

May 11, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden
RFP# ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Cover Letter **RE:** RFP# ISD-201601-RB

Dear Ms. McFadden,

Thank you for the opportunity to submit a 21Tech proposal for the Master Agreements for Technical Staff Augmentation Services Request for Proposal. 21Tech, LLC was founded in San Francisco in 1996 where we began by specializing in placement services for Pacific Bell on a multi-million dollar contract in which we project managed the replace their CRM application which controlled all billing for their customers' DSL lines. Since then we have expanded into the state and local government arena holding master contracts with the City and County of San Francisco where we have dozens of consultants and employees working currently. In the corporate space, we have approximately 90 personnel working at Oracle as web designers and technical writers—it is our staff who prepare, market and launch four international Oracle Open World events every year.

21Tech currently has eight resources working at the AOC. With this proposal, we continue to strive to bring you the best candidates for the AOC's projects.

As an organization, 21Tech's core values focus on providing personnel and management to enable and ensure successful projects. We have PMP certified project managers on staff and have managed many multi-million dollar projects including San Francisco MTA's Enterprise Asset Management software implementation using Infor EAM (an alternative product to the TIBCO, which the AOC uses). We hold a master contact with the City and County of San Francisco for all of their technology procurement, which results in approximately \$60M over five years.

21Tech has significant experience with the public sector. We actively manage all of the contracts we hold, whether for deliverables-based or time-and-materials engagements.

21Tech, LLC's single point of contact will be Brad Baker, Director of Sales, who is based out of our San Francisco office at 1330 Broadway, Suite 701, Oakland, CA 94612. Brad's email address is: [REDACTED]. His office phone number is [REDACTED], but prefers calls be placed to his mobile at [REDACTED]. Pricing proposed is valid for 120 from today's date.

We look forward to the opportunity to work with the Administrative Office of the Courts. Thank you for considering 21Tech for this project.

Very truly yours,

DocuSigned by:

0A7299E6FB8D446...
Azhar Mahmood
Managing Partner
21Tech, LLC

The logo for 21TECH is displayed in a grey, rounded rectangular banner. The text "21TECH" is centered within the banner. The "21" is in a dark grey font, and "TECH" is in a lighter grey font. A thin blue horizontal line is positioned above the "E" in "TECH". To the left of the text, there is a decorative pattern of overlapping, semi-transparent circles of varying sizes, creating a textured, bubble-like effect.

21TECH

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>21Tech RESPONSE:</p> <p>(1) 21Tech utilized in-house recruiters as well as many placement firms to fill positions for our clients. (2) 21Tech sources hard-to-find resources through a combination of methods not limited to: placing advertisements on job boards and in periodicals, sourcing through user groups, leveraging our relationships within the industry, past consultants screened and placed, our consultant database and those of our recruiters. (3) 21Tech has the ability to place highly qualified technical resources throughout the state. We have performed technical IT services in Northern California, Southern California as well as in the central valley. Our database of over 7500 IT Professionals include personnel who live all over the state of California. Additionally our experience in sourcing and placing consultants, we are experienced in relocating personnel when local candidates are either not available or are not sufficiently qualified a position.</p> <p>21Tech Search Methodology – 21Tech uses various resources to source for positions including job boards and postings that are specific to the industry and category. We employ full time IT Recruiters who fill the majority of the open positions we source for our clients. Additionally, we network within our clients’ industries and with other recruiters in those industries. We utilize social media/community networking, attend events, regularly seek candidate referrals, target sourcing of candidates from specific companies, search industry specific databases, as well leveraging vertical user groups and services such as LinkedIn.</p> <p>21Tech users Talent Management and Recruitment Software by Taleo to enhance our ability to source, screen</p>	

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

and onboard consultants. Taleo has a job community that our postings go out to and can be picked up by the larger job boards such as Indeed, Dice, Monster, Career Builder, etc.

How we track candidates & feedback - Currently we are using an ATS (Applicant Tracking System), Taleo, which can track all emails, phone calls, forms, resumes, sample reports and prior work product for all of our applicants.

21Tech's screening processes - Candidates who meet our minimum criteria are phone screened and, when needed, are interviewed in person. We check 3 references for all candidates. We also do unofficial reference checks within the industry as usually we can be connected to them through a past boss, co-workers, etc. When required we can also implement tests for applicants i.e.: Network Topology Diagramming, device configuring/coding, etc.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

21Tech Response:

21Tech employs two methods of tracking and securing approvals for our contractors' hours.

- (1) Hard copies of timesheets and expense reports that are approved by authorized AOC managers, and
- (2) A web-based, timesheet management application that provides timesheet control and project management for workgroups of any size or complexity. This application is currently being utilized by 21Tech clients and is available to the AOC if requested. Key Personnel can record time and expenses quickly and easily at any time, from anywhere with Internet access. Once submitted, timesheets and expenses will be automatically forwarded to the AOC manager authorized for approval. Additionally, reports are generated each period to track budgeted versus actual hours and expenses.

When invoicing, only approved hours are entered into our job costing system. The hours invoiced cannot exceed the hours authorized per the AOC contract.

21Tech has been providing this level of detail for all eight (8) of the contractors we have currently working for the AOC (Karpagam Madurai, Noel Johnston, Jasmine Geng, Steven Benjamin, Daniel Wu, Vaibhav Jain Muhammed Jawad and Kirk Colby).

Evaluation Criteria & Proposal Submission Forms
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Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

21Tech Response:

In all of our contracts with our consultants, we include the exact language in the AOC contract detailing the allowable limits set forth by the AOC in our contract with the AOC for travel and expenses. 21Tech upholds strict standard which all of our consultants and employees are required to follow. Additionally, these standards and limits are incorporated into every contract 21Tech has with consultants we place.

21Tech requires all hours and expense reimbursements to be entered weekly into our web-based time management application described in Part II Subpart A. The system will allow us to enter travel guidelines and budgets which will automatically update the balance remaining from each Work Order each time an expense is entered. The system also allows us to customize reports into the format required by the AOC. All hours and expenses will be invoiced to the AOC within 10 business days following end of the month in which the travel occurred. We require copies of all receipts for all reimbursable travel expenses from our consultants, as well as a printout from a reliable on-line source to substantiate all mileage reimbursements. We consistently compare the travel and expense costs against our contract for each individually placed consultant.

21Tech has been providing this level of detail for all eight (8) of the contractors we have currently working for the AOC (Karpagam Madurai, Noel Johnston, Jasmine Geng, Steven Benjamin, Daniel Wu, Vaibhav Jain Muhammed Jawad and Kirk Colby).

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	5
Application Support Analyst	4
Application Tester	2
Application Testing Lead	1
Business Applications Analyst	34
Sr. Business Applications Analyst	10
Business Systems Analyst	28
Sr. Business Systems Analyst	5
Data Modeler	5
Database Administrator	2
Enterprise IT Architect	3
Infrastructure/Operations IT Architect	1
IT Developer	4
IT Developer Lead	3
IT Governance Subject Matter Expert	0
IT Infrastructure Subject Matter Expert	0
IT Program Manager	7
IT Project Manager	7
Network Engineer	2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	0
Release Manager	0
Security Analyst	0
Service Delivery Manager	2
Technical Analyst	1
Technical Construction Analyst	0
Technical Writer	30
TIBCO Development Engineer	0

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

1	JCC Classification	Application Support Analyst
	Duration of Assignment (List Dates)	1/1/2014 through present
	Name of Individual Placed*	██████████
	Company Where Placed*	██████████
	Company Point of Contact (Name)*	██████████
	Email Address and Phone Number for Company Point of Contact*	██████████ ██████████
2	JCC Classification	Network Engineer
	Duration of Assignment (List Dates)	5/19/2014 through present
	Name of Individual Placed*	██████████

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
3	JCC Classification	Database Administrator
	Duration of Assignment (List Dates)	June 30, 2014 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
4	JCC Classification	IT Developer Lead - JIS
	Duration of Assignment (List Dates)	6/18/2014 through present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
5	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	10/6/2014 through present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
6	JCC Classification	IT Developer
	Duration of Assignment (List Dates)	6/22/2015 through present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]

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	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
7	JCC Classification	IT Developer
	Duration of Assignment (List Dates)	9/16/2013 through present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
8	JCC Classification	IT Developer (Tririga)
	Duration of Assignment (List Dates)	5/20/2014 through present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
9	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	Start : 4/6/2015 to 8/12/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
10	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 5/8/2015 to 5/20/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
11	JCC Classification	Infrastructure/Operations IT Architect
	Duration of Assignment (List Dates)	Start : 5/5/2015 to 12/3/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
12	JCC Classification	IT Program Manager
	Duration of Assignment (List Dates)	Start date: 5/4/2015 to 12/11/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
13	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	Start Date: 5/7/2015 to 8/19/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
14	JCC Classification	Enterprise IT Architect
	Duration of Assignment (List Dates)	Start : 5/11/2015 to 12/3/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

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15	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 5/18/2015 to 8/21/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
16	JCC Classification	Quality Assurance Consultant
	Duration of Assignment (List Dates)	Start Date: 5/18/2015 to 6/5/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
17	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	Start : 9/1/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
18	JCC Classification	IT Program Manager
	Duration of Assignment (List Dates)	Start date: 5/5/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
19	JCC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	Start Date: 11/9/2015 to Present
	Name of Individual Placed*	[REDACTED]

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	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
20	JCC Classification	Application Support Analyst
	Duration of Assignment (List Dates)	Start : 10/20/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
21	JCC Classification	Application Testing Lead
	Duration of Assignment (List Dates)	Start date: 5/4/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
22	JCC Classification	IT Developer
	Duration of Assignment (List Dates)	Start Date: 12/14/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
23	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 4/11/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

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24	JCC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	Start Date: 10/1/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
25	JCC Classification	Network Engineer
	Duration of Assignment (List Dates)	Start : 1/2/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
26	JCC Classification	Data Modeler
	Duration of Assignment (List Dates)	Start date: 7/27/2015 to 3/30/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
27	JCC Classification	Service Delivery Manager
	Duration of Assignment (List Dates)	Start Date: 3/9/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
28	JCC Classification	Data Modeler
	Duration of Assignment (List Dates)	Start : 1/4/2016 to 6/12/2015
	Name of Individual Placed*	[REDACTED]

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	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
29	JCC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	Start date: 2/18/2015 to 5/11/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
30	JCC Classification	Data Modeler
	Duration of Assignment (List Dates)	Start Date: 1/1/2015 to 10/21/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
31	JCC Classification	Data Modeler
	Duration of Assignment (List Dates)	Start : 1/1/2015 to 7/17/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
32	JCC Classification	Application Tester
	Duration of Assignment (List Dates)	Start date: 4/25/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

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33	JCC Classification	IT Developer Lead
	Duration of Assignment (List Dates)	Start Date: 2/24/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
34	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start : 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
35	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start : 9/23/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
36	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 1/2/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
37	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start : 4/4/2016 to 6/12/2015
	Name of Individual Placed*	[REDACTED]

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	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
38	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
39	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 2/23/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
40	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start : 4/4/2016 to 7/17/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
41	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 4/25/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
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42	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 1/5/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
43	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
44	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
45	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 2/29/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
46	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 4/5/2016 to Present
	Name of Individual Placed*	[REDACTED]

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	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
47	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 2/29/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
48	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
49	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 2/29/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
50	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 2/29/2016 to 4/13/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

51	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 3/14/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
52	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 2/29/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
53	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 2/29/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
54	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
55	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
56	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
57	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
58	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 3/14/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
59	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 4/4/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

60	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 1/2/2015 to 12/11/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
61	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 2/29/2016 to 3/18/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
62	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start Date: 2/29/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
63	JCC Classification	Business Systems Analyst
	Duration of Assignment (List Dates)	Start : 12/10/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
64	JCC Classification	IT Program Manager
	Duration of Assignment (List Dates)	Start : 12/11/2015 to 2/17/2016
	Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
65	JCC Classification	Technical Analyst
	Duration of Assignment (List Dates)	Start Date: 12/15/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
66	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start : 12/11/2015 to 2/23/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
67	JCC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	Start : 1/2/2015 to 5/29/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
68	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	Start date: 1/2/2015 to 10/6/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
69	JCC Classification	Senior Project Manager
	Duration of Assignment (List Dates)	Start Date: 1/5/2015 to 10/30/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
70	JCC Classification	IT Program Manager
	Duration of Assignment (List Dates)	Start : 7/20/2015 to 8/20/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
71	JCC Classification	Application Support Analyst
	Duration of Assignment (List Dates)	Start date: 1/2/2015 to 6/5/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED] 415-558-6674
72	JCC Classification	Quality Assurance Consultant
	Duration of Assignment (List Dates)	Start Date: 2/13/2015 to 7/17/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
73	JCC Classification	Sr. Business Systems Analyst
	Duration of Assignment (List Dates)	Start : 1/2/2015 to 12/31/2015

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
74	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	Start date: 1/5/2015 to 7/14/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
75	JCC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	Start Date: 1/2/2015 to 5/13/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
76	JCC Classification	Application Support Analyst
	Duration of Assignment (List Dates)	Start : 1/1/2015 to 6/12/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
77	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	Start date: 2/1/2016 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
78	JCC Classification	Data Modeler
	Duration of Assignment (List Dates)	Start Date: 4/22/2015 to 9/30/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
79	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	Start date: 1/2/2015 to 10/9/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
80	JCC Classification	Senior Analyst
	Duration of Assignment (List Dates)	Start Date: 1/5/2015 to 12/14/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
81	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	Start :11/2/2015 to 1/29/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
82	JCC Classification	Sr. Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 12/21/2015 to 12/23/2015

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
83	JCC Classification	Enterprise IT Architect
	Duration of Assignment (List Dates)	Start : 5/6/2015 to 3/9/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
84	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 3/9/2015 to 7/16/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
85	JCC Classification	IT Program Manager
	Duration of Assignment (List Dates)	Start : 12/15/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
86	JCC Classification	Database Administrator
	Duration of Assignment (List Dates)	Start: 2012 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
87	JCC Classification	IT Developer Lead
	Duration of Assignment (List Dates)	Start : 1/2/2015 to 3/25/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
88	JCC Classification	Enterprise IT Architect
	Duration of Assignment (List Dates)	Start : 12/8/2015 to 1/29/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
89	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	Start date: 12/7/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
90	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 12/3/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
91	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	Start : 1/2/2015 to 1/29/2016

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
92	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 1/2/2015 to 3/30/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
93	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	Start date: 1/2/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
94	JCC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	Start date: 1/13/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
95	JCC Classification	Application Tester
	Duration of Assignment (List Dates)	Start date: 9/14/2015 to Present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
96	JCC Classification	Service Delivery Manager
	Duration of Assignment (List Dates)	Start : 6/19/2015 to 2/1/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
97	JCC Classification	Sr. Business Systems Analyst
	Duration of Assignment (List Dates)	Start : 1/6/2015 to 5/28/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
98	JCC Classification	Sr. Business Applications Analyst
	Duration of Assignment (List Dates)	Start date: 3/17/2015 to 6/5/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
99	JCC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	Start : 9/7/2015 to 12/31/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
100	JCC Classification	IT Project Manager
	Duration of Assignment (List Dates)	Start date: 5/26/2015 to Present

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
101	JCC Classification	Sr. Business Systems Analyst
	Duration of Assignment (List Dates)	Start date: 6/1/2015 to 7/24/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
102	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	2/17/16 - 5/31/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
103	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	8/31/2015 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
104	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	8/19/15 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
105	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	12/30/11 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
106	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	10/19/15 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
107	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	7/7/14 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
108	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	7/21/14 - 7/21/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
109	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	9/10/11 - present

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
110	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	3/28/16 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
111	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	1/25/16 - 5/31/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
112	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	10/6/14 - 10/6/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
113	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	8/6/15 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
114	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	1/25/16 - 5/31/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
115	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	1/4/16 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
116	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	2/8/16 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
117	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	4/27/16 - 8/31/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
118	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	1/2/15 - present

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
119	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	1/25/16 - 5/31/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
120	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	9/28/15 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
121	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	4/27/16 - 5/4/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
122	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	8/24/15 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
123	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	4/6/16 - 4/15/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
124	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	6/1/14 - 7/24/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
125	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	5/9/13 - 6/19/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
126	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	8/3/10 - 7/31/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
127	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	8/3/10 - 7/31/15

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
128	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	12/16/13 - 2/27/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
129	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	3/3/14 - 2/14/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
130	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	3/2/09 - 5/29/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
131	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	6/1/14 - 5/31/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
132	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	12/19/14 - 3/20/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
133	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	10/6/14 - 8/28/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
134	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	12/1/14 - 2/27/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
135	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	8/13/12 - 3/14/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
136	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	6/17/09 - 6/26/15

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
137	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	1/30/12 - 8/28/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
138	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	12/9/14 - 8/25/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
139	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	5/9/13 - 8/25/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
140	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	4/8/13 - 8/28/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
141	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	12/1/14 - 2/27/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
142	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	1/5/15 - 3/16/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
143	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	9/16/13 - 9/30/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
144	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	8/13/13 - 6/19/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
145	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	9/2/14 - 5/29/15

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
146	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	8/23/12 - 12/16/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
147	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	1/24/11 - 6/1/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
148	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	11/5/14 - 9/3/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
149	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	11/5/14 - 3/4/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
150	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	3/24/15 - 8/21/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
151	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	10/20/08 - 5/8/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
152	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	2/2/15 - 11/13/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
153	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	10/13/14 - 8/21/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
154	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	2/4/16 - 2/17/16

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
155	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	09/01/09 - 6/19/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
156	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	10/22/12 - 2/10/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
157	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	06/01/14 - 8/28/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
158	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	6/23/15 - 12/15/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
159	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	7/31/15 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
160	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	8/3/15 - 2/19/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
161	AOC Classification	Business Applications Analyst
	Duration of Assignment (List Dates)	4/28/15 - 5/29/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
162	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	9/6/15 - 9/25/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
163	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/29/15 - 10/16/15

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
164	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	8/4/15 - 3/23/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
165	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	8/3/15 - 8/7/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
166	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	8/5/15 - 8/14/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
167	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/8/15 - 8/14/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
168	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	4/9/15 - 8/31/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
169	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/3/15 - 9/11/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
170	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	2/26/16 - 3/7/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
171	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	12/16/15 - 12/18/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
172	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	3/29/16 - 4/6/16

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
173	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	5/2/16 - 5/6/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
174	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	4/20/15 - 8/15/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
175	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	2/9/15 - 8/24/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
176	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/10/15 - 8/18/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
177	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	6/22/15 - 6/26/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
178	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/22/15 - 8/21/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
179	AOC Classification	Technical Writer
	Duration of Assignment (List Dates)	3/2/15-6/12/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
180	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	2/22/16 - 2/29/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
181	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/1/12 - 6/1/15

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
182	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/2/08 - 8/25/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
183	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	3/27/15 - 4/1/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
184	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	3/23/15 - 7/2/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
185	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	1/20/16 - 2/10/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Company Point of Contact*	[REDACTED]
186	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	3/25/15 - 5/1/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
187	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	6/8/18 - 11/30/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
188	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	8/3/15 - 10/30/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
189	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	4/27/15 - 3/14/16
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
190	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	1/26/15 - 5/15/15

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
191	AOC Classification	Quality Assurance Analyst
	Duration of Assignment (List Dates)	2/9/15 - 5/11/15
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]

End of Evaluation Criterion C-2

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	___6 Points___ (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>(1) Sourcing Manager: Brad Baker (2) Account Representative: Azhar Mahmood (3) Accounting Lead: Carol Spencer</p>		
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>Resumes of Key Personnel are attached.</p>		
<p>Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.</p> <p>(1) Sourcing Manager: Brad Baker is the Sales Director for 21Tech and has been with 21Tech for since 2003 years. Brad brings over 19 years of sourcing experience to the 21Tech, including filling multiple positions with the AOC and over 40 consultants with the City and County of San Francisco.</p> <p>(2) Account Representative: Azhar Mahmood is a Partner of 21Tech, and has been with 21Tech since it was founded in 1996. Azhar is the account manager for the Oracle Corporation where we have placed over 60 contractors in the past two years.</p> <p>(3) Accounting Lead: Carol Spencer is the Chief Financial Officer for 21Tech and has been with 21Tech for over 2 years. Carol manages all billing for 21Tech and manages the 21Tech Accounting staff who are</p>		

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

responsible for managing consultants' timesheets, reimbursable travel expenses, and payroll.

21Tech's Employment Retention Program: 21Tech effectively retains key personnel by providing highly competitive compensation to our employees and by creating a working environment that is collaborative and challenging. All key personnel proposed in this proposal have worked no less than 2 years, and both the Sourcing Manager and the Account Representative have worked for 21Tech for over 15 years. As a company, 21Tech prides itself on our ability to hire and retain the highest caliber of employees. We will endeavor to retain all key personnel for the duration of the contract.

21Tech has an extraordinarily low rate of turnover in our industry. Some of the reasons of our stability is the work environment offered, the pay 401K and full health benefits offered, travel assistance through Bart or MUNI, and general compensated time for extra hours worked. In addition, 21Tech offers generous training every year for different skill sets, and the career paths offered is one that many of our employees enjoy and grow in.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

End of Evaluation Criterion C-5

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.	
21Tech Response: 21Tech, LLC is a limited liability corporation incorporated in California. We are headquartered and located at 1330 Broadway, Suite 701 in Oakland, CA, just a few Bart stops away from the AOC headquarters in San Francisco’s Civic Center district. 21Tech has been providing sourcing services since being founded in 1996 in San Francisco, and has been grown from a small placement services start-up to a 100+ person placement house specializing in IT sourcing for government clients. 21Tech has two major business focuses: 1) Strategic Staff Augmentation and Sourcing Services and 2) Professional IT Services. 21Tech is a privately held firm wholly owned by two of the founding partners, Azhar Mahmood and Dilraj Kahai, with each owning 50 percent of the business.	
These has been one acquisition since January 2013: 21Tech acquired the contracts held by All Star Consulting. No bankruptcies have been filed by 21Tech, nor have any lawsuits been filed by or against 21Tech. 21Tech’s founders are Azhar Mahmood and Dilraj Kahai.	
Azhar Mahmood, 21Tech Partner Mr. Mahmood, a professional with documented 22 year experience in providing large scale implementations for Fortune 100 companies and public sector has led teams in CRM, Oracle Financials, Business Intelligence and Data warehousing, Business Process Re-Engineering, IT Audits, Data Center Projects, Wi-	

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Fi, Order Management Systems, Billing Solution, Web Portal and automated provisioning.

Mr. Mahmood brings 15 years of staff augmentation and sourcing experience as well as management, systems architecture, and business process experience for projects that span multiple organizations, companies and diverse needs. His experience includes vendor management, change management, organization level IT architecture, help desk, data center, staffing, service, process design, audits, surveys and business case development.

Mr. Mahmood's clients for staff augmentation include AT&T, Microsoft, Oracle, Accela, Amdocs, IBM, Charles Schwab, Franklin Templeton, SBC Internet Services, City and County of San Francisco.

Dilraj Kahai, 21Tech Partner

Mr. Kahai, a Principal at 21Tech, has built his company from a startup 20 years ago to a highly successful and cutting edge service provider and IT sourcing firm that has made its mark by cultivating a simple philosophy: Earn the client's trust with a goal of long-term client retention.

With 23 years of experience in IT strategies and a background in Computer Science, Mr. Kahai's knowledge of all aspects of the software development lifecycle is considerable. He has experience in technical architecture, business process re-engineering, software strategies, development of business cases and account management in verticals from CRM solutions to Middleware Implementation, to Financial and HR systems. He has led teams of more than 50 engineers that were responsible for significant projects in distributed workflow (seven call centers averaging 200 seats each), mechanized ordering and provisioning for local carrier request, character recognition and automated solutions.

As an Account Executive, Mr. Kahai's clients include AT&T, Telcordia, City and County of San Francisco, Oracle, Microsoft, City of Indianapolis, City of Chicago, Levi Strauss, Accela and ACS. He places a high priority on being available and responsive to his clients as they need him. The value 21Tech places on client satisfaction is a major driver for our successful growth with large government and corporate clients in an intensely competitive environment.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: **For privately-held companies only**, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

21Tech, LLC, a privately held, California limited liability corporation's financial statements are attached, separately.

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company’s key executive/Key Staff retention philosophy.

21Tech’s Employment Retention Program: 21Tech effectively retains key personnel by providing highly competitive compensation and by creating a working environment that is collaborative and challenging. All key personnel proposed in this proposal have worked no less than 2 years, and both the Sourcing Manager and the Account Representative have worked for 21Tech for over 13 years. As a company, 21Tech prides itself on our ability to hire and retain the highest caliber of employees.

21Tech has an extraordinarily low rate of turnover in our industry. Some of the reasons of our stability is the work environment offered, the pay 401K and full health benefits offered, travel assistance through Bart or MUNI, and general compensated time for extra hours worked. In addition, 21Tech offers generous training every year for different skill sets, and the career paths offered is one that many of our employees enjoy and grow in.

Azhar Mahmood

Objective: Obtain a challenging consulting position as a program manager or project lead for mid to large scale technology or business process engineering projects.

Highlights of Qualifications:

- ◆ Over 17 years’ managerial, technical and functional experience in all phases of the software development life cycle (SDLC), including project management, requirements identification, technical design, coding, training, documentation, conversions, facilitation, and systems implementation.
- ◆ Extensive experience in sourcing IT professional services positions for hard-to-find highly qualified personnel and subject matter experts.
- ◆ Work with all levels of client representatives, including upper and middle management, user management, functional users, technical staff, and production control staff.
- ◆ Team leadership and management experience.
- ◆ Expert user of project management, analysis, BPR and presentation tools.
- ◆ Strong CRM, telecommunication, call center and some financial background.
- ◆ Experienced in creating software development policy and guideline documents.
- ◆ Specialize in systems implementation, customization, conversion, automated call centers, ordering systems, data warehousing, and process design.
- ◆ Experience managing large, aggressive, multi-vendor and volatile projects that run cross-organizational and company boundaries.
- ◆ Experience interviewing and staffing project teams.

Experience: My professional IT career began in 1991. Below is the list of most recent projects and accomplishments.

Business Development & Program Management

January 2005 – Current

21Tech, LLC
San Francisco, CA

Engage in business development activities to build relationship with several large clients. The work effort includes sales, marketing, technical staff augmentation services, multi-company teaming, working on proposal responses, contract negotiations and project oversight.

Some key projects are listed below:

Technical Staff Augmentation Services and Consultant Placement Sourcing – Various Clients

Lead sourcing efforts for 21Tech’s Professional Services / IT Sourcing team using 21Tech’s candidate database of 7500+ consultants. Major clients include: Judicial Council of California Administrative Office of the Courts, City and County of San Francisco, Oracle Corporation, Affiliated Computer Services, Inc., AT&T, Charles Schwab, and others.

Business Intelligence Solutions – City of Indianapolis and CCSF Human Rights Commission

Lead a team of consultants to implement business Intelligence solution and data warehousing for key systems for respective organization.

IT Assessments and Surveys – Dept of Technology, CCSF

Lead two initiatives to collect data, assess and propose recommendation for city wide technology refresh processes.

Oracle Financial Project – Port of San Francisco

Lead Oracle Financials team to upgrade Port of San Francisco’s financial system from version 7.3 to 11i and database from 10.7 to 10g.

311 Implementation – City and County of San Francisco

Implementation of a new 311 center for the city included all aspects of the call center including facility build-out, wiring, data center, telecom, CRM, training, resourcing, and deployment. This was an extensive project for 21Tech and spanned over 18 months to completion.

911 Call Center Redesign – Department of Emergency Management, San Francisco

Creation of Surveys, RFPs, vendor selection and bill of material creation and implementation of a 7x24 operation 911 call center.

PC and Technology Survey and Reporting – Department of Technology, San Francisco

Creation of Surveys, data collection of all 20,000+ PC and Laptop’s in the city and recommendation on refresh rates and methods by each department for the city.

Wi-Fi Project Architect

May 2003 – Dec 2004

SBC IT Service

San Ramon, CA

Lead technical solution team to automate the processes for customer sign-up, authentication at access point, provide accurate billing data with a mechanism to audit, trouble shooting, reporting and customer support tools and links to back office systems. The solution supports over 15,000 WiFi locations and over 1 million users nationwide.

CRM Project Lead & Architect

May 2000 – Dec 2002

SBC IT Service

San Ramon, CA

Lead technical aspects and vendor management of Amdocs CRM solution for SBCIS. The overall CRM solution included Amdocs product called IAF for Ordering, Provisioning Management and Billing and PeopleSoft’s Vantive 8.2 for Trouble ticketing.

Web Hosting Project Architect

June 2001 – Dec 2002

SBC Internet Service

San Ramon, CA

Lead ordering and billing system implementation for Web hosting product lines for SBCIS. Overseeing all aspects of product implementation phase and working with the business users to provide feasibility and estimates for desired user functionality.

Vendor Selection Lead

Oct 1999 – April 2000

SBC Internet Service

San Francisco, CA

Evaluated and recommended a CRM solution to SBC Internet services executives. A detailed RFP was created and sent to each vendor along with a real life scenario of SBCIS product life cycle. Vendors were expected to demo the scenario on their systems and were evaluated on completeness and understanding of SBC product line. The final recommendation rated each vendor’s response to the RFP, the scenario demo and a detailed Q&A session.

Business Analyst

July 1999 – Oct 1999

Charles Schwab

San Francisco, CA

Created requirements for “Hierarchy of Funds” project. Worked on reporting requirements for business users, identified gaps between legacy and current systems. Assisted the project team with issues management during test phase of the “Margin Exceptions” project.

Y2K Project Manager

Franklin Templeton Group / IBM

Carol Spencer

SUMMARY

Highly motivated Financial Professional who thrives in high-pressure environments. Excellent financial reporting, budget forecasting and management and skills. Dynamic finance professional with a strong background in all aspects of accounting and financial management. Successful at managing multiple assignments while meeting tight deadlines.

SKILL SET

- Variance analysis
- Superior time management
- Financial reporting expert
- Account reconciliation
- Self-motivated professional
- MS Office Suite
- QuickBooks

ACCOMPLISHMENTS

Led the development of more than 10 new financial reporting methods to measure productivity, profitability and efficiency. Improved department financial reporting efficiency by 100% through system design and implementation. (Multiple entities.)

EXPERIENCE

21 Tech LLC (March, 2015 through present)

Chief Financial Officer for IT Professional Services provider overseeing all aspects of the company's financial activity.

CRS Solutions (July, 2003 through February, 2015)

Small business (for profit and non-profit entities) design accounting systems to meet all reporting requirements (internal and external).

Daishowa America, Port Angeles, WA (February, 1988 through June, 2003)

Supervised accounting department responsible for Accounts Payable, Payroll, Raw Material purchase, usage and inventory, Fixed Assets, Capital Projects, Inventories. Streamlined spending analysis to a more accurate, efficient and automated process. Designed and created weekly and monthly spending reports for management. Identified operational processes inefficiencies and recommended necessary improvements. Created monthly PowerPoint presentations illustrating business performance and goals. Audited internal financial processes on an on-going basis. Facilitated month-end close processes, invoicing, journal entries and account reconciliations. Supported the accounting department during monthly closings. Developed financial analysis reports and presentations by applying acquired

financial principles. System implementation and migration from system to system. Monthly presentation of financial report package to managers and supervisors. Training for personnel on new systems. Audit liaison and coordinator. Responsible for Balance Sheet, Profit & Loss, Sources & Uses of Funds reports.

Other Business Experience

Domestic-owned and Foreign-owned corporations

Direct Sales Business Owner

Real Estate Development, Property Management, Commercial Construction

Retail Sales

Legal Assistant, Legal Secretary

Real Estate Sales

EDUCATION

Lewis & Clark College, Portland, OR Bachelor of Science, Business Administration, 1978

Continuing Education by attending Management seminars and classes on an on-going basis.

GOAL

Provide management with accurate financial information in a timely manner. Assure the integrity of the data. Design, develop and maintain accounting systems including selection of computer software. Protect the assets of the entity by establishing appropriate Policy, Practice and Procedures.

Brad Baker

21Tech

Oakland, CA

2003-PRESENT

Director of Sales

21Tech

- + Lead Account Manager for Judicial Council of California's Administrative Office of the Courts MSA
- + Lead Account Manager for City and County of San Francisco's Computer Store Contract
- + Implemented business plan for joint venture for a multi-year comprehensive and enterprise-wide technology contract with government customer
- + Directed sales, marketing and support efforts for the joint venture between the systems integrator/applications services-focused 21Tech and VAR/IT Services-focused Eaton & Associates
- + Excellent interpersonal communicator—with proven written and verbal skills. Accomplished leader, relationship builder and public presenter
- + Prepared winning proposal for major US City for multi-year technology contract
- + Forged partnerships with technology companies like Infor and Accela, AT&T and Unisys, Oracle and Microsoft to provide comprehensive, turnkey solutions for government clients:
 - Enterprise-level Enterprise Asset Management system for San Francisco City and County
 - New tax/revenue application to support San Francisco passage of Gross Receipts Tax
 - Developed solution to support existing SF Taxi service into SFO to adapt for UBER and LYFT service
 - Call center to support 2-4M annual calls with CRM front-end
 - New utility billing application for the San Francisco Public Utilities Commission
 - Delivered new City-wide open sourced GIS application for property assets.
 - Mainframe server consolidation & migration including COBOL emulation for legacy applications
- + **Selected CCSF Projects:**
 - San Francisco 311 Call Center (fields all non-emergency calls for government services) - Assembled team and signed three multi-national companies as key sub-contractors for the first 311 Call Center in USA built from ground up
 - Enterprise SAN/Backup - Proposed and awarded multiple co-located, fully redundant, asynchronously replicated, Storage Area Networks using EMC, IBM, Xiotech, and NetApp.
 - Managed City-wide Disaster Recovery solution leveraging SunGard for first phase of San Francisco's Business Continuity Plan

DESKTOP PRODUCTS, INC.

EMERYVILLE, CA

1999-2003

Director of Sales

Corporate Services Division

- + Persuasive leader and manager of corporate services division, reported to CEO.
- + Directed and managed staff of three sales people, two customer service agents, one marketing manager, two in-house engineers plus ten full-time outsourced engineers.
- + Marketed internally for top-down support for growth of government business.
- + Increased resources on accounts: Hired, trained and mentored new sales staff.
- + Met with clients and successfully transferred account management to new sales reps.
- + Increased revenues and margins from these accounts.
- + Awarded enterprise rollouts by multiple government agencies through relationship building and winning bid responses.

- Health Services – 1200+ computer rollout with installation, data migration, end-user training, and asset retirement of old equipment.
- Courts – Proposed large-scale, co-located server farm. Rollout completed within 30-days - ahead of schedule and on budget.
- + Experienced in developing and negotiating partnerships with vendor and manufacturer partners.
 - Sought and sub-contracted wiring re-certification project to local minority business firm in preparation of installation of new Cisco network for a major California hospital.
 - Provided security surveillance solution to Northern California airport—sub-contracted video wall component of initiative for heightened security post September 11. Interviewed and partnered with local firm to provide video wall components to project—won business and provided solution to airport to meet FAA compliance requirements.

COMPUTOWN, INC.

SAN FRANCISCO, CA

1995-1999

Senior Account Manager

- + Identified prospective clients, established and nurtured relationships through face-to-face meetings, cold calling and excellent customer service.
- + Responsible for Fortune 1000 accounts, grew revenue 150% annually.
- + Developed and maintained services and hardware sales for major corporate and government clients.
- + Supplied Sony Metreon, a state-of-the-art retail and entertainment technology mall, a joint venture between Sony and Microsoft, with technology infrastructure. Outsourced four engineers and technicians who installed Cisco network and deployed POS and gaming systems.

TECHNICAL SKILLS

INDUSTRY-SPECIFIC TRAINING & CERTIFICATIONS HELD

- + Sales Strategy and Methodology Trainings: Miller-Heiman's: Strategic Selling, Conceptual Selling, and Large Account Management (LAMP).
- + Training & Sales certifications from: BEA, Hewlett Packard/Compaq, Cisco, Enterasys, Microsoft, Novell, IBM, LANDesk Management Suite.
- + Fluent user of Microsoft Office Suite, Lotus Notes, Citrix MetaFrame, Maximizer (CRM).

EDUCATION

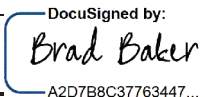
California State University

Journalism Major; Criminal Justice Minor

1992

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) 21 Tech LLC		
		SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS billing@21tech.com
MAILING ADDRESS 1330 Broadway, Suite 701		BUSINESS ADDRESS 1330 Broadway, Suite 701	
CITY, STATE, ZIP CODE Oakland, CA 94612		CITY, STATE, ZIP CODE Oakland, CA 94612	
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 94-3250301		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)	
<input type="checkbox"/> ESTATE OR TRUST		<input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input checked="" type="checkbox"/> ALL OTHERS	
<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:			
(SSN required by authority of California Revenue and Tax Code Section 18646)			
4	<input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.		
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Brad Baker		TITLE Director of Sales	
SIGNATURE	DocuSigned by:  A2D7B8C37763447...	DATE 05/09/2016	TELEPHONE ((415))355-9090
6	Please return completed form to: Department/Office: 21 TECH LLC Unit/Section: CONTRACTS C/O Brad Baker Mailing Address: 1330 Broadway, Suite 701 City/State/Zip: Oakland, CA 94612 Telephone: ((415)) 355-9090 Fax: ((888)) 715-0285 E-mail Address: billing@21tech.com		

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

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**ATTACHMENT E
BIDDER DECLARATION**

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the “Bidder Declaration Instructions” prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: _____
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: 0

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: _____
2. Subcontractor contact person: _____
3. Subcontractor address: _____
4. Subcontractor phone number: _____
5. Subcontractor email: _____
6. Subcontractor DVBE Supplier ID number: _____

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7. Subcontractor DVBE Certification active from _____ to _____.
8. Bidder must submit a copy of Subcontractor’s DVBE certification along with this Bidder Declaration.
9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:

10. Explain how Subcontractor is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”)

11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: _____%
12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> 21 Tech LLC	<i>Tax ID Number</i> 94-3250301
<i>Address</i> 1330 Broadway, Suite 701, Oakland, CA 94612	<i>Telephone Number</i> 415-355-9090
<i>By (Authorized Signature)</i>	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>  <small>A2D7B8C37763447...</small> </div>
<i>Printed Name and Title of Person Signing</i> Brad Baker, Director of Sales	
<i>Date Executed</i> 5/9/2016	<i>Executed in the County of <u>Alameda</u> in the State of <u>California</u></i>

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

BIDDER DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (ii) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder wishes to claim the DVBE incentive in a solicitation where a DVBE incentive is offered, it must complete the Bidder Declaration. If no DVBE incentive is offered, or Bidder does not wish to claim the DVBE incentive, Bidder should not complete the Bidder Declaration.

The JBE will determine whether Bidder is eligible to receive the DVBE incentive based on information provided in the Bidder Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Bidder Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

Instructions for Section I

1. Provide Bidder’s DVBE Supplier ID number, if applicable. This number is in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
3. This percentage is equal to the amount to be paid by Bidder to the non-DVBE subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to non-DVBE subcontractor is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
4. The DVBE Declaration is separate from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of Bidder.
5. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of its DVBE certification.

Instructions for Section II

Please skip this section if (i) Bidder does not have an approved Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Provide the date on which DGS approved Bidder’s BUP.
2. Provide the date through which the BUP is valid.
3. Bidder must provide a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS. This copy must be provided along with the Bidder Declaration.

Instructions for Section III

A DVBE Subcontractor (Subcontractor) is any certified DVBE (whether a person, firm, corporation, or organization) contracting to perform part of Bidder’s contract.

Enter the total number of Subcontractors Bidder will use for the contract. If the number is zero, skip to Section IV. Otherwise, provide complete information (items 1-13 of Section III) for **each** Subcontractor.

1. Provide the full legal name of Subcontractor.

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2. Provide the name of a contact person at Subcontractor. The contact person must be able to verify the information provided in the Bidder Declaration regarding that Subcontractor.
3. Provide the full address of Subcontractor.
4. Provide Subcontractor's phone number, including area code.
5. Provide Subcontractor's email address. If Subcontractor does not have an email address, insert "N/A."
6. Provide Subcontractor's DVBE Supplier ID number. This number is in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
7. Provide the applicable dates. These dates are in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
8. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of each Subcontractor's DVBE certification. Provide a copy of Subcontractor's DVBE certification.
9. Provide a detailed description of the goods and/or services Subcontractor will provide for the contract.
10. Provide an explanation of how Subcontractor's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Military and Veterans Code section 999, a person or an entity is deemed to perform a "commercially useful function" if a person or entity does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out the obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a person or entity will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DVBE participation.
11. This percentage is equal to the amount to be paid by Bidder to Subcontractor divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to Subcontractor is \$6,600 and Bidder's total bid price is \$75,000, enter "8.8%" ($6600 \div 75000 = 0.088$; $0.088 \times 100 = 8.8$).
12. The Bidder must submit a written confirmation from the Subcontractor, indicating that Subcontractor will provide the required goods and/or services if Bidder is awarded the contract.
13. The DVBE Declaration is a separate form from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of the Subcontractor.

Instructions for Section IV

Provide Bidder's full legal name, and federal ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "By (*Authorized Signature*)."

Provide the name and title of the authorized Bidder representative, and the date, county and state where that person signed the certification, in the appropriate boxes.

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**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the “Small Business Declaration Instructions” before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: _____
2. Small Business Certification active from _____ to _____
3. Will Bidder subcontract any portion of the contract work to subcontractors? _____

If yes:

A. State the percentage of the contract work Bidder will subcontract: _____

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

C. Explain how Bidder is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”) _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)


If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

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SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>
21 Tech LLC		94-3250301
<i>Address</i>		<i>Telephone Number</i>
1330 Broadway, Suite 701, Oakland, CA 94612		415-355-9090
<i>By (Authorized Signature)</i>	DocuSigned by:  A2D7B8C37763447...	
<i>Printed Name and Title of Person Signing</i>		
Brad Baker, Director of Sales		
<i>Date Executed</i>	<i>Executed in the County of <u>Alameda</u> in the State</i>	
5/9/2016	<i>of <u>California</u></i>	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “DGS” refers to the Department of General Services, (ii) “Small Business” refers to an entity certified by DGS as a small business or a microbusiness, (iii) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer “yes” and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer “no” and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a “commercially useful function” if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

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1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

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ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)

Check box to indicate acceptance of the clauses above.

BY (Au)	DocuSigned by:	 Brad Baker
		A2D7B8C37763447...
PRINTED NAME OF PERSON SIGNING		
Brad Baker		
TITLE OF PERSON SIGNING		
DIRECTOR OF SALES		

RFP Number: ISD-201601-RB
 Project Title: Master Agreements for Technical Staff Augmentation Services

**ATTACHMENT H
 IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

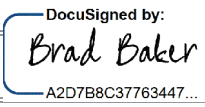
- 1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

- 2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>	
21 Tech LLC		94-3250301	
<i>Address</i>		<i>Telephone Number</i>	
1330 Broadway, Suite 701, Oakland, CA 94612		415-355-9090	
<i>By (Authorized Signature)</i>		<i>DocuSigned by:</i>	
		A2D7B8C37763447...	
<i>Printed Name and Title of Person Signing</i>			
Brad Baker, Director of Sales			
<i>Date Executed</i>		<i>Executed in the County of <u>Alameda</u> in the State of</i>	
5/9/2016		<u>California</u>	

RFP Number: ISD-201601-RB

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Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0%	2%	2%	3%	4%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	45%	45%	45%	45%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	25%	25%	25%	25%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$130.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$95.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$85.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$105.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$95.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$125.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$95.00
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$120.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$130.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$130.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$150.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$140.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$110.00 General \$140.00 Tririga
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$125.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$150.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$150.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$135.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$125.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$125.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$100.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$115.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$125.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$120.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$130.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$125.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$80.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$95.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$145.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing



22nd Century Technologies, Inc.

SDB Certified | CMM Level III | ISO 9001:2008 | ISO 20000-1:2011 | ISO 27001:2005

Technical Proposal

Response to:
RFP NO: ISD-201601-RB
Title: Master Agreements For Technical
Staff Augmentation Services

Due Date: May 11, 2016

GSA

Schedule
Contract GS35FO579T

**Right People at
Right Time at Right Price**

Submitted to:
Attn: Nadine McFadden, RFP # ISD-201601-RB
Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Submitted by:
Eva Gaddis-McKnight, Administrator
22nd Century Technologies, Inc.
1, Executive Drive, Suite # 285
Somerset, NJ 08873
Telephone No: 888-99-TSCTI
Fax No. 501-421-3750
Mailto: govt@tscti.com

Help!



22nd Century Technologies, Inc.



IT Services & Solution

www.tscti.com

Date: May 10, 2016

Attn: Nadine McFadden, RFP # ISD-201601-RB
 Judicial Council of California
 Administrative Office of the Courts
 455 Golden Gate Avenue, 6th Floor
 San Francisco, CA 94102

22nd Century Technologies, Incorporation (22nd Century) is pleased to respond to **RFP NO: ISD-201601-RB** for providing **Technical Staff Augmentation Services** issued by **Judicial Council of California (JCC)**.

22nd Century is an ISO 9001:2008 certified matured IT Staffing Company with over 19 years of experience in providing IT staff augmentation services to government agencies. 22nd Century was incorporated in 1997 in New Jersey as an S-Corporation. Since inception, we are focused on providing IT staff augmentation services and with D&B Open rating score of 95, we have been successfully serving huge customer base with high satisfaction levels. We are currently holding over 150 IT staff augmentation services contracts with various government and commercial agencies across the US.

22nd Century Experience

22nd Century is holding current contract with **Judicial Council of California, CA** for providing **Technical Staff Augmentation Services**. Having excellent experience with diversified technologies, 22nd Century is a renowned name in IT industry. We have developed very strong bonding with State of CA by having contracts/ delivering exceptional IT staff augmentation services to the following agencies:

Experience working with State of California

Clients	Services Provided
Superior Court of California, County of Orange, CA	Temporary Staffing Services
Judicial Council of California, Administrative Office of the Courts, CA	Technical Staff Augmentation Services
Superior Court of Los Angeles, CA	Information Technology Recruitment Services
Department of General Service, CA	IT Consulting Services Master Services Agreement
Department of General Service, CA	California Multiple Award Schedules
County of Orange, CA	IT Professional Help Services
Sacramento County, CA	IT Staffing and Special Project Services
Placer County, CA	IT Support Services
Los Angeles County Metropolitan, CA	IT Services Bench
San Diego Association of Governments, CA	Temporary Staffing Services
City of Santa Clara, CA	Information Technology Temporary Staffing Services
City of Anaheim, CA	Temporary Agency Services

Some of our judicial clients to whom we have delivered staffing services are as follows:

Experience working with various judicial clients

Superior Court of California, County of Orange, CA	Superior Court of Los Angeles, CA
Judicial Council of California, Administrative Office of the Courts, CA	Administrative Office of the Courts, NJ
Department of Judiciary, MD	Department of Justice, PA
Texas Office of the Attorney General, TX	Superior Court of California, CA
Department of Judiciary, NJ	District of Columbia Courts (The Courts), DC

1 Executive Drive, Suite # 285 Somerset, NJ 08873-4002 Phone: 732-537-9191 Fax: 501-421-3750



22nd Century Technologies, Inc.



IT Services & Solution

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We work with our clients as partners and 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's commitment & dedicated staff, 22nd Century has a 99% project success rate with all of our clients, including many judicial agencies.

22nd Century is bidding as a prime contractor for this RFP and to support the efforts we are sub-contracting with Dav-Lear Systems, Inc, and all requested information about prime and sub-contractor is given below in table:

Prime Contractor	Sub-Contractor
Name: 22nd Century Technologies, Inc.	Name: Dav-Lear Systems, Inc
Address: 1 Executive Drive, Suite # 285, Somerset New Jersey, 08873-4003	Address: 556 N. Diamond Bar Blvd., #302, Diamond Bar, CA, 91765
POC: Eva Gaddis-McKnight.	POC: David Dixon
Contact#: 888-998-7284	Contact#: [REDACTED]
Email: govt@tscti.com	Email: [REDACTED]

22nd Century acknowledges that the responses to the RFP will remain in binding for a period of one hundred and twenty (120) days following the due date of the RFP.

The attached 22nd Century response addresses all requirements identified in the RFP. We acknowledge and agree to all solicitation rules, procedures, terms, Addendum 1, Q&A & conditions specified in the RFP.

Should you have any questions regarding this proposal, please feel free to contact me.

Sincerely,

Eva Gaddis-McKnight, Administrator
22nd Century Technologies, Inc.

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Attachment C: Evaluation Criteria & Proposal Submission Forms

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p>	
<p>22nd Century Reply: Being an ISO 9001 certified, we have a well-defined approach to meet the JCC’s requirements to ensure that the right candidates are hired. 22nd Century’s approach uses a proven organizational structure, highly skilled management team and massive experienced technical team backed up with SME’s to ensure that JCC requirements are supported. We have well documented processes and methodologies to meet JCC requirements, philosophy, culture, vision and strategies. We ensure our commitment to satisfy all client requests. We believe that talent management is a key component of 22nd Century plan and strategy. This involves both the sourcing of that talent and the management and growth of our contributors over time. We believe in the power of our employees. Our core principles guide us in the selection of our team of consultant. Our 24X7 dedicated recruitment team employs high standards to find qualified contract IT professionals for a wide range of fields including software development, management, financial services, insurance etc. We follow the selective procedures and methodologies as per industry best standards for providing the quality services with JCC high satisfaction. We believe that our success comes from the Customized Approach and the same approach will help us fulfil needs/requirements that will come under this Contract</p>	
<p>22nd Century Plan and sourcing / recruiting methodology to provide a right staff for IT Staff Augmentation Services is based on following:</p> <ul style="list-style-type: none"> • Dedicated Account Managers and Client Oriented Recruiting Team • Unique Candidates Sourcing Process: Pro-active and Re-active • 22nd Century’s Certified 10 step Recruitment and Onboarding Process • Recruiting within short deadlines 	
<p>22nd Century Strengths- 22nd Century is a highly-effective staffing organization with the technical skills and tools required to deliver the right candidates, with the right skills, for the right timeframes.</p> <ul style="list-style-type: none"> • ISO 9001:2008 Certified Recruitment process • Resume database of 400,000+ pre-vetted IT professional • Team of 80+ Technical Recruiters with over 5 years of average IT staffing experience • Placement rate exceeding a 2:1 ratio • Account Manager and trained/ AIRS Certified Recruiters with comprehensive industry knowledge 	

22nd Century’s main line of business is to provide IT Staff Augmentation Services. For 19 years, we have provided IT staffing service to various government and commercial clients across the nation on over 150 contracts vehicles similar to the this one .We have presence in 49 states across the U.S. and our staffing delivery team consists of more than 80 technical recruiters, data miners and research analysts supporting our clients across the nation. Our staff has around 5 years of experience recruiting IT professionals where more than 80% of the team are holding degree in IT or computers applications.

Dedicated Account Managers And Client Oriented Recruiting Team

Our primary verticals are State, County and City level agencies. We have successfully helped to implement complex software projects by providing our clients with the highest quality personnel and services. Upon award of the contract, 22nd Century intends to have a customized team set up, to address the needs of the JCC.

