allows us to deliver faster and more accurately than our competition. Our skilled team researches its clientele when we start a working relationship together to fully understand who they are as a business, what capabilities they deliver in all departments, who they are trying to hire and what employees say about the business. We do this so we generate a holistic view of each opportunity. Our recruiting professionals of delivery managers, team leaders, junior and senior recruiters support all client needs and are responsible for handling the company's end to end operations.

Our direct candidate pool has more than 1,000,000 resources we are able to leverage at any given point. We gather the skill assessments for each role, pull resume searches and build pipelines of matched candidates for each recruiter's roles. Out of our database, we have approx. 30% for government roles.



#### Quality and Time of Hiring talent pool:

CVC has effectively managed clients' changing needs of jobs and has successfully satisfied client's requisitions with top quality resources. We understand recruiting talent during seasonal times and busy periods is challenging, and we have processes to achieve success in between fluctuating times.

- We have a great work environment we also use social media to promote and reach specific candidate roles. This promotes networking with other vendors are visible on social media and significantly reduces recruitment costs and time to find right talent.
- We have different avenues for sourcing and keep a number of pre-screened green-lite candidates accessible for projects or referrals. We also use Job Diva, Recruiting Partner connections, LinkedIn, Monster, Salesforce, Career Builder, Indeed. We use JobDiva Applicant Tracking System, and also our internal and databases of several pre-screened candidates for faster processing of work orders.
  - CVC'S pre-screened resources/Internal Database/Applicant Tracking System: 50%
  - Job boards/portals (Indeed, CareerBuilder, Dice, ZipRecruiter): 25%
  - Industry Partners: 15%
  - Social Media: 10%
- We also contact our partners for seasonal hiring to achieve clients' goals during changing times. By using the latest screening tools, we can provide the best applicants for the job.

Our account manager is able to respond to a clients' needs and communicate immediately. Quick response and action are intended to maintain best in class level of performance and to ensure the project is moving forward as scheduled. When filling in positions, our account manager creates skills requirements for the positions. Generally, we present qualified resumes to clients one business day as our recruitment team cover all hours of US time zones. Our lead times to qualify, fill and hire quality candidates as follows:

Process	Owner	Timeline
Acknowledge and clarification of Client request	Account Manager	Immediate
Create Job Request on Job Diva	Account Manager	1-2 hours
Search and Identify the candidates	Recruiting Team	12-24 hours

Initial resumes submitted	Recruiting Team	12-24 hours
Screening and follow-up of resumes	Account Manager	24-48 hours
Reference Check of qualified candidates	HR	2-4 hours
Organization of interviews for contractors for clients	Account Manager	Within 1 week
Background Checks (if required by client)	HR	Timeframe varies depending on depth of background checks
Candidate placement at clients' facility	Account Manager and Corporate Support Team	Within 2 weeks

#### Customer service/service levels:

We have a long-standing commitment to quality, both in our service offerings and in our method of doing business. The key to achieving our quality goals is in fostering long-term relationships with our clients and talent, and in using their feedback to continually improve our service. Many of our clients have come to trust CVC and know that they will receive the optimal match of talent, service levels, and pricing to stay competitive. Recognizing that total customer satisfaction is critical to our mission, we monitor our performance to ensure parameters previously defined are being met. The following is an overview of the processes that will continue to be used to measure and track our performance for clients:

- Generation of key performance statistics
- Regular talent performance evaluations
- Web-based quality surveys
- Regular monitoring of the clients' service level commitments

To exceed service level commitments and ensure satisfaction, we leverage a solid continuous improvement initiative. Business reviews (as deemed necessary by dept agency) will ensure service continuity, adherence to service level commitments, ongoing communication of program objectives and to identify opportunities for efficiencies. Further, these business reviews will continue to provide us with the opportunity to share ideas and exchange feedback and allow us to accurately measure the level of the dept's satisfaction. Our goal is to continue exceeding your expectations in all facets of the program.

#### **Our average service levels:**

<b>Metric</b>	<b>Percentage of job postings in which we have submitted a qualified candidate that is selected for interviews</b>	<b>Percentage of candidates that come in under the max rate per the rate card (with our other clients)</b>	<b>Percentage of candidates that have successfully completed the assignment</b>
<b>Professionals</b>	87%	91%	99%

### **Method and Approach information:**

From recruiting top talent to ensuring the clients' satisfaction through ongoing communication, our method and approach is designed to ensure the clients don't experience any gaps in productivity. We setup a comprehensive methodology that examines the clients' local market so we understand the dynamics of labor conditions, unemployment rates, and job statistics. Based upon job conditions and the types of skills required, we identify the target groups to recruit and determine an appropriate strategy to attract talent.

Our dedicated team knows through many QBR's over the years what it takes for a supplier to be successful, it's in all of our DNA. We have invested heavily in its recruitment team and processes that are dedicated to each specific client. CVC's recruitment team is backed with seasoned professionals with past experience with a hyper focus in everything IT Augmentation related. After knowing our clients' space and areas of interest, our recruiting team proactively recruits a pool of talent that could be a potential fit for this client. Our database of talent helps us fill in and cater to our client needs. Candidates are screened and evaluated on a number of client specific criteria including technical abilities, work ethics, and personality. We also conduct online tests as a part of the screening process.

The recruitment team is backed with seasoned professionals with past experience in their respective fields of expertise in Architecture, Infrastructure Support, Business Analysis, Software Development, Data Warehousing, Reporting/Analytics, Communications and Training. Teams are comprised of industry experts in IT networking, security, architecture, and agile methodologies and leadership holds various certifications and degrees including MBA in IT Management, BS in Management Information Systems, Numerous Scrum, SAFe and Kanban certifications, VMware Certified Associate - Data Center Virtualization (VCA-DCV) CISSP.

Our goal is to deliver maximum scope, on time, and within budget by deploying skilled resources who focus on quality and efficiency. All resources know that they can rely on a highly capable team that will support them along the way. Expertise in technologies include:

- IT Professionals: MS Project, Office 365, SQL/Toad, Bug Reporting Systems, SharePoint, Visio, Data modeling software
- Developers and QA Professionals: .Net Developers, Applications Architects, Oracle PL/SQL, C#, ASP.Net MVC, Angular, Type Script, GIT, JSON, .NetCore, NPM, VS Code, TFS, Web API, XSLT, XML, XMAL, MSSQL, Senior Mainframe programmers, Application developers in VB6, MS Access, and MSSQL skills.

Our rigorous selection process ensures that candidates live up to the highest expectations. Our recruiting team proactively recruits a pool of talent that could be a potential fit for our clients. Candidates are screened and evaluated on a number of client specific criteria including technical abilities, work ethics, and personality. We also conduct online tests as a part of the screening process. Explained below is our process in recruiting and screening potential candidates:

<b>Step 1</b> <b>Client Priorities Assessment:</b>	Through in-depth discussions with the client, we gain an understanding of the desired personality traits, technical background, & other skills that make up the ideal candidate
<b>Step 2</b> <b>Candidate Definition:</b>	The Account Manager, working on a specific client account determines and defines the candidate requirements
<b>Step 3</b> <b>Candidate Identification:</b>	Potential candidates are identified through various channels such as our internal Applicant Tracking System that has an extensive candidate database of professionals, social media such as LinkedIn, Twitter, Facebook etc., search engines such as Indeed, Monster, Career Builder etc., and through Professional Networking events.

	This is the first step in identifying and shortlisting candidates that suit our clients' initial criteria
<b>Step 4 Pre-Qualification:</b>	We conduct interviews & evaluate shortlisted candidates on a number of different client---specific criteria, including technical abilities, work ethic & personality, and more. Based on our client needs, we also perform background checks, drug testing, reference checks and aptitude testing
<b>Step 5 Credentials Verification:</b>	We verify candidate's credentials, references and assess their compensation, availability and other relevant details
<b>Step 6 Candidate Presentation and Interview</b>	CVC presents the top candidates' resumes to the client and answers any questions about candidates' backgrounds. We also arrange all interviews, field follow---up questions and serve as the liaison between our client and candidates
<b>Step 7 Candidate Offer and Employment</b>	CVC coordinates all communication regarding offers, second interviews, employment paperwork or other logistics related to a candidate's hiring

#### Where the Talent Pool comes from:

Understanding that candidates are tech savvy and versatile, we have launched several large-scale sourcing initiatives to increase our company's visibility across a variety of mediums. This provides us the resources we need in order to effectively market our clients' jobs, as well as recruit the best technology talent. Our recruiting methods fall into several categories, as outlined in the following.

- **Priority Green-Lite candidate pool**

This pool of IT professionals have worked consistently with CVC, which puts us in a competitive advantage in filling positions. By placing these reliable, qualified professionals who have worked for us before, we are confident in ensuring quality and customer satisfaction for the client. We start with this pool of talent first before moving to other sources.

- **JobDiva database**

We leverage JobDiva as our talent database of more than 1,000,000 qualified IT professionals. Our applicant tracking and talent management systems are structured to view talent by target markets, number of criteria, skill set, experience, certifications and location. This allows for quick recruitment tailored to the unique needs for clients.

- **Referrals**

Candidate recommendations from our "Green-Lite" talent, our existing clients and partners are also a good means of sourcing candidates. We work on a referral basis and ask every candidate we speak with if they know of anyone looking for work or looking to make a change. We are always looking for new and innovative ways to keep our worker pool current and up to date with available candidates.

- **Job boards**

Our Recruiters have access to external job boards and use them to supplement our customized recruitment mediums listed above. This is unlike other firms who generally, rely on subscription databases. A sampling of sites that we utilize regularly includes:

- Monster

- CareerBuilder
- LinkedIn
- Dice
- Zip Recruiter
- Facebook
- Indeed

#### Candidate screening:

According to a recent study, one bad hire could cost a company over \$50,000. Therefore, we strive to find the right talent from the very start. We want to keep our reputation intact with the ability to identify and deliver qualified candidates to our clients. In addition, timely delivery of the service is a focus at CVC. We take great pride to deliver right services in the time needed for our clients. We have professionals that give attention to each client and have dedicated resources to provide immediate response and quick turnaround. We have strong sourcing teams with expertise in resourcing and placement for Commercial and Government Sector.

Our Screening/Talent Acquisition Team includes:

- Team lead – responsible for developing and implementing a timeline for their team to reach each staffing related goal. They will oversee all usage of tools, evaluate all final candidates selected and present them to the Director of Delivery for final recommendations.
- Technical Recruiters (*Junior and Senior levels*) with a mix of IT and Resourcing background - responsible for partnering with internal Account Managers as well as the clients hiring managers to determine staffing needs. They will perform the initial phone interviews with candidates and making recommendations to their Team Leads on hiring decisions. They are also responsible for posting jobs ads, doing initial screenings, administering appropriate assessments, scheduling interviews and performing reference and background checks.
- Resourcing Managers with a mix of Talent Acquisition, IT and Managerial background - tasked with leveraging all online/offline resources to generate qualified resumes for the recruiters they work with. They are responsible for handling the company's end to end sourcing operations. They will help generate the right resumes for all of their team members. Gather the skill assessments off of JobDiva for each role, pull resume searches and build pipelines of matched candidates for each recruiter's roles.
- HR Managers with a mix of HR, Talent Acquisition, IT and Managerial background
- Account Managers with a mix of IT, Account Management & Service Delivery background

We conduct multiple screening and assessments before submitting our candidates. Following are the different screening and assessment practices:

- **Skill Background:** To provide best available candidate from the market, we understand Client's requisitions. Our dedicated account manager coordinates with our recruitment manager and experts for creating skill sets of required needs. This process is forwarded to our sourcing team to find the best match.
- **Screening by our recruiting staff:** Here candidate's technical skills are evaluated. At this stage, the recruiters conduct first level Technical Screening and Job Description with our Question List that we have accumulated through the years. This includes questions across technologies and skill sets and also verifying resume accuracy.
- **Interview by our recruiting manager:** Here candidate's soft skills & interpersonal skills are evaluated through a pre-screening of communications. This step evaluates the candidate's technical abilities and business acumen, as well as his or her professionalism and interpersonal skills.
- **In-person/Video interview:** When necessary and where COVID regulations allow, secondary screening of job history, technical skills, communication and interpersonal skills, body language and education is discussed face to face with the candidate. We ask tough questions so that we place the candidate in the job best suited from his/her background and to provide the clients with the right candidate in skill and personality.
- **Reference Check:** Our recruiting team will check the quality of work candidates have performed in the past via checking references. It is also the responsibility of the recruiter to verify the contents of a resume for accuracy by



conducting reference checks and a thorough HR evaluation by virtue of an interview.

After finding the best matched candidate for our clients, our team will conduct the job screening and will request respective candidates to submit signed copy of “*Resume Self-Certification Form*”. Our recruiting team verifies technology knowledge, past experience based on client’s applications, education, behavior/personality aspect and communication. After having positive response from the screening team, the recruitment manager conducts the interview with the same candidate and verify job suitability, soft skills, interpersonal skills, analytical skills and intellectual skills.

If candidate clears the overall interview and soft skills & interpersonal skills interview, candidate’s reference details are sent to the team for review. Here, we confirm and evaluate the quality of work candidate has performed in the past. Then, the successful candidate’s resume is sent to Client’s lead contact.

If we find a candidate with similar experience to the requests, our recruiting team will conduct telephonic round of screening to discuss and confirm prior similar experience that validate their ability and skills that match the client’s needs. We also ask the candidates to provide us the documentation of previous work and examples of past work. In addition to this methodology, during the process of reference checking, we confirm the past experience as well.

CVC has reviewed the scope and contractor responsibility. Utilizing the methodology techniques above, our recruiting team has great strengths in placing staff for network and systems administration, support and management, hardware and software systems, project management, applications development to name a few roles from the RFP list of positions.

#### **Behavior Interview:**

We recognize the value of a thorough interview process. A trained member of our team conducts a behavioral interview, a method to gather and evaluate information about what applicants have done in the past to provide an indicator of how they would perform in future situations.

- Initial Interview – We assess the basic capabilities and character of the candidate, as well as the nature of our assignment profiles and the culture of our client base. Previous employment history is reviewed, and references are comprehensively checked.
- Technical Interview (for executive, technical, and professional positions) – A team member with expertise in the same domain assesses the candidate's level of technical proficiency. Candidates are rated based on an understanding of the client's required skill set, as well as on oral and written communications.
- Client Interview – At the client’s request, interviews with candidates who have cleared their Technical Interviews are scheduled to meet with the hiring manager.

#### **Skills Evaluation:**

During the interview, job skills are identified, and the applicant is directed into job-related skills evaluation. We utilize Internet based technology to test applicant’s skills and knowledge. Tests results are provided to the client when a candidate is presented for consideration for any position.

#### **Background checking:**

The minimum background check includes investigation of criminal history and reference checks. Depending on the nature of the position, and our clients’ requirements for which the candidate is being considered, other, additional checks could be conducted.

**Agency for background check:** Typically, CVC uses USA Smart Hire, however, as stated above, some clients may have their own portals and require us to use their agencies. Examples of common types of checks are:

- Verification of educational degrees
- Verification of licenses and certifications
- Driving record

- Credit record
- Drug Screening

We are e-verified company. We adhere to federal, state and privacy protection laws when conducting background checks and provide the required waivers, authorizations, notices, disclosures and releases. We also follow state and federal laws with respect to discrimination and adhere to our Equal Employment Opportunity rules.

Once a candidate is identified, approved for hire and an offer is extended, CVC will conduct the following background checks upon request:

A. Basic Information:

- a. Candidate Full Name
- b. Candidate Phone Number
- c. Candidate Email

We then let the candidate know they will be receiving email from USA Smart Hire to start the background check & to fill out required fields ASAP.

Technical check:

- Past 7 Years employment
- Global Sanction Database

Background Verification:

- SSN Verification
- E-verification

Drug Test and Finger Printing:

- 10 Panel Drug Test
- National Criminal File or Nation Scan check (7 years)
- Last 7 years address
- Felony/Misdemeanor conviction check at County, State, and Federal level, where available (7 years)

Education and employment checks

- Verification of Education

In addition to above, we conduct "Welcome Call" with each of the consultants to smoothen their on-boarding process at a client site, where we share all necessary information they would require during their initial days of joining. In the "Welcome Call" we mainly discuss the policy for Timesheet Submission, Payment process, Leave request and approval, Conflict Resolution and Dress Code.

Testing:

Our strategy has always been to recruit talent based on the unique needs of our clients and to find candidates that are experts in those skill sets. Accordingly, our talent requires limited training. However, we are committed to continually exceeding high expectations and recognize that ongoing training is essential both for clients and talent who want to thrive in today's rapidly changing technology marketplace.

Our testing and training procedures cater to both our internal staff as well as our candidates.

***Internal training:***

We've built a flexible "online university" with learning formats catered specifically to our internal HR team. The innovative, intentionally designed competency-based education format, enables our newly hired team to keep up with our contingent hiring needs of our client's goals. Along the way we measure and report back on the competencies they are demonstrating, to show how they are building skills over time.

We have several layers of management training for different departments of the company. We are a small, dedicated team that always has a hands-on approach to coaching our external contractors as well as our internal fulltime employees.

***Candidate training:***

Our strategy has always been to recruit talent based on the unique needs of our clients and to find candidates that are experts in those skill sets. Accordingly, our talent usually requires limited training. However, we are committed to continually exceeding high expectations and recognize that ongoing training is essential both for clients and talent who want to thrive in today's rapidly changing technology marketplace.

In the event a talent requires training, we offer recommendations on free and discounted training opportunities, and direct the talent to complete their assessments based on the skill sets needed for the job. Courses we recommend to the candidate can include a mixture of static conceptual content, interactive "knowledge builders" to reinforce skills, quiz questions to verify comprehension and hands-on exercises, refreshers on technical abilities, and knowledge of new emerging technologies. For specific training, we would direct talent to attend and or complete virtual training for any type of training needed on the applications mentioned but not limited to: Desktop Operating systems Windows 10, MS Office Suite programs, Adobe Acrobat, Procurement, Mechanics, and other software skills needed.

**Onboarding:**

CVC's HR Department has established a guideline towards the on-boarding process of new employees. CVC has a written personnel handbook/policy (over 100 pages) that is regularly reviewed and updated:

- (a) to describe the recruitment, hiring, termination and standard work rules for all staff
- (b) to maintain compliance with government regulations including Client Confidentiality Information, Conflict of Interest Policy, Fair Labor Standards Act, Equal Employment Opportunity Act, Americans with Disabilities Act, Family Leave Act, etc.

The HR Department follows the following steps to ensure compliance. As soon as a new hire is confirmed for a project, we initiate a notification to the new hire about the confirmation of engagement. Upon acceptance from the employee of our intent to extend an offer of employment, we initiate the on-boarding process as follows:

1. Extend a formal offer of employment clearly outlining the Job Title, Start Date, Pay Rate, Location of Work, Remote policy, Duration of Service, Employee Benefits, along with the employee handbook that contains company policies, agreement, and verification documents required for on-boarding new hires.
  - a. I-9 Employment Eligibility Form
  - b. W-4 Tax Withholding Form
  - c. Emergency Contact Form
  - d. ADP Direct Deposit Form
  - e. Health, Dental and Vision Insurance Enrolment Form & Plan Choices
  - f. Pay Calendar and Holiday Schedule
  - g. We understand that on site work could be required at the request of clients, but we recognize in this digital age, most tasks can be completed virtually. In this reality of a COVID-19 world, we leverage video conferencing and online collaboration tools such as WebEx, Zoom, Slack, and operating in a Cloud environment to reduce the need to travel to offices.

Apart from the above documents, we also send over client specific documents to be acknowledged and signed by new hires such as:

- a. Arbitration Agreement
- b. Non-Disclosure Agreement
- c. Time Entry & Expenses Guide
- d. Supplier Integrity
- e. Noncompete Agreement

2. Initiate background check. Upon receiving the background release and authorization forms from the new hire, we initiate the background check process. Depending on individual client request, we add client specific searches to the background check. Following documents are sent to the new hire.
  - a. Background Release and Authorization Form
  - b. Background Information Form
3. Track the completion and return of all policy forms and onboarding documents from the new hire. We ensure the new hire has signed all necessary documents in the correct fields.
4. Upon receiving all documents from the new hire, we save the signed copies in new hire/ personnel files/folder and initiate the new hire E- Verification process.
  - a. Ensure supporting documents are the candidates & match what is written on I9 provided.
  - b. E Verify the employee.
  - c. Save E Verify approval into employee folder.
5. Familiarize employee with company/clients' rules and standards. While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct may result in disciplinary action, up to and including termination of employment:
  - a. Theft or inappropriate removal/possession of property.
  - b. Falsification of timekeeping records.
  - c. Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace.
  - d. Fighting or threatening violence in the workplace.
  - e. Gossiping or spreading rumors about co-workers.
  - f. Boisterous or disruptive activity in the workplace.
  - g. Negligence or improper conduct leading to damage of company-owned or customer-owned property.
  - h. Insubordination or other disrespectful conduct.
  - i. Violation of safety or health rules.
  - j. Smoking in the workplace.
  - k. Sexual or other unlawful or unwelcome harassment.
  - l. Excessive absenteeism or any absence without notice.
  - m. Unauthorized use of telephones, computers, or other company-owned Equipment.
  - n. Unauthorized disclosure of any confidential information.
  - o. Familiarizing the Employees with issues related to Conflict of Interest and its repercussions.

