



March 03, 2021 - 12:00 P.M PST

Information Technology (IT) Temporary and Professional Services

RFP# 002215

University of California-Procurement Services

Submitted to:

University of California Robert Puerzer UCOP Senior Commodity Manager, Professional Services robert.puerzer@ucop.edu

Prepared By:

Srini Palnaty (Vice President) US Tech Solutions, Inc. 10 Exchange Place, Suite 1710 Jersey City, New Jersey 07302

Phone: (551) 295-1442

Email: govt@ustechsolutions.com





1. COVER LETTER

Attn: Brian Jacob, Date: March 03, 2021

US Tech Solutions, Inc. (US Tech) is pleased to submit its RFP through this proposal cover letter to the University of California Request for Proposal- Information Technology Temporary and IT Professional Services, RFP # 002215.

US Tech has been providing IT Temporary and IT Professional Services and subject matter experts to the public sector, Fortune 500 companies, and global 2000 companies for more than 20 years (Since 2000). This includes 15 years of experience providing IT Temporary and IT Professional Services in multiple technology industry projects for clients such as University of University of Oklahoma, University of Notre Dame, University of Massachusetts,, University of Massachusetts, Northern Kentucky University, State of California (DGS), State of New Jersey, State of Florida, State of Georgia, Metropolitan Transportation Authority NY, United Continental Airlines, Delta, Airbnb, Google, Facebook, Microsoft, Intel, Dell, Oracle, SAP, DXC, Deloitte, Accenture, Cappemini and more. As an experienced and Top 1% staffing suppliers in the USA, we are uniquely qualified to support your employment agency staff needs. We are successfully working with over 250+ clients across US and filled over 9000 positions relevant to the ones requested by UC.

We are committed to provide best recruitment practices, approaches and industry-standard methodologies. As a full-service staffing solutions and professional service provider, we also possess competencies to support additional and related talent management requirements.

US Tech has built up a solution centric image with clients, employees and third-party staffing partners. We have significant experience in working with many entities in State of CA under similar services contracts and have developed a strong bonding with various organizations throughout the state by complying with all Federal, State and Local rules & regulations.

Below mentioned company legal name, headquarters location and designated POC will serve as the primary contact for all RFP response related communications, including any requests for clarification or other communication needed between the UC and US Tech.

Company Legal Name	US Tech Solutions, Inc.	
Headquarter Office	10 Exchange Place, Suite 1710	
	Jersey City, New Jersey 07302	
Point of Contact Information	Srini Palnaty (Vice President)	
	Email: govt@ustechsolutions.com	
	Phone: (551) 295-1442	

We request the UC that, if after submitting our response, the UC release any amendment, we will prefer opportunities to make the modifications in response according to the amendment. **US Tech** makes the following certifications and guarantees regarding this proposal:

- All the information provided in this response is correct.
- US Tech has thoroughly read through the RFP, and will comply with all the requirements as set forth under this RFP
- Understanding the UC and OMNIA National Contract Program needs and providing full solution to meet their needs covering all stages of Scope of Work and Exhibits.
- We are also acknowledging the OMNIA exhibits (Exhibit B, Exhibit C, Exhibit D, Exhibit E, and Exhibit H) and fully understands the terms and conditions as per these exhibits.



- Meeting all requirements/commitments of UC with intelligent management for providing technical support
- Verifying that its staffing services meet agreed requirements
- All material submitted in this response will become the property of the UC for evaluation purpose.

I believe that our response meets the requirements as called out in this RFP. If the UC determines that US Tech response is deficient in any way, US Tech respectfully requests to be promptly notified and be given the opportunity to correct any such deficiency. Below official is authorized to bind the commitment with the UC on behalf of the firm and accepted terms and conditions of this RFP requirements.

Sincerely,

Srini Palnaty

US Tech Solutions, Inc.



2. TABLE OF CONTENTS

1.	Cover Letter	2
3.	Executive Summary	5
4.	Approach to managing UC's IT Temporary and IT Professional Services	s as outlined in the Scope
of S	Services	8
5.	Qualification Responses (refer to Section IV)	18
6.	Proposal Acceptance of Availability	19
7.	Questionnaire	20
8.	Sample Reports	21
9.	Pricing IT Temporary and IT Professional Services	23



3. EXECUTIVE SUMMARY

Understanding of the UC requirement:

The University of California ("UC"), one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research, health care and public service.

University of California is seeking responses from qualified and experienced suppliers for Information Technology (IT) Temporary and Professional Services. UC is looking to select multiple suppliers to drive economies of scale, reduce management and minimize risk. UC is looking for suppliers that strategically align with the University of California and OMNIA Partners in establishing the most cost effective and efficient procurement program for contingent labor services for UC locations and national Participating Agencies while maintaining high standards of quality and service.

The purpose of this RFP for UC is to be looking for suppliers' services in the following areas: Information Technology (IT); Information Technology (IT) Contingent Labor; IT Temporary and Supplementary Staffing Agencies; IT Professional Services Agencies

US Tech has read through the UC SOW and Omnia National Contract Program Exhibits and understand the needs of the UC. We have the resources and capabilities to cater the UC requirements. If awarded with a UC contract, we will extend terms of the agreement to all CSU and CCC location which includes, North, Central Valley, Central Coast, South location as defined under in the UC RFP.

Proven Methods to fulfil UC needs:

With Our proven CMMI level 3, ISO & ITIL methodologies, experienced consultants, expert management team and focus on government solutions, positions us to meet your needs and requirements. Partnering with us provides clients inherent and clear advantages which result in achieving project objectives with significant cost savings. We work with our clients as partners and not just another staffing vendor. As partner we provide them extra value added with combination of our knowledge base, our technology vendors' partnership advantage, our expert team of consultants who provide expert support to our field consultants working at client site without any extra cost to our clients. Through our company commitment and dedicated staff, US Tech has a 100% project success rate with all of our clients, including many state and county agencies.







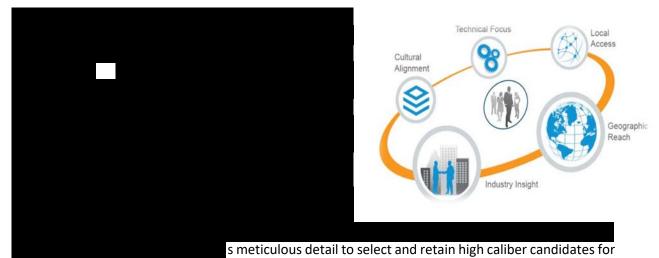


4. APPROACH TO MANAGING UC'S IT TEMPORARY AND IT PROFESSIONAL SERVICES AS OUTLINED IN THE SCOPE OF SERVICES

Upon award of the Contract, our assigned Account Manager will request the UC to arrange for a contract kick-off meeting where all the challenges and the roadmap will be discussed. During the contract kick-off meeting, our designated team would request historical data on labor categories utilized on previous contracts. For all types of positions those were regularly, less commonly and rarely requested by the UC, US Tech will create an active pipeline consisting of pre-screened candidates fit for the position. Our dedicated team will review their respective clients' pipeline every three months to make sure that we are ready to fulfil any contingency requirement for the UC.

US Tech has a proven and established approach to meet the UC technology staffing and IT professional services requirements to ensure that the right candidates are hired. To guarantee that the qualified candidates are hired and retained, US Tech uses proven methodologies, processes and tools practiced for over 21 years to recruit technology staff in service categories for IT and SOW project based services with skills required for the UC. We use a proven organizational structure and a highly skilled contract management team to ensure that UC project requirements are supported. We ensure our commitment to satisfy the UC requests by following these principles:

- Understanding the client's needs.
- Meeting all requirements/ commitments of customer with intelligent management for information technology staffing/SOW based staffing
- Verifying that our staffing services meet agreed requirements.
- Making provisions of quality assessment, testing and training for accepting market challenges.
- Monitoring, benchmarking and continuously improving its business, products and services, organization and employees' performance.



the UC technology staffing needs.

US Tech determines the exact profile and skill level for the request and source candidates from the database of available candidates in US Tech network, both in-house and external recruiting. Rigorous internal selection procedures and a due diligence process are applied to select the appropriate resources for each assignment. Having identified these resources, US Tech dedicated Account Managers then explain the project details/job description of UC with the selected candidate to foster a further understanding of the project in the candidates

US Tech makes the candidates available for telephonic and/or in person interviews for the UC. The lead-time in the actual availability of a selected candidate to start a project from the date of hire is



around ten to fifteen working days. The efficient back office machinery at US Tech handles the background support work needed to ensure the candidate's smooth transition to begin the project. We provide the necessary support to have the candidate to smoothly transition from his/her current location to the UC site and look after the necessary accommodation and transportation issues for the candidate to begin work with fewer constraints.

We ensure our commitment/plan to satisfy the UC's Information Technology staffing for requests by following these principles:

- Check into the Internal Pool: as a practice we maintain an internal pool of candidates (Internal candidate pool referred to the pool the technology consultants we have placed). Recruitment Team will check into our internal pool to identify if there are perfect match available. This Pool helps us in providing replacement/ additional unexpected resources to client well within time during project execution so that client's timelines is not suffered.
- **Internal Database:** US Tech maintains a robust, company-wide proprietary candidate database, in its internal database system. For over 20 years, US Tech has been building a database of the world's most sought-after professionals from diverse backgrounds and domains. Our candidate database populated over 23+M resumes from entry level to executive level and everyday thousands more are added to our database via our website and e-mail. Resumes are automatically entered into our database for categorization by profession, education, certification, pay rate, years of experience, special skills, location, testing scores, licensing, and availability etc. Through this approach we keep sourcing and screen the candidates and adding those in our ATS tool called CORPEL. We will implement the same approach to accomplish the requirements of the UC, through this strategic approach we will keep building the network of temporary employees that may requested by the UC under this contract. We will use internal references, advertising the job requirements on various channels, sourcing candidate from LinkedIn, CareerBuilder, ZIP Recruiter etc. for networking and database building. Recruitment Team will search for best and perfect candidates local to CA in our database and will present the candidates for the UC consideration within 24 hours or sooner.

US Tech staffing methodology to provide qualified resources:

US Tech also follows a proven and well-documented 3-phase, 9-step recruitment process to source, screen and select best-fit talent. Throughout each phase and step, we are continuously evaluating candidate skills, including hard and soft skills, as well as overall fit for the role and the client. We customize each step and phase of the process to allow for the use of any specific elements, tests or

OUR 3-PHASE, 9-STEP RECRUITMENT PROCESS





assessments the client chooses or requires. We also utilize proprietary structured interview templates, behavioral assessments, and third-party online testing tools.

Step 1: Requirement Evaluation: To correctly understand County need for resources, it will be important to thoroughly evaluate all requirements. Understanding of the County organizational structure, team culture, mandatory and desired skills needed for success in a particular role, project scope, and the competitive landscape will all be essential when assessing a requirement.

Step 2: Source Candidates: To zero in on the resource that is a right fit for any particular requirement, we will source numerous profiles from US Tech extensive and diverse database, hundreds of job/resume portals, and a variety of social media channels to develop a deep, diverse candidate pool for the requirement. This includes initial resume review.

Step 3: Screen Candidates: Shortlisted candidates from Step 2 will be further screened based on skills, years of experience, industry knowledge and other relevant factors. This list of sourced and prescreened candidates will be further refined by additional screening and initial interviewing to find the best matches to West Virginia Purchasing Division requirement.

Step 4: Testing/Evaluation: In this phase, potential resources will be further evaluated and tested on technical expertise by our highly experienced and domain-specific recruiters. In addition to in-depth technical skills evaluation and relevant business domain skills evaluation, candidates will also be subject to Behavioral Interviews for skills like leadership qualities, ability to work in a team, etc. Skill metrics will be applied to narrow down the list to a select few of best matched profiles. This step also includes preliminary verification of degrees, licenses, educational credentials, certifications, and employment eligibility status.

Step 5: Qualifying: Candidates that proceed to the qualifying step will then be ranked according to relevant job-specific criteria to be presented to West Virginia Purchasing Division based on best match and alignment with the specific needs of the requirement.

Step 6: Interviewing: Candidate interviewing will be conducted to match the County requirements.

Step 7: Hiring Decision/Contingent Offer: Hiring Decision will be made by the County for the candidate selected in the interview process. US Tech will then communicate the offer to the candidate.

Step 8: Background Check: We will verify candidate references and provide background screening per the County guidelines, and wherever reasonably possible and feasible we will, when instructed, provide details of the results of such details, subject to our terms of business, our contract with the County, and any applicable laws. This will include comprehensive verification of the candidate's identity, credentials and background according to the County guidelines and in compliance with Federal, State and local laws, with reporting on the following:

- Identity
- Social Security Number
- Residence/ Address History
- Employment History
- Education (and highest degree received), Skills and Certificates
- Criminal Records (National/County)
- Driving Record (as applicable)

- Credit/Civil Records (as requested)
- Federal Debarment and Denied Parties
- Drug Screening (if required)



We utilize tools and vendors such as Justifacts Credential Verification, Easy Background, Hire Right, Sterling and Pembrook to perform our background checks and other pre-employment screening. Our drug screening includes the application of a 5-panel or 10-panel industry-standard drug test (if required by the County through recognized laboratories and services such as Quest Diagnostics.)

Step 9: Onboarding/Orientation: All new hires will complete formal onboarding and orientation with US Tech. This will also include client-specific guidelines, information and documentation. This step also includes legal verification of eligibility for employment.

Well Defined Timeline: Our Account Manager, supported by Recruitment Team, is responsible for ensuring the timely fulfilment of client technology staffing needs. US Tech will assign a dedicated Project Manager to handle the UC Project. On receiving the requirement from the UC, our Project Manager will prepare a skill matrix of the specific job requirement for position(s) from Category. The steps and timeline to fulfil the job requirements are shown in the table below:

Deliverab	le	Responsibility	Timeframe
 Analysing the Job Descript Designing recruitment strain Updating requisition in AT Updating job vacancies in Sharing requirement a channels 	ategy 'S social media	Account Manager	1 Hour
 Searching and Sourcing th 	e right candidates	Recruitment Team	2-6 Hours
 Preparing skill matrix an shortlisted candidates i submittal 	•	Recruitment Team	2-4 Hours
Confirming interview sche	dule	Account Manager and Service Delivery Manager	1-2 Hours
 Aligning and arranging into client Conducting detailed interview Phone/Skype screen committee or hiring management 	view and tech check is performed by	Account Manager and Service Delivery Manager	Client Dependent
Keep Candidate Informed		Recruitment Team	On going
 Review Options for candiclient Communicate decision of Account Manager and HR 		Account Manager	Client Dependent
On-boarding formalities		HR Manager and Account Manager	3-7 Days
 HR will reach out to the overbal offer Paperwork to be send to overbal offer 		HR Manager and Account Manager	0-1 Hour
Background checks		Account Manager	2-7 Days

Project Tasks Deliverables Management Approach:

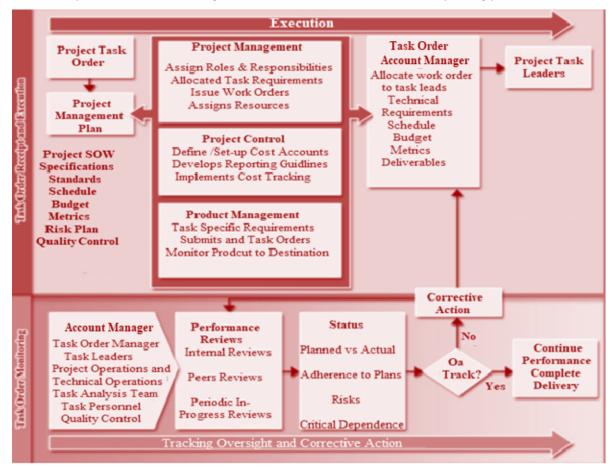
US Tech overall Project Management Approach (PMA), based on defining clear and distinct tasks request and responsibilities coupled with focused management oversight, allows us to effectively





US Tech will use an integrated Task Order Request (TOR) management approach, as illustrated in Figure below that drives task planning, organizing, directing, conducting, producing, monitoring, and reporting for each TOR and contract-wide programs to ensure performance and completion of deliverables. Key features of US Tech TOR management is:

- High quality deliverables
- Increased efficiencies in resourcing
- Improved stakeholder management and satisfaction through more streamlined and coordinated engagement processes
- Consistent risk mitigation strategies across projects
- Coordinated response (across all activities) to high level changes in direction
- Strengthened capacity for contingency planning
- Improved decision-making information and more streamlined reporting processes



Task Order (TOR) Project Management Plan (PMP) and Execution:



US Tech defined TOR management methodology provides UC with a low-risk and high-quality staffing services to multiple TOR at different locations. To plan and implement this process, the Account Manager will develop and follow our detailed, standard TOR-PMP.

Components of our Task Order Project Management Plan			
Component	General Description of TOR-PMP Content		
Project Task Order Plan	 Means to achieve objectives – quality reviews, organization, staffing, task management, etc. Task order scope of Business Intelligence and Analytics Support activities and processes based on the UC requirement. Process for problem/issue tracking, resolution, escalation, and lessons learned 		
Deliverable Management	 Contents, format, recipients of the Monthly/Periodic Status Reports and Progress reports Schedule of Training and Replacement/Substitution of staff as per Submission Timeframe Task order activity definition, estimation, schedule development, change control 		
Risk Management	 List, analysis, and tracking of TOR risk, implications, and impact Risk severity and likelihood; elimination, mitigation, strategies; contingency plans 		
Quality Management	 Project Team QC responsibilities; defined role for non-billable corporate Quality Manager Plan for QC processes, peer reviews, audits and client feedback mechanism 		
Performance Management	 Collection and tracking of key parameters to monitor TOR work performance; measure and evaluate results Minimum performance threshold; performance reporting requirements 		
Staffing & Training	 TOR staffing goals, processes, workflow, methods, and responsibilities Tracking and continuous improvement of staff performance on the contract Planning for staff accession, retention, professional growth, training 		
Communication	 Lines of communication with our AM and Leads, UC management, project team members 		

Subcontractor Utilization Approach to Manage UC Services Meeting in Most Effective Way:

Subcontractor Roles and Responsibilities: Subcontractor provides a large percentage of the early efforts on the UC staffing requirements. As the project progresses from defining the requirements through construction and implementation, the efforts of Subcontractor will be refocused.



US Tech Management:

- They all have clear and unambiguous subcontracts established that include a Statement of Work.
- The efforts of all subcontractors are integrated into a cohesive project plan with all subcontractors understanding where their efforts fit into the overall picture.
- The formal and informal interfaces between the US Tech and the subcontractors, as well as among the subcontractors, are documented.
- Before starting specific work, the subcontractors are granted authorization to proceed. This authorization is given, in writing, via a Work Authorization form.
- A formal team building process is established and implemented

Work Effort Integration: The work of all subcontractors will be coordinated by the US Tech to assure that the efforts of all parties are integrated into a cohesive whole through the processes of concurrent engineering and top-down project control. A Project Master Schedule will be developed that establishes schedule constraints and identifies contractual and significant internal milestones. Intermediate schedules will be established that clearly show key project interfaces and the interdependencies of the work efforts. Concurrent meetings will be conducted on a regular basis to provide visibility into work being performed and provide an opportunity for discussion among subcontractor

Interfaces Between Prime Contractor and Subcontractors: Each subcontractor organization will have a single point of contact with the US Tech for contractual matters. The subcontractors are expected to identify their own single point of contact for contractual matters. On a day-to-day basis, all subcontractor personnel will be free to interact with any prime contractor personnel as needed to fulfil the subcontracting goal to make sure the needs to the client meeting in time.