We follow a well-defined and documented account management approach for handling such IT contracts to ensure that contract requirements and goals are well supported. We will assign JCC with a dedicated account management team to ensure the right delivery of services. Our Account Manager/Lead will work very closely with the JCC and our on-site staff.

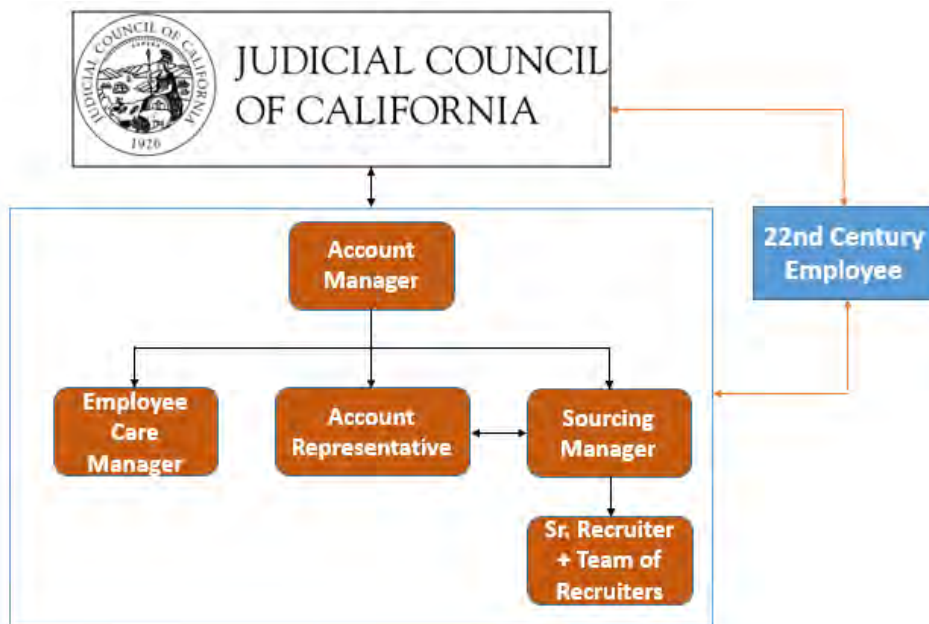


Figure #1: 22nd Century Account Management Team

We are proposing the following highly skilled personnel who will be responsible for meeting the JCC requirements.

#	Name	Title	Experience
1.	Ramanjit Singh	Account Manager	12+ years of IT Project and Account Management
2.	Eric Sloan	Account Representative	10+ years of Account Management
3.	Shashank Srivastava	Sourcing Manager	8+ years of Recruitment Services
4.	Kulpreet Singh	Employee Care Manager	9+ years of Human Resource Management
5.	Sandy Croft	Sr. Recruiter	6+ years of Recruitment

Table #3: 22nd Century Team’s Account Management Team

Our skilled Management Team Personnel not only serve the JCC from the candidate search to the placement of a candidate over the JCC requirement, but also serve the JCC through the contract completion. Our Account Manager will always stay in touch with the JCC’s Project Managers and the placed resources to ensure a smooth project execution. Dedicated staff members have been

instrumental in our successful operations, and we will utilize the same strategy for this contract with JCC. Such staff will include an Account Manager, Account Representative, and the services of Finance and HR Departments as well.

Our skilled Management Team Personnel mixed with sourcing and recruiting team helped us develop a fine tuned process to get the best qualified and equipped candidates meeting the customer's technical and soft skills expectations. Our search capability entails all necessary industry experience, strong relationships at national level and wide access to a database of candidates. With this proven ability and distinctive competencies make us fully confident and ideal to take this contract and to fill any job title to perform the quality work on time and within budget to fulfill the vacancy at JCC.

Unique Recruitment Process: We have excellent recruitment experience, proven through the successful management of over 150 IT staff augmentation services contracts including contract along with the JCC. Our unique 10 steps recruitment process is well-defined and documented. We would be following the same process for this contract as we already have a dedicated team serving JCC and other state of California agencies.

Our sourcing/ recruiting process can be divided to:

Proactive: Identifying resources/candidate before requirement goes to the vendor community

Reactive: Recruiting after Board sends out a requirement to the vendor community

We will follow both proactive as well as reactive recruitment approach to recruit best matching candidates for the JCC. Our approach starts the moment we win any IT staffing contract for any client.

Proactive Approach

Step 1 – Understanding Client: After securing the contract, 22nd Century identify team and defined responsibilities for each member for the contract. The very first step in this process is that Account Manager will draft a report about understanding of JCC based on the information included in this RFP, market research and positions that we had from the previous contract etc. This report gives input to recruitment manager about the nature of work at the Client site which includes their current applications with technologies used, environment etc. It also details out Agencies future acquisition & development plans for their staffing needs and a hiring process each agency follow. It also explains about the location parameters, work culture and anything else that can be beneficial to our recruiters.

Step 2 – Building Network: Based on the input received from Account Manager, the recruiting team starts the pro-active approach to identify the resources internally and externally to build resume database pool for the potential needs that the Board might have. This work includes making calls to candidates introducing our client and establishing a relationship with them. Our team also shares our success of this contract and nature of technology with our previous consultants who worked with us already.

Reactive Approach

The work is initiated as soon as we get the task order requirement from JCC. The SOW/TO is immediately entered into Zoniac, our centralized recruiting portal. The Account Manager understands the agency requirement based upon the job description from received TO. This includes an understanding of the contract technical skill set, SOW, hardware/software environment, qualification and experience as well as the mandatory and desirable skill set of the candidate. Accounts Manager drafts a requisition and submits the requirement in Zoniac along with sending it to Recruitment Manager. The Recruitment Manager checks whether a consultant with a matching skill set is available in-house or in our internal resume database of 400,000+ consultants. In parallel, we send the requirements to our S/M/WBE subcontractors as a notification email and our consultants by posting the task orders on our internal web site for internal referrals. If a suitable match is found, the screening process is triggered which includes multiple steps done to qualified and select right candidate, including interview by our Subject Matter Experts (SME) in the respective area before

submittal to the requesting agency, reference check or in-person or skype meeting. If not enough qualified consultants are found in our database, job is post into the various job portals like Dice, Monster, and Career Builder etc. Also, a Boolean search is performed on these Job portals. After finding the 4-5 consultants per requirement, the screening process is triggered.

Our Recruitment Manager is responsible for assigning the technical recruiters to a particular assignment as he/she is best person to know about position difficulty level and experience of available technical recruiters. The recruitment process for the JCC TOs will be executed by a collaborative team of well trained professional recruiters and SME's. Technical recruiter will be responsible for making sure that the candidates have qualities, performance, skills, capability and experience to do the work. All the candidate's resumes received thru various modes are entered into Zoniac after successful screening process.

Based on specific staffing request, we use our own technical experts to technically evaluate the potential candidates. For Example, if Project Manager's requirement comes, the potential candidates' technical evaluation will be done by existing Senior Project Manager or Project Director who will have similar and expert level experience in the related field of technology and domain. We have prepared a set of test papers for evaluation of candidates if the job profile requires. We conduct on-line technical test for the candidates to evaluate their technical skills. Only the candidates scoring more than 75% marks are interviewed by 22nd Century technical experts.

Methodology and Tools used to ensure the highest quality: 22nd Century ISO 9001:2008 compliant ten-step recruiting framework also referred as our recruitment productivity process. It breaks recruitment down into ten (10) clearly-identifiable steps. The factors that make our process unique, are the way we execute these steps, 22nd Century's long established and our proven IT staffing experience. IT Staffing is a 22nd Century core competency executed according to best practices developed through over 1100 combined man years process analysis and optimization. To date, we've made over 10,000 successful hires for our clients. That's an average of nearly 70 hires a month. Our average time-to-response with the qualified candidate resume to our Client requirement is one (1) business day, which is one of the best in the industry.



Figure #2: 22nd Century's 10 Step Recruitment Framework

Each of the ten steps has its own key metrics, and team members are held accountable for performance against them. We report on metrics every day, making adjustments to ensure that we deliver client's objectives as productively as possible. This selective recruitment policy ensures that only the best of the industry are inducted and they provide cost-effective solutions to the challenging staffing needs to meet our customer's satisfaction.

Recruitment Process	Responsibility
Client Requisition	
<ul style="list-style-type: none"> Analyze the JCC staff requisition and write synopsis of the requisition Submit position description and client requirements in Zoniac tools 	Account Manager
Identify Consultant	
<ul style="list-style-type: none"> Assign to 22nd Century team lead through Zoniac tool Check if there is matching skilled consultant available “on bench” Identify existing skill sets and candidates within 22nd Century Zoniac database Share job profile to all consultants by posting it on our website and sending mailer to approved consultants for referrals Post job to external job sites (22nd Century website, Dice, Monster, CareerBuilder) 	Sourcing Manager
Pre-Screening & Security Prescreening	
<u>Prescreening</u> <ul style="list-style-type: none"> Execute a comprehensive prescreening that confirms previous experience, motivation, salary, skill level, and potential team-fit. Pre-Screening includes online test and internal tools Discuss salary requirements and relocation needs with candidates and update in Zoniac Evaluate attitude and aptitude by discussing team scenarios Provide 22nd Century overview and explain benefits <u>Security Prescreening</u> <ul style="list-style-type: none"> Review existing clearances Check references and Conduct basic background checks 	Recruiting Team and Qualified Screening Team Employee Care
Interview	
<u>Technical Skill Evaluation</u> <ul style="list-style-type: none"> Conduct initial assessment of the candidate’s technical qualifications Conduct detailed technical interviews based on job requirement <u>Soft Skills Evaluation</u> <ul style="list-style-type: none"> Evaluate candidate’s communication, creativity, analytical thinking, diplomacy, flexibility, change-readiness, problem solving, leadership, team building, and listening skills 	Recruiting team and Qualified Screening team
Evaluation	
<ul style="list-style-type: none"> Prepare the feedback form to summarize the results of the interview and update Zoniac with qualified consultants Relay interview results to the consultants and check consultant’s references 	Account Manager/ Recruiting Team
Consultant presentation and Setting up Client Interview	
<ul style="list-style-type: none"> Create skilled matrix matching required skills with experience of consultants to present consistent skill summary to client Submit resumes with a Skill summary of the selected consultants and references to client Discuss interview schedule with hiring manager for pre-qualified consultants Set face to face or telephone interview depending upon the client’s requirements 	Recruiting team Account Manager
Final Security Screening	
<ul style="list-style-type: none"> Conduct criminal, credit and background check including driving record and sexual offender database search Conduct drug check for selected consultants Verification of employment, education, certifications and licenses 	Employee care
Offer	
<ul style="list-style-type: none"> Complete all due diligence before extending an offer to successful consultants Extend the offer Share candidate’s decision or initial response with hiring managers Submit Security Forms to the JCC. 	Employee care
Joining	
<ul style="list-style-type: none"> Inform the joining date of the candidate to the client Conduct e-Verification Candidate joins the project on specified date 	Employee care Account Manager
Ongoing Support and Training	
<ul style="list-style-type: none"> Conduct training on need/ project basis Update PDP (Personal Development Plan) of each consultant 	Employee care

Table #4: 22nd Century’s Recruitment Table

We use Zoniac as staffing tool which provides easy to interface to our recruitment and accounts team. With the combination of our management controls, along with tools like Zoniac, we ensure consistency in recruiting, screening and presenting each candidate to the JCC.

22nd Century employment screening processes contain the following elements:

We use Zoniac as staffing tool which provides easy to interface to our recruitment and accounts team. With the combination of our management controls, along with tools like Zoniac, we ensure consistency in recruiting, screening and presenting each candidate to the JCC. 22nd Century is committed to high standards of corporate employment. Underpinning our corporate employment standards and practices is our dedication to respect human rights. 22nd Century has a strong culture of ethics and integrity, guided by a rigorous system of corporate governance that promotes transparency on a global basis and compliance with all applicable laws and regulations where we do business.

Determination of the proposed staff resume and how the candidate's experience fits to the JCC's Job Title and Description including validation of the staff's resume and stated education.

Our recruiting team has ample experience supporting various government agencies, ensuring we staff the requirements with personnel who meet qualification requirements, bring the right experience, and meet certification baseline requirements. When necessary, we will fax or email a written request with the candidate's authorization in order to obtain the requested information. Process of screening starts much earlier before the resumes appears in our system that is when we post job ad at the job boards and we not only outline years of experience, education and certification qualifications, and tech buzzwords in the postings but indicate the sort of track record and achievements an ideal candidate must have. We focus on experience in resumes with where and when the particular technology was used by the candidate. 22nd Century utilizes a rigorous approach to ensure prospective employees have proper qualifications. These steps are:

- ❖ **Technical Proficiency Profile Testing/ Online Technical Test** - validates the Job Title and the job description (using Prove-It, Brainbench & internal tools) and requesting skill matrix from candidates which will reflect the relevant experience of the candidate to the skills required by the clients. For some short-list of applicants, we arrange pre-employment skills test with company like BrainBench (www.brainbench.com) or TechCheck (www.techcheck.com) and then we use the results to match the level of expertise with actual years of experience.
- ❖ **Basic Employment Verification** - validates the years of candidate experience and includes verification of the candidate's dates of employment, job title, salary, reason for leaving, and rehire eligibility. 22nd Century asks probing questions to ensure that as much information is obtained as is available, and specifics such as the reason for termination or rehire ineligibility are confirmed in detail.
- ❖ **Interview** - validates if the candidate resume fits the state TO/SOW- 22nd Century conduct detail technical interviews based upon client's requirement. (Most IT skill sets can be interviewed by our technical team, and, if expert skills are required, by our panel of Subject Matter experts, which form our Qualified Technical Screen team.). There are specific questionnaires we use to get to know more details about the key technologies, skills, and achievements candidate has in his/her arsenal i.e. How many years of commercial/government experience do you have in C# code writing?, What certain BA tools have you utilized? Check effective communication, creativity, analytical thinking, problem solving, and leadership skills, etc.
- ❖ **Feedback form** - Prepare the interview feedback form by filling results of the interview and match the candidate resume with the sent SOW and State's Job Title Description as well as price / cost criteria.

Education verification is an important step in vetting applicants, because education history from an applicant can often inaccurate or incomplete. We ask for proof of educational qualification of the candidate and a copy of the degree to be provided to us before submission is made. We can conduct the education background check and work verification, if required by the department (it's done by Kroll). There is a reference check that serves as an additional check and assist us in gaining the required information

22nd Century ways of conducting interviews and meeting the interview criteria

Our key objectives of the interview process are to find resources that match the JCC’s requirements.

- Interviews - 22nd Century’s first priority is to conduct in-person interview with our team of SMEs if it’s possible of consultant to be present of in-person interview, we conduct Skype interview.
- Interview criteria – Documented Checklist of technical qualifications – 22nd Century recruiter, immediately upon receipt of the requirement, creates a checklist of technical qualifications questions on each skill set required to quickly ask consultant over the phone. By obtaining an immediate quick answer we are able to determine candidate’s proficiency on the subject. We ask questions about the particular skills/technologies mentioned in the requirement – open-ended response is required. This allows determining the level of the consultant’s knowledge as well as extent of understanding.
- Certifications – 22nd Century check for certifications and ask for the copies
- View the candidate profile on publically-available social media network sites like LinkedIn, Facebook, etc. This allows us to get a better understanding about the candidate’s values, personality and professional background.
- In-person meeting - Meet up with the candidate if possible.
- Documented Feedback form – 22nd Century sends the “Feedback form” along with our submission. Feedback form includes feedback on conduct interviews and its criteria, copy of Certifications and education (copy of the degree), publicly available professional social media profile like LinkedIn if required or requested by the TO/SOW.

22nd Century ways of conducting the reference checks on staff.

- Standard Reference Check - At 22nd Century, every consultant is required to provide at least three positive professional references which are cross-checked. In addition, if the candidate has worked with any state department, we use to conduct reference check with them to ensure that the candidate performance, professional appearance, working ability etc. By verify the references we are obtaining information on candidates’ qualifications and work ethics.
- Education background check and work verification (if required by the department, it’s done by Kroll)
- Non-convention “Reference Check” – View potential candidate profile on publically available social media and networking sites like LinkedIn or Facebook. Verified participation in any technology groups or public discussions, etc.

22nd Century ways of verifying and demonstrating proposed staff experience prior to submission to State as candidate for a JCC TO

Prior to submission to JCC for a TO, 22nd Century asks candidate / staff to demonstrate and proof their experience by conducting the following steps:

1. Telephone/Skype/Face-to-face meeting with the potential candidate
 2. Skill matrix / Checklist - Clarifying the agency requirement by collecting years of mandatory experience as per the skill set matrix given by the State or created by our recruiter, depending on the agency’s requirements: dates of experience, years of experience, skill set etc.
 3. Pre-placement testing based on screening on following parameters:
 - ✓ Technology area:
 - Technical interview by internal team (SME) and Technical test (used 3rd party agency like Brainbench)
 - Certifications and Sample of work
 - ✓ Interpersonal & communication skills based on the interaction with the technical and non-technical team (recruiters)
 - ✓ Reference check and past work behaviors
 4. In- person meeting (if possible) to show involvement and commitment to the potential placement.
- From our effective recruitment process, we hire the right people from the start.

At 22nd Century, we regularly use below steps to verify the competency of candidates being presented to work at the JCC:

Use of Assessment Tools while Selecting Resumes
<p>Resume Searching</p> <ul style="list-style-type: none"> Based upon the staff requisition submitted to recruitment team, recruiter's searches for the right candidate they can hire matching the requirement of our clients based on: <ul style="list-style-type: none"> Skill required along with the preferred skills Required education details Last project details including Client name, duration, project description and responsibilities of the candidate
<p>Reference check reports the proposer writes</p> <ul style="list-style-type: none"> On regular practice, recruiters collect 3 Professional references from sources candidate to validate the candidate's duties and behavior while working with them. Recruiter makes a report on the feedback they receive from candidates' reference provided. Before submitting candidate resume to the client, we include the reference contact information in our response, so that the client can contact the previous employers of the candidates' and get information about the candidates' from their previous employers.
<p>Technical skills evaluation reports</p> <ul style="list-style-type: none"> While selecting, SME conducts detailed technical interviews based upon the requirement task areas to see if submitted candidates' are fit for the role. TechChek (Technical Proficiency Profile Testing)/ Online Technical Test Interview - Conduct detail technical interviews based upon client's requirement.
<p>Recruiters' reports on the candidate</p> <ul style="list-style-type: none"> After skills evaluation reports generated by our SME, recruiter makes a final report on the candidate and submit it back to our Account Manager.
<p>Account Manager's candidate evaluation</p> <ul style="list-style-type: none"> After receiving final report on candidate from the recruiter, Account Manager thoroughly evaluate the candidates' skills and education details based on the client requirement and provides her decision to submit resume.
<p>Personality or behavioral style assessments</p> <ul style="list-style-type: none"> While selecting any candidate recruiter also checks effective communication, leadership, creativity, analytical thinking, and problem solving capability of the candidate. Professional reference provided by sourced candidate also help us in personality or behavioral style assessments.
<p>Other useful assessment tools</p> <ul style="list-style-type: none"> Conducts online test (using Prove-It, Brainbench & internal tools) and general knowledge test to select a candidate.

Table# 5: Use of Assessment Tools while Selecting Resumes

(1) your existing subcontracting relationships with other firms and what classifications they cover;

22nd Century Reply: 22nd Century always intends to meet the proposed subcontracting goal of any contract. We regularly seek out and establish partnerships with emerging companies local to the contract's place of performance. We continuously attend HUB, SBE, and M/WBE, SDVOSB events to find strategy partnerships for future business endeavors and look for strengths in service offerings to augment and supplement our own. 22nd Century is committed to increase opportunities for Small businesses in the area of employment and we always used a variety of subcontractors, and suppliers that are minority owned, women owned and/or small/emerging businesses. We have worked with various subcontractors across the nation for providing various services.

Below we are providing list of few subcontractors with their Business classifications who are actively providing services on various contracts along with 22nd Century:

Subcontractor Company Name	Business Classification
Dav-Lear Systems, Inc.	SDB and service disabled, veteran-owned Business
Abator Information Services, Inc.	Women Owned Business Enterprise (WBENC)
The Temp Connection	Women Owned Small Business (WOSB)
CMT Services, Inc.	HUBZone and Economically Disadvantaged Woman Owned Small Business (EDWOSB)

A-JAC Services	Service Disabled Veteran Owned Small Business (SDVOSB) and Minority Business Enterprise (MBE)
Frontier Technologies, Inc.	Minority women owned Business Enterprise Owned (WBENC) & OMWBE
American Personnel Managers & Consultants, Inc.	Women Owned Business Enterprise (WBE) and Women Owned Small Disadvantage Business (WOSEB).

Table# 6: Sub-Contractors and their Business Classifications.

22nd Century always considers engaging qualified subcontractors to fulfil requirements received under our contracts. Our assigned Account Manager is responsible for effectively managing & utilizing the subcontractors and meet the overall contract goal.

We proactively identify suppliers who can augment our business based of the following:

- SBE Status of their certification (needs to be current)
- Supplier office should be located in the City or State where the contract is based
- Acceptance of the state contract terms and conditions
- Preferred - state or any public sector contract experience
- Culture to Go-extra-miles to achieve the satisfaction level of clients and work strategically on every requirement and fill the positions at highest success rate.

Subcontractor Company Name	Clients where we use them	Contract Title
Dav-Lear Systems, Inc.	CMAS, MSA DGS and Superior Court of California	California Multiple Award Schedule, IT Consulting and IT Temp Staffing
Abator Information Services, Inc.	Governor's Office of Storm Recovery, NY	Temporary Staffing Services
The Temp Connection	Department of Economic Security, AZ	Temporary Staffing Services
CMT Services, Inc.	Prince George County MD	Consulting and Technical services II
A-JAC Services	Department of Human Resources (DHR), MD	CATS +
Frontier Technologies, Inc.	Port Authority Allegany County, PA	IT Consulting Services
American Personnel Managers & Consultants, Inc.	Southeastern Pennsylvania Transportation Authority, PA	General Information Technology Consulting Services Contract

Table# 7: Sub-contractors used for contracts.

Below given are the Job classifications that our Sub-contractors can cover immediately, as they already have sources, process, experience and technologies available that are required for the successful completion of any requirement.

Job Classification	Dav-Lear Systems, Inc.	Abator Information Services, Inc.	The Temp Connection	CMT Services, Inc.	A-JAC Services	Frontier Technologies, Inc.	American Personnel Managers & Consultants, Inc.
Applications IT Architect	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Application Support Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Application Tester	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Application Testing Lead	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Business Applications Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sr. Business Applications Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Business Systems Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sr. Business Systems Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Data Modeler	Yes	Yes	No	Yes	Yes	Yes	Yes
Database Administrator	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Infrastructure/Operations IT Architect	Yes	Yes	No	Yes	No	Yes	No
IT Developer	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IT Developer Lead	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IT Governance Subject Matter Expert	Yes	Yes	No	No	Yes	Yes	No
IT Infrastructure Subject Matter Expert	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IT Program Manager	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IT Project Manager	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Network Engineer	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Quality Assurance Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Release Analyst	Yes	No	No	No	No	Yes	Yes
Release Manager	Yes	No	No	No	No	Yes	Yes
Security Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Service Delivery Manager	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Technical Analyst	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Technical Construction Analyst	No	Yes	No	No	No	Yes	No
Technical Writer	Yes	Yes	Yes	Yes	Yes	Yes	Yes
TIBCO Development Engineer	Yes	Yes	No	No	No	Yes	No

Table# 8: Job classifications our Sub-contractors cover

(2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and

22nd Century Reply: 22nd Century has faced such situations in the past and has been able to handle such demands successfully. Based upon our experience of such requirements in past, we have developed a database of candidates with unique and hard-to-fill skills. We have kept 2 technical recruiters to cater such requirements and they also keep updated information about such candidates in the database. 22nd Century aims to hire top talent either it takes time. We don't rush such resources to projects who are not able to cater their project needs. We have more than 19 years of experience in IT staff augmentation services and we are highly capable to staff candidates on all the positions. Our resumes database of 400,000 candidates across the US; 10,000+ pre-screened candidates across the State of CA meeting the JCC requirement, along with pre-screened database we have 200+ in-house candidates matching JCC requirement makes us fully capable to provide IT staff augmentation services to the JCC. The various sources by which we which we can provide qualified candidate on positions requiring unique or hard to fill technical expertise are:

- **Internal Staff:** 22nd Century has a staff of over 1100 people experienced in various skills with 200+ matching the labor category required by JCC. 22nd Century regularly checks on project end dates of these consultants and submit those, whose projects are going to end.
- **Internal Referrals:** In parallel, we share the requirements with our consultants by posting them on our internal web site for internal referrals.
- **Internal Resume Database:** 22nd Century has an internal database of more than 400,000 pre-screened resources, which is growing every day as we work proactively on building database after understanding our client's requirements.

- **Job Sites:** 22nd Century has accounts with popular job websites, such as Monster, Dice, Indeed, CareerBuilder, etc. This provides an access to a wide pool of resources across nation.
- **Local Employment Agencies:** We register our company with local employment agencies and post the job requirement there. We also receive resumes of qualified candidates registered with that agency.
- **10 Step Recruitment Approach:** Our standardized hiring process has matured over the past decade from proudly serving a plethora of government clients. We use a 10-step process to ensure that we provide the right candidates to the JCC. We have developed in-house processes and methodologies for recruiting, screening, selection and quality control processes in order to provide qualified candidates to the JCC.
- **Recruiting within short deadlines:** In our business, a key is to identify and present the qualified candidate as early as possible. Thanks to our time tested recruitment process, the typical time frame to identify and present a candidate to the Client is 2-3 hours to 2-3 days. The typical time frame required to present the candidates in some of the state level contracts is 3 – 5 days and we are successfully working on such contracts and meeting the contract submission and performance service level agreements. Our proved processes and experienced staff can ensure that the deadlines are met.

22nd Century administers a comprehensive screening process of personnel from initial contact to in-person interviews, reference checks, through placement with a client. The screening process also includes steps taken to uncover any drug and criminal problems or history. This process is same for our subcontractors.

(3) Your plans for filling positions in diverse geographic locations through California.

22nd Century Reply: Having excellent experience with diversified technologies, 22nd Century is a renowned name in IT industry. We have developed very strong bonding with State of CA by having contracts/ delivering exceptional IT staff augmentation services to the following agencies:

Clients	Services Provided
Superior Court of California, County of Orange, CA	Temporary Staffing Services
Administrative Office of the Courts, CA	Technical Staff Augmentation Services
Superior Court of Los Angeles, CA	Information Technology Recruitment Services
Department of General Service, CA	IT Consulting Services Master Services Agreement
Department of General Service, CA	California Multiple Award Schedules
County of Orange, CA	IT Professional Help Services
Sacramento County, CA	IT Staffing and Special Project Services
Placer County, CA	IT Support Services
Los Angeles County Metropolitan, CA	IT Services Bench
San Diego Association of Governments, CA	Temporary Staffing Services
City of Santa Clara, CA	Information Technology Temporary Staffing Services
City of Anaheim, CA	Temporary Agency Services

Table #9: Experience working with State of California

Since 22nd Century is already serving a number of clients in the state of California, 22nd Century has been maintaining database of consultants of different skill-sets in CA which cover all the classifications in this solicitation. This database kept on growing to significant number and enables us to cater the needs of our clients across CA. We have resumes of 10,000+ pre-vetted candidates across the state of CA, matching the skill sets required by the JCC, in our resume database. We have 24X7 recruiting team consist of 80+ technical recruiters and resume miners with an average experience of 5+ years to support customers. Our recruitment team works closely with our Account Manager/ to understand client’s requirements for providing best match to JCC needs. We have well defined recruitment process to proactively build matching candidates database which match our client needs. As a practice, after award of contract; we will assign a dedicated team of technical

recruiters having similar experience with various state government clients which makes them fully capable to handle the JCC requirements.

We have resume database of over 10,000 pre-screened candidates local to CA and meeting the JCC's requirements and we keep on updating this database to quickly meet JCC's needs with minimal time spend. We connect to these consultants from time-to-time and also when a requirement comes matching their skills. To show relevance to this RFP, position wise applicant pool size across the San Francisco, Los Angeles, Sacramento, San Diego, Fresno, and San Jose in 22nd Century resume database is as follows:

Position	Resume database across San Francisco	Resume database Los Angeles	Resume database Sacramento	Resume database San Diego	Resume database Fresno	Resume database San Jose
Applications IT Architect	77	91	87	71	45	62
Application Support Analyst	85	89	77	66	69	95
Application Tester	75	61	59	70	67	63
Application Testing Lead	65	70	56	65	41	53
Business Applications Analyst	59	61	66	49	57	69
Sr. Business Applications Analyst	47	49	39	44	33	40
Business Systems Analyst	70	63	61	69	71	65
Sr. Business Systems Analyst	45	60	44	61	57	53
Data Modeler	31	44	39	41	35	47
Database Administrator	85	77	75	69	79	77
Enterprise IT Architect	60	54	57	65	51	63
Infrastructure/ Operations IT Architect	54	59	60	53	47	42
IT Developer	86	74	76	71	69	83
IT Developer Lead	84	64	62	60	44	64
IT Governance Subject Matter Expert	34	39	41	40	28	45
IT Infrastructure Subject Matter Expert	30	35	33	31	25	41
IT Program Manager	79	80	83	59	64	69
IT Project Manager	89	77	81	71	70	88
Network Engineer	75	71	69	84	79	66
Quality Assurance Analyst	57	61	63	49	54	68
Release Analyst	42	38	40	44	29	39
Release Manager	59	61	53	42	44	39
Security Analyst	77	65	89	73	80	69
Service Delivery Manager	64	72	83	66	76	63
Technical Analyst	78	81	76	89	75	66
Technical Construction Analyst	65	69	67	75	54	63
Technical Writer	70	77	65	59	39	56
TIBCO Development Engineer	86	57	41	52	27	54

Table #10: Pre-Vetted Candidates in 22nd Century Zoniac Database

Also, 22nd Century has its local office situated near to office of JCC, San Francisco, CA:

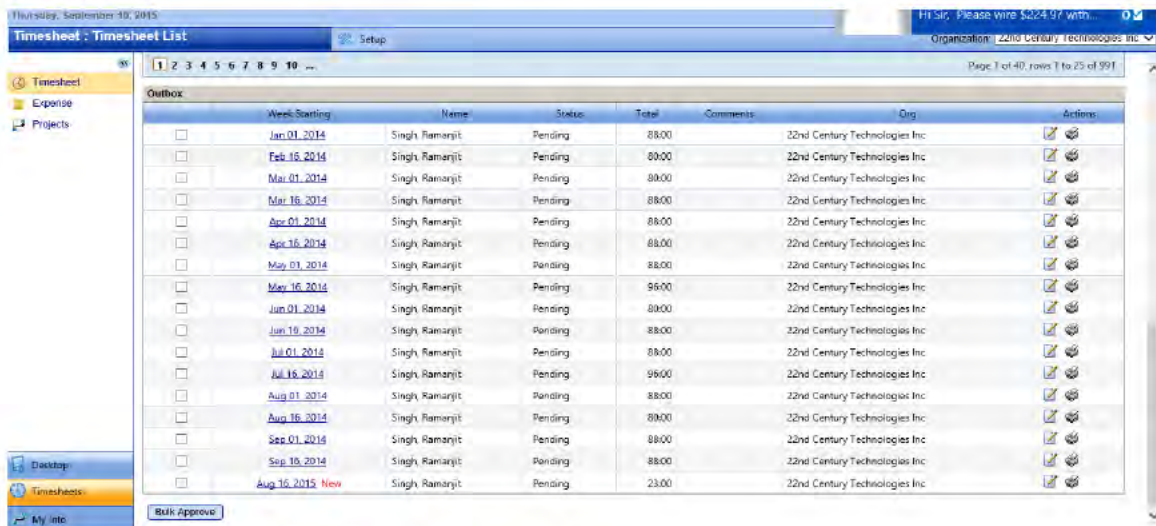
22nd Century Local Office Address	556 N. Diamond Bar Blvd., #302, Diamond Bar, CA, 91765
--	--

22nd Century will cater to the needs of JCC for filling the positions in diverse geographic locations through the above-mentioned office & with the utilization of our database across CA.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing

Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

22nd Century Reply: We have well-documented standardized Defense Contract Audit Agency (DCAA) approved invoicing approach and methodology for both fixed price projects and time and materials based projects. We are using Office Clip for Timesheet (as given below) and QuickBooks for invoicing.

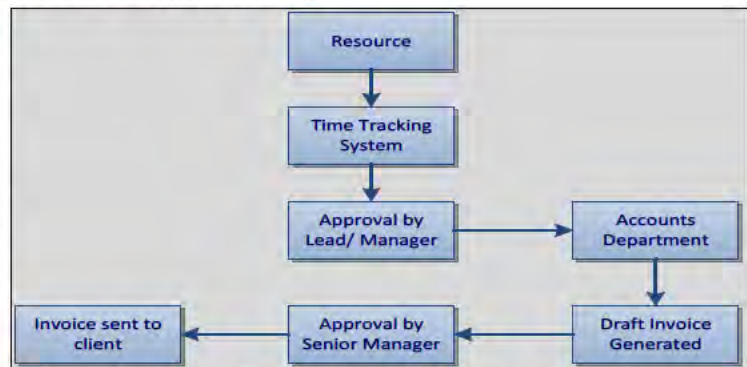


Week Starting	Name	Status	Total	Comments	Org	Actions
Jan 01, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Feb 16, 2014	Singh, Ramarjit	Pending	80.00		22nd Century Technologies Inc	[Icons]
Mar 01, 2014	Singh, Ramarjit	Pending	80.00		22nd Century Technologies Inc	[Icons]
Mar 16, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Apr 01, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Apr 16, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
May 01, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
May 16, 2014	Singh, Ramarjit	Pending	96.00		22nd Century Technologies Inc	[Icons]
Jun 01, 2014	Singh, Ramarjit	Pending	80.00		22nd Century Technologies Inc	[Icons]
Jun 16, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Jul 01, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Jul 16, 2014	Singh, Ramarjit	Pending	96.00		22nd Century Technologies Inc	[Icons]
Aug 01, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Aug 16, 2014	Singh, Ramarjit	Pending	80.00		22nd Century Technologies Inc	[Icons]
Sep 01, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Sep 16, 2014	Singh, Ramarjit	Pending	88.00		22nd Century Technologies Inc	[Icons]
Aug 16, 2015	Singh, Ramarjit	Pending	23.00		22nd Century Technologies Inc	[Icons]

Figure #3: Sample snapshot of Office Clip for Timesheet

The steps involved in generating invoices are described as under:

- Invoices for services rendered will be submitted monthly by 10th of subsequent month for any month in which the services have been provided.
- Two types of Invoices will be submitted as under:
 - One consolidated Invoice containing consolidated summary of all consultants indicating the number of hours worked by each of the consultant, discount, after hours worked, expenses etc. in case of multiple consultants working on Work Order.
 - One Detailed Invoice for each of the consultant indicating the number of hours worked by the consultant, discount, after hours worked, expenses etc.
- The invoice includes, at the minimum, complete details like
 - Project Title; Invoice number; Start and End dates of the Project; Hours billed; Each Position Title; Period covered and Invoice total.
- The following documents will be attached with the detailed invoice.
 - weekly signed copy of the time sheet,
 - After hours approval form,
 - tour approval form,
 - expenses statement,



- scanned copies of all receipts,
- Proof of distance traveled (miles) with printout from mapquest.com between destinations traveled
- Invoices will be submitted to the address specified within the purchase order
- An annual summary of billing will also be provided if requested by JCC.
- If required, 22nd Century can raise the invoice on JCC Invoice voucher.
- A final invoice is raised at the conclusion of the project.
- Each expense and/or disbursement is specifically identified on the invoice.
- Payment is expected to be made within the agreed time after invoice is submitted to JCC.

Because our accounting system is DCAA approved and we use standardized processes built on latest technology, our invoice issue rate is less than 0.01%. Still, 22nd Century has a well-defined methodology to handle invoice issues and provide timely resolution. We understand that there may be overpayment or underpayments due to incorrect invoice or any other reason, such as JCC is not in agreement with the invoice submitted by 22nd Century. For realized overpayments, we will credit the difference amount to government account within 10 days. If the JCC and 22nd Century is in disagreement over the invoice or payment made, we will coordinate with JCC and verify the hours worked or deliverables completed. 22nd Century will follow JCC rules and regulations for invoice issue resolution. 22nd Century has over 150 similar IT staffing contracts and our account management team is smoothly managing the invoicing process.

- ***Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).***

22nd Century Reply: We have well-defined and documented standardized Defense Contract Audit Agency (DCAA) approved time tracking approach and methodology. We are using QuickBooks Premier accounting software to record financial transactions and uses QuickBooks Time and Expense to collect and record time and attendance information. The accounting and timekeeping system "Officeclip" which identifies labor hours/costs charges as either direct or indirect for each work. The timesheet information is automatically imported into the QuickBooks Premier accounting system. The QuickBooks accounting system allows project based accounting which includes segregation of costs by project and indirect pool. Through the use of the QuickBooks Accounting System, contracts are assigned individual project codes where direct costs are accumulated. Indirect costs are identified and then allocated to the appropriate cost pool. Indirect costs are then distributed to final cost objectives based upon the procedures approved by the DCAA. The accounting system allows for monthly project status reporting to be provided to Account Manager to effectively manage their contract or contracts. Timekeeping system groups Projects Tasks as Resources to implement controls that ensure that resources charge to only those projects for which they are assigned. In addition 22nd Century Team delineates direct labor charges from overhead and Paid Time Off. Effective procedures for labor approvals and correction records OfficeClip Timesheet includes:

- Automated approval workflow and email notifications
- Configurable abilities to create new work authorizations
- Appropriate access to work orders through grouping and project definitions
- Audit logs and custom reports for employee and approver activity
- Prior period corrections with required approval in the current period
- Multiple hierarchical levels of approval
- Effective procedures for labor cost accounting (cost accounting standards, contract terms).

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

22nd Century Reply: 22nd Century has read, understood and will comply with the above mentioned statement and according to our standardized Defense Contract Audit Agency (DCAA) approved invoicing approach and methodology, we will generate invoice for services rendered by 10th of subsequent month in which the services have been provided.

Once 22nd Century wins a contract, 22nd Century Accounts Lead meets the client Project Manager to get details which includes any travel involved in the project, travel approving authority and its reimbursement policy & rates etc. Once Accounts Lead gets all the required information, (s)he sends the same to our accounts department as well as to the Accounts Representative for information. During the course of project, if the consultant needs to travel, the consultant has to fill the travel authorization form, get it signed from client Project Manager and send to our Accounts department and Accounts representative via email. If there is any specific format of Travel Authorization form at client side, same is used by our consultant otherwise 22nd Century’s Travel Authorization form will be used. The consultant keeps documentary record of all expenses incurred during the travel like fuel receipts, toll receipts etc. For reimbursement, 22nd Century consultants are required to fill travel expense form and send it to 22nd Century Accounts Department along with self-attested scanned copies of all expense receipts with copy to the 22nd Century accounts representative via email. 22nd Century’s accounts department prepares an invoice and raises it to the client along with the monthly invoice. The invoice is also accompanied with duly approved travel authorization form, expense statement and all expense receipts. The distance report from mapquest.com as proof of distance travelled by consultant between JCC office locations and the place of visit is attached. 22nd Century’s format of Travel Authorization form is attached below and the sample of Travel Expense Claim use to keep track of this information are placed on the next page for the JCC consideration:



✓ **Travel Expense Claim**

Expense Preview - 22nd Century Technologies, Inc. - OfficeClip 8.2.5.4

<https://timesheet.tscii.com/te/expense/expensePreview.aspx?eid=51125>

Expense Preview Expense Preview

Close

(22nd Century Technologies Inc) Mar 16, 2016 - Mar 31, 2016

Project	Expense	Mar 16 (Wed)	Mar 17 (Thu)	Mar 18 (Fri)	Mar 19 (Sat)	Mar 20 (Sun)	Mar 21 (Mon)	Mar 22 (Tue)	Mar 23 (Wed)	Mar 24 (Thu)	Mar 25 (Fri)	Mar 26 (Sat)	Mar 27 (Sun)	Mar 28 (Mon)	Mar 29 (Tue)	Mar 30 (Wed)	Mar 31 (Thu)
22nd Century Internal/Business Development	Meals	37.59															
22nd Century Internal/Business Development	Mileage	13.22															

Total Billable Amount: 50.81
Total Non Billable Amount: 0.00
Grand Total: 50.81
Last Action: Approve (Thattai, Narayanan - Mar 16, 2016 04:31 PM)
Comments:

Details

Dates	Project	Expense	Details	Billable
Mar 16, 2016	22nd Century Internal/Business Development	Meals	Description: Took TMR (current contract's prime) members to lunch to discuss account and network.	Yes
Mar 16, 2016	22nd Century Internal/Business Development	Mileage	Description: (29.4 miles) X .565 = 13.22	Yes

Signature: _____ Date: _____

Approved By: _____ Date: _____

Close



✓ **Travel Authorization Form**

Travel Authorization Form

**Administrative Office of the Courts
 Travel Authorization Form**

1. If travel has been designated as "May Be Required" in the Work Order, this authorization form must be completed and approved by AOC Project Manager prior to after-hours support being worked. The form is used to request estimated after-hours support hours and document actual hours worked for invoicing purposes.
2. Photocopies of claims or incomplete authorization forms will not be processed.
3. Key Personnel name must be clearly stated to avoid a delay in processing.
4. This authorization form must be signed by the AOC Project Manager and submitted as backup to related invoice.

Work Order #: ISD-XXXX

Key Personnel Name: [REDACTED]

Project Manager Name: [REDACTED]

Location to Visit	Date	Location		Number of Miles	Purpose of Visit
		From	To		
XYZ Office, CA	3/25/2011	AOC Office, CA	XYZ Office, CA	17	
ABC Office, CA	3/28/2011	AOC Office, CA	ABC Office, CA	28	

Signed: _____ Date: _____

Approved: _____ Date: _____

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	4
Application Support Analyst	10
Application Tester	8
Application Testing Lead	5
Business Applications Analyst	4
Sr. Business Applications Analyst	1
Business Systems Analyst	3
Sr. Business Systems Analyst	2
Data Modeler	5
Database Administrator	6
Enterprise IT Architect	1
Infrastructure/Operations IT Architect	2
IT Developer	12
IT Developer Lead	6
IT Governance Subject Matter Expert	1
IT Infrastructure Subject Matter Expert	1
IT Program Manager	4
IT Project Manager	6
Network Engineer	4
Quality Assurance Analyst	4
Release Analyst	1
Release Manager	1
Security Analyst	7
Service Delivery Manager	1
Technical Analyst	2
Technical Construction Analyst	2
Technical Writer	6
TIBCO Development Engineer	1



Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process.

Applications IT Architect

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	08/10/15 - 07/19/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	3/7/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	2/1/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	7/30/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Application Support Analyst

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	5/7/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Nov 2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	12/28/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Nov 2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Dec- 2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Dec- 2015- Present
Name of Individual Placed*	[REDACTED]

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Dec- 2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	5/18/2015 - 9/11/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	2/16/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Feb -2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
Application Tester	
JCC Classification	Application Tester
Duration of Assignment (List Dates)	07/27/15 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Tester

Duration of Assignment (List Dates)	08/10/15 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Tester
Duration of Assignment (List Dates)	04/14/15- 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Tester
Duration of Assignment (List Dates)	5/26/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Tester
Duration of Assignment (List Dates)	6/15/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Tester
Duration of Assignment (List Dates)	7/6/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Tester
Duration of Assignment (List Dates)	7/6/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Tester
Duration of Assignment (List Dates)	11/9/2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Application Testing Lead

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	5/26/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	6/15/2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	8/3/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	7/29/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	8/26/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Business Applications Analyst

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	5/23/2015 - Present



Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	6/22/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	6/29/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	2/10/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Sr. Business Applications Analyst

JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	1/19/2016- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Business Systems Analyst

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	06/29/15 - 06/28/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Business Systems Analyst
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Duration of Assignment (List Dates)	08/08/15 - 12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	10/8/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
Sr. Business Systems Analyst	
JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	8/6/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	3/28/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
Data Modeler	
JCC Classification	Data Modeler
Duration of Assignment (List Dates)	07/27/15 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Data Modeler
Duration of Assignment (List Dates)	08/07/15- April 22, 2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	6/1/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	6/1/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	6/1/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Database Administrator

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	8/3/2015 - 8/3/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	6/1/2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	5/1/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	5/1/2015 - Present

Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	8/31/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	3/30/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Enterprise IT Architect

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	1/20/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Infrastructure/Operations IT Architect

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	7/6/2015 -- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	12/14/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

IT Developer

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/13/2015 - 12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/22/2015- 12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	8/24/2015 - 6/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	04/06/15- 10/21/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	04/27/15- 06/30/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	4/13/2015 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	Feb 2015 to Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	May 2015 to Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	4/1/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	02/24/15 - 06/28/15
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	2/23/2015 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	2/23/2015 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
IT Developer Lead	
JCC Classification	IT Developer Lead

Duration of Assignment (List Dates)	3/28/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	
	IT Developer Lead
Duration of Assignment (List Dates)	12/2/2015 -- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	
	IT Developer Lead
Duration of Assignment (List Dates)	8/10/2015 - 10/23/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	
	IT Developer Lead
Duration of Assignment (List Dates)	5/18/2015 - 9/11/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	
	IT Developer Lead
Duration of Assignment (List Dates)	5/1/2015- 11/2/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	
	IT Developer Lead
Duration of Assignment (List Dates)	4/27/2015 - 12/29/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
Governance Subject Matter Expert	
JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List Dates)	10/26/2015 - 3/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

IT Infrastructure Subject Matter Expert

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	1/18/2016 - 3/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

IT Program Manager

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	8/31/2015 - 12/18/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	7/27/2015 - 11/6/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	5/16/2015 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	01/26/15- 06/26/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

IT Project Manager

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	3/28/2016 - Present
Name of Individual Placed*	[REDACTED]

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	7/20/2015 - 12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	4/20/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	7/13/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	6/1/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	6/1/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	01/20/15 - 04/03/15
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]



Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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Network Engineer

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	11/6/2015 -5/15/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	4/25/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	25- April 2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	4/30/2015 -8/25/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Quality Assurance Analyst

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	07/01/15 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	5/1/2015- 5/6/2016
Name of Individual Placed*	[REDACTED]

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	8/19/2015 - 11/17/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	4/27/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Release Analyst

JCC Classification	Release Analyst
Duration of Assignment (List Dates)	4/30/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Release Manager

JCC Classification	Release Manager
Duration of Assignment (List Dates)	12/2/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Security Analyst

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	9/21/2015 -6/30/2017
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Security Analyst
Duration of Assignment (List Dates)	5/2/2015 - 10/2/2015
Name of Individual Placed*	[REDACTED]

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Security Analyst
Duration of Assignment (List Dates)	Feb -2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Security Analyst
Duration of Assignment (List Dates)	Nov 2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Security Analyst
Duration of Assignment (List Dates)	20-Jan-15- 6/26/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Security Analyst
Duration of Assignment (List Dates)	9-Feb-15 - 10/30/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Security Analyst
Duration of Assignment (List Dates)	01/26/15- 01/13/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Service Delivery Manager

JCC Classification	Service Delivery Manager
Duration of Assignment (List Dates)	9/2/2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Technical Analyst

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	4/4/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	4/6/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Technical Construction Analyst

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	5/2/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	12/21/2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Technical Writer

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	5/4/2015 - 12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Writer
Duration of Assignment (List Dates)	6/1/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Writer
Duration of Assignment (List Dates)	7/6/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Writer
Duration of Assignment (List Dates)	8/10/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Writer
Duration of Assignment (List Dates)	2/16/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Writer
Duration of Assignment (List Dates)	4/6/2016 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
TIBCO Development Engineer	
JCC Classification	TIBCO Development Engineer
Duration of Assignment (List Dates)	4/13/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]



Email Address and Phone Number for Company Point of Contact*	[Redacted]
[Redacted]	

Reference #	Evaluation Criterion:	Key Staff												
C-4	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)												
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>														
<p>Proposer must complete the following:</p>														
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Account Manager. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>22nd Century Reply: With our experience in serving on 150+ similar IT staff augmentation services contracts, we learnt that a well-defined organization is key to success of any such contract. To ensure the success of this contracts, we will allocate a dedicated Account Manager Mr. Ramanjit Singh, who have vast experience in handling similar IT staffing requirements in past and will be responsible to handle the JCC’s IT staff augmentation services. This hands-on approach by our Management Team will ensure prompt resolution of all issues that might arise, and demonstrates 22nd Century’s total commitment towards the success of the contract. We follow team management approach for handling such IT staffing contracts. We have proven organization structure of dedicated team having extensive experience & huge understanding of similar IT staff augmentation contracts, which will take care of our bids against task order, statements of work to be accurate, responsive and prompt.</p> <p>Designate Key Staff: 22nd Century is proposing the following professional key staff for this RFP:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">#</th> <th style="text-align: center;">Name</th> <th style="text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Ramanjit Singh</td> <td>Account Manager</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Eric Sloan</td> <td>Account Representative</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Shashank Srivastava</td> <td>Sourcing Manager</td> </tr> </tbody> </table> <p>Table #11: 22nd Century's Designate Key Staff for JCC contract</p> <p>Our skilled individuals not only serve the JCC from the candidate search to the placement of a candidate over the JCC requirement, but also serve the JCC through the project completion. Our Account Manager will always stay in touch with JCC’s Project Manager throughout the project term.</p>			#	Name	Title	1.	Ramanjit Singh	Account Manager	2.	Eric Sloan	Account Representative	3.	Shashank Srivastava	Sourcing Manager
#	Name	Title												
1.	Ramanjit Singh	Account Manager												
2.	Eric Sloan	Account Representative												
3.	Shashank Srivastava	Sourcing Manager												
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>22nd Century Reply: Detailed resumes of above-mentioned key staff documenting the background and professional expertise are placed from the next page for the JCC’s consideration:</p>														

Ramanjit Singh, Account Manager

Summary

Ramanjit has over 12 years of experience as Account Manager, Contract Administrator and Project Manager with total of 17 years of experience in IT industry. He is an expert in the use of industry best practices processes from the Project Management Institute (PMI), the Capability Maturity Integrated Model (CMMI), the Information Technology Infrastructure Library (ITIL) and ISO 9001:2008. He has proficiency in managing all program aspects including business development, contract development and negotiation, contract cost, schedule and technical oversight, subcontractor management, logistics/supply chain support and project risk management. He is detail oriented with extensive experience in developing relationships with all levels of management, clients and user groups & successfully achieved & exceeded targets under contracts with federal, state as well as commercial client. He has been consistently recognized for improving systems across divisions, resulting in better communication and increased client satisfaction. He has provided Account Management support to various clients including Superior Court of California, County of Orange (CA), Sacramento County (CA), Placer County (CA), Los Angeles County Metropolitan (CA), San Diego Association of Governments (CA), City of Santa Clara (CA), Department of Administration (NV), Clark County (NV), State of Oregon (OR), Portland Development Commission (OR), Seattle School District (WA), Snohomish County (WA), Port of Seattle (WA) and many more State & local contracts since 2006.