We update the employee handbook as needed to ensure compliance with employment laws and current company practices. We also ensure all employees sign an acknowledgement of policy change form whenever there is a change in any policy.

When a contingent worker's assignment is completed, or employee resigns from the service, the following off-boarding process is followed:

1. Communicate the departure to the HR personnel so necessary steps are initiated to inform the customers/stake holders.
  - a. **Option 1** (Contractor Terminated by Client)
    - a.1- Communicate in writing to the contractor that their contract is terminated by client indicating the possible reason/s.
    - a.2- Communicate to contractor to hand-over all client assets/property in possession.
  - b. **Option 2** (Project Ends)

- b.1- Letting the contractor know that their project has ended
- b.2- Find out if any collateral is pending for submission and/or retrieval
- c. **Option 3** (Employee Resigns)
  - c.1- Obtaining the employee's letter of resignation
  - c.2- Providing written confirmation of obtaining resignation letter
  - c.3- Communicate with client that employee has sent resignation & work out details
- 2. Upload employee termination letter/letter of resignation/or end of contract information into the HR database (JobDiva).
- 3. Have employee document daily tasks, hand over important files and customer contact information to their superior. This helps ensure a smooth onboard transition for new employee.
- 4. Train replacement, upon client request. (optional/if needed)
- 5. Recover Company Assets: We have a checklist of company assets given to employees at the time of on-boarding. Our customers let us know the assets loaned out to our employees and we make sure they are returned safely to our client premise. (Laptop, Keys, Phone, etc.)
- 6. Revoke Systems Access: In the event, employees have any access to systems, necessary steps are taken by our IT Administrator to disengage the access to systems and software. In case of customer facing role, client takes necessary steps to de-activate access to systems and premise.
- 7. Perform Exit interview/Survey: We encourage all employees to participate in an exit interview/survey so we can receive honest and candid feedback about their experience with us and our clients that they worked with. (Via phone, Zoom, or in person). Points discussed in the exit meeting include, but are not limited to:
  - a. Non-Disclosure agreements
  - b. Reason for leaving
  - c. Benefit Documents - such as an explanation of ongoing benefits, retirement plan transfer, unemployment, etc.
- 8. Complete Pay Process: All dues and final pay checks are cleared by our payroll/accounting department.
  - a. Process any outstanding employee expense reimbursement.
  - b. Finalizing any pay that is overdue and/or needed to close out contract.
  - c. Confirming employee doesn't owe reimbursement of signing bonus or any other bonus.
  - d. Providing employee with final paycheck once this is all completed.

Provide letters of reference and exiting documentation to thank the employee for their service. (Farewell card, office party, team lunch, email, etc.)

#### Data Security Measures:

Client data needs to be properly segmented and protected, so that there is no risk taken with data breaches with temporary workers. The first thing to do is to understand how Client is going to treat data in the workplace. Some of the data control is driven by government regulations like HIPAA or PCI DSS, and some will come from business requirements and the need to protect sensitive and confidential information. Once there is an understanding of how to handle data in the project and business operations, we create policies and guidelines around data handling. These are straightforward guides to securing Clients' systems and data against data breaches and compromised information:

8. We make sure that Client policies with them and have them sign up to receiving this information. We make the policies available in staff manual, on the intranet, and anywhere else temps can see them.
9. we discuss with the Client that temp workers should only get access to what they need to carry out necessary tasks, audit the various data your business holds and assign it a sensitivity. Make sure IT implements systems that only allows on-demand workers and temporary employees to have access to the relevant data.
10. Work with the Client to create specific “roles” in the network that have access to those areas, and no more. Then, use those roles, and only those roles, for temporary employees
11. Ensure that Client locks down as much of the system architecture, desktops, and laptops as possible if needed to disable USB ports, certain drives, or even printers to stop people without the right credentials from using them.
12. Encourage the temporary workers from using their own devices when they are in the place of Clients work. This can be good for both productivity and security. For example, you may ban USB drives or the use of cameras on mobile phones while people are in the workplace.
13. Only allow temporary employees into server rooms or data centers they need access to. Use key cards and other access devices to limit on-demand talent to where they need to be, and nowhere else.
14. Put auditing in place to check what the temporary employee and on-demand teams are doing on company systems. Policies will state that auditing computer and data usage, will happen set reasonable thresholds so you don’t get too many false positives if a temporary employee is legitimately accessing data.

#### **Task Requirements and Assessments:**

CVC provides a consistent approach to manage the clients’ requisition orders through a specific Req Order Management Plan that describes all task order activities, timely reporting of project status, management of Change Requests, invoicing for work performed, and close coordination with other technical groups and collaborative partners. All req order approaches are governed by the Account Manager and HR team. The tag team of Account Management and HR during the requisition process provides control of monitoring and executing the project according to plan.

Each Requisition is initiated through receipt of a client request. Following a review of the requisition requirements, tasks are identified, technical approach is developed, and a project work structure is prepared.

#### **Assessment:**

Continuous assessment of the planned technical and cost activities with the candidates helps achieve performance and can determine our performance level, identify areas for improvement, and implement management controls to ensure the process improvements are effective. CVC will schedule formal and informal reviews to control project performance, resolve problems, and discuss alternative solutions and resource expenditures. The reviews are conducted internally between our Account Manager and the Client’s point person.

In addition, periodic status reports are provided to corporate management, and the client. These activities are intended to maintain a superior level of performance and to ensure that the project is moving ahead successfully.

#### **Performance Appraisals:**

Regular performance reviews provide valuable feedback and guidance for both the contractor, Client and the vendor; Our evaluation approach on the performance of temporary employees can provide insight and have several benefits we aim to reach as follows:

- **Performance evaluations for constructive feedback.** Contract workers perform better when they have specific, constructive feedback regarding their work. While managers can provide some pointers on a day-to-day basis, an overall performance review provides a “big picture” look at the employee’s work, identifying both the places the worker excels and where they can improve.
- **Objective measure of performance.** When the same standard of steps for performance evaluation are used, they provide an objective measure of comparison. Information from performance reviews can be used to measure how temporary employees are performing relative to one another.



- **Decision makers view.** When your organization has had several contract workers on board you want to make sure they fit seamlessly into your company's culture and appears to be thriving. Data from performance evaluations can help decision makers answer questions like how are they fitting in the organization, do personalities align with corporate views, etc. When it comes time to decide whether to make a temporary hire into a permanent one, these viewpoints are important to the hiring manager.
- **Partnering for better staffing services.** The information from a temporary employee's performance evaluation can improve your communication with your staffing vendor. Performance reviews provide insight into issues you may be having with temporary employees, helping your company outline a better fit for future employees. By better understanding what your company needs, your staffing vendor can provide better-quality talent for both temporary and contract positions.

Following the above methods and outcomes, we plan the following for performance appraisals:

**Scheduling:**

- We do Performance review's several times while a contractor is on project:
  1. After the first week, basic introductory call
  2. Quarterly call
  3. Project end call

**Types of evaluation categories:**

- We meet with the contractor to make sure:
  - They are meeting deadlines accordingly
  - They are showing up to work on time
  - They are working the hours asked of them
  - They are contributing on projects
- We get a feel for how they are being managed, are their problems within the SOW, how is the culture and if there are any problems arising that we can help with
- Are they interested in hiring you full time?

**Absenteeism and Tardiness:**

Absenteeism and tardiness place an undue burden on other employees and on the Company. CVC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time. All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, but always prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day. If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible. Employees who are going to be absent for more than one day should contact their supervisor each day of their absence. CVC reserves the right, to the extent allowed by law, to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries. If an employee fails to notify their supervisor after three consecutive days of absence, CVC will presume that the employee has voluntarily resigned. CVC will review any extenuating circumstances presented by the employee that may have prevented him or her from calling in before the employee is removed from payroll. CVC considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

**Conflicts and Resolution:**

It is the policy of CVC to always maintain a harmonious workplace environment with our clients, however, encourages its direct and indirect employees to express concerns about work-related issues, including workplace communication,

interpersonal conflict, and other working conditions. Employees may submit, in writing, a signed grievance to the Human Resource Manager. After receiving a written grievance, CVC may hold a meeting with the employee, the supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue. Complaints involving alleged discriminatory practices shall be processed in accordance with CVC's Sexual and other Unlawful Harassment Policy. CVC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

#### Leave of Employment:

Candidates/employees who intend to leave employment with CVC shall provide at least two weeks of written notice. Such notice is intended to allow time to adjust to the employee's departure without placing undue burden on our clients where we need to fill in before a replacement can be found.

Any employee who terminates employment with CVC shall return all files, records, keys, and any other materials that are the property of the company.

#### Off-Boarding:

When a contingent worker's assignment is completed, or employee resigns from the service, the following off-boarding process is followed:

1. Communicate the departure to the HR personnel so necessary steps are initiated to inform the customers/stake holders.
  - a. **Option 1** (Contractor Terminated by Client)
    - a.1- Communicate in writing to the contractor that their contract is terminated by client indicating the possible reason(s).
    - a.2- Communicate to contractor to hand-over all client assets/property in possession.
  - b. **Option 2** (Project Ends)
    - b.1- Letting the contractor know that their project has ended
    - b.2- Find out if any collateral is pending for submission and/or retrieval
  - c. **Option 3** (Employee Resigns)
    - c.1- Obtaining the employee's letter of resignation
    - c.2- Providing written confirmation of obtaining resignation letter
    - c.3- Communicate with client that employee has sent resignation & work out details
2. Upload employee termination letter/letter of resignation/or end of contract information into the HR database (JobDiva).
3. Have employee document daily tasks, hand over important files and customer contact information to their superior. This helps ensure a smooth onboard transition for new employee.
4. Train replacement, upon client request. (optional/if needed)
5. Recover Company Assets: We have a checklist of company assets given to employees at the time of on-boarding. Our customers let us know the assets loaned out to our employees and we make sure they are returned safely to our client premise. (Laptop, Keys, Phone, etc.)
6. Revoke Systems Access: In the event, employees have any access to systems, necessary steps are taken by our IT Administrator to disengage the access to systems and software. In case of customer facing role, client takes necessary steps to de-activate access to systems and premise.

7. Perform Exit interview/Survey: We encourage all employees to participate in an exit interview/survey so we can receive honest and candid feedback about their experience with us and our clients that they worked with. (Via phone, Zoom, or in person). Points discussed in the exit meeting include, but are not limited to:
  - d. Non-Disclosure agreements
  - e. Reason for leaving
  - f. Benefit Documents - explanation of ongoing benefits, retirement plan transfer, unemployment, etc.
8. Complete Pay Process: All dues and final pay checks are cleared by our payroll/accounting department.
  - a. Process any outstanding employee expense reimbursement.
  - b. Finalizing any pay that is overdue and/or needed to close out contract.
  - c. Confirming employee doesn't owe reimbursement of signing bonus or any other bonus.
  - d. Providing employee with final paycheck once this is all completed.
9. Provide letters of reference and exiting documentation to thank the employee for their service. (Farewell card, office party, team lunch, email, etc.)

#### Business Continuity:

When disaster strikes, we need to be ready to act quickly and plan accordingly. Even with some lead time, every occurrence is different. To keep our organization running and continue to provide our clients with services they are accustomed to, we put plans together to keep business going. These plans are as follows:

- Back up data: We store backups in a protected location. We run tests on our files to ensure the integrity of the backup files. On regular periods, we run a complete restore of all backup data to ensure the backup worked to its potential.
- Web Servers: We strive to keep our Web servers in various locations to ensure connection remains uninterrupted.
- Maintenance of surge protectors: We test and maintain the surge protectors for all computers and server banks intact.

#### Measuring Success:

The following is an overview of the processes that will continue to be used to measure and track our performance for our recruitment and working relationship with temporary workers:

1. **Contractor Satisfaction:** We keep a strong focus on the recruiter's contractor satisfaction with standardized surveys about communication, approach, likeability and recruitment process.
2. **Source-of-Hire:** One of the biggest ways to see how comfortable or complacent a recruiter is, truly is based off of Source-to-Hire. We track the source-of-hire to allocate the recruiters budget towards each placement and what methods they used to obtain the contractor. In this day and age, it is very important to be creative when sourcing.
3. **Days-to-Hire:** We evaluate very closely on how many days to hire each candidate goes through. This metric strips out the waiting and just looks at how long a specific applicant is in the funnel between when they first apply to when they accept an offer.
4. **Hiring Manager Satisfaction:** We use this "Satisfaction Metric" to help measure the overall quality of hire. We combine this metric with days to hire and hit ratio to get a better perspective on what the recruiters' success has been and how personalized they are with each contractor.
5. **Time-to-Fill:** We identify and resolve any time-to-fill slowdowns that our organization has and try and turn the HR department into a value generator.
6. **Gauge quality of hire** through HM surveys, then fine tune recruiting and screening processes to meet their needs.
7. **Acceptance Rate:** Like most companies, we measure the offer acceptance rate to find out how strong the relationship is between contractor and recruiter. If we see any inconsistencies, then we are able to re-examine the pay rates, candidate experiences or offer letter delivery process.

## 5. QUALIFICATION RESPONSES

Collectively, we have responded to the 10 questionnaire forms and uploaded on UCal sourcing portal. We confirm and acknowledge:

- Affirmation of Business Experience
- Affirmation of Conversion fee
- Affirmation of termination rights
- Affirmation of OC Terms & Conditions
- Affirmation of Appendix Data Security
- Affirmation of HIPAA BAA
- Affirmation of Pricing Template

## 6. PROPOSAL TIMEFRAME

- Accepted

## 7. QUESTIONNAIRES

- Uploaded in electronic portal

## 8. SAMPLE REPORTS

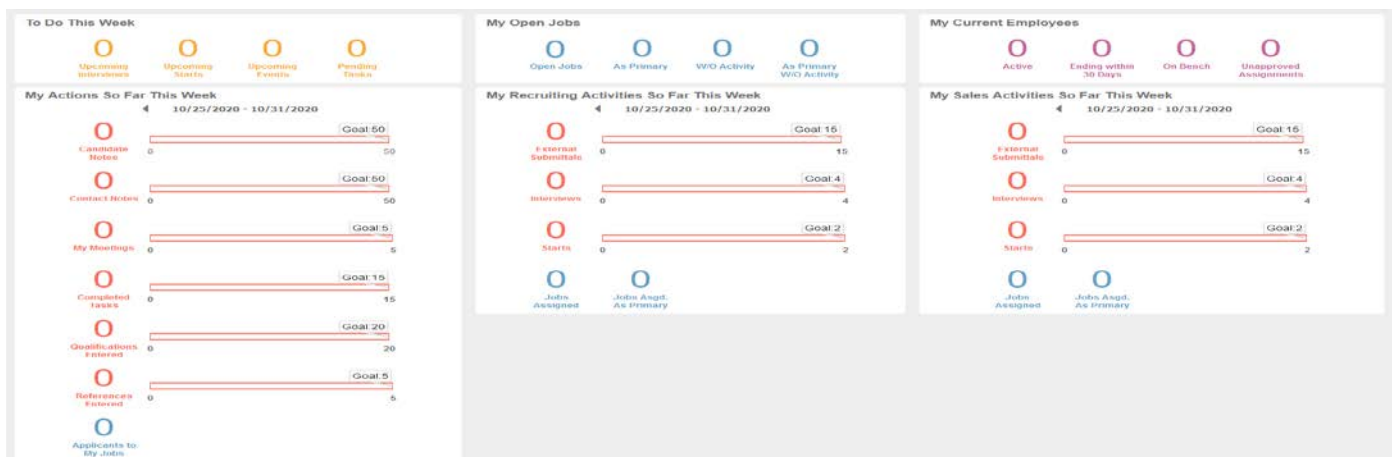
CVC uses JobDiva as its system for reporting, candidate traction and billing. Once a contractor starts an assignment, we ask them to submit all timesheets into our system. Once submitted, we can approve them with the manager.

Below are several versions of monthly reports that can be submitted. We are also able to create custom reports based in needs of a specific department. We have an enterprise edition with JobDiva, so we're able to customize any reporting needs that our clients have with sufficient notice.

Company	Customer	Reference #	Jobdiva #	Status	Skill	City	State	Job Title	Primary Sales	Primary Recruiter	Issue Date	Positions	Submittals	Interviews	Hires
Covendis - State of Connecticut	Hiring Manager	55928	20-01138	OPEN	MICROSOFT WINDOWS	Hartford	CT	Help Desk Analyst - Level 1	Michael Fusilero	Vikramjit Singh	10/23/2020	5	8	4	1
Covendis - State of Connecticut	Hiring Manager	8015	20-01110	OPEN	SKILLS TO BE ASSIGNED	Hartford	CT	LAN Support Technician - Level 3	Michael Fusilero	Vikramjit Singh	10/20/2020	1	3	3	1
Covendis - State of Connecticut	Hiring Manager	8014	20-01103	OPEN	PROJECT MANAGEMENT	Hartford	CT	Project/Program Manager - Level 2	Michael Fusilero	Vikramjit Singh	10/20/2020	3	5	3	2
Covendis - State of Connecticut	Hiring Manager	8013	20-01101	OPEN	ACTIVE DIRECTORY	Hartford	CT	System Engineer - Level 3	Michael Fusilero	Vikramjit Singh	10/19/2020	2	4	1	0

Candidate	Job #	Job Title	Company	Hiring Manager	Recruiter	Start Date	Est. End Date	Agreed Bill Rate	Pay Rate	Fee	Fee %	Hourly Margin	Previously Hired	Source
Islam, Zain	20-00984	Smart Hands Tech	Core BTS	Munoz, Mike	Chauhan, Anshul	10/19/2020	10/20/2020	135	75	0	0.00	44.44	NO	CareerBuilder
Janaqam, Viviv	20-00985	Smart Hands Tech	Core BTS	Munoz, Mike	Singh, Anmol	10/20/2020	10/21/2020	135	75	0	0.00	44.44	NO	Dice
Laudenslager, Paul	20-00986	Smart Hands Tech	Core BTS	Munoz, Mike	Sharma, Nandani	10/21/2020	10/22/2020	135	85	0	0.00	51.85	NO	CareerBuilder
Meisner, Jeffrey	20-01105	Americas Senior Project	Dell Technologies	Martinez, Jennie	McKenna, Morgan	10/20/2020	12/31/2020	93	75	0	0.00	19.35	YES	Dice
Zafar, Muhammad	20-00985	Smart Hands Tech	Core BTS	Munoz, Mike	Singh, Anmol	10/20/2020	10/21/2020	135	75	0	0.00	44.44	NO	Dice



## 9. PRICING TEMPLATE

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- **Uploaded in electronic portal**

# PREPARED FOR

## EXHIBIT A OMNIA PARTNERS NATIONAL COOP CONTRACT

### **RESPONSE**

RESPONSE TO PROPOSAL: UC IT TEMPORARY AND PROFESSIONAL SERVICES  
RFP NO#: 002215



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Submitted March 3, 2021  
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### SECTION 3.0 – SUPPLIER RESPONSE:

**Supplier must supply the following information in order for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners**

#### 3.1 – Company:






##### A. Brief history and description of Supplier to include experience providing similar products and services.

Compu-Vision Consulting, Inc. (CVC) as prime bidder, is a next-generation global technology services company that helps enterprises reimagine their businesses for the digital age. Our two decades of staffing services and consulting expertise has helped our numerous clients transform their business, operations and technology models for the digital era. Our unique industry-based, consultative approach helps clients envision, build and run more innovative and efficient businesses. Headquartered in the U.S., CVC has a relentless focus on customer relationships. We offer an integrated portfolio of solutions and services strategy built around Project Management, Business Analysis, Help Desk Support, Engineering Support, Enterprise Data Management, Application Development, Infrastructure, Back-up Recovery, Web Development, Digital, IoT, Cloud, Automation, Cybersecurity, Analytics, Infrastructure Management and Engineering Services, amongst others. Behind the core of CVC are some of the most skilled technology talent, motivated and empowered by a strong philosophy of client and resource first. As a global consulting and recruiting firm, our business processes are multi-fold as we have to meet the expectations of both the candidates and our clients. We are a small, minority, woman-owned business, headquartered in NJ, incorporated in 1998 under the Commonwealth of Pennsylvania as a dynamic IT consulting and workforce solutions company. Our President is 51% Woman Owner. Our leadership team relies on their own job experience implementing and managing tactical and strategic professional services staff to provide successfully placed resources within the United States and Canada, in public, commercial and through MSP program's. Our employees consist of management team, corporate and administrative support, and recruiting and delivery team members adding up to 75 employees on staff.

#### Major Key Customers:

CVC's unwavering passion for results, defines our brand. We are passionate to secure and enhance our deliverables within every opportunity we are able to work on. This has afforded us the opportunity to build long term staffing partnerships.