Progress Reporting: US Tech must be kept aware of the overall progress of the project. This includes the progress of each subcontractor. The subcontractors will report progress at the Cost Account level on a weekly basis. Based on the information contained in the weekly Cost Account Level Progress Reports, the US Tech will prepare a monthly progress report at the UC level.

Progress Reviews: On an as-needed basis, US Tech request an informal review of subcontractor progress. This would involve discussions with the subcontractor's Functional Manager (Team Leader) or the subcontractor's point of contact for contractual matters. These reviews will be held at the request of the US Tech account manager. Account manager then give its feedback to the subcontractor supervisor which will make sure services provided by the subcontractor are at the highest level.

Management of Subcontractor Personnel: Our Management approach is an integrated system of project management and controls, which will enable US Tech and the UC to monitor progress in terms of integrated cost, schedule, and staff performance measures. US Tech employs its structured subcontract management process to cover all phases of the management process. We base our procedures for controlling subcontractor efforts on well-defined requirements, definition of milestones and deliverables, formal monthly reports on performance, monthly monitoring of labor hour and cost performance, controlled dollar allocations, and open communication.

Techni	cal		Cost	Schedule	Overall
Task	Orders	with	AM Must Approve	Critical Review	Weekly Status Meeting
Formal	ized		Subcontractor Invoices	Milestones Established	Between AM,
SOW					Subcontractor
					POCs,



All Subcontractor	Subcontractors	Deliverables Status	Formal Technical and
Deliverables Reviewed	Required to Track and	Tracked Against	Cost Performance
by US Tech AM	Report Cost	Schedule Plan	Reports by
			Subcontractors
Formal Weekly Review	Monthly Comparison of	Weekly Formal Review	Direct Interface at
of Subcontractor	Costs to Budgets vs.	Meetings of Open	Subcontractor
Technical Performance	Progress	Tasks	Management
			Executive Level

US Tech Management Implementation Approach for UC Contact:

US Tech project implementation approach provides exceptional service availability, reliability, and security at competitive costs, visible to the UC management, at a very low-risk level. We will overcome the challenges of this program stemming from the dispersed nature of support, operating across diverse locations. US Tech overall Project Implementation Approach (PIA), based on defining clear and distinct tasks request and responsibilities coupled with focused management oversight, allows us to effectively coordinate, maintain and control project activities at customer locations. Our integrated PIA has evolved from the key lessons learned over our 20 years of experience working on similar contracts with various Government and local agencies. These include the need for detailed project plans, clearly defined expectations, experienced Project managers, appropriately skilled staff, realistic budgets, and effective communication. Our PIA will significantly enhance our ability to manage program successfully and effectively. Improved project prioritization to achieve program outcomes, including improved ability to identify relationships amongst projects and the need for integration.

Resource Requirements and Allocation:

Our Account Manager (AM) will maintain a roster of IT temporary staff support personnel within our program staff who can respond to high priority unplanned activities. Upon notification of an unplanned activity, our management team will determine the skill makeup of the response team and then select the members from our roster. Our team has the breadth of resources to both absorb staff in downturns and provide additional staff to meet emergent requirements.





Evaluate Performance of all Resources including Human Resources:

US Tech will maximize the use of performance monitoring, trend analysis, monthly progress reporting, and resource management to communicate effectively contract-related information to the UC staff to support their strategic planning and decision-making activities. These performance monitoring, trend analysis, and resource management processes will be continuous, and detect potential and actual problem areas, which allow the Account Manager to maximum lead-time to reallocate resources and re-establish priorities to resolve issues in a timely manner.

We use regular reporting mechanisms to ensure that there is a two-way flow of information for effective personnel management. The communication process will consist of weekly/monthly status reports, project status meetings, and periodic face-to-face project reviews. Our Account Executive follows up with our consultants on a regular basis to obtain the required information. Performance will be measured at the individual, task, and project levels. Practices and performance levels are defined as either management — measures performed by the Account Manager to oversee and coordinate work — and measures performed by US Tech Staff. US Tech measures service quality using defined quantitative and qualitative methods established with, and agreed to by the customer, and monitored and managed using automated and manual tools that provide US Tech management and real-time visibility into our processes and ongoing work.

Enforce Work and Quality Standards:

Our Account Manager will also serve in the capacity of Quality Manager. The Account Manager will continuously monitor project progress and service-level goals. All project deliverables, including monthly reports, will be read and approved by the Account Manager and issues arising in the quality of deliverables will be monitored and proactively resolved by the Account Manager.

Here is a snapshot of what UC can expect under this IT Temporary and IT Professional service contract.

- A dedicated point of contact (Account Manager) with objective to deliver the technical personnel
 as requested and deploy the perfect resource/ staff within requested time. The Account
 management team will ensure that the UC has access to Vendor Firm at all times during and after
 business hours and over weekends through email, Phone, Chat and Fax.
- End to end resource management including compliance, on-boarding, training and development, of-boarding and candidate replacement.
- Availability of the consultants for in person interview if requested by the UC.
- Availability of consultants for projects meeting the duration and schedule requirements set by the UC in cost effective manners.
- Maintain strong compliance to eliminate risk of co-employment claims by consultants.
- Pre-screened, tested, experienced & verified (background checked) technical staff available on one call.
- Monitor and address personnel turnover or other job-related issues as communicated to the firm by the UC management.
- Perform administrative supervision & activities including timesheets management, payroll services, resolve consultants' queries and other handle by qualified vendor at no cost to UC.

US Tech will harness resources from Account Management, Recruitment, E-care (Payroll processing and administration), Client Care teams by consolidating them into a distinct, flawless for the UC through our CEDO (Client Engagement and delivery Office). This CEDO will lead and direct all delivery efforts covered under this contract. Each team member of the CEDO will be dedicated to the successful







5. QUALIFICATION RESPONSES (REFER TO SECTION IV)

i) Affirmation of Business Experience

Affirmed, US Tech has more than 21+ years of experience providing similar IT Temporary and IT Professional Services to public and private sector clients for all 50 states.

ii) Affirmation of Conversion Fee

As set forth below, UC agrees to pay a conversion fee upon the conversion of a contingent labor employee to UC's employment. The conversion fee is based on the annualized salary (2,096 hours) of the converted employee. Multiply the contingent employee's pay rate by 2,096 to determine the annualized salary.

Should the employee be used in a different capacity/project, the time banked on previous assignment(s) shall apply as the total calendar days as follows: Calendar Days Worked on Assignment % of Annualized Salary

Calendar Days Worked on Assignment	% of Annualized Salary	
0-45 days	20%	
46-90 days	10%	
90 days	0%	

Affirmed, US Tech agree with the above described terms and conditions for conversion fees by the UC.

iii) Affirmation of Termination Rights

Affirmed, US Tech has read through the UC right to terminations terms and conditions and we are fully agree to comply with the same.

iv) Affirmation of UC Terms & Conditions

Affirmed, US Tech agree to comply with the UC terms and conditions as describe under section IV dated 2/27/2020 (Attachment #4).

v) Affirmation of Appendix Data Security

Affirmed, US Tech is agree to comply with the terms and conditions provided in the dated 8/12/2019 (Attachment #5)

vi) Affirmation of HIPAA BAA

Affirmed, US Tech is agree to comply with the terms and conditions provided in the dated 8/2/2019 (Attachment #6)

vii) Affirmation of Pricing Template

Affirmed.



6. PROPOSAL ACCEPTANCE OF AVAILABILITY

6. All Proposals shall remain available for UC acceptance for a minimum of one-hundred and twenty (120) days following the RFP closing date.

US Tech proposal will be firm for one-hundred and twenty (120) days following the RFP closing date.



7. QUESTIONNAIRE

- 7. Questionnaire responses for Scope of Services as provided in the CalUsource e-Sourcing application. Refer to Section VIII for additional instructions.
 - 1. General Supplier Information Questions
 - 2. Sustainability Questions
 - 3. National Capabilities
 - 4. Technology
 - 5. Staffing Experience
 - 6. Work Plan
 - 7. Risk Management and Compliance
 - 8. Communication
 - 9. References
 - 10. UC IT Temp and IT Professional Services Pricing Template

US Tech has responded to all 10 mandatory questionnaires and upload responses on CalUsource website along with the questionnaire template.



8. SAMPLE REPORTS

Activity Reports: Consists of reports of the overall activity performed by the Program. The following Activity Reports are provided:

- Job Report
- Job Activity Report
- Head Count Report
- Head Count (Trend) Report
- Contract Renewal Report
- Job Approval Workflow Report
- Job Approval Workflow Aging Report
- Offer Approval Workflow Report
- Offer Approval Workflow Aging Report

- Extension Approval Workflow Report
- Extension Approval Workflow Aging Report
- ♣ Timesheet Report
- Timesheet Aging Report
- Missing Timesheet Report
- User Report
- Offer Report
- Submission Report

<u>Performance Reports: These reports analyse and provide details about the performance of the Program. The following Performance Reports are provided:</u>

- Supplier Scorecard Report (Response rate, Shortlist rate, Interview rate, Hit rate)
- Cycle Time Report
- Tenure Report
- Tenure (Trend) Report
- Turnover Report
- ♣ Turnover (Trend) Report

Supplier Facing Reports:

- Activity reports
- Headcount report
- Open jobs report
- Timesheet status report
- Missing timesheet report
- Tenure report

Metrics report

- Sourcing metrics
- Submission to interview ratio
- Submission to hire ratio
- Negative turnover

<u>Financial Reports: These reports provide a financial analysis of various monetary components. The following Financial Reports are provided:</u>

- Spend Report
- Spend By Candidate Report
- Spend (Trend) Report
- Diversity Spend Report
- Budget Report
- Ratecard Compliance Report
- Ratecard Compliance (Trend) Report
- Invoice Report



<u>Build Your Report: This gives Program an option to build Customized Reports. The following are provided:</u>

- Report Builder
- Custom Reports List

<u>Custom Report: All the customized reports appear here. For example, the following are provided:</u>

- Active CW Report
- Longer Than One Year Report
- **♣** IT with Supplier Report
- Open Position Report
- ♣ Rate Cost Saving Report

US Tech has a "Build Your Own Report" (i.e., ad hoc reporting) functionality and, within this module, a "Custom Report" function. It's a standalone module that allows you to build reports from scratch.

For example: users with the appropriate permissions can enter US Tech reporting and analytics module, click on the preconfigured/standard reports, or from the "Build Your Own" report function. In the former case, the preconfigured report offers some configuration items and users are enabled to simply run the report with or without light modifications. In the latter case, users start the process by selecting a base module (e.g., "Job"), then select a report type like a chart or table grid, then you are prompted to select a chart type.

<u>US Tech has created an embedded PDF file ICON for sample reports, please double click to open and</u> see our sample reports.





9. PRICING IT TEMPORARY AND IT PROFESSIONAL SERVICES

US Tech has uploaded a separate excel file online to CalUsource website as requested.

EXHIBIT F FEDERAL FUNDS CERTIFICATIONS

FEDERAL CERTIFICATIONS

ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

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.

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.

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? <u>YES</u> 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 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 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_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 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 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 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 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 Initials of Authorized Representative of offeror

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

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 Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

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? $\underline{\mathsf{YES}}$ Initials of Authorized Representative of offeror

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

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 Initials of Authorized Representative of offeror

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

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 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 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:US Tech Solutions, Inc				
Address, City, State, and Zip Code: 10 Exchange Place, Suite 1710, Jersey City, NJ, 07302.				
Phone Number:(551) 295-1442	Fax Number: (5)	51) 212-3518		
Printed Name and Title of Authorized:				
Representative: Srini Palnaty, VP-Sales				
Email Address:Govt@ustechsolut	ions.com_			
Signature of Authorized Representative:		e:February 23, 2021		

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-KickbackAct.
 - 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. <u>Applicability</u>: 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.
- 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) <u>Withholding for unpaid wages and liquidated damages</u>. 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) <u>Subcontracts</u>. 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. <u>Stafford Act Disaster Grants</u>. This requirement <u>does not apply to the Public Assistance</u>, 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 partwith Federal assistance provided by FEMA."

8. Debarment and Suspension.

- a. <u>Applicability:</u> 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).
- 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. 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. <u>Applicability</u>: 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, <u>US Tech Solutions, Inc.</u>, 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.

Signature of Contractor's Authorized Official

Srini Palnaty, VP- Sales
Name and Title of Contractor's Authorized Official

February 24, 2021	
Dato"	

- 10. Procurement of Recovered Materials.
 - a. <u>Applicability</u>: This requirement applies to all FEMA grant and cooperative agreement programs.
 - 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) Meetingcontract 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. <u>See_DHS</u> 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. <u>See</u> 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:	US Tech S	Solutions, Inc.		
Address, City, State, an	d Zip Code: <u>1</u>	0 Exchange Place	, Suite 1710, Je	ersey City, Nj, 07302
Phone Number: (551	<u>) 295-1442</u> Fax Nuı	mber: <u>(551) 212-3</u>	518	
Printed Name and Title	of Authorized:			
Representative: Si	ini Palnaty, VP-Sales			
Email Address: govt@u	stechsolutions.com			
		\mathcal{D}_{ζ}		
Signature of Authorized	Representative:	14	Date:	February 14, 2021

EXHIBIT G NEW JERSEY BUSINESS COMPLIANCE

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 statues. 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:	US Tech Solutions, Inc.	
Street: 10 Exchan	ge Place, Suite 1710	
City, State, Zip Code	e: Jersey City, New Jersey 07302	
Complete as appropr	<u>ciate:</u>	
I	, certify that I am the sole owner of	•
	, that there are no partners and t	
the provisions of N.J.S	5. 52:25-24.2 do not apply.	
_	OR:	
I	, a partner in ng is a list of all individual partners who own a 10	, do hereby
forth the names and a	one (1) or more of the partners is itself a corporation ddresses of the stockholders holding 10% or more of whing 10% or greater interest in that partnership. OR:	
I Srini Palnaty	, an authorized represento	ative of US Tech Solutions,
	, a corporation, do hereby certify that the followin	
addresses of all stockh	holders in the corporation who own 10% or more o	f its stock of any class. I further
	or more of such stockholders is itself a corporation	
	ddresses of the stockholders holding 10% or more of	
individual partners on	vning 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
Manoj Agarwal	10 Exchange Place, Jersey City, NJ, 07302	100%
I further certify that the my knowledge and bel	ne statements and information contained herein, ar	re complete and correct to the best of
.,	· · ·	
February 24, 2021		PCA, VP- Sales
Date		Authorized Signature and Title

NON-COLLUSION AFFIDAVIT

DOC #2

NON-COLLUSION AFFIDAVIT

Company Name: US Tech Solutions, Inc.
Street: 10 Exchange Place, Suite 1710
City, State, Zip Code:Jersey City, New Jersey 07302
State of New Jersey
County ofHudson County
I. Srini Palnaty, VP-Sales of the US Tech Solutions, Inc.
in the County of Hudson County , State of New Jersey
of full age, being duly sworn according to law on my oath depose and say that:
I am the <u>VP-Sales</u> of the firm of <u>US Tech Solutions, Inc</u>
the Offeror making the Proposal for the goods, services or public work specified under to attached proposal, and that I executed the said proposal with full authority to do so; that sa Offeror has not directly or indirectly entered into any agreement, participated in any collusion, otherwise taken any action in restraint of free, competitive bidding in connection with the abo proposal, and that all statements contained in said proposal and in this affidavit are true accorrect, and made with full knowledge that relies upon the truth of the statements contained said proposal and in the statements contained in this affidavit in awarding the contract for the sa goods, services or public work. I further warrant that no person or selling agency has been employed or retained to solicit 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 selling agencies maintained by
104
US Tech Solutions, Inc. Company Name Authorized Signature & Title
Company Name Authorized Signature & Title
MA Grack.
Subscribed and sworn before me
this 24 h day of February 2021
Notary Public of Middlesex County, NJ
My commission expires <u>Dec. 17</u> , 20 22
SEAL
A PUBLICATION
The same of the sa
AND NEW YORK

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

Company Name:	US Tech Solutions, Inc.
Street: 10 Exchar	nge Place, Suite 1710
City, State, Zip Co	de: Jersey City, New Jersey 07302

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)

<u>Vendors must submit with proposal:</u>

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

Please see the attached copy in the next page

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.

February 24, 2021 , VP- Sales

Date 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 it 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 layoff 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).

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). 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). 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:
 - o of the public entity awarding the contract
 - o of that county in which that public entity is located
 - o of another public entity within that county
 - o 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.

<u>N.J.S.A.</u> 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."

DOC #4, continued

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant to N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

no la	ter than 10 days prior to t	the award of the con	tract.	
Part I – Vendor Informa	tion			
	ech Solutions, Inc.			
	ge Place, Suite 1710			
City: Jersey City	State: NJ	Zip: 07302		
	-	1 1		
The undersigned being author				
compliance with the provision	ns of <u>N.J.S.A.</u> 19:44A-20.2	26 and as represented	by the In	nstructions
accompanying this form.				
\mathcal{D}_{ℓ}				
t CA	G ' ' D 1 ·	VD C 1		
Signature	Srini Palnaty Printed Name	<u>_VP- Sales</u> Title		
Signature	Printed Name	Title		
Dorod	TT Combosibus	Liam Diamla		
Part	t II - Contribu	tion Discio	sure	
Disclosure requirement: P	ursuant to N.J.S.A. 19:44	A-20.26 this disclo	sure mus	st include all
reportable political contrib				
submission to the commit				
unit.			r	, ,
☐ Check here if disclosure	is provided in electronic fo	rm		
Contributor Name	Recipient N	lame	Date	Dollar Amount
				\$
N/A				
	nation is continued on subse			

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 Clerk Sheriff

{County Executive} Surrogate

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.

STOCKHOLDER DISCLOSURE CERTIFICATION

STOCKHOLDER DISCI	LOSURE CERTIFICATION
Name of Business:	
I certify that the list below contains the holding 10% or more of the issued and OR	e names and home addresses of all stockholders I outstanding stock of the undersigned.
I certify that no one stockholder owns of the undersigned.	10% or more of the issued and outstanding stock
Check the box that represents the type of b	usiness organization:
Partnership Corporation	Sole Proprietorship
	cessary, complete the stockholder list below.
Stockholders: Name: Manoj Agarwal	Name:
Home Address: 94 Constitution Way Jersey City, NJ 07305	Home Address:
Jersey City, NJ 07303	
Name:	Name:
	Name: Home Address:
Name:	
Name: Home Address:	Home Address:

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.

Offerors should submit the above form completed with their proposal.