Core Competencies

- Extensive experience in RFP review, proposal preparation, negotiation of price, terms and conditions and administration of contracts from award through contract close-out.
- Extensive expertise in talent change performance management organizational design and development compensation policy development training development employee/labor relations and union avoidance
- Well-developed leadership planning and execution skills with the ability to motivate and lead others in the pursuit of corporate goals and objectives
- Well understanding of State, Federal Government Contracts setting contracts, negotiating, maintaining and success completion of contract.
- Proven needs-identification skills and system-based solutions selling expertise
- Accomplished contract negotiations, closing, and service skills at the highest executive levels
- Persistent Account Management, prospecting/ business development techniques and persuasive selling strategies
- Excellent presentation and intangible selling skills
- Ensured that the business is exceeding company standards.
- Fortified the ongoing relationship with the clients.
- Organized plans of action for special events; delegated necessary positions for specific events related with contract.

Academics and Certification

- Bachelor in Computer Science & Application
- ITIL Certified V 3.0

Professional Experience

Client Name	Position	Duration
22nd Century Technologies Inc.	VP – Government Solutions	Nov 2006 – Present
IRS, Washington DC (CIMIS)	Project Manager	Mar 2004 – Oct 2006
WSDOT, WA (Maintenance & Operations)	Project Manager	Oct 2003 – Mar 2004
WSDOT, WA (eSnoopi)	Sr. Lead Designer/ Developer	Aug 2002 – Oct 2003
WSDOT, WA (CCSV, Credit Card Service)	Lead Developer/ Analyst	Dec 2001 – Aug 2002
Real Estate Information System	Lead Developer	Oct 1998 – Dec 2001
SBA, Washington DC	Sr. Programmer Analyst	Jul 1997 – Oct 1998

Eric Sloan, Account Representative

Summary

Eric is a highly skilled and experienced Account Representative having 10+ years of enriched experience in the strategic planning, identification of opportunities, and development of new services. He possesses excellent working experience with complete Recruitment Lifecycle starting from quality hiring process includes coordinating interviews with client, selection till the successful accomplishment of project milestone. He has excellent experience in selling IT and Non IT solution and services, manufacturing, retail and government sector. He has amply established productive, professional relationships with key personnel in assigned customer accounts. He also possesses expert level knowledge and working experience of Vendor Management Systems for tracking candidate submissions. He possesses expertise in direct liaison with clients and subcontractor's to ensure the fulfillment of contract requirements. He is extensively experienced in handling similar services with various clients such as but not limited to Judicial Council of California (CA), Sacramento County (CA), Placer County (CA), Los Angeles County Metropolitan (CA), Department of Administration (NV), State of Oregon (OR), Portland Development Commission (OR), Sound Transit (WA), City of Redmond (WA), Port of Seattle (WA) and many more.

Core Competencies

- Leading team of sales executives and defining target for sales executives.
- Running sales campaigns & Identification and market penetration of company's products and services.
- Execute complete programs, with content from subject-matter experts that include collateral, field engagement tools, detailed competitive analysis, press and PR engagement, sales training, lead generation, success stories, and event marketing
- Doing web-based research, cold calling for identifying prospects and subsequent follow-ups.
- Understand the requirements of the qualified accounts/opportunities/clients, Firm up a unique value proposition addressing the opportunity, present the same to the decision makers in the account, negotiate and firm up the contract. Doing marketing research on prospects.
- Planning and subsequent co-ordination with VP sales for development and implementation of quarterly and annual business plan relevant to consultancy services provided by company.
- Keeping track of past and present prospects using relevant CRM techniques and marketing material.
- Creation of scripts. Putting together white papers and case studies on services provided by company.
- Marketing Enterprise Applications Products across various industries.
- Doing presentation of company's products in Seminars and Road shows.
- Developed relationship with system integrators.
- Marketing company capabilities to Government Program Managers.

Education and Certification

- B.S. in Computer Science
- Master of Business Administration
- CompTIA A+, Network+ Certification
- IT Infrastructure Library (ITIL)
- Project Management Professional (PMP)

Professional Experience

Client Name	Position	Duration
22nd Century Technologies, Inc.	Account Representative	Sep 2012 – Present
Precision Task Group	Account Executive	Jun 2007 – Sep 2012
Lockheed Martin	Senior System Engineer	Aug 2005 – Jun 2007
General Dynamics	Business Analyst	Oct 2003 – Aug 2005

Shashank Srivastava, Sourcing Manager

Summary

Shashank is highly skilled Sourcing Manager with 15+ years of excellent experience in IT & Non IT staffing and recruiting management. His specializations include employee selection and recruitment. She has been extensively working with Information Technology firms. He has proficiently worked in Human Resources consulting business, with successfully achieving targets and handling a large number of clients, including Fortune 500 corporations. He possesses expertise in recruitment process and resource management, sourcing strategies, recruitment process improvement and up gradation and compliance management. He is extensively experienced in handling various clients including Superior Court of California, County of Orange (CA), Judicial Council of California (CA), Department of General Service (CA), Sacramento County (CA), Placer County (CA), Los Angeles County Metropolitan (CA), San Diego Association of Governments (CA), City of Santa Clara (CA), Department of Administration (NV), Clark County (NV), State of Oregon (OR), Portland Development Commission (OR), Sound Transit (WA), City of Redmond (WA), Seattle School District (WA), Snohomish County (WA), Port of Seattle (WA) and many more. He will be the key person for managing staffing need of the JCC requisitions to ensure and track the staffing requirements of the JCC. He is excellent in arranging and managing interview schedules between the clients and consultants.

Core Competencies

- Expert in recruitment process and resource management, sourcing strategies, recruitment process improvement and up gradation and compliance management.
- Proficient working on Requirements based on Hardware Design, Embedded, Telecom (Development and Networking), Application, ERP, Financial, Banking, Healthcare, Pharma, Insurance, and many more.
- Teach how to drive and managed the entire recruiting process starting with identifying the requirement, posting positions on internet/ intranet, job boards, etc., sourcing resumes, screening candidates to extending the offers and closing the positions successfully to the juniors.
- Expert in handling various non IT positions including, but not limited to Accountants, Administrative & Clerical Staffs, Accounting Managers, Auditing Managers, Budget Managers, Data Analysts etc.
- Handling entire resource operation fulfilment functions for Global Delivery Center.
- Team building and Management.
- Expert in in-house recruitment & placing H1B candidates on Bench with different skill sets.
- Interacting with Hiring Manger of End Client and discussing about the requirements with the team and the sourcing needs of them and fulfilling them.
- Expert in recruitment at times using Dice and Monster and other job portals.
- Additional skills include Zoniac, C-Pas, Web Pas, Lotus Notes, Monster, DICE, Net Temps, Jobs Ahead and other Software and Tools related to Recruitments, MS Office, MS Outlook, and MS Excel.

Education and Certification

- Bachelor of Science Business Administration
- Certificate in Management Foundations

Professional Experience

Client	Position	Duration
22 nd Century Technologies, Inc.	Sourcing Manager	Apr 2008 – Present
UCA Services: New Jersey	IT Recruitment Manager	Feb 2007 – Apr 2008
Net Fabrics India Pvt Ltd,	Recruitment Manager	Apr 2006 – Jan 2007
EGS InfoTech Pvt Ltd,	IT Recruiter (Team Lead)	Feb 2005 – Mar 2006
Softtek/Artech	IT Recruiter (Team Lead)	Feb 2004 – Feb 2005
Excel Placements	Recruitment Manager	Jun 2001 – Jan 2004

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

22nd Century Reply: We understand that for ensuring the stability, growth, and effectiveness of organizations, it is important that the Key Staff must hold with the organization for long durations. Keeping this in mind, 22nd Century always maintains permanent key staff to meet the client’s requirements. 22nd Century has an extensive list of such employees which have chosen to stay with us for a long time. None of our key staff has left the company in last 45 months. For the purpose of this RFP, 22nd Century will provide JCC with a dedicated key staff. 22nd Century is proposing the following professional key staff for this solicitation:

Name	Title	Engagement with 22nd Century
Ramanjit Singh	Account Manager	Working with 22nd Century for the last 9 year
Eric Sloan	Account Representative	Working with 22nd Century for the last 3 years
Shashank Srivastava	Sourcing Manager	Working with 22nd Century for the last 8 years

Table #12: 22nd Century's Designate Key Staff for JCC contract

- *Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.*

22nd Century Reply: 22nd Century fulfill its promises with speed, quality and value to both our clients and our key staff. This extensive experience combined with reputations of excellence and professionalism provides clients with the utmost confidence in 22nd Century’s Solutions service offerings. There are several measures of Key Staff stability which are being taken care in 22nd Century for the duration of a prospective master agreement. All the key staff members mentioned above have maintained a long term working relationship with 22nd Century and have been serving in their specified roles for more than five years.

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <p>1.5.1.1 a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and</p> <p>1.5.1.2 a written summary to substantiate each individual proposed change, including</p> <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below <i>[you must mark one or the other]</i>:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions, with no exceptions.</i></p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions:</i></p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

Reference #	Evaluation Criterion:	Viability of Firm				
C-6	Maximum Points for this Criterion:	<u>5 Points</u> (out of 100 possible points)				
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>						
<p>Proposer must complete the following:</p>						
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p>						
<p>22nd Century Reply: 22nd Century is an ISO 9001:2008 certified IT staffing company with over 19 years of experience in successfully providing IT staff augmentation services to various government and commercial agencies across the nation. Incorporated in 1997 in New Jersey as an S-Corporation and with D&B Open rating score of 95, we have been successfully serving huge customer base with high level of customer satisfaction. We are currently holding more than 150 IT staffing contracts with various government agencies across the nation. With more than 1100 highly skilled professionals, we have provided more than 4M man hours of full spectrum of IT staffing services. Our commitment to be transparent and straight forward throughout the placement process has helped us build solid client and contractor relationships. We provide the best talent, resources, experience and market expertise to its customers. From around 2 decades of industry experience, we understand in-depth of IT staffing needs in government sector. 22nd Century’s entire organizational focus is towards delivering high class staffing services to customers.</p>	<table border="1"> <thead> <tr> <th data-bbox="833 1189 1383 1227">22nd Century Features & Strengths</th> </tr> </thead> <tbody> <tr> <td data-bbox="833 1227 1383 1265"> <p>Size and Scope:</p> <ul style="list-style-type: none"> • Small Disadvantage Business • Certified Minority Business Enterprise </td> </tr> <tr> <td data-bbox="833 1265 1383 1686"> <p>22nd Century Strengths</p> <ul style="list-style-type: none"> • ISO 9001:2008 Compliant Recruitment process • Resume database of 400,000+ consultant • 100+ IT consultants working in CA • More than 1100 Internal Staff • More than 80 Recruiters • D&B Open rating score of 95 • DNB Financial Score 80 • Inc. 500 – Fastest Growing Company • CNR 100 – Fastest Growing Company </td> </tr> <tr> <td data-bbox="833 1686 1383 1861"> <p>Staffing Experience</p> <ul style="list-style-type: none"> • More than 150 IT staffing contracts across the nation • More than 10,000 placements and successfully delivered over \$200M of staffing services. </td> </tr> </tbody> </table>		22nd Century Features & Strengths	<p>Size and Scope:</p> <ul style="list-style-type: none"> • Small Disadvantage Business • Certified Minority Business Enterprise 	<p>22nd Century Strengths</p> <ul style="list-style-type: none"> • ISO 9001:2008 Compliant Recruitment process • Resume database of 400,000+ consultant • 100+ IT consultants working in CA • More than 1100 Internal Staff • More than 80 Recruiters • D&B Open rating score of 95 • DNB Financial Score 80 • Inc. 500 – Fastest Growing Company • CNR 100 – Fastest Growing Company 	<p>Staffing Experience</p> <ul style="list-style-type: none"> • More than 150 IT staffing contracts across the nation • More than 10,000 placements and successfully delivered over \$200M of staffing services.
22nd Century Features & Strengths						
<p>Size and Scope:</p> <ul style="list-style-type: none"> • Small Disadvantage Business • Certified Minority Business Enterprise 						
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<p>Staffing Experience</p> <ul style="list-style-type: none"> • More than 150 IT staffing contracts across the nation • More than 10,000 placements and successfully delivered over \$200M of staffing services. 						
<p>Some of our key features are listed below:</p> <ul style="list-style-type: none"> • Right Person, at Right Place and at Right time. 						



- Exceptional ability to inspire, train and motivate staff.
- Highly competent and skilled recruiting team.
- Competitive and flexible pricing model.
- Knowledge and experience in industry that helps you to achieve growth in your business.
- Quick turnaround, quality talent and an in-depth understanding of procurement processes.

22nd Century Team’s Value Proposition for the Judicial Council of California (JCC)

Features of 22nd Century Teams’ Solution	Benefits to the JCC
More than 19 years of experience including State, Federal and Local.	Knowledge of regulations and processes.
Presence in 49 states	Nationwide IT staffing, which firm can draw upon its extensive pool of national and local resources to quickly respond to JCC needs.
Huge Local Consultant’s Database	10,000+ pre-vetted candidates (matching the skill sets required by JCC) in resume database which make us fully capable to fulfill the JCC requirements as & when required.
Best practice management approach	Consistent management & delivery processes as per industry standards.
More than 150 IT staffing contracts	Proven experience in providing qualified & experienced IT professionals.
ISO 9001 based 10 step recruitment process	Our ISO 9001 based 10 step recruitment process meets the JCC staffing requirements and ensures that the right candidates are hired.
Customer satisfaction	Based on our D&B rating, 22nd Century has extensive capabilities to meet customer expectation and provide quality delivery in services.
Similar Experience	Served on more than 80 contracts for federal, state and commercial clients providing IT staff Augmentation Services including Judicial Council of California (CA) , Department of Transportation (WA), Department of Transportation (NC), Department of Information Services (TX), City of Phoenix (AZ), Palm Beach County (FL), Clemson University, (SC), Department of Information and Innovation (VT), United Nations Development Programme (NY), WMATA (DC), Department of Information Technology Services (MS), and many others which will helps us to serve JCC better.
Judicial Domain Experience	Extensive experience in working with judicial domain clients including but not limited to Judicial Council of California (CA) , Superior Court of California, County of Orange (CA), Administrative Office of the Courts (CA), Superior Court of Los Angeles (CA), Administrative Office of the Courts (NJ), District of Columbia Courts (DC), Department of Judiciary (MD), and many more, which makes us fully capable to provide services to JCC.

Table #13: 22nd Century Teams’ value proposition

- *Provide the, including the, and if the company is a corporation identify the state in which the company was incorporated.*

Requested Information	
Legal Business Name of the Company	22nd Century Technologies, Inc.
Type of Business Entity	S Corporation
State of Incorporation	New Jersey (NJ)

Table #14: 22nd Century information

- *Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company's sole core business, and if not, describe the other core businesses and how sourcing fits into the company's organizational model.*

22nd Century Reply: 22nd Century is an ISO 9001:2008 certified IT staffing company with **over 19 years** of experience in successfully providing **IT staff augmentation services** to various government and commercial agencies across the nation. Incorporated in 1997 in New Jersey as an S-Corporation 22nd Century's entire organizational focus is towards delivering world class IT staffing services to customers. We are currently holding more than 150 IT staffing contracts with various government agencies across the nation.

Our consultants have provided both end-to-end solutions and specific design/ development services in different technologies for Government and commercial clients. This flexibility is supplemented by our vast expertise in design and development of host-centric or n-tier client-server architecture across different environments. Having outstanding experience with diversified technologies and always acknowledged by our clients for providing the best talent, resources and, experience and market expertise with high levels of customer satisfaction in the following area of competencies:

IT Infrastructure & Administrative services	Network Security & Administration
IT Security Analysis	Workstation Installation & Support
Desktop/Helpdesk & Email Support	Database Administration & Development
Quality Assurance & Testing	IT Business Analysis
Web Development and Graphics Design	ERP – SAP, PeopleSoft, JD Edwards
Enterprise Content Management	Application Development for iPhone/Android
Client server & n-tier Application Development	IT Program Management & Project Management
Geographic Information Systems services	Data Warehousing/ Business Intelligence
Systems Analysis, Programming & Administration	Technology Architecture Planning & Development

Table #15: 22nd Century Teams' value proposition

Our ISO 9001 certified process and successful prior experience in IT staffing, cultivating skills and brilliant teams, offer JCC a value partner to fulfill all the staffing needs. Our IT staffing and consulting solutions are based on proven life-cycle methodologies and best practices which are based on PMBOK and ISO standards. Our methodology ensures optimized services to customers by taking care of all 3 major components of service delivery, which are service design, service transition and service operation. 22nd Century provide customized consulting services covering the entire cycle of **"Strategy, Architecture, Deploy, Migrate and Manage"** of your Infrastructure. 22nd Century takes a collaborative approach to helping you implement and manage IT solutions, ensuring high availability, scalability, flexibility and performance to enable better business value through reduced Total Cost of Ownership (TCO).

22nd Century's core IT competencies are shown below:

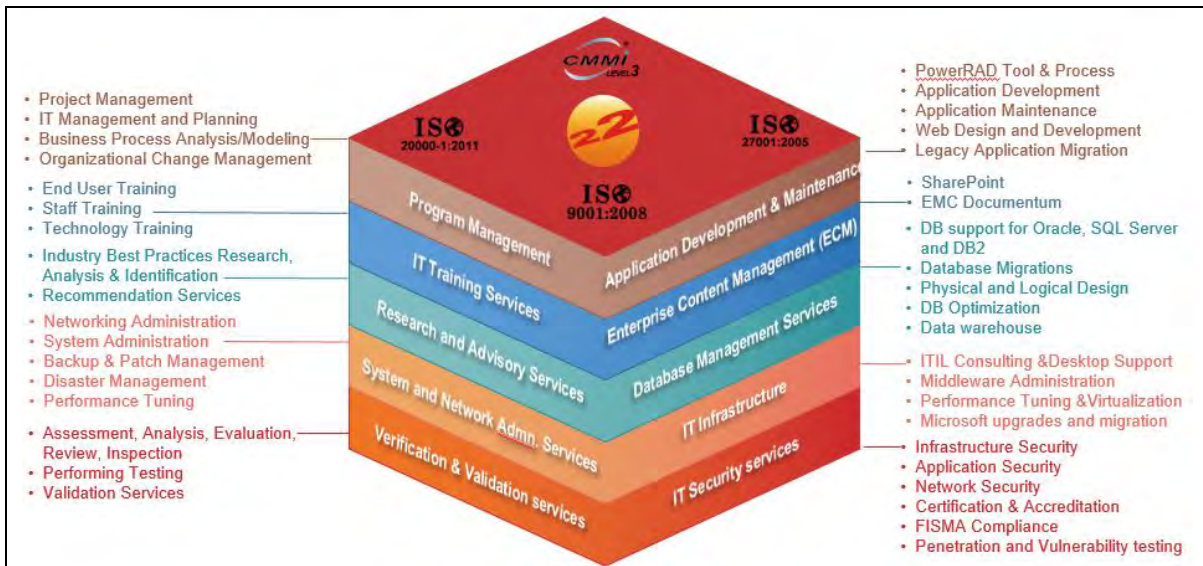


Figure #4: 22nd Century Teams' value proposition

Our consultants have provided both end-to-end solutions and specific design/ development services in different technologies for Government and commercial clients. This flexibility is supplemented by our vast expertise in design and development of host-centric or n-tier client-server architecture across different environments.

22nd Century Consultants have expertise in following technology areas which makes them comfortable and fully capable to provide services under any domain related to their skill set.

Technology	Skills Area
Microsoft & Web Technologies	Visual Studio 6.0/.NET, Visual Interdev, SQL Server, VBScript, Java/J2EE, Java Script, XML, ASP.NET/VB.NET/ADO.NET, Microsoft Office SharePoint (MOSS), Domino/Notes, MS Transaction Server, ASP, ActiveX, Active Directory, XML, Web Services, VC++, HTML/DHTML
Business Analysis	Requirement analysis, Cost-benefit analysis, risk identification/management, IBM Rational Suite, DOORS, Clear Quest, VISIO, iGraphics
Project Management	PMP certified, Project management, Risk management, Resource planning, BPA, Cost Analysis, Documentation and Communication, LEAN, ITIL
Databases/ Modeling	Oracle, Sybase, Informix, MS-SQL Server, MySQL, DB2, Access, MYSQL, Oracle E-Business Suite, Rational Rose, UML, Erwin ERX
Web/ Application server/ Middleware	IIS, WebLogic, WebSphere, Apache, PWS, JWS, COM/DCOM/CORBA, EAI, MQ-Series, WEB Services, Tuxedo
GIS	ArcIMS, ArcXML, ArcGIS Schematics ESRI, ESRI Server ESRI Arc GIS 9/ 9.3, ArcFM, ERDAS, ENVI, USGS TetraCorder, ESRI Engine (ArcObjects), ENVI, ERDAS Imagine (Multi Sensor Fusion)
Telecomm System Analysis	Broadcast System Analysis, Cable Assemblies, Inbuilding System Design, RF Field Measurement, Interference Studies, RF Safety, System Design, AM Skirts, Mechanical Design, Microwave, Program Management, Tower Mapping, Full Turn Key Solutions
ERP/ EPM	Oracle ERP, PeopleSoft CRM/ HRMS/ FM/ EPM/ CS, PeopleTools, SAP HR/ Financials/ Logistics
SharePoint	Microsoft Office SharePoint Server 2007, SharePoint Portal Server 2003/ 2007/ 2010, SharePoint Designer 2007/ 2010, Web Parts, Microsoft InfoPath 2007/ 2005/ 2003, Windows Workflow Foundation, Business Data Catalog, Form Services, Excel Services, K2 Black pearl

LAN/ WAN/ WEB SERVER	LAN/WAN – Cisco, Novell, Microsoft, Server security (NT/ Windows2000, Active Directory), Network security (firewalls, intrusion detection, etc.), Network protocols-TCP/ IP, DHCP, DNS, WINS, SNMP, SMTP, NAT (Infrastructure, Network Server, Composite Baseline Analysis), Network planning and topology – Windows NT/ 2000, HP-UX, Solaris, Linux, UNIX
Desktop/ Support	PC Installing, configuring, troubleshooting and repairing PC hardware and peripherals, PC desktop applications and software, Novell Client 4.91, Remote Desktop Management & Windows 2003 Server
OOP/ OOD	C++, Java/ J2EE, Java Swing/ AWT, Applets, JavaScript/ Jscript/ VBScript, JSP/ Servlets, EJB/ JB, PowerBuilder, DELPHI
Mainframe	IBM mainframe, z/ OS, JCL, TSO/ISPF, system utilities, COBOL 370, CICS, COBOL, ADABAS/ Natural, Endeavor, RACF, N20, CA7, EOS,CA-ADSO, IBM/DB2 for OS390,COBOL/ DC
System Administration	Analyzing system logs, identifying potential issues, integrating new technologies, routine audits of systems and software, applying operating system updates, configuration changes, Installing and configuring new hardware, user account information, Answering technical queries, security, documenting the configuration of the system, System performance tuning
Data Warehouse	Informatica, COGNOS, Business Objects, Brio, TERADATA
Reporting	Crystal Report, MSSQL Reporting services, DataDynamic Active Reports
Testing	Quick Test Pro, LoadRunner, WinRunner, Test Director, Rational Robot, Rational Test Manager, Performance Studio, QA Run, QA Director

Table #16: Specialized Areas of Expertise

- **Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013.**

22nd Century Reply: Not applicable

- **Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement).**

22nd Century Reply: Not applicable

- **Identify the company’s key executives and provide a brief description of their backgrounds.**

22nd Century Reply: Being an ISO 9001 certified, we have a well-defined approach to meet the Judicial Council’s requirements to ensure that the right candidates are hired. 22nd Century Team’s approach uses a proven organizational structure, highly skilled management team and massive experienced technical team backed up with SME’s to ensure that JCC requirements are supported.

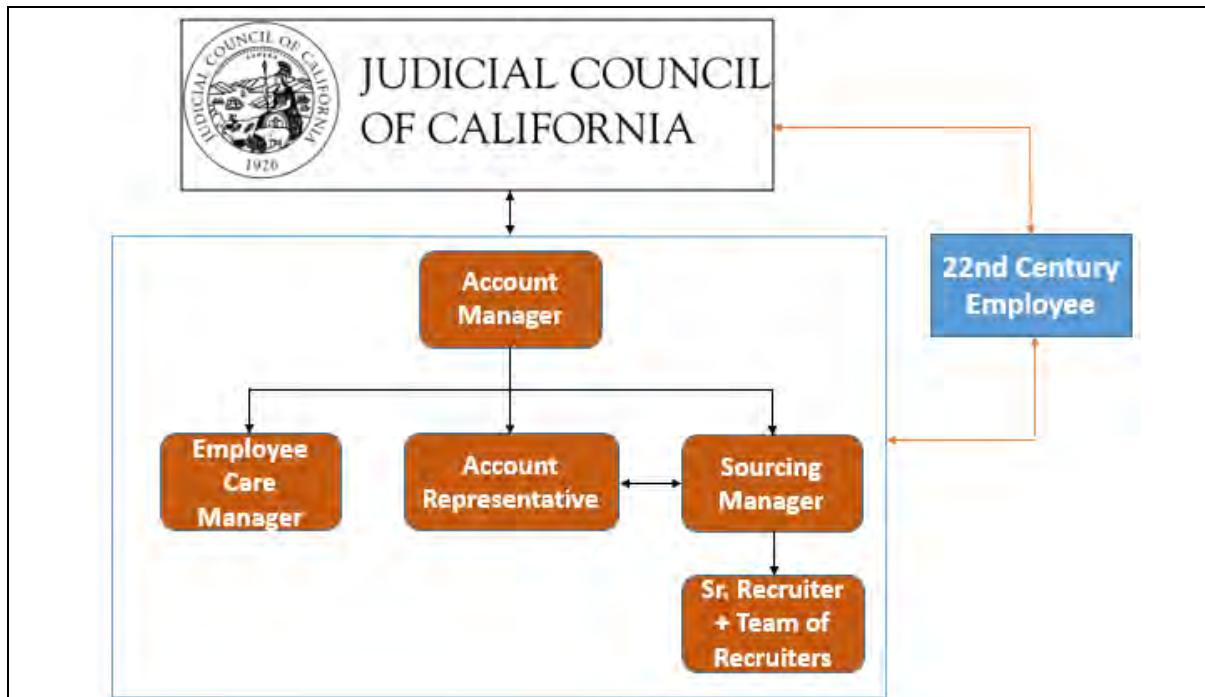


Figure #5: 22nd Century Account Management Team

To manage contract with the JCC, we are proposing following highly skilled individuals (management team) who will be responsible for tracking the JCC requirements. Our management team will work diligently with JCC to identify the contract needs and to provide best resources for those needs using continuous effective communication channels. Our account management team has over 40 years of collective experience handling staffing contracts, will be led by our dedicated Account Manager having 12 years of experience providing IT staffing services to various clients across the nation. Our account management team understands JCC’s needs and will work with JCC to accomplish its goals and objectives, and quickly resolve any performance or contract related issue.

#	Name	Title	Experience
1.	Ramanjit Singh	Account Manager	12+ years of Project, Development & Contract Management
2.	Eric Sloan	Account Representative	10+ years of Account Management
3.	Shashank Srivastava	Sourcing Manager	8+ years of Recruitment Services
4.	Kulpreet Singh	Employee Care Manager	9+ years of Human Resource Management
5.	Sandy Croft	Sr. Recruiter	6+ years of Recruitment

Table #17: 22nd Century Team’s Account Management Team

Our skilled individuals not only serve the JCC from the candidate search to the placement of a candidate over the JCC requirement, but also serve the JCC through the contract completion. Our Account Manager will always stay in touch with JCC’s Project Manager throughout the contract term. Brief description of backgrounds of designate key staff are placed next:

Ramanjit Singh is an innovative and resourceful IT and management professional with more than 17 years of strong project management and system development experience. He has done Bachelor in Computer Science and Engineering. He is an expert in the use of industry best practices processes from the Project Management Institute (PMI), the Capability Maturity Integrated Model (CMMI), the Information Technology Infrastructure Library (ITIL) and ISO 9001:2008. He has proficiency in managing all program aspects including business development, contract development and negotiation, contract cost, schedule and technical oversight, subcontractor management, logistics/supply chain support and project risk management. He has been consistently recognized for

improving systems across divisions, resulting in better communication and increased client satisfaction. He has implemented system improvements and authored program documentation for Marketing, Human Resources, and Sales departments. He has worked for over 10 years with State and Federal Government as and IT employee and IT consultant. He has been able to successfully achieve & exceed targets under contracts with federal, state and local clients including Superior Court of California, County of Orange (CA), Sacramento County (CA), Placer County (CA), Los Angeles County Metropolitan (CA), San Diego Association of Governments (CA), City of Santa Clara (CA), Department of Administration (NV), Clark County (NV), State of Oregon (OR), Portland Development Commission (OR), Seattle School District (WA), Snohomish County (WA), Port of Seattle (WA) and many more State & local contracts since 2006.

Eric Sloan is a highly skilled and experienced Account Representative having more than 9 years of enriched experience in the strategic planning, identification of opportunities, and development of new services. He possesses excellent working experience with complete Recruitment Lifecycle starting from quality hiring process includes coordinating interviews with client, selection till the successful accomplishment of project milestone. He has excellent experience in selling IT and Non IT solution and services, manufacturing, retail and government sector. He has amply established productive, professional relationships with key personnel in assigned customer accounts. He has expertise in the areas of Resourcing, Head Hunting, Internet Research, Rate Negotiation, and Establishing Processes with expert level knowledge and working experience of Vendor Management Systems for tracking candidate submissions (IQ Navigator, Peopleclick, Maestro, Fieldglass/ Insite). He is extensively experienced in handling similar services with various clients such as but not limited to Judicial Council of California (CA), Sacramento County (CA), Placer County (CA), Los Angeles County Metropolitan (CA), Department of Administration (NV), State of Oregon (OR), Portland Development Commission (OR), Sound Transit (WA), City of Redmond (WA), Port of Seattle (WA) and many more clients.

Shashank has 10+ years of professional experience as IT Sourcing Manager. He has done Bachelor of Science (BS) in Business Management from Delhi University and has also done Two Years Advance Diploma in Management. His specializations include employee selection and recruitment. He has been extensively experienced working with Information Technology firms. He has proficiently worked in Human Resources consulting business, with successfully achieving targets and handling a large number of clients, including Fortune 500 corporations. He possesses expertise in recruitment process and resource management, sourcing strategies, recruitment process improvement and up gradation and compliance management. He is extensively experienced in handling various clients including Superior Court of California, County of Orange (CA), Judicial Council of California (CA), Department of General Service (CA), Sacramento County (CA), Placer County (CA), Los Angeles County Metropolitan (CA), San Diego Association of Governments (CA), City of Santa Clara (CA), Department of Administration (NV), Clark County (NV), State of Oregon (OR), Portland Development Commission (OR), Sound Transit (WA), City of Redmond (WA), Seattle School District (WA), Snohomish County (WA), Port of Seattle (WA) and many more clients. He is an expert in handling various IT positions including, but not limited to application Developer, Project Manager, Data Analysts, Business Analysts, Database Administrators, GIS Developers/ Analysts, Network Engineers, Security Analysts and many more. He will be the key person for managing staffing need of the JCC requisitions to ensure and track the staffing requirements of the JCC.

Kulpreet Singh is an accomplished, result driven Employee Care Manager with over 9 years of experience focused on technology, telecom and US staffing. He has expertise in account management, and resource management with proven ability to interface between engineers and the sub venders to ensure deliverables and excellent communicator with demonstrated success-building relationships with clients and the consultants. He is managing teams of business development executives for direct client/ 3rd party requirements and sales team for bench selling with expertise in cold calling/ head hunting/ salary negotiation. He is fully conversant with the Software development

life cycle process and expert level of knowledge of CRM, invoicing, timesheet-tracking and payment to consultants, rate negotiations, contract writing and negotiations. Hhe is extensively experienced in handling various clients including Judicial Council of California (CA), Sacramento County (CA), Placer County (CA), Los Angeles County Metropolitan (CA), Department of Administration (NV), State of Oregon (OR), Portland Development Commission (OR), Sound Transit (WA), City of Redmond (WA), Port of Seattle (WA) and many more. He is a Top-notch consultant with strong work Ethic, excellent interpersonal, communication skills and with expert level knowledge of Customer Relation Management, invoicing, timesheet-tracking and payment to consultants, rate negotiations, contract writing and negotiations.

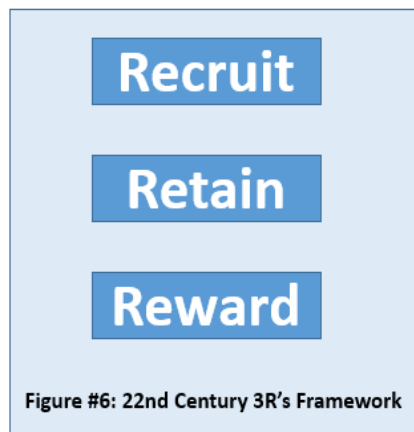
Sandy is a certified senior professional with 6 years of robust experience in Staffing and Data-mining including more than 4 years' experience in Direct/ Indirect Recruitment/ Staffing for US based clients, experience including Major Nationwide Staff Augmentation/ Solutions Public Company. He got extensive experience in recruiting for the US market, experience working in a fast paced environment. He has handled sourcing assignments for full-time, contract and temporary employees, for both in-house corporate staffing requirements as well as for clients. He holds expertise in the areas of Resourcing, Head Hunting, Internet Research, Rate Negotiation, and Establishing Processes. He got strong understanding and massively worked on US market. He is self-motivated team player with excellent communication and organizational skills with excellent interpersonal skills.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

22nd Century Reply: 22nd Century is financially stable and rapidly growing company having annual revenue as \$ [REDACTED] for the year 2015 with total revenue of over \$ [REDACTED] since its inception. 22nd Century currently has over \$ [REDACTED] awarded contracts and has the required financial capacity to provide the services. Copies of Audited Financial Statements for the past 3 years are provided at the *“Appendix: Audited Financial Statements”* for the JCC's consideration.

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

22nd Century Reply: Acquiring and retaining high-quality talent and keep the employee turnover rate low is critical to ensure successful delivery of any IT staff augmentation service contract. Our staffing approach is driven by selected meticulous screening process, combining our understanding of the requirement and similar experience in providing temporary staffing services for Government and Commercial Clients. We will apply our successful **“3R”** employee retention framework – **Recruit, Retain, and Reward** the best – to minimize the employee turnover rate for this **IT Staff Augmentation Service** contract. Our ability to attract and retain quality employees is significantly enhanced by our management style and our ability to offer competitive compensation and benefits, and our Employee Stock Ownership Plan (ESOP) Figure (6) above depict our **“3R Framework”**. In



In addition to caring about direct job satisfaction, the senior managers backed by our tuition assistance and technical education programs, strongly encourage employees to continue their education and enhance their technical skills. Numerous 22nd Century’s employees are pursuing advanced degrees via our tuition reimbursement program and we have sent other employees to technical training to develop their skills. 22nd Century’s managers empower employees through a flat, responsive management structure. Employees are routinely encouraged to suggest and incorporate changes that can improve the quality of life at 22nd Century. We are committed of attracting and retaining employees motivated by success – success that was achieved through delivering the highest levels of customer satisfaction to our government clientele. Figure (7) below depicts our comprehensive formula used for employee retention. Our compensation policies and philosophies links the individual rewards with value-added contributions that result in customer and team success. We compensate each individual through a combination of salary, bonuses, recognitions and benefits. Our philosophies, combined with industry leading salaries and fringe benefit programs, result in higher retention rates and an increased stability in our work environment. This, in turn, translates to increase the productivity and high performance levels from which our customers benefit the most.

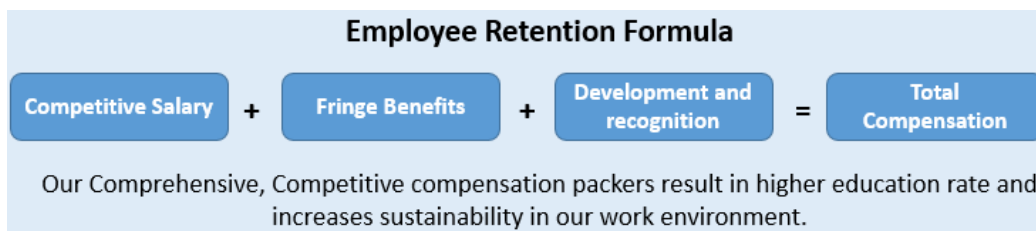


Figure #7: Employee Retention Formula

22nd Century also provides extensive corporate “reach back” capability to support current or emerging State of Missouri task requirements. We employ more than 1100 IT professionals in our Mission Systems Group and more than 30 Subject Matter Experts (SMEs) in our IT Temporary Staffing Services division. This represents a substantial “reach back” capability that is directly accessible to our Account Manager, allowing him to obtain and apply resources to any task or issue that may arise during contract execution. 22nd Century conducts continuous recruiting for these high skill positions based upon input from our Program Managers and customers. We integrate our staff both from 22nd Century and our teaming partners into one entity reducing interfaces and gaining efficiency by expanding our talent pool while assuring very low employees turnover rate.

- **Describe and discuss the company’s key executive/Key Staff retention philosophy.**

22nd Century Retention Philosophy: 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. 22nd Century, 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.

22nd Century has embraced a strategy – “Employee as Partner” – that places the needs of employees before the needs of the company. This seemingly counter instinctive strategy has provoked a sea-change at the company and greater customer loyalty, better engagements and higher revenues. 22nd Century obtains referral from employees themselves as they become part of the profitability we get from new employees. 75% of our employees are referrals of other employees. Word of mouth from our own consultants and clients help us most in attracting new employees.



Figure #8: 22nd Century's Retention process

The approach is built upon 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 22nd Century’s brand values, ensuring we have leading-edge HR management in place, and maintaining a well-defined diversity policy.
- **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, 22nd Century 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** – 22nd Century 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.

Some of the practices employed in 22nd Century are: -

- ❖ **Employee as Partner:** 22nd Century has embraced a strategy – Employee as Partner – that places top priority to the needs of key staff and employees. This seemingly counterintuitive strategy has provoked a sea-change at the company, and, greater customer loyalty, better engagements and higher revenues. 22nd Century grow domino way by getting referral from employees themselves as they become part of the profitability we get from new employees. 75% of our employees are referrals of other employees. Word of mouth from our own consultants and clients help us most in attracting new employees.

To make the Employee as Partner concept work, 22nd Century has launched a variety of internal initiatives designed to both give staff more personal responsibility for the company’s service offerings and a voice with upper management. 22nd Century’s enlightened approach to employee development focus on giving people whatever they need to succeed: be it a virtual assistant or talent transformation sabbaticals; expert guidance or fast track growth; inner peace or democratic empowerment. At 22nd Century, we have a Five Fold Path to Individual Enlightenment which ensures that consultants are given Support, Knowledge, Recognition, Empowerment, and Transformation.

- ❖ **Profit Sharing & Benefits:** 22nd Century provides an excellent working environment, competitive wages and Profit sharing along with an excellent benefit package to our key staff and employees. We see it as an opportunity for us to change a person's quality of life, providing them with growth and career development opportunities. Our Profit Sharing plans include growing value of the company and providing a mechanism to enable our key staff and employees to share the increased value at the same time which enable us in retaining the best staff for the longer term. 22nd Century’s key staff stability & retention rate has always remained on the higher side because of benefits that 22nd Century offers to its key staff and employees. Some of the benefit packages that 22nd Century offer are:

Health and Wellness	Retirement and Pecuniary Benefits	Time-Off Benefits
<ul style="list-style-type: none"> • Medical Insurance • Dental Insurance • Vision Insurance • Dependent Care Assistance Plan • Employee Assistance Program • Short Term and Long Term Disability • Business Travel Accident Insurance 	<ul style="list-style-type: none"> • 401(k) Plan • Performance-based bonuses • Employee Referral Award Program (ERA) • 360 degree Review • Education & Training assistance • Tuition Reimbursement • Federal and state Unemployment • Relocation Assistance 	<ul style="list-style-type: none"> • Holidays – 10 standard holidays observed every year • Annual Holidays – 3 personal days • Vacations – Minimum 15 days • Sick Leave • Maternity Benefits • Parental Leave

Table #18: 22nd Century's Benefit packages

- ❖ **Incentives based upon placements:** 22nd Century understands that the correct mix of incentives, rewards and bonuses can motivate employees to better performance and provide a reason to stay. 22nd Century feels proud to have associated with most of its key staff and employees for long. This successful partnership not only enables us to boost the profitability of the company but also helped our key staff and employees to grow both professionally & personally. The credit of this growth goes to our dedicated and highly skilled & experienced key staff members. 22nd Century deploys employee rewards and recognition policy in terms of incentives based upon placements very effectively & proportionately within its organization to inspire each of the key staff and employees.

In addition, 22nd Century has established many other employee recognition policies including quarterly, annually and on-the-spot awards. 22nd Century solicits regular feedback from customers and communicate with their respective Human Resources departments to recognize significant accomplishments. 22nd Century continually reviews award criteria to make sure they are still relevant and conducts annual survey with employees to get feedback on this program and for improvements.

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE
PAYEE DATA RECORD
 STD. 204 (REV. 6-2003) (REVERSE)

1	<p>Requirement to Complete Payee Data Record, STD. 204</p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>
4	<p>Are you a California resident or nonresident?</p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>
	<p>Privacy Statement</p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>

Attachment E: Bidder declaration

RFP Number: ISD-201601-RB
Project Title: Master Agreements for Technical Staff Augmentation Services

**ATTACHMENT E
BIDDER DECLARATION**

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the "Bidder Declaration Instructions" prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: _____
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: 1

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: Dav-Lear Systems, Inc.
2. Subcontractor contact person: David Dixon
3. Subcontractor address: 556 N. Diamond Bar Blvd., #302, Diamond Bar, CA, 91765
4. Subcontractor phone number: (909)-861-1219
5. Subcontractor email: david.dixon@dav-lear.com
6. Subcontractor DVBE Supplier ID number: 43126

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- 7. Subcontractor DVBE Certification active from Present to 11/30/2016.
- 8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.

Copy of DVBE certification is provided next to the Attachment E - Bidder Declaration for JCC's consideration.


- 9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:
Technical Staff Augmentation Services

- 10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")
Dav-Lear Systems Will be responsible for the execution of a distinct element of the work of the contract. Dav-Lear Systems will be responsible for carrying out the obligation by actually performing, managing, or supervising the work involved. The work performed is work that is normal for our business services and functions. Dav-Lear systems is responsible, with respect to services required for the contract, for negotiating price, determining quality and quantity, ordering, implementing, and making payment. Dav-Lear Systems is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices
- 11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: 5%
- 12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
- 13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

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SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>
Dav-Lear Systems, Inc.		95-4392226
<i>Address</i>		<i>Telephone Number</i>
556 N. Diamond Bar Blvd., #302, Diamond Bar, CA 91765		909-861-1219
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i>		
David L. Dixon, Vice President		
<i>Date Executed</i>	<i>Executed in the County of <u>Los Angeles</u> in the</i>	
May 09, 2016	State of <u>California</u>	

RFP Number: ISD-201601-RB
Project Title: Master Agreements for Technical Staff Augmentation Services

BIDDER DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) "Bidder" refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (ii) "bid" refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder wishes to claim the DVBE incentive in a solicitation where a DVBE incentive is offered, it must complete the Bidder Declaration. If no DVBE incentive is offered, or Bidder does not wish to claim the DVBE incentive, Bidder should not complete the Bidder Declaration.

The JBE will determine whether Bidder is eligible to receive the DVBE incentive based on information provided in the Bidder Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Bidder Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

Instructions for Section I

1. Provide Bidder's DVBE Supplier ID number, if applicable. This number is in Bidder's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
3. This percentage is equal to the amount to be paid by Bidder to the non-DVBE subcontractors divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to non-DVBE subcontractor is \$35,000 and Bidder's total bid price is \$125,000, enter "28%" ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
4. The DVBE Declaration is separate from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of Bidder.
5. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of its DVBE certification.

Instructions for Section II

Please skip this section if (i) Bidder does not have an approved Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Provide the date on which DGS approved Bidder's BUP.
2. Provide the date through which the BUP is valid.
3. Bidder must provide a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS. This copy must be provided along with the Bidder Declaration.

Instructions for Section III

A DVBE Subcontractor (Subcontractor) is any certified DVBE (whether a person, firm, corporation, or organization) contracting to perform part of Bidder's contract.

Enter the total number of Subcontractors Bidder will use for the contract. If the number is zero, skip to Section IV. Otherwise, provide complete information (items 1-13 of Section III) for each Subcontractor.

1. Provide the full legal name of Subcontractor.
2. Provide the name of a contact person at Subcontractor. The contact person must be able to verify the information provided in the Bidder Declaration regarding that Subcontractor.

4

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3. Provide the full address of Subcontractor.
4. Provide Subcontractor's phone number, including area code.
5. Provide Subcontractor's email address. If Subcontractor does not have an email address, insert "N/A."
6. Provide Subcontractor's DVBE Supplier ID number. This number is in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
7. Provide the applicable dates. These dates are in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
8. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of each Subcontractor's DVBE certification. Provide a copy of Subcontractor's DVBE certification.
9. Provide a detailed description of the goods and/or services Subcontractor will provide for the contract.
10. Provide an explanation of how Subcontractor's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Military and Veterans Code section 999, a person or an entity is deemed to perform a "commercially useful function" if a person or entity does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out the obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a person or entity will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DVBE participation.
11. This percentage is equal to the amount to be paid by Bidder to Subcontractor divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to Subcontractor is \$6,600 and Bidder's total bid price is \$75,000, enter "8.8%" ($6600 \div 75000 = 0.088$; $0.088 \times 100 = 8.8$).
12. The Bidder must submit a written confirmation from the Subcontractor, indicating that Subcontractor will provide the required goods and/or services if Bidder is awarded the contract.
13. The DVBE Declaration is a separate form from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of the Subcontractor.

Instructions for Section IV

Provide Bidder's full legal name, and federal ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county and state where that person signed the certification, in the appropriate boxes.

ATTACHMENT F: SMALL BUSINESS DECLARATION

RFP Number: ISD-201601-RB
Project Title: Master Agreements for Technical Staff Augmentation Services

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the “Small Business Declaration Instructions” before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: _____
2. Small Business Certification active from _____ to _____
3. Will Bidder subcontract any portion of the contract work to subcontractors? _____

If yes:

- A. State the percentage of the contract work Bidder will subcontract: _____
- B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

- C. Explain how Bidder is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”) _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)


If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

RFP Number: ISD-201601-RB
 Project Title: Master Agreements for Technical Staff Augmentation Services

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Dav-Lear Systems, Inc.		<i>Tax ID Number</i> 95-4392226
<i>Address</i> 556 N. Diamond Bar Blvd., #302, Diamond Bar, CA 91765		<i>Telephone Number</i> 909-861-1219
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i> May 09, 2016	<i>Executed in the County of</i> <u>Los Angeles</u> <i>in the</i> <i>State of</i> <u>California</u>	

RFP Number: ISD-201601-RB
Project Title: Master Agreements for Technical Staff Augmentation Services

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) "DGS" refers to the Department of General Services, (ii) "Small Business" refers to an entity certified by DGS as a small business or a microbusiness, (iii) "Bidder" refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) "bid" refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer "yes" and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer "no" and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder's total bid price is \$125,000, enter "28%" ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a "commercially useful function" if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

3 rev 12/16/13

RFP Number: ISD-201601-RB
Project Title: Master Agreements for Technical Staff Augmentation Services

1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

4 rev 12/16/13

Certifications, Attachments, and other requirements.

8.5.2 *The Proposer must complete the General Certifications Form and submit the completed form with its proposal.*

ATTACHMENT G GENERAL CERTIFICATIONS FORM

RFP Number: ISD-201601-RB
Project Title: Master Agreements for Technical Staff Augmentation Services

**ATTACHMENT G
GENERAL CERTIFICATIONS FORM**

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Eva Gaddis-McKnight
TITLE OF PERSON SIGNING Administrator

8.5.3 *If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California.*
If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California.
If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, proof that Contractor is in good standing in its home jurisdiction.

Proof that 22nd Century is qualified to do business and in good standing in California

Results Detail

A Statement of Information for this corporation was recently submitted for filing. Another statement cannot be submitted for filing at this time.

Corporation		
22ND CENTURY TECHNOLOGIES, INC.		
Number: C2192229	Incorporation Date:6/2/2000	Status:Active
Jurisdiction: NJ	Type: Foreign Stock	
Address		
1 EXECUTIVE DR STE 285, SOMERSET, NJ 08873		
Agent For Service Of Process		
NATIONAL REGISTERED AGENTS, INC. 818 W SEVENTH ST, LOS ANGELES, CA 90017		

Please review this information to determine if you have located the correct corporation.

[Search Results](#) [New Search](#)

8.5.4 *Copies of the Proposer's (and any subcontractors') current business licenses, professional certifications, or other credentials.*

22nd Century Reply

22nd Century copies of current business licenses, professional certifications, and other credentials are placed on the next page for the JCC's consideration:

22nd Century Current Business Licenses

Results Detail

A Statement of Information for this corporation was recently submitted for filing. Another statement cannot be submitted for filing at this time.