CVC key customers are:

Customer:	Delivered candidates:
PIMCO, LLC 	DevOps Engineers, UI/UX Developers, Application Support – Big Data, Business Analysts – Hadoop; Risk Reporting Platform; Change Management.
Lord Abbett  LORD ABBETT	Fixed Income Analytics Developer, Software Engineers, Quantitative Research Analysts, Business Analysts – BI Reporting.
Dell/EMC 	Leading Edge Infrastructure Projects, Block Storage, File Storage, DPS (Data Protection Suite) Products, Hyper-Converged Infrastructure, VxRail, Avamar, NetWorker, VMAX, PowerPath).
KPMG 	Azure Architect, .Net Developer, DBAs, BI & Big Data, PM, Administrative, QA & Software Development.
New York University 	IT, Software Development, ERP Development & Maintenance, Systems Administration, Security Engineering, Project Management.

Please see examples of our experience, and reputation in staffing positions done similar to this solicitation request. This represents candidates we have deployed as well as our experience working with IT staffing clients. This is just a sampling of our offerings. If OMNIA wishes to review our entire portfolio, we are open to that discussion.

Client Name	Delivery Type of Candidates	Project Description
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State of Georgia/CAI	DCS - Programmer Analyst 3	<p>Along with our MSP partner CAI we entered into a customer agreement with the State of Georgia to provide contingent staff services on an as needed basis. Role identified with State of Georgia as follows:</p> <ul style="list-style-type: none"> <li>• Under broad supervision, maintain and troubleshoot computers, servers, peripherals, and/or applications and implement consistent procedures and standards for general system maintenance in consultation with the Information Systems staff.</li> <li>• Owns assigned tasks.</li> <li>• Qualifications as - Bachelor's degree in computer science or a related field from an accredited college or university AND three (3) years of system experience in developing or supporting applications.</li> </ul>
New York University	<p><b>Enterprise Data Services</b></p> <p><b>Business Applications Development</b></p> <p><b>Information Security Analyst</b></p> <p><b>Project Manager</b></p>	<p>Having a relationship with NYU since 2012, we have successfully placed IT roles from 2018-2020 in the University. Sampling of roles below:</p> <ul style="list-style-type: none"> <li>• <b>Enterprise Data Services</b> - Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases</li> <li>• <b>Business Applications Development</b> - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures.</li> <li>• <b>Information Security Analyst</b> - Information Security Analyst for the IT Security Operations. Should have strong knowledge of day--to--day security operations activities, including: analyzing threats, monitoring network devices, managing vulnerabilities, and providing technical support to triage, prioritize and establish appropriate information security countermeasures to detect and respond to security incidents. <ul style="list-style-type: none"> <li>○ Specify security requirements in support of the confidentiality, integrity, and availability of information</li> <li>○ Designing security architecture, including, cloud security</li> <li>○ Perform certification prior to releasing new systems upgrades</li> <li>○ Conduct problem management and root cause analysis; Work independently as well as part of a team</li> <li>○ Handle any and all cyber-attacks in an efficient and effective manner; think like a hacker and anticipate hacker moves</li> </ul> </li> <li>• <b>Project Manager</b> - Research Technology, Public Safety, Space Mgt &amp; Facilities - Project manager is accountable for the success of all projects under their supervision. Project manager plans, tracks, executes, and delivers all projects on time, on budget, and within scope in accordance with business priorities. The PM will work on one or more Portfolio of Projects that are sponsored by NYU IT or the Line of Business directly. These projects can include integration of vendor products, implementing new products, applications development, business process improvement, or assessment</li> </ul>

		<p>projects (e.g. feasibility of pursuing an initiative).</p> <ul style="list-style-type: none"> <li>○ Define and create project plans for project, portfolio, and product prioritization and implementation</li> <li>○ Evaluate trade--offs between project size and complexity, cost, urgency, risk, and stakeholder value</li> <li>○ Partner with business sponsors to define success metrics</li> <li>○ Build, lead, &amp; coach multiple project teams throughout life cycles</li> <li>○ Coordinate activities and follow up on tasks assigned to multiple groups, e.g. Data Warehouse, Applications Development, Security.</li> <li>○ Manage integration of 3rd-party vendor tools with NYU system</li> <li>○ Facilitate all operational checkpoint activities throughout the lifecycle of projects</li> <li>○ Assess and resolve all high priority project risks as they come up</li> <li>○ Ensure all projects adhere to project methodology compliance standards set by the company</li> <li>○ Continually update relevant business stakeholder of status</li> <li>○ Ensure all projects meet success parameters and ROI.</li> </ul>
<b>State of Connecticut</b>	<b>Systems Engineer III</b>	<p>Along with our MSP partner Covendis we entered into a customer agreement with the State of Connecticut to provide Contingent staff services on an as needed basis. We have procured resources needed for CT, one being Systems Engineer with the following qualifications:</p> <ul style="list-style-type: none"> <li>• Coordinate update releases and other system changes, contribute to the implementation of break/fix solutions, performing unit testing, configuration management, source code control, and update documentation and configuration information related to changes as needed throughout the life cycle.</li> <li>• Coordinate activities and communications with various operations, development, and business teams to efficiently resolve urgent production incidents.</li> <li>• Perform regular health checks and analysis on production platforms looking for potential problems before they trigger business issues.</li> <li>• Develop solutions to provide enterprise platform metrics, alarms, and monitoring tools (Dynatrace) to aid in observing and maximizing platform and business efficiency.</li> <li>• Generate and track tickets for production trouble incidents, scheduled, and unscheduled change requests</li> </ul> <p>Provide leadership and direction for rapid resolution of business-impacting issues affecting production systems supporting 24x7 global operations (to include weekends and holidays).</p> <ul style="list-style-type: none"> <li>• Maintain real time alerts, system administration, and server administration within the enterprise production software systems maintaining uptime, performance, and customer satisfaction.</li> <li>• Audit findings with documented remediations within the architecture.</li> <li>• Automating code checker and document changes needing Veracode.</li> </ul>
<b>State of Colorado</b>	<b>Database Analyst – Level 4</b>	<p>Along with our MSP Covendis we entered into a customer agreement with the State of Colorado to provide Staff Augmentation services. Based on Task of Order we procured Data Analyst with the qualifications needed by CO:</p> <ul style="list-style-type: none"> <li>• 9+ years of Software Development, Maintenance, or Implementation experience; a Bachelor's degree and 2 years of relevant experience.</li> <li>• Experience involving large-scale web or multi-platform applications utilizing SQL Server environment.</li> <li>• Experience with MicroPact eLicense application database</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintains data storage and access by evaluating, designing, and implementing company database[s].</li> <li>• Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams, and documents the process.</li> <li>• Writes codes for database access, modifications, and constructions.</li> </ul>
State of Oregon	Software Engineer	<p>State of Oregon needed temp IT staff. Our agreement with OR is to procure different labor disciplines, including software engineers responsible for development of SharePoint Team sites, services, BI, KPIs, dashboards &amp; web content. Based on OR's requirements we delivered candidates with:</p> <ul style="list-style-type: none"> <li>• 5+ years in coding, developing, and deploying solutions in Microsoft SharePoint 2010/2013/2019 using C# .NET, App Model, OAuth, OData, REST, Angular JS, Powershell &amp; JSON leveraging secure coding practices.</li> <li>• Develop SharePoint sites/applications and enhancements using .NET, SQL Server, Microsoft.NET Framework solutions using Java and HTML, the JSON, AngularJS/Angular and REST services, SharePoint Client-Side Object Model (CSOM), and JavaScript Object Model (JSOM), Bootstrap for responsive UI, ASP.</li> <li>• Develop custom features, web parts, and workflows w/ SharePoint 2019.</li> <li>• Integrate data from external web services.</li> <li>• Automate maintenance, deployment, &amp; monitoring tasks for platforms.</li> <li>• Communicate with internal customers in non-technical terms, understand business requirements, and propose solutions.</li> <li>• Automate data exports and imports from a database as well as pull data from a database Unit testing for all assigned deliverables.</li> </ul>
State of Connecticut	Help Desk Service Specialist	<p>Along with our MSP partner Covendis we entered into a customer agreement with the State of Connecticut to provide Contingent staff services on an as needed basis. We have procured resources needed for CT, one being Help Desk support with the following qualifications:</p> <ul style="list-style-type: none"> <li>• 2 years of work experience as a Network Engineer-Intermediate; LAN Administrator-Intermediate; Systems Administrator-Intermediate; Network Engineer-Associate; LAN Administrator-Associate</li> <li>• Single point of contact for client by providing desktop support to local and remote locations.</li> <li>• Maintaining, installing, diagnosing, repairing, and upgrading PC, laptop, tablets, printers, MFDs equipment, and computing peripherals, Win 10 deployment Active Directory (AD) Support.</li> <li>• Communicate and present technical information to both IT staff and Business Users in an understandable and concise format and will be responsible for creating and validating standard operating procedures.</li> <li>• Coordinate hardware repairs and ensure timely product delivery and proper functioning of new equipment and services; maintain an inventory of installed software, hardware assets and manage software licensing to ensure accurate licensing.</li> <li>• Manage the agency's ticketing system to create, track, review, and escalate service requests; provide support on a variety of computer hardware and software.</li> <li>• Experience in Windows 7, Windows 10, MS Server 2012, 2008, 2016. Familiar with modern host and client-based productivity and collaboration tools - Slack, Google Docs, GoTo Meeting, Webex, Teams.</li> </ul>
United States Air Force	IT Professional Services	<ul style="list-style-type: none"> <li>• Provide KREL modernization support using Agile-based data governance principles to provide ongoing programmatic and engineering support to</li> </ul>

		<p>maintain the capabilities of existing USAF Modeling, Support and Analysis (MS&amp;A) processes and platforms (including COTS/GOTS components) and to ensure the continuity of JCOM training and gaming exercises.</p> <ul style="list-style-type: none"> <li>• Our team, Team ThanOS, uses data analytics tools (e.g. Apache Spark), strategic upgrades and targeted Greenfielding and continuously applies modern DevSecOps and Agile-based processes to maximize efficiencies, reduce redundancies, and standardize methods.</li> <li>• ThanOS is built on top of Java Microservices on the backend, ReactJS on the front-end with ElectronJS UI, in a Kubernetes (docker containerized) architecture; built in a CI/CD environment, where software is deployed via Git to GitHub as well as GitLab (government repository).</li> <li>• We provide User-Centered and Product-Focused research on ULI Applications and perform Application Design related activities to enhance the ULI Applications. Ongoing review/analysis and subsequent research of the existing ULI Applications, coupled with user feedback, helps Team Thanos drive the decomposition of existing legacy applications into Features and User Stories. These are delivered to an Agile Product Backlog, per Application, to capture business and user needs/desires.</li> <li>• Backlog planning activities center around bringing User Stories (and Epics) into a 2-week long Sprint, with multiple teams of software developers focused on modernization efforts.</li> <li>• We work with the Government’s security engineering team to ensure support for a secure Software Development Lifecycle (SDLC), leveraging industry best practices and adhering to Government security policies and requirements (i.e. the Risk Management Framework (RMF) process) as well as applicable NIST security standards, and all directed USCYBERCOM TOs, MTOs, AFLs, etc.).</li> <li>• We expertly use Target Process and Atlassian JIRA/Confluence to efficiently apply Agile tools, create/manage visualization dashboards, develop Roadmaps, and facilitate User Stories and OKRs; including their tracking and prioritization via DRs within DIZE.</li> <li>• All documentation and training comply with applicable DoD/NIST security and CM requirements and audit trails are stringently maintained throughout every aspect of the process.</li> </ul>
<b>US Department of Health and Human Services</b>	<b>IT Professional Services</b>	<ul style="list-style-type: none"> <li>• Our expert level support included leading multiple teams on a pilot converting a monolithic application into Microservices based on Netflix OSS (Open Source Stack), containerized in Docker, hardened according to AppArmor specs, and built on a Continuous-Integration-Continuous-Deployment (CI-CD) infrastructure with Jenkins/Hudson utilizing the Jenkins Pipeline Plugin.</li> <li>• All phases of the software were automated (Check-out via Git, Application build via Maven, Junit /Integration test, Sonar scans/integration with SonarQube, Liquibase Database deployments, Dockerized construction, Docker image push to private repo, Dockerized image built, FitNesse integration testing, Selenium/Xebium automation testing, OSCAP report testing, Deployment to target environment) and performed within minutes on every single commit.</li> <li>• We also built Angular.Js applications, automated the NPM build process, and deployed to an Apache server set behind an F5 Load balancer.</li> <li>• We utilized superior DevOps tools and drew upon industry SMEs from CHEF, Neo4J, and SPLUNK to provide developers with in-depth system</li> </ul>

		insights and visualizations. <ul style="list-style-type: none"> <li>Maintaining a high level of planning, coordination, and collaboration was integral to all facets of the EQRS project.</li> </ul>
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**B. Total number and location of sales persons employed by Supplier.**

Regardless of the deployment of our customers' needs, CVC's holistic services approach provides customers with the necessary tools to analyze and implement staffing placement during every portion of their personnel lifecycle. We value our partnerships with local companies to find solutions to improve the specific needs of staffing for the government.

While headquartered in NJ for the past 22 years, CVC as prime bidder, provides its offerings throughout the United States, having office locations in 14 States, strategically placed in the West, Mid-West, South and East regions. We have a total of 60 sales members including account managers, recruiting and delivery associates.

Our Sales and Account Management Offices:	<ul style="list-style-type: none"> <li>Abilene, TX</li> <li>Dallas, TX (Partner)</li> <li>Altamonte Springs, FL</li> <li>Atlanta, GA</li> <li>Carthage, MO</li> <li>Jonesboro, AR</li> <li>Silver Spring, MD</li> </ul>	<ul style="list-style-type: none"> <li>New York, NY</li> <li>Allentown, PA</li> <li>Boston, MA</li> <li>Chicago, IL</li> <li>Anaheim, CA</li> <li>Buckeye, AZ</li> <li>Wilmington, DE</li> </ul>
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**C. Number and location of support centers (if applicable) and location of corporate office.**









As a diversity led enterprise, we're passionate and hungry to secure and enhance our deliverables within every opportunity. When our offices are not exactly located in the area of performance, we partner with other diversity staffing companies having the local experience, and create long standing relationships in the industry. To this fact, selecting Morgan Franklin and Booker DiMao as partners and having a similar national presence with several agencies gives an advantage where we can provide a turn key solution for your projects. Our partnerships with local diverse subcontractors have afforded us the opportunity to complement the certification needs of local governments, schools, and other government entities from their Secretary of State registrations across the United States. Snapshot of locations:

Office Locations:	<b>Headquarters</b> - 2050 Route 27, Suite 202, North Brunswick, NJ 08902; <b>Booker Partner Headquarters</b> – Brass Eagle Ct, Sykesville, Maryland 21784 <b>Morgan Franklin Headquarters</b> - fgdfgdfgdf
Support Center locations:	<b>Canada</b> - 2416 Main Street Unit # 398, Vancouver, BC, V5T 3E2; <b>India</b> - C-184, Industrial Area, Sector 75, Mohali, Punjab 160071

**D. Annual sales for the three previous fiscal years.**

**a. Submit FEIN and Dunn & Bradstreet report.**

With current annual revenue exceeding \$9.0 Million, as a smaller organization, CVC has experienced consistent Y-O-Y growth, is financially sound and well-funded; having direct & remote support services in various regions of US, Canada and India to deliver and implement projects on time. Below is financial information requested:

Tax ID/Duns Information:	EIN 23-2977235; D&B 12-327-7993; Cage Code 5SM88
NAICS Codes:	541511, 541512, 541513, 541519, 541611, 541612, 561311, 541690, 561320, 518210, 811212
Proud to be a diversity supplier, with certification and partnerships:	       

Please see our D&B Rating and Company Report:



- F. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications.**

For this bid, Compu-Vision Consulting has selected to partner with Booker DiMaio and Vaco/Morgan Franklin. CVC, as prime bidder, selected Booker and Morgan Franklin as a strategic partners based on their track record of expertise in both national and government entity Staff Augmentation services throughout the United States. Together, our high-quality technology experience provides a great solution for the University and OMNIA, and we aim to provide a best-in-class resources that will deliver cost effective, custom designed solutions that are tailored to meet your specific requirements.

Our diversity plan is focused on the following pillars:

Purpose	Objective	Support	Strategy
<ul style="list-style-type: none"> <li>• Ensure fairness, equality, and diversity in promoting, hiring, compensating, encouraging, and retaining top performing workforce.</li> <li>• Strive to understand the needs of our leaders and employees (both direct and indirect)</li> <li>• Delivering programs to the expectations of the clients. CVC wants to emulate the diversity of the communities in which we live, work, and serve.</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to sustain a culture of inclusion, where every employee feels valued and respected for their ideas, background, and perspective.</li> <li>• Ensure our efforts support and benefit clients and society as a whole in accordance with our core value of inclusion of all interests.</li> </ul>	<ul style="list-style-type: none"> <li>• As a small minority woman owned business, we are positioned to champion diversity as a means to create new opportunities.</li> <li>• Our leaders embrace the commitment of inclusion as a business strategy, as we work with national partners in diversity space.</li> </ul>	<ul style="list-style-type: none"> <li>• Directly tie our success to the diverse backgrounds, experience and goals of our staff, partners and clients.</li> <li>• Creating programs to assist clients meet their diversity goals by teaming and partnering with other minority suppliers.</li> <li>• Professional affiliations (NMSDC, WBENC, WOSB)</li> <li>• Vendor diversity/partnering programs</li> <li>• Maintaining a diverse resource pool</li> </ul>

- G. Autofill Diversity items are completed below as per the OMNIA document provided as an attachment.**

G. Indicate if supplier holds any of the below certifications in any classified areas and include proof of such certification in the response.

a. Minority Women Business Enterprise

☒ Yes → ☐ No

If yes, list certifying agency:

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b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)

☒ Yes → ☐ No

If yes, list certifying agency:

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c. Historically Underutilized Business (HUB)

☐ Yes → ☒ No

If yes, list certifying agency:

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d. Historically Underutilized Business Zone Enterprise (HUBZone)

☐ Yes → ☒ No

If yes, list certifying agency:

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e. Other recognized diversity certificate holder

☐ Yes → ☒ No

If yes, list certifying agency:

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Certifications are attached at the end of this response

**H. List any relationships with subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.**

Same as above for #F. We have elected to partner with Booker DiMaio and Vaco/Morgan Franklin for this bid response. Our certifications as well as Booker's certifications are as follows:

CVC - Certified diversity vendor as MBE, WMBE, WOSB, WBENC, and SAM registered.

Booker DiMaio - a GSA Contract Holder of Schedule 70, certified as Small Business 8a, MBE and DBE.

**I. Describe how supplier differentiates itself from its competitors.**

One of our key differentiators is that our management team, coming from the IT professional services arena and working for US Army, understands the clients' challenges meticulously. Our experience of having been on the customer side and performing many of the roles that our customers provide, allows us to have meaningful business conversations and drive results. These past experiences help bridge the gap between clients' needs and the challenges faced in today's circumstances.

Understanding the unique processes of cooperative purchasing, government and higher education environments, we ensure quality delivery designed around your needs and provide you with top class resources and workforce related service capabilities by having the following:

- A portfolio of qualified resources to support your staff augmentation.
- Supporting and partnering with a network of affiliates and agencies throughout the United States.
- Maintaining long-term relationships with partners and agencies to control staffing program costs.

The following key differentiators will help to achieve the project objectives for this important initiative.

<b>Compelling Value Proposition</b>	<ul style="list-style-type: none"> <li>Management teams as well as dedicated teams come from professional and consulting services bridging the gap and understanding of needs.</li> <li>Business experience with IT leadership roles in Business Planning, Reporting, Operations, Application, Infrastructure, Support, and IT Governance for Public Sector organizations and private Enterprises.</li> <li>Certified diversity vendor as MBE, WMBE, WOSB, WBENC, and SAM.</li> <li>Bringing our experiences in staffing, familiarity with Labor laws, ability to quickly and effectively identify best in class staff augmentation resources and consultative.</li> <li>Recognized as a “go-to” partner with clients.</li> </ul>
<b>Functional Expertise</b>	<ul style="list-style-type: none"> <li>More than 20 years of experience within staff augmentation services.</li> <li>Combined functional experience and technical expertise in categories of BA’s, PM’s, all levels of Senior Developers and Quality Assurance, Cybersecurity resources, IT Help Desk support, Technical Writers.</li> <li>Strong employee retention agendas, training programs and SME’s.</li> </ul>
<b>Solution Ownership</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to drive project progress, appropriately manage project delivery risks &amp; issues.</li> <li>A pragmatic, collaborative approach to multi-phased initiatives, with a focus on achieving results.</li> </ul>
<b>Industry Knowledge</b>	<ul style="list-style-type: none"> <li>Client base of both private and public sector clients, 30% of our business focused on government agencies.</li> <li>Healthcare, Government, EDU, Utility, Software, Financial and Telecom.</li> </ul>
<b>Results</b>	<ul style="list-style-type: none"> <li>Industry specific solutions &amp; accelerators reducing time to market; without compromising on cost.</li> </ul>

**J. Describe any present or past litigation, bankruptcy or reorganization involving supplier.**

Collectively, we do not have any present or past litigation, bankruptcy or reorganizations.