Please see the Non- Involvement in Prohibited Activities in Iran Document in the next page

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

Quote Number: 002215 Bidder/Offeror:

	BIDDERS MUST COI	PART 1: CERTIFICATION WPLETE PART 1 BY CHECKING <u>EITHER BOX</u> . BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.
subsidering from the subsideri	act must complete the certification below to attes diaries, or affiliates, is identified on the Departmen. The Chapter 25 list is found on the Division's review this list prior to completing the below ce esponsive. If the Director finds a person or entit	ntity that submits a bid or proposal or otherwise proposes to enter into or renew a st, under penalty of perjury, that neither the person or entity, nor any of its parents, at of Treasury's Chapter 25 list as a person or entity engaging in investment activities is website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf . Bidders ertification. Fallure to complete the certification will render a bidder's proposal by to be in violation of law, s/he shall take action as may be appropriate and provided imposing sanctions, seeking compliance, recovering damages, declaring the party in arty.
PLEAS	E CHECK THE APPROPRIATE BOX:	
√	subsidiaries, or affiliates is listed on the N.J. activities in Iran pursuant to P.L. 2012, c. 25 (*C.	25, that neither the bidder listed above nor any of the bidder's parents, Department of the Treasury's list of entities determined to be engaged in prohibited chapter 25 List"). I further certify that I am the person listed above, or I am an officer am authorized to make this certification on its behalf. I will skip Part 2 and sign and
	OR	
	the Department's Chapter 25 list. I will provi and sign and complete the Certification be	bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on de a detailed, accurate and precise description of the activities in Part 2 below elow. Failure to provide such will result in the proposal being rendered as non- for sanctions will be assessed as provided by law.
		NFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE
	OUGH ANSWERS TO EACH QUESTION. IF Y	NFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE OU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL CTIVITIES ENTRY" BUTTON. Relationship to Bidder/Offeror
Na	OUGH ANSWERS TO EACH QUESTION. IF Y	OU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL CTIVITIES ENTRY" BUTTON.
Nai Des	ne	OU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL CTIVITIES ENTRY" BUTTON. Relationship to Bidder/Offeror
Nai Des	ne	OU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL CTIVITIES ENTRY" BUTTON.
Nai Des	ne	OU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL CTIVITIES ENTRY" BUTTON. Relationship to Bidder/Offeror
Nai Des	ne N/A ation of Engagement	OU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL CTIVITIES ENTRY" BUTTON. Relationship to Bidder/Offeror Anticipated Cessation Date
Nai Dei Bid Certifica my know acknowl- obligatio acknowl- obligatio athis certifi my agre- unenforc Full Nar	tough answers to each question. If You have scription of Activities N/A ation of Engagement der/Offeror Contact Name ADD AN ADDITIONAL ACTIVITIES ENTRY ation: I, being duly sworn upon my oath, hereby replieded are true and complete. I attest that I am auticided that the State of New Jersey is relying on the from the date of this certification through the cord information contained herein. I acknowledge that fication, and if I do so, I recognize that I am subjectment(s) with the State of New Jersey and that the	OU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL CTIVITIES ENTRY" BUTTON. Relationship to Bidder/Offeror Anticipated Cessation Date

DPP Standard Forms Packet 11/2013

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/ CERT-1 10/11/07 Taxpayer Identification# 223-723-532/000 Dear Business Representative: Congratulations! You are now registered with the New Jersey Division of Revenue. Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it. Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry. We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730 I wish you continued success in your business endeavors. ruscione New Jersey Division of Revenue STATE OF NEW JERSEY **BUSINESS REGISTRATION CERTIFICATE** DEPARTMENT OF TREASURY, DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252 TAXPAYER NAME: TRADE NAME: U. S. TECH SOLUTIONS INC. ADDRESS: SEQUENCE NUMBER: 1 EXCHANGE PL STE 902 0757201 JERSEY CITY NJ 07302 EFFECTIVE DATE: ISSUANCE DATE: 10/11/07 05/19/00

FORM-BRC(08-01) This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA NON-DISCLOSURE AGREEMENT

This Agreement is made and entered into as of the last date signed below (the "Effective Date") by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA ("UC") and the supplier named below ("Supplier").

WHEREAS UC and Supplier (each, a "Party" and together, the "Parties") have an interest in participating in discussions wherein either Party might share information with the other that the disclosing Party considers to be proprietary and confidential to itself;

NOW, THEREFORE, the Parties agree as follows:

- 1. Confidential information of a Party may include but is not limited to a Party's (a) business plans, methods, and practices; (b) personnel, customers, and suppliers; (c) inventions, processes, methods, products, patent applications, and other proprietary rights; or (d) specifications, drawings, sketches, models, samples, tools, computer programs, technical information, or other related information.
- 2. When the other Party informs the receiving Party ("Recipient") in writing that information disclosed is confidential ("Confidential Information"), the Recipient shall, for a period of three (3) years from the date of disclosure, refrain from disclosing the Confidential Information to any third party without prior, written approval from the disclosing Party and shall protect the Confidential Information from inadvertent disclosure to a third party using the same care and diligence that the Recipient uses to protect its own proprietary and confidential information, but in no case less than reasonable care. The Recipient shall ensure that each of its employees, officers, directors, or agents who has access to Confidential Information disclosed under this Agreement is informed of its proprietary and confidential nature and is required to abide by the terms of this Agreement.
- 3. All Confidential Information disclosed under this Agreement shall be and remain the property of the disclosing Party and nothing contained in this Agreement shall be construed as granting or conferring any rights to such Confidential Information on the other Party. The Recipient shall honor any request from the disclosing Party to promptly return or destroy all copies of Confidential Information disclosed under this Agreement and all notes related to the Confidential Information. The Parties agree that the disclosing Party will suffer irreparable injury if its Confidential Information is made public, released to a third party, or otherwise used or disclosed in breach of this Agreement and that the disclosing Party shall be entitled to obtain injunctive relief against a threatened breach or continuation of any such breach without the necessity of posting a bond or any other security and, in the event of such breach, an award of actual and exemplary damages from any court of competent jurisdiction.
- 4. The terms of this Agreement shall not be construed to limit either Party's right to develop independently or acquire products without use of the other Party's Confidential Information. The disclosing party acknowledges that the Recipient may currently or in the future be developing information internally, or receiving information from other parties, that is similar to the Confidential Information. Nothing in this Agreement will prohibit the Recipient from developing or having developed for it products, concepts, systems or techniques that are similar to or compete with the products, concepts, systems or techniques contemplated by or embodied in the Confidential Information provided that the Recipient does not violate any of its obligations under this Agreement in connection with such development.
- 5. Notwithstanding the above, the Parties agree that information shall not be deemed Confidential Information and the Recipient shall have no obligation to hold in confidence such information, where such information:
 - (a) Is already known to the Recipient, having been disclosed to the Recipient by a third party without such third party having an obligation of confidentiality to the disclosing Party; or

Rev. 9/1/15

- (b) Is or becomes publicly known through no wrongful act of the Recipient, its employees, officers, directors, or agents; or
- (c) Is independently developed by the Recipient without reference to any Confidential Information disclosed hereunder; or
- (d) Is approved for release (and only to the extent so approved) by the disclosing Party; or
- (e) Is disclosed pursuant to the lawful requirement of a court or governmental agency or where required by law.
- 6. To the extent permitted by law, the Recipient shall promptly notify the disclosing Party of any disclosure of the Confidential Information in violation of this Agreement or in response to any subpoena or other legal process requiring production or disclosure of the Confidential Information.
- 7. Nothing in this Agreement shall be construed to constitute an agency, partnership, joint venture, or other similar relationship between the Parties.
- 8. Neither Party will, without prior approval of the other Party, make any public announcement of or otherwise disclose the existence or the terms of this Agreement.
- 9. This Agreement contains the entire agreement between the Parties and in no way creates an obligation for either Party to disclose information to the other Party or to enter into any other agreement.
- 10. This Agreement shall remain in effect for a period of two (2) years from the Effective Date unless otherwise terminated by either Party giving notice to the other of its desire to terminate this Agreement. The requirement to protect Confidential Information disclosed pursuant to this Agreement shall survive termination of this Agreement.

CALIFORNIA		
	US Tech Solutions, Inc.	
—DocuSigned by:	Name of Supplier	
Robert Puerzer	Y(M)	
Signature ^{C304F5}	Signature	
Robert Puerzer	Srini Palnaty	
Printed Name	Printed Name	
UCOP Sr. Commodity Manager Professional Services	VP- Sales	
Title	Title	
1855 Folsom St., MCB 304, SF, CA 94143	10 Exchange Place, Suite 1710, Jersey City, NJ, 0	7302
Address	Address	
3/2/2021	January 25, 2021.	
Date	Date	

SUPPLIER

Rev. 9/1/15 2

THE REGENTS OF THE UNIVERSITY OF

EXHIBIT A RESPONSE FOR NATIONAL COOPERATIVE CONTRACT

1.0 Scope of National Cooperative Contract

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Administration Agreement between Supplier and OMNIA Partners.

1.1 Requirement

The University of California Office of the President (hereinafter defined and referred to as "Principal Procurement Agency"), on behalf of itself and the National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector ("OMNIA Partners"), is requesting proposals for IT Temp and Professional Services. The intent of this Request for Proposal is any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal ("Master Agreement") be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with OMNIA Partners, an example of which is included as Exhibit D, and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners as a Participating Public Agency in OMNIA Partners' cooperative purchasing program. Registration with OMNIA Partners as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C, and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of the Master Intergovernmental Purchasing Cooperative Agreement or as otherwise agreed to. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through OMNIA Partners.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither OMNIA Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency. Supplier is responsible for knowing the tax laws in each state.

This Exhibit A defines the expectations for qualifying Suppliers based on OMNIA Partners' requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through OMNIA Partners.

These requirements are incorporated into and are considered an integral part of this RFP. OMNIA Partners reserves the right to determine whether or not to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies, in its sole and absolute discretion, and any party submitting a response to this RFP acknowledges that any award by the Principal Procurement Agency does not obligate OMNIA Partners to make the Master Agreement available to Participating Procurement Agencies.

1.2 Marketing, Sales and Administrative Support

During the term of the Master Agreement OMNIA Partners intends to provide marketing, sales, partnership development and administrative support for Supplier pursuant to this section that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

OMNIA Partners will assign the Supplier a Director of Partner Development who will serve as the main point of contact for the Supplier and will be responsible for managing the overall relationship between the Supplier and OMNIA Partners. The Director of Partner Development will work with the Supplier to develop a comprehensive strategy to promote the Master Agreement and will connect the Supplier with appropriate stakeholders within OMNIA Partners including, Sales, Marketing, Contracting, Training, and Operations & Support.

The OMNIA Partners marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through channels that may include:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media

The OMNIA Partners sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through initiatives that may include:

- A. Individual sales calls
- B. Joint sales calls
- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The OMNIA Partners contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an administrative fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B).

1.3 Estimated Volume

The dollar volume purchased under the Master Agreement is estimated to be approximately \$51.9 million annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and OMNIA Partners.

1.4 Award Basis

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will, at OMNIA Partners' option, be the basis of award on a national level through OMNIA Partners. If multiple Suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same Suppliers will be required to extend the Master Agreement to Participating Public Agencies through OMNIA Partners. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public

Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency (e.g. governing law) are subject to modification for each Participating Public Agency as Supplier, such Participating Public Agency and OMNIA Partners shall agree without being in conflict with the Master Participating Agencies may request to enter into a separate Agreement. supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). ("Supplemental Agreement"). It shall be the responsibility of the Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of the Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of the Master Agreement and adjust wage rates accordingly. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to OMNIA Partners).

All signed Supplemental Agreements and purchase orders issued and accepted by the Supplier may survive expiration or termination of the Master Agreement. Participating Agencies' purchase orders may exceed the term of the Master Agreement if the purchase order is issued prior to the expiration of the Master Agreement. Supplier is responsible for reporting all sales and paying the applicable administrative fee for sales that use the Master Agreement as the basis for the purchase order, even though Master Agreement may have expired.

1.5 Objectives of Cooperative Program

This RFP is intended to achieve the following objectives regarding availability through OMNIA Partners' cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier's primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier's need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

2.0 REPRESENTATIONS AND COVENANTS

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and OMNIA Partners designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

2.1 Corporate Commitment

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement.

2.2 Pricing Commitment

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement.

2.3 Sales Commitment

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement.

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.

US Tech History:

Founded in 2000, headquartered in New Jersey, US tech Solutions, Inc. is an S-corporation and certified Minority-Owned Business Enterprise (MBE), certified ISO 9001, ISO 14001, and CMMI Level 3 Company. We have more than two decades of experience providing similar information technology staffing and IT Professional services to public and private sector clients. US Tech is registered as an S-Corp and currently services clients across all 50 states in USA. Our core capabilities and competencies are centered on providing best-fit talent on-demand across a broad range of technologies to enterprise clients. We are a leading staffing firm that helps government and private sector clients plan, build, manage and justify their investments to optimize mission and business performance. We are a rapidly growing firm of professionals, committed to delivering high standard services to our clients since the inception of the company. We have strong presence as a professional service provider across the nation & our resources are highly recommended for serving with high grade of customer satisfaction. US Tech has strict HR/IR guidelines that have governed the development of employment contracts for fulltime, casual and contracted personnel. We are also fully compliant with all state and federal statutory requirements for taxes and insurances.

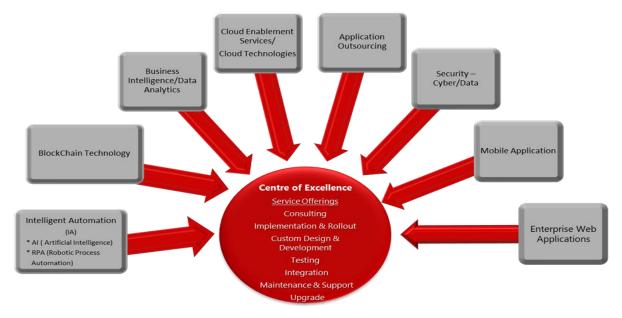
US Tech has grown over 300% in the last 7 years. In 2013, US Tech revenues were a little over \$51 Million and current for year ended 2019 US Tech recorded revenue of \$500 Million which puts us over 300% in overall growth in the last 7 years. US Tech has been awarded by Deloitte as one of the fastest growing technology firm in North America for consecutive 5 years. US Tech is also recognized by Staffing Industry Analysts (SIA) as one of the largest, diversity and fastest growing IT staffing firms for consecutive 5 years. Additionally, our CEO Manoj Agarwal is recognized by the SIA as a part of the Staffing 100 list for 2019 & 2020 representing the 100 most influential people in the IT staffing industry. US Tech is projected to grow in excess of 40% each year for the next 5 years fuelled through expansion of IT staffing and SOW services for clients. We have placed over 9000 candidates in the last 12 months for our public and private sector client's programs. We have evolved in-house methodology and processes to handle public IT staffing contracts. Since inception, we have secured several IT temporary staffing services contracts with various state, county, and local agencies.

US Tech Core Staffing Business Areas:

US TECH CORE BUSINESS, PRODUCT, SERVICE ARES		
STAFFING SOLUTIONS AREAS	WORKFORCE SOLUTIONS	

Information Technology Staffing	SOW (Both fixed bid and T&M)
Accounting & Finance Staffing	Digital Transformation
Engineering Staffing	Product Engineering
Scientific Staffing	Recruitment Process Outsourcing
Clinical Staffing	Professional payroll Services
Professional Staffing	Workforce Planning

Our center of excellence for IT Staff Augmentation, SOW, and other project-based services are:



We are also fully compliant with all state and federal statutory requirements for taxes and insurances. US Tech is a large business, qualified and delivering the services under the following NAICS:

NAICS	Description
511210	Information Technology and Consulting Services
541214	Payroll Services
541330	Engineering Services
54151	Computer Systems Design and Related Services
541511	Custom Computer Programming Services
541512	Computer System Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
5416	Management, Scientific, and Technical Consulting Services
54161	Management Consulting Services
541611	Administrative Management and General Management Consulting Services
541612	Human Resource Consulting Services

541613	Marketing Consulting	ng Services		
541614	Process, Physical Distribution, and Logistics Consulting Services			
541618	Other Management Consulting Services			
56131	Employment Placen	ment Agencies and Executive Search Services		
561310	Employment Placen	ment Agencies		
561311	Temporary Staffing Agency			
561312	Executive Search Service			
561320	Temporary Help Service			
561499	All Other Business Support Services			
561990	All Other Support Services			
61143	Professional and Management Development Training			
611430	Professional and Management Development Training			
Other Corporate Information:				
Total Employees		2200		
Total revenue 2019 (size)		\$500M		
No. of Years in Business		21		
Total No of Staff Placed 9000		9000		
Head Office		10 Exchange Place, Suite 1710		
Jersey City, New Jersey 07302				

Description of Experience Providing Similar Services:

US Tech has more than 20+ years of experience providing IT technical support services in the public sector clients. We have worked more than 250 + similar IT staffing and professional services where our management team and its professional supported government projects for both onsite and remotely. We have managed to extend our services similar to **OMNIA national contract program.** As an IT staffing and consulting firm, we are providing services for all IT technical support opportunities in a wide range of industries and functional disciplines. The management's best-practices and years of experience managing varying volumes of personnel with diverse roles and responsibilities has made US Tech is fully capable of accomplish large scale of IT Professional requirements however complex, challenging, and extensive. This capability stems from the thoughtful investment into long term strategic management plans, which guides and govern the actions of the core team at US Tech. We have a Allied States Cooperative contract where we are providing statewide services to them. Along with the DGS, CA and University of Washington.

US Tech has been providing IT temporary staffing and IT Professional services in a variety of different areas and specialties, including; we are currently providing these services throughout nationwide.

Application Development & Maintenance (ADM)	Mainframe Legacy Systems Maintenance
Application Testing	Infrastructure Support & Management
Business Analysis	Information Security Consulting and Audit
Business Intelligence, Data Warehousing &	Mobile Application Development
Analytics	
Software Development Support	Project / Program Management
Cloud Computing	Quality Assurance & Porting
ERP Implementation, Maintenance & Support	Sales Force Development Solutions

are able to transport and assemble equipment used in multimedia production and have ability to interact with co-workers and clients, often under deadline pressure.

B. Total number and location of sales persons employed by Supplier.

US Tech has employed 250 sales persons in State of New Jersey.

C. Number and location of support centers (if applicable) and location of corporate office.

We have total 32 office locations out of which 22 branch offices in the state of US.

	Corporate Office
New Jersey	■ 10, Exchange Place, Jersey City, NJ 07302 (Headquarter)
	Location of Support Centers
California	 1259 Oakmead Parkway Suite 210, Sunnyvale, CA 94085 515 S. Flower Street 36th Floor Los Angeles, CA 90071 6518 Lonetree Blvd 5th Floor Roseville, CA 95765
Arizona	 2415 East Camelback Rd Suite 700, Phoenix, AZ 85016
Colorado	 100 Fillmore Street 5th Floor Denver, CO 80206
District of Columbia	■ 1200 G Street NW Suite 800, Washington, DC 20005
Washington	• 600 Stewart Street 3rd Floor Seattle, WA 98101
Florida	 7230 E Fletcher Avenue Suite 166, Tampa, FL 33637
Georgia	■ 11175 Cicero Drive Alpharetta, GA 30022
Illinois	 1 South Dearborn St Suite 2100, Chicago, IL 60603
Massachusetts	■ 101 Federal Street Suite 1900 Boston, MA 02110
Michigan	■ 101 W Big Beaver Road Suite 1400 Troy, MI 48084
Minnesota	 7760 France Avenue So. Suite 1100< Minneapolis, MN 55435
Missouri	 Two City Place Drive, 2nd Floor St Louis, MO 63141
North Carolina	 4819 Emperor Boulevard, Suite 400 Durham, NC 27703
Pennsylvania	 1900 Market Street 8th Floor, Philadelphia, PA 19103 2009 Mackenzie Way Suite 100, Cranberry Township, PA 16066
Virginia	 1202 Sunrise Valley Drive, Suite 100, Reston Virginia 20191 919 E Main Street Suite 1000, Richmond, Virginia VA 23219
Texas	• 5717 Legacy Drive 250. Plano, Texas 75024
Tennessee	 200 W. Martin Luther King Blvd. Suite 1000, Chattanooga TN 37402

Company Name	DUNS#	City, State			
U S TECH SOLUTIONS INC	00-663-1720	JERSEY CITY, NEW JERSEY			
Llandauartera (LIC)					
Headquarters (US)					
Headquarters (US) Company Name	DUNS#	City, State			

©Dun & Bradstreet, Inc. 2015. All rights reserved.