Corporation		
22ND CENTURY TECHNOLOGIES, INC.		
Number: C2192229	Incorporation Date: 6/2/2000	Status: Active
Jurisdiction: NJ	Type: Foreign Stock	
Address		
1 EXECUTIVE DR STE 285,		
SOMERSET, NJ 08873		
Agent For Service Of Process		
NATIONAL REGISTERED AGENTS, INC.		
818 W SEVENTH ST,		
LOS ANGELES, CA 90017		

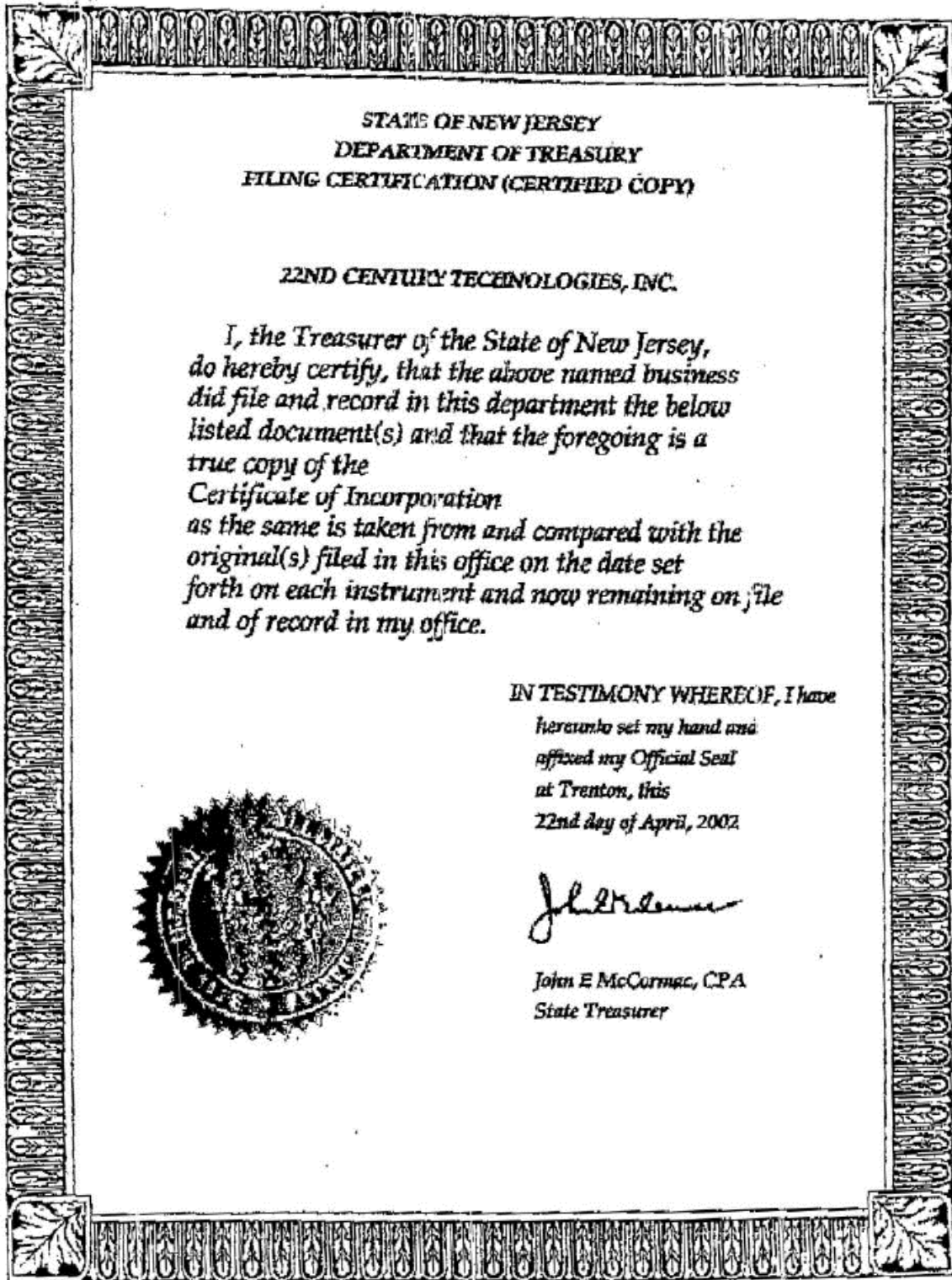
Please review this information to determine if you have located the correct corporation.

[Search Results](#) [New Search](#)



22nd Century Credentials

- Certificate of Incorporation.





INB
FILED

Certificate Of Incorporation
OF
22nd Century Technologies, Inc.

MAR 24 1997

LONNA B. HOOKS
Secretary of State
1156547

THIS IS TO CERTIFY THAT there is hereby organized a corporation under and by virtue of N.J.B.C.A. 14A:2-7 of the New Jersey Statutes, this Certificate of Incorporation is hereby filed with the Office of the Secretary of State of New Jersey and it is hereby certified as follows:

1. The name of the corporation is 22nd Century Technologies, Inc.
2. In accordance with N.J.S.A. 14A:2-1 et seq., the corporation may engage in any activity within the purposes for which Corporation may be organized pursuant to the New Jersey Business Corporation Act.
3. The address of the corporation's initial registered office is 1275 Rock Avenue, # C-7, North Plainfield, New Jersey 07060.
The name of the registered agent at such address is Sawinder Singh.
4. The aggregate number of shares which the corporation shall have authority to issue is 5,000 shares with no par value.
5. The number of directors constituting the initial Board of Directors of this corporation are One (1). The name and address of such persons who are to serve as such directors is:
Sawinder Singh 1275 Rock Avenue, # C-7, North Plainfield, New Jersey 07060.
6. The duration of the Corporation shall be perpetual.
7. Effective Date: March 31, 1997.
8. The name and address of the incorporator is Vireo Sanghvi, CPA, 1648 Route 130, Suite # 1, North Brunswick, N J 08902.
The powers of the Incorporator are to terminate upon filing of the Certificate of Incorporation.

In Witness Whereof, the incorporator, being over eighteen years of age has signed this certificate of this 24th day of March, 1997.

Sanghvi vireo
Vireo Sanghvi, CPA
0100700406

- CMMI Level 3



Organization	
Organization Name:	22nd Century Technologies, Inc.
Organizational Unit:	Software Division
Appraisal Sponsor Name:	Satynder Singh
Lead Appraiser Name:	Rajendra Khare
Partner Name:	DQS Certification India Private Limited
Organizational Unit Description	
Basic Units / Support Functions:	<p>**Sensitive** McLean, VA United States</p> <p>**Sensitive** McLean, VA United States</p> <p>**Sensitive** McLean, VA United States</p> <p>**Sensitive** McLean, VA United States</p> <p>**Sensitive** McLean, VA United States</p> <p>**Sensitive** McLean, VA United States</p> <p>**Sensitive** McLean, VA United States</p> <p>View Detail</p>
Organizational Sample Size	
% of people included:	100
% of projects/units included:	100
Org Scope Description:	The Scope of evaluation covering all four main software projects of the OU (22nd Century Technologies, Inc. Software Division) that carries out specific requirement based application software development and maintenance including project management, configuration management, quality management and supplier management.
Appraisal Description	
Appraisal End Date:	Sep 04, 2014
Appraisal Expiration Date:	Sep 04, 2017
Appraisal Method Used:	SCAMPI V1.3.A
Model Information:	CMMI-DEV v1.3
Sampling Summary	
Sampling Factors:	<p>Location (Not Relevant: Location has no impact on process implementation because there is only one location of 22nd Century Technologies, Inc. Software Division, 8251 Greensboro Drive - Suite 250, McLean, VA 22102, United States)</p> <p>Customer (Not Relevant: As organization is providing services in similar domain and similar processes are applied. All customers have well-defined requirements and hence requirements based application development is carried out adequately in all the projects.)</p> <p>Size (Not Relevant: Size has no impact on process implementation because all the projects are of similar size and Software Development Lifecycle is followed according to 22nd Century Technologies processes. For project categorization, standard tailoring guidelines are followed which contain variation of organization standard processes.)</p> <p>Organizational Structure (Not Relevant: All projects are under the same structure (Organizational Unit) called (Software Division). Within the projects, as well, the structure is similar containing program manager, project manager / project lead team members, etc.)</p> <p>Type of Work: Two types of Software Development activity are carried out: (1) Development Projects (2) Maintenance Projects. Where ever required Standard processes are tailored to prepare the project defined process.</p> <p>Sampling: <u>Development Projects</u> (Type of Work): New application development using standard processes with customer requirements.</p>

Factor Values: <u>Maintenance Projects</u> (Type of Work): Software Maintenance projects which are built on existing system with enhanced customer requirements and change requests.																																															
Subgroups: <u>New Development</u> : New application development using standard processes with tailoring based on customer requirements. 22 People, 3 Basic Units - Development Projects <u>Software Maintenance</u> : Software Maintenance project which are built on existing system with enhanced customer requirements and change requests. 5 People, 1 Basic Units - Maintenance Projects																																															
Model Scope and Appraisal Ratings																																															
CMMI-DEV v1.3																																															
Level 2	Level 3	Level 4	Level 5																																												
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Out of Scope	OPM																																														
Out of Scope	CAR																																														
Maturity Level:	Maturity Level 3																																														

- ISO 9001:2008



CERTIFICATE

*This is to certify that
Quality Management System of*

22ND Century Technologies, Inc.

*Located at :
8251 Greensboro Drive,
Suite 250, McLean, VA 22102, USA*

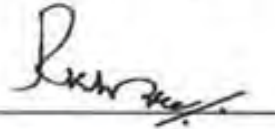
*For Scope
Design, Development, Maintenance and Implementation
of Software Solutions, IT Infrastructure Management, IT Help
Desk and IT Staffing Services*

*Has been assessed by DQS Certification India Private Limited and
Found to meet the requirements of*

ISO 9001:2008

Certificate No. : 0100102 Q
Issue Date : 02-16-2015
Expiry Date : 02-16-2018

Approved By



**Rajendra Khare
Managing Director**



**DQS Certification India Private Limited,
501, Best Sky Tower, F-05, Netaji Subhash Place, New Delhi, India**

DQS Certification India Complies with requirements of ISO 17021 – Compliance Standard
For Conformity Assessment Bodies. for details please visit www.dqsindia.com

- ISO/IEC 20000-1:2011



- ISO/IEC 27001:2013



CERTIFICATE OF REGISTRATION
GMSQR Certifications Pvt. Ltd. has assessed the Information Security Management Systems of

22nd CENTURY TECHNOLOGIES, INC.
 8251 Greensboro Drive, Suite 250, McLean, VA 22102

*(Hereinafter called the organization) and hereby declares that
 Organization is in conformance with*

ISO/IEC 27001:2013
Information Security Management System

This registration is in respect to the following scope
**Software development and maintenance, IT Support services,
 Help Desk support and Staffing solutions**

*This Registration is granted subject to the system rules governing the
 Registration referred to above, and the Organization hereby covenants with
 the Assessment body duty to observe and comply with the said rules.*


 Snehaprabha.H
 Certification Manager



This Certificate is issued in accordance with standard procedure for certification registration and valid only until the date of the expiry (or earlier if so advised in writing to the certified organization by GMSQR Certifications Pvt. Ltd.). It is issued subject to the continued availability of access at any time and without notice to the above named organization's premises for the purpose of the assessment and surveillance related to the standard specified above and GMSQR Certifications Pvt. Ltd. term and conditions. This certificate is the property of GMSQR Certifications Pvt. Ltd. and whenever required can be recalled.

*The validity of the certificate is dependent upon ongoing surveillance
 The use of the AIAO-BAR accreditation symbol is in respect to the activities
 covered by the Accreditation Certificate No. AIAO-BAR-011413-1*

ISO 27001

GMSQR Certifications Pvt. Ltd.
 Accreditation by American International Accreditation Organization, Inc.
 and Bureau of accredited Registrars (AIAO-BAR)
 201 Los Gatos Saratoga Rd., Suite 144 Los Gatos, CA 95030
 www.aiao-bar.org , www.gmsqr.com

Initial Registration Date : 7.1.2016
 1st Surveillance on or before : 7.12.2016
 2nd Surveillance on or before : 7.12.2017

Issued Date : 7.1.2016
 Valid until : 6.1.2019
 Ref. No. : CTI/QMS/GR/01/357


 ISMS2016001

Sub-Contractor's Proof of DVBE Certification

From: DGS.Procurement@DGS
To: [Undisclosed recipients:](#)
Subject: DVBE Certification Extension
Date: Thursday, June 05, 2014 3:56:57 PM

(Please do not send a response to this unmonitored email address as it will not as it will not be read.)

Dear DVBE,

This email is being sent to you as a reminder. In the summer of 2015, the State of California will no longer be using Bid Sync. We will be using a state-owned system called FISCAL. During the transition period, we want to reduce the strain on our currently certified firms that are coming up for renewal. Therefore, we have extended your certification if you are required to get re-certified through 2015.

Please go to the following link: <http://www.bidsync.com/DPXBisCASB> to view your certification profile. Enter your business name or supplier number. Click the search button below. Check your Active Certifications "TO" date. If you have any questions, please contact our Certification Office at 916-375-4940 or by email at OSDSHelp@dgs.ca.gov

Active Certifications

TYPE	STATUS	FROM	TO
SB (Micro)	Approved	Nov 15, 2012	Nov 30, 2016
DVBE	Approved	Dec 10, 2012	Nov 30, 2016

8.5.5 *Proof of financial solvency or stability (e.g., balance sheets and income statements).*

22nd Century Reply

22nd Century is financially stable and rapidly growing company having annual revenue as \$ [REDACTED] for the year 2015 with total revenue of over \$ [REDACTED] since its inception. 22nd Century currently has over \$ [REDACTED] awarded contracts and has the required financial capacity to provide services.

Copies of Audited Financial Statements for the past 2 years are provided at the “**Appendix: Audited Financial Statements**” for the JCC’s consideration.

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

8.5.6 *The Proposer must complete the Iran Contracting Act Certification and submit the completed certification with its proposal.*

ATTACHMENT H IRAN CONTRACTING ACT CERTIFICATION

RFP Number: ISD-201601-RB
 Project Title: Master Agreements for Technical Staff Augmentation Services

**ATTACHMENT H
 IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Federal ID Number</i>	
22nd Century Technologies, Inc.		22-3502121	
<i>By (Authorized Signature)</i>			
<i>Printed Name and Title of Person Signing</i>			
Eva Gaddis-McKnight, Administrator			
<i>Date Executed</i>		<i>Executed in the County of <u>Somerset</u> in the</i>	
May 09, 2016		<i>State of <u>New Jersey</u></i>	



Appendix: Master Contractor Agreement



22nd Century Technologies. Inc.

Software Consulting & Development

www.tscti.com

MASTER CONTRACTOR AGREEMENT

An Agreement made this day, May 6, 2016 between 22nd Century Technologies Inc. (TSCTI), 1 Executive Drive, Suite 285, Somerset, NJ 08873 (Fed id: 22-350-2121) and Day-Lear Systems, Inc., 556 N. Diamond Bar Blvd., #302, Diamond Bar, CA 91765 Fed Id: 95-4392226, ("SUBCONTRACTOR"), wherein the parties agree as follows:

1. **Services:** Subcontractor has agreed to furnish requirement of Master Agreements for Technical Staff Augmentation Services (hereinafter called "Employees" or individually, as "Employee") to TSCTI.
2. **Rates:** Daily/hourly rates will be charged to TSCTI for Subcontractor's consulting services and will be set and agreed upon before said services commence. A separate attachment will be provided for each consultant. Rates will be guaranteed for the duration of this assignment.
3. **Overtime:** Authorized overtime will be paid to SUBCONTRACTOR, in accordance with TSCTI's client's company policy relating to TSCTI's overtime compensation.
4. **Payment:** Subcontractor will submit weekly timesheets signed by client for services rendered, to TSCTI. Invoices will be submitted by Subcontractor to TSCTI on a weekly basis and will be payable 30 days from the date of the receipt of the invoice.
5. **Confidentiality:** Neither party shall disclose to any third party any Confidential Information of the other during the term of the agreement and for a period of five years thereafter. As used herein, Confidential Information means any information which relates to any party's research, business processes, apparatus, development, trade secrets proprietary products or business affairs, or any and all other information considered proprietary in nature, but does not include information which (i) is at the time of its disclosure publicly known; (ii) was already known by the receiving party at the time of disclosure or (iii) is lawfully received from a third party not bound under a confidentiality agreement with TSCTI or SUBCONTRACTOR; (iv) SUBCONTRACTOR and TSCTI acknowledge that in the event of a breach or threatened breach of the provisions of this section 5, remedies at law will be inadequate and that either party shall be entitled to an injunction to enforce this provision, provided however that nothing herein shall be construed to preclude the injured party from pursuing further remedies. All original material including programs, disks, card decks, tapes, listings, and other programming documentation originated and prepared for TSCTI or TSCTI's clients belong to TSCTI or TSCTI's client. Also all materials deemed to contain confidential information that are in the possession of Subcontractor's employees including copies, notes, extracts, etc., of any kind, are to be returned to TSCTI or TSCTI's clients.

1 Executive Drive - Suite 285, Somerset, NJ 08873-4003. Phone: 888-998-7284. Fax: 501-421-3750



6. **SOLICITATION:** SUBCONTRACTOR and TSCTI agree not to solicit, directly or indirectly, each other's clients for business, during the term of this agreement and for a minimum of one (1) Years after the termination of this agreement. In addition, SUBCONTRACTOR agrees not to solicit directly or indirectly any business from companies (which includes the subcontracting company, with whom TSCTI has contracted, who directly placed the consultant at the client site as well as the direct client site companies as well as affiliates, subsidiaries, divisions, parent companies and TSCTI's or subcontractors of these companies) which TSCTI has presented SUBCONTRACTOR candidates during the term of this agreement and for a minimum of one (1) years after the termination of this agreement, irrespective of whether or not they are placed with said client.

7. **Limitation on Liability:** In no event shall TSCTI be liable for special or consequential damages, whether or not the possibility of such damages has been disclosed to TSCTI in advance or could have been reasonably foreseen by TSCTI. Except for matters involving personal injury or infringement of intellectual property rights. TSCTI's liability on any claim or loss or liability arising out of, or connected with this Agreement, including breach of contract or warranty, negligence, or for the sale, delivery, or use of any material, data or programs, or the results of any services furnished hereunder shall in no case exceed the amounts paid to TSCTI by SUBCONTRACTOR with respect to such materials, data programs or services, or parts thereof, involved in the claim. .

8. **Termination:** Either party may terminate this agreement with or without cause with two weeks notice. This Agreement can be terminated any time upon the mutual written agreement of the parties hereto; by either party, without cause, upon fourteen (14) days written notice; or if the Client directs TSCTI to terminate the SUBCONTRACTOR services to the Client, upon notice from the TSCTI to the SUBCONTRACTOR , said termination to take effect immediately.

9. **Agreement:** This agreement supersedes any or- all previous agreements between TSCTI and SUBCONTRACTOR and may be terminated by either party. Paragraph 6 should survive any termination notices by either party. This Agreement and the Appendices hereto, contain the entire agreement between the parties hereto with respect to the matters covered herein. No other agreements, representations, warranties or other matters, oral or written, purportedly agreed to or represented by or on behalf of TSCTI by any of its salesmen, personnel or agents, or contained in any of its sales materials or brochures, shall be deemed to bind the parties hereto with respect to the subject matter hereof, SUBCONTRACTOR acknowledges that it is entering into this Agreement solely on the basis of the agreements and representations contained herein.

10. **Severability:** If any term or provision of this Agreement shall be found by a Court of competent jurisdiction to be illegal or otherwise unenforceable, the same shall that invalidate the whole of this Agreement but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable and the rights and



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obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

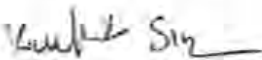
11. **Notices:** Any notice in connection with the subject matter of this agreement shall be in writing and shall be effective when delivered personally to the party for whom intended or five (5) days following deposit of the same into the United States mail, certified mail, return receipt requested, postage prepaid, addressed to such party at the address set forth below its signature to this Agreement. Either party may designate a different address by notice to the other given in accordance herein.

12. **Assignment:** This Agreement may not be assigned or otherwise transferred by SUBCONTRACTOR to third parties other than affiliates of SUBCONTRACTOR without the prior written consent of TSCTI, nor may SUBCONTRACTOR delegate its duties hereunder without the prior written consent of TSCTI. Except as provided in the preceding sentence, this Agreement shall be binding upon and inure to the benefit of the heirs, successors, assigns, subcontractors, and delegates of the parties hereto,

13. **Conflict:** In the event of any conflict between the provisions of this Agreement and any of the provisions set forth in the appendices referred to above, the provisions of such appendices, shall govern.

14. **Law:** SUBCONTRACTOR shall comply with all applicable laws in performing Service. This Agreement shall be construed in accordance with the laws of the State of New Jersey. Any litigation in this manner shall be brought in the state or federal courts of the State of New Jersey

ACCEPTED AND AGREED TO:

By: 


Company
22nd Century Technologies Inc.

Name: Kulpreet Singh

Title: BDM

Fed# Id: 223502121

Date: May 6, 2016.

By: 

Company
Dav-Lear Systems, Inc.

Name: David L. Dixon

Title: Vice President

Fed# Id: 95-4392226

Date: May 6, 2016.

1 Executive Drive - Suite 285, Somerset, NJ 08873-4003. Phone: 888-998-7284. Fax: 501-421-3750

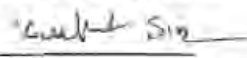
22nd Century Technologies, Inc.
1 Executive Drive, Suite 285, Somerset, NJ. 08873. Phone: 888-998-7284 and Fax: 501-421-3750

Addendum to MCA

This addendum is for the Master Contract Agreement signed between 22nd Century Technologies Inc. (TSCTI) and Dav-Lear Systems, Inc. on May 6, 2016 for RFP - "Master Agreements for Technical Staff Augmentation Services".

The addendum is contingent upon 22nd Century Technologies Inc. (TSCTI) becoming a successful vendor for the requirement issued by **Judicial Council of California, CA.**

Accepted and Agreed to:

By: 


Company: **22nd Century Technologies, Inc.**

Name: Kulpreet Singh

Title: BDM

Fed Id# 22-350-2121

Date: May 6, 2016

By: 

Company: **Dav-Lear Systems, Inc.**

Name: David L. Dixon

Title: Vice President

Fed Id: 95-4392226

Date: May 6, 2016



22nd Century Technologies, Inc.

SDB Certified | ISO 9001:2008 | ISO 20000-1:2011 | ISO 27001:2005

Cost Proposal

Response to:
RFP NO: ISD-201601-RB
Title: Master Agreements for Technical
Staff Augmentation Services



Schedule
Contract GS35FO579T

Due Date: May 11, 2016

**Right People at
Right Time at Right Price**



Submitted to:
Attn: Nadine McFadden, RFP # ISD-201601-RB
Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Submitted by:
Eva Gaddis-McKnight, Administrator
22nd Century Technologies, Inc.
1, Executive Drive, Suite # 285
Somerset, NJ 08873
Telephone No: 888-99-TSCTI
Fax No. 501-421-3750
Mailto: govt@tscti.com



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Attachment C-3

RFP Number: ISD-201601-RB
Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

**Evaluation Criteria & Proposal Submission Forms
 Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing			
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)			
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>					
Proposer must complete the following:					
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>					
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement			
		1-3	4-6	7-10	11-14
Percent (%) Discount to be Applied to Work Order(s)		0.5%	.75%	1%	1.25%
		1.50%			

**Evaluation Criteria & Proposal Submission Forms
 Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	40%	40%	40%	40%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	4%	4%	4%	4%



**Evaluation Criteria & Proposal Submission Forms
 Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$112.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$72.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$78.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$80.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$80.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$98.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$85.00
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$90.00



**Evaluation Criteria & Proposal Submission Forms
 Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$50.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$95.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$125.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$105.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$115.00
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing.	\$118.00



**Evaluation Criteria & Proposal Submission Forms
 Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$60.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$80.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$85.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$115.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$105.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$72.00



Evaluation Criteria & Proposal Submission Forms
 Attachment C-3 Pricing

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$50.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$62.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$105.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$60.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$105.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$50.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$64.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$80.00



Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

TECHNICAL PROPOSAL
ORIGINAL

13405 Folsom Blvd, Suite 515,
Folsom, CA 95630



May 10, 2016

To,

JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
ATTN: NADINE MCFADDEN, RFP # ISD-201601-RB
455 GOLDEN GATE AVENUE, 6TH FLOOR
SAN FRANCISCO, CA 94102

Reference: Response to RFP NUMBER: ISD-201601-RB
PROJECT TITLE: MASTER AGREEMENTS FOR TECHNICAL STAFF AUGMENTATION SERVICES

Dear Nadine,

We appreciate the opportunity to respond to the **RFP NUMBER: ISD-201601-RB**. Please find attached our response to the same.

Agile Global Solutions Inc is the proposed prime contractor for this proposal and there are no proposed subcontractors. I will be the single point of contact for the prime contractor.

Look forward to your favorable response.

Thanks and regards,

Raja Krishnan
President
Agile Global Solutions, Inc

[REDACTED]
(916) 848-3659 Fax
[REDACTED]

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.

Proposer must complete the following:

Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.

We use different sources for internal technical skill recruitment. The process followed by our technical recruiters is as follows:

- **Builds Resource pool by various methods:**
 - **Sourcing - Employee referrals/ Advertisements /Job Fairs/ References/ Head hunting/ Networking/ Open market search/ Internet search/ Campus Recruiting/ Subcontracting Relationships/ Rusing techniques**

As far as Subcontracting Relationships go, Agile Global Solutions Inc (Agile Global) has over 85 partners all over the country. Many of them specialize in certain technology areas such as Web, Mobile, Enterprise Application, Infrastructure support and security, Big Data, EAI and Business Intelligence. Some are also geographical relationships with available resources in some certain States versus others.

Agile Global does not necessarily depend on Subcontracting Relationships as the main source for recruiting talent, but has close relationships with specific partners for technology and geography. We are constantly adding new subcontracting partners and also, for tough-to-find skills research to see if there are any companies that specialize in those technologies. Normally for such skills the timelines are extended from a typical 24 hour recruiting cycle to sometimes up to five business days. We always ensure that the resources the subcontracting companies present are on their W-2 and there is no more layering involved. For tough-to-find skills or the proverbial purple squirrel, Agile Global extensively uses social media sites such as LinkedIn, Github, Open Google searches

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

and technology based groups. We have received kudos from several clients on the efficiency and quick turnaround (sometimes 48 hours) on some of their tough-to-find skills where their vendors could not find the resources for over 4 months.

Agile Global has a network of over 45,000 professionals all over the country and employees in 13 different States. Staffing positions all over California is our sweet spot irrespective of the exact location within California. Agile Global has customers, contractors and employees right from Northern California (close to Oregon) all the way to Southern California (San Diego and Los Angeles). Mostly for customers that have specific forecasted needs, Agile Global does proactive recruiting and sourcing, hence, as and when the positions open up, we already have a pool of candidates we have sourced in advance to recruit from.

After sourcing possible fits for a position, our technical recruiters follow the process below to help ensure we provide qualified resources to our clients:

- Screens and Qualifies Resumes per the requirement from customer
- Preliminary Interview through skillset based databank of questions
- Brainbench tests, if required, for technical Evaluation and Quality Assurance, if required
- Interview conducted by subject matter expert
- On further short listing, interview conducted on soft skills
- Negotiation and finalize compensation details
- Reference checking, eligibility to work verification
- Present qualified candidate profiles to customer and coordinate interviews
- Upon selection coordinate on-boarding procedures and ensure delivery of candidate to customer site
- Background checking
- Offer sign-off and on-boarding

Upon selection by customer, consultant is on-boarded by the customer for a specific position, after which Agile Global ensures through regular follow-ups with the customer and consultant that the personnel's performance is satisfactory.

Employee retention and motivation:

In this competitive industry it is important for us to retain and retrain good talent. We believe a motivated and educated workforce is a productive workforce. We have implemented numerous programs to ensure that our consultants are technologically advanced and driven. We have specialized training programs to keep them abreast with technology changes and a career pathing program to give them growth and direction. Good clients and projects, training and competitive salaries help us attract and retain talent. We have regular career path meetings where in we discuss candidate strengths and areas of interest from a growth standpoint. Accordingly, the HR managers create a schedule for training

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

and development, which is reviewed on a quarterly basis for every employee. Also, our company has created technology specific user groups, which act as a forum for employees to share technology news and post questions they may have pertinent to a specific technology area.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Agile Global always complies with the customer’s invoicing procedures. For JCC, Agile Global can provide work order details as well as a monthly summary statement as required. In a staffing model, as consultants report to and work under the direction of the customer Project Manager, Agile Global requires any consultant billing on a project to understand details of work to be performed and generate a report of work accomplished in a specific timeframe as well as the effort required to complete the same. This once attested by the Customer Project Manager, authenticates the work performed and delivered and can be attached to the invoice as supporting documentation.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest[®] printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel's travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Agile Global follows directions given by Customer for invoicing for expenses. Other than maintaining, completing all required items and itemizing expenses as required, Agile Global will also get all supporting documentations for expenses, ensure that there is approval from the Customer manager for the same prior to sending the expense invoice over.

Agile Global Accountant Lead keeps in constant touch with our consultants and gets weekly-approved timecards and any expenses. We maintain a running spreadsheet of documents received and missing for each consultant in order to invoice in a timely fashion. In the case of any missing documentation, our Accountant Lead tags the consultant on the spreadsheet and follows-up with the consultant till all documents are received. The tracker also helps us keep track of what invoices have already been sent to the customer and hence, all flagged items can be followed-up on till closure.

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer's ability to fill the JCC's staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	2
Application Support Analyst	2
Application Tester	2
Application Testing Lead	1
Business Applications Analyst	1
Sr. Business Applications Analyst	2
Business Systems Analyst	0
Sr. Business Systems Analyst	1
Data Modeler	1
Database Administrator	0
Enterprise IT Architect	0
Infrastructure/Operations IT Architect	1
IT Developer	13
IT Developer Lead	3
IT Governance Subject Matter Expert	0
IT Infrastructure Subject Matter Expert	2
IT Program Manager	0
IT Project Manager	1
Network Engineer	1
Quality Assurance Analyst	0

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	0
Release Manager	1
Security Analyst	0
Service Delivery Manager	0
Technical Analyst	1
Technical Construction Analyst	0
Technical Writer	0
TIBCO Development Engineer	0

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	May 16, 2016 onwards
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	5/4/15 to 6/2/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	9/14/15 to present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	10/1/2015 to present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	8/27/2015 to 12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	8/24/2015 to present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer
Duration of Assignment (List Dates)	8/19/2015 to 4/15/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	6/29/2015 to present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	3/14/2016 to 4/8/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Infrastructure SME (Help Desk Operator)
Duration of Assignment (List Dates)	5/4/2015 to 5/29/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Infrastructure SME (Help Desk Operator)
Duration of Assignment (List Dates)	6/25/2015 to 9/30/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Network Engineer (Datacenter Technician)
Duration of Assignment (List Dates)	4/18/2016 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	9/24/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	12/7/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	8/3/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Senior Business Applications Analyst
Duration of Assignment (List Dates)	5/9/2016 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Senior Business Applications Analyst
Duration of Assignment (List Dates)	5/9/2016 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	11/9/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


JCC Classification	IT Developer
Duration of Assignment (List Dates)	9/14/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


JCC Classification	IT Developer
Duration of Assignment (List Dates)	9/14/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	4/6/16 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	11/24/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	10/26/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	9/28/2015 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	5/6/2015 to 2/29/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	6/2/2015 to 5/4/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer
Duration of Assignment (List Dates)	6/15/2015 to present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	7/25/2015 – direct hire
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	6/1/2015 to present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]


JCC Classification	Data Modeler (Data Engineer)
Duration of Assignment (List Dates)	10/12/2015 to present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	6/29/2015 to 7/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	7/20/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	6 Points (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>1. Sourcing Manager – Reena Kannan 2. Account Representative – Raja Krishnan 3. Accounting Lead – Joyce Her</p>		
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>Resumes of key staff members are attached</p>		
<p>Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.</p> <p>Raja Krishnan, Account Representative, has been the company since its inception 13 years ago. Reena Kannan, the Sourcing and Recruiting Lead/Manager, has been in the company for over 2.5 years and the Accounting Lead, Joyce Her, has more than 3 years of experience with the company.</p> <p>Agile Global has several retention strategies it employs for key staff retention. This includes regular appraisals followed by career-pathing discussions, training allowances, leadership and cross functional training, performance bonuses, competitive salaries, team building events, and awards and recognition to</p>		

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

star performers.

Agile Global adopts best of breed technology and methodologies to recruit, is constantly growing giving way to new opportunities for employment growth. Agile Global also promotes team camaraderie by setting team goals and giving team awards upon accomplishment of such goals.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion:	Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion:	15 Points (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 		
<p>Proposer must complete the following:</p>		
<p>Mark the Appropriate Choice, below [you must mark one or the other]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>		
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]: We have no exceptions to the Master Agreement's Terms and Conditions.</p>		
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]: We have no exceptions to the Master Agreement's Terms and Conditions.</p>		

End of Evaluation Criterion C-5

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion:	Viability of Firm
C-6	Maximum Points for this Criterion:	_____ 5 Points _____ (out of 100 possible points)
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>Agile Global Solutions Inc is a corporation registered and incorporated in the State of CA. Agile Global has been in business for over 13 years providing Information Technology staffing services since its inception. IT staffing is the core business of the company. The two principals alone have more than 40 years of combined experience providing IT staffing services to customers nationwide. Ranked in the INC 5000 list for Fastest Growing Private Companies in America three times in a row (2011, 2012 and 2013) we provide services through the combination of our extensive industry and technology experience, proven methodologies and strategic delivery and execution models. Some of our advantages include Big 5 experience – small business pricing, Strong recruiting and training engine, several government and fortune 100 companies among our current clients, cost effective rapidly deployable and scalable services.</p> <p>We have provided similar IT Staffing services to several government and quasi-government agencies such as State of CA (Department of Health Care Services), County of Sacramento (Department of Technology), California ISO, Sacramento Municipal Utility District, Electric Reliability Council of Texas, State of NC (Employment Security Commission, Department of Revenue, Department of Transportation, Department of Health and Human Services, Department of Education, Department</p>		

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

of Public Safety), City of Raleigh, State of OH (Department of Education) etc.

Agile Global has had no mergers, acquisitions or IPOs until now.

Agile Global has strong financials and has never had any bankruptcies, suits filed against it whatsoever whether for malfeasance, adverse action or otherwise.

Key executives:

Raja Krishnan, President

Raja Krishnan is a co-founder of Agile Global Solutions with over a 23 years of IT Consulting experience, handling business units with over 600 employees and \$80 million dollars in revenues for a half-a-billion dollar company. A PMP certified professional with several years in business development, engagement and project management for onsite staffing solutions. Provided services to various Government and Fortune 1000 clients in industries such as Insurance, Telecommunication, Utilities, HiTech, Chemical, Pharmaceutical, Financial, Manufacturing and large integrator companies (such as IBM). He also has first hand experience with ISO Quality Processes and standards through his experience with Wipro Technologies, a leading IT Solutions Provider (an ISO 9000 certified and CMM level 5 company).

Vasudha Krishnan, COO/CFO

Vasudha Krishnan is a co-founder of Agile Global Solutions with a Masters in Industrial Psychology and over 21 years of experience in the IT industry including heading business units in their Human Resources, Recruiting and Business development. She has provided IT staffing services to large firms such as CISCO, McGraw Hill, AT&T, Intuit and IBM. She comes from a strong educational background in Human Resources and is instrumental in Agile Global's employee retention, benefits, evaluation and recruiting procedures.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Balance sheet and income statement for last 3 years attached as required

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company’s key executive/Key Staff retention philosophy.

Agile Global Solutions Inc (Agile Global) has a very low turn over rate (less than 5%, one of the lowest in the industry) of Key Staff members. Raja Krishnan and Vasudha Krishnan, the co-founders have been the company since its inception 13 years ago. Reena Kannan, the Sourcing and Recruiting Lead, has been in the company for over 2.5 years and the Accounting Lead, Joyce Her, has more than 3 years of experience with the company.

Agile Global has several retention strategies it employs for key staff retention. This includes regular appraisals followed by career-pathing discussions, training allowances, performance bonuses, competitive salaries, team building events, and awards and recognition to star performers.

Agile Global adopts best of breed technology and methodologies to recruit, is constantly growing giving way to new opportunities for employment growth. Agile Global also promotes team camaraderie by setting team goals and giving team awards upon accomplishment of such goals.

Reena Kannan

Sourcing Manager/Lead

Professional Summary:

Dynamic, result-focused, full –cycle recruiting and sourcing technical professional with more than **8 years** in Software development lifecycle and creative recruitment/sourcing strategies. Proven track record of success locating, identifying, and closing top candidate talent, with a special emphasis on hard to fill positions. Have expertise in high volume recruiting for national accounts. Proficient in sourcing, prescreening, identifying, negotiation salaries and bill rates, interviewing qualified applicants. Build and maintain candidate relationships to ensure a consistent talent pipeline. Have expertise with a variety of Applicant tracking software applications. Excellent communication and organizational skills Experience managing multiple projects simultaneously with competing priorities.

Summary of Expertise:

- Over 8 Plus Yrs as a Sr. Technical Recruiter .
- 5+ Years of Extensive experience as a System analyst in gathering requirements, analysis, design, creating test plans, execution and training.
- Extensive Recruiting, Sourcing, Screening active & passive candidates.
- Expertise in using Application Tracking Systems like Bullhorn, Taleo, Jobdiva, Custom ATS.
- Expertise in building meaningful Relationships which brought in tons of Referrals.
- Knowledge of the technical skills and programming languages.
- Negotiating Bill Rates with Candidates and Extending Offers.
- Strong knowledge in Creating Candidate Pipelines.
- Various Creative Ways in sourcing active and Passive Candidates.
- Knowledge about Various Immigration VISAs and Processes.

Education:

Bharathidasan University • Trichy, India

Master of Computer Science (SDLC, Programming Languages, Compilers, RDBMS),
Computer Science, 2003

Certifications and Trainings:

Diploma Course in Object Oriented Programming, HTML, UML, JAVA and Design in RDMS from NIIT
Recruituter Training from Bill Radin.

Training "LinkedIn for Recruiting"

Training "Twitter for Recruiting"

Training in Email Marketing.

Experience:

Agile Global Solutions

Talent Acquisition specialist/Lead Sourcer and Technical Recruiter. March 2014- Till date

- Responsible for full cycle recruiting for positions in Engineering, Business Development and Program Management. Specialized in the recruitment of a full range of engineering professionals that included Quality Assurance, Engineering Management, and Project Management candidates.
- Develop relationships with hiring managers to partner in hiring mid-career to executive level candidates.
- Source passive and Active candidates for all positions through cold calling, internet sourcing through traditional job boards, social media sourcing, and Boolean searches.
- Develop networks, both internal and external, to support passive recruiting efforts.
- Worked with internal teams and hiring managers to assist with recruitment efforts.
- Developed recruitment strategy that includes job posting optimization, recruiting channel development, comprehensive recruitment campaign planning and talent planning.
- Counsel the candidate on Employee benefits, salary, and corporate environment.

Brainware Solutions LLC, Sacramento, CA

Sr. Technical Recruiter. April, 2008 - March 2014

- Responsible for gathering requirements, design and development schedule of the projects.
- Preparing test plans, execution and documenting them.
- Drive the hiring process in a high-volume / time-sensitive environment, working directly with hiring managers to place qualified candidates in direct hire positions. Worked on a list of national accounts.
- Sourcing candidates on job boards, internal tracking system, social sites for range of disciplines
- Maintains accountability for diversity and quality metrics
- Managing Time more Strategically throughout the day and keep track of the submissions, interviews, offers, placements etc., and Reporting to management on a weekly basis.
- Extensively recruited for Software Programmers (C,C++),Unix administrator, Linux Programmer, Web services Programmers (.net,Java, J2EE Technologies), System Administrators and Database Developers(ORACLE,SQL).
- Effectively recruited candidates through Internet research, internal database, cold calling, referrals, networking, job fairs, and other strategies.
- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Responsible for mentoring and providing on-going training and support for new recruiters and serve as a resource for learning and navigating senior technical policies and procedures
- Sourcing, screening and interviewing
- Manage and negotiate both the selection and offer process including, compensation, benefits, relocation, and pre-close of the candidate
- Ensures process accuracy/compliance with legal and client regulations

Raja Krishnan
Account Representative

Employment History:

January 2003 – Present

Company **Agile Global Solutions, Inc**
Position **President/Chief Executive Officer**

- ▶ Responsible for providing IT solutions to Customers since the inception of the company
- ▶ Managed executive and technical recruiting team
- ▶ Mentoring team on best of breed recruiting process
- ▶ Setting up project, business development and recruiting teams
- ▶ Managed clients in the utility and government sector including California ISO, SMUD, ERCOT, State of CA, County of Sacramento, State of NC, State of OH and State of PA
- ▶ Working with subject matter experts to create and update project and delivery methodology
- ▶ Forging strategic partnerships with firms that complement our services and solutions
- ▶ Oversee client relationships and manage day-to-day operations
- ▶ Active oversight on engagements to ensure smooth execution and delivery
- ▶ Strategize growth of the company to the next level organically and otherwise
- ▶ Work with Chief Financial Officer and CPAs to ensure a sound financial foundation geared for growth and success
- ▶ Profit and Loss responsibilities for the entire business
- ▶ Research and execution to expand globally

March 2002 – January 2003

Company **AgreeYa Solutions, Inc**
Position **Director – Sales, Marketing and Recruiting**

Responsibilities:

- ▶ Business Development
 - *P&L responsibilities for business unit*
 - Executive and Technical recruiting
 - *Heading, hiring and managing Sales and Recruiting managers*
 - *Solution selling/Promoting offshore outsourcing services to clients*
 - Meetings/presentations with senior level managers, including “C” level positions, at client sites
 - Working on RFPs/RFIs for prospective/existing clients
 - Channel management - building partnerships/alliances with other organizations for a mutually beneficial relationship
 - Analyzing market trends/adding new service lines to the organization
- ▶ Controlling direct and operating expenses for business unit
- ▶ Process Reengineering and introduction/implementation of new processes to assist in sustained growth

April 1996 – February 2002

Company **Emplifi (iGate Capital), Pittsburgh, PA**
Position **Practice Director**

Responsibilities:

- ▶ Business Development:
 - *Responsible for technology based practices with approximately 400 employees and annual revenues of \$60 million dollars*
 - *Managing and mentoring sales, recruiting and HR managers*
 - *Performed Executive and technical recruiting*
 - Meetings/presentations with “C” level positions at prospective/existing clients

- Formulating/implementing strategies for account growth/new business/market intelligence in the e-business, client-server and infrastructure practices
- Lead generation via various methods
- Work on RFPs/RFIs for clients
- Forecast sales, trends' analysis and mobilize recruiting efforts accordingly
- Evaluate and work on key strategic mutually beneficial partnerships with other companies such as BEA, Microstrategy etc.
- Evaluated various Project Management softwares to provide infrastructure support for co-managed projects
- ▶ Training of employees
 - Best Sourcing and recruiting processes
 - Field employees to keep them abreast with latest technology areas
 - Coordinate on-line remote training programs with Emplifi Virtual University for field employees
- ▶ Controlling direct and operating expenses for the practices
- ▶ Quality management of new-hires by leading a team of SMEs who were part of a technical interview panel
- ▶ High level bench management (achieved reduction of bench cost by 30%) for the entire company through policies and key decisions
- ▶ Participated in the formulation, design and development of the Consultant Evaluation Analysis project
- ▶ Successfully spear-headed multiple projects from conceptualization, feasibility study, program objectives, risks/challenges, benefit-Cost analysis, ROI analysis to roll-out, some of which are listed below:
 - Practice model
 - Project End Evaluation project
 - Exception handling for new starts
 - Setting up of QMO (Quality Management Office) and processes involved

Position **Senior Operations Manager**

Responsibilities:

- ▶ Business Development
 - *Responsible for South East and West Coast of the United States, with approximately 600 employees and annual revenues of \$80 million dollars*
 - *Heading operations for the 2 divisions*
 - Involved in Sales and recruiting strategies for account penetration/growth
 - *Hiring, managing and mentoring HR and Technical recruiters/resource managers/recruiters for the divisions*
 - Client presentations with "C" level positions
 - Work towards increasing gross margin by creating skills/salary based cost sheet guidelines for sales, reducing direct and operating costs and increasing the DLR per placement
 - Interface with recruitment head - Mobilize recruitment for proactive/reactive sourcing/recruitment depending on client requirements/market trends/anticipated needs by interfacing closely with the recruitment head and providing forecasting reports on an on-going basis
 - Work on RFPs/RFIs
 - Drive placements to increase net growth and control project ends by monitoring 90-day outlook reports
- ▶ Oversee Bench Management
- ▶ Involved as a team lead/member in the conceptualization, project planning/scoping, resource/effort estimation, functional specifications, design specifications, implementation and training for numerous projects such as Cost Basis/Minimum Selling Rate Guidelines for Sales representatives, Mastech Valuable player program, Relocation Policy, Business Process Re-engineering (BPR) etc.

Position **Senior Resource/Recruiting Manager**

Responsibilities:

► Business Development:

- Qualify client requirements/project objectives
- Strategize to penetrate clients and look out for opportunities where we can propose a co-managed solution to the client by placing teams, if possible
- On-site client visits to make presentations/have discussions with clients on our processes/abilities/service offerings and leverage relationship
- Interface with recruitment and interview/shortlist candidates for requirements.
- Present best possible suits for projects and ensure quality to minimize fall-outs.
- Check on prevailing wages for the area before presenting consultants so that there is no discrepancy in pay and recommend rates accordingly
- Prepare candidates for interviews
- Facilitate deal closing by explaining to client advantages of proposed consultants and how they best fit the client's project
- Rate negotiation and deal closure
- Coordinate with recruiters/HR to ensure delivery on committed dates
- **Achievement: Best performer in company with placements of approximately 280 IT professionals at client sites in one year**

July 1995 - April 1996

Company **Wipro Systems Ltd., Bangalore, India**
Client **National Broadcasting Company (NBC) (New York, NY)**
Position **Team Leader/Off-shore coordinator**
Environment **ORACLE 7.x, SYBASE SYSTEM 10, POWERBUILDER 4.0**

Roles/Responsibilities:

As an offshore coordinator, involved in the design, development, and enhancement of a Headcount and Payroll Model (HPM).

May 1994 - June 1995

Company **Pentafour Software and Exports Ltd, Chennai, India**
Position **Associate Consultant**
Environment **ORACLE 6.x, FORMS 3.0**

Roles/Responsibilities:

Was involved in the development of a Financial Services Application and Banking System.

March 1993 - May 1994

Company **Wipro Infotech Ltd., New Delhi, India**
Position **Marketing Executive**

Roles/Responsibilities:

Handled the New Delhi, India area for sales. Responsible for the Defense forces account, which included the Army, Navy and Air-force organizations. Made sales calls, organized demonstrations and gave presentations to customers concerning networking (LAN, WAN, etc.), desktop publishing, multi-media, and single-user PC application software. Promoted Wipro's own products, from super-minis, minis, desktop PCs, notebooks, and computer peripherals to networking products and Macintoshes.

TECHNICAL EXPERIENCE:

HARDWARE	IBM ES9000, IBM AS 400, HP-9000, PC x86, PENTIUM PC, SUN SPARC SERVER 10, POWER MACINTOSH
OPERATING SYSTEMS	SOLARIS 5.3, HP-UX 9.0, MVS/ESA 5.1, PC-DOS 6.2, MS-WINDOWS 3.1/3.11/95/98/NT, SYSTEM 7.1, OS/400
SOFTWARE	MS PROJECT, MS ACCESS, MS EXCEL, MS WORD, POWERPOINT, DEVELOPER/ 2000, MS VISUAL BASIC, ORACLE 7.2/7.0, SQL*FORMS 3.0, DB2 3.0, CICS/ESA 3.0, PHOTOMORPH, SQL*SERVER 6.0, WATCOM SQL, SYBASE SYSTEM 10, POWERBUILDER 4.0/3.0a
LANGUAGES	UNIX SHELL SCRIPTING, COBOL/370 1.1, C/C++, JCL

APPLICATIONS

PAYROLL, PROJECT MANAGEMENT, FINANCIAL
ACCOUNTING, BANKING

QUALIFICATIONS/CERTIFICATIONS/TRAININGS

Bachelor's degree in Engineering

PMP (Project Management Professional) through PMI (Project Management Institute)

Cross-platform training on Mainframe (IBM ES/9000), Midrange (IBM AS/400), Oracle, Sybase, Powerbuilder and Visual Basic at Pentafour Software & Exports Ltd.

Joyce Y. Her

Accounting Lead

Education:

CSU Sacramento
Sacramento, CA
Major: Business/Accounting
September 2007- December 2012

Skills:

Good customer service	Typing – 35-40 WPM
Communication skills	Microsoft Word/Excel
Cash handling	Quickbooks
Efficient	10 key
Bilingual-Hmong	Internet and Computers

Experience:

Accountant Lead/Office Manager

Agile Global Solutions Inc.

Folsom, CA

Jan. 2013 – Present

- Enter new consultants and record new requirements for the recruiters in an application tracking system called bullhorn.
- Answer the main phone and answer all questions.
- Make phone calls to clients when there are issues concerning the company.
- Create and record invoices and bills in QuickBooks.
- Record hours from employees' timesheets and enter the hours in the Wells Fargo Payroll system to run payroll semi-monthly.
- Record vendor payments weekly and bi-weekly.
- Apply payments on QuickBooks when needed.
- Manage A/P and A/R
- Reconcile bank statements and credit card statements on a monthly basis.

Front Desk/Student Assistant

Undergraduate Business Advising Center

Sacramento, CA

Sept. 2011 – May 2012

- Greeted students and answer questions students have about the undergraduate business program at Sac State
- Scanned and file documents electronically
- Occasionally answer the phone.

Cashier

Spinners

Sacramento, CA

Feb. 2009 – July 2009

- Provided good customer service and daily monetary transactions
- Cleaned countertops, cleaned coffee pots, baked muffins, cinnamon rolls, and cleaned soda machine.

Cashier

Posey's La Bou Bakery & Café

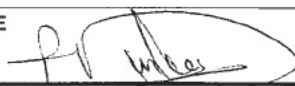
Sacramento, CA

Oct. 2006 – Nov. 2007

- Provided good customer service and daily monetary transactions
- Cleaned countertops, wiped windows, sweep the floor, cleaned coffee pots, and wash dishes, brewed coffee, and made coffee drinks.

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9)
STD 204 (Rev. 6-2003)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) AGILE GLOBAL SOLUTIONS INC		
	SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)		E-MAIL ADDRESS [REDACTED]
	MAILING ADDRESS 13405 FOLSOM BLVD SUITE 515		BUSINESS ADDRESS 13405 FOLSOM BLVD SUITE 515
	CITY, STATE, ZIP CODE FOLSOM, CA 95630		CITY, STATE, ZIP CODE FOLSOM, CA 95630
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 4 1 - 2 0 8 1 7 7 6		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
PAYEE ENTITY TYPE CHECK ONE BOX ONLY	<input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: 		
	CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input checked="" type="checkbox"/> ALL OTHERS <small>(SSN required by authority of California Revenue and Tax Code Section 18646)</small>		
4	PAYEE RESIDENCY STATUS <input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.		
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) RAJA KRISHNAN		TITLE PRESIDENT
	SIGNATURE 	DATE 05/09/2016	TELEPHONE [REDACTED]
6	Please return completed form to: Department/Office: _____ Unit/Section: _____ Mailing Address: _____ City/State/Zip: _____ Telephone: (____) _____ Fax: (____) _____ E-mail Address: _____		

**ATTACHMENT E
BIDDER DECLARATION**

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the "Bidder Declaration Instructions" prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: _____
4. _____
The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: _____

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: _____
2. Subcontractor contact person: _____
3. Subcontractor address: _____
4. Subcontractor phone number: _____
5. Subcontractor email: _____
6. Subcontractor DVBE Supplier ID number: _____
7. Subcontractor DVBE Certification active from _____ to _____.