**K. Felony Conviction Notice: Indicate if the supplier**

- is a publicly held corporation and this reporting requirement is not applicable;
- is not owned or operated by anyone who has been convicted of a felony; or
- is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

There are no felony Conviction notices.

**L. Describe any debarment or suspension actions taken against supplier.**

There have been no debarment or suspension actions taken against us.

**3.2 – Distribution, Logistics:**

**A. Each offeror awarded an item under this solicitation may offer their complete product and service offering/a balance of line. Describe the full line of products and services offered by supplier.**

CVC provides temporary, contract, contingent, T&M, SOW Project-based IT staffing services, direct hire placement and consulting services for private and public clients. We have provided these services by placing talented candidates in Government agencies including Federal Reserve Bank, State of Georgia, State of Connecticut, NYU, State of Oregon, State of West Virginia, Jersey City Schools and Atlanta School System-just to name a few. Branding to our resource pool is also a big program within our company. By keeping a quality focused clientele, we can fully understand who they are as a business, what capabilities they need, who they are trying to hire; to generate a holistic view of each opportunity.

**B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.**

We have been connecting companies in the United States and Canada with customized technology solutions that exceed objectives for over two decades; we bring together the human approach and technology to help clients optimize their business processes. As a true partner, we pride ourselves on being able to consistently provide outstanding talent to each and every

business sector we serve. From talent acquisition services to technology solutions, we power our clients' success and drive our candidates' growth. We are aware of the national cooperative purchase requirements where contractor services are to be performed and having a talent pool database of 1,000,000 candidates, we are confident in delivering the recruitment and placement of candidates you need.

***C. Describe how Participating Agencies are ensured they will receive the Master Agreement pricing; include all distribution channels such as direct ordering, retail or in-store locations, through distributors, etc. Describe how Participating Agencies verify and audit pricing to ensure its compliance with the Master Agreement.***

Many of our clients have come to trust CVC and know that they will receive the optimal match of talent, service levels, and pricing to stay competitive. To summarize our approach in pricing, having the ideal methodology in place is imperative in achieving cost efficiency and having the ability to attract high quality workers for every one of our clients. As a minority, women-owned organization looking to generate new business as we are going through a growth period, we are able to offer the pricing models that establish long term relationships while keeping with cost conscious needs of clients. Understanding the consistency of national programs we will comply with Master Agreement pricing across the board.

***D. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.***

Compu-Vision is Prime bidder and will work with the sub partenrs Booker DiMaro and Vaco/Morgan Franklin. CVC is the prime contract involved in processing, handling or shipping the products/service to the end user.

***E. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable***

Please reference #s B and C above.

### **3.3 – Marketing and Sales:**

***A. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:***

- i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days***
- ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days***

Our strategy for sales, marketing and service delivery model is based on a detailed understanding of the clients' culture and business environment. Our structured approach will deliver value across the program while leveraging a combination of diverse talent search mediums, a single point of contact, routine performance monitoring/reporting, continuous improvement initiatives, and support in order to achieve maximum results. Our business model is as follows:

#### **Account Management & Support Team**

- Corporate Management support, Bharat Mital, CEO
- Single point of contact & Local support, Michael Fusilero Account Manager

#### **Core Recruiting Team**

- Dedicated recruiting, Maneet Gupta
- Global Staffing team support (24x7)

#### **Corporate Support**

- Dedicated operational support and marketing

#### ***Corporate Support (Bharat Mital, CEO)***

Bharat will provide guidance to our account team to ensure service commitments are met for the project. He will perform internal quality checks and will ask your feedback as part of our continuous improvement initiatives. Bharat and additional members of our HQ team will be your corporate support to assist in any challenges and/or conflict resolutions at the highest level.

**Single Point of Contact (Michael Fusilero, Senior Account Manager)**

To manage the contract, CVC's proposed Senior Account Manager and local direct contact is Michael Fusilero. Michael is our Senior Account Manager and manages our West Coast clients. He will work closely with the University and OMNIA team, backed with a team of Subject Matter Experts (SMEs) and Quality Assurance Managers to assist in contract management and keep track of contract requirements and needs. As Senior Account Manager, he has supplied mid to large-sized organizations with contract hiring efforts and supported clients in generation of gross profit goals by quickly delivering contract, contract-to-hire, direct hire, and SOW labor for information technology roles. He has helped facilitate the right resumes for staffing needs through the management of Boolean searches through our database, resume searches, initiating skill assessments and assisted in build pipelines of matched candidates for anticipated roles. He is a dedicated business executive with over 14 years of experience directing teams in achievement of aggressive business goals for the staffing, consulting services, and operations sectors. Mike's resume is included below.

**Dedicated Recruiting (Maneet Gupta, Head of Delivery)**

Our Head of Delivery is Maneet Gupta with over 10 years of experience and expertise in the field of IT recruitment, high frequency staffing, managing IT clients and currently managing the overall operations for our company. As our Head of Delivery, he has managed Fortune 100 to 500 clients and placed IT contractors inside companies like Verizon, GE, Red Hat, Dell, UPS, Dominion, PG&E, Facebook, Labcorp, Xylem, Staples, BMW, Halliburton, B&V, ACS, BMO, Merck, Salesforce, Genpact, Cognizant, Amgen and many others. His primary work areas include, but not limited to:

- Resources & Operations Management
- Strategic Planning & Implementation
- Business & Client Delivery
- Process & Procedure Improvement
- Replicating Success Factors
- Training & Development

His IT positions recruited and placed have been Project/Program/Product Managers; Business/Systems Analysts/Technical Writers; Solution Architects/Enterprise Architects; Implementation Specialists; Data Warehousing/Business Intelligence/MicroStrategy/Data Stage/Data Modeling/Cognos/Informatica/

Business Objects OLAP; Oracle/Sybase/SQL Server DBAs; Oracle Applications Developers (Functional and Technical); ERP Specialists (PeopleSoft, JD Edwards, SAP); Siebel CRM; Software Developers (.Net, SharePoint, Java/J2EE, C/C++, PHP/PERL/MySQL, ColdFusion, Embedded Prog.); QA Testers/Quality Assurance; Systems/Network Administrators; Cloud Architects (AWS, Azure, DevOps)

**Recruiting support**

We have offices with recruiting professionals working in North Brunswick, New Jersey, Toronto & Vancouver, Canada and Mohali, India. They support all of our client's needs directly or through MSP programs. We are fully capable to support any contract, contract-to-perm, SOW project based work or permanent needs for any client with specific IT related staffing needs.

**Operational Support**

Each of our local managers are assigned members from our corporate office to provide all general operational functions. Our candidates will have a representative to work in conjunction with our account team to handle the specific onboarding, invoicing, reporting and administrative requirements.

**Mike Fusilero Resume:**

**Summary:**

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- Experience managing teams of up to 94 within account management, technical recruiting, sales and delivery across US, India and the Philippines.
- Dedicated business executive with over 14 years of experience directing teams in achievement of aggressive business goals for the staffing, consulting services and operations sector.
- Serves as a strategic business partner to executive leadership, delivers guidance on sales lifecycle, client acquisition, procurement, human resources and managed service initiatives while driving customer satisfaction.
- Directs sales and recruiting teams in achievement of multi-million-dollar accounts and grew portfolio approximately \$18M in generated revenue.



**Professional Experience:**

**Compu-Vision Consulting**

**Director, Client Services**

- Establish processes and responsibilities to enable and foster permanent optimization and client handling, utilize lean management approach to support continuous improvements process within the Account Management department.
- Main point of contact managing MSP/VMS relationships throughout the Midwest region.
- Provide leadership in demonstrating high level selling and marketing skills by quickly developing on going relationships with new, old and dormant clients to ensure steady brand growth for the mid-west.
- Manages accounts include Hitachi, Ford, Management Consulting Firms, S3, Ulta Beauty, Workforce Solutions, Kelly OCG, Randstad Sourceright and many others.
- Hired to lead and grow the direct and contingent staffing for all technology roles by recapturing past relationships as well as increasing new to expand the line of business in the market place.

**Catalyte**

**Director, Client Services**

- Oversees talent acquisition for full time onsite/remotely located employees and 1099 remotely located consultants for Catalyte and acquired companies, DTG (Statera) and Surge, including staffing for project development operations and statements of work (SOW).
- Partners with revenue, delivery, software development and people management teams on process implementation efforts and ensures effective team structuring for client projects.
- Collaborates with internal revenue team on identification of client staffing needs and directs delivery team on efforts to match internal/external talent with available positions/projects, talent pool management and billable hours.

**Rely Services**

**Vice President, Sales and Staff Augmentation**

- Directed 8 sales and recruiting team members, oversaw sales strategy focused on business effectiveness and efficiencies that drove bottom line contributions for 10 Fortune 500 corporations.
- Partnered with VP of Projects on staff augmentation for new and existing accounts, drove sales staffing vendor collaboration and process improvement strategies for direct hire, contingent labor and SOWs.
- Developed incentives, quotas, and campaigns that drove increase in revenue, profitability and budgetary sales objectives, while implementing business and operational strategies to increase market share 10-30%.

**Vision Pro/IT**

**Senior Account Executive/Senior Account Manager**

- Managed and mentored 3 senior technical recruiters; oversaw business portfolio growth of approximately \$2M via new regional and national business account sales and existing account expansion.
- Built and developed relationships with key stakeholders, senior management, and executive leadership; delivered guidance on staffing strategies, account acquisition initiatives, and growth opportunities.

**Collabera**

**National Manager**

- Managed 29 sales team members across the U.S. and abroad; trained, coached, and developed team on recruitment and sales strategies that delivered monthly revenue of \$10k - \$20k per sales team member.
- Fostered client relationships and acquired new business accounts, including, Kimberly-Clark, Harley Davidson, GE, ARRIS, Hitachi Daimler, Abbott, and Abvie; achieved and sustained year-over-year portfolio revenue growth.
- Served as a liaison between clients and internal recruiting/delivery team; identified project needs, ensured requisitions were filled quickly, and oversaw performance of contingent labor, SOWs, and managed services.
- Managed 6 sales and 45 delivery team members across the US, Philippines and India
- Oversaw account acquisition and expansion that resulted in year over year portfolio growth and exceeded 2014-2016 targets.
- Directed staffing of non-IT contingent labor, SOWs and managed services portfolio sales for 17 global accounts

**Education:**

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Southern Illinois University - Bachelor of Science in Business, Mgmt., Marketing, & Economics

**Internal training:**

We've built a flexible "online university" with learning formats catered specifically to our internal HR team. The innovative, intentionally designed competency-based education format, enables our newly hired team to keep up with our contingent hiring needs of our client's goals. Along the way we measure and report back on the competencies they are demonstrating, to show how they are building skills over time.



We have several layers of management training for different departments of the company. We are a small, dedicated team that always has a hands-on approach to coaching our external contractors as well as our internal fulltime employees.

**Candidate training:**

Our strategy has always been to recruit talent based on the unique needs of our clients and to find candidates that are experts in those skill sets. Accordingly, our talent usually requires limited training. However, we are committed to continually exceeding high expectations and recognize that ongoing training is essential both for clients and talent who want to thrive in today's rapidly changing technology marketplace.

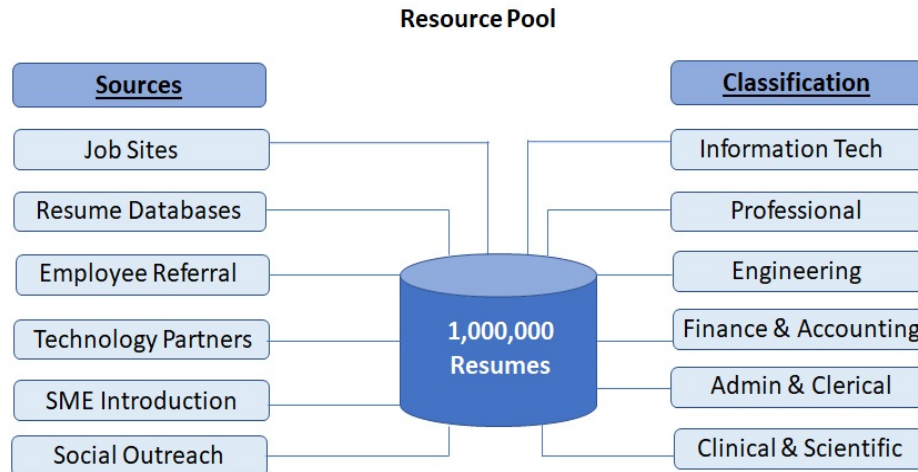
In the event a talent requires training, we offer recommendations on free and discounted training opportunities, and direct the talent to complete their assessments based on the skill sets needed for the job. Courses we recommend to the candidate can include a mixture of static conceptual content, interactive "knowledge builders" to reinforce skills, quiz questions to verify comprehension and hands-on exercises, refreshers on technical abilities, and knowledge of new emerging technologies. For specific training, we would direct talent to attend and or complete virtual training for any type of training needed on the applications mentioned but not limited to: Desktop Operating systems Windows 10, MS Office Suite programs, Adobe Acrobat, Procurement, Mechanics, and other software skills needed.

***B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:***

- i. Creation and distribution of a co-branded press release to trade publications
- ii. Announcement, Master Agreement details and contact information published on the Supplier's website within first 90 days
- iii. Design, publication and distribution of co-branded marketing materials within first 90 days
- iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
- v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.
- vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement
- vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)
- viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:
  - OMNIA Partners standard logo;
  - Copy of original Request for Proposal;
  - Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier;
  - Summary of Products and pricing;
  - Marketing Materials
  - Electronic link to OMNIA Partners' website including the online registration page;
  - A dedicated toll-free number and email address for OMNIA Partners

Starting from award date of the Master Agreement we will start our strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide. Below is our marketing plan:

**Resource Pool:** Our direct candidate pool has more than 1,000,000 resources we are able to leverage at any given point. We gather the skill assessments for each role, pull resume searches and build pipelines of matched candidates for each recruiter's roles. Out of our database, we have approx. 30% for government roles.



We have launched several large-scale marketing initiatives to increase our company's visibility and OMNIA member awareness across a variety of mediums. This provides us the resources we need in order to effectively market our clients' jobs, as well as recruit the best technology talent. We utilize different avenues for sourcing, marketing, promoting and keeping a number of pre-screened green-lite candidates accessible for projects or referrals. We also use Job Diva database, Recruiting Partner connections, LinkedIn, Monster, Salesforce, Career Builder, and Indeed as well as Salesforce tool to send email marketing campaigns.

- **Priority Green-Lite Candidate Pool:** This pool of professionals having worked consistently with our company, puts us in a competitive advantage in promoting roles to them and filling positions. By placing these reliable, qualified professionals who have worked for us before, we are confident in ensuring quality and customer satisfaction for the client.
- **Pre-screened resources/Internal Database/Applicant Tracking System:** Through this channel we communicate and generate awareness of OMNIA members to our internal resources and relationships we have generated. We also talent research through the databases so we can target market those that fit OMNIA member needs.
  - We leverage Job Diva as our talent database of more than 1,000,000 qualified professionals in their respective fields and hierarchy. Our applicant tracking and talent management systems are structured to view talent by target markets, number of criteria, skill set, experience, certifications and location. This allows for quick recruitment tailored to the unique needs for clients.
- **Job boards/portals (Indeed, CareerBuilder, Dice, ZipRecruiter) & Email marketing campaigns:** Our Recruiters have access to external job boards, which they use to supplement our customized recruitment mediums. This is unlike other firms who generally rely on subscription databases. Researching the job boards, we post and market job opportunities as well as send out email campaigns through Salesforce tool. We track the emails going out and have our account managers follow-up on those who have "opened" and "clicked" our advertisement.
- **Industry Partners and Referrals:** We contact our partners to achieve clients' goals during changing times. By using the latest screening tools, we can provide the best applicants for the job; Candidate recommendations from our "Green-Lite" talent, our existing clients and partners are also a good means of awareness and sourcing candidates. We work on a referral basis and ask every candidate we speak with if they know of anyone looking for work or looking to make a change. We are always looking for new and innovative ways to keep our worker pool current and up to date with available candidates.
- **Social Media:** We have a great work environment with social media outlets to promote and target market. This promotes networking with other vendors as they are visible on social media and significantly reduces recruitment costs and time to find right talent. Social media channels we use are LinkedIn, Facebook, Twitter, etc. We would cobrand with OMNIA to market to members as well as our network connections nationwide.
- **Website:** We provide Industry Blogs, Technology Trends as well as Partner landing pages to cobrand OMNIA Partners logo and branding

- Marketing Collateral: We have an array of sales promotion materials including capabilities sheets, presentations and email communication sheets we use when promoting clients.
- C. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements**

This will be our first Master Agreement program with OMNIA Partners.

- D. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.**

Yes, we acknowledge and agree to provide our logo(s) to OMNIA Partners and agree to provide permission for reproduction of such logo in marketing communications and promotions. We acknowledge that the use of OMNIA Partners logo will require permission for reproduction, as well.

- E. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:**
- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency**
  - ii. Best government pricing**
  - iii. No cost to participate**
  - iv. Mon-exclusive**

This is to confirm will be proactive in direct sales of goods and services to Public Agencies nationwide and will timely follow up to leads established by OMNIA Partners. We also understand and agree that all sales materials are to use the OMNIA Partners logo.

- F. Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:**
- i. Key features of Master Agreement**
  - ii. Working knowledge of the solicitation process**
  - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners**
  - iv. Knowledge of benefits of the use of cooperative contracts**

Yes, we confirm and understand to train its national sales force on the Master Agreement. Sales training will include key features and understanding of the master agreement; knowledge of the solicitation process and awareness of the range of public agencies nationwide; knowledge of the benefits of using a national cooperative contract.

- G. Provide the name, title, email and phone number for the person(s), who will be responsible for:**
- i. Executive Support**
  - ii. Marketing**
  - iii. Sales**
  - iv. Sales Support**
  - v. Financial Reporting**
  - vi. Accounts Payable**
  - vii. Contracts**

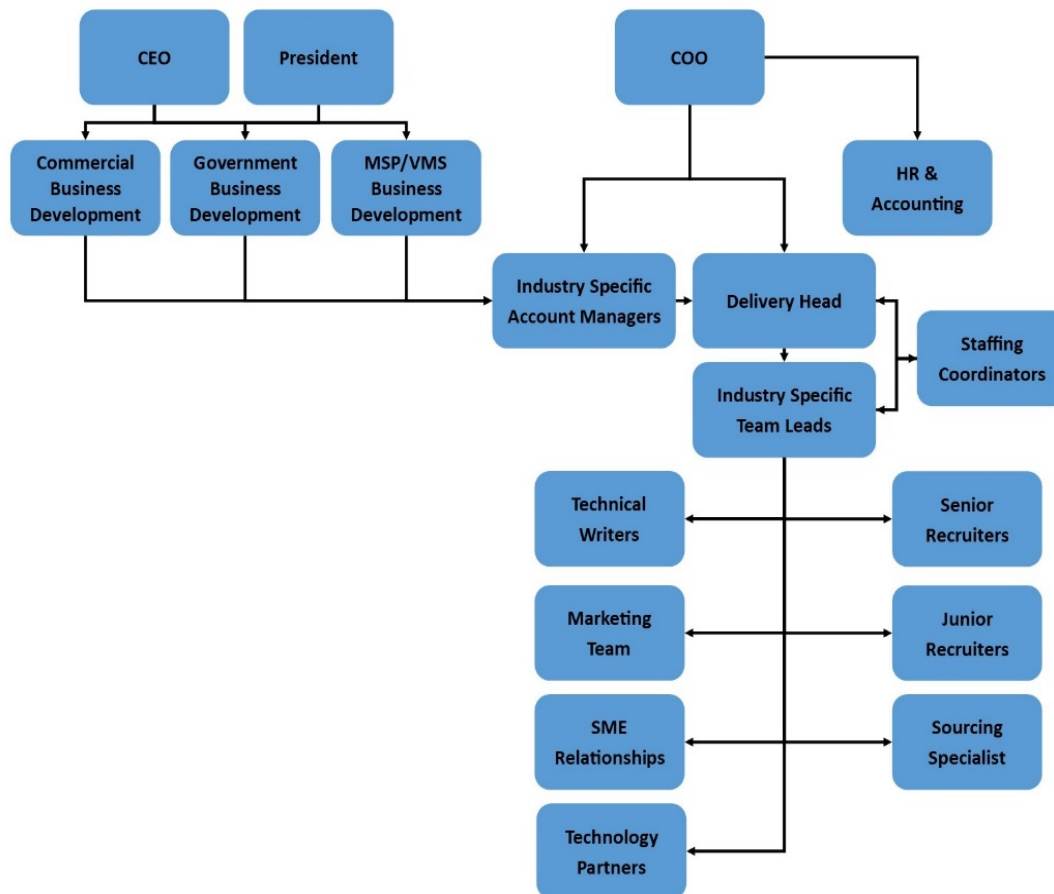
**Single Point of Contact (Michael Fusilero, Senior Account Manager)**

To manage the contract, CVC's proposed Senior Account Manager and local direct contact is Michael Fusilero. Michael is our Senior Account Manager and manages our West Coast clients. He will work closely with the University and OMNIA team, backed

with a team of Subject Matter Experts (SMEs) and Quality Assurance Managers to assist in contract management and keep track of contract requirements and needs. As Senior Account Manager, he has supplied mid to large-sized organizations with contract hiring efforts and supported clients in generation of gross profit goals by quickly delivering contract, contract-to-hire, direct hire, and SOW labor for information technology roles. He has helped facilitate the right resumes for staffing needs through the management of Boolean searches through our database, resume searches, initiating skill assessments and assisted in build pipelines of matched candidates for anticipated roles. He is a dedicated business executive with over 14 years of experience directing teams in achievement of aggressive business goals for the staffing, consulting services, and operations sectors. Mike's resume is included above in #A above under 3.3.