E. Describe any green or environmental initiatives or policies.

"Sustainable development" is the most important issue for our planet, the human race, and all business entities in the 21st century. Through all products and services and businesses, US Tech strive our contributions to "sustainable development" by initiative to address climate change, promote resource circulation, ensure chemical safety, preservation for regional environment and biodiversity conservation.

Action Guidelines:

- ♣ We contribute to solving environmental issues with original and advanced technology in the product life cycle.
- **★** We comply with the rules established by each country and region, self-regulations, standards, individually agreed requirements.
- We work with each stakeholder to promote activities to solve environmental issues.
- **★** We actively disclose information on environmental initiatives and their results to various stakeholders such as local communities, governments, shareholders and investors, NGOs and NPOs, employees of the client, and ensure good communication.
- **♣** We strengthen the foundation to address environmental issues voluntarily by providing education to employees of each group company thoroughly to raise awareness.
 - 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.

US Tech's Supplier Diversity Program has been in place since the inception of the company. Our Diverse supplier pool includes over 1400 suppliers. Of these suppliers, over 60 percent are diverse.

US Tech will extend its supplier pool to all participating agencies to meet and exceed their respective diversity goals.

US Tech is a member of the National Minority Supplier Development Council and is an NMSDC certified Minority Business Enterprise. As a diverse supplier ourselves, US Tech places great importance on working

with and developing diverse suppliers. When implementing a program, we work closely with our client stakeholders on the specific diversity play to include particular diverse classifications, veteran and small disadvantaged business enterprises. We will tailor the solution to meet the CLIENT's specific requirements and processes. Lastly, we also can manage the diversity of the workforce. It is our general philosophy that the demographics of the workforce reflect the demographics of the local community. We have 100% compliance with our clients' diversity goals that range from 10% up to 100%.

Our Supplier Diversity and Mentorship Program has resulted in increased opportunity for hundreds of diversity suppliers, who have received more than \$250M of contingent workforce spend through their partnerships with US Tech.

US Tech is dedicated to supporting the diverse community through the active mentorship of our diverse suppliers. US Tech's Diverse Supplier Management (DSM) team is responsible for evaluating, selecting, and managing a diverse supply base that supports our global client portfolio. DSM oversees diverse supplier sourcing, supplier engagement, market analysis, supply base optimization, and supplier management. The goal is to create a network of our top-performing diverse staffing suppliers and open the door to additional opportunities for these suppliers to expand their revenue base.

Improve Workforce Diversity

Evaluate suppliers, in part, on their ability to staff diverse workers to help clients achieve diverse workforce initiatives. Evaluate suppliers on their current program to utilize local community organizations to source, local candidates, so the workforce is inclusive of the community that surrounds the client. Ensure supply chain is inclusive of proven diverse suppliers (WBENC & NMSDC certified) who are better positioned to diverse source candidates.

Qualify and use more diverse suppliers

US Tech's DMS team proactively seeks out diverse and veteran-owned staffing suppliers and ensures opportunities for them to participate in our client's program.

Actively qualify certified diversity-owned suppliers and add them to our supply chain based on qualifications and need, working in tandem with CLIENT.

Price impact upon utilizing diversity program

There will be no pricing impact on utilizing diverse suppliers under US Tech program. We will ensure that vendors who meet a participating agency's compliances, experience, and master agreement prices are included in any program at any participating public agency.

Copy of Diversity Alliance

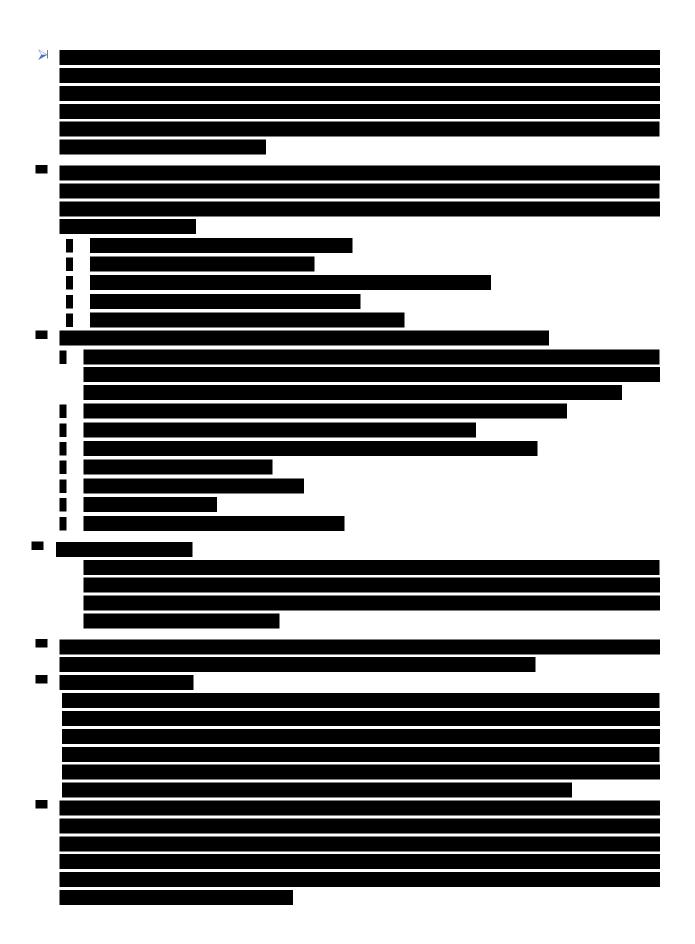
Below is our MBE certification. Additionally, we shall also include suppliers' certification at the time of their inclusion in any Participating agency program,

THIS CERTIFIES THAT **US Tech Solutions, Inc.** * Nationally certified by the: NEW YORK & NEW JERSEY MINORITY SUPPLIER DEVELOPMENT COUNCIL *NAICS Code(s): 561320; 541519; 541512; 541511 * Description of their product/services as defined by the North American Industry Classification System (NAICS) 01/19/2021 NY03984 Issued Date Certificate Number adresse C. Trie Lanne Clock Adrienne Trimble 03/15/2022 **Expiration Date** Terrence Clark, President & CEO By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: http://nmsdc.org Certify, Develop, Connect, Advocate. * MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

G.		te if supplier clude proof o	•			ations in any classinse:	ified areas
	a.	Minority W	omen Bus	siness Enterp	orise		
		⊠ Yes	□No				
		If yes, list o	certifying a	igency:			
		The Nation	al Minorit	y Supplier D	Developme	ent Council (NMS	DC)
		Please see t	the above a	attached ME	BE certific	ate as a proof.	
		b. Small Enterprise	Business	Enterprise	(SBE) o	r Disadvantaged	Business
		(DBE) ☐ Yes	⊠ No				
		If	yes,	list	C	ertifying	agency:
	c.	Historically	Underutil	lized Busine	ess (HUB)	-	

	If	yes,	list	certifying	agency:
d.	Historically	Underutilized	Business Zone	— e Enterprise (HUBZon	ne)
	☐ Yes If	⊠ No yes,	list	certifying	agency:
e.	Other recogn	nized diversity	certificate hol	der	
	☐ Yes	⊠ No			
	If	yes,	list	certifying	agency:
providir	ng services	and identify	if subcontra	ates intended to be us actors meet minorit ontractors hold and o	y-owned

I. Describe how supplier differentiates itself from its competitors.



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

No, US Tech has not been involved in any present or past litigation or bankruptcy.

- K. Felony Conviction Notice: Indicate if the supplier
 - a. is a publicly held corporation and this reporting requirement is not applicable;
 - b. is not owned or operated by anyone who has been convicted of a felony;
 US Tech is not owned or operated by anyone who been convicted of a felony or
 - c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.
- L. Describe any debarment or suspension actions taken against supplier
 US Tech has not had any debarment or suspension actions against its entity since

3.2 Distribution, Logistics

inception 2000.

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.

US Tech complete offering of services, please see the next page for complete line of product & services.



- Workforce Planning
- Organizational Capability Assessment
- Organizational Design
- Change Management
- Managed Services Program
- Professional Payroll Services
- Recruitment Process Solutions

- ♣ Temp-to-Hire
- Permanent Staffing
- Direct Hiring

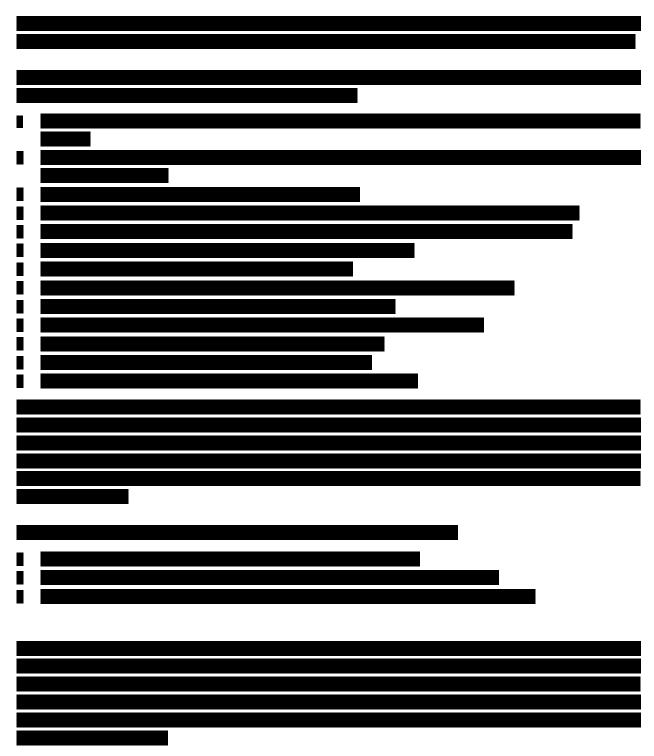
Area Including

- ❖ IT Staffing
- Project Based SOW Staffing
- Administrative/Clerical Staffing
- Healthcare Staffing

- Application Development
- Data Science
- ERP Applications
- Cyber Security Solutions
- Microsoft Technologies
- E-Learning Solutions
- Infrastructure Solutions
- Mobile Application Development
- **Contingent Labor Services**: for technology and other Professional roles.
- **♣ Direct Sourcing**: Provide white glove service to stake holders while offering a better experience for the hiring managers and candidates by utilizing combination of people, process and innovative technology to drive savings in excess of 10% across the program.
- **Recruitment Process Outsourcing (RPO):** managing the recruiting process for the client's full-time hires in an outsourced model
- **Executive Search:** primarily focused on Board and CXO level leadership hiring
- ♣ Global Sourcing: a specialist service that has been developed to address the needs of global businesses looking at employing expatriate talent at leadership / senior and middle management levels globally.
- **♣ BPO/KPO:** business and knowledge process outsourcing for various business functions.
- **Hire Train Deploy:** HTD model that helps companies develop latest and cutting edge talent identifying the top talent from universities and grooming them for specific skills.
- **↓ SOW / Project Staffing services:** managing the ramp-up of a complete project team in a turnkey model
- Managed IT services: managing a complete IT project / engagement including not just staffing but also key outcomes and deliverables

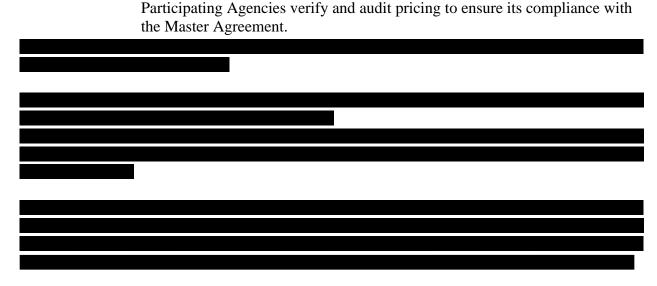
Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas. **Contract Marketing Plan snapshot Grow Customer** Become preferred Sell IT staffing Objectives Base vendor services Generate targeted Goals Add new customers revenue Strategies Launch advertising **Customer Interaction** CRM system Publish on OMNIA Tactics Monthly Visits Capture Information website Manage Customers Email signature tag Followup Trade publications Collaborate Process information

B. Describe how supplier proposes to distribute the products/service nationwide.



US Tech will service Master Service Agreement to all U.S State territories and outlying areas.

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



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

US Tech is not using any other companies for handling OMNIA National contract (Master Service Agreement) product & services, with offices locations in almost all over US, we have professional and service centers to produce the best of services for OMNIA National Contract. We also market the OMNIA National Contract Program (Master Service Agreement) services to statewide Vendors, local agencies etc. US Tech will be utilizing subcontractors to provide seamless services throughout the nation to OMNIA national Contract.

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

US Tech has total 32 office locations out of which 22 offices in the State of US. Our office locations depicted as follow.

HEADQUARTERS OFFICE					
New Jersey	New Jersey 10, Exchange Place, Jersey City, NJ 07302 (Headquarter)				
	BRANCH OFFICES				
California	 1259 Oakmead Parkway Suite 210, Sunnyvale, CA 94085 515 S. Flower Street 36th Floor Los Angeles, CA 90071 6518 Lonetree Blvd 5th Floor Roseville, CA 95765 				
Arizona	2415 East Camelback Rd Suite 700, Phoenix, AZ 85016				
Colorado	100 Fillmore Street 5th Floor Denver, CO 80206				
District of Columbia	1200 G Street NW Suite 800, Washington, DC 20005				
Washington	600 Stewart Street 3rd Floor Seattle, WA 98101				
Florida	7230 E Fletcher Avenue Suite 166, Tampa, FL 33637				
Georgia	■ 11175 Cicero Drive Alpharetta, GA 30022				

Illinois	1 South Dearborn St Suite 2100, Chicago, IL 60603
Massachusetts	101 Federal Street Suite 1900 Boston, MA 02110
Michigan	■ 101 W Big Beaver Road Suite 1400 Troy, MI 48084
Minnesota	 7760 France Avenue So. Suite 1100< Minneapolis, MN 55435
Missouri	Two City Place Drive, 2nd Floor St Louis, MO 63141
North Carolina	 4819 Emperor Boulevard, Suite 400 Durham, NC 27703
Pennsylvania	 1900 Market Street 8th Floor, Philadelphia, PA 19103 2009 Mackenzie Way Suite 100, Cranberry Township, PA 16066
Virginia	 1202 Sunrise Valley Drive, Suite 100, Reston Virginia 20191 919 E Main Street Suite 1000, Richmond, Virginia VA 23219
Texas	■ 5717 Legacy Drive 250. Plano, Texas 75024
Tennessee	 200 W. Martin Luther King Blvd. Suite 1000, Chattanooga TN 37402

Additionally, we have over 1400 staffing supplier in our subcontractor pool spread nationwide in all major cities. All these suppliers are operational with staff working locally

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

Activity	Responsibility	Timelines
Executive Sponsorship	Ravi Bhaskar	Within 7 days of receiving an
		award notification
Training and education of	Ravi Bhaskar- Will initiate	Within 10 days of receiving
National Team	and discuss the dates for	an award notification
	training	
	OMNIA Team- Need to share	
	2-3 slots for the training	

- 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



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.



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.

US Tech is fully agree to comply with the above mentioned statement.

- 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. Non-exclusive

Confirmed.

- 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

J. 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.

Account Names	Sales in 2020	Key Contacts

K. 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.

US Tech has in-house ATS system tool called **CONREP**, US Tech will generate an email specific to OMNIA orders. Once a task order receives from the OMNIA. Our Account Manager after analyzing the requirements of the OMNIA; prepares an understanding of the requirements and a task order is immediately entered into our centralized recruiting portal, **CONREP**. This includes an understanding of the project, SOW, environment, qualification, and experience, mandatory and desirable skill set required. Our ATS system CONREP will track the job orders frequently and provide a real time update to the OMNIN supervisor/hiring manager. Once a qualified candidate matched, our account manager will send the resumes to the OMNIA. These shortlisted resumes are again discussed with the higher management before shortlisting final three resumes for fulfilment. The Administration Department then checks the background, security requirements, and discusses the job requirements and benefit packages available with the consultants. All these results are finally presented to the Account Manager to make a final decision of selecting one most suitable candidate for a particular requirement. After the final selection of candidate by OMNIA, our system will generate the timesheets for the candidate and provide accurate invoices of payment to OMNIA.

Timesheet Order Management: US Tech online timesheet system in Application Tracking System (ATS) tool called CONREP. It is easy to use system for employees and E-care Department to fill and maintain the

work timesheets on daily basis. This system makes the personnel able to "Draft" "Save" & "Submit" the timesheet with an additional feature of "Print-Timesheet". Personnel enter the information of all approved timesheets in "CONREP" and submit for pay rolling purpose.

Our in-house systems and software available to administer and maintain all current employment and payroll reports, payroll, payroll processing and payment of payroll checks and taxes, including the deductions required by State, Federal and local laws as Social Security and withholding taxes.

All timesheets are submitted and approved through the US Tech web-based time entry system. However, US Tech is very familiar with timekeeping systems (e.g., PeopleSoft, Ariba) and will work with our personnel to comply with any OMNIA requirements for timely and accurate use of the system. Likewise, if the OMNIA requires paper timesheets to be approved, the US Tech AM will train our personnel(s) to fulfil those requirements. US Tech timesheets are pre-populated with financial information associated with the personnel on their engagement, so hours are logged directly against the appropriate US Tech centers, GL codes, purchase orders, and contract codes. The timesheet form has an area for comments from the resource that can be used to record any needed justifications or explanations of the hours worked. US Tech will configure the CONREP timesheet module to enforce the sequential entry of timesheets. This forces the personnel to enter a timesheet each period without the ability to skip a reporting period. This provides more accurate timekeeping records, since personnel will log a timesheet even when out of the office (for zero hours), facilitating accurate spend reporting and burn rate projections.

US Tech personnel(s) enter their time daily and remit to their supervisor at the end of each time reporting period for approval in order to allow billing and payment. US Tech will adapt to the preferences of the requesting departments and the State manager, whether that is approving on a weekly, bi-monthly, monthly, or some other approval cadence. When a system is used, the US Tech personnel will use the approvals of time within that system to confirm with the US Tech AM and accounting team without the need of any additional approval by the State supervisor.

The US Tech system has the flexibility to record total hours in the day or detail start, end, and non-billable break times for an auto-calculated total number of hours in the day. In addition, there is a proxy capability allowing the US Tech AM or vendor partner to record time in case the personnel are unavailable due to travel or illness. This allows the timesheet approval and subsequent invoicing process to continue without interruption.

Access of CONREP to OMNIA Supervisor for real time updates on orders

Our online CEIPAL is secured and handled by our Account Manager, US Tech Account Manager will communicate with the OMNIA authorized personnel and help them understand how to use the CEIPAL portal for tracking orders.