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services


8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.
9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:

10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")

11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: _____%
12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> AGILE GLOBAL SOLUTIONS INC		<i>Tax ID Number</i> 41-2081776
<i>Address</i> 13405 FOLSOM BLVD SUITE 515, FOLSOM, CA 95630		<i>Telephone Number</i> [REDACTED]
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> RAJA KRISHNAN, PRESIDENT		
<i>Date Executed</i> 5/9/16	<i>Executed in the County of</i> SACRAMENTO <i>in the</i> <i>State of</i> CALIFORNIA	

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the "Small Business Declaration Instructions" before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: 38710
2. Small Business Certification active from AUG 5, 2013 to AUG 31, 2016
3. Will Bidder subcontract any portion of the contract work to subcontractors? **NO**

If yes:

A. State the percentage of the contract work Bidder will subcontract: _____

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

C. Explain how Bidder is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.") _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> AGILE GLOBAL SOLUTIONS INC		<i>Tax ID Number</i> 41-2081776
<i>Address</i> 13405 FOLSOM BLVD SUITE 515, FOLSOM, CA 95630		<i>Telephone Number</i> [REDACTED]
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> RAJA KRISHNAN, PRESIDENT		
<i>Date Executed</i> 05/09/2016	<i>Executed in the County of SACRAMENTO in the State of CALIFORNIA</i>	

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING RAJA KRISHNAN
TITLE OF PERSON SIGNING PRESIDENT

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

- 1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

- 2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> AGILE GLOBAL SOLUTIONS INC	<i>Federal ID</i> <i>Number</i> 41-2081776
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> RAJA KRISHNAN, PRESIDENT	
<i>Date Executed</i> 5/9/16	<i>Executed in the County of</i> SACRAMENTO <i>in the</i> <i>State of</i> CALIFORNIA



Welcome agileglobal | [Logout](#)
[Need assistance?](#)
Contact us

Home > My Profile > My Certifications > SB > SB 38710 > Details

Company Details

BidSync Supplier Name Agile Global Solutions, Inc

Supplier Number 38710

Legal Business Name AGILE GLOBAL SOLUTIONS, INC **DBA Business Name** AGILE GLOBAL SOLUTIONS INC

Address 13405 Folsom Blvd, Suite 512 FOLSOM, CA 95630 **Phone** [REDACTED] **FAX** (916) 848-3659

Email [REDACTED]

Web Page <http://www.agileglobal.com>

Number of Employees 24

Business Types Service

Service Areas Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Joaquin, San Luis Obispo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba.

Keywords COMPUTER PROGRAMMING SERVICES PREPACKAGED SOFTWARE INTEGRATED SYSTEMS DESIGN PROCESSING DATA PREPARATION STAFFING STAFF PERSONNEL TEMPORARY RECRUITMENT

Classifications 432115 - Computers
 801116 - Temporary personnel services
 801117 - Personnel recruitment
 811116 - Computer programmers
 811118 - System and system component administration services
 811122 - Software maintenance and support

View Options: [View Application](#)

Edit Options: [Amend Application](#) | [Register as Disabled Veteran Business Enterprise \(DVBE\)](#)

Register as Disabled Veteran Business Enterprise (DVBE)

Supplier	Status	Start Date	End Date
SB	Approved	May 9, 2014	Aug 31, 2016

Certification History

Supplier	Status	Start Date	End Date
SB (Micro)	Expired	Aug 5, 2013	Aug 31, 2011
SB (Micro)	Expired	Aug 31, 2011	Aug 4, 2009
SB (Micro)	Expired	Aug 4, 2009	Jul 31, 2008

SB	Expired	Jul 5, 2007	Jul 5, 2007	Jul 31, 2008
SB	Expired	Jun 20, 2006	Jul 18, 2006	Jul 31, 2007
SB	Expired	Jun 6, 2005	Jul 19, 2005	Jul 31, 2006
SB	Denied	Dec 31, 2004	Dec 31, 2004	Dec 31, 2004

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2015-2016 City of Folsom Business Certificate 2015-2016

NON-TRANSFERABLE – POST IN A CONSPICUOUS PLACE

CERTIFICATE#: 9912000917

ACCOUNT #:	360435	CERTIFICATE VALID:	July 1, 2015
BUSINESS LOCATION:	13405 FOLSOM BOULEVARD SUITE 507 FOLSOM, CA 95630-0000	EXPIRATION DATE:	June 30, 2016
		RENEWAL DUE BY:	July 31, 2016
OWNER:	AGILE GLOBAL SOLUTIONS INC	BUSINESS TYPE:	2.00
BUSINESS NAME:		BUSINESS CLASSIFICATION:	GROSS RECEIPTS

THIS CERTIFICATE DOES NOT PERMIT BUSINESS OPERATION UNLESS YOUR BUSINESS
IS PROPERLY ZONED AND/ON IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES

This certificate is issued without verification that the holder is subject to or exempt from any license or permit issues by the City,
County and State of California.

*Annual renewal form is mailed on or before expiration date stated above.


[Secretary of State Entity Website](#)
[Business Programs](#)
[Notary & Authentications](#)
[Elections](#)
[Campaign & Lobbying](#)

Business Entities (BE)

Online Services

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Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Friday, May 06, 2016. Please refer to [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	AGILE GLOBAL SOLUTIONS, INC.
Entity Number:	C2493456
Date Filed:	01/27/2003
Status:	ACTIVE
Jurisdiction:	CALIFORNIA
Entity Address:	13405 FOLSOM BLVD SUITE 515
Entity City, State, Zip:	FOLSOM CA 95630
Agent for Service of Process:	RAJA KRISHNAN
Agent Address:	13405 FOLSOM BLVD SUITE 515
Agent City, State, Zip:	FOLSOM CA 95630

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

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COST PROPOSAL
ORIGINAL

13405 Folsom Blvd, Suite 515,
Folsom, CA 95630



May 10, 2016

To,

JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
ATTN: NADINE McFADDEN, RFP # ISD-201601-RB
455 GOLDEN GATE AVENUE, 6TH FLOOR
SAN FRANCISCO, CA 94102

Reference: Response to RFP NUMBER: ISD-201601-RB

PROJECT TITLE: MASTER AGREEMENTS FOR TECHNICAL STAFF AUGMENTATION SERVICES

Dear Nadine,

We appreciate the opportunity to respond to the **RFP NUMBER: ISD-201601-RB**. Please find attached our response to the same.

Agile Global Solutions Inc is the proposed prime contractor for this proposal and there are no proposed subcontractors. I will be the single point of contact for the prime contractor.

Look forward to your favorable response.

Thanks and regards,

Raja Krishnan
President
Agile Global Solutions, Inc
[REDACTED]
(916) 848-3659 Fax
[REDACTED]

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)

Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.

Proposer must complete the following:

Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.

	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0	0.5	1.0	1.5	2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	50%	47.5%	45%	43%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	20%	17.5%	15%	13%

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	135
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	88
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	82
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	95
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	78
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	90
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	85
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	92

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	88
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	88
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	145
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	135
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	88
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	98

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	125
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	125
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	130
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	115
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	85
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	82

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	88
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	105
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	98
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	115
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	95
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	95
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	70
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	110

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

**RESPONSE TO JUDICIAL COUNCIL OF
CALIFORNIA RFP ISD2016-01-RB
MASTER AGREEMENT FOR TECHNICAL STAFF
AUGMENTATION SERVICES**

TECHNICAL PROPOSAL

RESPONSE BY: ALEXAN CONSULTING ENTERPRISE SERVICES, LLC

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May 11, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden
RFP# ISD-201601-RB
455 Golden Gate Ave. 6th Floor
San Francisco, CA. 94102-3688

RE: Response to RFP# ISD-201601-RB

To whom this may concern,

Alexan Consulting Enterprise Services, LLC ("ACES") is pleased to submit this TECHNICAL proposal in response to **RFP# ISD-201601-RB** to procure a MASTER AGREEMENT FOR TECHNICAL STAFF AUGMENTATION SERVICES.

In addition to our strong work ethic and client loyalty, we have over fifteen years of experience in the Information Technology industry. We also employ the most talented and experienced individuals to get the job done right and on time. Our goal is to deliver the highest quality services and to work closely with you to ensure that your expectations are being met at all times.

ACES has reviewed the RFP requirements and has prepared a detailed and compliant proposal. We understand that by submitting an offer to the RFP, we are agreeing to the terms and conditions stated within the RFP and are willing to comply with the procedures identified within this RFP.

As Chief Executive Officer of ACES, I am authorized to bind the firm contractually. We would be pleased to provide any additional information and discuss our proposal should you have any questions. Please feel free to contact me at (925) 784-9659 or by fax at (925) 605-3939 and via email at [REDACTED]

Thank you for your time and consideration. We look forward to working with you!

Sincerely,

Suzanne Ravera
CEO, ACES

1141 Catalina Drive #159
Livermore, CA. 94550
(925) 784-9659

Alexan Consulting
Enterprise Services, LLC
www.acesred.com

ATTACHMENT C (Revision No 1) - EVALUATION CRITERIA & PROPOSAL SUBMISSION FORMS

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC's invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>-----</p> <p>The process for delivering qualified technology professionals begins long before receiving a job requisition request. Sourcing for the positions set forth in Attachment C-2 our team actively engages with technology professional groups in local and geographic locations throughout California. We sponsor and engage with technology events, host and provide technology training, and we actively attend emerging technology and current technology application events.</p> <p>ACES has a proven track record of successfully delivering quality technology professionals for small to large scale projects. We offer comprehensive workforce solutions that are highly customizable and easily tailored to meet AOC needs. Whether the projects are short-term or long-term projects ACES delivers top-notch talent when you need it most. Geographic locations are no obstacle. ACES is able to fulfill your staffing needs. When necessary we work with our preferred vendor partner DVBE Reed Consulting Services who provides IBM Rational Technical Talent to staff hard to fill positions. We ensure that any referrals we receive from our partners pass through the same validation process that any of our direct resources would require.</p> <p>With our vetted recruitment, evaluation and candidate selection process, and our thorough screening process, coupled with our team's combined 30 years of industry expertise, we deliver an array of talented IT professionals who add value to your business from day one. In addition to short and long term contracting solutions, ACES also offers temporary contracting solutions for our clients when such needs arise, like, for instance, extended vacations, maternity leave, long-term medical leave, military leave, sabbatical, or jury duty. ACES can help you with a seamless transition during these times by providing prompt fill-ins to minimize the business impact these events may cause. Further, ACES utilizes a time and expense tracking and approval online portal, making time approval as easy as 1-2-3 with reporting available for all levels of users. This assists our clients with managing actual hours incurred against budgeted hours ensuring all of our resources are tracking to their budgeted time.</p> <p>Recruiting Process</p> <p>The ACES Recruiting Process was created to ensure that the candidates we provide to our clients not only</p>	

meet the requirements, but are also quality candidates who are goal oriented, dedicated, hard-working and align with our client's organizational culture. Our team of experienced recruiters and talent ambassadors' work alongside our Human Resources team to ensure that the recruitment process follows all necessary Human Resource guidelines that are in line with State and Federal requirements. ACES is an equal opportunity employer.

Securing, testing and screening candidates for qualifications

ACES has developed a very specific step-by-step process to validate qualified candidates. First we confirm that we have the correct specifications and job requirements before we begin sourcing. Then, we validate that the candidate has the experience as indicated on their resumes and that those experience match the needs of the client. What sets ACES apart is that we include technical web-conference interviews with the candidates to validate their experience (if face-to-face interviews are not possible). This process effectively ensure that the candidate is who they say they are and that the person who joins the project does indeed meet the requirements and has the necessary skills to complete the project as expected.

Below is a list of the steps we take for every Job Requisition we receive:

1. Receive Job Requisition from Client
2. Validate Requirements with Hiring Manager
3. Revise Requirement, as necessary
4. Begin Preliminary Search
5. Obtain Requisition Sign-Off from Client
6. Source Candidates (review and screen resumes against Requisition)
7. Pre-screen candidates via phone interviews
8. Conduct Internal Technical Interview – either in person or via videoconference and confirm ID/Name
9. Send resumes of vetted and qualified candidates to Hiring Manager
10. Hiring Manager reviews resumes, selects candidate(s) for interview
11. Setup Client Technical Interview via video conference call with Candidate, Hiring Manager and ACES recruiter. Prior to start of call, re-validate candidate identity.
12. Upon Client selection of candidate, begin on-boarding process.
13. Complete all necessary on-boarding steps and documentation, to include background screening.
14. Upon successful completion of background screening, start date is coordinated. ACES is able to coordinate any client related documentation needed from candidate to avoid unnecessary client overhead.
15. ACES Recruiter greets resource upon start and has a warm hand-off to client hiring manager.

Response Time

Our recruiters are experienced in working with a variety of different types of consultants. This allows for faster turnaround times. They maintain excellent relationships with key candidates so that when projects become available we are ready to present qualified candidates in a timely manner. Some more specific roles may take longer to staff if the pool of candidates is determined to be much smaller. In these situations we dedicate more team resources and partner relations to identify the perfect candidate.

Upon receipt of an open requisition from our client, ACES standard timeline for sourcing, screening, and submitting qualified candidate resumes for your review is approximately 3-5 business days. Of course there are instances when we will be able to present resumes the next day or even on the same day a requisition is received for that matter. However, there will be times for those harder to fill positions that could take the full 5-days to identify the right resource fit for the job. In all of these instances, ACES will stay in close communication with our client to ensure that they are always kept up to speed on our efforts.

We take pride in our sourcing and qualification process. Our goal is to save the time invested by AOC by ensuring that the candidates sent for review meet the skillsets outlined in the job description and fit the organizational culture.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Invoicing, Summary Reporting and Time Sheet Compliance:

Our easy to use automated time and expense collection system makes recording, reporting, and approving hours and expenses a breeze. Consultants enter their hours into our online system on a weekly basis and submit them directly to their designated Client Manager (Timecard Approver) for review and a one-click approval. If for any reason the Client Manager does not agree with the hours entered, the Client Manager can simply reject the timesheet, include a reason for rejection and the time sheet is returned back to the consultant to revise as needed. Managers can view and manage these submissions through a secure portal on any computer or handheld device with their own unique username and password. Automatic reminders are programmed to ensure timeliness of timecard submission and approvals. The process is efficient, easy to use and has the ability to store and generate customizable reports.

As the ACES Time & Expense Portal is integrated with our payroll and accounting systems, invoicing our clients has never been easier. The integration allows us to streamline manual, time-consuming activities saving time and eliminating expensive and frustrating invoicing and or payable errors.

This system allows us to generate invoices with corresponding timesheets attached to our invoices that evidence the date, time, and unique id stamp on the time reports from when the consultant submitted the timesheet and when the Client Managers approval was obtained ensuring that the hours invoiced to our client matches exactly what our client had approved. Only approved time can be invoiced within the system ensuring hours invoiced match hours approved. Likewise on the payable side to our resources.

We will provide invoices per the JCC requirements, using both the monthly summary statement and Work Order detail level invoices, ensuring that all hours have been approved.

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

ACES employees and contractors are required to obtain authorization from the Engagement Manager for work related travel prior to arranging or incurring any travel arrangements ensuring the travel is approved and any travel related policies are acknowledged. After authorization of travel is obtained, the resources are required to complete agreed upon Expense Reports in order to receive reimbursement for travel expenses related to client work. Since ACES does not provide expense accounts or corporate credit cards to employees, our Expense Reports are due monthly for all travels incurred during the previous month to the respective Engagement Manager. Each expense report thoroughly details all travel related expenses for the month and are expected to be received no later than 3 days after month-end ensuring all expenses are invoiced on-time. Receipts must be provided for each expense item requested for reimbursement. The ACES AOC Engagement Manager is responsible for compiling expense requests and supporting receipts to the AOC on a monthly basis.

In addition, contracted expense budgets from respective Work Orders are also entered into our accounting system and each expense invoice produced against a particular expense budget directly reduces the remaining Work Order Expense balance. This is a control to ensure the accuracy and completeness of our expense billings.

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	6
Application Support Analyst	1
Application Tester	1
Application Testing Lead	1
Business Applications Analyst	2
Sr. Business Applications Analyst	1
Business Systems Analyst	2
Sr. Business Systems Analyst	1
Data Modeler	1
Database Administrator	1
Enterprise IT Architect	1
Infrastructure/Operations IT Architect	3
IT Developer	10
IT Developer Lead	2
IT Governance Subject Matter Expert	1
IT Infrastructure Subject Matter Expert	1
IT Program Manager	1
IT Project Manager	2
Network Engineer	1
Quality Assurance Analyst	4
Release Analyst	1

Release Manager	1
Classification	Number of Placements in Past 12-Months
Security Analyst	1
Service Delivery Manager	1
Technical Analyst	3
Technical Construction Analyst	1
Technical Writer	1
TIBCO Development Engineer	1

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process.
*NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

1.

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	2/1/2016 - present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

2.

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	1/18/2016 - present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

3.

	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	7/18/2015 - 4/30/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
4.	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	7/11/2015 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
5.	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	10/1/2015 - 2/29/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
6.	JCC Classification	Applications IT Architect
	Duration of Assignment (List Dates)	9/21/2015 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
7.	JCC Classification	Application Tester
	Duration of Assignment (List Dates)	5/26/2015 - 7/17/2015
	Name of Individual Placed*	[REDACTED]

8.	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
9.	JCC Classification	Business Applications Analyst	
	Duration of Assignment (List Dates)	7/18/2015 - 10/2/2015	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
9.	JCC Classification	Business Applications Analyst	
	Duration of Assignment (List Dates)	9/30/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
10.	JCC Classification	Business Systems Analyst	
	Duration of Assignment (List Dates)	7/18/2015 - 9/18/2015	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
11.	JCC Classification	Business Systems Analyst	
	Duration of Assignment (List Dates)	8/17/2015 - 2/26/2016	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for		

12.	Company Point of Contact*	
	JCC Classification	Sr. Business Systems Analyst
	Duration of Assignment (List Dates)	9/1/2015 - present
	Name of Individual Placed*	
	Company Where Placed*	
	Company Point of Contact (Name)*	
	Email Address and Phone Number for Company Point of Contact*	
13.	JCC Classification	Sr. Business Systems Analyst
	Duration of Assignment (List Dates)	7/18/2015 - present
	Name of Individual Placed*	
	Company Where Placed*	
	Company Point of Contact (Name)*	
	Email Address and Phone Number for Company Point of Contact*	
14.	JCC Classification	Sr. Business Systems Analyst
	Duration of Assignment (List Dates)	7/18/2015 - 4/30/2016
	Name of Individual Placed*	
	Company Where Placed*	
	Company Point of Contact (Name)*	
	Email Address and Phone Number for Company Point of Contact*	
15.	JCC Classification	Database Administrator
	Duration of Assignment (List Dates)	8/11/2015 - 4/30/2016
	Name of Individual Placed*	
	Company Where Placed*	
	Company Point of Contact (Name)*	
	Email Address and Phone Number for Company Point of Contact*	
16.	JCC Classification	Enterprise IT Architect

17.	Duration of Assignment (List Dates)	7/18/2015 - 9/18/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
18.	JCC Classification	Infrastructure/Operations IT Architect
	Duration of Assignment (List Dates)	3/1/2016 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
19.	JCC Classification	Infrastructure/Operations IT Architect
	Duration of Assignment (List Dates)	9/28/2015 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
20.	JCC Classification	IT Developer
	Duration of Assignment (List Dates)	3/14/2016 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]

21.	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
22.	JCC Classification	IT Developer	
	Duration of Assignment (List Dates)	2/1/2016 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
23.	JCC Classification	IT Developer	
	Duration of Assignment (List Dates)	2/24/2016 - 3/11/2016	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
24.	JCC Classification	IT Developer	
	Duration of Assignment (List Dates)	11/23/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		

25.

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	7/18/2015 - 10/31/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

26.

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	7/18/2015 - 10/31/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

27.

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	8/31/2015 - 9/18/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

28.

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	7/11/2015 - present	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

29.

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	7/18/2015 - 7/31/2015	

30.	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
31.	JCC Classification	IT Developer Lead	
	Duration of Assignment (List Dates)	7/18/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
32.	JCC Classification	IT Developer Lead	
	Duration of Assignment (List Dates)	7/18/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
33.	JCC Classification	IT Project Manager	
	Duration of Assignment (List Dates)	7/1/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		

34.	Email Address and Phone Number for Company Point of Contact*		
	JCC Classification	Quality Assurance Analyst	
	Duration of Assignment (List Dates)	1/26/2016 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
35.	JCC Classification	Quality Assurance Analyst	
	Duration of Assignment (List Dates)	11/4/2015 - 12/4/2015	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
36.	JCC Classification	Quality Assurance Analyst	
	Duration of Assignment (List Dates)	10/1/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
37.	JCC Classification	Quality Assurance Analyst	
	Duration of Assignment (List Dates)	7/18/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
38.			

39.	JCC Classification	Release Analyst
	Duration of Assignment (List Dates)	7/18/2015 - 9/4/2015
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
40.	JCC Classification	Release Manager
	Duration of Assignment (List Dates)	8/26/2015 - 3/31/2016
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
41.	JCC Classification	Technical Analyst
	Duration of Assignment (List Dates)	1/15/2016 - present
	Name of Individual Placed*	[REDACTED]
	Company Where Placed*	[REDACTED]
	Company Point of Contact (Name)*	[REDACTED]
	Email Address and Phone Number for Company Point of Contact*	[REDACTED]
42.	JCC Classification	Technical Analyst
	Duration of Assignment (List Dates)	9/8/2015 - 12/15/2015
	Name of Individual Placed*	[REDACTED]

43.	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
43.	JCC Classification	Technical Analyst	
	Duration of Assignment (List Dates)	10/5/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
44.	JCC Classification	Technical Writer	
	Duration of Assignment (List Dates)	9/8/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
45.	JCC Classification	Release Manager	
	Duration of Assignment (List Dates)	8/26/2015 - 3/31/2016	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
46.	JCC Classification	Security Analyst	
	Duration of Assignment (List Dates)	5/14/2014 - present	
	Name of Individual Placed*		

47.	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
48.	JCC Classification	Service Delivery Manager	
	Duration of Assignment (List Dates)	4/1/2016 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
49.	JCC Classification	Technical Analyst	
	Duration of Assignment (List Dates)	9/2/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for Company Point of Contact*		
50.	JCC Classification	Technical Analyst	
	Duration of Assignment (List Dates)	10/5/2015 - present	
	Name of Individual Placed*		
	Company Where Placed*		
	Company Point of Contact (Name)*		
	Email Address and Phone Number for		

51.	Company Point of Contact*	
	JCC Classification	Technical Construction Analyst
	Duration of Assignment (List Dates)	4/29/2016 - present
	Name of Individual Placed*	
	Company Where Placed*	
	Company Point of Contact (Name)*	
	Email Address and Phone Number for Company Point of Contact*	
52.	JCC Classification	Technical Writer
	Duration of Assignment (List Dates)	9/8/2015 - present
	Name of Individual Placed*	
	Company Where Placed*	
	Company Point of Contact (Name)*	
	Email Address and Phone Number for Company Point of Contact*	
53.	JCC Classification	TIBCO Development Engineer
	Duration of Assignment (List Dates)	9/8/2015 - present
	Name of Individual Placed*	
	Company Where Placed*	
	Company Point of Contact (Name)*	
	Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>-----</p> <p>Key Staff for this project are as follows:</p> <ol style="list-style-type: none"> 1) Sourcing Manager – Eduardo Diaz 2) Account Representative – Shawna Curtin 3) Accounting Lead – Dawn Bazurto 		
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>-----</p> <p>1) RESUME: Eduardo Diaz, Sourcing Manager (eduardo.diaz@acesred.com)</p> <p>Director of Talent Acquisition, Expert Human Factors Scientist, and Organizational Leader with 20+ years of experience supporting organizational development. Key member of management who applies peer reviewed human behavior research findings into actionable measures to support talent acquisition. An expert at identifying key human factor variables that influence individual performance and team outcomes.</p> <p>An excellent social and influential leader with 8+ years of experience in technical recruiting engineers, developers, project managers, IBM rational users, quality assurance, database administrators, and other IT professionals supporting the Software Development Lifecycle (SDLC) and 12+ years sourcing/recruiting sales, marketing, customer service, senior managers and executives.</p> <p>He developed the Organizational Team Index (OTI) that supports organizational growth and talent management by identifying human characteristic variables that improve successful team outcomes; advancing the application of original world-class talent identification strategies to effectively assess talent across all functions.</p> <p>Results oriented, he demonstrates excellent project management; an Industry strategic leader devoted to research applications (e.g. human factors, talent mapping, team advancement); partners with talent acquisition teams to identify and solve opportunities to improve candidate acquisition in support of long-range organizational workforce planning (Human Capital Management); an executive leader with strong consulting skill sets, communication and leadership who quickly builds</p>		

team adhesion and trust among colleagues.

RELATED EXPERIENCE

Alexan Consulting Enterprise Services (ACES), LLC (Sacramento, CA: March 2014 – present)

Director of Talent Acquisition & Account Manager

Director and leader of multiple IT talent acquisition projects; workforce planning, training and leading teams; forecasting, developing and implementing talent pipeline strategies organized with action plans, timelines and measurable outcomes designed to quickly identify, source, and recruit strong technology candidates. Successfully supports multi-national talent networks and recruiting teams in Sacramento, San Francisco, Mexico and Canada for both in-house and agencies.

- Applies human factors and functional characteristics assessments; designs, develops and implements Organizational Team Index (OTI) to support client talent acquisition needs
- Leads technical recruiting for all levels of the Software Development Life-Cycle (SDLC) including identifying candidates for all segments (e.g. Requirements, Design, Development, Testing, and Implementation) with skill sets that include JSON, XML, AngularJS, JAVA, HTML5, Bootstrap, Full Stack, Cloud, Jscript, MVC, C#, C++, .Net, Oracle/SQL Databases, BigData, MCSE, Rational, ERP, Analytics, SAP, WAS, ITIL, SME, Security+, CCNP, Engineers, Quality Assurance (QA)/Testers, IaaS, SaaS, Epic Optime/Anesthesia, Architects, Lead Developers, Sr. Analysts, Database and Network Administrators.
- Applies relationship strategies geared at securing executive talent (e.g. SME, PM, IV&V, IPOC)
- Full life-cycle recruiting (i.e. writes job descriptions, conducts interviews, negotiates offers)
- Develops networks with universities (e.g. UC Davis, Sac State, Sierra College) and technology groups (e.g. IEEE, Siebel, IBM, Hacker Lab) to create and drive talent pipelines
- Exceeds talent database development goals (i.e. exceeds resume acquisition goals by 19%)
- Applies email strategies to maintain contact with all candidates (i.e. manages big database of talent pools using Bullhorn ATS)
- Organizes tear-sheets for Human Capital Management (HCM)
- Supports TN Visa professional workforce acquisition (i.e. Canada and Mexico; NAFTA)
- Develops/manages candidate relations for active/passive recruitment (10,000+ resources)
- Manages multiple accounts/projects (i.e. supports multiple hiring manager needs; KPMG,
- IBM, EAMSW, Oracle, Deloitte, Global Touchpoints, Apple)
- Organizer, speaker and trainer working with small and large groups
- Ranked top 2% among colleagues on LinkedIn
- Applies cloud based communication tools (e.g. Google docs, sheets, Dropbox) to manage and improve remote team recruiting processes
- Active/passive recruiting using tools like LinkedIn, Dice, Boolean queries, GitHub, Stack
- Overflow, tech events, blogs, job fairs, university partnerships, CrowdFlower and other Meetup networks

LC DATA, LLC (San Rafael, CA: Dec 2012 – August 2015)

Recruiter Consultant

Develops and leads organizational planning, development, and performance with a start-up technology company. Leads senior staff with educational training programs and insight to support organizational growth, planning, and innovative solutions. Provides consulting and training to support recruiting team development (e.g. build, develop and manage a large database of talent). Manages organizational brand and strategies to lead full life-cycle recruiting campaigns supporting long-range organizational workforce planning in line with the Software Development Life-Cycle (SDLC).

- Applies human factors research to improve methods for identifying, recruiting and retaining quality workforce team members
- Develops and delivers organizational strategies to executives and senior staff
- Leads the recruiting and training efforts of executives, management, and key personnel

- Leads technical recruiting for identifying Developers, Engineers (MCSE/MCSA), IT Security (Security+, CISSP), Project Managers (PM), Network Routing, Juniper, Linux/Unix, DBA (Oracle, SQL), C, C++, C#, SQL, VB, Ruby, JAVA, HTML5, RFML, Jscript; developers for Android and iOS
- Use of Oracle Cloud recruiting platforms and talent life-cycle management systems (i.e. HCM)
- Recruits passive/active candidates at national events, conferences, and social engagements
- Adapts to the expanding needs of human resource demands required to advance diversity, innovation, and talent management geared at promoting organizational success
- Develops recruitment forecasting to meet ongoing organizational growth
- Develops university relations to engage students during recruitment events and class functions
- Works both on and off site with executives and senior research professionals in Germany and the U.S. to improve, advance and deliver leading edge sourcing strategies that globally impacts processes used in talent identification/screening for in-house and agency recruiting
- Develops and engages remote recruiting teams using Google docs and sheets to include and promote group participation
- Applies HCM tools such as Oracle Cloud recruiting platform
- Active and passive recruiting using LinkedIn, Dice, tech events, job fairs, and tech meetup groups such as Bay Area Software Engineers (BASE)

DOMINICAN UNIVERSITY (San Rafael, CA: Feb-May 2014)

Team Researcher

Designed and managed an effective fast paced quantitative experimental research study with 114 student participants.

- Delivered presentations with multiple institutional managers to secure approvals
- Identified measurable talent characteristics that impact team success
- Applied findings to recruiting methods to improve quality candidate acquisition

LA CARTE (Santa Rosa, CA; 1996-2012)

Senior Recruiter / Director

Developed resource policies for executives and senior staff to meet and exceed organizational goals (i.e. forecasting, identify emerging trends). Lead hiring managers and compliance in the development of policies, regulations, and job assessment. Managed and trained recruiting teams to consistently identify, source and recruit talent.

- Lead technical recruiting teams in identifying candidates with skill sets supporting the Software Development Life-Cycle (SDLC); requirements, design, development, testing, and implementation with JAVA, Jscript, C#, .Net, SQL, DBA, ASP, DOS, MCSE, analytics, Security+, Quality Assurance (QA)/Testers, Linux/Unix, Juniper and other networks
- Lead recruiting for marketing, sales, and customer service with action plans, time lines, and measurable outcomes including identifying, hiring, and training other lead recruiters
- Sourced and recruited talent in accounting, public relations, and office management
- Managed and led the development of human resource tools (e.g., sourcing, screening, interview questions) required to identify the most qualified candidates
- Internationally led the development of strategies to identify talent for technology, sales and service teams using tools such as LinkedIn, Dice, Boolean queries, and applicant tracking systems to manage candidate pool supporting Infrastructure/Software as a Service (IaaS/SaaS)
- Provided training to professional recruiters on new recruitment techniques and key indicators used to improve sourcing methodologies
- Speaker at multiple events and training sessions
- Applied multiple human metrics to increase talent identification and acquisition
- Collaborated with Human Resource teams to develop seamless transitions with the hiring process, training, staff introductions, and monitoring ongoing development

- Developed and maintained client relations

EDUCATION

Walden University, General Psychology Research and Evaluation (Baltimore, MD; Feb 2015)

Doctor of Philosophy

Concentration: Identifying Functional Characteristics that Influence Team Outcomes.

Coursework: Organizational Behavior, Industrial-Organizational, Leadership, Personnel in the Workplace, Cross-Cultural Issues, & Human Motivation Psychology.

Walden University, General Psychology Research and Evaluation (Baltimore, MD; May 2010)

Master of Science

Concentration: Identifying Motivational and Self-Regulatory Variables that Improve Team Performance.

Coursework: Development, Social, Cognitive, Ethics & Research Psychology.

Sonoma State University, Psychology (Rohnert Park, CA; May 2003)

Bachelor of Arts with additional advanced coursework: University of California, Berkeley.

OTHER EXPERIENCE

Organizer of Technology Leaders (Sacramento, CA: July 2015 – present)

- Social Network Leader
- Event Organizer and Technology Leader
- Speaker and Trainer

Group Leader of the IBM Middleware User Community (Sacramento, CA: June 2015 – present) (formerly IBM Rational User Group)

- Cloud, Systems, Analytics
- Technology blogger
- Social Network Leader / Event Organizer / Educator

March 2016 - Promoted to Main Blogger and Newsletter (88,000+ members)

March 2016 - Received Letter of Recommendation from IBM Project Leader

April 2016 – Recognized 2015 IMWUC Premier User Group

NASA Ames Research Center – Visitor Center (RFP) (Moffett Field, CA; 8/14-present)

Research Consultant

Designs and manages research inquiries geared at identifying and measuring:

- Methods for supporting continued operations of the NASA ARC Visitor Center.
- Innovative solutions that will support the NASA ARC Visitor Center’s mission and vision.
- Support and collaboration from the local business community.

Results of the inquiry will be delivered to NASA ARC senior staff to support the development of an RFP.

The Space Station Museum (Novato, CA; 12/13-present)

Volunteer Consultant / Researcher

- Educator
- Classroom Guest Speaker
- Event Coordinator

Inspires owners, board members and investors, in planning, evaluating, and executing organizational investments, objectives

and strategies. Evaluates organizational data to identify and translate into global opportunities and insight to support future growth. Initiates and develops key community relations to support ongoing organizational development. Designs and manages fundraising and marketing efforts.

4th Annual Space Festival (2015)

- Managed event welcome entrance (4,000+ guests)
- Rallied teams to promote activities
- Maintained relations with business sponsors

Food & Wine Fundraiser (2015)

- Exceeded fundraising goal by 40%
- Increased awareness of STEM education and the museum throughout Marin County
- Recruited new corporate sponsors
- First volunteer in the history of the museum to deliver a successful event at an off sight venue

3rd Annual Space Festival (2014)

- Increased attendance from 1,100 to 3,000 participants
- Increased donation revenue by 150%
- Attracted new small business sponsorships/donations
- Recruited new volunteers to support the organization

Boys and Girls Clubs of Sonoma County (Rohnert Park, CA; 2009-2013)

Volunteer Board Member

Supported organizational goals and objectives by supervising the development of community relations, inspiring team collaboration, and promoting fundraising efforts.

Designed and managed fundraising events (2011)

- Exceeded expected attendance by 20%.
- Exceeded fundraising goal by 25%
- Recruited new volunteers to support organizational goals.

ACTIVITIES

Active Member, Psi Chi Honors Society (2015-present)

Advisory Board Member, W Foundation, Novato, CA (1/14-present)

Advisory Board Member, Astrosociology Research Institute, Huntington Beach, CA (4/15-present)

Speaker & Educator, Lunar World Exposition, San Francisco, CA (4/15-present)

Licensed Researcher, Personality Systems Interactions, IMPART, Germany, Osnabruck (7/13-present)

OTHER

Overcoming Obstacles, a Success Story, Publication, Walden University, 2016

Success Stories, Recognized Leader, Santa Rosa Junior College, 2015

Blog Publication, LinkedIn; talentfactors.wordpress.com; IBM Rational User Group, 2015

Press Release, Success Stories: SRJC Changed my Life!, Santa Rosa Junior College, 2014

Publication, Identifying Functional Characteristics that Influence Team Outcomes, ProQuest, 2015

Publication, Design Implications of Latent Challenges in the Long-Duration Space Mission, AIAA, 2003

Presentation, Third Quarter Phenomenon Identified in Deviant Performance, UC Berkeley, 2002

Study Abroad, Paris, France language and cultural arts program, 2001

Proficient in Microsoft Suites (e.g. Excel, PowerPoint, Word), Adobe Suites, SPSS predictive analytics software. Understandings and use of ASP, JAVA, HTML; current studies in ASP.NET Framework and .NET Developer. Use of cloud tools such as Smartsheet; Google sheets, docs, and slides; Bullhorn, Bullhorn Reach, Oracle Cloud recruiting and talent life-cycle

management systems.

2) RESUME: Shawna Curtin, Account Representative (shawna.curtin@acesred.com)

Alexan Consulting Enterprise Services (ACES), LLC (April 2013 – Present)
Sales / Account Manager

Responsible for performing tasks that will maximize business opportunities in new and existing markets. Establishing, maintaining and developing working relationships with both internal and external partners.

- Maintaining a list of key clients' accounts and working to cultivate these clients.
- Creating close working relationships with client contacts to learn their environment, challenges, and what is working well so as to better meet and exceed the needs of our clients.
- Analyze sales data to identify patterns and technology trends.
- Building up a sales pipeline of business opportunities that will ensure sales targets are met.
- Proactively seeking out commercial opportunities and partnerships.
- Promoting and selling additional applications and services to clients.
- Providing realistic plans and forecasts on customer performance.
- Developing all aspects of client relations.
- Ensuring customer compliance with all agreements.
- Leading project management activity

Heald College (January 1999 – December 2011)
Director of Career Services, San Francisco

Responsible for all school sites, staff, and operations of all corporate accounts within the career services departments. Oversaw the organization of the corporate office, development and maintenance of business practices, policies and procedures, personnel files, and associated functions of each. Worked closely with the Campus Presidents and the Career Services directors to develop and set up new corporate accounts.

Managed & supervised all aspects of the department. Counseled students, graduates, and alumni in career planning and job searches. Initiated, developed and maintained positive relationships within the business community. Recruited, developed and conducted Campus Advisory Boards. Assisted staff, faculty and administration staff with on-going job trends to be implemented within the curriculum. Responsible for placement of 150+ graduates quarterly.

3) RESUME: Dawn Bazarro, Accounting Lead (dawn.bazarro@acesred.com)

As an experienced Accounting Consultant/ full-charge bookkeeper, I work with companies and individual clients who need assistance with accounting and financial needs. I have worked for a variety of large retail organizations, as well as independent professionals, managing all corporate and personal accounting and bookkeeping responsibilities. During my career, I have been responsible for establishing new companies' financial reporting systems and charts of accounts, as well as performing forensic accounting clean-up following various types of corporate events. I am experienced in setting up new processes and Operating Procedures.

I am able to perform and prepare accounting tasks and reports for AP, AR, Financial Statements and Projections, Payroll, Bank Reconciliations, and Budgeting. I have set up and maintained the requisite filing systems for my clients as well.

Alexan Consulting Enterprise Services (ACES), LLC (Livermore, CA: January 2014 – present)
Accounting Specialist

Responsible for all accounting and bookkeeping related activities for ACES, including month end close and reporting, payroll

journal entries, budgeting & forecasting, bank reconciliations, accounts payable, accounts receivable, payroll management and more.

- Deep knowledge of QuickBooks online
- Responsible for accounts payable and accounts receivable payments processing and mailings to clients.
- Enters all order invoices and prepares client sales invoice for review
- Ability to work in high-pressure situations offering prompt solutions in resolving accounting issues
- Performs all bank reconciliations and registers details for every monetary transaction of the organization
- Posts corresponding entries in ledger accounts
- Performs month-end close procedures
- Provides monthly financial reporting to management
- Researches all accounting related items

Accounting Consultant at Charmelle Inc.

April 2008 – July 2014

Quickbooks Full charge Bookkeeper, Payroll Specialist

Controller/Office Manager at Big Cozy Books

April 2004 - April 2008 (4 years 1 month)

Quickbooks Bookkeeper, Human Resources Specialist, Shipping & Receiving, Payroll Specialist, Travel Manager, Trade Show Coordinator, Controller, etc. In charge of Regional Sales and Dealer Network, marketing and advertising.

EDUCATION & CERTIFICATIONS

Las Positas College (Livermore, CA)

Accounting Certification, Accounting, 2010 – 2014

Completed Coursework Training in Accounting

QuickBooks Online Certified (October 2014)

Quickbooks Pro Advisor (April 2014)

License# 574153928456191

ACTIVITIES

Course Coverage at Tough Mudder Inc (April 2014 – Present)

Festival Volunteer at Spartan Race, Inc. (October 2014 – Present)

Registration Volunteer at Muck Fest MS (September 2014 – Present)

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company's specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

- 1.) Eduardo Diaz has been with ACES for about 2 years and 1 month.
- 2.) Shawna Curtin started with ACES shortly after ACES started business in late 2012, and has been with ACES for about 3 Years and 2 months.
- 3.) Dawn Bazaruto had started working for ACES shortly after it started as well and has been with ACES for about 2 years and 6 months.

End of Evaluation Criterion C-4

Reference #	Evaluation Criterion:	Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 		
Proposer must complete the following:		
<p>Mark the Appropriate Choice, below <i>[you must mark one or the other]</i>:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>		
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p> <p>N/A</p>		
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p> <p>N/A</p>		

End of Evaluation Criterion C-5

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>	
<p>Proposer must complete the following:</p>	
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>-----</p> <p>Legal Business Name: Alexan Consulting Enterprise Services LLC (“ACES”)</p> <p>ACES was created with the sole purpose of providing technical staffing services for our clients and partners. It was built on a foundation of knowledge, customer service, quality, value and pride of our work knowing that these pillars if delivered successfully and consistently to our clients, employees and vendors, would yield us loyal long-term partnerships with clients and employees alike. This has proven to be the case over the past few years of our staffing business as ACES continues to build upon its current relationships growing our deployed staff from 10 resources at the start to over 100 staff deployed over the years across differing projects and clients from one niche resource, to a large team of 25 resources for large-scaled projects. With a consistent 40 resources deployed at any one-time, ACES has worked closely to build our existing relationships delivering resources of all different technical backgrounds. We know our clients are busy, strapped for time, and many times they are working multiple roles to get work done which is why we are brought in to help with staffing needs. Knowing this, we do our very best to take pressure off of our clients and get them what they need, when they need it, so they can get back to doing what they do best.</p> <p>Key Executives</p> <ul style="list-style-type: none"> • Suzanne Ravera is the CEO of ACES and brings with her over 18 years of industry experience in delivering quality throughout all stages of the system development and project life cycles. She has worked for many companies, across a wide array of industries including, but not limited to state and local government public sector clients, as well as private sector clients in financial banking, manufacturing, telecommunications and many more. • Miguel Oda is the IT Director at ACES and he has been in the IT industry for over 15 years. He has collaborated on many SDLC and IT Infrastructure projects in government and private sectors. Miguel also specializes in IBM Rational and Jazz platforms and performs implementation, migration and maintenance for large-scale deployments. 	

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

ACES’s Financial Stability

Although ACES is only three and a half years young, the co-founder and CEO bring over 18 years of solid industry experience to ACES. It was built on a foundation of knowledge, customer service, quality, value and pride of our work knowing that these pillars if delivered successfully and consistently to our clients, employees and vendors, would yield us loyal long-term partnerships with clients and employees alike. This has proven to be the case over the past few years of our staffing business as ACES continues to build upon its current relationships growing our deployed staff from 10 resources at the start to over 100 staff deployed over the years across differing projects and clients from one niche resource, to a large team of 25 resources for large-scaled projects. With a consistent 40 resources deployed at any one-time, ACES has worked closely to build our existing relationships delivering resources of all different technical backgrounds. We have successfully served major clients such as KPMG, San Jose Police Department, and other major entities.

As a small business, we normally do not submit financial statements; however in this instance we are submitting our last three years of Profit and Loss statements to demonstrate the success and profitability of our company (*see attached*). In addition, ACES can demonstrate lines of credit available that further demonstrate our ability to provide the financial stability to deliver the services requested through this RFP.

ACES can validate that it is a multi-million dollar entity with several key clients. One of these includes a direct and primary project specific supplier agreement with KPMG LLP and their West Coast Public Sector Division that includes several large-scale projects in several states.

In the event AOC would like to see additional financial related information, we respectfully request that if necessary ACES will provide the specified documentation to further demonstrate our company’s financial stability

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company’s key executive/Key Staff retention philosophy.

ACES employs on average around forty resources, including executives, managers and staff as well as a number of independent contractors. We provide competitive compensation; full healthcare benefits, holiday and vacation pay as well as other perks and annual training to its full-time employees. In some cases, full-time employees are eligible to earn performance-based bonuses. When ACES was founded it started with a team of five people and three and a half years later this team is still going strong and remain employed with ACES. Our team has only grown since then. We believe this is in strong part because of our commitment to a work-life balance. We value our employees and understand that they are a key factor to the continued success of ACES. We take the time to understand their personal and career goals and work with them to ensure they are heading in the direction they would like to pursue. We are also very family friendly and believe that creates a more productive work environment because our employees feel that they can truly balance their personal lives and their professional lives.

Our Core Values

- Dedicated to being Dependable and Reliable
- Committed to being Honest and Trustworthy
- Provide Excellence in all of our Services

- Maintaining a Healthy Work-Life Balance
- Commitment to Sustainability

ACES continues to grow and find new opportunities while maintaining our existing clients happy with our staffing services. We continue to deliver high quality staffing solutions that are delivered professionally and in a timely manner. Our core values combined with our drive for growth has ACES on a continued path of success and validates our great retention rates.

End of Evaluation Criterion C-6

ATTACHMENT – D – PAYEE DATA RECORD

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE
PAYEE DATA RECORD
 (Required when receiving payment from the State of California in lieu of IRS W-9)
 STD. 204 (Rev. 6-2005)

RFP Title: Master Agreements for Technical Staff Augmentation Services
 RFP Number: ISD-201601-RB
 Attachment No. D

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) AlexanConsultingEnterpriseServicesLLC		
	SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)		E-MAIL ADDRESS
	MAILING ADDRESS 1141 Catalina Drive #150		BUSINESS ADDRESS 1232Q Street Suite 200
	CITY, STATE, ZIP CODE Livermore, CA, 94550		CITY, STATE, ZIP CODE Sacramento CA 95811
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 46 - 1022744		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
PAYEE ENTITY TYPE CHECK ONE BOX ONLY	<input checked="" type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: - <small>(SSN required by authority of California Revenue and Tax Code Section 18646)</small>		
	CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS		
4	PAYEE RESIDENCY STATUS <input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.		
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Suzanne Ravera		TITLE CEO
	SIGNATURE 	DATE 05-10-2016	TELEPHONE (925) 784-9859
6	Please return completed form to: Department/Office: _____ Unit/Section: _____ Mailing Address: _____ City/State/Zip: _____ Telephone: (____) _____ Fax: (____) _____ E-mail Address: _____		

ATTACHMENT E - BIDDER DECLARATION

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this

ATTACHMENT E BIDDER DECLARATION

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the "Bidder Declaration Instructions" prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: _____
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____

2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract:
__1__

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: Reed Consulting
2. Subcontractor contact person: Michael Reed
3. Subcontractor address: 1299 Providence Way, Roseville CA, 95747
4. Subcontractor phone number: 916-865-8376
5. Subcontractor email: michael@reed-consults.com
6. Subcontractor DVBE Supplier ID number: 1746066
7. Subcontractor DVBE Certification active from _____ to Present.
8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.
9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:
IBM Rational Consulting Services

10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")
Reed Consulting will be performing consulting services associated with IBM Rational related work or projects.

11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: 3%

12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Alexan Consulting Enterprise Services LLC	<i>Tax ID Number</i> 46-1022744
<i>Address</i> 1232 Q Street, Sacramento, CA 95825	<i>Telephone Number</i> (925)784-9659
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i> Suzanne Ravera, CEO	
<i>Date Executed</i> 05/11/2016	<i>Executed in the County of</i> <u> Sacramento </u> <i>in the State of</i> <u> CA </u>

Response to JCC RFP Number: ISD-201601-RB
Master Agreement for Technical Staff Augmentation Services
TECHNICAL PROPOSAL by Alexan Consulting Enterprise Services, LLC

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION
DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS

STD. 843 (Rev. 5/2006)

Instructions: The disabled veteran (DV) owner(s) and DV manager(s) of the Disabled Veteran Business Enterprise (DVBE) must complete this declaration when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment [Military and Veterans Code Section 999.2]. Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties. All signatures are made under penalty of perjury.

SECTION 1

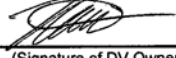
Name of certified DVBE: Reed Consulting Services DVBE Ref. Number: 1746066
Description (materials/supplies/services/equipment proposed): IT Consulting Services
Solicitation/Contract Number: _____ SCPRS Ref. Number: _____
(FOR STATE USE ONLY)

SECTION 2

APPLIES TO ALL DVBEs. Check only one box in Section 2 and provide original signatures.

- I (we) declare that the DVBE is not a broker or agent, as defined in Military and Veterans Code Section 999.2 (b), of materials, supplies, services or equipment listed above. Also, complete Section 3 below if renting equipment.
- Pursuant to Military and Veterans Code Section 999.2 (f), I (we) declare that the DVBE is a broker or agent for the principal(s) listed below or on an attached sheet(s). (Pursuant to Military and Veterans Code 999.2 (e), State funds expended for equipment rented from equipment brokers pursuant to contracts awarded under this section shall not be credited toward the 3-percent DVBE participation goal.)

All DV owners and managers of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

<u>Michael Reed</u> (Printed Name of DV Owner/Manager)	 (Signature of DV Owner/ Manager)	<u>5/2/16</u> (Date Signed)
_____ (Printed Name of DV Owner/Manager)	_____ (Signature of DV Owner/Manager)	_____ (Date Signed)

Firm/Principal for whom the DVBE is acting as a broker or agent: _____
(If more than one firm, list on extra sheets.) (Print or Type Name)


Firm/Principal Phone: _____ Address: _____

SECTION 3

APPLIES TO ALL DVBEs THAT RENT EQUIPMENT AND DECLARE THE DVBE IS NOT A BROKER.

- Pursuant to Military and Veterans Code Section 999.2 (c), (d) and (g), I am (we are) the DV(s) with at least 51% ownership of the DVBE, or a DV manager(s) of the DVBE. The DVBE maintains certification requirements in accordance with Military and Veterans Code Section 999 et. seq.
- The undersigned owner(s) own(s) at least 51% of the quantity and value of each piece of equipment that will be rented for use in the contract identified above. I (we), the DV owners of the equipment, have submitted to the administering agency my (our) personal federal tax return(s) at time of certification and annually thereafter as defined in Military and Veterans Code 999.2, subsections (c) and (g). Failure by the disabled veteran equipment owner(s) to submit their personal federal tax return(s) to the administering agency as defined in Military and Veterans Code 999.2, subsections (c) and (g), will result in the DVBE being deemed an equipment broker.

Disabled Veteran Owner(s) of the DVBE (attach additional pages with signature blocks for each person to sign):

<u>Michael Reed</u> (Printed Name)	 (Signature)	<u>5/2/16</u> (Date Signed)
<u>1299 Providence Way Roseville, CA 95747</u> (Address of Owner)	<u>916-865-8376</u> (Telephone)	<u>27-3410969</u> (Tax Identification Number of Owner)

Disabled Veteran Manager(s) of the DVBE (attach additional pages with sufficient signature blocks for each person to sign):

_____ (Printed Name of DV Manager)	_____ (Signature of DV Manager)	_____ (Date Signed)
---------------------------------------	------------------------------------	------------------------

Page ___ of ___

PRINT CLEAR

ATTACHMENT F - SMALL BUSINESS DECLARATION

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the "Small Business Declaration Instructions" before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: _____
2. Small Business Certification active from _____ to _____
3. Will Bidder subcontract any portion of the contract work to subcontractors? _____

If yes:

A. State the percentage of the contract work Bidder will subcontract: _____

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

C. Explain how Bidder is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.") _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>	<i>Tax ID Number</i>
<i>Address</i>	<i>Telephone Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County of _____ in the State of _____</i>

ATTACHMENT G - GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (<i>Authorized Signature</i>) 
PRINTED NAME OF PERSON SIGNING Suzanne Ravera
TITLE OF PERSON SIGNING CEO

ATTACHMENT H - IRAN Contracting Act Certification

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*


CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Alexan Consulting Enterprise Services, LLC	<i>Federal ID Number</i> 46-1022744
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i> Suzanne Ravera, CEO	
<i>Date Executed</i> 05/10/2016	<i>Executed in the County of</i> <u>Sacramento</u> <i>in the State of</i> <u>CA</u>

ADMINISTRATIVE REQUIREMENTS

SECRETARY OF STATE

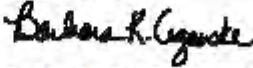



**CERTIFICATE OF EXISTENCE
WITH STATUS IN GOOD STANDING**

I, BARBARA K. CEGAVSKE, the duly elected and qualified Nevada Secretary of State, do hereby certify that I am, by the laws of said State, the custodian of the records relating to filings by corporations, non-profit corporations, corporation soles, limited-liability companies, limited partnerships, limited-liability partnerships and business trusts pursuant to Title 7 of the Nevada Revised Statutes which are either presently in a status of good standing or were in good standing for a time period subsequent of 1976 and am the proper officer to execute this certificate.