**H. Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.**

Below is our organization chart and how we are structured with our national sales, recruiting and delivery teams.



**I. Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.**

**Recruiters and Hiring:**

The recruitment team is backed with seasoned professionals with past experience in their respective fields of expertise in Architecture, Infrastructure Support, Business Analysis, Software Development, Data Warehousing, Reporting/Analytics, Communications and Training. Teams are comprised of industry experts in IT networking, security, architecture, and agile methodologies, and leadership holds various certifications and degrees including MBA in IT Management, BS in Management Information Systems, Numerous Scrum, SAFe and Kanban certifications, VMware Certified Associate - Data Center Virtualization (VCA-DCV) CISSP. Our dedicated team knows through many QBR's over the years what it takes for a supplier to be successful, it's in all of our DNA. We have invested heavily in its recruitment team and processes that are dedicated to each specific client. CVC's recruitment team is backed with seasoned professionals with past experience with a hyper focus in everything IT Staff

Augmentation related. After knowing our clients' space and areas of interest, our recruiting team proactively recruits a pool of talent that could be a potential fit for this client.

Our goal is to deliver maximum scope, on time, and within budget by deploying skilled resources who focus on quality and efficiency. All resources know that they can rely on a highly capable team that will support them along the way. Expertise in technologies include:

- **IT Professionals:** MS Project, Office 365, SQL/Toad, Bug Reporting Systems, SharePoint, Visio, Data modeling software
- **Developers and QA Professionals:** .Net Developers, Applications Architects, Oracle PL/SQL, C#, ASP.Net MVC, Angular, Type Script, GIT, JSON, .NetCore, NPM, VS Code, TFS, Web API, XSLT, XML, XMAL, MSSQL, Senior Mainframe programmers, Application developers in VB6, MS Access, and MSSQL skills.

#### Customer service/Service levels:

We have a long-standing commitment to quality, both in our service offerings and in our method of doing business. The key to achieving our quality goals is in fostering long-term relationships with our clients and talent, and in using their feedback to continually improve our service. Many of our clients have come to trust our delivery capabilities and know that they will receive the optimal match of talent, service levels, and pricing to stay competitive. Recognizing that total customer satisfaction is critical to our mission, we monitor our performance to ensure parameters previously defined are being met. The following is an overview of the processes that will continue to be used to track our performance for clients:

- Generation of key performance statistics
- Regular talent performance evaluations
- Web-based quality surveys
- Regular monitoring of the clients' service level commitments

To exceed service level commitments and ensure satisfaction, we leverage a solid continuous improvement initiative. Business reviews will ensure service continuity, adherence to service level commitments, ongoing communication of program objectives and to identify opportunities for efficiencies. Further, these business reviews will continue to provide us with the opportunity to share ideas and exchange feedback and allow us to accurately measure the level of the dept's satisfaction. Our goal is to continue exceeding your expectations in all facets of the program.

#### Our average service levels:

Metric	Percentage of job postings in which we have submitted a qualified candidate that is selected for interviews	Percentage of candidates that come in under the max rate per the rate card (with our other clients)	Percentage of candidates that have successfully completes the assignment
Professionals	87%	91%	99%

#### Timing of Hire/Emergencies:

Our Senior Account Managers are able to respond to a clients' needs and communicate **immediately**. Quick response and action are intended to maintain best in class level of performance and to ensure the project is moving forward as scheduled. When filling in positions, our account manager creates skills requirements for the positions. Generally, we present qualified resumes to clients one business day as our recruitment team cover all hours of US time zones.

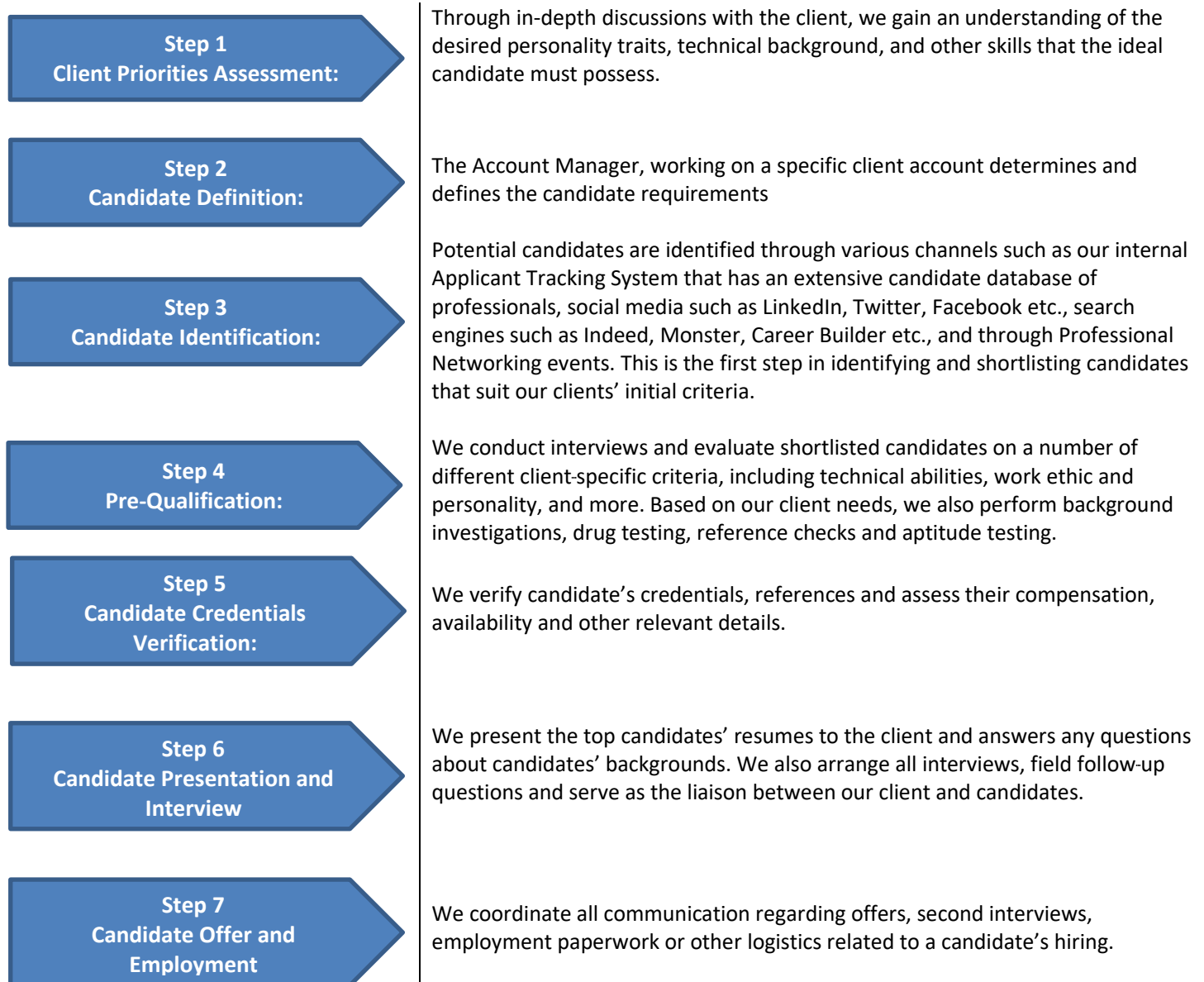
Our lead times to qualify, fill and hire quality candidates as follows:

Process	Owner	Timeline
Acknowledge and clarification of Client request	Account Manager	Immediately
Create Job Request on Job Diva	Account Manager	1-2 hours
Search and Identify the candidates	Recruiting Team	12-24 hours
Initial resumes submitted	Recruiting Team	12-24 hours
Screening and follow-up of resumes	Account Manager	24-48 hours
Reference Check of qualified candidates	HR	2-4 hours
Organization of interviews for contractors for clients	Account Manager	Within 1 week

Background Checks (if required by client)	HR	Timeframe varies depending on depth of background checks
Candidate placement at clients' facility	Account Manager and Corporate Team	Within 2 weeks

### Recruiting:

We all have invested heavily in our recruitment teams and processes that are dedicated to each specific client. The recruitment teams are backed with seasoned professionals with past experience in their respective fields of expertise. Our recruiting teams proactively recruits a pool of talent that could be a potential fit for our clients. We have a virtual database of talent that has helped us fill in and cater to our client needs. Candidates are screened and evaluated on a number of client specific criteria including technical abilities, work ethics, and personality. We also conduct online tests as a part of the screening process. Explained below is our process in recruiting and screening potential candidates:



### Candidate screening:

We conduct multiple screening and assessment before submitting our candidates. Following are the different screening and assessment practices.



- **Skill Background:** To provide best available candidate from the market, we understand Client's requisitions. Our dedicated account manager coordinates with our recruitment manager and experts for creating skill sets of required needs. This process is forwarded to our sourcing team to find the best match.
- **Screening by our recruiting staff:** Here candidate's technical skills are evaluated.
- **Interview by recruiting manager:** Here candidate's soft skills & interpersonal skills are evaluated.
- **Reference Check:** Our recruiting team will check the quality of work candidates have performed in the past via checking references.

We strive to find the right talent from the very start. We want to keep our reputation intact with the ability to identify and deliver qualified candidates to our clients, in a timely manner. We have professionals that give attention to each client and have dedicated resources to provide immediate response and quick turnaround. We have strong sourcing teams with expertise in resourcing and placement for Commercial and Government Sector.

Our Screening/Talent Acquisition Team includes:

- Team lead – responsible for developing and implementing a timeline for their team to reach each staffing related goal. They will oversee all usage of tools, evaluate all final candidates selected and present them to the Director of Delivery for final recommendations.
- Junior and Senior Recruiters - responsible for partnering with internal AM's as well as the clients hiring managers to determine staffing needs. They will perform the initial phone interviews with candidates and making recommendations to their Team Leads on hiring decisions. They are also responsible for posting jobs ads, doing initial screenings, administering appropriate assessments, scheduling interviews and performing reference & background checks.
- Resourcing Managers - tasked with leveraging all online/offline resources to generate qualified resumes for the recruiters they work with. They are responsible for handling the company's end to end sourcing operations. They will help generate the right resumes for all of their team members. Gather the skill assessments off of JobDiva for each role, pull resume searches and build pipelines of matched candidates for each recruiter's roles.
- HR Managers with a mix of HR, Talent Acquisition, Admin, Financial, IT & Managerial background
- Account Managers with a mix of IT, Account Management & Service Delivery background

**J. Explain in detail how Supplier will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.**

This response is in full detail under Section 3.3 Marketing above.

**K. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.**

GOVERNMENT	COMMERCIAL
<ul style="list-style-type: none"> <li>• Central Intelligence Agency</li> <li>• US Air Force (Kessel Run)</li> <li>• Department of Defense</li> <li>• National Security Agency</li> <li>• US Department of Health and Human Services</li> <li>• Centers of Medicare &amp; Medicaid Services</li> <li>• US Marines Corps (MARSOC)</li> <li>• USSOCOM</li> <li>• US Navy</li> <li>• US Army</li> </ul>	<ul style="list-style-type: none"> <li>• Next Century / CACI</li> <li>• Praxis Engineering / General Dynamics IT</li> <li>• Lockheed Martin</li> <li>• Edaptive / ManTech</li> <li>• Boeing</li> <li>• Fearless Solutions</li> <li>• Asymmetric</li> <li>• Clear Edge</li> <li>• iNovex</li> <li>• T. Rowe Price</li> </ul>

**L. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.**

Having 50% of our business working with MSP partners we are very familiar and experienced with working with VMS systems and other ATS platforms. We are very comfortable utilizing our clients' applications to receive and track resumes, order management, receive requests for roles to be filled, tracking time, payrolling and invoicing. We also have our own proprietary program that integrates well with our Client's applications. Understanding that we are dealing with candidate information, we take confidentiality very seriously.

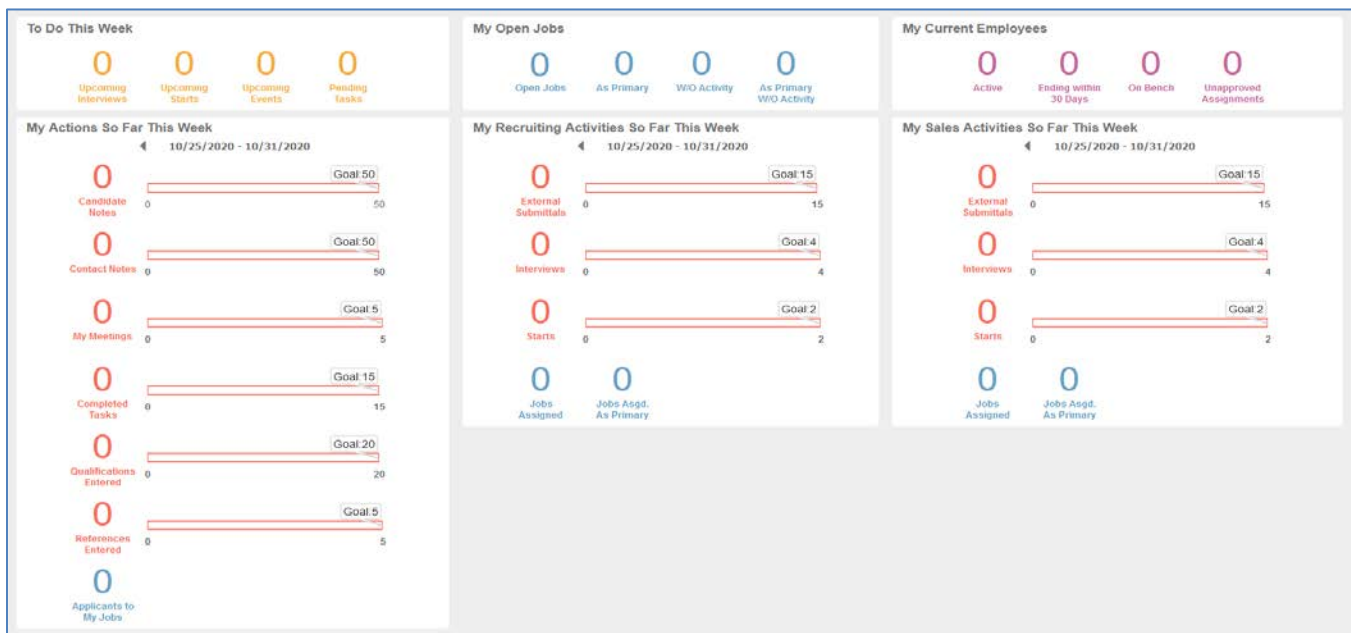
In addition, our recruiting team has applied the management science principles of agility, "mass customization," and customer relationship management. This practice allows us to attract high achieving and high performing associates. Our ongoing training program allows our associates to create a career track with progressively higher paying positions. We leverage Job Diva as our talent database of more than 1,000,000 qualified professionals in their respective fields and hierarchy. Our applicant tracking and talent management systems are structured to view talent by target markets, number of criteria, skill set, experience, certifications and location. This allows for quick recruitment tailored to the unique needs for clients.

We also use JobDiva as its HRIS / ATS system for reporting, candidate traction and billing. Once a contractor starts an assignment, we ask them to submit all timesheets into our system. Once submitted, we can approve them with the manager.

Below are several versions of monthly reports that can be submitted. We are also able to create custom reports based in needs of a specific department. We have an enterprise edition with JobDiva, so we're able to customize any reporting needs that our clients have with sufficient notice.

Company	Customer	Reference #	Jobdiva #	Status	Skill	City	State	Job Title	Primary Sales	Primary Recruiter	Issue Date	Positions	Submittals	Interviews	Hires
Covendis - State of Connecticut	Hiring Manager	55928	20-01128	OPEN	MICROSOFT WINDOWS	Hartford	CT	Help Desk Analyst - Level 1	Michael Fusilero	Vikramjit Singh	10/23/2020	5	8	4	1
Covendis - State of Connecticut	Hiring Manager	8015	20-01110	OPEN	SKILLS TO BE ASSIGNED	Hartford	CT	LAN Support Technician - Level 3	Michael Fusilero	Vikramjit Singh	10/20/2020	1	3	3	1
Covendis - State of Connecticut	Hiring Manager	8014	20-01103	OPEN	PROJECT MANAGEMENT	Hartford	CT	Project/Program Manager - Level 2	Michael Fusilero	Vikramjit Singh	10/20/2020	3	5	3	2
Covendis - State of Connecticut	Hiring Manager	8013	20-01101	OPEN	ACTIVE DIRECTORY	Hartford	CT	System Engineer - Level 3	Michael Fusilero	Vikramjit Singh	10/19/2020	2	4	1	0

Candidate	Job #	Job Title	Company	Hiring Manager	Recruiter	Start Date	Est. End Date	Agreed Bill Rate	Pay Rate	Fee	Fee %	Hourly Margin	Previously Hired	Source
Alan_Zan	20-00984	Smart Hands Tech	Core BTS	Munoz, Mike	Chauhan, Anshul	10/19/2020	10/20/2020	135	75	0	0.00	44.44	NO	CareerBuilder
Janaoan_Vian	20-00985	Smart Hands Tech	Core BTS	Munoz, Mike	Singh, Anmol	10/20/2020	10/21/2020	135	75	0	0.00	44.44	NO	Dice
Laudenayer_Paul	20-00986	Smart Hands Tech	Core BTS	Munoz, Mike	Sharma, Nandani	10/21/2020	10/22/2020	135	65	0	0.00	51.85	NO	CareerBuilder
Meisner_Jeffrey	20-01105	Americas Senior Project	Dell Technologies	Martinez, Jennie	McKenna, Morgan	10/20/2020	12/31/2020	93	75	0	0.00	19.35	YES	Dice
Zafar_Muhammad	20-00985	Smart Hands Tech	Core BTS	Munoz, Mike	Singh, Anmol	10/20/2020	10/21/2020	135	75	0	0.00	44.44	NO	Dice



**M. Provide the Contract Sales (as defined in Section 10 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").**

**\$0.00 in year one**

**\$0.00 in year two**

**\$0.00 in year three**

**To the extent Supplier guarantees minimum Contract Sales, the administration fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales**

If we get the opportunity to become a supplier for OMNIA and the University, we will discuss contract sales for the agreement at time of award and contract negotiation. Understanding this contract may be with several suppliers, we would like to discuss our portion of the agreement at time of award.

**N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.**

- i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).**
- ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.**
- iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).**
- iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.**

We have had the opportunity to either utilize our consistent pricing across the board to all agencies, as well as, responding to solicitations that come separately from each agency. Having said this, we understand the cost struggles and make every effort to submit pricing for our clients to stay on budget. In addition, our firm can also expand our pricing based on the different requests of the Clients. From being in the industry for over 20 year with a hyper focus on the IT industry we have successfully placed thousands of resources with Private and Public companies. We understand the competitive landscape and the nuances of each role you are seeking; and realized we may need to alter some of the pricing to ensure top quality deliverability. We feel very confident we will be able to deliver on any of the roles at the different levels, in a timely manner with the highest level of quality.

#### **Equal Opportunity:**

CVC is an Equal Opportunity Employer. Employment opportunities at CVC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law. This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment. We strongly urge the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

#### **Our Philosophy:**

With 22 years' experience of consulting and staff augmentation services employing qualified candidates, CVC has consistently maintained a high level of success. We believe that creating the best solutions in human resource services means always going above and beyond. This starts with our understanding of the environment and marketplace in which we operate as well as present and future needs of our clients, candidates, shareholders, and other stakeholders. The better we know our clients and candidates; the better our rapport with them is, the better we are at matching their needs and exceeding their expectations.