- ♣ OMNIA representative will be updated about the task order in real time.
- ♣ The Real time update will give OMNIA an edge for seeing their task order requirement regularly.
- 4 Access of our online portal will help OMNIA for keep checking on the updated task orders.
- ♣ OMNIA will able to review candidate resumes, qualifications, experience, etc., download resumes, score and rank candidates and manage and conduct secondary screening and interviewing.

L. 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").



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.

M. 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.

Detail Supplier's strategies under these options when responding to a solicitation

i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).

US Tech maintains a presales and capture management team under the leadership of Ravi Bhaskar (AVP- Sales Government Business). We proactively work and search for opportunity before a formal solicitation process is initiated. At an initial stage, US Tech will engage client to procure services under OMNIA partner program and share the value preposition, time and cost saving benefits with the public agency.

If the agency is eligible and agree to buy under OMINIA program. We extend the master agreement pricing with the agencies and report sales to OMNIA team.

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.

US Tech reports the sales to OMNIA partner if an eligible agency buys services at a lower price than 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).

US Tech will promote master service agreement pricing to all the public agencies. If an agency refuses to utilize master agreement, we will count it as an individual sales outside the terms of master agreement

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.

US Tech will comply with this condition and report the sales to OMNIA partner if service our procured under OMNIA program master agreement.

.

SUPPLIER MINIMUM QUALIFICATION TO RESPOND TO RFP

For proposals to be considered for evaluation, Suppliers must be able to meet all minimum qualifications as outlined below. Suppliers that do not meet the minimum qualifications should not submit a proposal as it will not be considered.

Business Experience

Supplier must have been in business for a minimum period of 3 years and should have verifiable successful experience in providing the range of contingent services specified in this RFP as a key supplier. Supplier should be able to demonstrate and show evidence of having the capability to provide the required services by possessing adequate available resources.

Conversion Fee:

As set forth below, UC agrees to pay a conversion fee upon the conversion of a contingent labor employee to UC's employment. The conversion fee is based on the annualized salary (2,096 hours) of the converted employee. Multiply the contingent employee's pay rate by 2,096 to determine the annualized salary.

Should the employee be used in a different capacity/project, the time banked on previous assignment(s) shall apply as the total calendar days as follows:

Calendar Days Worked on Assignment	% of Annual Salary
0-30 days	20%
60 days	10%
90 days	No Fee

Right to Terminate

In addition to the right to terminate as otherwise provided in the UC Agreement, The Regents of the University of California ("UC") may also terminate this Agreement in part, by eliminating its request for one or more of temporary/professional service workers upon the discontinuance or reduction of appropriated funds used to support this Agreement. In the event that UC terminates this Agreement in part, Supplier's fees shall be reduced proportionately by the proportionate value of the terminated positions, and the parties shall promptly seek to agree upon that proportionate reduction. The determination whether such funds are available shall be made by UC at its absolute discretion.

ACCEPT UC TERMS AND CONDITIONS OF PURCHASE (no exceptions allowed)

a. UC Terms and Conditions of Purchase, dated 2/27/2020 (Attachment 4)

- a. The following articles are not applicable for the requested services under this RFP: Article 13, Article 17, Article 26
- b. Appendix Data Security and Privacy, dated 8/12/2019 (Attachment 5)
- c. Appendix HIPAA Business Associate, dated 8/2/2019 (Attachment 6)

California Pricing Template

Based on their ability to provide services within the State of California, suppliers are required to propose rates for "ALL" roles within the IT Temp Services and IT Professional Services pricing templates (see Questionnaires-UC IT Temporary and IT Professional Services Pricing Template).

Supplier signature acknowledges that Supplier meets all minimum qualifications and confirmation they have reviewed and understand the RFP requirements as outlined throughout this document.

Signed document must be included with your RFP response.

US Tech Solutions, Inc.

[SUPPLIER NAME]

(Signature)

Srini Palnaty (Vice President-Sales)

(Printed Name, Title)

February 12, 2021

(Date)

QUESTIONNAIRES

The tables below contain questions related to the University of California's project requirements. Your responses to these questions are your opportunity to describe how your solution satisfies these requirements. This format was designed to facilitate supplier responses to the requirements and to provide the evaluation committee with a standard method for comparing responses. Responses should be given in the tabular format provided.

UC IT Temporary and IT Professional Supplier Response (35%) Services Pricing Template

DOWNLOAD THE PRICING TEMPLATES IN THE "UC IT TEMPORARY & IT PROFESSIONAL SERVICES QUESTIONNAIRE – INPUT YOUR INFORMATION IN THE PROVIDED WORKSHEETS – THEN UPLOAD YOUR POPUTATED PRICING TEMPLATES THEN UPLOAD IT BACK UNDER THE QUESTIONNAIRE

SUSTAINABILITY Supplier Response 15% QUESTIONNAIRE Sustainability - Supplier Diversity: Describe specifically how your company will incorporate environmentally conscious business practices into the delivery of the requested services of this project. 1. Is your US Tech is an MBE certified by the company Supplier Development Council (NMSDC) in State of New Jersey. certified in the State of Attached is our MBE certification document. California or other U.S. State as a THIS CERTIFIES THAT SBE, DBE, NMSDC US Tech Solutions, Inc. WBE, MBE, VBE, or DVBE *Nationally certified by the: NEW YORK & NEW JERSEY MINORITY SUPPLIER DEVELOPMENT COUNCIL (use the table attached for *NAICS Code(s): 561320; 541519; 541512; 541511 **UC-accepted** * Description of their product/services as defined by the North American Industry Classification System (NAICS) qualifications)? If yes, expand. 01/19/2021 NY03984 Certificate Number atrania C. Trih Tomer Clock 03/15/2022 Terrence Clark, President & CEO **Expiration Date** ng your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: http://r * MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

2. Do you have a Corporate Social Responsibility (CSR) statement/polic v/code of conduct or equivalent? If yes, provide an information link. If not publicly available, provide a copy with your response.

US Tech has embodied the true spirit of corporate social responsibility, and we are committed to the highest standards of corporate citizenship. Our culture and values are rooted in service, integrity, and taking personal responsibility for our actions, outcomes, and reputation. As a leading global workforce solutions provider, we connect people with employment opportunities and make a difference in the communities in which we live and work. Given the worldwide span of our workers, clients, suppliers, and partners, we recognize the global reach of our business practices and our public accountability.

US Tech corporate social responsibility commitments are built around four critical areas:

- Environment US Tech recognizes a shared responsibility to protect our planet. Although our facilities and operations have a small ecological footprint, we reduce the environmental impact of our business through preservation, conservation, and waste reduction practices.
- ♣ Employees & People We take seriously our responsibilities to protect, support, and prepare workers for successful careers, and to advocate on their behalf. Our efforts are focused on providing career opportunities and resources to the global workforce and leading by example in areas such as workplace safety, health and wellness, diversity and inclusion, and training and development. We believe in opportunity for all and are steadfast in our commitment to equal employment opportunity, the protection of human rights, and the prevention of human trafficking.
- ♣ Engagement US Tech understands that it takes all of us working together to truly have an impact. As such, we partner with organizations in the communities where we live and work to improve lives and society as a whole by engaging in activities such as community service, philanthropy, and support for small, minority, women, and disadvantaged businesses. We also seek to engage with workforce suppliers who operate using socially responsible business practices and adhere to the professional code of conduct outlined by the World Employment Confederation.
- ♣ Ethics US Tech is committed to doing the right thing, conducting ourselves in a legal, ethical, and trustworthy manner, upholding our regulatory obligations, and complying with both the letter and spirit of our business policies.

US Tech corporate social responsibility program is a set of core policies that outline our approach and guide our activities:

♣ Code of Business Conduct and Ethics – US Tech's Code of Conduct provides mechanisms to prevent dishonest or unethical conduct and fosters a culture of honesty and accountability. This policy outlines the responsibilities of our employees, including ensuring that our suppliers are aware of their obligation to conduct themselves in a legal and ethical way

- Globally, we treat all employees with dignity and respect and follow all applicable laws and legislation related to labor and human rights. Below are examples of initiatives we have in place:
 - Equal Employment Opportunity It is the policy of US
 Tech Services to protect the employment rights of qualified
 applicants and employees regardless of an individual's race, color,
 sex, age, religion, national origin, genetics, sexual orientation,
 gender identity/expression, disability, and/or other protected
 categories under applicable laws.
 - Affirmative Action US Tech is committed to taking affirmative action to employ and advance women, minorities, qualified disabled individuals, disabled veterans, recently separated veterans, and other protected veterans.
- Accommodations Policy It is the policy of US Tech Services to comply with all applicable laws concerning the employment of persons with disabilities. Consistent with that commitment, it is US Tech's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.
- ♣ Anti-Harassment Policy US Tech is committed to maintaining a work environment that is free from harassment. As such, US Tech will not tolerate harassment of, or by, its employees.

We are individually and collectively accountable for upholding our corporate social responsibility commitments. We encourage participation across our organization, and we will work with external stakeholders to continually advocate on behalf of the global workforce, improve our workplaces, contribute to the communities we serve, and ensure our actions are socially, ethically, and environmentally responsible.

 Describe in general terms how your company supports your local community and regional businesses and markets. As a minority-owned business enterprise (MBE), certified by the National Minority Supplier Development Council (NMSDC), US Tech Solutions, Inc. ("US Tech") embraces diversity in the culture of the organization and our approach to doing business, including the opportunities we provide within our own company. Through our commitment to supplier and workforce diversity, US Tech has been repeatedly recognized as a Top U.S. Firm by Diversity Business, and Supplier of Excellence by our many Fortune 500® clients.

US Tech is committed to ensuring that our employment standards, procedures, and practices are applied in a manner that provide equal opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status. We promote diversity in the workplace and consider all applicants based on their skills. US Tech offices continually recruit temporary associates from economically disadvantaged groups through a variety of community organizations and business associations. US Tech is always seeking new opportunities to assist all individuals, including women, minorities, and individuals with disabilities as well as the under-and unemployed in advancing their careers. As part of

this effort to cultivate a diverse workforce, US Tech utilizes multiple recruitment methods such as aggressive advertising for new applicants and frequenting local job fairs to locate exceptional candidates. US Tech also posts job advertisements in a variety of online recruiting sites that are focused on diversity outreach. Those sites include:

- AsianAmericanJobsite.com
- BET EMP
- EmployDiversity
- Gay Financial Network
- HispanicOnline
- Latina
- Resource Partnership
- Best Buddies
- DiversityJobsite.com
- ESSENCE
- HireDiversity
- IM Diversity
- MinorityJobsite.com
- Third Age

As a company dedicated to connecting the right person with the right business at the right time, US Tech is committed to promoting an inclusive business climate for all people: the job candidates we place, the clients we serve, the employees with whom we work, the suppliers with which we partner, and the communities in which we operate. Our diversity strategy is focused on the following objectives:

Mission	Our mission is to ensure fairness, equality, and diversity in attracting, hiring, compensating, motivating, and promoting a top performing workforce. We strive to know and understand the development needs of our leaders and employees while delivering innovative programs meeting these needs. As an organization, US Tech works to mirror the rich diversity of the communities in which we live, work, and serve.
Goal	We aim to develop and sustain a culture of inclusion, where every employee feels valued and revered for their ideas, background, and perspective. Our efforts ensure that our business benefits society as a whole in accordance with our core value of simultaneous promotion of all interests.
Efforts	We are uniquely positioned to champion diversity as a means of creating new opportunities for employment and economic development on a national scale. Our leaders embrace the commitment to inclusion as a fundamental business strategy.
Approach	Our success is directly tied to the diverse backgrounds, skills, and experience of our employees. Valuing those differences,

our strategies proactively invite and promote inclusion while driving our ongoing commitment to supporting causes that reflect our employee and community interests. This has also led us to develop programs that present clients with a way to meet their diversity goals while offering minority-owned suppliers opportunities to deliver quality products and services.

In support of these objectives, the following highlights sample initiatives that have been launched:

- Mentoring programs/professional affiliations (NMSDC, WBENC)
- Formal vendor diversity/Premier Partnering Program
- Commitment to maintaining a diverse resource pool
- Localized community outreach efforts with national support (specific activities determined at the local level)

Championing diversity at US Tech

US Tech is committed to becoming a staffing industry leader on inclusive business practices whose goal is to develop meaningful, partnership-based relationships with both our internal and external constituents. Our Dedicated D&I Initiatives officer is responsible for developing and managing both the strategic and tactical diversity and inclusion efforts for our organization, primarily focusing on three key dimensions:

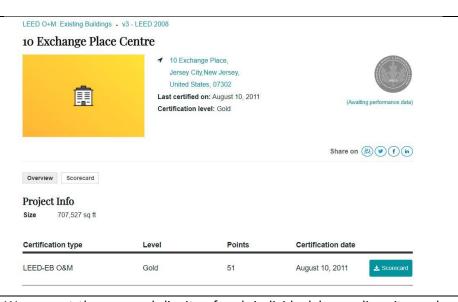
- Collaborate and nurture relationships with external diversity partners that share our mission
- Develop our internal diversity and inclusion strategy and work together with key
- stakeholders across the organization to gain commitment towards these efforts
- Advance the company's position through advising public policy and advancing our public affairs efforts within this space
- We recognize the importance of diversity within our corporate workforce and the talent

At US Tech we understand the need and importance of a diverse pool of candidates. It differs to a great extent from other search processes hence having innovative workforce solutions becomes imperative. While searching for a diverse pool of candidates is challenging, US Tech has successfully managed to stay creative and meet changing demands of the staffing industry by forecasting hot skill sets and growing and maintaining an extensive database of diverse talent pools.

Our database is constantly updated, and our recruiters stay connected with candidates on a local, national and global basis, and provide recent information on location and availability status. This also includes sizeable 80% candidates in various minority, diversity, veteran, and disabled categories that are currently based in US and have immediate to short-notice availability. We monitor the staffing industry for the latest trends and developments, demand

statistics, and industry/domain specific requirements; we maintain a stable proportion of staff and talent-on demand across domain and labor categories based on our internal business intelligence. 4. Describe US Tech recognizes that our work has an indirect impact on the environment. specifically We commit to reducing our impact while educating and empowering our how your employees to make more environmentally responsible choices. Below are our company will top five ongoing, standard programs and efforts for our corporate incorporate headquarters office to reduce their carbon footprint: environmentall v conscious 1. US Tech provided personal mugs and glasses to all employees, which business has reduced our landfill waste and minimized the number of plastic practices into cups used throughout our corporate campus. Every new employee the delivery of receives a mug and a glass as part of the onboarding process. the requested 2. We seek to recycle 50 percent of the solid waste we produce. We use services of this a single-stream recycling program that allows employees to recycle project. aluminium, glass, paper, and plastic through a single collection and processing system. 3. Currently, 88 percent of our employees receive direct deposit each week. This has resulted in the reduction of 22,000 paper checks and envelopes each year. 4. We reduced the percent of consultants who fax timecards to less than five percent (they now use online timesheets), saving paper and 5. US Tech completed a new data center that includes numerous enhancements that includes energy efficient and green technology. The new data center provides substantial cost and power savings to the company. Additionally, we encourage our employees to be environmentally conscious in everyday behaviour by turning off lights and other electronic equipment when not in use, only printing necessary documents, printing documents double-sided to conserve paper, and having a mileage incentive for using hybrid vehicles. US Tech also partners with third-party vendors to ensure that our sustainability measures increase year over year. > US Tech also partners many vendors to standardize our IT asset security and disposition process to ensure that outdated electronics are disposed of in an environmentally friendly manner through a recycling and remarketing program. Last year, this partnership resulted in stopping 260 pounds of waste from entering landfills, which is the equivalent to the power consumption of 131 homes in a year. Over the past 21 years, US Tech has purchased green offices supplies and materials. Nearly 20 percent of our office supplies were recycled or environmentally friendly products What 100%, below provided is a snapshot of our proof: percentage of

your company's owned and operated facilities are certified to the LEED green building rating system?



6. Describe how your company assures the team members assigned to support UC Agreements reflect the diversity of UC and California.

We respect the personal dignity of each individual, honor diversity, and are intolerant of violence, discrimination, harassment, or retribution in our workplace. We strive to be an employer of choice committed to creating, managing, leveraging, and valuing diversity. We work hard to create a positive work environment where each individual is appreciated, proud, satisfied, and adds value to the Company. We practice equal opportunity without regard to race, religion, color, national origin, gender, sexual orientation, age, disability, or veteran or marital status. Our employment and personnel decisions are based on individual merit and Company requirements. Retaliation is not tolerated. US Tech assures all assigned team members will follow the UC agreements that reflect the diversity of UC and California.

Our goal is to deal fairly and equitably with our co-workers, suppliers, outsource partners, and customers. All US Tech team members are expected to treat others with dignity and respect. US Tech managers at all levels have a special obligation to encourage and cultivate a safe and secure workplace in which employees and other stakeholders can raise issues or concerns without fear of retaliation.

Human Rights and the Law:

US Tech complies with employment laws as per the diversity of UC and California which it operates and supports fundamental human rights for all people.

Diversity

We believe that differences should be valued. Every employee deserves the opportunity to work and grow in an environment that is free of discrimination and harassment, and that supports work/life flexibility. At US Tech, diversity will be accepted throughout the organization. In exchange, we will benefit from the creativity, varied perspective, innovation, and energy that result from a diverse workforce.

7. Does your company responsibly dispose of IT hardware and equipment at the end of its useful life (i.e., through an e-Steward certified recycling partner)? If yes, describe disposal methods.

US Tech assists in the asset disposition of networking, servers, storage, computers, laptops, telecom, and all server & computer components. US Tech helps its clients remove the liability involved in the process of disposing excess technology.

In case UC possess computer equipment that is no longer required due to a variety of reasons, such as obsolescence, excessive maintenance cost, or end of life-cycle. The equipment may also be considered surplus to the requirements of the client. Once the computing hardware is no longer needed or useful, it must be disposed of in a responsible manner. There are some instances where the computing hardware is no longer needed by the client but is still deemed viable. In this case, procedures must be in place to re-use the asset.

This policy defines what constitutes a viable or obsolete computer, how each will be handled.

Definitions

Computing Hardware

For the purposes of this document, computing hardware includes all forms of computers, computer components, and peripherals.

Viable Computer

A computer is deemed viable if it can be utilized by another department and can still be effectively supported by IT Helpdesk Services.

Obsolete Computer

Computing hardware will be considered obsolete under one or more of the following conditions:

- It can no longer provide a "basic level of service"
- It has exceeded their useful life
- It can no longer be effectively supported by the IT Helpdesk technicians
- It is no longer supported by the manufacturer

Means of Disposal

Transfer/Redistribution

An effort should be made to redistribute the computer equipment to a location within the University that may make use of the equipment. In this case, the computer is put back into service intact or with very minimal modification (such as adding memory). Asset inventory transfer forms must be submitted to transfer the equipment within the University.

Recycling

Computer equipment can be sold to recyclers or disassembled for parts and supplies for reuse of components internally. Scrap components are also set aside for recycling.

Procedures

Procedures for Transfer or Disposal

- 1. The US Tech with surplus equipment will notify the UC of IT by calling the Helpdesk.
- 2. The US Tech of IT will assess the condition of the equipment at the departmental location and determine the means of disposal (see above).
- 3. Based on the assessment of the equipment by the UC of IT, the US Tech will coordinate the transfer of equipment with the Inventory Control Officer. If it was determined that the equipment is unusable, the Inventory Control Officer will arrange the transfer of the equipment to the University warehouse where it waits for periodic disposal in accordance with University disposal procedures or is stored, to be redistributed to another location in the University. The Inventory Transfer form must be filled out and signed by authorized department personnel prior to the transfer.