I further certify that the records of the Nevada Secretary of State, at the date of this certificate, evidence, **ALEXAN CONSULTING ENTERPRISE SERVICES LLC**, as a limited liability company duly organized under the laws of Nevada and existing under and by virtue of the laws of the State of Nevada since September 12, 2012, and is in good standing in this state.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on May 29, 2015.


BARBARA K. CEGAVSKE
Secretary of State



Certified By: Christine Rakow
Certificate Number: C20150527-1314
You may verify this certificate
online at <http://www.nvsos.gov/>



- Business Entities (BE)
- Services
- File Statements of Information for Corporations
- Business Search
- Closing Times
- Closure Search
- Page
- File Options
- Availability
- Forms, Samples & Fees
- Documents of Information (annual/biennial reports)
- Tips
- Information Requests (certificates, copies & status reports)
- Information of Process
- Information
- Business Resources
- Information Regarding A Business
- Business Alerts
- Business Identity Theft
- Leading Business Licitations

Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Friday, May 06, 2016. Please refer to [Processing Filings](#) currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	ALEXAN CONSULTING ENTERPRISE SERVICES, LLC
Entity Number:	201515210031
Date Filed:	05/29/2015
Status:	ACTIVE
Jurisdiction:	NEVADA
Entity Address:	1141 CATALINA DR #159
Entity City, State, Zip:	LIVERMORE CA 94550
Agent for Service of Process:	SUZANNE RAVERA
Agent Address:	1232 Q ST STE 200
Agent City, State, Zip:	SACRAMENTO CA 95811

- * Indicates the information is not contained in the California Secretary of State's database.
- * **Note:** If the agent for service of process is a corporation, the address of the agent may be requested by ordering a status report.
 - For information on checking or reserving a name, refer to [Name Availability](#).
 - For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
 - For help with searching an entity name, refer to [Search Tips](#).
 - For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

[Modify Search](#) [New Search](#) [Printer Friendly](#) [Back to Search Results](#)

**RESPONSE TO JUDICIAL COUNCIL OF
CALIFORNIA RFP ISD2016-01-RB
MASTER AGREEMENT FOR TECHNICAL STAFF
AUGMENTATION SERVICES**

COST PROPOSAL

Response By: ALEXAN CONSULTING ENTERPRISE SERVICES, LLC
May 11, 2016



May 11, 2016

Judicial Council of California
Branch Accounting and Procurement

Attn: Nadine McFadden

RFP# ISD-201601-RB

455 Golden Gate Ave. 6th Floor
San Francisco, CA. 94102-3688

RE: Response to RFP# ISD-201601-RB

To whom this may concern,

Alexan Consulting Enterprise Services, LLC ("ACES") is pleased to submit this COST proposal in response to **RFP# ISD-201601-RB** to procure a MASTER AGREEMENT FOR TECHNICAL STAFF AUGMENTATION SERVICES.

In addition to our strong work ethic and client loyalty, we have over fifteen years of experience in the Information Technology industry. We also employ the most talented and experienced individuals to get the job done right and on time. Our goal is to deliver the highest quality services and to work closely with you to ensure that your expectations are being met at all times.

ACES has reviewed the RFP requirements and has prepared a detailed and compliant proposal. We understand that by submitting an offer to the RFP, we are agreeing to the terms and conditions stated within the RFP and are willing to comply with the procedures identified within this RFP.

As Chief Executive Officer of ACES, I am authorized to bind the firm contractually. We would be pleased to provide any additional information and discuss our proposal should you have any questions. Please feel free to contact me at (925) 784-9659 or by fax at (925) 605-3939 and via email at [REDACTED].

Thank you for your time and consideration. We look forward to working with you!

Sincerely,

Suzanne Ravera
CEO, ACES

1141 Catalina Drive #159
Livermore, CA. 94550
(925) 784-9659

Alexan Consulting
Enterprise Services, LLC
www.acesred.com

ATTACHMENT C-3 - PRICING EVALUATION CRITERIA & PROPOSAL SUBMISSION FORMS

Reference #	Evaluation Criterion:	Pricing			
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)			
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>					
Proposer must complete the following:					
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>					
	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0.0%	1.0%	1.5%	2.0%	3.0%

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	38.0%	39.0%	39.5%	40.0%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	15.0%	15.0%	15.0%	15.0%

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$115.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$90.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$85.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$90.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$85.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$105.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$95.00

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COST PROPOSAL by Alexan Consulting Enterprise Services, LLC

Position	Maximum Hourly Rate
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$110.00
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$100.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$100.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$135.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$110.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$105.00
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing, coordinates/assists in integration and user testing, and	\$110.00

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Position	Maximum Hourly Rate
ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$95.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$120.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$115.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$110.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$110.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans,	

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COST PROPOSAL by Alexan Consulting Enterprise Services, LLC

Position	Maximum Hourly Rate
scripts, and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	\$80.00
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$100.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$110.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$120.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$115.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$100.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$110.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$80.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and	\$100.00

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Position	Maximum Hourly Rate
integration testing and providing technical and functional testing support; preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	




Ascent Services Group
3000 Oak Road, Suite 200
Walnut Creek, CA 94597

RFP Number: ISD-201601RB

Debra Jaron

Director of Strategic Sales

The Ascent Services Group, Inc.


3000 Oak Road, Suite 200; Walnut Creek, CA 94597

Thank you for your continued consideration of Ascent as a supplier in JUDICIAL COUNCIL OF CALIFORNIA ("JCC") supply chain. We welcome the invitation to one again participate in the 2016 JCC Technical Staff Augmentation RFP.

Ascent welcomes the opportunity to present in person or provide follow-up information to JCC to gain a deeper understanding of our capabilities and commitment to tailoring a delivery model that ensure we continue to meet and exceed JCC's objectives

Respectfully,

A handwritten signature in black ink, appearing to read 'Joseph Nordlinger', with a stylized flourish at the end.

Joseph Nordlinger

Chief Executive Officer

The Ascent Services Group

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion:	Methodologies
C-1	Maximum Points for this Criterion:	___6 Points___ (out of 100 possible points)
<p>Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p>		

Evaluation Criteria & Proposal Submission Forms Attachment C-1

Recruiting and Interviewing Process

The Ascent Services Group (Ascent) follows a “hub model” where large *client-specific* teams of recruiters are trained to support the needs of a particular client and are *dedicated* to that client. Dedicated teams mean consistent pipelining of resources which requires learning and understanding the client to best sell an opportunity to qualified candidates. This focused approach insures recruiters are not opportunistically switching from account to account to chase the “lowest hanging fruit,” and translates into better coverage and shorter fill times.

It is important to emphasize that our internal delivery process does vary with each client due to the specific needs and guidelines of the client. The following is an outline of our internal delivery process that generally captures the steps we take for each search. The size of the recruiting team depends on requisition volume and the specific categories we’re supporting.

1. Requisition is released by the client.
2. Account Executive and Lead Recruiter discuss the requirement(s) and identify required technical and soft skills necessary.
3. Lead Recruiter assigns the requirement(s) to the appropriate recruiter(s) based on sector/skills in addition to assisting with the search.

The Assigned Recruiter then:

4. Searches our internal database to identify currently available Ascent candidates. If no qualified candidate is available, an external search is conducted.
5. Selects 3-5 qualified candidates to conduct a more thorough skill set interview.
6. Completes technical interview and includes subject matter expert when necessary to identify the top 2-3 candidates.
7. Completes the interview process by discussing the client company needs and confirms the candidates desire to be presented to the client company.
8. Submits the candidates to the client company along with a summary of fit.
9. Manages the interview process through candidate interview, offer/acceptance.

Use of Sub-contractors

Ascent utilizes sub-contracting on occasion to support our efforts at the AOC. Sub-contracting involves Independent contractors and Third Party Vendors. Following are details regarding the specific parameters we require of all sub-contractors.

In order to work with Ascent Services Group as an independent contractor there are several requirements:

- Sub-Contractor Company will have to be incorporated and in good standing in the state of incorporation. We ONLY work with corporations with a Fed Tax ID Number; NO sole proprietors, 1099 or partnerships.
- Sub-Contractor Company will need a federal Tax ID number.
- Sub-Contractor Company will need to provide a certificate of insurance with Ascent Services Group as additionally insured and as a certificate holder. Usually this is in the form of an ACORD form.

We require:

- \$1,000,000 in General Liability.
- Workers’ Compensation to the statutory limit (Unless you are a single person in your corporation, then this is not required in California).
- This is the minimum and additional insurance may be required depending on the client’s insurance.

Evaluation Criteria & Proposal Submission Forms Attachment C-1

- Sub-Contractor Company will need to have a 30-day notice in case of cancellation of insurance or termination of insurance.
- Articles of incorporation – Sub-Contractor Company must provide a copy.
- Sub-Contractor Company will get a contracting agreement that has the general terms of the relationship and then for each engagement, there will be a separate Purchase Order detailing the resource, the rate, the dates, etc.
- Sub-Contractor Company will need to submit an invoice semi-monthly in order to get paid.

Payment is issued after 30-days receipt of invoice and mailed through US Post. Ascent Services Group cuts checks semi-monthly to pay all Accounts Payable Items, including Independent contractors' invoices.

Ascent Services Group issues and sends checks on the following dates each calendar month:

- Payment Dates: 1st and the 16th of each calendar month. If the date falls on a weekend or holiday, then it will fall to the first business day following that weekend or holiday.

All invoices that come due on or before the 15th of the calendar month will be paid on the 16th and all invoices that come due on or before the end of the calendar month will be paid on the 1st.

Sourcing Hard-to-Fill Positions

Ascent utilizes many different resources to identify, source and secure top notch talent. Our internal Applicant Tracking System is designed not only to manage and track the recruitment process, but also to act as a place for our recruiters to continuously pipeline candidates for future opportunities with our clients. To be competitive and provide the best candidates possible to our clients, we train all our recruiters and sourcers in passive networking and securing active candidates. Recruiters who have the skill necessary to identify and secure passive candidates are able to provide a broader selection of qualified candidates to their client. In addition, passive candidates typically have a lower risk of an offer reject and are more likely to complete their contracting assignment since they are not being contacted by multiple sources as a result of posting their resume on the job boards. By training our recruiters to source based on "sectors" they are able to build and maintain a network of passive candidates in their area of specialization.

When an Ascent recruiter is first assigned a requisition to support, the job description is reviewed to determine the critical skills and environment the candidate should come from. The recruiter begins the process by searching within the Ascent internal database for available candidates that have the technical skills, soft skills and have worked in a similar work environment. In addition to the Ascent internal database, Ascent sourcers and recruiters have access to and are trained to utilize the following resources:

- Networking sites: LinkedIn, Spoke, Plaxo-User Groups w/in Technology
- Internet (Google-Yahoo!-Zoom Info-Broadlook) and Local User groups
- Association and Organizational Memberships;
- Job Boards; Monster, CareerBuilder, Dice, Medzilla, Biospace
- Referral Programs for our current contractors and candidates we have placed
- 3rd party alliance relationships

Once the Ascent recruiter has identified several potential candidates, the process of evaluating the candidates for technical and soft skills begins.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Evaluating Candidates

Evaluation and screening of candidates is the most important step in a successful placement. It is during this phase that Ascent recruiters assess the candidate's qualifications, motivations, and willingness to complete a transition to a new opportunity. In addition, Ascent recruiters will screen for all of the issues associated with the candidate's availability and interest in the job location of the position.

Ascent recruiters are trained to identify, address and work through "red flags" that may result in a candidate "offer reject" or a client "candidate reject" throughout the entire interview process. This thorough process saves our clients travel expenses and lost time from interviewing non-committed candidates. Business reference checks and background checks help us to verify a candidate's strengths, weaknesses, work performance and overall character.

In addition to ongoing training provided from our senior management team, Ascent recruiters attend technology and recruiting classes provided by leaders in the industry. Many of our recruiters have been in their area of specialty in excess of ten years and have completed AIRS certification for passive candidate recruiting.

Evaluation Steps Specific to the AOC

The Ascent Services Group has supported the technology and project management consulting needs of the AOC for nearly 15 years. Through our years of work, we have developed profile attributes for candidates to be a good cultural fit at the AOC. Ascent has developed components of this profile in collaboration with AOC hiring managers. Ascent knows that the AOC looks for capable consultants who are highly collaborative and extremely patient. The initiatives that the AOC is undertaking are extremely complicated and serve extremely sensitive constituencies. Ascent profiles candidates who are team players and who understand not to get frustrated if progress on certain initiatives takes time. Ascent is able to provide resources in multiple diverse geographies to support the AOC.

Additionally, Ascent provides consultants who are strong advocates on behalf of the AOC and the AOC's constituents in order to provide an appropriate check and balance to the interests of outside systems integrators and service providers. In many cases, the AOC elects to use a large systems integrator or service provider for a significant deployment. We have learned from experience that the AOC looks to Ascent for highly sophisticated technical expertise to ensure that the interests of the State, AOC and the Courts are given robust representation when at the table with a large systems integrator.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Monthly time and materials invoices are generated based upon the key personnel’s approved timesheet, which correlates with the Key Personnel’s contract. Monthly expense invoices are generated under the requirements as stated in the key personnel’s contract.

When the key personnel contract is generated from the Finance Division/Business Services Division a Contract Tracker is immediately set-up or amended for the key personnel. Each key personnel are provided with a Timesheet and Expense Reimbursement document from our Contracts Department, which outlines the key points surrounding their contract with the Administration of Justice. This document is discussed with the key personnel by Human Resources and or the Account Executive. The purpose of the Timesheet and Expense Reimbursement document is to provide visibility to the key personnel concerning caps for monthly amounts/hours, as stated in the contract that cannot be exceeded; in addition to, providing the contractual expense reimbursement requirements. Prior to the data input of the key personnel’s approved timesheet/after-hours the accounts receivable team reviews the hours. The approved hours are extrapolated from the timesheet and populated into the contract tracker. The results of the analysis drive what hours are acceptable to bill.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest[®] printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

When the key personnel contract is generated from the Finance Division/Business Services Division a Contract Tracker is immediately set-up or amended for the key personnel. Each key personnel is provided with a Timesheet and Expense Reimbursement document from our Contracts Department, which outlines the key points surrounding their contract with the Administration of Justice. This document is discussed with the key personnel by either HR or the Account Executive. The purpose of the Timesheet and Expense Reimbursement document is to provide visibility to the key personnel concerning caps for monthly amounts/hours, as stated in the contract that cannot be exceeded; in addition to, providing the contractual expense reimbursement requirements. Prior to the data input of the key personnel’s approved timesheet/after-hours the accounts receivable team reviews the hours. The approved hours are extrapolated from the timesheet and populated into the contract tracker. The results of the analysis drive what hours are acceptable to bill.

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Evaluation Criteria & Proposal Submission Forms
Attachment C-1

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	
Application Support Analyst	
Application Tester	
Application Testing Lead	
Business Applications Analyst	
Sr. Business Applications Analyst	
Business Systems Analyst	
Sr. Business Systems Analyst	1
Data Modeler	
Database Administrator	
Enterprise IT Architect	
Infrastructure/Operations IT Architect	2
IT Developer	
IT Developer Lead	
IT Governance Subject Matter Expert	
IT Infrastructure Subject Matter Expert	
IT Program Manager	
IT Project Manager	
Network Engineer	
Quality Assurance Analyst	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Manager	
Security Analyst	
Service Delivery Manager	
Technical Analyst	
Technical Construction Analyst	
Technical Writer	
TIBCO Development Engineer	

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*


JCC Classification	Senior Business System Analyst
Duration of Assignment (List Dates)	Nov 2013 – Jun 2014
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	Sept. 2014 to November 2014
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

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Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	Aug 2011 - Mar 2013
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.

Proposer must complete the following:

Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.

	First Name	Last Name	Title	Years in This Role
Sourcing Manager	Lori	Margentina	Sr. Managing Director	4
Account Representative	Debra	Jaron	Director of Strategic Sales	12
Accounting Lead	Mercedes	West	Accounts Receivable Supervisor	5

Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Ascent has invested significant time and resources in developing a comprehensive program to focus on smooth employee on-boarding, retention, and timely issue resolution. The Ascent Services Group Human Resources department is responsible for all new hire orientations, covering Ascent’s employee handbook and guidelines. In addition, various departments (finance, marketing, etc.) train all new hires on proper use of the tools and equipment utilized by Ascent internally, as appropriate to their designated roles and responsibilities. All HR and F&A activities are centrally performed at Ascent’s corporate headquarters in Walnut Creek.

Additionally, Ascent Services Group has a comprehensive benefits package, which includes medical, dental, 401k, retirement, paid holiday and personal leave. As the Staffing Industry is Ascent’s core business, we understand the importance of hiring and retaining qualified personnel, not only for our Clients, but also internally. As a result, our employee retention rate is significantly high.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

End of Evaluation Criterion C-5

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.	
<p>Legal Business Name: The Ascent Services Group, Inc. Number of years in Business: The Ascent Services Group (ASG) has been providing technical staffing for more than 15 years since it was founded in August 2000. Sourcing is Ascent’s core business. Mergers/Acquisitions/Public Offerings: None Bankruptcies/Law Suits/Adverse Actions: The Ascent Services Group does not have any judgments, pending litigation, or other real or potential financial reversals.</p> <p>Joseph Nordlinger, CEO – Joseph Nordlinger joined The Ascent Services Group (ASG) in 2003 as the Director of Sales. Mr. Nordlinger began serving as ASG’s President and CEO in 2006 and oversees the strategic direction of the Company. Mr. Nordlinger’s strategic oversight and vision built and drove the Sales and Marketing organization, and the current corporate organizational infrastructure. He has also brought market and customer focuses to the business, much as he has in previous organizations he has built and grown. Prior to The Ascent Services Group, Mr. Nordlinger was a business development manager for Cap Gemini-Ernst & Young and holds his Bachelor of Arts in International Political Economics from the University of California at San Diego.</p> <p>Michelle Miller, VP Sales & Delivery – Michelle Miller joined The Ascent Services Group in 2006, successfully building the Pharmaceutical and Scientific team, expanding the clinical development functional areas of our Fortune 500 Pharmaceutical and Biotechnology clients. In 2007, Ms. Miller became the National Sales Director for Ascent, leading the Sales Executives in identifying, securing and</p>	

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

managing clients that fit the Ascent portfolio. In 2009, she became the Vice President of Sales and Delivery. Prior to The Ascent Services Group, Ms. Miller worked for Management Alliance Group (MAGIC), leading business development and account management teams for over fifteen years. She holds a Bachelor's degree in Business Administration & Marketing from the University of South Florida

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: **For privately-held companies only**, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

The latest-3-years of audited financial reports are attached. Please note, 2013/2014 financial reports reside together, the 2015 audited financial reports are a separate attachment.

Page 1 of 1

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

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Evaluation Criteria & Proposal Submission Forms
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When current CEO Joseph Nordlinger took over company management in 2006, he began building a strong leadership team. In addition to the Designated Key Staff members listed above, the Ascent Services team includes a VP of Sales and Delivery, VP of Strategic Consulting, and CFO. In 2009, Joseph Nordlinger successfully completed a management led buy-out that facilitated the transitioning of his two non-operating executive shareholders. This has reinforced a tighter management structure with stronger retention and improved financial performance. Ascent has continued this year-over-year growth through 2015 into 2016. Key executives are retained through comprehensive compensation packages, as well as leadership roles, which allow for career growth and personal progress. Joseph's philosophy as CEO is to surround himself with individuals that bring unique strengths, skills and perspectives that, in many cases, represent capabilities stronger than his own. Joseph's leadership and management style is to channel the best ideas and innovations in order to strengthen company strategy and performance.

End of Evaluation Criterion C-6

Debra Jaron

Profile

Twenty-five years of experience within contingent staffing in a variety of roles including Director of Sales, National Account Executive, Branch Manager, Regional Manager, and National Sales manager. Specialize in delivery of qualified value-added solutions for corporate clients throughout the U.S. with a focus on hourly consultants to augment clients' existing teams.

Expertise in: Business Development, Exceeding Quota, Strategic Solutions, Consultative Selling, Business and Account Planning, Training and Sales Productivity Coaching, Partnership Building with C-level executives, Team Building and Leadership.

Summary of Experience

Ascent Services Group

March 2004 to present

Director of Strategic Sales

Core responsibilities have focused on business development, training and management within the sales organization. Major accomplishments include developing and growing national accounts of various sizes, with between 25 to over 200 contractors on billing and revenue ranging from \$3 million on up to \$12 million dollars annually.

Awards: President's Award, Salesperson of the year for over 7 consecutive years, 10 years of inclusion in Circle of Excellence for top performers at a corporate level.

Alternative Resources Group

August 1999 to March 2004

Account Manager

Managed national accounts with contingent staffing and SOW project-based work. Annual revenues ranged from \$2 Million to \$5 Million annually, with

major accounts including Sun Microsystems, Cisco, Hewlett-Packard, etc.

CDI

Corporation

May 1985 to August 1999

Branch Manager

Managed two branch offices, with management oversight for sales and recruiting. Responsible for the IBM account on a national level.

Lori Margentina

Over 20 years of quality business experience with expertise in new business development, client relations, recruiting, operations, management and most importantly; leadership. Experience building and managing client services teams with outstanding success and customer satisfaction track record. Exceptional work ethic standards with strong focus on organization, quality, scalability, and delivery timelines. As a key contributor and member of management, consistently met or exceeded revenue goals and objectives while providing strong leadership, coaching, and mentoring. An excellent relationship builder who is highly effective in winning, establishing, and maintaining key clients.

Specialties include: Leadership, New Business Development, Client Services, Executive Management, Recruiting Management, Financials, and Operations

Experience:

November 2012 to Present, Ascent Services Group, Walnut Creek, CA

November 2015 – Present, Sr. Managing Director

November 2012 – October 2015, Director of Recruiting

The Ascent Services Group (ASG) is an industry leading Human Capital Services company, with a focus on the technology and biopharmaceutical fields. The company, consistently ranked as a Tier 1 Provider to many Fortune 1000 clients, offers outstanding support to small and midsize customers as well as large enterprise. Over the past ten years, ASG has grown rapidly by cultivating strong relationships with our consultant associates and emerging as a thought leader in Project Portfolio, Data and Contingent Workforce Management for our clients.

ASG, ranked multiple times in the Inc. 500, and by SIA and ICIC as one of the fastest growing staffing companies, employs nearly 2,000 people each year with regional offices in each major time zone. If you are a consultant in Data Management, IT Security, IT Architecture, Project Management, PMO Methodology, Contingent Workforce Management, web development, mobility and/or ecommerce we encourage you to join our dynamic talent acquisition network.

October 2009 – October 2012, Granite Solutions Groupe, San Francisco, CA Sr. Account Manager

Granite Solutions Groupe, Inc. is a high caliber recruiting and staffing firm with deep roots in financial services covering companies in banking, investments, brokerage, asset management and insurance, while also providing talent for e-commerce, government, health care and high-tech organizations. By keeping our focus on the client at all times and doing all the front-end heavy lifting when it comes to candidate sourcing, selection and qualification, hiring managers can keep their focus on execution and building value for their organization and its stakeholders. With headquarters in downtown San Francisco, GSG has been placing contractors, consultants and full-time employees at the world's best companies nation-wide and internationally since 1998 and is best known for finding resources with the best skill-sets, cultural fit and business domain expertise that help drive our client's initiatives to their highest levels of performance.

November 1998 – December 2007, Technisource, Walnut Creek, CA

September 2006 – December 2007, Area Director - California

Had complete P&L responsibility encompassing Walnut Creek, San Jose, Los Angeles, and San Diego California business units. Responsibilities included hiring, training, mentoring, and managing all staff including Account Executives, Technical Recruiters, and Branch Administrators. Worked closely with the sales and recruiting teams to manage their daily, weekly, and monthly activity; also served as Senior Account Executive on National Accounts alongside Account Executives for such clients as Wells Fargo Bank, T-Mobile, Hamilton-Sunstrand, Kaiser Permanente, and Chevron. Provided operational direction working together with Finance & Accounting as well as Vice President of FP&A to grow the California Region.

January 2004 – September 2006, Director of National Recruiting

Working closely with Vice President of Operations, implemented a Vendor Management System (VMS) recruiting delivery model for Technisource. My teams supported large, national VMS clients from one of three National Recruiting Service (NRS) offices; Walnut Creek, CA, Wakefield, MA, and Frisco, TX. Responsibilities included all hiring, training, mentoring, and daily staff management. Frequently traveled to NRS offices and client sites and acted as part of the executive management team working closely with the President and Chairman/CEO to help grow Technisource. Responsible for executive client relationship management for clients such as Chimes, Procurestaff, BeeLine, Accenture, EDS, and Kaiser Permanente. Actively participated in the client relationship on a daily basis. Starting from ground zero, NRS became a \$65 million dollar revenue stream for Technisource within five years with an average consultant headcount around 300.

November 1998 – December 2003, Manager

Recruited to IntelliMark (former name before changed to Technisource) to help create an on-site vendor program for client EDS on-site at California State Automobile Association (CSAA) in San Francisco in March 1999; acted as the Delivery Manager and main point of contact on-site. Worked closely with IntelliMark VP of Operations to create on-site infrastructure, reporting, and metrics in order to execute successfully on service level agreements to EDS. Other EDS client's included Cadence Design Systems, Chevron, Adobe Systems, Sun Microsystems, and General Motors.

Achievements

- Awarded Sole Primary Vendor status for EDS/CSAA - March 1999
- Grew from zero consultants on billing in March 1999 to 150 by December 1999
- Received highest vendor rating from EDS for three straight years

Mercedes West
The Ascent Services Group
Accounts Receivable Supervisor

Mercedes joined the Accounts Receivable team at Ascent in 2011. Under the leadership and direction of Judith Kendrix, Director of Finance and ongoing training courses, she has developed to the role of Account Receivable Supervisor. She oversees the collection of \$100 million (annually). She is assisted in her role by a team of two. With her years of hands on accounts receivable experience, she is fluent in the billing requirements of Ascent's 100+ diverse client base. A large part of Ascent's client base operates under Purchase Order ("PO") based billing. Mercedes is responsible for ensuring that each client's PO process and overall invoice processing protocol is fully understood and ensures that the Company is adhering not only to Ascent's best practices, but also to their clients as well. Establishing relationships with our clients' key stakeholders is a critical part of her ability to continue driving Ascent's Accounts Receivable success and ensuring a mutual beneficial business relationship. She enjoys tackling all the complex challenges that Accounts Receivable offers on a daily basis and is adept in problem solving. Taking at least one professional seminar or class per year, on a variety of relative subject matters, she always has an up-to-date professional tool kit.

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.

Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
5/11/16
PRINTED NAME OF PERSON SIGNING Ellen Frank
TITLE OF PERSON SIGNING Contracts and Compliance Manager

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> The Ascent Services Group Inc.		<i>Federal ID Number</i> 94-3376271
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing - Richard Lawrence / CFO</i>		
<i>Date Executed</i> May 11, 2016	<i>Executed in the County of Contra Costa in the</i> <i>State of California</i>	

BUSINESS LICENSE

COUNTY OF CONTRA COSTA

The holder of this Business License is not entitled to carry on any business which does not comply with other applicable laws, nor to carry on any business in any building or on any premises situated in a zone or locality in violation of any law. For more information contact the Application and Permit Center.

BUSINESS NAME: The Ascent Services Group

BUSINESS LOCATION: 3000 OAK RD #200
WALNUT CREEK, CA 94597

BUSINESS OWNER(s): Joseph Nordlinger

Business License Number: 023751
Start Date: 3/17/2008
Effective Date: 7/1/2015
Expiration Date: 6/30/2016

THE ASCENT SERVICES GROUP
3000 OAK RD
WALNUT CREEK, CA 94597-2092

TREASURER - TAX COLLECTOR
Russell V. White
Chief Deputy

TO BE POSTED IN A CONSPICUOUS PLACE

NOT TRANSFERABLE


[Secretary of State Main Website](#)
[Business Programs](#)
[Notary & Authentications](#)
[Elections](#)
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Business Entities (BE)

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Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Tuesday, May 10, 2016. Please refer to [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	THE ASCENT SERVICES GROUP, INC.
Entity Number:	C3526139
Date Filed:	12/26/2012
Status:	ACTIVE
Jurisdiction:	CALIFORNIA
Entity Address:	3000 OAK ROAD, SUITE 200
Entity City, State, Zip:	WALNUT CREEK CA 94597
Agent for Service of Process:	CLIVE RICHARD LAWRENCE
Agent Address:	3000 OAK ROAD, SUITE 200
Agent City, State, Zip:	WALNUT CREEK CA 94597

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

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Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	50 Points	(out of 100 possible points)			
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0	1.00	2.00	3.00	4.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	50	50	44	40

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	35	35	29	25

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	135.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	89
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	85
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	92
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	95
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	105
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	105
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	120

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	115
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	95
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	135
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	135
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	99
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	113

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	127
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	102
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	127
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	110
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	98
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	82

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	91
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	110
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	127
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	135
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	145
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	92
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	75
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	115

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing



May 11, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden
RFP# ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Dear Ms. McFadden,

Enclosed is the response to the Judicial Council of California's Master Agreement for Technical Staff Augmentation Services RFP# ISD2016-01-RB for Infosys Information Technology Staffing Inc. dba Avanti Recruitment Solutions. Our designated representative and single point of contact can be reached at:

Barbara Houston
Onsite Partnership Manager
180 Promenade Circle, Suite 300
Sacramento, CA 95834
Email: [REDACTED]
Phone : 916-429-1077

Best Regards,

Evelyn Milani
President

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C – Revision 1

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	<p>Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)</p>
<p>Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.</p>	
<p>Proposer must complete the following:</p>	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>(1) Discuss your existing subcontracting relationships with other firms and what classifications they cover;</p> <p>Avanti Response: Avanti collaborates with several firms throughout California to meet the needs of clients that have highly in-demand skills requirements. Moreover, Avanti is a subcontractor to many firms to assist with highly in-demand skills requirements for their clients. In the event of a need for a subcontracted Vendor, Avanti has Agreements with Robert Half Technology (specializing in Project Managers, Software Architects in the Bay Area and Southern California), NWN (specializing in Architects in Sacramento and the Bay Area), Providence Technology Group (specializing in Software Developers, Project Managers and Architects in Sacramento)</p> <p>(2) How you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request;</p> <p>Avanti Response: Avanti agrees to provide two to five qualified candidates for the hiring managers’ review within a seventy-two hour recruitment sprint. In addition to the resumes, Avanti will provide a summary of how the candidates are qualified based on initial screening and interviewing. Thereafter, once the hiring manager has agreed that on paper, the candidate appears qualified, Avanti will complete the Behavioral Interview process and recommend and coordinate an interview between the candidate and the hiring manager.</p>	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Our firm has a combined fifty years recruitment and staff augmentation experience. We know early on what positions are hard to source and would engage a subcontracted vendor in the beginning of the sprint. We intend to communicate with the State on hard to fill positions so the State can engage multiple Vendors early on.

(3) Your plans for filling positions in diverse geographic locations through California.

Avanti Response: Avanti has a broad talent network throughout California based on eighteen years of relationship building with some of the best and brightest technology professionals. Our talent sourcing strengths are in the Bay Area and Sacramento regions. If awarded, we would leverage our subcontractor network in Southern California markets during our ramp up with the goal of meeting the State's needs independent of subcontractors within three months of the contract award.

SEE ATTACHMENT – RESPONSE TO ATTACHMENT C-1

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP.

Avanti Response: Avanti will customize it's invoices for Key Personnel assigned to JCC to mirror the sample provided by JCC in Attachment E, "Invoicing Samples". Avanti will provide weekly invoices for each Work Order that include hours worked, expenses and receipts for each Key Personnel assigned to that Work Order. In addition, Avanti will provide a monthly summary statement that includes prior month Key Personnel assigned to JCC work hours and expenses broken out by Work Order for all open Work Orders. Avanti uses Wells Fargo Banks automated timekeeping system to track work hours and expenses on a weekly basis. Avanti abides by the California Labor Law for employee's pay.

Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Avanti Response: Avanti provides an online tracking mechanism through Wells Fargo Bank for our Key

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Personnel to use that ties to each Work Order. Once the work week is completed, the Avanti Account Representative, will review the work and sign off on the hours worked. Avanti will tie the hours worked from the online system to the hourly rate that is agreed upon with JCC in advance for the Key Personnel and create an invoice that mirrors the format of JCC's invoicing sample. Avanti will consolidate the invoices and create a Monthly Summary Statement at the Master Agreement level that references Work Order number and invoice number as well as Key Personnel Name, Hourly Rate, roll up of hours/rate.

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel's travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Describe and discuss your methodology for keeping track of Key Personnel's travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information.

Avanti Response: Avanti will submit approved travel expense reports including receipts for all expenses to be reimbursed by month end for the month worked. In order to be reimbursed for expenses, Key Personnel must track expenses using Avanti's online time tracker which ties to the Work Order and will itemize each expense and upload receipts for corresponding expenses. Without this, the Key Personnel will not be reimbursed for expenses. Avanti will include a summary of expenses along with the monthly invoice and include an expense line item in the Monthly Summary Statement to JCC. *See Attachment-TIME AND EXPENSE SHEET.

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	0
Application Support Analyst	1
Application Tester	0
Application Testing Lead	0
Business Applications Analyst	0
Sr. Business Applications Analyst	0
Business Systems Analyst	1
Sr. Business Systems Analyst	1
Data Modeler	0
Database Administrator	2
Enterprise IT Architect	0
Infrastructure/Operations IT Architect	0
IT Developer	3
IT Developer Lead	3
IT Governance Subject Matter Expert	0
IT Infrastructure Subject Matter Expert	1
IT Program Manager	1
IT Project Manager	2
Network Engineer	2
Quality Assurance Analyst	0

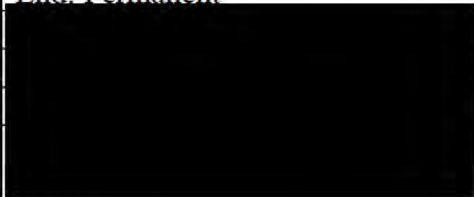
**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**


Classification	Number of Placements in Past 12-Months
Release Analyst	0
Release Manager	0
Security Analyst	0
Service Delivery Manager	0
Technical Analyst	0
Technical Construction Analyst	0
Technical Writer	0
TIBCO Development Engineer	0

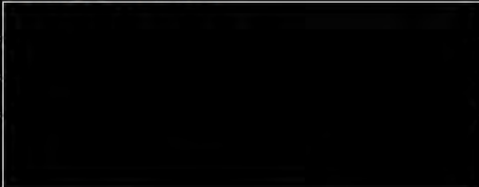
Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

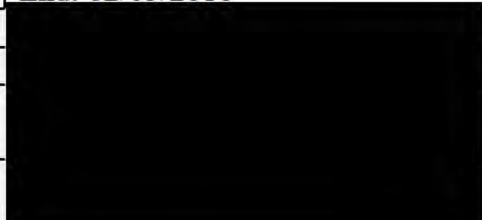
JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Start: 11/11/15 End: Permanent
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	Start: 1/4/2016 End: Permanent
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	Start: 08/19/2015 End: 03/04/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	Start: 11/01/2015 End: Permanent
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	Start: 11/09/2015 End: 02/05/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Number for Company Point of Contact*	
JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	Start: 02/24/2016 End: Permanent
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	Start: 11/09/2015 End: Permanent
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Developer
Duration of Assignment (List Dates)	Start: 03/28/2016 End: Permanent
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Developer
Duration of Assignment (List Dates)	Start: 05/19/2015 End: Permanent
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	Start: 05/18/2015 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	Start: 03/15/2016 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	Start: 05/26/2015 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	Start: 12/16/2015 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	Start: 06/01/2015 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	Start: 03/07/2016 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	Start: 01/04/2016 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	Start: 04/12/2016 End: Permanent
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]

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Evaluation Criteria & Proposal Submission Forms
Attachment C-2

Email Address and Phone Number for Company Point of Contact*		
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End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	6 Points (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p> <p>Avanti Response: Avanti’s Single Point of Contact is Barbara Houston. Barbara has worked for Avanti for three years and has managed an On Premise Staffing relationship with Adventist Health West for all I.T. and clinical information systems staff augmentation for this eighteen hospital, 18,000-employee health system during the time that the health system was developing it’s own internal recruitment mechanism. Barbara oversaw the placement of over 50 resources for Adventist Health West’s I.T. Department including software engineers, interface developers, information security analysts, business analysts, application support analysts and more.</p> <p>Barbara has extensive project management and client service experience, she is extremely organized and process-oriented. Her quality focus and problem resolution skills are excellent. She has a high energy level.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>Response: Sourcing Manager-Tony Stafford Account Representative-Barbara Houston Accounting Lead- Cindy Innocent Snyder</p>		
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded. SEE ATTACHMENT- KEY STAFF RESUMES: Barbara Houston, Tony Stafford, Cindy Innocent Snyder</p>		

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Response:

Sourcing Manager-Tony Stafford, employed with Avanti for six months. Predecessor Lauri Laporga worked for Avanti for ten years. Avanti moved its’ offices and it was important for Lauri to be close to home.

Account Representative-Barbara Houston, employed with Avanti for three years. Predecessor Christina Renwick worked for Avanti for five years. Christina achieved her Masters in Human Resources from CSUS (#1 MBA student for 2014) and accepted a position as an HR Consultant to pursue her goal as a consultant to small firms in all facets of HR.

Accounting Lead- Cindy Innocent Snyder has worked as Avanti’s Accountant for seven years.

Stability in Key Staff:

Avanti provides an employee-friendly environment allowing for input at all levels, open communication, career path, training and employee perks. We provide a robust health plan, a competitive commission in addition to salary and generous time off. We also allow our employees freedom to work from home as needed. We over communicate because we operate in the Agile methodology. Our company is nimble and high touch, quality-focused. The door to the CEO’s office is always open for ideas. Avanti provides a work environment where all employees have a “seat at the table” to make a positive impact on the overall success of our firm.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below <i>[you must mark one or the other]</i>:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

End of Evaluation Criterion C-5

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Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated.</p> <p>Avanti Response: Avanti’s legal name is: InfoSYS Information Technology Staffing dba Avanti Recruitment Solutions. Avanti is an S Corp incorporated in California.</p> <p>Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model.</p> <p>Avanti Response: Avanti has been in business for eighteen years providing sourcing services specializing in information technology as the sole core business of our firm.</p> <p>Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement).</p>	

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Avanti Response: Avanti has not merged with, acquired or held any initial public offerings since January 2013 or prior. Avanti has not had bankruptcies filed nor has Avanti had any lawsuits filed against the company for malfeasance or any reason.

Identify the company's key executives and provide a brief description of their backgrounds.

Avanti Response: Avanti's CEO and one hundred percent shareholder is Evelyn Milani. Evelyn started the firm in 1998 after working in the corporate recruitment industry for ten years. In order to distinguish Avanti (then known as InfoSYS Inc.) and add the most value to the client equation, Evelyn integrated industry best practices and built on them to create a service model that ensures high productivity of Key Personnel on assignment. This is achieved by focusing on recruiting, screening and matching qualified people who are not only a technical fit but moreover, a fit with the environment, team and culture.

As a result of Evelyn's and her team's passion for making the best fit, one hundred percent of the people placed on assignment at private sector companies since 2013 have converted to FTE status at the clients they were placed. Since 2010, ninety percent of the three hundred technical professionals Avanti has placed still remain with those same organizations.

Evelyn is an industry Mentor and has developed mentorship programs to help develop and foster a robust technical workforce in high schools and colleges. She has a passion for developing Women in STEM. Evelyn sits on the MedStart Advisory Board in Sacramento and is a Women in Technology International (WITI) Chapter Member at Large. She volunteers with HIMSS (Health Information Management Society)

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

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Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Response: Avanti has had no turnover of Executive Staff. We addressed Key Staff retention philosophy in Attachment C-4 Part 3.

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End of Evaluation Criterion C-6

Key Staff Resume - Barbara L. Houston

Summary

Multi-skilled and experienced global project manager with expertise in full-cycle strategic recruitment, workforce development initiatives including change and transition management, interview and resume writing coaching, business process design and improvement, effective stakeholder management in cross functional organizations, global program management including new hire orientation employee on-boarding, and management training development, software implementation, and people management

Education

Bachelor of Arts Organizational Leadership, Chapman University – Magna Cum Laude

Expertise includes

Requirements Gathering	Project & People Management	Employee Recruitment
Global Team Leadership	Stakeholder Management	Project Tracking
Management Coaching	Facilitation	Business Process Improvement
Document Control	Confidential Reporting	Global New Hire Orientation

Highlights of Qualifications

- Proven expertise in strategic IT recruitment including writing ads, posting on job boards, interviewing and selection without turnover; experienced in delivering workforce development initiatives with client satisfaction
- Proven experience developing and maintaining strategic partnerships and relationships in diverse client organizations within the Information Technology, Engineering, and Healthcare industries
- Demonstrated ability to communicate, influence, and present ideas to all levels of a multi-cultural organization including virtual environments
- Fluent in leading the design, development, and delivery of internal and external global projects and programs including technical symposium training, new hire orientation, management, and employee development training, and regulatory software implementation
- Experience in managing documentation control processes and maintaining regulatory compliance for multiple business units including external collateral
- Recognized for effective business process design and improvement in multiple organizational functions including new business development

Professional Experience

Partnership Recruitment Manager	12/2014 - Present
Avanti Recruitment Solutions, Sacramento California	
Executive Assistant	5/2014 - 12/2014
Randle Communications, Sacramento, California	
Volunteer Workshop Facilitator	6/2013 - 05/2014
Sacramento City College, Sacramento, California	
Project Manager	1/2011 - 8/2012
Intel-GE Care Innovations, Roseville, California	
Training Program Manager/Document Control	1/2005 – 1/2011
Intel Corporation, Folsom, California	

Technical Skills

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LinkedIn Recruiter, Bullhorn, NetSuite, Salesforce, MS Windows NT/XP/2000/2003/7, MAC Yosemite V 10.10.4, MS Office including Word, Excel, PowerPoint & Outlook; MS Project, MS SharePoint, SABA Learning Management System (LMS), Document Control: AgileMD, Oracle's My Learning, FDA 21 CFR Part 820, QuickBooks

Key Staff Resume - Cindy Innocent Synder

Innocent & Associates is a local accounting firm providing accounting and tax services since 1988. Our experience includes a broad range of industries from construction to healthcare. We take great pride in providing financial reports and services that are not only accurate and timely but customized to the needs of each individual client.

Cindy Innocent Snyder is a graduate of Pacific Union College, a small private college in the Napa Valley area. From there she was hired by the international accounting firm of Arthur Andersen in their Los Angeles office. After moving to back to Northern California she furthered her career by joining a local Sacramento CPA firm. The small office environment fit her “people person” personality and it was there that she began the dream of having her own firm where she could focus on great customer service with her own clients. Cindy continues to grow her clientele by providing financial analysis, budgeting and accounting and tax consulting. She enjoys working with her team of highly-trained staff, whose industry experience includes:

o Health Care o Attorneys o Construction o Food Service o Non-Profit
Churches & Schools

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Key Staff Resume –Tony Stafford

Education

B.A.	University of Phoenix, Sacramento	December 2000
A.S.	American River College, Sacramento	February 1994-97

Twenty-two years Information Technology Experience and Education:

Project Manager	Disaster Recovery officer	Business Continuity officer
Manager	Web Developer	Software Developer
Business Analyst	Systems Analyst	Database Developer/Analyst

PROFESSIONAL EXPERIENCE

Avanti Recruitment Solutions Sacramento, CA February 2016 - present

- Collaborate on the creation of a recruiting and interviewing plan for each open position
- Efficiently and effectively fill open positions
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans
- Develop a pool of qualified candidates in advance of need
- Research and recommend new sources for active and passive candidate recruiting
- Build networks to find qualified passive candidates

Light Therapy Sacramento, CA May 2013- present

- Certified HypnoTherapist
- Contact and Schedule appointments
- Pre-interview to determine client's needs
- Conduct session and develop on-going curriculum

Corelogic LLC Rancho Cordova, CA August 2006- July 2014

- Disaster Recovery Officer
- Business Continuity Officer
- Project Manager – BI Solutions
- Supervisor – Offshore Analyst
- Mortgage Back Securities Analyst
- Business Analyst – Web developer decision support system

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Prudential Real Estate Sacramento, CA 2005 - 2006

- California Licensed Real Estate Agent
- Real Estate Transaction Coordinator

FDI Sacramento, CA 2001- 2005

- Production, Control, and Monitoring Manager
- Technical Implementation Manager
- Project Manager
- DSS - developer

Realty Plus Online Rancho Cordova, CA 2000- 2001

- Project Manager
- Web Developer

Transamerica Sacramento, CA 1992- 2000

- Project Manager, Adjunct to Business Development / Finance
- Software Manager
- Software Developer
- Web Developer
- Database Developer/Analyst

SKILLS

CRM	BI Tools	ERM
MS SQL Server – SSIS SSRS	MS Visual FoxPro	MS Access
MS Project	MS Office – PowerPoint, Excel	Visio
HTML, CSS, ADO, Javascript	Active Server Pages	Visual Basic / VB Script

References available upon request

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Sample Matrix

Position: ABC Analyst
Client/ Manager: XYZ Client

Candidate	Attention to Detail	Verbal and Written Communications	Fit to Company Culture	Analytical/Ability to determine Root Cause	Education	Certifications	Years of Experience	Total Average
Joe Smith								
Jose Smith								
Jane Smith								
Anna Smith								
John Smith								
Vanessa Smith								

Score: 1.0 = Some evidence of skill, 2.0 = Solid evidence of skill, 3 = Exceeds requirement of skill

Process:

1. Populate the required skills for each position at the top. This is customized to each job based on the manager's requirements.
2. List the candidates name in the first column on the left.
3. After each interview, enter a score of 1, 2, or 3 under each skill
4. Total scores and determine average for each candidate
5. Those with the higher scores, are your top candidates

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6. List candidate notes below.

Candidate Notes:

Avanti Recruitment Solutions

180 Promenade Circle, Suite 300
 Sacramento, CA 95834
 P: 916.429.1077

Time and Expense Sheet

Employee Name: _____ **Week Ending:** _____

Date	Start Time	Lunch Out - In	End Time	Additional Breaks	Regular Hrs.	Overtime Hrs.	Sick/Vacation/Holiday Hrs.	Total Hrs.
WEEKLY TOTALS:					0.00	0.00	0.00	0.00

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

EXPENSE REIMBURSEMENT

Date	Description	Mileage	Rate	Meals	Gifts	Misc.	Total	
			0.575				\$	
							\$	
							\$	
							\$	
							\$	
		\$	\$	\$	\$	\$		
Subtotal							\$	
Employee: _____ Date: _____							Advances	
Supervisor: _____ Date: _____							Total	\$

Timesheets must be submitted no later than 5pm every Monday or hours will rollover to the following payroll period.

Scan and email to [REDACTED]

Response to Attachment C-1 Methodologies

Avanti Staff Augmentation Service Methodologies:

The Intake-Gathering Qualifications that map to the work and your environment to ensure the correct resource-match. Avanti’s role is to identify and match long term, qualified staff augmentation resources so you can achieve critical I.T. initiatives. We work with you to tightly align with your projects’ resource needs, to identify:

- The key deliverables, timelines and technology tools required for a successful, timely project outcome.
- Environmental nuances that tie to the work and the staff. This includes the pace of the environment, staff and management personalities in the environment, the availability of resources to assist team members in the environment and possible road blocks to completing the work successfully.
- The type of interpersonal style that most closely maps to success in the environment.
- Skills-gaps that exist in the environment that would impact the success of a timely project outcome.

Staff Augmentation Resource Identification- By engaging and evaluating staff augmentation resources that have proven success in “like” environments, completing similar work; you will realize higher productivity, less incidence of turnover and successful project outcomes. Methods used to engage and evaluate talent:

- Eighteen years’ relationship building in California with the best and brightest information technology talent. The best people are gainfully employed. Our recruitment methods, based on integrity, trust and “high touch”, allow for quick connection to people who are quietly looking for a change.
- Avanti uses a multi-phase Behavioral Interview-a method that is based on the premise that past performance is a predictor of future performance. This gives us a birds’ eye view into the motivations, needs and style of a candidate. Critical performance indicators such as organization, teamwork; problem-solving, critical thought and analysis are all evaluated.



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Technical skills are critical for the success of a project. Avanti's key staff has technical expertise to gather the details of how a candidate has used the most important skills. Avanti also uses a web-based evaluation - ProveIT* which tests include but are not limited to:

.NET Framework, .NET Programming, ABAP/4 for SAP, Active Directory Domain Services, Active Server Pages, Adabas, Adobe, AION Programming, AJAX, ANSI SQL, Apache Web Server, AS/400 Operations, Assembler, Basic Wireless Communication, BizTalk Server, C Programming, C++ Programming, CGI Concepts, CICS/COBOL, Cisco Networking, Cisco Router, Citrix for Client Server Applications, Cloud Computing Core Concepts, COBOL, COM/DCOM, CORBA, Data Architecture, Data Modeling Concepts, Data Warehousing Concepts, DB2, dBASE III Plus, Delphi, E Commerce Concepts, EDI (Electronic Data Interchange), Enterprise JavaBeans, Ethernet Networking, FORTRAN 77/90, IBM AIX 5.1 Administrator, Informatica, Informix, Internet Security, J2EE, J2SE, LAN Concepts, Linux Administration, Lotus, Microsoft Access, Microsoft Exchange Server Administration, Microsoft Internet Information Server [IIS], Microsoft Office SharePoint Server, Microsoft SharePoint Server 2010 for Administrators, Microsoft Systems Management Server [SMS], Microsoft Windows, MVS, MySQL, Netscape Webserver, Network Administration, Network Security, Network Virtualization, Network-Attached Storage (NAS), Novell Directory Services, Object Oriented Programming [OOP], OLAP Concepts, Oracle, Paradox Application Language 4.0, Pascal, PHP, PL/SQL, PowerBuilder, Programming Concepts, Project Management for IT Professionals, Rational Rose, Relational Database Design [RDBMS], Ruby, SAP Database, SAS, Solaris Administrator, SQL, Sybase, TCP/IP, Technical Support - IT/Network, Telecommunications, Transact SQL, UML, UNIX, VMware, AN Architecture, Web Commerce Security, WebLogic, WebSphere, Wireless Networking, XML

- Reference checking for Avanti candidates is as thorough as our Behavioral Interview process. You will receive three or more written summaries of your selected candidates' reference information.
- Avanti provides drug testing and background checks on all deployed staff resources at Avanti's cost.