Many of our clients have come to trust CVC and know that they will receive the optimal match of talent, service levels, and pricing to stay competitive. To summarize our approach in pricing, having the ideal methodology in place is imperative to CVC in achieving cost efficiency and having the ability to attract high quality workers for every one of our clients. As a minority, women-owned organization looking to generate new business as we are going through a growth period, we are able to offer the pricing models that establish long term relationships while keeping with cost conscious needs of clients.

We know the market rates very well and understand the downturn during COVID 19. As people are quick to accept offers right now, this will not always be the case. With the hope the market jumps back to normalcy, vendors might have trouble finding good, qualified contractors at lower rates as they do right now. The competition is always fierce and the old saying, "you pay for what you get" does come into play with contractors. We are confident the rates we supplied here will afford us the ability to find the quality staff your department is looking for, and you will be more than pleased with the caliber of contractors we are submitting. We setup a comprehensive methodology that examines the clients' local market so we understand the dynamics of labor conditions, unemployment rates, job statistics, and local market pricing. Based upon job conditions and the types of skills required, we identify the target groups to recruit and determine an appropriate strategy to attract talent.

#### **Company Commitment:**

CVC is passionate and hungry to secure and enhance our deliverables within every opportunity. With the expertise we have in IT staffing and consulting services, we are fully confident in providing temporary staff to perform services related to information technology such as individuals skilled in Applications Support & Development, Systems Software Analysis, Business Intelligence, Quality Assurance and Data Architecture; always being client-centric and solutions minded.

#### **Offerings specialized in the following areas:**

##### **Security:**

- Security Audit Services
  - PII - HIPAA - MARS-E - FTI - NIST – PCI
- Compliance Engagement Strategies and Remediation
- Managed Active Directory Operations
- 24/7 SOC Operations Managed Services
- Vulnerability Scanning
- Network Hardening
- System Hardening
- Patching Services
- Security Training

##### **Cloud Managed Services:**

- Managed Infrastructure Operations
- Managed Security Operations
- Cloud Application Services/Migrations
- Cloud Migrations
- Monitoring Services
- Disaster Recovery
- Azure, AWS, Quest, Private, and Community Cloud Services
- 24/7 Support

##### **Virtualization:**

- VMware Implementations
- Hyper-V Implementations
- Container Implementations
- P2V Migrations
- Backup Solutions

##### **Networking:**

- R/S Managed Services and Implementations
- System Development Life Cycle Engagement Strategies
- VRF Deployments
- Wireless Implementations: Cloud and Controller Based
- Inside Plant/Outside Plant Project Management
- VoIP Managed Services

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Firewall Managed Services and Implementations</li> <li>• Cisco, Palo Alto, FortiGate</li> <li>• Fiber Channel to FCOE Migrations</li> <li>• Cisco Data Center ACI and SDA</li> </ul> | <ul style="list-style-type: none"> <li>○ QoS Configurations</li> <li>○ SIP Implementations</li> </ul> |
|---|---|

#### Agile Transformation Services:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Scrum Team Optimization</li> <li>• Product Owner/Manager Training</li> <li>• Scrum Master Training</li> <li>• Agile Coaching and promotion of Agile Thinking</li> <li>• Road Mapping</li> </ul> | <ul style="list-style-type: none"> <li>• Program/Feature Creation and Enhancement</li> <li>• DevOps</li> <li>• Software Development Life Cycle Engagement Strategies</li> <li>• Jira Standardization, and Reporting</li> </ul> |
|--|--|

Our pricing worksheet attached reflects cost of incidental expenses, including taxes and service fees, administrative costs, maintenance/customer support costs, travel and transportation costs.

#### Measuring Success:

We have a long-standing commitment to quality, both in our service offerings and in our method of doing business. The key to achieving our quality goals is in fostering long-term relationships with our clients and contractors, as well as in using their feedback to continually improve our service. Many of our clients who have come to trust us and our partners know they will receive the optimal match of talent, service levels, and pricing to stay competitive. Recognizing that total customer satisfaction is critical to our mission, we monitor our performance to ensure parameters previously defined are being met.

The following is an overview of the processes that will continue to be used to measure and track our performance for our recruitment and working relationship with temporary workers and communication to our clients:

1. **Contractor Satisfaction:** We keep a strong focus on the recruiter's contractor satisfaction with standardized surveys about communication, approach, likeability and recruitment process. We try and make the survey's straight forward and quick, to get optimal responses back.
2. **Source-of-Hire:** One of the biggest ways to see how comfortable or complacent a recruiter is, truly is based off of Source-to-Hire. We track the source-of-hire to allocate the recruiters budget towards each placement and what methods they used to obtain the contractor. In this day and age, it is very important to be creative when sourcing. We hold our recruiters to a higher level and we want them to seek out candidates outside of the normal sources.
3. **Days-to-Hire:** We evaluate very closely on how many days to hire each candidate goes through. This metric strips out the waiting and just looks at how long a specific applicant is in the funnel between when they first apply to when they accept an offer. This gives us a better understanding on specific candidate experience.
4. **Hiring Manager Satisfaction:** We use this "Satisfaction Metric" to help measure the overall quality of hire. We combine this metric with days to hire and hit ratio to get a better perspective on what the recruiters' success has been and how personalized they are with each contractor.
5. **Time-to-Fill:** We identify and resolve any time-to-fill slowdowns that our organization has and try and turn the HR department into a value generator. The recruiters and Account Managers do everything in their scope to ensure the candidate has a good experience and to cut the time to fill when they can.
6. **Gauge quality of hire** through hiring manager surveys, then fine tune recruiting & screening processes to meet needs.
7. **Acceptance Rate:** Like most companies, we measure the offer acceptance rate to find out how strong the relationship is between contractor and recruiter. If we see any inconsistencies, then we are able to re-examine the pay rates, candidate experiences or offer letter delivery process.

Print

Close

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**CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)****Nonsystems****Name/Address of Contractor:**

Vendor Name: BOOKER DIMAIO, LLC

Division Name:

Street: 61 BRASS EAGLE CT

City: SYKESVILLE

State: MD Zip: 217848559

Country: USA

CAGE Code: 6JQ35

Unique Entity ID (DUNS): 032071962 Unique Entity ID (SAM):

Product/Service Code: D308 Principal NAICS Code: 541511

**Evaluation Type:** Interim**Contract Percent Complete:****Period of Performance Being Assessed:** 07/23/2019 - 07/21/2020**Contract Number:** FA873019P0013 **Business Sector & Sub-Sector:** Nonsystems - Telecommunications**Contracting Office:** FA8730 DIGITAL DIRECTORATE AFLCMC H **Contracting Officer:** KYLA MCKINSTRY **Phone Number:** 781-225-1160**Location of Work:****Date Signed:** 07/23/2019 **Period of Performance Start Date:** 07/23/2019**Est. Ultimate Completion Date/Last Date to Order:** 07/23/2021 **Estimated/Actual Completion Date:****Funding Office ID:****Base and All Options Value :** \$3,800,438 **Action Obligation:** \$2,630,314**Complexity:** Medium **Termination Type:** None**Extent Competed:** Not Competed under SAP **Type of Contract:** Firm Fixed Price**Key Subcontractors and Effort Performed:****Unique Entity ID (DUNS):** **Unique Entity ID (SAM):****Effort:****Unique Entity ID (DUNS):** **Unique Entity ID (SAM):****Effort:****Unique Entity ID (DUNS):** **Unique Entity ID (SAM):****Effort:****Project Number:****Project Title:**

Unit Level Intelligence Application Replatforming, Modernization, and Rehosting

**Contract Effort Description:**

Kessel Run modernization effort for Unit Level Intelligence (ULI) applications that are part of the Kessel Run portfolio, to perform an application modernization effort which seeks to leverage the advantages of Cloud computing, Platform as a Service (PaaS), Infrastructure as a Service

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(IaaS), application containerization, and hosting applications within virtual machines. This effort shall meet all regulatory testing and cybersecurity requirements in order to establish a lean, user-centered approach that will ultimately redefine how ULI applications are delivered to the Air warfighter. This effort is to develop modern fielding approaches for legacy applications.

#### Small Business Subcontracting:

Does this contract include a subcontracting plan? No

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A

Evaluation Areas	Past Rating	Rating
Quality:	N/A	Exceptional
Schedule:	N/A	Very Good
Cost Control:	N/A	Very Good
Management:	N/A	Exceptional
Small Business Subcontracting:	N/A	N/A
Regulatory Compliance:	N/A	Very Good
Other Areas:		
(1) :		N/A
(2) :		N/A
(3) :		N/A

#### Variance (Contract to Date):

Current Cost Variance (%): Variance at Completion (%):

Current Schedule Variance (%):

#### Assessing Official Comments:

QUALITY: The Contractor's performance met contractual requirements and exceeded many. The Contractor has worked diligently to understand the problem set, satisfy the Kessel Run production and security requirements, and ensure their quality of service was excellent. Regardless of the task at hand, the team was reliable and worked tirelessly to resolve any issues and learn the best practices to ensure a high quality of performance. The Contractor has demonstrated an eagerness to get involved with problem solving and effective communication practices. With their product knowledge and motivation to support the greater mission, they have been assets to the Government.

During the course of experimenting with a software feature, the Government decided it was not necessary for the Contractor to continuing developing this feature. After discussion, the Contractor abandoned the feature's development without bias. This demonstrated their motivation to create new features that may have bonus value-add to the product, even if the development did not end up being part of the final software solution. Their willingness to try new development gives the Government opportunity to figure out different solutions and choose what works best.

Additionally, the Contractor has been exceptionally patient, particularly when working with the Kessel Run network administrators. The Kessel Run

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requirements to deploy the software has changed many times over the past year. During this period, the Contractor has demonstrated resilience and a motivation to get the product deployed as fast as possible, regardless of the changing environment. Their teamwork and cooperation with the network administrators enables them to more efficiently deliver a software solution.

**SCHEDULE:** The Contractor exceeded many requirements to the Government's benefit by developing and delivering a software application in an expedited manner. The Contractor sent weekly status updates detailing their accomplishments during their sprints without missing a single submission. They conducted bi-weekly sprint reviews via conference call to keep the Government up to date on their progress.

The Contractor was directed by Kessel Run to switch their use of a specific server and was given the necessary information to shift their use of this server to another solution. Having received the information, the Contractor was able to project when they would complete this effort and stayed on schedule. Because of their success in maintaining the necessary schedule, Kessel Run administrators were able to plan and keep their own projected schedules for their stakeholders.

**COST CONTROL:** The Contractor provided cost data for labor and travel through monthly Contract Data Requirements List (CDRL) submissions and through invoices submitted to Wide Area Workflow (WAWF). The Contractor was transparent and cooperative with regards to funding and expenditures. The Contractor billed consistently and did not exceed the funded amount.

**MANAGEMENT:** The management of the contract has been reliable and responsive. The Contractor was willing to communicate and responded quickly, whether by phone or email. They participated in regular, weekly meetings with the PMO to review both contractual obligations and development work. When receiving both positive and negative critical feedback, the Contractor was receptive and acted on the feedback. The Contractor supplied a well-balanced team, ensuring the skill sets needed to develop software were represented. Vacant positions were promptly filled.

When initial development kicked off, the Contractor made the effort to ensure they understood the direction the software development would be going in and asked clarifying questions when necessary to ensure the product moved in the right direction from the onset. They actively listened and provide honest feedback to the team throughout the initial development phase. The management's motto is to fail often but fail fast. This highlights the innovative spirit and appreciation for the risks of innovating software applications, which aligns with the Government's requirements as well as Kessel Run's goals.

**REGULATORY COMPLIANCE:** The Contractor complied with and has met all laws, regulations, codes, requirements, and terms of the contract. Deliverables and invoices were received on schedule. The Contractor complied with security requirements and worked diligently to ensure no security violations during the reporting period.

#### RECOMMENDATION:

Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I would recommend them for similar requirements in the future.

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**Name and Title of Assessing Official:**

Name: JENNIFER MCBEE

Title: Chief of Business

Organization: AFLCMC/Det12

Phone Number: 781-225-2104 Email Address: jennifer.mcbree@us.af.mil

Date: 12/22/2020

**Contractor Comments:**

QUALITY: We concur with the Government's review.

SCHEDULE: We concur with the Government's review.

COST CONTROL: We concur with the Government's review.

MANAGEMENT: We concur with the Government's review.

REGULATORY COMPLIANCE: We concur with the Government's review.

ADDITIONAL/OTHER: We concur with the Government's review. We appreciate the opportunity to continue to support the USAF and its very important mission(s).

CONCURRENCE: I concur with this evaluation.

**Name and Title of Contractor Representative:**

Name: SEAN BOOKER

Title: President/CEO

Phone Number: 4435351545 Email Address: pmo@bookerdimaio.com

Date: 12/23/2020

**Review by Reviewing Official:**

Review by Reviewing Official not required.

**Name and Title of Reviewing Official:**

Name:

Title:

Organization:

Phone Number: Email Address:

Date:

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United States Department of State  
*Bureau of Political-Military Affairs  
Directorate of Defense Trade Controls  
Washington, D.C. 20522-0112*

SEAN THOMAS BOOKER  
BOOKER DIMAIO, LLC  
61 BRASS EAGLE CT  
Sykesville, MD, 21784

3/19/2020

**REGISTRANT CODE: M31285**  
**EXPIRATION DATE: 4/30/2021**

Reference: Manufacturer Registration Statement and Fee Submission

Dear SEAN THOMAS BOOKER:

The Office of Defense Trade Controls Compliance received your registration statement and fee to register as a manufacturer. We have reviewed your registration statement and your registration code is M31285, which expires on 4/30/2021.

Any person who engages in the United States in the business of either manufacturing or exporting defense articles or furnishing defense services is required to register and keep that registration current with this office pursuant to the Arms Export Control Act (AECA) and the International Traffic in Arms Regulations (ITAR Part 122). Registration serves as a precondition to submitting an application for an export license or other approval from the Directorate of Defense Trade Controls (DDTC), or to use export exemptions. This registration does not satisfy the requirements for registering as a broker pursuant to ITAR Part 129.

As you are the senior officer empowered to sign the registration statement, we ask you to maintain records consistent with ITAR Section 122.5 regarding: 1) The key senior officer listed on the registration who will oversee the compliance program and be responsible for designating the direct employees who will serve as "empowered officials" at their place of employment, and 2) A list of qualified, direct employees who will serve as "empowered officials" by name, position, business unit, phone and fax numbers and email addresses. Please note that third parties (individuals who are not direct employees, such as consultants, subcontractors or outside counsel, for example) cannot serve as "empowered officials."

ITAR Section 122.5 requires you to maintain records concerning your registration and the manufacture, acquisition and disposition of defense articles; the provision of defense services; and information on political contributions, fees, or commissions furnished or obtained, as required by ITAR Part 130. Records maintained shall be available at all times for inspection and copying by this office or by Customs officials. To maintain such records, managers, supervisors and employees need appropriate training on AECA and ITAR requirements and must understand the individual and organizational ramifications of failure to comply. Ramifications may include shipment delay and/or shipment seizure by Customs and Border Protection, loss of export privileges, or criminal charges.

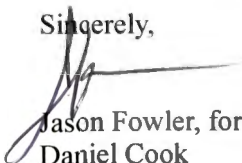
You may refer to the DDTC website for a Compliance Guide at <http://www.pmddtc.state.gov/> and then click on the ITAR Compliance tab, next click on How to Comply tab. The DDTC website also includes a copy of the ITAR, explanations of export licensing procedures, how to submit a license application, country sanctions, individuals / companies debarred by the Department of State, and other

export matters. The website also includes procedures for requesting a commodity jurisdiction determination (ITAR Section 120.4) should you have questions on whether an article, services, or technical data is covered by the ITAR Part 121 (U.S. Munitions List).

Please include your registration code and the following statement on all registration correspondence to this office: "Under penalty according to federal law (22 CFR 127.2; 22 USC 2778; 18 USC 1001) I, [insert your name], as authorized by [name of company, if applicable] warrant the truth of the statements made herein." We recommend submitting for registration renewal well in advance to ensure this office receives the request up to 45 day before registration expiration. Your registration must be received at least 30 days before the expiration date. Registration must be current to apply for export licenses or other approvals, or to use export exemptions. Your registration is not current, for example, if you have not notified this office of any material change in the information contained in your Registration Statement (ITAR Section 122.4).

For general registration related questions, please contact the DDTC Response Team at 202-663-1282 or by email at [DDTCResponseTeam@state.gov](mailto:DDTCResponseTeam@state.gov). For questions related to this matter, please contact Noel Sampson at 202-632-3380.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Fowler", is written over the printed name.

Jason Fowler, for  
Daniel Cook  
Chief, Registration, Compliance, & Analysis



## DEFENSE SECURITY SERVICE

FACILITY CLEARANCE BRANCH  
27130 TELEGRAPH ROAD  
QUANTICO, VA 22134-2253

August 3, 2012

CAGE: 6JQ35

Booker DiMaio, LLC  
ATTN: Facility Security Officer  
707 Luke Road  
Middle River, MD 21220

Dear Sir or Madam:

Reference is made to our earlier correspondence regarding the eligibility of your facility for a Department of Defense security clearance. I am pleased to advise that the necessary processing has been completed and a security clearance at the TOP SECRET level is hereby granted your facility.

The fact that your organization has qualified for and has been granted a facility clearance may not be used for advertising nor promotional purposes, nor may this letter be reproduced in any form except for the necessary records of your organization.

The Defense Security Service is vitally interested in assisting you in the development of a sound security posture. We will conduct periodic reviews of your security program to aid you in maintaining proper security safeguards and are available at any time for guidance or assistance.

Sincerely,

for Justin Walsh  
CHIEF, FACILITY CLEARANCE BRANCH

Copy to: IOFCL1

DSS FL 381-R



**EXHIBIT F**  
**FEDERAL FUNDS CERTIFICATIONS**

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**FEDERAL CERTIFICATIONS**  
**ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT**

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**TO WHOM IT MAY CONCERN:**

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.

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**DEFINITIONS**

**Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward

**Contractor** means an entity that receives a contract as defined in Contract.

**Cooperative agreement** means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;
- (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
- (c) The term does not include:
  - (1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or
  - (2) An agreement that provides only:
    - (i) Direct United States Government cash assistance to an individual;
    - (ii) A subsidy;
    - (iii) A loan;
    - (iv) A loan guarantee; or
    - (v) Insurance.

**Federal awarding agency** means the Federal agency that provides a Federal award directly to a non-Federal entity

**Federal award** has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

- (a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability; or
- (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability.
- (b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
- (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).
- (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

**Non-Federal entity** means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Nonprofit organization** means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

- (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- (b) Is not organized primarily for profit; and
- (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

**Obligations** means, when used in connection with a non-Federal entity's utilization of funds under a Federal award, orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

**Pass-through entity** means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

**Recipient** means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

**Simplified acquisition threshold** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. (Also see definition of § 200.67 Micro-purchase.)

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient** means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Termination** means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

The following certifications and provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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#### APPENDIX II TO 2 CFR PART 200

**(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES \_\_\_\_\_ LL Initials of Authorized Representative of offeror

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a

breach or default of the agreement by Offeror as detailed in the terms of the contract.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small

business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES \_\_\_\_\_ LL Initials of Authorized Representative of offeror

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA)

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES \_\_\_\_\_ LL Initials of Authorized Representative of offeror

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the Executive Office of the President Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency.

Does offeror agree? YES \_\_\_\_\_ LL Initials of Authorized Representative of offeror

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

(1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

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#### RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

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When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

---

#### CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

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When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

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#### CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

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To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

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#### CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

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Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

---

#### CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

---

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does offeror agree? YES \_\_\_\_\_ LL \_\_\_\_\_ Initials of Authorized Representative of offeror

---

Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Offeror's Name: **Compu-Vision Consulting Inc**

---

Address, City, State, and Zip Code:

2050 Route 27N Suite 202, North Brunswick, NJ 08902

---

Phone Number: 732-422-1500 Fax Number:

732-422-4667

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Printed Name and Title of Authorized

Representative: Bharat Mital, CEO

---

Email Address:

bmital@compuvis.com

---

Signature of Authorized Representative: *Bharat Mital* Date: 3/3/2021

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## **FEMA SPECIAL CONDITIONS**

Awarded Supplier(s) may need to respond to events and losses where products and services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and/or wind damage during a disaster or emergency situation. By submitting a proposal, the Supplier is accepted these FEMA Special Conditions required by the Federal Emergency Management Agency (FEMA).

“Contract” in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as the “Master Agreement”.

“Contractor” in the below pages under FEMA SPECIAL CONDITIONS is also referred to and defined as “Supplier” or “Awarded Supplier”.

### **Conflicts of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a FEMA award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 2 C.F.R. § 200.318(c)(1); See also Standard Form 424D, ¶ 7; Standard Form 424B, ¶ 3. i. FEMA considers a “financial interest” to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from ownership of certain financial instruments or investments such as stock, bonds, or real estate, or from a salary, indebtedness, job offer, or similar interest that might be affected by the particular procurement. ii. FEMA considers an “apparent” conflict of interest to exist where an actual conflict does not exist, but where a reasonable person with knowledge of the relevant facts would question the impartiality of the employee, officer, or agent participating in the procurement. c. Gifts. The officers, employees, and agents of the Participating Public Agency nor the Participating Public Agency (“NFE”) must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, NFE’s may set standards for situations in which the financial interest is de minimus, not substantial, or the gift is an unsolicited item of nominal value. 2 C.F.R. § 200.318(c)(1). d. Violations. The NFE’s written standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the NFE. 2 C.F.R. § 200.318(c)(1). For example, the penalty for a NFE’s employee may be dismissal, and the penalty for a contractor might be the termination of the contract.