Note: All paperwork generated either in-house must be maintained in Asset Management files. Copies may be kept by the US Tech and UC Inventory Control offices.

Equipment Transfer

- All procedures for the transfer of UC assets have been made.
- Components will be inspected, cleaned and repaired as necessary.
- Hard drives will be reformatted to current base software standards.
- Additional hardware or software will be installed as needed by the new owner, provided it has been pre-approved through appropriate channels.

Equipment Disposal

- All data containing components including but not limited to, hard drives, CDs, etc. will be removed and destroyed in a highly secure manner.
- The remaining components of the computing hardware will be sold or given to appropriate recycling companies for proper disposal.
- 8. Describe your company's efforts to reduce copier and printer paper use when providing service deliverables

US Tech most best practices to reduce office paper fall into three main categories:

- Electronic instead of paper documents
- Duplex printing and copying instead of single sided
- Reuse of single sided print-outs, envelopes and other paper products.

Electronic instead of paper documents

Distribute reports and memos electronically

 and for general Scan incoming paperwork and store all documents on a new 	etwork
operations. rather than in filing cabinets.	
Switch to electronic forms such as timesheets, purchase of the such as timesheets.	orders,
and incident reports.	
Print on-demand rather than stockpiling paper documer	its like
letterhead and newsletters that will become outdated.	
E-mail documents rather than faxing them, or fax	
electronically from your computer instead of using hard of	
Search the Internet to find an electronic fax service that me	ets the
needs of your organization.	d drive
Avoid printing e-mails and web pages; file them on a hard pat in a filing paking.	a drive
not in a filing cabinet.	
Duplex printing and copying instead of single sided	
 Print on both sides of a sheet instead of just the front. 	
Set the default on all copiers and printers to duplex	
Reusing single sided print-outs, envelopes and other paper products	
Use paper that has printing on only one side and is blank	
other in a designated "draft" copier, printer, or paper tray.	
Reuse manila envelopes for internal mailings.	
Use outdated letterhead for in-house memos.	
9. Does your Yes, US Tech encourages to its employees to use public transportation	also its
company help to environment sustainability.	
provide subsidized	
public	
transportation	
options for all	
employees, as	
well as	
incentivize and	
facilitate	
employee	
participation in	
other	
alternative forms of work	
commuting	
such as	
membership in	
bike-shares,	
free bicycle	
parking and	
shower/locker	
facilities, etc.?	

NATIONAL CAPABILITIES QUESTIONNAIRE

National Capabilities: Ability to provide a response to a National Cooperative Contract as demonstrated by the completion of the OMNIA Partners Exhibit A.

 What are your channels for sourcing contractors?

US Tech will provide a customized service delivery strategy that focuses on improving efficiencies and increasing value. As a result, we are confident we can play a significant role in helping you achieve your workforce objectives in specific target areas for which OMNIA seeks supplier commitment. We are proactively prepared to meet National Cooperative Contract for OMNIA fluctuating workforce requirements through a robust pipeline of

OMNIA fluctuating workforce requirements through a robust pipeline of qualified candidates, maintaining the right level of continuity and flexibility in the workforce pool at all times, following a systematic recruiting blueprint and evaluating the ROI, offering a diverse slate of candidates, cognizant of market conditions and adapting our tactical approach accordingly, leveraging diverse recruiting channels.



We will employ a comprehensive, OMNIA specific recruitment channels that have deep insights for all key states on factors such as local market(s), and its dynamics, including demographics, labour conditions, unemployment rate, and statistical workforce projections. We have identified highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas for OMNIA. This includes selecting appropriate sources for talent, develop a consistent and ongoing engagement with the local talent, and creating an overall market approach. Our recruiting methods for OMNIA will fall into several categories, as outlined in the following.

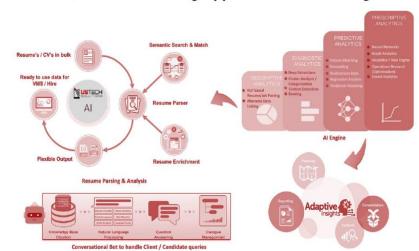
- 1. VIP candidate pool
- 2. Referrals
- 3. Proprietary database of 23 Million Candidates
- 4. Artificial Intelligence Sourcing Platform
- 5. Our website
- 6. Network well to find niche talent
- 7. Social media and traditional advertising

- Job boards
- Dice
- Monster
- CareerBuilder
- Twitter
- LinkedIn
- 8. Local recruiting mediums:
 - Colleges, universities and technical schools
 - Community and networking events
 - Open houses
 - Job fairs and trade shows
 - State employment services
 - Community and professional organizations
 - Volunteer Organization

Artificial Intelligence-based Sourcing:

AI / Machine Learning Applications for Sourcing





We also find and engage a comprehensive pool of high-value candidates quickly and efficiently by applying AI techniques to a traditionally manual process. We have built a technology that uses AI/Machine Learning driven matching algorithm that pro-actively matches the best candidates to the open roles from our proprietary database of over 23 million candidates and open job portals. This helps in finding candidates faster, shorten sourcing from weeks to minutes by utilizing machine learning. We utilize latest tools like Chatbots, Text messaging and Mobile apps to engage with the candidates to drive higher rate of response and better candidate experience.

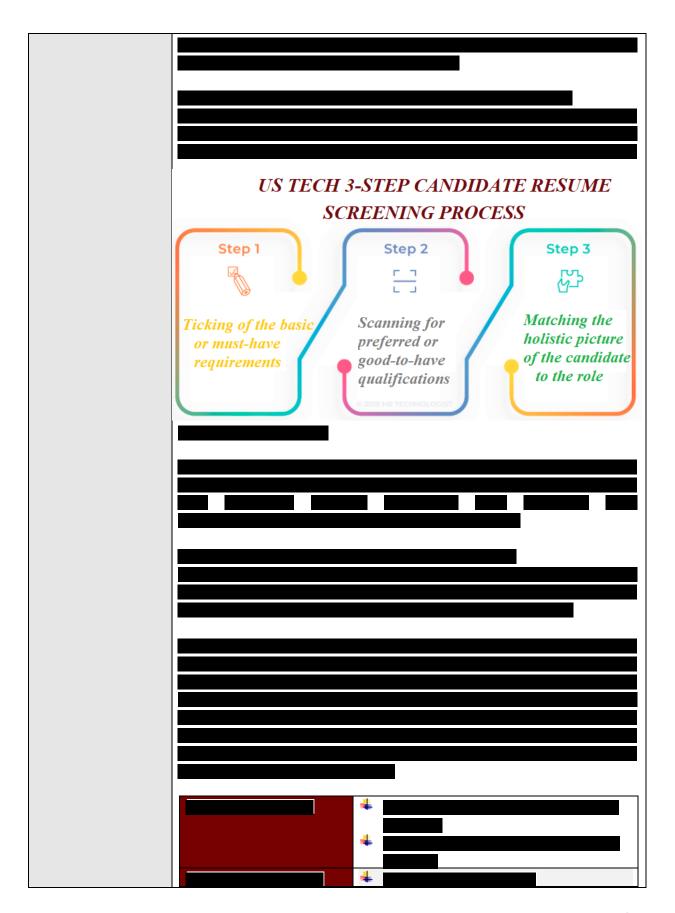
Social Media: US Tech continues to develop innovative social media strategies to stay aligned with the ever-changing marketplace. New tools, services, and applications are revolutionizing the way we are able to market your jobs. Our inbound marketing strategy leverages our social media, search engine

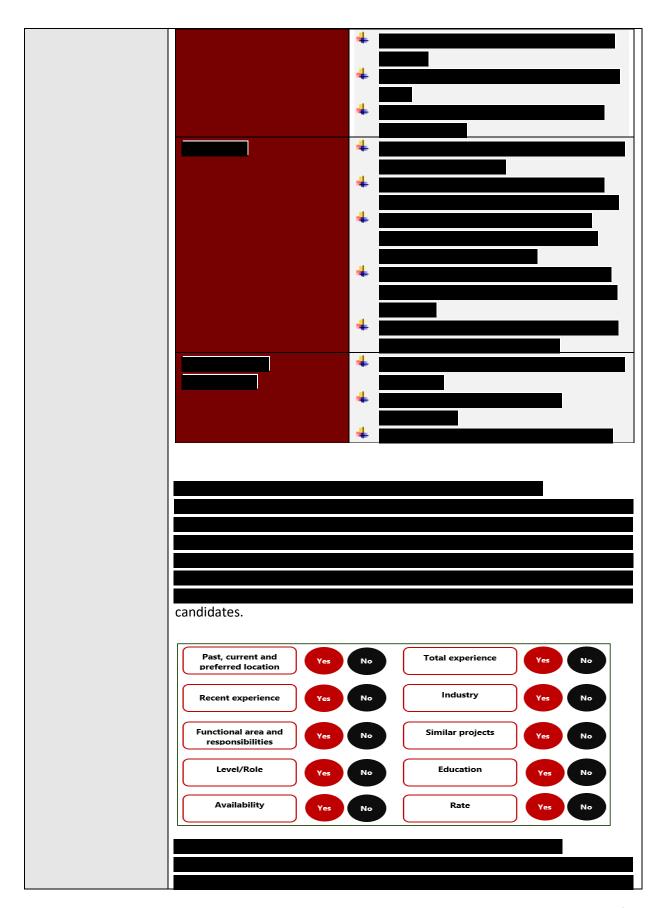
3. What IT roles	IT Role	Skills
and skills do		
you offer not	Network	Architecture frameworks (such as ToGAG, DoDAF,
listed in the	Architect	FEAF, Zachman, etc.)
Pricing		Data modeling
		Knowledge of UML
Template?		Cisco Unified Communication Suite
		A strong understanding of LAN, WAN &
		telecommunication operations
		Knowledge of planning, implementing & supporting
		Cisco Unified Communications & Collaboration Suite
		(Call Manager, Unity Connection, Presence, CWMS
		•
		etc.)
		Cisco VOIP applications & technologies
		Cisco networking systems with the ability to configure
		& troubleshoot voice related hardware
		CCNP or CCVP certification
		Cisco 3900, 4500, 3800, 2900
	Cloud Architect	IoT (Internet of Things) technologies including Mobile,
		Java/.NET middleware, M2M, Cloud, etc
		cloud platform such as AWS, Azure, Bluemix, etc
		Hybrid frameworks such as Kony, PhoneGap, React
		Native, Xamarin, etc
		Native Applications on iOS and Android
		SaaS Service Architecture, Software Tooling Service
		Framework and architecture
		SOA, Restful Web Service, and Micro Services
		Framework
		SAP's solution and service
		API and Micro services, including REST and SOAP
		Software engineering languages and tools, including
		Java or Ruby on Rails
	Cloud	ERP tools, Oracle tools
	Consultant	Oracle's cloud solutions
		hybrid cloud solutions
		Enterprise Resource Planning (ERP) and Customer
		Relationship Management (CRM) applications and
		associated application architectures
		Big Data and Analytics as well as BI / data warehouse
		Oracle Reporting solutions knowledge (OBI, Reports
		etc)
		least one major network operating system (NOS):
		Windows, Linux or AIX
		Cloud Experience in at least one of the following
		(OpenStack, AWS, Azure, Google Cloud Platform)

	Communication and desired March 1997		
Cloud Product &	Compute Hosting products - Virtualization – Vmware,		
Project Manager	Bladelogic; Operating Systems – RHEL 7.4, Windows		
	2016; Cloud Management – CloudBolt, BMC Cloud		
	Lifecycle Manager; Orchestration – Ansible, Puppet		
	Amazon Web Services (AWS) and MS Azure		
	Cloud and IOT application		
	Agile/Scrum and Waterfall;		
	Service Management tools (Remedy or Salesforce)		
	cloud/SaaS product		
	Open Networking Forum's SDN		
	technology/standardization work, ETSI Network		
	Functions Virtualization (NFV), IETF's SDN related		
	Workgroups and initiatives, OpenStack activities		
	related to APIs, and other SDN related activities		
Cloud Software	Software as a Service (SaaS) infrastructure		
& Network	NICE Infrastructure Cloud Operations		
Engineer	REST APIs		
	RDBMS like Oracle or Postgres and/or NoSQL like		
	DynamoDB or Cassandra		
	scripting skills: Python, Perl, and bash		
	Cisco Certifications such as CCIE		
	Design and testing of network and security		
	infrastructure, including routers, switches, firewalls,		
	IDS, WAN, SAN and other support systems		
	Operating and maintaining Cisco, F5, and other		
	industry-leading network		
	Internet and WAN communications technologies,		
	protocols, and best practices		
	CCNP Level		
	Coding skills in C++ or Java or Python		
	Java programming skills		
Cloud System	ITIL Foundation framework		
Administrator	Office365 (O365) enterprise migrations		
	Microsoft Azure		
	Apache, IIS, JBoss, and Tomcat web servers		
	OS-Linux, Networking, DNS, SSL and Cyphers		
	Python, Perl or Ruby		
Cloud System	database architecture, ETL, business intelligence, big		
Engineer	data, machine learning, advanced analytics, API,		
	REST, and RPC, architecting, designing, developing,		
	and implementing cloud solutions on AWS platforms		

Data Scientist	Modeling skills and strong analytic programming skills using R, SAS, Matlab, or Python Languages like SQL, R, Python etc quantitative/qualitative analysis skills MS Office Excel, Oracle Database, SAS and Big Data platforms Generate complex graphical data reports, including data crosstabs, scatter plots and statistical measures Relational databases such as Oracle, SQL Server, and Data Marts/Data Warehouses, Big Data Programming and statistical/data analytical skills (R, SAS 4GL, SQL
DevOps Engineer	Database technologies like Oracle, PostgreSQL, MSSQL, MySQL, and NoSQL Databases like Mongo, Redis, Vertica Migrating or working with database in clouds like AWS (any or all of EC2, S3, EBS, ELB, RDS, Dynamo DB), Azure Languages: Shell, Python, Powershell, etc Automation and configuration tools like Puppet, Ansible, Jenkins, Stash, Chef, Salt DB environments with tools like Nagios, Fog light, Cacti, Grafana Networking skills - VLANs, IP addressing, DNS, Load Balancers, SSL/TLS, Certificates, tcp/ip
Embedded Software Engineer	Debugging skills using tools such as Lauterbach, kgdb and gdb C/C++ language coding and software development tools implementing L2/L3 features such as STP, RSTP, RIP, OSPF, IS-IS, BGP, LACP, LLDP, TRILL 803.1X, QOS, Private VLAN, Openflow, Open vSwitch CP/IP networking, switching and routing Unix variant (NetBSD, FreeBSD, Linux) Broadcom/Marvell/RealTek switching ASICs in an Ethernet switch/router ARM, RISC V, etc Knowledge & understanding of uC Architectures(8/16/32 bit)
BI Consultant	develop a data warehouse and data mart, Knowledge of tools: Power BI, Tableau, Qlikview, SAP BI,; Unix, Test Plans, Data Warehouse, PI/SqI, Mapplet Designer, Analytics etc.

Data N	Migration ERP
Specia	
	and SharePoint
	DataWatch Monarch software platform
	IT Infrastructure Library (ITIL) Foundations / Software
	Development Lifecycle Management (SDLC)
	CompTIA Security+, CASP, CISSP
	SQL skills (SQL Server, Oracle, MySQL or Postgres)
	Informatica, Oracle and SQL databases
Solutio	
Archit	· //
Aleme	Mega's HOPEX software suite
	TOGAF and ArchiMate
	.NET and SQL skills
	Apache NiFi and Kafka, Cassandra and Cosmos DB
	Java technologies, Rest Web Services, Spring
	Frameworks, messaging architectures, PCF, micro-
	services
IT Aud	
	Windows, UNIX, and Mainframe environments.
	SOX certification
	Wintel, UNIX, AIX, ACF2, LDAP, Tandem, IBM, Client
	Server, Mainframe, VSAM, Oracle, Sybase and SQL.
Chief	advanced MS Office skills
Inform	
Office	·
Chief	Infrastructure, Planner, People Skills, Strategic
Techn	
Office	
EMR T	rainer SME, with Visual Forms Editing (VFE) developing
	specialty, Maintained MU requirements, HIPAA, Set
	up Users, Pharmacies, Providers in the EMR system
Data N	Required Skills: SSRS Reports; SQL Migration; Access
Devel	per Database; SQL Database, Writing ETL Scripts.
Data N	Strong SQL skills, including the ability to write queries
Analys	and stored procedures, understanding of data
	systems, including data relationships and data
	modeling, MariaDB/ MySQL
4 10/1-11	
4. What is your	
resume screening	
process?	
P100000.	<u> </u>





5. Omnia Partners in partnership with the University of California to competitively bid and award contracts to national vendors in accordance with purchasing procedures mandated by state procurement laws and regulations. This means the best pricing for both small and large buyers.	US Tech is fully aware and agree to comply with the provided statement.
6. Is your agency currently under contract with a national cooperative purchasing program? If so, with who?	
7. A primary goal of any cooperative purchasing program is to increase awareness of their contract offerings to all eligible end users. A key role in the cooperative is to facilitate a connection	US Tech do not have any questions in regard to the implementation of the national program. US Tech already aware about these national contract programs. We are currently working and marketing with many similar programs, one of the examples: working the DSG, CA; University of Washington, we are marketing their contract services state-wide to many agencies and local vendors.

between their suppliers and all potential end users. One of the main objectives of this RFP, is to develop a national program that allows 90,000 government agencies access to the contract while creating a best in class solution for the UC. Do you have any questions with regards to the process and implementation of the national program?

4. How does the agency handle on-boarding and off-boarding activities?

On-boarding:

All US Tech talent will undergo a thorough onboarding process before the start of any assignment. Our onboarding process will outline the UC policies and procedures and further iterate your expectations. Our focus is on seamlessly integrating our talent into the UC's culture and equipping them with the information, guidance, and support to become independently productive as soon as possible. Once a candidate has been interviewed and selected by the UC, the candidate begins the onboarding and orientation process. US Tech offers a number of manual and automated solutions to assist with onboarding that can be customized to each of your engagements. Onboarding procedures for all temporaries assigned to your locations will be coordinated by your single dedicated point of contact. The following is an overview of a typical orientation process which will be customized to meet your needs:

- UC summary information
- Overview of UC 's workplace policies
- Assignment of work schedule
- Software training if applicable (submitting timecards, etc.)
- Security/badge access procedure review/assignment (if applicable)
- Establish regular series of check-in calls
- A review of wages and benefits
- Contract flow downs
- Completion/sign-off of all required documents

Please note that all of our talents will be "ready" (according to the UC's standards) to start their assignments upon completion of the orientation.

Off-boarding:

When a candidate has completed the contract or is being removed from the contract, the US Tech will

indicate the required tasks for completion prior to successful off boarding. Return of access badges, outgoing debriefing if required, return of equipment, any required account deactivation, and other required items are tracked in the out-boarding workflow. The US Tech has the opportunity to complete an end-of-assignment survey and evaluation for future reference. All tasks required for completion by the candidate must be completed prior to final time approval by the UC.

5. How does your system rate candidates for a UC need?

CONREP Automatic Rankings

US Tech applicant tracking systems CONREP is AI driven compare candidate resume to the job description. And, this system sorts the job requirement in ranking wise, it automatically filters the qualified and matched resume as per the job qualification. Instead of reviewing each application, the US Tech recruiters only focus squarely on candidates the ATS has identified as a great match as per the UC needs.