Iterative Workflow; Staff Augmentation Resource Presentation and Interviews with You- In order to provide a quick response to your request for staff augmentation, Avanti's workflows are in the AGILE methodology.

Once Avanti has aligned your technical and environmental requirements, our sprint starts and within seventy two hours, our goal is to present **two to five qualified candidates for your review.**



Avanti submits resumes and a Matrix that rates the candidate in the key areas of technical skills and interpersonal style based on your requirements. SEE ATTACHMENT – Sample Matrix

Avanti works as your concierge to schedule interviews, prepare our candidate and debrief after the interview. Once you have made your selection, we present the offer of assignment and on-board our employee. We provide reference check information for your review and complete the drug test and background check.

Staff Augmentation On-Boarding-It is important to distinguish Avanti as the employer of our resource and you as the client, not the employer. We protect your Agency from co-employment liabilities. All non-technical interactions with Avanti’s staff augmentation resources must go through Avanti, that includes performance evaluation, work-related feedback and issue resolution.

Once you have made your selection from the Avanti candidate resources, Avanti collects all necessary documentation including proof of eligibility to work in the US, identification, completed Avanti application, I9 and W4. In our New Hire Orientation, Avanti provides details about the job duties, protocols for time off, vacation, holiday pay, timecard and expense reimbursement process, conduct on the job, what to do in the event of an injury, etc. We are onsite at your location on the first day of

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work. Your dedicated Account Manager establishes a “check in” on a weekly basis to ensure a smooth work transition.

Retention of Your Key Staff Augmentation Resources: Your critical initiatives will be successful as long as there is continuity with the correct resources. *Avanti’s retention of resources placed since 2010 is in the ninetieth percentile.* Our success factors are:

- Six paid holidays for our Staff Augmentation resources; you are not billed.
- Two weeks paid vacation after one year of service.
- Sick time off as per California Labor Law; you are not billed.
- Direct deposit.
- Health benefits through Western Health Advantage.
- Continuous feedback, availability of Avanti staff 24X7 for issue resolution.
- Pay increase based on merit, your hourly rate does not change.
- Recognition programs such as paid technical training, online courses.

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0	1%	2%	3%	5%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	1.40%	1.38%	1.36%	1.36%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	1.45%	1.45%	1.42%	1.40%

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	175.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	77.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	56.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	70.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	77.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	91.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	70.00
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	91.00

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	77.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	112.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	175.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	161.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	112.00
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	126.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	140.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	140.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	154.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	133.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	112.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	63.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	63.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	77.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	105.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	161.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	91.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	91.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	63.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	168.00

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-3 Pricing

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the “Small Business Declaration Instructions” before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: 51024
2. Small Business Certification active from September 28, 2015 to September 30, 2017.
3. Will Bidder subcontract any portion of the contract work to subcontractors? No.

If yes:

A. State the percentage of the contract work Bidder will subcontract: _____

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

C. Explain how Bidder is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”) _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> <i>Avanti Recruitment Solutions</i>		<i>Tax ID Number</i> <i>94-3353839</i>
<i>Address</i> <i>180 Promenade Circle Suite 300 Sacramento, CA 95834</i>		<i>Telephone Number</i> <i>916-429-1077</i>
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> <i>Evelyn Milani, President</i>		
<i>Date Executed</i>	<i>Executed in the County of Sacramento in the</i> <i>State of California.</i>	

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “DGS” refers to the Department of General Services, (ii) “Small Business” refers to an entity certified by DGS as a small business or a microbusiness, (iii) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer “yes” and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer “no” and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a “commercially useful function” if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

**ATTACHMENT G
GENERAL CERTIFICATIONS FORM**

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Evelyn Milani
TITLE OF PERSON SIGNING PRESIDENT

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> <i>Avanti Recruitment Solutions</i>	<i>Federal ID Number</i> <i>943353839</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i> <i>Evelyn Milani, President</i>	
<i>Date Executed</i>	<i>Executed in the County of Sacramento in the State of California.</i>

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Sep 28, 2015

SB APP

Supplier #51024
InfoSYS Information Technology Staffing Inc
180 Promenade Circle Suite 300
SACRAMENTO CA 95834

Dear Business Person:

Congratulations on your Small Business (SB) certification with the State of California. Your business is now entitled to compete in the State's goal to spend 25 percent of its annual contracting dollars with small businesses. Each certified SB receives a five percent bid preference on applicable solicitations. This certification also guarantees higher interest penalties for late payment of undisputed invoices. You may purchase a rubber stamp by completing the Prompt Payment Rubber Stamp Order form at www.documents.dgs.ca.gov/pd/smallbus/ppstampreq.pdf. For more information or to verify certification status, visit www.eprocure.dgs.ca.gov.

Certification Period

From Sep 28, 2015 to Sep 30, 2017

Business Types

Service

Conflict of Interest for Current and Former State Employees

Prior to contract award, agencies will assure the vendor is in compliance with Public Contract Code, Section 10410 et seq. addressing conflict of interest for State employees or former employees.

Annual Submission Requirement

Submit copies of the ENTIRE federal tax return to the Office of Small Business and DVBE Services (OSDS). If you have been granted a tax filing extension with the Internal Revenue Service, submit a copy of the extension form and annual financial statements; then, submit a copy of the tax return once filed. If you have employees, include the California Employment Development Department's "Quarterly Contribution Return and Report of Wages (Continuation)" (Form DE9C). If you have out-of-state employees, submit the employee documentation comparable to Form DE9C. These annual submissions also apply to all affiliated businesses.

Maintaining Your Online Certified Firm Profile

Visit [www.eprocure.dgs.ca.gov](#) to update your certification profile. You may report changes to

www.eprocure.dgs.ca.gov/default.htm

the following: mailing and principal office address; contact information; keywords and service areas; United Nations Standard Products and Services Codes, North American Industry Classification System (applicable only to

Manufacturers). This certification may be impacted if you update information beyond the aforementioned. To report changes by mail, complete a "Certification Information Change" form located at www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf.

Certification Renewal

Please complete an online application at www.eprocure.dgs.ca.gov 90 days prior to the expiration date whether or not you receive a renewal notice. If you hold dual certifications, SB and DVBE certifications, you must renew both certifications at the same time. Please contact us at 800.559.5529, 916.375.4940 or by email at OSDSHelp@dgs.ca.gov if you have any questions.

Sincerely,

Office of Small Business and DVBE Services

*PROCUREMENT DIVISION - Small Business & DVBE Services | State of California | State Consumer Services Agency
707 3rd Street, 1st Floor, Room 400 | West Sacramento, CA 95605 | t 916.375.4940 f 916.375.4950*



RESPONSE to RFP# ISD-201601-RB

Closing Date: May 11, 2016

Michelle Delbo
Sales Director
Blackstone Technology Group
O: 415-837-1400





May 11, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Protest Officer
RFP# ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Subject: Response to RFP# ISD-201601-RB

Attn: Protest Officer

I would like to personally thank you for allowing Blackstone Technology Group, Inc. the opportunity to respond to JCC's RFP# ISD-201601-RB Master Agreement for Technical Staff Augmentation Services. As a preferred service provider we are honored and excited to have the opportunity to bid on your Technical Staff Augmentation Services needs.

Blackstone is a privately held premier IT services firm providing professional consulting and staff augmentation services since 1998. Blackstone is headquartered in San Francisco and has branch offices in Denver, Colorado Springs, Houston, and Washington DC. Since the company's inception in September 1998, Blackstone has been profitable and has maintained a steady growth curve. Our Consulting and Staffing divisions service customers in the Energy, Telecommunications, Healthcare, Financial Services, and Government (Federal, State, and Local) industries.

In accordance with the RFP Requirements, our response is binding, irrevocable, and valid for 60 days from due date. We certify that the information contained in our response is accurate to the best of our knowledge and that we will abide by and comply with the terms and conditions set forth in our Master Agreement. Please do not hesitate to contact me directly or Casey Courneen, President, for any clarifications or questions on our response included herein.

Sincerely,



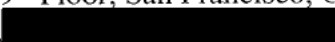
Michelle Delbo, Sales Director
Blackstone Technology Group, Inc.
150 California Street, 9th Floor, San Francisco, CA 94111
Office: 415-837-1400. 



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Evaluation Criteria & Proposal Submission Forms

Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms and Conditions

Attachment C-6 – Viability of Firm



Reference #	Evaluation Criterion:	Methodologies
C-1	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p>		
<p>Blackstone Technology Group has extensive experience in providing Technical Staff Augmentation Services to our clients. We have been offering this type of service to our clients since our company’s inception in 1998, and it is a core service offering. We offer full service leased labor services out of all of our offices (San Francisco, Denver, Colorado Springs, Houston, and Washington DC), and last year serviced 130 individual clients. We maintain an impressive client list ranging from progressive Fortune 100 Global Corporations to small aggressive start ups. We view our relationship with our clients as a partnership, and strive to constantly add value and insight.</p>		
<p>Our process starts with our experienced team of Account Managers and Recruiters. Our sales and recruiting teams possess an average of 10+ years of industry experience, which means that we are well seasoned and able to react quicker, find candidates more effectively, and screen our candidates more thoroughly. Also, due to the depth and breadth of our experience, we are proficient in finding candidates in any location across the country and internationally regardless of whether we have a local presence or not. We continue to leverage and grow our proprietary database of candidates which currently holds over 55,000 prequalified individuals, giving Blackstone a competitive advantage particularly in sourcing passive candidates. Additionally, we have the ability to leverage our consulting organization to prescreen candidates. We employ over 125+ full time technical consultants, and they are available to interview and screen candidates, ensuring we are delivering the highest caliber individuals. Every client is assigned a dedicated Account Manager to ensure a single point of contact for all of their staffing needs to streamline the process. We are flexible in our approach, and are happy to provide Contract, Contract to Hire, and Permanent Placement Services.</p>		
<p>Blackstone does have existing subcontract relationships with 3rd party vendors, but is typically successful in recruiting candidates directly ourselves. Our model has always been to hire experienced and “best of breed” recruiters and account managers which gives us the ability to find candidates directly ourselves. We feel that by hiring contractors directly we not only have better control of the process, we also eliminate additional overhead for our clients. We always strive to have qualified and screened candidates for our clients within 48 hours of receiving an order. If this is not possible, we would then look to engage subvendors to help us in our search. Any subvendors used would be fully vetted to ensure that they meet client requirements for things such as: appropriate insurance coverage, background checks, employment verification/eligibility, corporation stability, etc. Due to our national footprint, experienced recruiting team, and successful history of finding candidates in all 50 states and internationally, we are confident that we can provide you with candidates in any and all of your locations. As a California based company, we are especially adept at filling client needs in the State of California.</p>		

Our Operations and Human Resource Departments provide and manage all required documentation and legal contracts for our contract employees. Having a well-trained and dedicated team allows us to handle large volume increases/decreases seamlessly and efficiently. Last year, our team handled the full lifecycle hiring process for over 215 temporary and full time employees for our clients. Our experienced and professional staff have become particularly adept at quickly identifying and resolving any number of employment issues that can typically arise in a high turn-over temporary employment environment. Our familiarity with the many nuances involved in working in such an environment allows us to anticipate where potential problems may arise, and propose proactive and effective solutions designed to mitigate as much of the risk and discomfort to all parties as possible. Our team's primary goal has always been and will remain to provide the highest degree of customer service to each and every one of our client managers and also to each and every one of our temporary and fulltime employees.



Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Blackstone Technology Group views the relationship with our clients as a partnership, and is therefore happy to adhere to any requests for specialized reporting or invoicing requirements that the JCC requires. Over the years, Blackstone has made a significant investment in a new Time, Expense, and Accounting System and is now DCAA compliant. With our new system, we are able to export any and all information that the JCC might need in any required format. We have a multitude of clients that have similar requirements to the JCC, and we are proficient at providing such data. Additionally, we currently provide and can provide for the JCC reporting that shows spend to Work Order to ensure we are at/under budget.



Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Blackstone Technology Group requires all employees to submit their time sheets and expense reports twice a month into our internal Time and Expense System. For all expenses submitted to us by our contractors we require receipts for any reimbursement, and they must be submitted twice a month with the corresponding expense report. Over the past year, Blackstone has made a significant investment in a new Time, Expense, and Accounting System and is now DCAA compliant. With our new system, we are able to export any and all information that the JCC might need in any required format. We have a multitude of clients that have similar requirements to the JCC, and we are proficient at providing such data. Below is a sample of an Expense Statement that we can provide to the JCC that is compliant with your sample.



Expense Report

SF Trip - March 2016

Employee Name	Report ID	Status	From Date	To Date
Smith John	8123	Submitted	03/08/16	03/11/16

Date	Charge Description	Comment	Job Name	Wbs Code	Paid By	Miles	Amount
3/8/2016	OH Air/Train Fare	Airfare - American Airlines	BTG OH Financial DC	Practice Management	Employee	.	769.20
3/8/2016	OH Taxi	Taxi	BTG OH Financial DC	Practice Management	Employee	.	55.40
3/8/2016	OH Meals & Entertainment Allowable	Meal	BTG OH Financial DC	Practice Management	Employee	.	8.64
3/9/2016	OH Meals & Entertainment Allowable	Dinner	BTG OH Financial DC	Practice Management	Employee	.	34.68
3/9/2016	OH Meals & Entertainment Allowable	Lunch	BTG OH Financial DC	Practice Management	Employee	.	23.47
3/9/2016	OH Meals & Entertainment Allowable	Breakfast	BTG OH Financial DC	Practice Management	Employee	.	8.65
3/9/2016	OH Taxi	Uber/Taxi	BTG OH Financial DC	Practice Management	Employee	.	5.55
3/10/2016	OH Parking	Parking	BTG OH Financial DC	Practice Management	Employee	.	68.00
3/10/2016	OH Taxi	Uber/Taxi	BTG OH Financial DC	Practice Management	Employee	.	29.42
3/11/2016	OH Meals & Entertainment Allowable	Starbucks	BTG OH Financial DC	Practice Management	Employee	.	11.06
						Total Amount:	1014.07
						Less Advance:	0.0
						Less Paid By Company:	0.0
						Less Paid By Company, Personal:	0.0
						Total Due Employee:	1014.07

Signature Smith John Date 4/8/2016 1:11:07 PM

Approved by _____ Date _____



End of Evaluation Criterion C-1



Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	0
Application Support Analyst	30
Application Tester	0
Application Testing Lead	0
Business Applications Analyst	2
Sr. Business Applications Analyst	0
Business Systems Analyst	4
Sr. Business Systems Analyst	0
Data Modeler	3
Database Administrator	11
Enterprise IT Architect	2
Infrastructure/Operations IT Architect	7
IT Developer	28
IT Developer Lead	9
IT Governance Subject Matter Expert	2
IT Infrastructure Subject Matter Expert	6
IT Program Manager	2
IT Project Manager	8
Network Engineer	9
Quality Assurance Analyst	2



Classification	Number of Placements in Past 12-Months
Release Manager	1
Security Analyst	2
Service Delivery Manager	1
Technical Analyst	1
Technical Construction Analyst	4
Technical Writer	9
TIBCO Development Engineer	0

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*



JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	11/30/2015 - 3/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	1/11/2016 - 3/20/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	7/20/2015 - 6/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	4/4/2016 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



--	--

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	8/17/2015 - 10/30/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	6/15/2015 - 10/31/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	8/17/2015 - 10/31/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	7/23/2015 - 10/31/2015	
Name of Individual Placed*		
Company Where Placed*		



Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	7/24/2015 - 7/31/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	11/4/2015 - 5/4/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	7/27/2015 - 1/29/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	6/8/2015 - 6/8/2015	



Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	7/13/2015 - 7/13/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	4/18/2016 - 10/18/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	4/18/2016 - 10/18/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	7/6/2015 - 7/6/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	3/15/2016 - 3/15/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	3/7/2016 - 3/7/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	1/11/2016 - 1/11/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	



JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	1/4/2016 - 1/4/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	4/18/2016 - 4/18/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	4/25/2016 - 4/25/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	7/28/2015 - 7/28/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	



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JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	8/24/2015 - 2/26/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	8/27/2015 - 2/27/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	8/31/2015 - 3/7/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	8/31/2015 - 3/7/2016
Name of Individual Placed*	
Company Where Placed*	



Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	8/22/2015 - 2/26/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	10/8/2015 - 2/19/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Application Support Analyst	
Duration of Assignment (List Dates)	2/18/2016 - 8/18/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Business Applications Analyst	
Duration of Assignment (List Dates)	11/30/2015 - 4/1/2016	



Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Business Applications Analyst	
Duration of Assignment (List Dates)	4/7/2016 - 4/7/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Business Systems Analyst	
Duration of Assignment (List Dates)	4/11/2016 - 7/11/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Business Systems Analyst	
Duration of Assignment (List Dates)	3/7/2016 - 3/7/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	7/8/2015 - 1/8/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	7/6/2015 - 1/8/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	4/26/2016 - 10/26/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	10/19/2015 - 11/11/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	



JCC Classification	Data Modeler
Duration of Assignment (List Dates)	4/25/2016 - 10/25/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	10/26/2015 - 7/26/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	9/14/2015 - 3/25/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	5/20/2015 - 11/23/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	



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JCC Classification	Database Administrator
Duration of Assignment (List Dates)	5/2/2016 - 9/26/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	8/31/2015 - 8/31/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	5/11/2015 - 11/9/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	8/3/2015 - 8/3/2015
Name of Individual Placed*	
Company Where Placed*	



Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	9/21/2015 - 9/21/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	4/25/2016 - 4/25/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	9/9/2015 - 10/7/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	3/1/2016 - 8/31/2016



Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Enterprise IT Architect	
Duration of Assignment (List Dates)	9/21/2015 - 9/21/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Enterprise IT Architect	
Duration of Assignment (List Dates)	2/22/2016 - 2/22/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Infrastructure/Operations IT Architect	
Duration of Assignment (List Dates)	1/20/2016 - 1/20/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	7/13/2015 - 1/13/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	4/11/2016 - 6/15/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	7/27/2015 - 7/27/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	4/18/2016 - 4/18/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	



JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	9/15/2015 - 9/15/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	11/30/2015 - 5/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	10/26/2015 - 4/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	2/15/2016 - 2/15/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



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JCC Classification	IT Developer
Duration of Assignment (List Dates)	3/7/2016 - 4/5/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/9/2016 - 6/9/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	7/13/2015 - 6/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	3/7/2016 - 7/22/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]



Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	2/16/2016 - 7/31/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/16/2016 - 6/30/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	12/14/2015 - 6/14/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	6/1/2015 - 12/31/2015



Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	7/7/2015 - 10/13/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	2/23/2016 - 3/28/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	IT Developer	
Duration of Assignment (List Dates)	2/23/2016 - 6/8/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



JCC Classification	IT Developer
Duration of Assignment (List Dates)	4/7/2016 - 7/29/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	3/10/2016 - 8/7/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	11/6/2015 - 11/6/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	1/18/2016 - 1/18/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



JCC Classification	IT Developer
Duration of Assignment (List Dates)	1/25/2016 - 1/25/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/11/2015 - 5/11/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/2/2016 - 11/2/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	12/14/2015 - 12/14/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



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JCC Classification	IT Developer
Duration of Assignment (List Dates)	10/19/2015 - 10/19/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	1/14/2016 - 2/1/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	2/29/2016 - 6/30/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	2/29/2016 - 8/29/2016
Name of Individual Placed*	
Company Where Placed*	



Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	4/18/2016 - 7/18/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	6/1/2015 - 12/11/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	3/16/2015 - 7/1/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	10/19/2015 - 2/12/2016
Name of Individual Placed*	[REDACTED]



Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	4/11/2016 - 9/6/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	5/19/2015 - 11/19/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	3/28/2016 - 3/28/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer Lead
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Duration of Assignment (List Dates)	6/15/2015 - 9/18/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	6/20/2016 - 6/20/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	7/20/2015 - 11/23/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	6/29/2015 - 12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	4/25/2016 - 4/25/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List Dates)	11/23/2015 - 3/9/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List Dates)	2/22/2016 - 2/22/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	3/28/2016 - 9/28/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	



JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	9/7/2015 - 9/7/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	8/3/2015 - 8/3/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	9/23/2014 - 9/23/2014
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	2/10/2016 - 8/9/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



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JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	5/2/2016 - 11/2/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	10/30/2015 - 7/23/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	4/4/2016 - 4/4/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	5/19/2015 - 8/14/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]



Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	7/27/2015 - 7/27/2015	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	12/14/2015 - 5/29/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	4/6/2016 - 7/22/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	8/3/2015 - 8/3/2015	



Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	4/6/2016 - 4/6/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	5/9/2016 - 11/9/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	12/17/2015 - 12/17/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



JCC Classification	Network Engineer
Duration of Assignment (List Dates)	5/21/2015 - 10/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	5/18/2015 - 11/18/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	5/23/2016 - 5/23/2017
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	5/2/2016 - 11/20/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



JCC Classification	Network Engineer
Duration of Assignment (List Dates)	11/30/2015 - 11/30/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	2/8/2016 - 10/2/2017
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	12/28/2015 - 9/30/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	5/23/2016 - 11/20/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	



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JCC Classification	Network Engineer
Duration of Assignment (List Dates)	5/16/2016 - 11/20/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	5/9/2016 - 11/9/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	2/9/2016 - 8/9/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Release Manager
Duration of Assignment (List Dates)	10/19/2015 - 10/19/2015
Name of Individual Placed*	
Company Where Placed*	



Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Security Analyst	
Duration of Assignment (List Dates)	9/8/2015 - 3/11/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Security Analyst	
Duration of Assignment (List Dates)	8/24/2015 - 2/26/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Service Delivery Manager	
Duration of Assignment (List Dates)	12/14/2015 - 12/14/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Sr Business Applications Analyst	
Duration of Assignment (List Dates)	3/17/2016 - 9/16/2016	



Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Sr Business Applications Analyst	
Duration of Assignment (List Dates)	10/1/2015 - 4/1/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Sr Business Applications Analyst	
Duration of Assignment (List Dates)	3/15/2016 - 9/14/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Sr Business Applications Analyst	
Duration of Assignment (List Dates)	11/16/2015 - 5/16/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



JCC Classification	Sr Business Applications Analyst	
Duration of Assignment (List Dates)	7/13/2015 - 12/31/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Sr Business Applications Analyst	
Duration of Assignment (List Dates)	3/28/2016 - 9/24/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Sr Business Systems Analyst	
Duration of Assignment (List Dates)	9/14/2015 - 3/17/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Technical Analyst	
Duration of Assignment (List Dates)	5/9/2016 - 11/9/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	3/28/2016 - 9/28/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	3/9/2016 - 3/17/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	3/28/2016 - 12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	10/1/2015 - 5/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]



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JCC Classification	Technical Writer
Duration of Assignment (List Dates)	3/28/2016 - 4/8/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	10/26/2015 - 4/26/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	4/20/2016 - 10/17/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	1/4/2016 - 7/4/2016
Name of Individual Placed*	
Company Where Placed*	



Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Technical Writer	
Duration of Assignment (List Dates)	11/16/2015 - 11/16/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Technical Writer	
Duration of Assignment (List Dates)	11/2/2015 - 12/31/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Technical Writer	
Duration of Assignment (List Dates)	11/16/2015 - 3/3/2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Technical Writer	
Duration of Assignment (List Dates)	5/10/2016 - 11/20/2016	



Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		

JCC Classification	Technical Writer	
Duration of Assignment (List Dates)	10/26/2015 - 12/30/2015	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		



Evaluation Criteria & Proposal Submission Forms

Attachment C-3 Pricing



Reference #	Evaluation Criterion:	Pricing
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)

Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.

Proposer must complete the following:

Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.

	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0	0	.25%	.50%	1%



Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	47%	47%	47%	47%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	30%	30%	30%	30%

**Part IV – Maximum Hourly Rate:** Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	140/hr
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	100/hr
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	80/hr
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	110/hr
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	100/hr
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	110/hr
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	100/hr
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	110/hr
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	98/hr
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and	120/hr



Position	Maximum Hourly Rate
responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	140/hr
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	140/hr
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	120/hr
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing, coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	140/hr
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	125/hr
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	125/hr
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	125/hr
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk	125/hr



Position	Maximum Hourly Rate
mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	110/hr
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts, and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	89/hr
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	130/hr
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	130/hr
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	140/hr
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	125/hr
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	95/hr
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	100/hr
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	100/hr
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support; preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	140/hr



End of Evaluation Criteria C-2 Pricing

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>Blackstone Technology group has designated the following individuals as our Key Staff: (1) Sourcing Manager: Mariela Gagnon, (2) Account Representative: Rick Suber, (3) Accounting Lead: Deanna Herman</p>		
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>(1) Sourcing Manager: Mariela Gagnon</p> <p>Summary of Experience:</p> <ul style="list-style-type: none"> • Experience managing and leading recruiting teams of coordinators and recruiters in offices located nationwide as well as internationally. Team sizes have ranged between twelve to eighteen onshore and offshore staff. • Extensive experience analyzing recruiting team metrics, forecasting and creating data driven plans. • Experienced in managing and training groups of individuals in the technical aspects of both recruiting and sourcing. • Specialize in sourcing active and passive candidates through traditional recruiting methods as well as non-traditional methods including social media sites and Yahoo Groups. • Experience partnering with senior leadership and executive teams on hiring initiatives. 		



- Track record of excellence in process and productivity.
- Ability to effectively manage an unpredictable and widely varying workload and source across a wide variety of skill pools including but not limited to: VP's, Program Manager, Project Managers, Project Coordinators, Business Analyst, Developers, QA Testers, Network Engineers, Software Scientists etc.
- Strong experience interacting with multiple levels of staff to effect change.
- Actively interviewed and participated in consultant and internal hires onboarding.
- Supported Clients such as Wells Fargo, Fremont Bank, Nike, Perot, SLAC, Genentech, Chevron, Delta Dental, Blue Shield of California, Amgen, Kaiser (VMS), Palo Alto Medical Foundation, Qwest Communications, VeriSign, Visa, Baseline Consulting, Ajilon Consulting, Informatica, Union Bank of California, Veritas/Symantec, B of A, Sony, Disney, Columbia, Adify, Watercooler and other top clients.
- Excellent problem solving, team building, judgment and decision making skills coupled with good verbal, communication and interpersonal skills.
- Demonstrated executive presence with leadership ability.

Awards and Recognition

- Achieved President's Club recognition for superior productivity 2011
- Achieved President's Club recognition for superior productivity 2010
- MVP of Professional Services 2006
- Recruiter of the Month October 2006
- Recruiting Highest Gross Margin Dollars YTD 2006
- Professional Services Award Outstanding Performance Recruiting 2006

**Blackstone Technology Group
Present**

Oct 2014 –

Recruiting Manager

- Responsible for the design and implementation of standard processes, training, onboarding, forms, quotas, and production of 12+ recruiters in San Francisco, Denver, Colorado Springs, Houston, Knoxville, and Washington D.C. offices.
- Own, manage, and improve recruiting tools such as training interventions, intranet, and online resources
- Analyze recruiter metrics, forecast team metrics and create data driven plans.
- Identify Recruiting team trouble areas and provide group overview and one-on-one training.

Vircon Inc.

July 12' – Oct 2014

National Recruiting Director

- Manage and lead the recruiting team of coordinators and recruiters in San Francisco, San Jose, Charlotte and Portland.
- Source active candidates from online databases, contact lists, internal databases, and employee referrals as well as passive candidates through networking, cold calling, and Internet research.



- Own, manage, and improve recruiting tools such as training interventions, intranet, and online resources
- Analyze recruiter metrics, forecast team metrics and create data driven plans.
- Identify Recruiting team trouble areas and provide group overview and one-on-one training.
- Implemented a process from sourcing, qualifying candidates, interviewing and closing with a focus on providing superior customer care to both the Consultant and the Client.
- Introduced multiple social media platforms including Facebook, Twitter and LinkedIn to generate business through Consultant and Client leads- responsible for heavy networking.
- Implemented strategic social media recruiting strategy and created new marketing materials.
- Developed a training program and business strategy to increase hit production by over 300%.
- Implemented processes and procedures that have increased efficiency and revenue significantly with average revenue increasing from 12% to 22% per deal.
- Instated a growth plan and team management structure that allows effective management of teams in branches across time zones.

Blackstone Technology Group

January 09' – July 12'

Recruiter III

- Acted as a mentor and leader to junior staff.
- Managed all aspects of contract and contract-to-hire hiring, including devising search strategies, evaluating resumes and coordinating in-office interviews, reference checks, offers and termination.
- Actively marketed all our current opportunities via LinkedIn Groups, Twitter, Free Job Crawler Sites, Free job posting websites, Government Employment Websites, Wordpress blog and Yahoo Groups
- Searched for candidates utilizing Dogpile, Google, Yahoo, LinkedIn, Twitter, IT Job Café, Resume Bucket, Craigslist, Dice, Monster, Hotjobs, University Websites, Candidate Referrals, Personal Database, Company Database, 3rd party vendors and others.
- Strong LinkedIn Presence with over 4000 Connections with candidates primarily located in Northern California and Colorado.
- Created and managed a LinkedIn Group: Northern California Jobs broadcasting to over eight hundred members.
- Created a Blog that assisted in the efficient distribution of active requirements across multiple digital platforms including LinkedIn, Twitter, RSS feed, and Facebook.
- Formatted and provided professional resume build out services to Consultants.
- Clients included but were not limited to UC Berkeley, SLAC, Fremont Bank, First Republic Bank, Federated Media, Watercooler, Adify, AKQA, Macy's, Bare Escentuals, Adobe, Qwest Communication, Verisign, Trustwave, JIU, Verisign and PG&E.

Maternity Leave

August 08' – January 09'



IT Ascent Inc.

June 05' – August 08'

Offshore Manager/Lead Technical Recruiter

- Responsible for the Recruiting, interviewing and hiring of all employees in the Dominican Republic Offshore Branch.
- Responsibilities included but were not limited to managing the hiring, termination, attendance tracking, and overall performance tracking for every employee of offshore recruitment staff.
- Worked in collaboration with HR to implement and oversee the HR and IT processes for our offshore staff.
- Maintained budget for Offshore Staff & ensured the team budgets did not exceed branch budget.
- When not onsite, I provided offshore training via GoToMeetings, IM, Conference Calls and Emails.
- Implemented successful sourcing models for VMS.
- Trained junior offshore recruiters to reach the high level expectations of ITA's fast paced environment within a limited time frame.
- Introduced different methods of relationship building and negotiation techniques when working with 3rd party vendors in order to utilize, increase and strengthen recruiting support.
- Held daily recruiting meetings to review previous day numbers, daily expectations, requirement distribution, and collaborative team performance.
- Ensured all company policies, processes and procedures were followed while constantly analyzing in order to evolve Best Practices.
- Responsible for creating and executing new recruiting processes to ensure top quality coverage for Client requirements and Consultant care.
- Put together incentive programs to motivate overall higher performance within the office.
- Relationship building and liaison for offshore and onshore relationship between our US Office and Dominican Republic Office.
- Provided excellent Customer Service to potential candidate by providing detailed job descriptions, screening them properly, interviewing and evaluating them for technical and professional contracts as well as full time assignments.
- Full lifecycle candidate management including identification, interview preparation and closing.
- Proactively recruited and maintained relationships with highly sought candidates for Client marketing.
- Worked directly with Account Managers providing qualified candidates for all their requirements.
- Formatted and provided professional resume build out services to Consultants.
- Daily use of MS Word, MS Excel, and MS Outlook for resume build-outs, reports, email communications, and Pipelining amongst other tasks
- Heavily utilized PowerPoint as the primary application to produce presentations for Recruiting Team as well as Upper Management.
- Supported Clients such as Wells Fargo, Perot, Genentech, Delta Dental, Blue Shield of California, Amgen, Kaiser, Chevron, Visa, Baseline Consulting, Ajilon Consulting, Informatica, Union Bank of California, Veritas/Symantec, B of A, Sony, Disney and other top clients.



Professional Services – Senior Technical Recruiter / Client Relations Manager

- Responsible for the management of four offshore recruiters based in India.
- Built and managed relationship with third party vendors to increase our teams recruiting support. Managed up to 4 indirect reports.
- Set up daily meetings, training sessions, and managed all incoming requirement submissions to ensure quality submittals and 100% submittal coverage.
- Managed Quality Assurance, workload and performance for Offshore Recruiters. Provided one-on-one training with offshore staff to ensure peak productivity.
- Responsible for sourcing, interviewing and closing positions within our Professional Services Division as well as with the Direct Clients.
- Prepared training documents, screening questions, Client information documents, and sub-vendors lists to assist recruiters in recruiting lifecycle.
- Worked directly with Practice Directors and Sales to know what projects were in play, potential project status and project needs.
- Responsible for managing Client relationship for all in-sourcing, staffing and project opportunities.
- Coordinated candidate submittals, interviews, and start details.
- Maintained Client relationship as well as follow ups for potential future opportunities.
- Responsible for assisting in the remarketing of H1B Employees.
- Worked with all consultants, Full Time and Contract to prepare, mentor, and inform them of new or upcoming opportunities.
- Proactively managed pipeline folders and job postings to have Consultants lined up for potential projects.
- Responsible for ensuring proper coverage of all Client Requirements and Professional Services - contract and full-time needs.
- Recruited top level consultants including VP of Sales and Practice Directors.
- Recruited for positions across the board from QA Testers, Administrative Assistants, Marketing Coordinators, Java Developers, Data Analysts, Project Managers, Technical Project Managers, Program Managers, Business Analysts and others.
- Provided fast requirement coverage and met tight deadlines.

HR Generalist / Marketing

- Managed all New Hire Paperwork for W2 Employees.
- Met with consultants to introduce IT Ascent and the consultant process as well as administered and explained benefits to new employees
- Ensured all paperwork was signed and returned on a timely matter prior to consultant start.
- Dealt with consultant issues regarding employment on Client Site and IT Ascent.
- Coordinated medical appointments for TB & Rubella testing per client requirements.
- Ensured that we were complying with our Clients rules and regulations for new consultants / New Hires.
- Recommended, developed and maintained human resource databases, computer software systems, and manual filing systems.
- Developed and recommended operating policies and procedural improvements.
- Assisted with company's identity, branding and presentations.



- Worked with Offshore designers to lay out the design and interface for IT Ascent's website.

Environment: Microsoft Office Suite, Bullhorn, Talent Hook, Monster, Dice, Hot Jobs, Career Builder, Power Point, Dreamweaver, Photoshop, Illustrator, QuarkXpress, HTML, Glance Sessions, GoToMeetings, Windows, Macs, PC's

**Freelance Web/Graphic Designer
05'**

September 04' – June

- Assisted in corporate design and development for print material and web development.

Environment: Microsoft Suite, Flash, Power Point, Dreamweaver, Director MX, Photoshop, Illustrator, QuarkXpress, HTML, Windows, Macs, PCS

IT Ascent Inc.

**Receptionist / Executive Administrative Assistant
September 04'**

May 04' –

- Handled up to eight phone lines at a time as well as general clerical duties: Filing, Faxing, Copying, and mail.
- Responsible for supporting all three managing partners of IT Ascent as well as office personnel.
- Supported Accounting Department with filling, bank deposits and minor payroll.
- Responsible for booking flights for Managing Partners, Consultants, Employees, and potential ITA New Hires.
- Responsible for meeting and greeting walk-in clientele, vendors, job applicants, and other visitors.
- Responsible for ordering and maintaining an inventory of all office supplies.
- Assisted in ITA's design of Power Point presentations, Posters, Invitations, and any marketing collateral needed.
- Worked with Print Shop to ensure quality print of all required Marketing Collateral.
- Event Planning for ITA consultant events. This included head count, working with vendors and caterers, hiring temporary help, coordinating company theme as well as anything else that was requested.
- Responsible for entertaining high level Consultants and Clients during company events.

Environment: Microsoft Suite, Power Point, Dreamweaver, Photoshop, Illustrator, QuarkXpress, Director MX, HTML, Windows, Macs, PCS

Education

BFA in Computer Arts - Academy of Art University, SF CA 2004



(2) Account Representative: Rick Suber

PROFESSIONAL EXPERIENCE

Technical Account Manager March 2016-Present Blackstone Technology Group

- Created and nurtured relationships between Blackstone and dozens of clients in the areas of IT, Engineering and Operations.
- Made full time placement of Director of Software Development within two weeks of hire, beating a company record; highest dollar placement in company for the month.
- Utilized Bullhorn CRM to track and assign clientele. Customized interface to manage leads on a daily basis and balance workload.
- Utilized technical knowledge to identify skills gaps and assisted Engineering and Development Managers in provide technology resources to complete initiatives.
- Recognized for beating target goals ahead of deadlines.

Technical Account Manager July 2015-March 2016 Robert Half Technology

- Created and nurtured relationships between Robert Half Technology and dozens of clients including Chevron, Ask.com, Ghirardelli Chocolate, Peet's Coffee to provide technology solutions and IT consulting services.
- Conducted meetings with over 50 clients per month, exceeding face to face meetings 20% over quota.
- Dialed an average of 400 contacts per week, exceeding quota by 25%.
- Utilized Salesforce interface to track and assign clientele. Customized interface to manage leads on a daily basis and balance workload.
- Utilized technical knowledge to identify skills gaps and assisted Engineering and Development Managers in provide technology resources to complete initiatives.
- Awarded *The Crown* and multiple *Thumbs Up* Awards for beating target goals ahead of deadlines.

Technical & Direct Sales Consultant May 2011-July 2015 5LINX Enterprises

- Closed deals for a major mobile messaging alert platform, including major Bostonbased Church with 1,500 Members.
- Recognized in the elite Top 1% of 80,000+ representatives for number of customers in personal book of business; Inducted into 200 Customer Club.
- Brokered deal to assist multibillion dollar asset management firm, Related Management, by reducing costs on commercial electric utility bills by 30%, amounting to over \$100,000 in savings.
- Personally managed and trained sales team of 500+ members; communicated with prospective clients and partners through conference calls, webinars and live trainings.
- Delivered essential technology and utility solutions to medium and large corporations and non-profits



Software Engineer, Applications Support December 2005-April 2011

IBM Corporation

- Provided Tier 2 support for major organizations including Lawrence Livermore, Hitachi, and Environment Canada
- Planned direction and course of action of problem determination, analysis and recreation attempts on UNIX and AIX workload-related software applications.
- Collaborated ideas with software developers to create code workarounds, fixes, and implement design changes for current and future software releases.
- Conducted weekly presentations for upper levels of management on critical outstanding tickets.
- Analyzed application errors and provided software solutions and technical support for both internal IBM clients and global customers.
- Created and modified technical documentation for both clients and colleagues to reflect needed changes.

Systems Support Engineer September 2004-November 2005

NAPC

- Provided Tier 1 Software and Help Desk Support for Print Publishing and Advertisement Agency Customers, including Time Magazine, Grey Worldwide and Ogilvy and Mather for software applications
- Launched daily remote log in sessions into customers systems via telnet and SSH on UNIX and Apple platforms. Regularly installed new levels of code, validated licenses, and addressed defects.
- Diagnosed both onsite and remote content storage management issues for clients.
- Pioneered license management for the company through the creation of a licensing database.

Software Engineer Intern June 2001-September 2001

IBM Corporation

- Assisted Senior Software Engineer through providing on demand metrics from the chip fabrication floor. Used Microsoft Excel to provide a clear and concise way to display and make these metrics more meaningful.
- Revamped Bond, Assembly and Test Department Website via IBM Websphere and HTML. Website became an internal landing page for those who needed up to date information on department projects.
- Applied academic knowledge to fulfill day to day responsibilities

EDUCATION

Bachelor of Science 2000-2004

Hampton University, Hampton VA

Direct Sales (5LINX University) 2011-2012

Rochester, NY

Sales Consultant Training (STEP) 2015-2016

Oakland, CA



(3) Accounting Lead: Deanna Herman

PROFESSIONAL EXPERIENCE

2008-Current Senior Accounting Manager, Blackstone Technology Group, Inc.

- On team for system change/integration from QuickBooks Pro to Microsoft Dynamics NAV
- 2009
 - Project/task/resource set up & validation
 - Cost Pool Set-up for Federal practice
 - Liaison for DCAA Audit of accounting system
- Managed payroll team
 - Oversaw/managed complete payroll cycle thru GL entry,
- Accounts Payable/Cash Forecasting
 - Vendor coding
 - Check runs/approvals
- Billing/Collections
 - Invoicing
 - Collections/Customer dispute resolution
 - Monthly Financial Stmt preparation
 - Full Cycle Ledger Entries/Accruals/Bank Reconciliations
 - Management Reports
 - Financial Stmts/DSO
 - Prepared all documents required by CPA for annual audit and tax return

2008 Interim Director of Finance, vCom Solutions, Inc.

- Managed accounting team, which included:
 - Collections team, cash receipts, credit requests
 - Accounts payable, vendor coding and approvals
 - Cash Forecasting
 - Check runs/approvals
 - Monthly Financial Stmt preparation
 - Ledger/bank reconciliations

 - Bank Liaison
 - Researched and recommended financing opportunities

 - Management Reports
 - DSO/DPO
 - Escalated Vendor/Customer dispute resolution
 - Fixed Asset Management

2006-2008 Accounting Manager, Flow Solutions, Inc.

- Managed month-end closing cycle thru financial statements for \$250M organization.
 - Included all ledger reconciliations
 - Variance analysis/explanations
 - Reduced close schedule from 7 to 4 days
- Oversaw accounts payable & accounts receivable teams, created new processes, and converted to paperless department.
 - Created target collection report to focus teams collections



- o Approved credit applications for potential customers
- o Reviewed and approved weekly check runs
- o Initiated all wires, ACH's, and tax payments
- Managed staff of 5 team members(2-A/P, 2-A/R, 1-Commissions)
- Managed bank daily cash management, initiated daily money transfers, prepared borrowing base certificates for bank.
- Prepared all monthly sales tax returns for 10 states
- Researched and initiated payroll change to ADP
- Successfully completed bank change with lockbox
- Lead team to consolidate and integrate accounting dept. into corporate office after merger.
- Coordinated and managed all auditor requests

2002-2006 Director of Accounting & Human Resources, DentPro Franchise Corp.

- Direct all aspects of accounting cycle including: monthly financial statement preparation accounts receivable, collections, accounts payable, invoicing, bank reconciliations, and complex journal entries.
- Develop, maintain, and communicate annual budget, variance reports, and analysis for President & Vice President.
- Sole liaison to CPA for annual audits.
- Developed and implemented Illness & Injury Prevention Program and comprehensive employee handbook
- Direct all human resource, benefit, and operation processes
- Contracted, negotiated, and manage outside payroll operations
- Manage company's 401 k retirement plan
- Lead effort to automate remote invoicing program

2000-2001 Finance Manager, San Jose Jazz Society

- Managed accounts payable, accounts receivable, and invoicing processes.
- Prepared semi-monthly payroll, monthly payroll tax deposits, and quarterly payroll tax returns
- Prepared all documents required by CPA for annual audit and tax return.
- Directed all accounting departments related to annual Jazz Festival
- Contracted, negotiated, and converted Payroll from QuickBooks Pro to ADP processing

1991-1996 Controller/Director of Human Resource & Operations, Micro Accessories

- Lead effort to automate, design and manage accounts payable, accounts receivable, and payroll processes
- Developed and implemented Illness & Injury Prevention Program and comprehensive employee handbook
- Directed all human resource and office management decisions
- Developed and managed company's 401k retirement plan
- Researched and drafted semi and annual employee review program
- Calculated and prepared financial projections for line of credit from bank
- Prepared all documents required by CPA for annual review and tax return

EDUCATION

1998 Graduate work in Masters of Administration, Cal-State University, Hayward



1990 Bachelor of Science in Finance, Minor in Accounting, San Francisco State University

OTHER

Software knowledge:

Microsoft Dynamics NAV—NxTrend—QuickBooks Pro 2008—SBT Accounting—ADP—Payroll Systems—Paychex— Ceridian—Excel—Word

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Blackstone Technology Group prides itself on not only building a world class organization, but fostering an environment where employees can grow, take on more responsibility, and be rewarded for their work. All of the employees designated as Key Staff for the JCC have been with Blackstone Technology Group for longer than two years:

- (1) Sourcing Manager: Mariela Gagnon has been with Blackstone for 5+ years
- (2) Account Representative: Rick Suber has been with Blackstone for 3+ months
- (3) Accounting Lead: Deanna Herman has been with Blackstone for 8+ years

Blackstone’s benefits, compensation, and career growth opportunities are consistently superior to our competitors. Additionally, Blackstone fosters a collaborative environment that keeps employee turnover to a minimum. As a symbol of this, below is our employee credo, which is something that we take very seriously and integrate into our daily lives.

Our Employee Commitment

We value and attract highly responsible individuals who are Strategic, Motivated, Ambitious, Reliable, and Talented and who seek the highest levels of excellence and ethics in both their personal and professional lives.

We believe there are no limits to the responsibility that our people can assume. We strive to offer opportunity to progress more rapidly than what is possible at other firms, and we encourage an employee’s desire to drive his or her own career while contributing to our Clients’ success.

Our people are encouraged to envision and contribute to new directions for our organization. We are able to achieve great outcomes by empowering our staff through the setting of appropriate expectations and context, and providing direct feedback on the results.



Reference #	Evaluation Criterion:	Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 		
Proposer must complete the following:		
<p>Mark the Appropriate Choice, below <i>[you must mark one or the other]</i>:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>		
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>		
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>		

End of Evaluation Criterion C-5



Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>Legal Business Name: Blackstone Technology Group, Inc.</p> <p>Type of Business Entity: Corporation</p> <p>State of incorporation: California</p> <p>Blackstone Technology Group has been in business for 18 years and has been providing sourcing services to our clients since its inception. Blackstone is pleased to provide two core service offerings to our clients: IT Staffing Services and IT Consulting Services. Staffing Services has always been and will continue to be an important part of our success. Historically 30 percent of company revenues come from the Staffing Services Division, and we project that to increase moving forward. We feel that having both Staffing and Consulting divisions helps Blackstone to serve all the needs that our clients may have, and we can leverage the strengths of both groups to ensure client satisfaction.</p> <p>In November of 2010, Blackstone Technology Group acquired Quinnian Health based in Chaska, Minnesota. Quinnian Health is a leading provider of telemedicine technology and healthcare services to large employers. The acquisition further enhances Blackstone’s leadership position within the growing private and public healthcare sectors.</p> <p>Blackstone has been profitable and has maintained a steady growth since the company’s inception in 1998, and has never filed for bankruptcy. Blackstone does not have any lawsuits, judgments, pending litigations or any real or potential financial reversals.</p> <p>Key Executives:</p> <p>David Mysona, co- founder and CEO: Tapping his over fifteen years of IT experience in technical solution sales and implementation, David focuses on defining and leading our company’s strategic direction and heads up our new business development efforts. After several years in various technical positions at companies such as Lockheed Martin and Pacific Gas and Electric Co., David moved to the Management Consulting Services division of Price Waterhouse. There he co-founded and developed a utilities-based practice area that focused on helping utilities, pipelines, and local distribution companies survive and thrive in the deregulated energy industry. From there he moved to the prominent San Francisco-based executive placement firm, Chen & McGinley, where he significantly grew the company’s revenue from his position as Vice President of New Business Development. David holds a B.S. in Electrical Engineering from Michigan State University.</p> <p>Casey Courneen, co-founder and President: Casey’s primary focus is on our internal operations where he draws upon over fifteen years of experience in the consulting industry to ensure that Blackstone continues to be an efficient and profitable business. He began his IT career with Price Waterhouse’s Management Consulting Services division, helping Fortune 100 telecom, energy, and financial services companies gain advantage over their competition with superior information systems. From there he moved to a start-up IT</p>	



services firm where he concentrated on leading several client-server, object-oriented and distributed technology projects across a number of different vertical markets. He helped define Blackstone's overall engagement methodology and he continues to focus his efforts on developing creative internal strategies used to hire and retain the best talent in the industry. His past hands-on experience in successfully delivering large-scale systems integration efforts, allows for a deep understanding of what it takes to truly support and reward those who remain on the front lines of our client delivery initiatives here at Blackstone. Casey holds a B.S.E. in Finance and Legal Studies from the Wharton School of Business at the University of Pennsylvania.

Rakesh Agrawal, co-founder and Executive Vice President: Based on his ten plus years of experience in delivering multi-tier, mission-critical applications to Fortune 1000 companies in the energy and financial services sectors, Rakesh leads the delivery side of the Consulting division of Blackstone. He began his career as a Technology Consultant with Merrill Lynch, creating several internal portfolio management applications, tools, and utilities. From there he joined a smaller start up IT services firm and as Senior Technical Architect and Project Manager, he designed highly complex and flexible application architectures for large-scale system integration engagements. Rakesh holds an M.B.A from the University of Kentucky and a B.S in Material Science Engineering from the Regional Engineering College, India. He also holds numerous certificates in information systems integration and management.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

(Attached at end)

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Blackstone Technology Group has never had turnover in its executive ranks since the company was founded in 1998. The three founders are still active and leading their respective areas (David Mysona, CEO; Casey Courneen, President; Rakesh Agrawal, Executive Vice President). Additionally, two of the three designated Key Staff Members have tremendous longevity with the organization.

- (1) Sourcing Manager: Mariela Gagnon has been with Blackstone for 5+ years
- (2) Account Representative: Rick Suber has been with Blackstone for 3+ monthss
- (3) Accounting Lead: Deanna Herman has been with Blackstone for 8+ years

Blackstone Technology Group prides itself on not only building a world class organization, but fostering an environment where employees can grow, take on more responsibility, and be rewarded for their work. Blackstone's benefits, compensation, career growth opportunities are consistently superior to our competitors. Additionally, Blackstone fosters a collaborative environment that keeps employee turnover to a minimum. As a symbol of this, below is our employee credo, which is something that we take very seriously and integrate into our daily lives.

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We value and attract highly responsible individuals who are Strategic, Motivated, Ambitious, Reliable, and Talented and who seek the highest levels of excellence and ethics in both their personal and professional lives.

We believe there are no limits to the responsibility that our people can assume. We strive to offer opportunity to progress more rapidly than what is possible at other firms, and we encourage an employee's desire to drive his or her own career while contributing to our Clients' success.



Our people are encouraged to envision and contribute to new directions for our organization. We are able to achieve great outcomes by empowering our staff through the setting of appropriate expectations and context, and providing direct feedback on the results.



STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

RFP Title: Master Agreements for Technical Staff Augmentation Services

PAYEE DATA RECORD

RFP Number: JSD-201601-BB

(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 6-2003)

Attachment No. D

Form with 6 numbered sections: 1. INSTRUCTIONS; 2. PAYEE'S LEGAL BUSINESS NAME; 3. PAYEE ENTITY TYPE; 4. PAYEE RESIDENCY STATUS; 5. AUTHORIZED PAYEE REPRESENTATIVE'S NAME; 6. Please return completed form to: Department/Office, Unit/Section, Mailing Address, City/State/Zip, Telephone, Fax, E-mail Address.