### **Contractor Integrity**

A contractor must have a satisfactory record of integrity and business ethics. Contractors that are debarred or suspended as described in Chapter III, ¶ 6.d must be rejected and cannot receive contract awards at any level.

### **Public Policy**

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:

- a. Equal opportunity and nondiscrimination laws
- b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV- 7
- c. Applicable prevailing wage laws, regulations, and executive orders

### **Affirmative Steps**

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

### **Prevailing Wage Requirements**

When applicable, the awarded Contractor (s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

### **Federal Requirements**

If products and services are issued in response to an emergency or disaster recovery the items below, located in this FEMA Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

### **2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses**

#### **1. Termination for Convenience:**

The right to terminate this Contract for the convenience of the Participating Public Agency is retained by the Participating Public Agency. In the event of a termination for convenience by the Participating Public Agency, the Participating Public Agency shall, at least ten (10) calendar days in advance, deliver written notice of the termination for convenience to Contractor. Upon Contractor's receipt of such written notice, Contractor immediately shall cease the performance of the Work and shall take reasonable and appropriate action to secure and protect the Work then in place. Contractor shall then be paid by the Participating Public Agency, in accordance with the terms and provisions of the Contract Documents, an amount not to exceed the actual labor costs incurred, the actual cost of all materials installed and the actual cost of all materials stored at the project site or away from the project site, as approved in writing by the Participating Public Agency but not yet paid for and which cannot be returned, and actual, reasonable and documented demobilization costs, if any, paid by Contractor and approved by the Participating Public Agency in connection with the Scope of Work in place which is completed as of the date of termination by the Participating Public Agency and that is in conformance with the Contract Documents, less all amounts previously paid for the Work. No amount ever shall be owed or paid to Contractor for lost or anticipated profits on any part of the Scope of Work not performed or for consequential damages of any kind.

#### **2. Equal Employment Opportunity:**

The Participating Public Agency highly encourages Contractors to implement Affirmative Action practices in their employment programs. This means Contractor should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, political belief or affiliation, age, disability or genetic information.

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative

action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. "During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color,

religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

4. Davis Bacon Act and Copeland Anti-Kickback Act.

- a. Applicability of Davis-Bacon Act. The Davis-Bacon Act only applies to the emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. **It does not apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.**
- b. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction)). See 2 C.F.R. Part 200, Appendix II, ¶ D.
- c. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.
- d. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- e. In contracts subject to the Davis-Bacon Act, the contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.
- f. The regulation at 29 C.F.R. § 5.5(a) does provide the required contract clause that applies to compliance with both the Davis-Bacon and Copeland Acts. However, as discussed in the previous subsection, the Davis-Bacon Act does not apply to Public Assistance recipients and subrecipients. **In situations where the Davis-Bacon Act does not apply, neither does the Copeland “Anti-Kickback Act.”** However, for purposes of grant programs where both clauses do apply, FEMA requires the following contract clause:

“Compliance with the Copeland “Anti-Kickback” Act.

- (1) Contractor. The contractor shall comply with 18 U.S.C. § 874, 40U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- (2) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor

with all of these contract clauses

- (3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

5. Contract Work Hours and Safety Standards Act.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Where applicable (see 40 U.S.C. § 3701), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II, ¶ E.
- c. Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek.
- d. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- e. The regulation at 29 C.F.R. § 5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

“Compliance with the Contract Work Hours and Safety Standards Act.

- (1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. The (write in the name



of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.”

6. Rights to Inventions Made Under a Contract or Agreement.

- a. Stafford Act Disaster Grants. This requirement **does not apply to the Public Assistance**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as

FEMA awards under these programs do not meet the definition of “funding agreement.”

- b. If the FEMA award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II, ¶ F.
- c. The regulation at 37 C.F.R. § 401.2(a) currently defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

7. Clean Air Act and the Federal Water Pollution Control Act. Contracts of amounts in excess of \$150,000 must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶ G.

- a. The following provides a sample contract clause concerning compliance for contracts of amounts in excess of \$150,000:

“Clean Air Act

- (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- (2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### Federal Water Pollution Control Act

- (1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- (2) The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- (3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA."

#### 8. Debarment and Suspension.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. Non-federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non procurement Debarment and Suspension).
- c. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, ¶ H; and *Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules): Supplement to the Public Assistance Procurement Disaster Assistance Team (PDAT) Field Manual* Chapter IV, ¶ 6.d, and Appendix C, ¶ 2 [hereinafter *PDAT Supplement*]. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov). See 2 C.F.R. § 180.530; *PDAT Supplement*, Chapter IV, ¶ 6.d and Appendix C, ¶ 2.
- d. In general, an "excluded" party cannot receive a Federal grant award or a contract within

the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any non-procurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipient.

- e. Specifically, a covered transaction includes the following contracts for goods or services:
  - (1) The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
  - (2) The contract requires the approval of FEMA, regardless of amount.
  - (3) The contract is for federally required audit services.
  - (4) A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of \$25,000.
- d. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified:

“Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.”

9. Byrd Anti-Lobbying Amendment.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.

- b. Contractors that apply or bid for an award of \$100,000 or more must file the required certification. See 2 C.F.R. Part 200, Appendix II, ¶ I; 44 C.F.R. Part 18; *PDAT Supplement*, Chapter IV, 6.c; Appendix C, ¶ 4.
- c. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. See *PDAT Supplement*, Chapter IV, ¶ 6.c and Appendix C, ¶ 4.
- d. The following provides a Byrd Anti-Lobbying contract clause:

“Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.”

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Compu-Vision Consulting Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

*Bharat Mital*

Signature of Contractor's Authorized Official

Bharat Mital, CEO

Name and Title of Contractor's Authorized Official

3/3/2021

Date"

10. Procurement of Recovered Materials.

- a. Applicability: This requirement applies to all FEMA grant and cooperative agreement programs.
- b. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶ J; 2 C.F.R. § 200.322; PDAT Supplement, Chapter V, ¶ 7.
- c. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- d. The following provides the clause that a state agency or agency of a political subdivision of a state and its contractors can include in contracts meeting the above contract thresholds:

"(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with

the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA- designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>."

#### 11. Additional FEMA Requirements.

a. The Uniform Rules authorize FEMA to require additional provisions for non- Federal entity contracts. FEMA, pursuant to this authority, requires or recommends the following:

b. Changes.

To be eligible for FEMA assistance under the non-Federal entity's FEMA grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

c. Access to Records.

All non-Federal entities must place into their contracts a provision that all contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing Department and FEMA access to records, accounts, documents, information, facilities, and staff. See DHS Standard Terms and Conditions, v 3.0, ¶ XXVI (2013).

d. The following provides a contract clause regarding access to records:

"Access to Records. The following access to records requirements apply to this contract:

(1) The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work



being completed under the contract.”

12. DHS Seal, Logo, and Flags.

- a. All non-Federal entities must place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. See DHS Standard Terms and Conditions, v 3.0, ¶ XXV (2013).
- b. The following provides a contract clause regarding DHS Seal, Logo, and Flags: “The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.”

13. Compliance with Federal Law, Regulations, and Executive Orders.

- a. All non-Federal entities must place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable federal law, regulations, executive orders, and FEMA policies, procedures, and directives.
- b. The following provides a contract clause regarding Compliance with Federal Law, Regulations, and Executive Orders: “This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.”

14. No Obligation by Federal Government.

- a. The non-Federal entity must include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- b. The following provides a contract clause regarding no obligation by the Federal Government: “The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.”

15. Program Fraud and False or Fraudulent Statements or Related Acts.

- a. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.
- b. The following provides a contract clause regarding Fraud and False or Fraudulent or Related Acts: “The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor’s actions pertaining to this contract.”

Additional contract clauses per 2 C.F.R. § 200.325

For applicable construction/reconstruction/renovation and related services: A payment and performance

bond are both required for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.

**Offeror agrees to comply with all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.**

Offeror's Name: Compu-Vision Consulting Inc

Address, City, State, and Zip Code:  
2050 Route 27N Suite 202, North Brunswick, NJ 08902

Phone Number: 732-422-1500 Fax Number:  
732-422-4667

Printed Name and Title of Authorized  
Representative: Bharat Mital, CEO

Email Address: bmital@compuvis.com

Signature of Authorized Representative: Bharat Mital Date:  
3/3/2021

**EXHIBIT G**  
**NEW JERSEY BUSINESS COMPLIANCE**

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**NEW JERSEY BUSINESS COMPLIANCE**

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statutes. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners' ability to promote the Master Agreement in the State of New Jersey.

DOC #1	Ownership Disclosure Form
DOC #2	Non-Collusion Affidavit
DOC #3	Affirmative Action Affidavit
DOC #4	Political Contribution Disclosure Form
DOC #5	Stockholder Disclosure Certification
DOC #6	Certification of Non-Involvement in Prohibited Activities in Iran
DOC #7	New Jersey Business Registration Certificate

New Jersey suppliers are required to comply with the following New Jersey statutes when applicable:

- all anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- Bid and Performance Security, as required by the applicable municipal or state statutes.

**OWNERSHIP DISCLOSURE FORM**  
**(N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the offeror shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

**Company Name:** Compu-Vision Consulting Inc.

**Street:** 2050 Route 27 N Suite 202

**City, State, Zip Code:** North Brunswick, NJ 08902

**Complete as appropriate:**

I \_\_\_\_\_, certify that I am the sole owner of \_\_\_\_\_, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

**OR:**

I \_\_\_\_\_, a partner in \_\_\_\_\_, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

**OR:**

I Bharat Mital, an authorized representative of Compu-Vision Consulting Inc., do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

**(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)**

Name	Address	Interest
Shaloo Mital	2050 Route 27 N Suite 202 North Brunswick NJ 08902	51%
Bharat Mital	2050 Route 27 N Suite 202 North Brunswick NJ 08902	49%

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

3/3/2021

*Bharat Mital* CEO

**Date**

**Authorized Signature and Title**



DOC #2

NON-COLLUSION AFFIDAVIT

Company Name: Compu-Vision Consulting, Inc.

Street: 2050 Route 27N, Suite 202

City, State, Zip Code: North Brunswick, NJ 08902

State of New Jersey

County of Middlesex

I, Bharat Mital of North Brunswick  
the Compu-Vision Consulting Inc.  
Name City

in the County of Middlesex, State of  
New Jersey

of full age, being duly sworn according to law on my oath depose and say that:

I am the CEO of the firm of Compu-Vision Consulting Inc.  
CEO  
Title Company Name

*the Offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said Offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.*

*I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by*

Compu-Vision Consulting Inc.  
Company Name

Bharat Mital CEO

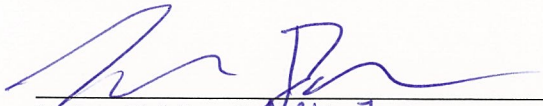
Authorized Signature & Title

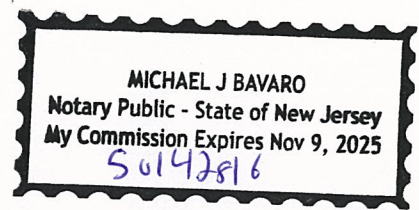
MICHAEL J BAVARO  
Notary Public - State of New Jersey  
My Commission Expires Nov 9, 2025  
50142816

Subscribed and sworn before me

this 3<sup>rd</sup> day of March, 2021



  
Notary Public of New Jersey  
My commission expires 11/9, 2025



SEAL





DOC #3

**AFFIRMATIVE ACTION AFFIDAVIT  
(P.L. 1975, C.127)**

**Company Name:** Compu-Vision Consulting Inc.  
**Street:** 2050 Route 27N, Suite 202  
**City, State, Zip Code:** North Brunswick, NJ 08902

**Proposal Certification:**

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photo copy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302) \_\_\_\_\_

**Public Work – Over \$50,000 Total Project Cost:**

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the
- B. Approved Federal or New Jersey Plan – certificate enclosed

*I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.*

3/3/2021

Date

*Bharat Mital* CEO

*Authorized Signature and Title*



DOC #3, continued

**P.L. 1995, c. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE**  
**CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

*Bharat Mital* 3/3/2021

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Signature of Procurement Agent

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor** and on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s).** As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used "as-is", subject to edits as described herein.
  - e. The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract (See Local Finance Notice 2006-7 for additional information on this obligation at [http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.

DOC #4, continued

**A. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

**Contractor Instructions**

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."



☐ Check here if the information is continued on subsequent page(s)



N/A. There are no contributions done. this does not pertain to CVC

DOC #4, continued

**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

**County:**

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR  
DOWNLOAD FROM THE PAY TO PLAY SECTION OF THE  
DLGS WEBSITE A COUNTY-BASED, CUSTOMIZABLE FORM.**

DOC #5

## STOCKHOLDER DISCLOSURE CERTIFICATION

### Name of Business:

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

### Check the box that represents the type of business organization:

☐ Partnership

☒ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

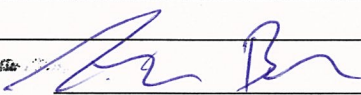
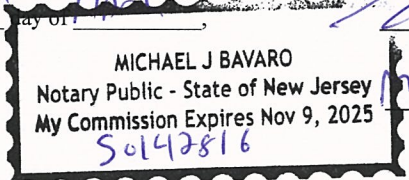
☐ Limited Liability Partnership

☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

### Stockholders:

Name: <b>Shaloo Mital</b> 51%	Name: <b>Bharat Mital</b> 49%
Home Address: <b>2050 Route 27N Suite 202</b> <b>North Brunswick, NJ 08902</b>	Home Address: <b>2050 Route 27N Suite 202</b> <b>North Brunswick, NJ 08902</b>
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this <u>3<sup>rd</sup></u> day of <u>March</u> , 20 <u>21</u>	
(Notary Public) <u>New Jersey</u>	(Affiant)
My Commission expires: <u>11/9/25</u>	<u>Michael Bavaro</u> <u>Notary</u>
	(Print name & title of affiant)
	(Corporate Seal)

Please note - we are a NJ company, doing business in NJ since 1998

DOC #6

**Certification of Non-Involvement in Prohibited Activities in Iran**

Pursuant to N.J.S.A. 52:32-58, Offerors must certify that neither the Offeror, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32 – 56(e) (3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32 – 56(f).

Offerors wishing to do business in New Jersey through this contract must fill out the Certification of Non-Involvement in Prohibited Activities in Iran here:  
[http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure\\_investmentact.pdf](http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmentact.pdf).

Offerors should submit the above form completed with their proposal.

Please note, we are a NJ company doing business since 1998. Our business cert is attached.

DOC #7

**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE  
(N.J.S.A. 52:32-44)**

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

<https://www.njportal.com/DOR/BusinessRegistration/>



**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: RFP 002215

Bidder/Offeror: Compu-Vision Consulting Inc

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

**OR**



I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Bharat Mital

Signature: Bharat Mital

Title: CEO

Date: 3/3/2021

**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
SHORT FORM STANDING**

**COMPU-VISION CONSULTING, INC.**  
0100773596

*I, the Treasurer of the State of New Jersey, do hereby certify that the above-named Pennsylvania Foreign For-Profit Corporation was registered by this office on March 01, 1999.*

*As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.*

*I further certify that the registered agent and office are:*

SHALOO B. MITAL  
2050 ROUTE 27  
SUITE # 202  
NORTH BRUNSWICK, NJ 08902



*IN TESTIMONY WHEREOF, I have  
hereunto set my hand and affixed  
my Official Seal at Trenton, this  
4th day of February, 2020*

Elizabeth Maher Muoio  
State Treasurer

Certificate Number : 6104691042

Verify this certificate online at

[https://www1.state.nj.us/TYTR\\_StandingCert/JSP/Verify\\_Cert.jsp](https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp)



NOTICE OF ACCEPTANCE AS AN S CORPORATION

07/19/97

YOUR ELECTION TO BE TREATED AS AN S CORPORATION WITH AN ACCOUNTING PERIOD OF DECEMBER 31, ACCEPTED. THE ELECTION IS EFFECTIVE BEGINNING MAR 01, 1997, SUBJECT TO VERIFICATION IF WE EXAMINE YOUR RETURN.

IF YOUR EFFECTIVE DATE IS NOT AS REQUESTED, IT WAS CHANGED DUE TO ONE OF THE FOLLOWING REASONS: EITHER YOUR ELECTION WAS MADE AFTER THE 15TH DAY OF THE FOURTH MONTH OF THE TAX YEAR TO WHICH IT APPLIES, OR THE ELECTION FORM WAS INCOMPLETE AND THE REQUESTED INFORMATION WAS RECEIVED AFTER THE FILING PERIOD. IN EITHER CASE, YOUR ELECTION IS INVALID FOR THE REQUESTED TAX YEAR AND HAS, THEREFORE, BEEN TREATED AS THOUGH IT WAS MADE FOR THE NEXT YEAR.

KEEP THIS NOTICE IN YOUR PERMANENT RECORDS AS VERIFICATION OF YOUR ACCEPTANCE AS AN S CORPORATION.

IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE OR THE ACTIONS WE HAVE TAKEN, WRITE TO US AT THE ADDRESS SHOWN ABOVE OR CALL (609) 583-2200 TO TALK TO A DIVISION REPRESENTATIVE.

THANK YOU FOR YOUR COOPERATION.

T  
O

007-735-960/000  
COMPU-VISION CONSULTING, INC.  
100 PATRICIA AVE.  
COLONIA NJ 07067



# Business Information Report Snapshot

COMPU- VISION CONSULTING, INC.

D-U-N-S: 12-327-7993

ADDRESS: 2050 State Rte 27 Ste 202, North Brunswick, NJ, 08902, United States

Date: 03/02/2021

## RISK ASSESSMENT

### SCORES AND RATINGS

Max. Credit  
Recommendation

US\$ 180,000

PAYDEX® SCORE

78

LOW RISK

Delinquency Predictor  
Percentile

95

LOW RISK

Financial Stress  
Percentile

82

LOW-MODERATE RISK

Supplier Evaluation  
Risk Rating

1

LOW RISK

### MAXIMUM CREDIT RECOMMENDATION

Overall Business Risk

LOW

LOW-  
MODERATE

MODERATE

MODERATE-  
HIGH

HIGH

Maximum Credit Recommendation

US\$ 180,000

The recommended limit is based on a low probability of severe delinquency.

Dun & Bradstreet Thinks...

- Overall assessment of this organization over the next 12 months: VERY STABLE CONDITION
- Based on the predicted risk of business discontinuation: HIGH LIKELIHOOD OF CONTINUED OPERATIONS
- Based on the predicted risk of severely delinquent payments: VERY LOW POTENTIAL FOR SEVERELY DELINQUENT PAYMENTS

### PAYDEX® SUMMARY

3 Months

80

Low Risk (100)

High Risk (1)

24 Months

78

Low Risk (100)

High Risk (1)

When weighted by dollar amount, payments to suppliers on average, are on time. Value is based on payments collected over the last **3 months**.

When weighted by dollar amount, payments to suppliers average 3 days beyond terms. Value is based on payments collected over the last **24 months**.