6. Do you pay for technology training

Yes

	required for your resources?	
7.	Can worker bill their time to multiple cost centers, projects and/or tasks?	Yes
8.	What measures are taken to ensure data security?	In the most basic terms, Data Security is the process of keeping data secure and protected from not only unauthorized access but also corrupted access. US Tech main focus of data security is to make sure that data is safe and away from any destructive forces. Data is stored as rows and columns in its raw form in the databases, PCs as well as over networks. While some of this data may be not that secretive, other might be of private value and importance. Data privacy or Information privacy is concerned with proper handling, processing, storage and usage of personal information. It is all about the rights of individuals with respect to their personal information. The most common concerns regarding data privacy are: managing contracts or policies, applying governing regulation or law (like General Data Protection Regulation or GDPR) US Tech Data Security methods practices and processes include: activity monitoring network security access control breach response encryption multi-factor authentication



On this contract, we will promote the following:

- ➤ Visibility and Open Communication: US Tech will foster collaborative, open communications with the UC throughout the duration of the contract. We will maintain a constant flow of communication and reporting. To maximize project control, we will use our ATS Portal especially designed to provide an effective and efficient update on personnel placed. This portal offers timesheets of consultant's work of hour, attendance and performance etc. We will make this accessible for UC management.
- Core personnel located onsite/offsite, providing the UC with an unmatched responsive, collaborative partnership: US Tech is flexible to the needs of UC, and will provide on/off-site core personnel as required to fulfill task order requirements. Should task orders require off-site work, US Tech is also prepared to house any project staff needed to support back-end tasks such as programming and development. Our objective is to increase efficiency, productivity and enhance communication, resulting in a superior quality of deliverables and lower cost to the UC.
- ➤ Information Technology Professional Contingency Position Requirements

 Analysis: US Tech will conduct a thorough review of the position requirements outlined in the RFP to determine:
 - Knowledge, experience, and skills required for the position.
 - Supervisory controls associated with the position.
 - Guidelines available for the execution of the work of the position.
 - Complexity of the work.
 - Scope and effect of the position.
- ➤ A Partner for Mission-Driven Innovation and Value: US Tech will introduce innovative concepts and fully leverage CMMI to lower operating costs while improving software quality and customer satisfaction. We will work with the UC to identify, define, and implement strategies that consist of proven technology innovations, clearly defined enterprise architecture, and

streamlined industry best practices in IT technical support to enable the organization and UC to accomplish their missions as efficiently as possible. 3. How would As a minority-owned business enterprise (MBE), certified by the National vou Minority Supplier Development Council (NMSDC), US Tech Solutions, Inc. ("US describe Tech") embraces diversity in the culture of the organization and our approach to your doing business, including the opportunities we provide within our own company. company Through our commitment to supplier and workforce diversity, US Tech has been culture? repeatedly recognized as a Top U.S. Firm by Diversity Business, and Supplier of Excellence by our many Fortune 500[®] clients. The HR team at US Tech regularly hosts organization-wide voluntary events that are aimed at celebrating prominent festivals from over the world – a small but significant function in our overall Diversity and Cultural Engagement Program to encourage inclusion and strengthen our cross-cultural money. "US Tech culture believes that a diverse workforce is important, not only in terms of creating opportunity, but because diversity in the workplace truly provides the basis for a stronger and more competent organization." Our shared culture, expressed through our behavior, is a clear indicator of the way we live our values. At US Tech, we believe that creating the best solutions in IT staffing and professional services means always doing more, going further. This starts with continuously deepening our understanding of the environment and marketplace in which we operate. We understand the present and future needs of our clients, candidates, shareholders, and other stakeholders. Many companies say that their people are their most important asset. As one of the world's largest employers, we could not agree more. As success depends largely on the people you employ, it also depends on the people you employ to find them. 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. They experience us as friendly and open as well as professional and driven. 4. What is you US tech diverse workforce include mix of employees and contractors, we have mix of 850 employees and 9000 contractors. employees and US Tech do not discriminate when hiring for internal employees or the client staff. contractors As an MBE, we are conscious of our own responsibility to lead in terms of diversity and equal opportunities in compensation and career development. To the fullest extent of hiring practices, the US Tech is an equal opportunity employer where all employment decisions are based entirely on a candidate's qualifications, merit, abilities, skills, and not on citizenship status, national origin, ancestry, race, religion, creed, color, sex, sexual orientation, physical or mental disability, veteran status, marital status, handicap or any other bases protected by law. The company's Equal Employment Opportunity Policy applies to all hiring, trainings, recruiting, promotions, benefits, compensation, and all terms and conditions of employment.

Requires	May need additional	Consistently	Senior-level	
additional	training to perform	exhibits core	(technical) job	
training to buil	duties	competencies	expertise	
knowledge an	dindependently			
skills				
Entry Level		Seasoned technical		
		Professional / Mid-		
		Career		

<u>First Quartile:</u> The first quartile of the range is usually intended for employees who are new to the grade, are in a learning situation, and do not have substantial experience in the new position.

<u>Second Quartile:</u> The second quartile of the range is intended for employees who have gained experience and skill and who are becoming more proficient in the position for which they were hired.

<u>Midpoint:</u> The midpoint represents the market rate for this position and represents a fully experienced employee at that level.

<u>Third Quartile:</u> The third quartile is typically reserved for experienced employees who perform all tasks independently and consistently exceeds expectations in exhibiting the core competencies of the position

<u>Fourth Quartile:</u> The fourth quartile of the range is normally reserved for individuals who are considered the subject matter expert in their position with a depth of knowledge that extends beyond their primary responsibilities

Example of salary grade by US Tech:

	1st Quart	il	e	2 nd Quar	ti	le	3 rd Quar	ti	le		4 th (Qı	uartile
Annual	\$17,265	1	\$18,988	\$18,989	-	\$20,711	\$20,712	_	\$22,435	\$22,	436		\$24,158
Monthl y	\$1,439	-	\$1,582	\$1,583	-	\$1,725	\$1,726	-	\$1,869	\$1,8 ⁻	70		\$2,013
Hourly	\$8.30	-	\$9.13	\$9.14	-	\$9.95	\$9.96	-	\$10.78	\$10.	79	•	\$11.61

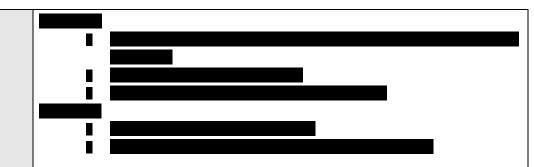
In addition, US Tech has developed a methodology to enhance its extensive real-time data and trends analysis with third-party sources for IT skills and positions. These include but are not limited to:

- A Pricing Survey of Suppliers, including those currently providing IT staffing and professional services to the government clients
- Consumer Price Index (CPI-U) as published by the Bureau of Labor Statistics (BLS)
- Wage surveys as published by leading sources including but not limited to Salary.com, Specifics Inc., Foreign Labor Certification Data Center

Pricing Survey

It is important to note that US Tech engages its client-specific subcontractor network to ensure that rates are optimized to produce the highest value

	candidates. Periodic pricing surveys are sent out to suppliers to obtain market rates for relevant position titles. The results are tabulated and analyzed at specific percentile "baskets", ensuring that suppliers are able to provide a high-quality pool of candidates at a given target rate. Consumer Price Index (CPI-U) as published by the Bureau of Labor Statistics: The CPI-U is analyzed annually and incorporated into our trend's analysis. While past rates do not necessarily predict future ones, our pricing surveys incorporate adjustments based on the CPI as well as other factors such as IT labor density and
	forecasted changes in IT Labor supply and demand. Rates are adjusted accordingly. Detailed charts may be reviewed at: www.bls.gov .
	Wage surveys as published by leading industry sources: Wages for applicable skill categories as published by leading sources such as to Salary.com, Specifics Inc. and Foreign Labor Certification Data Center are used to augment and validate our pricing analysis. Published salaries are adjusted to account for subcontractor overhead and statutory costs.
3. Do you have an internal analytics	Yes, US Tech has internal analytics team who will be responsible for generating reports (standard and ad hoc, delivering benchmark data, tracking savings initiatives, agency diversity spends)
team responsible for generating reports (standard and ad hoc, delivering benchmark data, tracking savings initiatives, agency diversity spends?)	 We structure the reporting and business intelligence platform to support the needs of UC, our internal analytic team provide reporting mechanisms including: Ad hoc reports – custom reports that are created by users in the reporting environment and run on an as needed basis. Results are provided a soon as possible based on system performance needs. The Quarterly Sales Report shows spend volume by UC over the quarter. US Tech also offers a Headcount by Month report which shows the total active number of contractors by US Tech. Scheduled reports – predefined and performance reports automatically produced by the system at a predefined time and date with specific predefined parameters. On-request reports – standard reports initiated by users online within the UC system. The user selects a desired report and inputs report parameters such as dates, organizational units, or programs and schedules the report for execution.
4. Please describe your capabilities and expertise related to helping clients manage risks	



5. Please
describe
how your
company
benchmarks
pay-rates
and markup by rates
and how
your
process
should be
recognized
as best-inclass.

US Tech Rate/Price Determination Explanation:

Margin Calculation is based on many factors, prior to move forward with the formula of Margin calculation *first, let's start with some definitions*:

Statutory Expenses (also called Burden Rate):

- **State Unemployment Insurance Tax Authority (SUTA):** Rates and taxable wage limits vary greatly by state to state.
- **Federal Unemployment Tax (FUTA):** Typically, the rate is .06% on the first \$7,000 in employee earnings. Some states have higher rates due to debts to the federal government.
- Social Security and Medicare Tax Rate (FICA): This is a single flat rate to InfoStride of 6.2% for social security and 1.45% for Medicare tax. This is capped at a salary of \$118,500 for each employee in 2015 but changes each year.
- Workers Compensation Insurance (WC): WC is an insurance policy that covers work related injury and illness. Workers comp insurance rates vary by skill type and state.

Overhead Expenses: Along with standard operating cost items such as rent and equipment, recruiting costs, sales commissions and company cost of money based on payment terms.

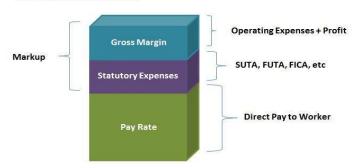
Gross Margin: Gross margin is the amount of money InfoStride gets to keep after paying the temporary workers payroll, benefits and payroll taxes (statutory expenses). Gross margin dollars are used to pay internal operating costs and company's profit.

Now below we are going to give the detailed explanation of components of pricing that goes in to the bill rate. There are three main components to take into account:

Pay rate: Direct pay given to the worker

 Statutory Expenses (also known as Burden Rate): see definition above

Components of Bill Rate



- **Gross Margin**: Includes overhead expense (SG&A) and profit Let's calculate some of the numbers!
 - Bill Rate = Pay rate * (1+Mark-up)
 - Direct Cost of Labor = Pay rate * (1+Burden rate)
 - Gross margin = Bill Rate Direct Cost of Labor

Example: For example, a Forklift Operator on assignment has a pay rate of \$15. Our burden rate is 12% and our mark-up is 50%.

- Our Bill Rate will be: \$15 * (1+.5) = \$22.50
- Our Direct cost of Labor is: \$15 * (1+.12) = \$16.80
- Our Gross margin is: \$22.50 \$16.80 = \$5.70 per hour

The \$5.70 hourly gross margin is what we have as a staffing company to cover our overhead and net profit.

6. Does your agency provide on and off boarding services for remote locations? Describe how you provide these services for remote

locations.

Yes, US Tech provide on and off boarding services for remote locates.

The key to a US Tech successful remote onboarding plan is to set clear expectations and boundaries. We have an own set of values and policies. US Tech focused and monitoring of ongoing pandemic situations, we are aware of this new normal, and last year when everybody was pushed to work remotely, US Tech pioneered and adapt to remote work. IN 2020 since the remote work was enforced, we have placed and onboarded 330 employees and 6700 contractors working from remote. We conduct virtual zoom 'skype call with candidates for onboarding.

On Boarding Services:

When hiring remote employees, we make sure to offer a structured onboarding. Use this HR checklist for onboarding remote workers to get new hires up to speed on their roles, business and key policies.

Offer Letters and Help new remote employees complete HR paperwork: US tech HR team send offer letter electronically and asked candidates to read their offer letter and if any discrepancy happens, we resolve by taking to them and share the revised offer letter via email. Having new hires sign employment contracts and other legal documents can be time-consuming if they need to print, scan and email all copies or send them via mail. We use an e-signature tool, or DocuSign,

so that employees can add their signatures digitally and share contracts with you in a secure environment.

Send new hires IT hardware and manuals:

Order computers and other hardware remote workers need well ahead of their start date. Confirm they have received all necessary equipment for their work and ask your IT department to assist them with setup, if necessary. Make sure new remote workers have the following to get started:

- Laptop
- Mouse
- Keyboard

Get them up to speed on your company culture:

Remote employees are part of company/client culture, despite not being in the office. To help them understand the culture, share:

- Company employee handbook in digital format
- Any presentations or literature on your company values
- Pictures and videos from all-hands meetings

<u>Ensure new hires understand how to use your communication tools:</u> Describe the best ways to contact team members and how to troubleshoot communication technology. Also, if relevant, provide manuals on how to set up:

- Company email
- Group messaging tool
- Video conference software
- Webphone application

Prompt hiring managers to set specific goals and expectations:

- Develop and share a task calendar after new hires' training and onboarding sessions
- Define short-term and long-term goals
- Schedule weekly one-on-one meetings to discuss upcoming projects, progress and resolve potential issues

Arrange role-specific trainings:

To effectively train remote workers:

- Record product demos to better explain features through video
- Follow up after each training session to answer questions

<u>Schedule calls after their first week, month and quarter to touch base:</u>

These calls will help you understand if they're facing any difficulties and whether they've settled into their roles.

Remote Services for off-boarding

 Communicate employee's exit remotely- Everyone in the team, their managers, and members should be notified of the employee's exit via remote tool access. This will give them the opportunity to thank the employee for their work remotely. If the employee was in a customer-

- facing position, let them know of the employee's departure and who will take over the account.
- 2. Resolve paperwork- Besides filing the employee's termination or resignation letter, also file non-disclosure or non-compete agreements digitally and data will be saved in our servers.
- 3. Finish payroll process-Communicate with the payroll department to complete their final pay. Settle other requirements for Benefits, 401K, PTO Balance, Insurance, and Tax related forms.
- 4. Exit interview- Conducting an open interview via skype of internal application tool to receive honest feedback on what works and what not will eventually help you improve your work environment, leadership, and organization in general. As you finish the formalities above it's time to check-off the IT offboarding points to preserve data security in your enterprise.
- 5. IT checklist for employee offboarding-
 - Reclaim all assigned equipment
 - Revoke access
 - Disable access to email account
 - Change passwords

Once we complete the initial IT termination checklist here are few additional insights to improve the experience:

<u>Be notified in advance:</u> US Tech IT department will notified in advance, when applicable, of an employee termination. This allows preparation for backup, restoration and preservation of any client data the employee was responsible for managing.

<u>Pay attention to remote access software:</u> Double check that no remote access software remains on company workstations. These 'backdoors' – through logging into a VPN or using a remote desktop – are common given remote IT support trends.

Review integration logs: Review integration logs of client essential tools. A tool like Slack or Zapier may have integrations dependent on a user's account staying active. First, understand what applications a former employee used, then assign changes to reduce the likelihood of disruption.

2. How do you recommend retaining top performing personnel to ensure optimal business continuity for UC?

US Tech Retention program:

US Tech has embraced a strategy – "Employee as Partner" – that places the needs of employees before the needs of the company. Our approach to attract top talent and retain them is based on our '*Retain*' Program developed and implemented by our Human Resources (HR) Department. The application of the critical elements of this program has resulted in less than 8% attrition rate in our staff over the past five years. The following diagram shows the overview of our retention plan.

We follow three basic steps: stabilize, mobilize, and energize.

• Stabilize (The Foundation) – The first step to retaining people is to attract, develop, promote, and retain the best professionals. We remain an employer of choice by consistently presenting US Tech brand values, ensuring we have leading-edge HR management in place, and maintaining a well-defined diversity policy.



Recognized Dedication to your people promotes Retention and Project Continuity

- Mobilize (High-Performance Workplace) There is always a consistent focus to accelerate a high-performance workplace by integrating the "what" and "how." "What" refers to the balanced scorecard, US Tech value statement, and supporting behaviors chart. These are important tools in the hands of the work force to ensure a high-performance workplace. Then the "how" is addressed through a closed-loop process comprising of goal setting, assessing performance, monitoring and providing feedback, and rewarding performance.
- Energize (Best Place to Work) Critical to our retention strategy. We strive to energize by:
 - Promoting a healthy work-life balance program through flexible work arrangements
 - Listening to employees through periodic climate surveys, annual employee satisfaction surveys, and other channels

- Providing all employees with tools, resources, and a supportive environment that values diversity and good citizenship
- Compensation and Benefits US Tech provides a competitive compensation and benefits package. Our salary data is constantly updated based on industry surveys and U.S. Department of Labor Wage Reports. We provide flexible health benefits that allow our employees to choose from a variety of plans to meet their own needs and the needs of their families. Our family-friendly policies and programs help balance their personal and professional lives.

We are committed to retain our best employees and to offer better career opportunities. After we have completed the recruitment, selection, and screening process, we continuously strive to motivate and retain our employees. US Tech, with the prime objective of attracting/ recruiting the best talent and minimizing personnel attrition, offers great Company Culture, Compensation Plans and a Whole set of Benefits, to its consultants.

US Tech provides a competitive compensation and benefits package. Our salary data is constantly updated based on industry surveys and U.S. Department of Labor Wage Reports. We provide flexible health benefits that allow our employees to choose from a variety of plans to meet their own needs and the needs of their families. Our family-friendly policies and programs help balance their personal and professional lives. US Tech well aware of the fact that employees play vital role in the success of any business, and we have policies in place to keep them motivated and retain qualified employees. Individual team organizations offer a variety of internal initiatives designed to give permanent employees more personal responsibility for the company's service offerings and a voice with upper management. We adhere to staff development policies that are focused on providing employees the essential services they need to succeed, including virtual assistants, talent transformation sabbaticals, expert guidance for fast track growth, and democratic empowerment. Below we are providing the employee benefits:

Some of the benefit packages that US Tech offers are:

Annual 360-degree review and appraisal	Competitive Vacation Plan
Vision and Dental Insurance	Sick Leave
Health Insurance	Relocation Assistance
Life Insurance	401K Plan
Disability Insurance	PC Purchase Program
Workman's Compensation Insurance	Performance based bonuses

3. What is your firm's process to protect UC from potential coemployment issues?

For over 21 years of operations, US Tech has helped manage co-employment risks for its clients. In our experience, managing co-employment risk requires a holistic approach that incorporates both behavioral as well as objective measurement-based policies and procedures. And, because Department of Labor (DOL) and IRS guidance have evolved, US Tech has developed a process to be able to respond quickly to such changes by helping clients to modify their policies and procedures and to facilitate the changes through technology.

What type of coemployment training, if any, will you provide to UC hiring manager?