78

Low Risk (100)

High Risk (1)

Based on a D&amp;B PAYDEX® of 78

Risk of Slow Pay

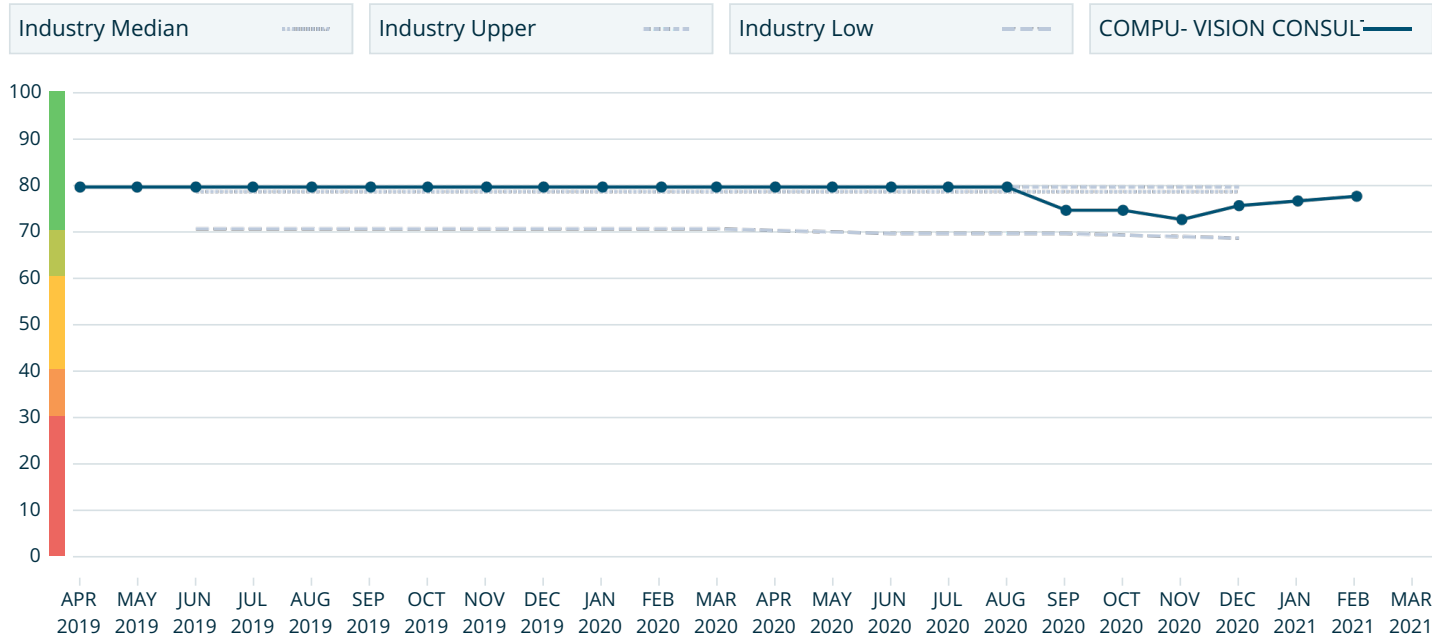
LOW

Payment Behavior

3 Days Beyond Terms

## Business and Industry Trends

7371 - Custom computer programming



## DELINQUENCY PREDICTOR SCORE

95

Low Risk (100)

High Risk (1)

Based on a D&amp;B Delinquency Predictor Percentile of 95

Higher risk industry based on delinquency rates for this industry

Level of Risk

LOW

Raw Score

598

Probability of Delinquency

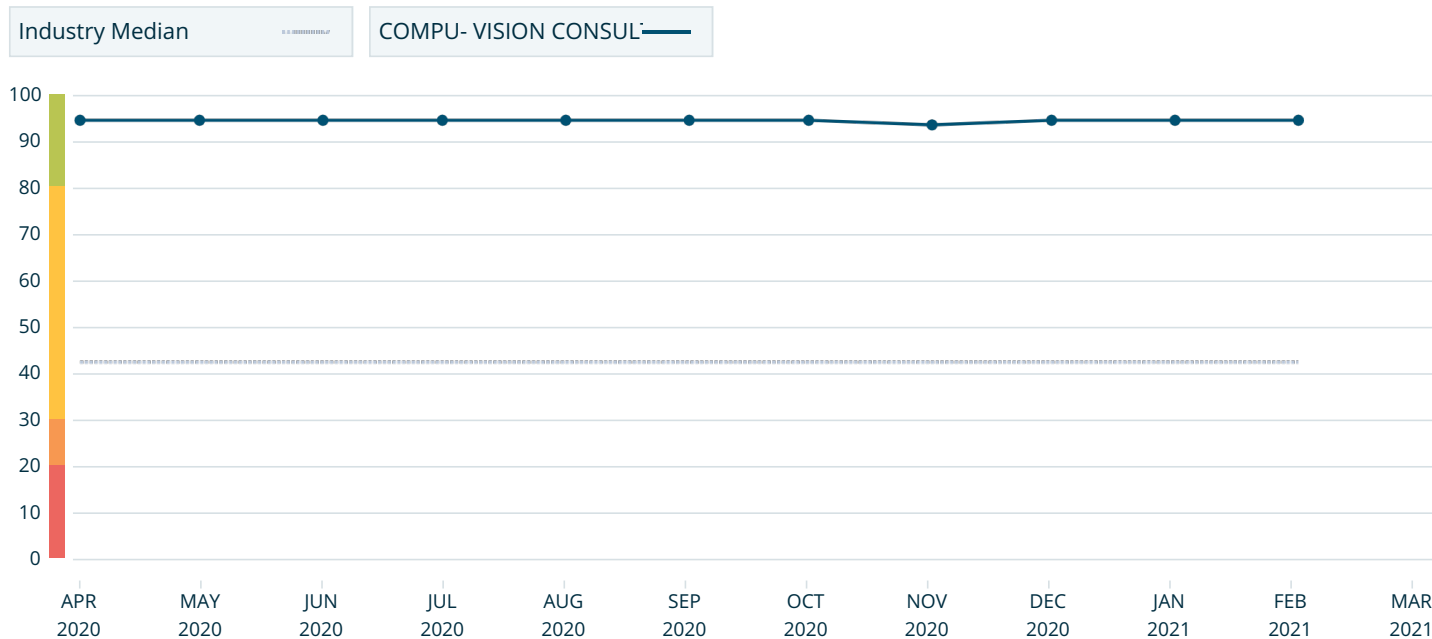
1.16%

Compared to Businesses in D&amp;B

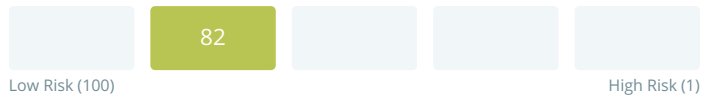
10.2%

## Business and Industry Trends

7371 - Custom computer programming



## FINANCIAL STRESS SCORE



Based on a D&B Financial Stress Percentile of 82

- UCC Filings reported
- Business does not own facilities
- Higher risk legal structure

Level of Risk  
**LOW-MODERATE**

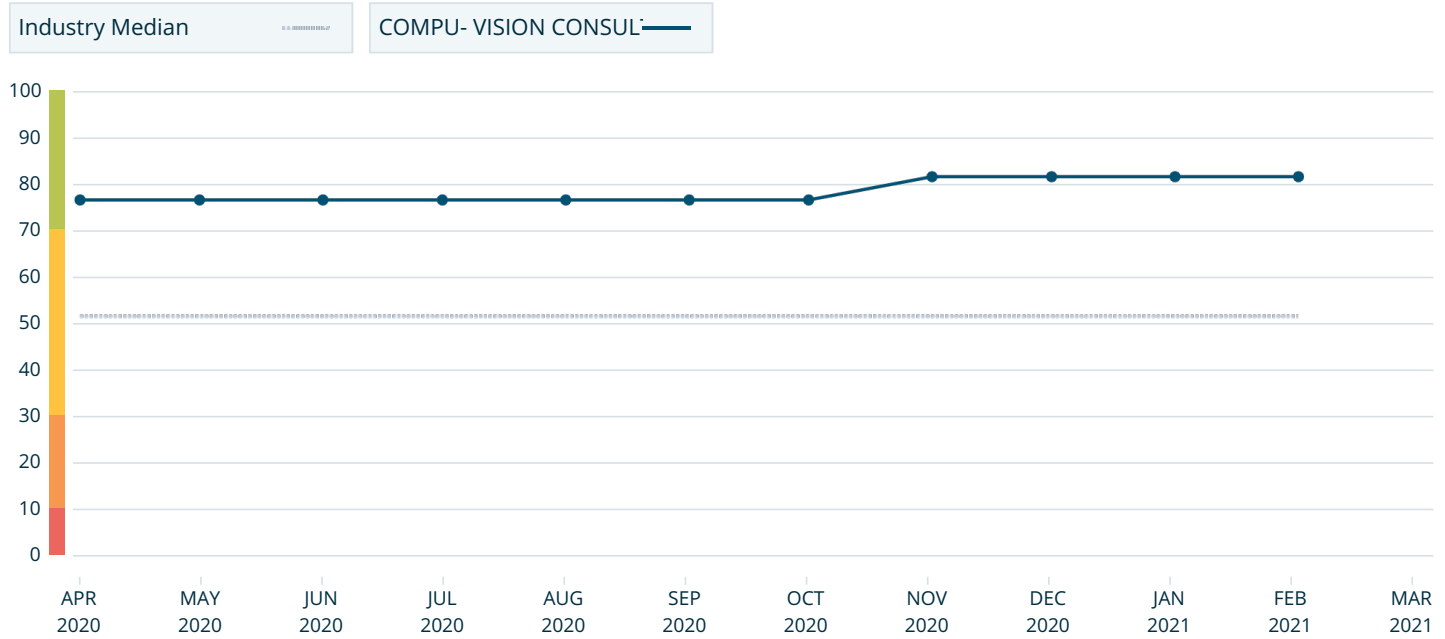
Raw Score  
**1538**

Probability of Failure  
**0.09%**

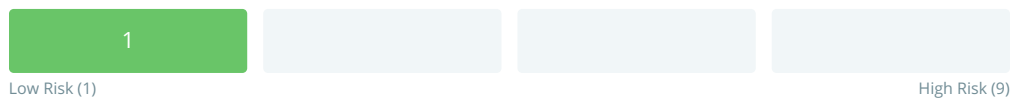
Compared to Businesses in D&B  
**0.48%**

## Business and Industry Trends

7371 - Custom computer programing



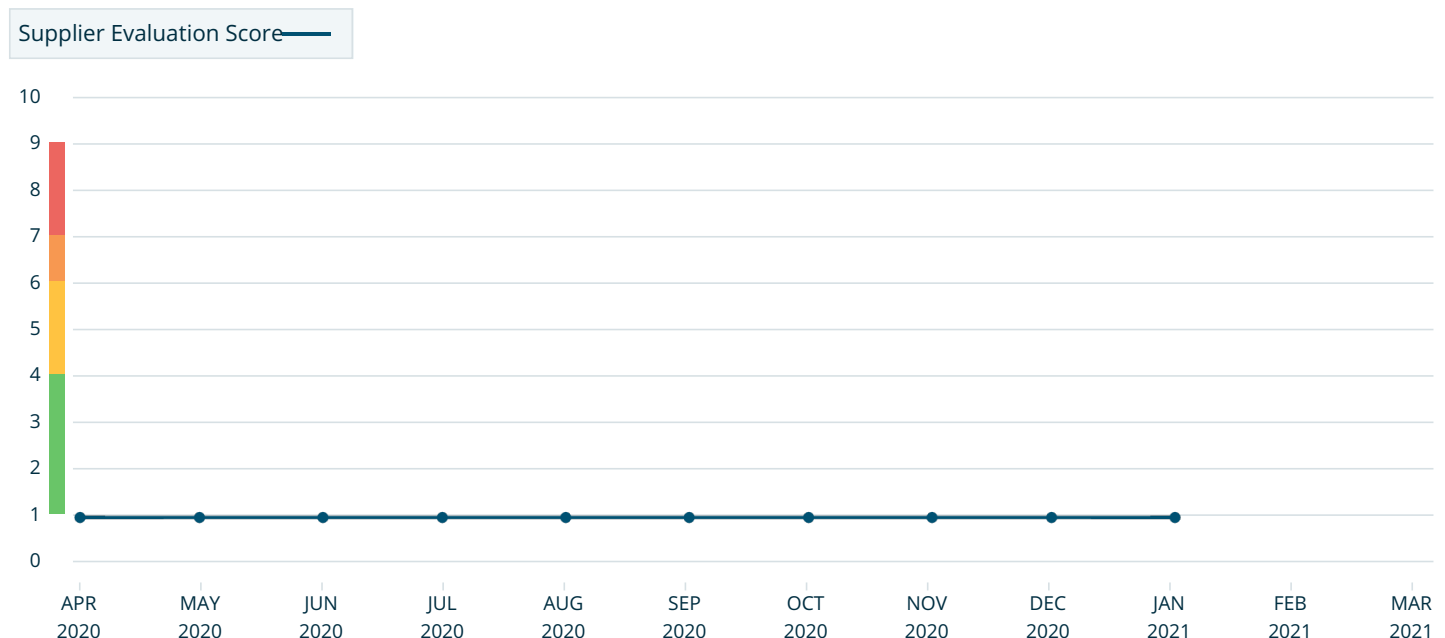
## SUPPLIER EVALUATION RISK RATING



Based on a Supplier Evaluation Risk Rating of 1

## Business and Industry Trends

7371 - Custom computer programing



D&B RATING

Current Rating as of 10-17-2016

Special Rating

--: Undetermined

Previous Rating

Risk Indicator

2: Low Risk

TRADE PAYMENTS

TRADE PAYMENTS SUMMARY			Based on 24 months of data
<div>Overall Payment Behavior</div> <div>3</div> <div>Days Beyond Terms</div> <div>Highest Now Owing: US\$ 2,500</div>	<div>% of Trade Within Terms</div> <div>91%</div> <div>Total Trade Experiences: 11</div> <div>Largest High Credit: US\$ 2,500</div> <div>Average High Credit: US\$ 793</div>	<div>Highest Past Due</div> <div>US\$ 500</div> <div>Total Unfavorable Comments : 0</div> <div>Largest High Credit: US\$ 0</div> <div>Total Placed in Collections: 0</div> <div>Largest High Credit: US\$ 0</div>	

TRADE PAYMENTS BY CREDIT EXTENDED			
\$ CREDIT EXTENDED	% OF PAYMENTS WITHIN TERMS	# PAYMENT EXPERIENCES	TOTAL & DOLLAR AMOUNT
OVER 100,000	<div><div></div></div> 0%	0	\$0
50,000 - 100,000	<div><div></div></div> 0%	0	\$0
15,000 - 49,999	<div><div></div></div> 0%	0	\$0
5,000 - 14,999	<div><div></div></div> 0%	0	\$0
1,000 - 4,999	<div><div></div></div> 100%	3	\$4,500
UNDER 1,000	<div><div></div></div> 73%	5	\$1,850

TRADE PAYMENTS BY INDUSTRY			
Collapse All   Expand All			
Industry Category	Number of Payment Experiences	Largest High Credit (US\$)	% Within Terms (Expand to View)
▼73 - Business Services	5	2,500	
7361 - Employment Agency	3	2,500	87
7374 - Data Processing Svcs	2	1,000	100
▼96 - Administration Of Economic Programs	1	750	
9611 - Admin Economic Prgm	1	750	100
▼48 - Communications	1	250	

4813 - Telephone Communictns	1	250	100
▼59 - Miscellaneous Retail	1	100	
5999 - Ret Misc Merchandise	1	100	100

TRADE LINES						
Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
01/2021	Prompt	N30	2,500	2,500	0	1 Month
01/2021	Prompt	-	1,000	1,000	0	1 Month
01/2021	Prompt	N30	1,000	0	0	1 Month
01/2021	Prompt	-	250	0	0	1 Month
01/2021	Prompt	-	250	0	0	Between 4 and 5 Months
01/2021	Prompt	-	100	0	0	Between 2 and 3 Months
01/2021	-	Cash Account	250	0	0	Between 2 and 3 Months
12/2020	Prompt	-	750	750	0	1 Month
12/2020	-	Cash Account	100	-	-	1 Month
08/2020	Slow	-	500	500	500	-
05/2020	-	Cash Account	50	-	-	1 Month

EVENTS

LEGAL EVENTS			
The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.			
SUITS	JUDGEMENTS	LIENS	UCC FILINGS
TOTAL0	TOTAL0	TOTAL0	TOTAL6
LAST FILING DATE-	LAST FILING DATE-	LAST FILING DATE-	LAST FILING DATE06/27/2020

General: The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this was reported. This information may not be reproduced in whole or in part by any means of reproduction.

UCC Filings: There may be additional UCC Filings in the D&B file on this company which are available by contacting 1-800-234-3867.

Suits, Liens, Judgements: There may be additional suits, liens, or judgements in D&B's file on this company available in the U.S. Public Records Database that are also covered under your contract. If you would like more information on this database, please contact the Customer Resource Center at 1-800-234-3867.

Lien: A lien holder can file the same lien in more than one filing location. The appearance of multiple liens filed by the same lien holder against a debtor may be indicative of such an occurrence.

EVENTS	
<b>UCC Filing</b> - Original	
Filing Date	2020-06-27
Filing Number	54278963
Received Date	2020-06-28
Secured Party	U.S. SMALL BUSINESS ADMINISTRATION, BIRMINGHAM, AL
Debtors	COMPU-VISION CONSULTING INC
Filing Office	SECRETARY OF STATE/UCC DIVISION, TRENTON, NJ
<b>UCC Filing</b> - Continuation	
Filing Date	2019-09-12
Filing Number	2019091200395
Received Date	2019-09-29
Original Filing Date	2015-02-25
Original Filing Number	2015022506392
Secured Party	PNC BANK, NATIONAL ASSOCIATION, PITTSBURGH, PA
Debtors	COMPU-VISION CONSULTING, INC.
Filing Office	SECRETARY OF STATE/UCC DIVISION, HARRISBURG, PA



**UCC Filing** - Continuation

Filing Date	2016-11-28
Filing Number	2016112800337
Received Date	2016-12-05
Original Filing Date	2012-05-03
Original Filing Number	2012050304758
Secured Party	PNC BANK, NATIONAL ASSOCIATION, PITTSBURGH, PA
Debtors	COMPU-VISION CONSULTING, INC.
Filing Office	SECRETARY OF STATE/UCC DIVISION, HARRISBURG, PA

**UCC Filing** - Original

Filing Date	2015-02-25
Filing Number	2015022506392
Received Date	2015-03-03
Collateral	All Assets including proceeds and products - All Inventory including proceeds and products - All Account(s) including proceeds and products - All Fixtures including proceeds and products - and OTHERS
Secured Party	PNC BANK, NATIONAL ASSOCIATION, PITTSBURGH, PA
Debtors	COMPU-VISION CONSULTING, INC.
Filing Office	SECRETARY OF STATE/UCC DIVISION, HARRISBURG, PA

**UCC Filing** - Original

Filing Date	2012-05-03
Filing Number	2012050304758
Received Date	2012-05-09
Collateral	Inventory including proceeds and products - Account(s) including proceeds and products - Assets including proceeds and products - Fixtures including proceeds and products - and OTHERS
Secured Party	PNC BANK, NATIONAL ASSOCIATION, PITTSBURGH, PA
Debtors	COMPU-VISION CONSULTING, INC.
Filing Office	SECRETARY OF STATE/UCC DIVISION, HARRISBURG, PA

**UCC Filing** - Original

Filing Date	2010-07-19
Filing Number	25703771
Received Date	2010-09-01
Collateral	Inventory including proceeds and products - Account(s) including proceeds and products - Assets including proceeds and products - Fixtures including proceeds and products - and OTHERS

Secured Party	PNC BANK, NATIONAL ASSOCIATION, PITTSBURGH, PA
Debtors	COMPU-VISION CONSULTING, INC.
Filing Office	SECRETARY OF STATE/UCC DIVISION, TRENTON, NJ

## COMPANY EVENTS

### The following information was reported on: 07-21-2020

The Pennsylvania Secretary of State's business registration file showed that Compu- Vision Consulting, Inc. was registered as a Corporation on September 25, 1998, under file registration number 2837966.

Business started 1998. 51% of capital stock is owned by Shaloo Garg, President. 49% of capital stock is owned by Bharat K Mital, Vice President.

SHALOO MITAL born 1970. Antecedents are unknown.

BHARAT K MITAL born 1971. Antecedents are unknown.

SHALOO MITAL. Work history unknown.

Business address has changed from 3088 State Route 27 Ste 5, Kendall Park, NJ, 08824 to 2050 State Route 27 Ste 202, N Brunswick, NJ, 08902.

Business address has changed from 2050 State Route 27 Ste 202, North Brunswick, NJ, 08902 to 2050 State Route 27 Ste 202, N Brunswick, NJ, 08902.

## SPECIAL EVENTS

12-26-2020

COMPU VISION CONSULTING INC was reported by the SBA as a recipient of a Covid-19 EIDL loan for \$150,000 on 06/11/2020 under the Economic Injury Disaster Loan Program.

Financials

D&B currently has no financial information on file for this company.

COMPANY PROFILE

COMPANY OVERVIEW		
D-U-N-S 12-327-7993	Mailing Address 2050 State Rte 27 Ste 202, North Brunswick - NJ 08902, US	Annual Sales -
Business Form Corporation (US)	Telephone (732) 422-1500	Employees 82
Date Incorporated 09/25/1998	Fax -	Age (Year Started) 22 years (1998)
State of Incorporation Pennsylvania	Website <a href="http://www.compuvis.com">www.compuvis.com</a>	Named Principal SHALOO MITAL, CEO
Ownership -	Line of Business Custom computer programing	SIC 7371

OWNERSHIP

FAMILY TREE SUMMARY		
Members in the Tree	Subsidiaries of this Company	Branches of this Company
3	1	1

FAMILY TREE	
<div><div><div><div><div></div><div>HQ</div></div></div><div><div>Evergreen Technologies Llc.</div><div>078272297 North Brunswick, NJ</div></div></div><div><div><div></div><div>B</div></div><div><div>Evergreen Technologies Llc.</div><div>080412319 New York, NY</div></div></div><div><div><div></div><div>S</div></div><div><div>Compu- Vision Consulting, Inc.</div><div>123277993 North Brunswick, NJ</div></div></div></div>	