Best Practices to protect UC from Co-Employment issues:

- We have a legal compliance manager who foresee, draft up and review contracts
- Detail UC responsibilities in contract staffing agreements
- Required contract workers to sign contracts signifying they understand you are their employer
- Exclude contract workers from UC benefit plans
- Maintain strong compliance to eliminate risk of co-employment claims by consultants
- Exert control over employer tasks and prevent clients from overstepping their bounds
- Fully compliant and validated supplier vetting process to reduce coemployment risk
- Exclude contract workers from client benefit plans with explicit language in the employment contract. Make sure each contractor waives any claims to compensation or benefits from US Tech.

Awareness Training for Co-Employment:

US Tech account manager will make sure that UC hiring manager has a proper coemployment training and make sure:

- Educate UC hiring managers in the legal principles of co-employment, including any and all employment-related laws.
- The Account Manager will conduct ongoing awareness (Hiring Manager) of avoiding activities that lead to the potential for the appearance of coemployment and other activities that could lead to the potential of employment actions.
- 4. Please describe your third-party payrolling solution.

US Tech do not use third party payrolling solutions. We have inhouse payroll solutions.

Our in-house payroll solutions payroll processing and tax obligations. It offers a flexible payroll schedule, with weekly, biweekly, semi-monthly, and monthly options. Our payroll solutions can also manage all types of employees, including part-time W-2 workers, 1099 contractors and freelancers.

we offer multiple pricing plans that are suitable for client businesses of various sizes and needs. Pricing for each plan is based on your specific needs. These plans include the Express tier, which offers payroll processing and tax services, newhire reporting, direct deposit, prepaid debit cards, an employee financial wellness program, and 24/7 customer support.

5. Please outline your worker benefits your employees.

Compensation and Benefits - US Tech provides a competitive compensation and benefits package. Our salary data is constantly updated based on industry surveys and U.S. Department of Labor Wage Reports. We provide flexible health benefits that allow our employees to choose from a variety of plans to meet their own needs and the needs of their families. Our family-friendly policies and programs help balance their personal and professional lives.

- Gathering ideas for improving an existing process or develop new solutions to existing problems.
- Giving a chance to meet and interact with Industry leaders & provides professional networking opportunities.
- Presents an excellent opportunity to exchange ideas, experiences, thoughts, and learning.
- Provides a platform to get recognized
- Meeting professional goals

US Tech has incessantly working on its talent management for the following reasons:

- HR processes (e.g., recruiting, onboard, payroll, performance management, retention)
- ♣ Skill and leadership training and development for future
- Long-term talent strategy
- Organizational design and effectiveness

For each of the US Tech talent management categories, there is an enormous opportunity for emerging technologies to enable and transform current practices in HR and to some measure to disrupt how US Tech think about talent management in the future.

Emerging technologies powering end-to-end talent management strategy:

Once US Tech understands the enabling and empowering role of emerging technologies, we develop tactical solutions for HR function and long-term strategic plan on talent management design. Done correctly, US Tech design will in turn inform long-term talent strategy and plan.

The long-term talent strategy and plan inform what training and development that our talent management needs. Along with this virtual cycle that is both top-down and bottom-up, emerging technologies play critical roles --- shaping business models, employee behavioral and aspirations, as well as technology-enabled programs and tools that US Tech can and should adopt to ensure that it is prepared for adapting its talent management to the rapidly-changing market and becomes more competitive every day.

		for any and the last		and the Burker
	•	frequent and open communication with UC and other stakeholders		access to Project leaders
Quality Plan (BI Component)	•	Documents roles, activities, and methods of the quality team Defines internal goals and standards for reviews and validation	•	Data provided to UC will be validated prior to inclusion in reports Achievement of performance standards thoroughly planned and managed
Risk Management and Mitigation Plan (BI Component)	•	Includes the process for documenting and reporting risks and risk status to the State. such as the risk log and risk review with UC during regular status meetings Documents the criteria for risks becoming issues and		Documents, tracks, and mitigates risks before they become issues-preventing issues from occurring Confirms mutual understanding of what an issue is so we can work on them collaboratively
Issue Resolution Plan (used as required)	•	Includes details from the risk tracking log and our business process impact analysis Presented to UC for approval prior to any issue resolution actions		UC will have complete information for any realized issue in order to make informed discussions about suggested resolution action
Project Activity Gantt Chart (BI Component)	•	Lists tasks, subtasks, assignments, dependencies, milestones, and deadlines Identifies the critical path Continually updated throughout the project lifecycle	•	No task or subtask falls through the cracks State staff can immediately gauge the status of all project functions
Continuing Slatting	•	Describes the new		Training is consistent,
and Training Plan		hire, refresher, and		planned, and

	•	change management training processes Confirms all updates to policy, knowledge materials, and training are made simultaneously to all staff resources		responsive to UC and Project needs Employment First services are performed according to approved policies and procedures
US Tech Knowledge (BI components)	•	Houses all staff knowledge materials and tools Provides easy access to information staff need to use throughout the day Maintains version control and only displays the latest approved version of any document	•	Employment First staff provide consistent information to Participants Policy changes are easily facilitated, documented, and implemented across all staff
Report Dashboards / STEPS Reports	•	Tracks all required data points from State systems and STEPS as reports stored in a single location Use reports to manage to UC performance metrics and internal performance and quality goals	•	Grants UC a full view of operations in an easy to read format Provides documents to verify performance metric success Confirms all employment verification is collected and validated We identify trends and suggest
Quality Outcomes and Data	•	Otters analysis of data from case reviews, self-sufficiency contract reviews, employment verification validation statistics, and the STEPS system	•	We identify trends and suggest areas for improvement during regular project status meetings
Project Advisory Committee	•	for resolving complex issues Provides consulting services when		Attorns an additional escalation point for UC Offers UC assurance that our team has

lessons	learned	experience	with
could be he	elpful to a	almost any i	ssue that
suggested	initiative	may arise an	d will be
or change		able to	provide
		informed sug	gestions

Promoting Teamwork, Optimal Communication, and Collaboration

US Tech promotes teamwork, frequent and meaningful communication, and collaboration opportunities with UC through regular meetings, prompt issue. risk, and incident reporting, transparent and detailed management reporting, and an open, two-way exchange of ideas and suggestions for improvement. Our relationships with our government partners are highly valued and continuously strengthened through collaborative efforts to improve operations and implement changes dictated by shifting state and federal regulations.

When a government policy update or priority shift requires changes to our project operations, US Tech sees our client agency as a member of the same team - the team charged with effectively and seamless implementing the modification according to established change management guidelines. Our management teams across the country have formed solid and lasting positive relationships with UC employees through the collaborative problem solving and "roll-up-your-sleeves" work sometimes required in these instances. We have a culture of Do What You Say You'll Do and report progress, issues, and strategies to task and project completion. This is built upon one of our foundational principles: no surprises. We also value relationships with subcontractors, other vendors, community partners, employers, and training providers. With these stakeholders, we practice an open-door communication policy and frequent meetings or checkins, as appropriate. We appreciate suggestions for improvement and document these interactions for discussion with UC

Communication Plan

This Plan outlines our communication goals, activities, planned meetings, and channels to facilitate open communication between US Tech and UC.

Proposed Meetings

During the operations (steady state) phase, we will work with **UC** to determine the appropriate

frequency of management meetings. This may involve transitioning our weekly management meetings to monthly meetings, hut will ultimately be a schedule mutually agreed upon between US Tech management and **UC** program management staff. These meetings are designed to review any continuous improvement initiatives, outstanding issues and action items, risks, Project Management Plan status, and UC requests. Our management meetings typically include the State Director, Managers, and Quality Assurance representatives for any sites with outstanding initiatives and UC staff members as designated by **UC.** In addition, when an agenda topic requires an additional level of oversight,

we may invite one of our advisors or corporate executives on our Project Advisory Committee.

Communication Contact and Team

We designate our account manager as the direct contact for UC management staff. UC has a direct line and email for contacting the US Tech account manager directly. In addition, we will assign individuals as contacts for specific functions.

Collaborative Risk Identification and Management Process

US Tech practices proactive risk identification and management to prevent risks from occurring and minimizing the impact of realized risks, also known as issues. To do this, we start with a standard template of common risks and log them along with project-specific risks suggested by our management team and UC staff. We then assign a likelihood and impact assessment score to each risk and develop mitigation strategies to prevent and/or minimize the impact. When a risk earns a high score, meaning it is both likely and serious, we implement mitigation strategies before the risk can be realized. For example, if we have received complaints about a particular employer or training provider, we track this as a risk and associated score. If the score rises to a moderate risk, we begin routing Participants to alternative providers when possible or until the risk has been resolved.

Qu	estion or	Supplier Response
info	ormation	
req	uested	
Ge	neral Supplier Info	rmation: Provide general information on your company, including:
	Full name: Legal and Trade Name: Authorized Negotiator (name and email address of person(s) in your organization authorized to negotiate contract terms and render binding decisions on contract matters.	US Tech Solutions, Inc.
3.		Address:10 Exchange Place, Suite 1710 Jersey City, New Jersey 07302 Phone Number: (551) 295-1442 Fax No: (551) 212-3518
4.		http://www.ustechsolutions.com
5.	Parent Company (if operating as a subsidiary)	US Tech is fully owned by our CEO & President – Mr. Manoj Agarwal. We do not have a parent company.
6.		S-Corporation
7.	Public or Private Company:	Private
8.	Date Company Founded:	02/24/2000
9.	List of branch offices or other subordinate elements that will perform or assist in performing work herein.	HEADQUARTERS OFFICE New Jersey 10, Exchange Place, Jersey City, NJ 07302 (Headquarter) BRANCH OFFICES California 1259 Oakmead Parkway Suite 210, Sunnyvale, CA 94085 515 S. Flower Street 36th Floor Los Angeles, CA 90071

		6518 Lonetree Blvd 5th Floor Roseville, CA 95765			
	Arizona	• 2415 East Camelback Rd Suite 700, Phoenix, AZ 85016			
	Colorado	100 Fillmore Street 5th Floor Denver, CO 80206			
	District of Columbia	1200 G Street NW Suite 800, Washington, DC 20005			
	Washington	600 Stewart Street 3rd Floor Seattle, WA 98101			
	Florida	7230 E Fletcher Avenue Suite 166, Tampa, FL 33637			
	Georgia	11175 Cicero Drive Alpharetta, GA 30022			
	Illinois	1 South Dearborn St Suite 2100, Chicago, IL 60603			
	Massachusetts	101 Federal Street Suite 1900 Boston, MA 02110			
	Michigan	101 W Big Beaver Road Suite 1400 Troy, MI 48084			
	Minnesota	• 7760 France Avenue So. Suite 1100< Minneapolis, MN 55435			
	Missouri	Two City Place Drive, 2nd Floor St Louis, MO 63141			
	North	• 4819 Emperor Boulevard, Suite 400 Durham, NC			
	Carolina	27703			
	Pennsylvania	 1900 Market Street 8th Floor, Philadelphia, PA 19103 2009 Mackenzie Way Suite 100, Cranberry Township, PA 16066 			
	Virginia	 1202 Sunrise Valley Drive, Suite 100, Reston Virginia 20191 919 E Main Street Suite 1000, Richmond, Virginia VA 23219 			
	Texas	• 5717 Legacy Drive 250. Plano, Texas 75024			
	Tennessee	• 200 W. Martin Luther King Blvd. Suite 1000, Chattanooga TN 37402			
10. Do you intend to use subcontractors? If yes, provide specific information:	Yes, US Tech intend to use subcontractor to meet the UC requirement effectively. We have partners throughout nationwide and we have bui strong relationship with them. For UC location, we already have local subcontractors who will help US Tech to cater the UC IT Staffing and I professional Services.				
	requirement, v subcontractor conditions.	Tech going to use subcontractor candidate to fulfil the UC we will share the subcontractor information and make sure candidates meet the required contract terms and			
11. Please describe how your company is	Tech) is an S-co	10, headquartered in New Jersey, US Tech Solutions, Inc. (US rporation and certified Minority Owned Business. US Tech is 9001, ISO 14001 and CMMI Level 3 Company. US Tech is an			
organized,	award winning	and Top 1% Technology and professional staffing supplier in			

including parent companies, subsidiaries, and affiliates. US recognized by SIA for last 5 years with revenues of \$ 500 Million and a consistent growth of 25-30% YOY for last 7-8 years.

US Tech Solutions is organized functionally focusing on people, process and technology, and is agile and flexible in terms of ramp-up/ramp-down of resources. US Tech's people competencies with diverse technologies and industry segments allow it to meet the demand overload along with reducing time to market for application service requests.

US Tech has total technical staff of over 9000 resources working globally. In US, we have over 7000 resources working at any given time for our clients. US Tech has a team of over 2200 full time technical resources.

Following is our Functional Org Structure to support our customers:



A. Sales & Marketing

US Tech has dedicated Sales teams designated as Account Relationship Directors or Managers who are responsible for end-to-end relationship management and support including sales, issue resolutions during escalations and regular business reviews to ensure consistent quality and customer satisfaction.

B. Delivery Units - SOW / Projects

US Tech has dedicated projects teams delivering SOW projects headed by Delivery Heads and Program Managers specific to Key Accounts such as UC. This team is constituted depending on the customer project or SOW needs, from below mentioned Vertical and Horizontal solutions groups as per the customer requirements fitment.

C. Vertical and Horizontal Support Teams:

Our support and technical staff is organized into various vertical (business / Industry segments) and horizontal groups (technology solutions). We bring

relevant vertical and horizontal groups together to deliver with relevant capabilities to our customer.

Following are vertical domain expertise functionally and horizontal technology solutions groups within US Tech.

Industry Horizontal / Technology Groups Vertical Segments Digital Technologies (RPA, Chatbots, Technology AI / ML, BlockChain) Education **Application** Development Pharmaceutical / Life **Management Solutions** Sciences Data Science **Financial Services ERP Applications** Aerospace & Defense Mobile Applications Development Retail Infrastructure Solutions Telecom **Cyber Security Solutions Public Sector** Microsoft Technologies Manufacturing **E-Learning Solutions**

US Tech is fully owned by our CEO & President – Mr. Manoj Agarwal. We do not have a parent company.

US Tech do not have any subsidiary company.

12. Provide relevant information providing proof of your organization's financial soundness (i.e., AM Best, Moody's).

US Tech is financially stable business and rapidly growing company having annual revenue of \$500M for the year 2019. US Tech currently has a credit line of \$70M and has the required financial capacity to provide the services. We don't have any short term or long-term debts. US Tech assures the UC that it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source.

Please see the below attached current D & B report:

	1		
	Company Name	DUNS#	City, State
	U S TECH SOLUTIONS INC	00-663-1720	JERSEY CITY, NEW JERSEY
	Headquarters (US)		
	Company Name	DUNS#	City, State
	U S TECH SOLUTIONS INC	00-663-1720	JERSEY CITY, NEW JERSEY
		©Dun & Bradstreet, Inc. 2015. All rights	s reserved.
13. Please provide		e Q & A by UC, we can show	· ·
your most recent ratings from	see attached our D	& B report in above question r	no 12.
Standard &			
Poor's, Fitch,			
and AM Best, and indicate if			
those ratings			
have changed in			
2019 or 2020.			
Include the former rating, if			
applicable.			
14. Summarize in	> IT STAFFING DI		
500 words or less why you are		shed a dedicated IT division: Th	
a match for UC	_	IT temporary staffing and or the UC, which includes pro	•
and why UC	· ·	e and offsite locations. US Te	
should select		rofessional services solutions	•
your organization over your		Local, State, and Federal lev	•
competitors.		-tech businesses, cost-effecti	
Please	UC.	ical and IT candidates in all loo	cations as required by the
emphasize how	> VMS:		
you are different from your	Our VMS man	age labor costs, maximize p	roductivity and increase
competitors.		S tool provides the trans	· ·
		nanagement needs to ensure	
	_	I talent with the certifications benefit the UC with following:	
	· ·	and hiring performance metri	
	Compliance	audits and risk mitigation	
		n rates, utilization, and IT staff	•
	Improved to	racking and ability to access ta	lent

- Automate and process timecards and invoices online
- > AI DRIVEN SOURCING AND SCREENING TECHNOLOGY FOR FASTER PLACEMENTS:
 - Auto-posting of Jobs on various external Job Boards (like CareerBuilder, Dice, Zip recruiter, LinkedIn). The candidate applications on these Job Boards are captured back in our system, and then our AI extracts further details from the profiles to match and score them against Jobs
 - 23+ Million in-house talent pool integrated with AI to source candidates instantly
 - Candidate applications via Job Recommendations through Chabot
 - Al platform provides options to Refer Jobs to candidates through email/SMS
 - Shortlisting appropriate profiles
 - Qualifying the Shortlisted Candidates
 - Candidate Assessment
 - Efficiencies through on boarding technology

> MANAGEMENT STRUCTURE:

Our management structure divides into area of support for UC RFP, we are implementing our teams of management which will help support UC and provide the incessant support to success for this contract. Our management structure comprised for different area of services: Statewide Leadership and Management Team; Case Management Team; Participant Management Training Team; Business Services Management Team; Quality Assurance Management Team and Risk Management Team

> PROGRAM LOCATION:

We have offices, to support the key elements of the services and in these locations and we have formed dedicated local Account management teams for PAE for all key your locations like: CA, CO, CT, DC, DE, FL, GA, ID, IL, IN, LA, AK, AL, AR, AZ, MA, MD, MN, MO, MT, NC, NJ, NY, OH, PA, TN, TX, UT, VA, WA, WI and WY.

- ➤ **DIVERSITY**: US Tech is a minority-owned organization that meets the qualifying criteria of providing diversity spend. 100% of the spend through us is categorized as Diversity spend.
- A PARTNER FOR MISSION-DRIVEN INNOVATION AND VALUE: US Tech will introduce innovative concepts and fully leverage CMMI to lower operating costs while improving software quality and customer satisfaction. We will work with the UC to identify, define, and implement strategies that consist of proven technology innovations, clearly defined enterprise architecture, and streamlined industry best practices in IT technical support to enable the organization and UC to accomplish their missions as efficiently as possible

organization experienced recent merger or acquisition activity, or has any such pending activity been publicly disclosed? If so, please describe, specifically addressing any reorganization or operational changes that would affect your product or services.	No No
16. Are there any recent or anticipated changes in your organizational structure (e.g. key personnel, consolidation of operations, new service centers) that would impact UC. Please include project plan and timeline where applicable.	US Tech has no recent or anticipated changes in our organizational structure.
17. Do you anticipate any changes (either replacement or enhancements) in your claim, member services, or other key systems in 2021, 2022, or 2023 that would impact UC? If yes, when will this take place and how will the	No

transition be	
handled?	

18. Please describe how your company benchmarks payrates and markup by rates and how your process should be recognized as best-in-class.	This is a repeated question
19. Does your agency provide on and off boarding services for remote locations? Describe how you provide these services for remote locations.	This is a repeated question

Question or	Supplier Response (5%)
information	
requested	
Risk Management & C	compliance: Risk Management & Covid-19 Safe Practices and Workplaces
How do you manage underperforming staff?	Repeated Questions
2. How do you recommend retaining top performing personnel to ensure optimal business continuity for UC?	This is a repeated question
3. What is your firm's process to protect UC from potential co-	This is a repeated question

	employment issues? What type of co- employment training, if any, will you provide to UC hiring manager?	
4.	Please describe your third-party payrolling solution.	This is a repeated question
5.	Please outline your worker benefits your employees.	This is a repeated question
6.	How does your agency management style differentiate from other service providers?	This is a repeated question