**ATTACHMENT E
BIDDER DECLARATION**

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the “Bidder Declaration Instructions” prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: _____
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: _____

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: _____
2. Subcontractor contact person: _____
3. Subcontractor address: _____
4. Subcontractor phone number: _____
5. Subcontractor email: _____



- 6. Subcontractor DVBE Supplier ID number: _____
- 7. Subcontractor DVBE Certification active from _____ to _____.
- 8. Bidder must submit a copy of Subcontractor’s DVBE certification along with this Bidder Declaration.
- 9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:

- 10. Explain how Subcontractor is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”)

- 11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: _____%
- 12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
- 13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>	<i>Tax ID Number</i>
<i>Address</i>	<i>Telephone Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in the County of _____ in the State of _____</i>



BIDDER DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (ii) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder wishes to claim the DVBE incentive in a solicitation where a DVBE incentive is offered, it must complete the Bidder Declaration. If no DVBE incentive is offered, or Bidder does not wish to claim the DVBE incentive, Bidder should not complete the Bidder Declaration.

The JBE will determine whether Bidder is eligible to receive the DVBE incentive based on information provided in the Bidder Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Bidder Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

Instructions for Section I

1. Provide Bidder’s DVBE Supplier ID number, if applicable. This number is in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
3. This percentage is equal to the amount to be paid by Bidder to the non-DVBE subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to non-DVBE subcontractor is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
4. The DVBE Declaration is separate from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of Bidder.
5. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of its DVBE certification.

Instructions for Section II

Please skip this section if (i) Bidder does not have an approved Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Provide the date on which DGS approved Bidder’s BUP.



2. Provide the date through which the BUP is valid.
3. Bidder must provide a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS. This copy must be provided along with the Bidder Declaration.

Instructions for Section III

A DVBE Subcontractor (Subcontractor) is any certified DVBE (whether a person, firm, corporation, or organization) contracting to perform part of Bidder’s contract.

Enter the total number of Subcontractors Bidder will use for the contract. If the number is zero, skip to Section IV. Otherwise, provide complete information (items 1-13 of Section III) for **each** Subcontractor.

1. Provide the full legal name of Subcontractor.
2. Provide the name of a contact person at Subcontractor. The contact person must be able to verify the information provided in the Bidder Declaration regarding that Subcontractor.
3. Provide the full address of Subcontractor.
4. Provide Subcontractor’s phone number, including area code.
5. Provide Subcontractor’s email address. If Subcontractor does not have an email address, insert “N/A.”
6. Provide Subcontractor’s DVBE Supplier ID number. This number is in Subcontractor’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
7. Provide the applicable dates. These dates are in Subcontractor’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
8. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of each Subcontractor’s DVBE certification. Provide a copy of Subcontractor’s DVBE certification.
9. Provide a detailed description of the goods and/or services Subcontractor will provide for the contract.
10. Provide an explanation of how Subcontractor’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Military and Veterans Code section 999, a person or an entity is deemed to perform a “commercially useful function” if a person or entity does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out the obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a person or entity will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DVBE participation.
11. This percentage is equal to the amount to be paid by Bidder to Subcontractor divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to Subcontractor is \$6,600 and Bidder’s total bid price is \$75,000, enter “8.8%” ($6600 \div 75000 = 0.088$; $0.088 \times 100 = 8.8$).
12. The Bidder must submit a written confirmation from the Subcontractor, indicating that Subcontractor will provide the required goods and/or services if Bidder is awarded the contract.



13. The DVBE Declaration is a separate form from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of the Subcontractor.

Instructions for Section IV

Provide Bidder's full legal name, and federal ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature).*" Provide the name and title of the authorized Bidder representative, and the date, county and state where that person signed the certification, in the appropriate boxes.



**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the "Small Business Declaration Instructions" before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: _____
2. Small Business Certification active from _____ to _____
3. Will Bidder subcontract any portion of the contract work to subcontractors? _____

If yes:

A. State the percentage of the contract work Bidder will subcontract: _____

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

C. Explain how Bidder is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.



1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>	
<i>Address</i>		<i>Telephone Number</i>	
<i>By (Authorized Signature)</i>			
<i>Printed Name and Title of Person Signing</i>			
<i>Date Executed</i>		<i>Executed in the County of _____ in the State of</i> _____	



SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “DGS” refers to the Department of General Services, (ii) “Small Business” refers to an entity certified by DGS as a small business or a microbusiness, (iii) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer “yes” and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer “no” and skip subparts A-C.

Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).

Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.

Subpart C: Provide an explanation of how the Bidder’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a “commercially useful function” if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work



that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.

4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder’s full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled “*By (Authorized Signature).*” Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.



ATTACHMENT G
GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.

Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature)
PRINTED NAME OF PERSON SIGNING CASEY COURTEHAN
TITLE OF PERSON SIGNING PRESIDENT



ATTACHMENT H IRAN CONTRACTING ACT CERTIFICATION

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box and complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*



CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

Company Name (Printed) <i>BLACKSTONE TECHNOLOGY GROUP</i>		Federal ID Number <i>943355429</i>
By (Authorized Signature) <i>[Signature]</i>		
Printed Name and Title of Person Signing <i>CASEY JOYNTMAN</i>		
Date Executed <i>5/10/16</i>	Executed in the County of _____ in the State of _____	

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)



Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP # ISD-201601-RB
455 Golden Gate Avenue, 6th floor
San Francisco, CA 94102

May 8, 2016

Reference: MASTER AGREEMENTS FOR TECHNICAL STAFF AUGMENTATION SERVICES – RFP #ISD-201601-RB

Greetings,

BM Associates, Inc. is pleased to present to the Judicial Council of California (JCC), our response to the Council's Request for Proposal (RFP) # ISD-201601-RB for Master agreements for technical staff augmentation services.

BM Associates, Inc. is an information technology staff augmentation, software development and consulting company serving Sacramento and the northern California region. BM Associates, Inc. has enjoyed a successful history of providing services to many organizations in the USA both with public sector and private sector. We service many state departments/agencies in the State of California. BM Associates is in its 18th year of operations and have been providing staff augmentation services since inception. We value the relationships we have built with our clients, and look forward to continuing to work with them in the future.

BM Associates, Inc. is a **Certified Small Business (REF #1386520)** through the California State Department of General Services.

Mailing Address: BM Associates, Inc., 9783 Swan Lake Dr, Granite Bay, CA 95746

Company Telephone: Office: (916) 580-3623

Point of Contact: Senthil Muniappan

Telephone #: [REDACTED]

Email Address: [REDACTED]

Submission Date: **May 8, 2016**

If you have any questions regarding this proposal, I can be reached at [REDACTED]

Thank you for including BM Associates, Inc. in your IT Procurement/staffing efforts and we look forward to hearing from you regarding our response.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Senthil Muniappan", written over a horizontal line.

Senthil Muniappan
President



RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm



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**Evaluation Criteria & Proposal Submission Forms
 Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.	
BM ASSOCIATES RESPONSE: BM Associates has been in business from 1998 for over 18 years. Our core strength has always been staffing and staff augmentation services. Our clientele includes State of California, IBM, Chrysler, Ford, GM, T-Mobile, Chase, Blue Shield to name a few. BM Associates is a debt free and financially stable organization with solid growth. BM Associates has a solid foundation and an experienced team in place to handle multiple placement opportunities and staffing assignments. Most of the staffing requests are handled by our in-house team which consists of 1 senior manager, 3 senior recruiters, 3 pre-sales team members who assist in technical/business domain screening, 1 accounting manager who handles payroll/payments to salaried employees and hourly consultants, 1 accounting manager who handles subcontractor relations/financials and coordinates with our A/R, A/P departments. Our senior recruiters have been in the staffing industry for very long and have access to many qualified individuals with skills ranging from technical to business to infrastructure. Our network of recruiters with our partner firms is extensive which helps in quickly identifying a qualified staff for our client needs. Our team has access to well over 100,000 qualified IT professionals across the United States and can quickly respond to diverse requirements over a broad range of skill sets.	



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**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

BM Associates has stringent qualification process in place to qualify and select subcontractors who can complement our skills and/or enhance our strength to better serve our clients. Our subcontractors have a proven record of staffing success, good management/recruitment team in place, have good references and respond quickly and timely to our requests.

Regarding hard to fill positions/skills, we strive to be proactive and constantly seeking skilled candidates in emerging technologies that are gaining acceptance and wide spread adoption, seeking candidates with skills appropriate for our existing customers based on their domains, infrastructure and organizational goals. BM Associates management is well experienced in executing multimillion dollar complex IT projects for both private and public sector clients for more than 25 years and assists in identifying individual appropriate talents or assembling a team which can fulfill the requirements of the project and make the project successful where it makes sense.

If we cannot identify the required skill set in our databases or from our available resource pools, we use our subcontractors and/or job portals such as Dice.com, Careerbuilder.com, Computerjobs.com, hotjobs.com. For highly selective skill sets, we have a fast track process to onboard appropriate subcontractor to quickly address the client needs while maintaining high quality.

Before submitting qualified resumes, the candidates are background tested and go thru extensive background testing as per client's requirements before joining the client.

BM Associates has clients throughout the United States and in various parts of State of California. We have access to skilled candidates across the United States and can easily fulfill the requirements anywhere in California.

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

BM ASSOCIATES RESPONSE:

BM Associates understands and will comply with the requirements for both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. See below which summarizes the methodology and content for invoicing as it relates to the response to the RFP.

Upon providing the Work and/or Deliverable(s) of a Work Order, BM Associates will submit an invoice package monthly for Work completed. The invoice package will be made up of a monthly summary statement identifying certain information regarding all Work Orders issued under the Master Agreement, and separate, precise detailed invoices for each Work Order. After receipt of the invoice by JCC, if JCC gives any specific written reasons why part or all of the payment is being withheld and what remedial actions the Contractor must take to receive the withheld amount, BM Associates will follow those directions.

BM Associates will submit claims for reimbursement of pre-approved Travel Expenses no later than **60-days** after the end of the month in which the Key Personnel incurred any such Travel Expenses.

The submitted invoice package will be substantially in the form and substance as set forth in Exhibit G, Attachment E, Sample Invoice Package, and at a minimum will include the following:

Monthly Summary Statement at Master Agreement-Level

- i) The Contractor's name (BM Associates, Inc.) and address;
- ii) The taxpayer identification number (the Contractor’s federal employer identification number);
- iii) Date of the summary statement;
- iv) The Master Agreement number;
- v) The appropriate discount rate (percentage) from the Master Agreement



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**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

- vi) Heading titled "ISD Work Orders:" and including the following for each ISD Work Order for the invoice period: (ISD Work Orders are distinguished by an ISD prefix in the Work Order number)
 - (a) Work Order Number
 - (b) Name of Key Personnel
 - (c) The subtotal amount for Work performed, Deliverable(s) made;
 - (d) The subtotal amount for After-Hours Maintenance and Support;
 - (e) The discount rate and discounted amount to be subtracted from the subtotals for Work performed, Deliverable(s) made, and After-Hours Maintenance and Support; and
 - (f) The net invoice amount for the Work Order;
- vii) A Subtotal for ISD Work Orders;
- viii) Heading titled for each non-ISD Work Order "[non-ISD acronym] Work Orders:" and including the following for each non-ISD Work Order for the invoice period: (non-ISD Work Orders are distinguished by an acronym other than ISD prefix in the Work Order number)
 - (a) Work Order Number
 - (b) Name of Key Personnel
 - (c) The subtotal amount for Work performed, Deliverable(s) made;
 - (d) The subtotal amount for After-Hours Maintenance and Support;
 - (e) The discount rate and discounted amount to be subtracted from the subtotals for Work performed, Deliverable(s) made, and After-Hours Maintenance and Support; and
 - (f) The net invoice amount for the Work Order;
- ix) A Subtotal for each non-ISD Work Orders; and
- x) A Total for all Work Orders.

Detailed Invoice at Work Order-Level

- i) The Contractor's name and address;
- ii) The taxpayer identification number (the Contractor's federal employer identification number);
- iii) The "Bill To" address;
- iv) A preferred remittance address, if different from the mailing address;
- v) Invoice date;
- vi) A unique invoice number;
- vii) The Master Agreement number;
- viii) The Work Order number;
- ix) Name of Key Personnel;
- x) The name of the JCC's Project Manager, as indicated on the Work Order;
- xi) For Work performed, Deliverable(s) made, for the invoice period, include the following:

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**Evaluation Criteria & Proposal Submission Forms
 Attachment C-1**

- (a) A description of the completed Work;
- (b) The dates and hours worked;
- (c) The billing rate as set forth in the Work Order;
- (d) The extended amount for each day worked; and
- (e) A subtotal for Work performed, Deliverable(s) made, for the invoice period, including total hours worked and total extended amount for labor;
- xii) For After-Hours Maintenance and Support for the invoice period, include the following:
 - (a) The dates and hours worked for After-Hours Maintenance and Support ;
 - (b) The billing rate for After-Hours Maintenance and Support as set forth in the Work Order;
 - (c) The extended amount for each day After-Hours Maintenance and Support was provided;
 - (d) A subtotal for After-Hours Maintenance and Support for the invoice period, including total hours worked for After-Hours Maintenance and Support and total extended amount for After-Hours Maintenance and Support; and
 - (e) A copy of the signed After-Hours Maintenance & Support Authorization Form;
- xiii) A subtotal of Work performed, Deliverable(s) made, and After-Hours Maintenance and Support;
- xiv) The applicable discount rate (percentage) to be applied to Work performed, Deliverable(s) made, and After-Hours Maintenance and Support, and the discounted amount to be subtracted from the labor component [the sum of (the subtotal of Work performed Deliverable(s) made and After-Hours Maintenance and Support) X (discount rate)]; and
- xv) The net invoice amount for the Work Order.

Expense Statement

- i) Completed Expense Statement for each Work Order where reimbursement for Travel Expenses is being claimed, provided travel is specified as required and subsequently funded by a Work Order; and
- ii) Original invoices, receipts, or printouts are required to substantiate each expense item being claimed.

BM Associates will submit one (1) original and two (2) copies of invoices to:

Judicial Council of California
 c/o Information Services | Administrative Division Attn: **[named in Exhibit H]**



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**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

455 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102-3688

BM Associates will make sure that the invoices or vouchers not on printed bill heads will be signed by BM Associates or the person furnishing the supplies or services.

BM Associates will immediately refund any payment made in error, or the JCC may offset the amount paid in error from any payment that is due or that may become due to BM Associates under this Agreement or any other agreement between the parties.

BM Associates will send to JCC a completed Std 204, Payee Data Record Form and will send an updated Std 204 to JCC any time relevant information changes.

BM Associates will assign a dedicated HR Liaison for each key personnel placed at JCC and the assigned HR Liaison will consult with all placed personnel on a weekly basis, inclusive of the JCC Project Manager, to track and assess all duties, expenses and accurate time keeping of activities associated with the project, associated with the placement and subsequent invoices subject to the placement.

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

BM ASSOCIATES RESPONSE:

BM Associates will assign a HR Liaison for every key personnel placed at JCC to coordinate travel and other arrangements as well as consult with all placed personnel on a weekly basis, inclusive of the JCC Project Manager, to track and assess all duties, expenses and accurate time keeping of activities associated with the project, associated with the placement and subsequent invoices subject to the placement. All the travel expenses are reviewed and logged at BM Associates by the HR Liaison and the key personnel submits their travel expense related vouchers, bills and related documents in an expense reimbursement package to the HR Liaison.

After successful verification of all relevant information, BM Associates will submit claims for reimbursement of pre-approved Travel Expenses no later than **60-days** after the end of the month in which the Key Personnel incurred any such Travel Expenses.

BM Associates will submit the completed expense statement for each Work Order where reimbursement for Travel Expenses is being claimed, provided travel is specified as required and subsequently funded by a Work Order. The original invoices, receipts, or printouts will be submitted along with the completed expense statement to substantiate each expense item being claimed.

The BM Associates will not request any reimbursement for non-production work including but not limited to time spent traveling to and from the Home Base, job site or any living expense. BM Associates will not request any reimbursement for non-production work including but not limited to time spent traveling to and from the job site or any living expenses with respect to After-Hours Maintenance and Support. Provided travel of BM Associates’ Key Personnel away from Home Base has been specified as required in a Work Order, and the Work Order includes funding for Travel Expenses, the JCC shall reimburse the BM Associates for Travel Expenses as follows:

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

BM Associates shall submit a written travel plan to the Project Manager, including estimated costs, for review and approval, at the beginning of the Project. BM Associates shall submit revised travel plans for review and approval when and as deemed necessary by the Project Manager.

BM Associates shall submit original invoices and receipts for all Travel Expenses claimed for reimbursement. For ticketless air travel where an original receipt is not available, the BM Associates shall submit either the traveler's printed airline itinerary email that includes payment confirmation or a copy of the traveler's credit card statement with the air travel charge(s) highlighted.

For necessary air transportation, the JCC will reimburse the BM Associates for the actual cost incurred for coach class on a standard carrier.

For overnight travel, the JCC will reimburse lodging expenses incurred while traveling, at BM Associates' actual cost. Lodging costs may not exceed the amount specified per the Master Agreement.

For necessary private vehicle ground transportation usage, the JCC will reimburse the BM Associates at the then current IRS mileage reimbursement rate. BM Associates must provide Mapquest®, or equivalent, printout to substantiate mileage claim.

The total amount the JCC may pay the BM Associates for allowable Travel Expenses under any Work Order shall be included in the Work Order Amount that is set forth in the Work Order.

BM Associates will submit the expense statement with the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order. BM Associates expense statement will have all the relevant details and will resemble the sample expense statement as below.

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.</p>		
Classification		Number of Placements in Past 12-Months
Applications IT Architect		1
Application Support Analyst		1
Application Tester		1
Application Testing Lead		1
Business Applications Analyst		
Sr. Business Applications Analyst		1
Business Systems Analyst		1
Sr. Business Systems Analyst		1
Data Modeler		
Database Administrator		1
Enterprise IT Architect		1
Infrastructure/Operations IT Architect		
IT Developer		3
IT Developer Lead		2
IT Governance Subject Matter Expert		

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**Evaluation Criteria & Proposal Submission Forms
 Attachment C-2**

Classification	Number of Placements in Past 12-Months
IT Infrastructure Subject Matter Expert	
IT Program Manager	1
IT Project Manager	1
Network Engineer	1
Quality Assurance Analyst	
Release Analyst	
Release Manager	
Security Analyst	
Service Delivery Manager	1
Technical Analyst	1
Technical Construction Analyst	
Technical Writer	
TIBCO Development Engineer	

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Evaluation Criteria & Proposal Submission Forms
Attachment C-2

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	04/2016 – 06/2017
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	12/2015 – 06/2017
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	07/2014 – 11/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	12/2015 – 05/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	05/2015 – 12/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	12/2015 – 12/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	03/2016 – 12/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	05/2016 – 12/2016
Name of Individual Placed*	[REDACTED]

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	10/2014 – 07/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	10/2014 – 07/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	10/2014 – 07/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	10/2015 – 04/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	10/2015 – 04/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Enterprise IT Architect
Duration of Assignment (List Dates)	10/2015 – 04/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	10/2015 – 04/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	01//2015 – 02/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	01//2015 – 02/2016
Name of Individual Placed*	[REDACTED]

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**Evaluation Criteria & Proposal Submission Forms
 Attachment C-2**

Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	
JCC Classification	Application Tester	
Duration of Assignment (List Dates)	01//2015 – 02/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	
JCC Classification	Service Delivery Manager	
Duration of Assignment (List Dates)	01//2015 – 02/2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	

End of Evaluation Criterion C-2

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>	
<p>Proposer must complete the following:</p>	
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>The following individuals from BM Associates will serve as key staff for BM Associates in a subsequent master agreement (if a master agreement is awarded to BM Associates). Sourcing Manager: Jeevan Babu Account Representative: Senthil Muniappan Accounting Lead: Henry Braithwaite</p>	
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>Resumes are attached to this proposal.</p>	

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Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

All our key staff are staying with our firm for more than two years.

- Accounting Representative - Senthil Muniappan is with the firm since 1998 and have 24 years of management experience. Senthil Muniappan has extensive experience in staffing services and handled multiple private sector and public sector clients effectively. His understanding of technology and business helps BM Associates devise source strategies to source suitable candidates for the staffing assignments.
- Accounting Lead – Henry Braithwaite is with the firm for more than 2 years since Feb 2014 and is managing BM Associates accounting operations and handles accounts payables, accounts receivables and customer/vendor relations for the firm. He has more than 20 years of experience with sales, accounting and customer relations.
- Sourcing Manager – Jeevan Babu is with the firm since 2009 and have 9 years of recruitment experience. The company offers stable salary as well as profit sharing. Our key staff are dedicated, committed and with the organization for a long time.

Our key staff are motivated and looking forward to working with your organization and deliver value. BM Associates has a good support structure internally to support the success of our key staff and we guarantee the stability of our key staff throughout the duration of the prospective master agreement and beyond.

End of Evaluation Criterion C-4



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**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.	
If exceptions are identified, proposers must also submit: <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
Proposer must complete the following:	
Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]: <input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i> , with no exceptions. OR <input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i> :	
If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:	



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Evaluation Criteria & Proposal Submission Forms
Attachment C-5

If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:

End of Evaluation Criterion C-5



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**Evaluation Criteria & Proposal Submission Forms
 Attachment C-6**

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>	
<p>Proposer must complete the following:</p>	
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>Legal business name: BM Associates, Inc. Type of Business entity: C Corporation, incorporated in Michigan and registered to do business in California from 2006 Number of years the company has been in business: 18 Years (from 1998)</p> <p>➔ Sourcing Business: BM Associates has been providing staff augmentation services from 1998 and has an extensive list of eligible candidates in various domains and skill sets. BM Associates has an extensive network of subcontractors and prospective subcontractors who can be instrumental in identifying and sourcing hard to get skillset candidates in a short duration of time. BM Associates focuses on three core areas, namely, Sourcing, Software product development/implementation/reselling and Software project executions. Sourcing is one of the main businesses the organization focuses on due to our long history of successful placements with multiple private and public sector clients and the expertise we built around this area. Our Software product development/reselling skills and project execution skills enhances our sourcing business in identifying suitable candidates for our customers.</p>	

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Evaluation Criteria & Proposal Submission Forms
Attachment C-6

The company key executives are:

- **President & CEO: Senthil K Muniappan, PMP, PgMP**
Background: Senthil Muniappan has 24 years of IT/Management experience and has 18 years' experience with BM Associates. He is responsible for company's vision, mission and organizational goals. He held leadership positions in fortune 500 companies, Accenture and SAP America. He has a Masters' degree in Engineering. Under his leadership, BM Associates secured SAP Business partnership and maintained good growth.
- **Vice President: Hema Manickam, MD**
Background: Hema Manickam has 18 years of management experience and managed Finance, accounting, vendor relations and business partnerships for BM Associates. She has been with BM Associates for 18 years. She has extensive experience with finance and customer/vendor relations management. Her healthcare background helps the organization develop healthcare products and healthcare managed services. Under her leadership, company has been experiencing good financial growth and stability. Our number of clients where we do sourcing has increased as well.

Mergers, Acquisitions and IPOs: NONE (Privately held)

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

BM Associates is a debt free and financially stable organization and has been in business for 18 years. Our Balance sheets, Profit and Loss (verified by our CPA) and past three years' tax returns are attached with this proposal.



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Evaluation Criteria & Proposal Submission Forms
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Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company’s key executive/Key Staff retention philosophy.

BM Associates has been in business from 1998 for about 18 years and hasn’t had any key executive staff turn-over. Key staff are usually shifted internally due to promotions and the turn-over rate is very small. The company pays much attention to the satisfaction, career growth and work/life balance of its employees. The employees are taken care very well regarding their salaries and benefits. The employees have good freedom in exploring new avenues within the organization for career growth and company growth. BM Associates organizational goals are always in line with employee satisfaction and growth.

End of Evaluation Criterion C-6

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the "Small Business Declaration Instructions" before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: 1386520
2. Small Business Certification active from 11/06/2012 to 11/30/2016
3. Will Bidder subcontract any portion of the contract work to subcontractors? NO

If yes:

- A. State the percentage of the contract work Bidder will subcontract: _____
- B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

- C. Explain how Bidder is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.") _____

4. [^] Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

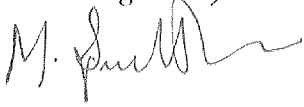
SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> BM ASSOCIATES, INC.		<i>Tax ID Number</i> 38-3440476
<i>Address</i> 9700 VILLAGE CENTER DR, SUITE 50-E, GRANITE BAY, CA 95746		<i>Telephone Number</i> 916-580-3623
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> SENTHIL K MUNIAPPAN / CEO		
<i>Date Executed</i> 05/02/2016	<i>Executed in the County of</i> <u>PLACER</u> <i>in the</i> <i>State of</i> <u>CALIFORNIA</u>	

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) "DGS" refers to the Department of General Services, (ii) "Small Business" refers to an entity certified by DGS as a small business or a microbusiness, (iii) "Bidder" refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) "bid" refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer "yes" and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer "no" and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder's total bid price is \$125,000, enter "28%" ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a "commercially useful function" if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an N/SA.

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1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING SENTHIL K MUNIAPPAN
TITLE OF PERSON SIGNING CEO

**ATTACHMENT H
 IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

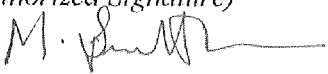
1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Federal ID Number</i>	
BM ASSOCIATES, INC.		38-3440476	
<i>By (Authorized Signature)</i>			
			
<i>Printed Name and Title of Person Signing</i>			
SENTHIL K MUNIAPPAN / CEO			
<i>Date Executed</i>		<i>Executed in the County of</i> <u>PLACER</u> <i>in the</i>	
05/02/2016		State of <u>CALIFORNIA</u>	



ATTACHMENTS

- **KEY STAFF RESUMES**
 - Senthil Muniappan
 - Henry Braithwaite
 - Jeevan Babu

- **SMALL BUSINESS CERTIFICATION**

- **CORPORATE STATUS – ACTIVE/GOOD STANDING**

- **FINANCIAL STABILITY**



Senthil K Muniappan, PMP, PgMP, SAP Certified Associate
CEO

Project/Program Management ~ BPR ~ IT ~ Management Consulting ~ Strategic Planning

Strong experience managing sourcing operations, multiple programs, Enterprise programs, projects, implementing and managing PMO. Experienced Executive, Program/Project manager with 24+ years of combined experience in Staff augmentation business, ERP (SAP/Oracle/PeopleSoft), Health care applications, EH&S, CRM, Custom applications development, IT consulting, Management Consulting and Project/Program Management. Skilled and experienced Project/Program Manager with **PMP** and **PgMP** Certifications. Technology and business visionary with executive and hands-on experience in automating multi-billion dollar enterprises. Industry experience in **Government**, Healthcare, Automotive, Manufacturing, Distribution, Chemical and Consumer Goods.

Strong experience in aligning business processes with ERP implementations by executing successful business process reengineering efforts. Strong record of success in creating robust IT architectures and infrastructures. Proven ability to bring the benefits of IT to solve business issues while managing costs and risks. Led System development, deployment, training and post go-live support of ERP systems, custom applications and packaged software. Strong skills in managing vendor relations, multi-cultural teams, strategic partnerships, project management and personnel management. Eight full life cycle SAP ERP implementations and six full life cycle non-ERP implementations.

- ▶ Staff Augmentation/Sourcing Management
- ▶ Technology Architecture & Integration
- ▶ Global IT Delivery & Project Management
- ▶ Budgeting & Cost Control
- ▶ Organization & Staff Development
- ▶ Change Management
- ▶ Leading Edge Software Development
- ▶ Staff Management & Team Building
- ▶ Feasibility Study
- ▶ Strategic Analysis and Internal Consulting
- ▶ Strategic Partnerships & Business Development
- ▶ Training & Communications

Dynamic management career with strong leadership, problem-solving, planning, team-building and project management skills. Provided strategic direction to senior management on technology and customer satisfaction. Recruit, develop, motivate and retain diverse staff, structuring them in teams that deliver results and savings. Full responsibility for P&L. Excellent mix of management and technology skills. Strong experience in Contract, procurement, change management, personnel, risk, quality and stakeholder management. Well versed with ASAP methodology, ADM methodology, State of California Project Management methodology (CA-PMM), Earned Value Management and Cost control.

EDUCATION

PSG College of Technology, Tamilnadu, India
 Master of Engineering – Applied Electronics, 1992

TRAININGS & CERTIFICATIONS

Program Management Professional – PgMP™	PMI
Project Management Professional – PMP™	PMI
SAP Solution Manager	Accenture
Certified Supply Chain Professional - Certification	APICS
Value Driven Program Management	Accenture
Core Manager School	Accenture
SAP EH&S Occupational Health and Safety Mgmt - Cert	Technidata
SAP EH&S Industrial Hygiene & Safety Mgmt - Cert	Technidata
SAP EH&S Management - Certification	Technidata
HIPAA Regulations and Compliance	Accenture
Public Sector – Funds Management	Accenture
SAP Business One Consulting Certification	SAP America
SAP Business One Sales Certification	SAP America
mySAP CRM 3.0 Advanced Middleware Consultant	SAP America
mySAP CRM 3.0 Middleware Consultant	SAP America
SAP R/3 Security Advanced Authorizations	SAP America
mySAP CRM Consulting & Pre-Sales Certification	SAP America
Root Cause Analysis	DaimlerChrysler Corporation
SAP R/3 ABAP Certification	SAP Canada
DB2 V5 Features – DBA	DaimlerChrysler Corporation
Object Oriented Analysis and Design	DaimlerChrysler Corporation
IEF (Interactive Engineering Facility)	TATA Consultancy Services
Software Systems Analysis & Design (SSAD)	TATA Consultancy Services
Leadership Skills	TATA Consultancy Services
Windows SDK Development	TATA Consultancy Services
COBOL/CICS Programming	TATA Consultancy Services
Time Management	TATA Consultancy Services
Artificial Intelligence	PSG College of Technology

SKILL SUMMARY

PROJECT MANAGEMENT:

MS Project, Clarity, Earned Value Methodology, SDLC, ASAP, Cost Management, Schedule Management, Quality Management, Risk Management, PMBOK, SAP Solution Manager, California Project Management Methodology (CA-PMM), Accenture Project Management/Delivery Methodology (ADM)

OPERATING SYSTEMS:

9700 Village Center Dr, Suite 50-E, Granite Bay, CA 95746 • www.bmassociates.com
 Off (916) 367-7787

MVS/ESA, UNIX, WINDOWS

APPLICATIONS:

SAP R/3, mySAP CRM, SAP Netweaver 7.0 OLTP, Solution Manager, SAP Business One, Oracle Warehouse Builder

PROFESSIONAL EXPERIENCE

BM ASSOCIATES, INC., Michigan, USA
CEO/CIO

1998 to Present

Provided executive leadership as head of global IT (Internal as well as some of the customers). Manage staff augmentation and sourcing business units for BM Associates. Managed multiple SAP Enterprise Projects. Responsible for understanding Customers' business goals & objectives, and engineer/propose/ deploy business IT solutions & IT architecture to improve their business bottom line and to reduce TCO. Responsible for many aspects of strategic IT planning, implementation and support as an integral component of customer's business plan. Improved IT's performance and service levels. Transformed IT into a strategic business partner for many clients and for the organization.

- ◆ Implemented multiple quality standards and automation for staffing business units and increased customer satisfaction
- ◆ Implemented and managed Project Management Office (**PMO**)
- ◆ Participated in Project Oversight committees
- ◆ Analyzed RFPs, estimated effort for bids, managed procurement and did the contract administration
- ◆ Worked with user groups, conducted needs assessments and did Fit & Gap analysis
- ◆ Responsible for hiring, structuring and building project teams
- ◆ Responsible for budget, design, and support of all technology undertakings
- ◆ Hired and managed geographically dispersed staff of differing culture and weaved them into performing teams.
- ◆ Initiated and developed in-house (onsite/offshore) project management office product for better control of multiple projects
- ◆ Steered multiple simultaneous SAP ERP/CRM projects to completion with customer satisfaction within time and budget
- ◆ Initiated and brought-in SAP business partnership to effectively utilize existing IT resources and increased the revenue of the company by two-fold.
- ◆ Responsible for putting together dedicated sales team, pre-sales support, implementation team and managing the SAP project executions
- ◆ Brought in SAP ISV Partnership and steered the ISV program for the BMA flagship product Mfg. IQ, a Manufacturing Intelligence Product
- ◆ Architected and managed the development of a managed Medical Records Services system for Health care providers based on Java/Internet architecture and Oracle backend

- ◆ Responsible for streamlining and coordinating Knowledge management efforts between SAP America's Business One support team and BMA's Professional services project teams
- ◆ Responsible for evaluating and selecting software/hardware products
- ◆ Developed IT strategy and initiatives aligned with the Company's vision, goals and objectives
- ◆ Implemented quality concepts, quality circles, six sigma, SDLC and PMI methodology for all project teams
- ◆ Increased productivity through internal time management systems and 360° performance measurement systems
- ◆ Managed global relationships with key vendors, consultants, strategic partners and customers
- ◆ Published Whitepaper regarding Inventory systems
- ◆ Participated in IDC/SAP whitepaper regarding BMA Implementation Services

PROGRAMS Managed:

- ◆ SAP ISV Partnership
- ◆ Mfg. IQ (Manufacturing planning/execution system) Product build (multiple projects)
- ◆ Health care system – Product build, marketing (multiple projects)
- ◆ Strategic Partnerships – Gedas, Tata and Logica CMG
- ◆ BMA Quality & Certification

SAP AMERICA, INC., Michigan, USA

2001 to 2002

SAP CRM, Security, ERP, Strategy

My team was responsible for mySAP CRM 3.0 product middleware rollouts, collecting customer requirements, understanding business rules, translating into proper configurations, assisting customizations/modifications, recommending and training customers on SAP security infrastructure, coordinating and assisting SAP R/3 Technical Interface developments, assisting the Sales team with mySAP CRM prototypes and demos and presentation to the prospects /customers.

- ◆ Responsible for requirement gatherings, business process mappings, customizations, developments, deployment and support
- ◆ Responsible for agreed upon deliverables, customizations and modifications
- ◆ Responsible for CRM and R/3 interfaces and business process streamlining
- ◆ Involved in creating and customizing CRM objects, properties, interfaces and workflow according to the business rules and responsible for testing & quality assurance
- ◆ Responsible for assisting the customers in SAP security related issues and training needs
- ◆ Assisted IBM in setting up SAP CRM Security architecture and trained IBM employees
- ◆ Involved in mySAP R/3, CRM 3.0, CUA Security Installations
- ◆ Involved in the rollout of mySAP CRM Internal training system for presales support



- ◆ Provided technical and business support for the mySAP CRM sales team

Customers: IBM, Medline Industries, Symbol Technologies, Boston Scientific, Owens Corning

DAIMLERCHRYSLER CORPORATION, Michigan, USA

1994 – 2001

Managed developments and customizations of the SAP R/3 systems and legacy interactions for DaimlerChrysler Argentina, DaimlerChrysler Europe and DaimlerChrysler MBUSA integrations and conversions.

- ◆ Responsible for requirement gathering, customer interactions, business process mappings with the functional consultants, development, testing, quality assurance and production support
 - ◆ Designed, developed and coordinated legacy-SAP automated BDC interfaces from national sales offices and dealers
 - ◆ Responsible for managing Master data import, customer validation, report development, dynpros, user enhancements and performance tuning
 - ◆ Designed and developed data repositories for sensitive information for fault tolerance and reuse
 - ◆ Assisted in Program management and License audits of all the solution instances across all landscapes at DaimlerChrysler
 - ◆ Initiated and developed a software package to take care of the ease of user administration utilizing SAP RFC and Visual Basic
 - ◆ Responsible for producing reports for management regarding resource utilizations, user access, license utilizations
-

MEMBERSHIPS/CERTIFICATIONS

Project Management Institute (PgMP Certification)
Project Management Institute (PMP Certification)
PMI-Sacramento Valley Chapter (VP Operations, 2008-2009)
APICS, Association for Operations Management
(CSCP – Certified Supply Chain Professional Certification)
HIMSS – Healthcare Information and Management Systems Society
itSMF, USA (IT Service Management Forum)
ACM (Association for Computing Machinery)
IEEE (Board of Director – 1991)



Henry Braithwaite
Senior Business Development Executive
916-580-3623

PROFESSIONAL SUMMARY:

- Twenty years of professional Sales/Director/VP level experience in the telecom/networking industry as a Demand Creator & Business Advisor for Carrier, Enterprise, Software & Public Sector.
- Polished professional with ability to manage teams and act in an individual contributor role. Strong ability and aptitude for Senior Level prospecting and relationship building with commercial, government and channel partners. Extensive Technical Expertise.
- Performed at, above or near plan in all engagements including Top Line Revenue attainment while keeping OpEx & CapEx below budget. Expertise in Organic growth in maintenance, service, channel & direct sales.
- Contract negotiation, SOW development, Project Management, Partner development

Sales Leadership, Strategy & Growth:

• Zinger-Miller Management Style
• Hersey-Blanchard, Situational Leadership
• LaVon Koerner - Revenue Storm, Senior Level Demand Creation - Demand Capture
• Cisco Certified Sales Executive (CSE)

PROFESSIONAL EXPERIENCE:

BM Associates, Inc.

Director, Business Development

2/2014-Present

Manage accounting operations, Business Services Management Consulting for start-ups, technology firms, e-commerce companies and software – network organizations. (Growth strategies, tactical consulting, Market analysis). Manage sourcing/staff augmentation services for clients. Technical expertise in Predictive Analytics, Enterprise and Cloud based ERP and Customized App Development including Mobile and SEO. Provide Business Development, Partner Coordination and Contract Management for funding, evaluation, work-a-bout and ‘go to market,’ expansion’ strategies.

Level 3 Communications:

Account Director – State of California, Cal Net 3 Capture SLED

1/2013-2/2014

Director role leading capture team of 12 in business development effort to secure PMAC status with State of California’s CalNet 3 Procurement exercise. Secured over \$1M in funding plus staff/Business Managed acquisition & implementation of new clients such as the Legislative Data Center and Senate Office. Provided Public Affairs support within the legislature & Governor’s offices and within specific agencies, cities, counties and higher education & research. Run rate revenues of \$13M annually and grew market by 4%.

Integra Telecom

Enterprise Account Manager (Public Sector, Large Commercial)

11/2011-1/2012

Hunter position providing Business Development and Sales into California's State, Local, Education, Health Care Markets as well as large Enterprise in Sacramento. Brought SVP/CIO engagements from CHP, EDD, E911, CENIC, OTECH, etc. As well as new Strategic New Logo's from O1 Communications,

9700 Village Center Dr, Suite 50-E, Granite Bay, CA 95746 • www.bmassociates.com
Off (916) 367-7787

- Clients included UPI, Toshiba, UC Davis Medical Centers, Northrop Grumman & State of California

Tri Tel Communications 3/97 – 11/97

Vice President Sales , San Diego CA,

- Consultant – Board Member. Generated market strategy for Startup, Executive search for VP of Sales, Engaged VCs for funding, Business Development Consultant

Cable & Wireless, LA, Orange County, San Fernando Valley, CA 02/96 – 02/97
District Manager

- GM-Sales/Ops responsibility for direct/channel distribution of voice/data services.
- Responsible for two sales teams, one team *ranked #1* in domestic US sales.

GE Capital (Access America), Walnut Creek, CA, 07/91 – 07/95
Regional Vice President – District Manager

- GM-Sales/Ops responsibility for voice and wireless services for \$30M mid-market businesses.
- Increased revenues **262%** and cut **net loss 54%** created first profitable organization.
- Lead field representative on Integration Team, Post Acquisition of United Telemanagement
- #1 in National Sales every year

NEC Unified Solutions, Pleasanton, CA, 06/89 – 06/91
Major Account Manager

- Enterprise sales of PBX, CTI, Networking and software sales to F100, public sector community; rank in top 20% in 1990. NorCal Sales rep of the month three times 1990.

MFS-CENTEX, Santa Ana, CA, 04/86 – 06/89
Managing Director

- Opened San Diego market and acquired President's Club & Leadership Council every year
- Promoted three times and led market to be #1 market in California.
- Top 10% Performer every year

EDUCATION & ORGANIZATIONS:

California State University, Fullerton, CA, 1981 (Bachelor of Arts-Industrial Psychology)
Whitehead College, University of Redlands, California 1997 (MBA candidate, 4.0 g.p.a.)
The Wharton School, University of Pennsylvania-Aresty Institute, Executive Development Series Seminars 1995

Associations:

Tech America – Procurement Committee
 State of California – Governor's Task Force on Cyber Security
 Commonwealth Club
 Northern California Call Center Association
 Silicon Valley Sales Professionals
 Techcoire (Business Development)
 Board Member (former) Environmental Voices Non-Profit
 Board Member – Finance Committee Cross Pointe Community Church



Jeevan Babu
Senior Recruitment Lead
916-367-7788

A seasoned human resources professional with 9 years of expertise and interest in recruitment, employee relations, customer relations, team development and management, transitions and stake holder management across geographies

Professional Skills Summary

- ❖ Leadership recruitment
- ❖ Mid-Level/Senior-Level IT recruitment
- ❖ Contingent labor/Vendor management
- ❖ Recruitment process outsourcing - RPO
- ❖ Transitions, Planning & Execution
- ❖ Excellent HRMS, VMS, Systems knowledge
- ❖ HR Analytics, Reporting/MIS
- ❖ Employee relations
- ❖ Campus hiring
- ❖ Office administration and general management

Professional Experience Summary

Manager – Recruitment July 2009 – Present
BM Associates, Inc.

- Leading the recruitment professionals in BMA team
- Responsible for stake holder management, sourcing activities for full time technology positions in US
- Responsible for Sourcing strategies, Employer Branding, Social Media recruitment and New vendor development
- Conduct weekend drives for bulk hiring for volume requirements
- Team management, recruitment planning, sourcing, back ground investigations, on-boarding
- Used MS Visio for designing & presentation
- Prepared process documents, SOP, SLA & and publishing weekly metrics

Assistant Manager – Human Resources April 2007 – September 2008
Satyam Computer Services

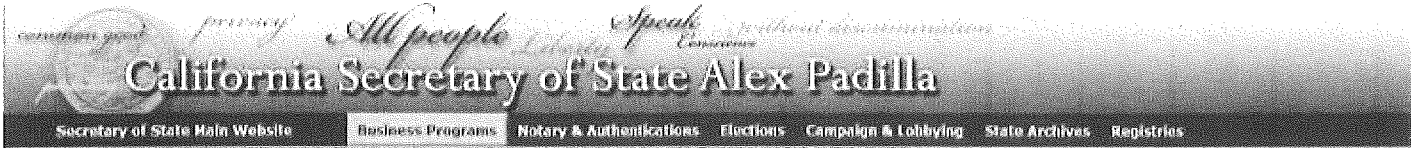
- One of the point of contacts for onsite recruitment for Satyam for their USA/Canada lateral IT positions
- Did Executive hires for Manufacturing, Healthcare and Consulting/Enterprise verticals
- Hired professionals through various sourcing methods like professional network, associate relations, referrals, various job boards and staffing vendors across various verticals and horizontals
- Coordination between on site and offshore stake holders and successfully met targets for talent demands, budgets
- New vendor development and vendor management
- Handled employee relations for couple of business verticals, did resource management and other post recruitment activities including event organizing, open houses/symposiums, payroll advices, relocation, travel, exit/separations, service certificates etc.,

Education and Training

- MBA (International Finance), London School of Commerce
- Bachelor of Engineering, Aeronautical Engineering, Periyar University
- Harvard's seven element negotiation framework, Satyam Computers
- Business communications and other soft skills training, Satyam Computers



CA BUSINESS CERTIFICATE



Business Entities (BE)

Online Services

- E-File Statements of Information for Corporations
- Business Search
- Processing Times
- Disclosure Search

Main Page

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/business reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

FAQs

Contact Information

Resources

- Business Resources
- Tax Information
- Starting A Business

Online Alerts

- Business Identity Theft
- High-Risk Business Solicitations

Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Friday, May 06, 2016. Please refer to Processing Times for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name	BH ASSOCIATES, INC.
Entity Number	00149512
Date Filed	02/04/2009
Status	ACTIVE
Incorporation	REGULATED
Entity Address	17511 SWAN LAKE DR
Entity City, State, Zip	GRANITE BAY CA 95746
Agent for service of process	STEPHEN J. MANIATYAK
Agent Address	17511 SWAN LAKE DR
Agent City, State, Zip	GRANITE BAY CA 95746

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Suspended," the agent for service of process is automatically revoked. Please refer to California Corporations Code section 2114 for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entry name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions](#) and [Status Definitions](#).

[Modify Search](#) [New Search](#) [Printer Friendly](#) [Back to Search Results](#)



**State of California
Secretary of State**

CERTIFICATE OF STATUS

ENTITY NAME:

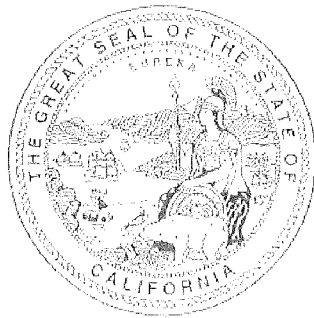
BM ASSOCIATES, INC.

FILE NUMBER: C3189512
REGISTRATION DATE: 02/20/2009
TYPE: FOREIGN CORPORATION
JURISDICTION: MICHIGAN
STATUS: ACTIVE (GOOD STANDING)

I, DEBRA BOWEN, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is qualified to
transact intrastate business in the State of California.

No information is available from this office regarding the financial
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of October 16, 2014.

DEBRA BOWEN
Secretary of State

BY DEBRA BOWEN

RML

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)



RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing			
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)			
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>					
Proposer must complete the following:					
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>					
	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0%	2%	4%	8%	10%

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	35%	35%	35%	35%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	25%	25%	25%	25%



**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	130
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	100
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	100
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	110
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	110
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	130
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and	110

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	125
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	120
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	115
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	145
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	145
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning.	98

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing, coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	120
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	150
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	150
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	170
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation;	155

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	105
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts, and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	100
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	100
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	110
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	105
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	110
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party	110



**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	110
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	90
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support; preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	130

End of Evaluation Criteria C-2 Pricing



DatamanUSA, LLC

Judicial Council of California

RFP Number: ISD-201601-RB

RFP Title: Master Agreements for Technical Staff

Augmentation Services

Bid Prepared for and Submitted to:

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden
RFP# ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Proposal Due Date: May 11th 2016 @ 1:00 PDT

Nidhi Saxena
DatamanUSA, LLC
6890 South Tucson Way, Suite 100
Centennial, Colorado 80112-3919
720-248-3110 Phone
720-248-3200 Facsimile
contact@DatamanUSA.com
www.DatamanUSA.com

Cover Letter

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden
RFP# ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

May 10th 2016

RFP No. ISD-201601-RB - MASTER AGREEMENTS FOR TECHNICAL STAFF AUGMENTATION SERVICES

Dear Sir/Madam,

DatamanUSA is an IT Services company providing Information Technology Professional Services for over 15 years. We have won numerous similar contracts from state, local and federal government agencies and many commercial organizations like Northrop Grumman. DatamanUSA has a strong past performance in city and local government organizations is a financially stable and profitable company with the knowledge, familiarity and resources to manage every aspect of the contract.

DatamanUSA is submitting proposal as a prime contractor and using Cloud Consulting Services Inc as a subcontractor. However DatamanUSA will be single point of contact for the contract.

DatamanUSA Designated Representative and Single Point of Contact:

Nidhi Saxena, President
DatamanUSA, llc,
6890 S Tucson Way, Ste 100, Centennial, CO 80112
W: 720-248-3110; [REDACTED]
Email id: Contact@DatamanUSA.com

- Proposal is signed by Nidhi Saxena who is authorized to bind DatamanUSA to a contract.
- The proposal has an irrevocable offer for 120 days following the Proposal Due Date & Time as set forth on the coversheet to this RFP.
- DatamanUSA, llc (Prime) and Cloud Consulting Services Inc (Subcontractor) are incorporated in the State of Colorado with and are in Good standing in the State of Colorado. (Certificates are attached). We will ensure registration and business licenses meet State of California requirements, if contract is awarded.
- We acknowledge the receipt of addendum 1

DatamanUSA understands and accepts the requirements, terms and conditions, procedure and all proposal exhibits identified in this RFP. We appreciate this opportunity to partner with you. If you have, any questions do not hesitate to contact me at 720-248-3110.

Best Regards,

Nidhi Saxena
Nidhi Saxena
(Nidhi Saxena)
President
DatamanUSA, llc

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion:	Methodologies
C-1	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC's invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.

Proposer must complete the following:

Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.

Recruiting (Sourcing) Methodology

DatamanUSA is an accomplished IT staffing and IT Services firm with 15+ years of experience providing high quality services to government and commercial clients nationwide. Our staffing approach is driven by a meticulous screening process, combining our understanding of the requirement, and similar experience staffing government organizations.

Our Core Competency truly is "Finding the right candidate for the right job at a value price to our client faster than any other company." Our culture, technology platform and compensation system are consistent across categories which are all designed to find, attract and retain the BEST talent across the entire numerous job categories. The process, training and personnel are tuned specifically for the idiosyncrasies of each category. This way of doing business has helped us enjoy national recognition/awards for growth and achievement in our field. DatamanUSA has vast expertise and experience in sourcing, attracting and retaining the best technical professionals in the United States.



DatamanUSA Recruiting (Sourcing) Sources

Bench: Having successfully filled over 500 positions in the public sector, we keep a strong bench of resources that have previous success with our clients. This allows us to fill our client's immediate needs on short notice.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**



DatamanUSA Recruiting Sources

Resume Shopping/ Databases: DatamanUSA subscribes to multiple resume databases including Dice and Monster. We also use an in house proprietary recruitment management system (RMS) that currently has over 350,000 resumes with qualified candidates in each category listed in the RFP.

Job Board Recruitment: DatamanUSA does post our open positions on job boards such as Dice, Monster and Indeed when needed. However most of our positions are filled through our current network of professionals and our proprietary RMS System.

Local Area Network: DatamanUSA is currently working in the Northwest Region and is actively recruiting local candidates for all categories.

Creative Sourcing – LinkedIn, Facebook/Social Media,

Targeted User groups: DatamanUSA Recruiters in all categories are trained on web searches, networking via LinkedIn/Facebook, and other methods of finding “passive candidates”. These candidates are often not responsive to advertisements and are not posting their resumes in areas for public consumption. By reaching out to such passive candidates, we have found candidates in two days, where existing vendors had failed to provide resumes after weeks of searching. DatamanUSA is a member of multiple Java user groups.

Employee Referrals: Many of our new hires are referrals from existing employees. Our referral program allows employees to submit referrals to DatamanUSA. When those individuals are placed on assignments through DatamanUSA, the referring employee receives a monthly bonus for the entire duration of the project allowing for a substantially larger payout than a traditional referral program.

Job Fairs/Advertising: DatamanUSA participates in numerous expos and job fairs across the country each year. Interested candidates are presented with an overview of DatamanUSA and invited to supply their resumes to our RMS database to participate in DatamanUSA/Client opportunities.

Recruitment Management System Database (RMS)

Our recruiting team is supported by *Recruitment Management System (RMS)*, our web based state of art proprietary recruiting system and onboarding management system. It is also a Customer Relationship Management for our candidates. The RMS provides an easy interface to our Technical Recruiters and accounts team. RMS provides very tight collaboration in various teams included in the whole recruitment process. Our recruitment manager keeps a close eye on the recruitment process using RMS. It provides various tools and features such as, requirement status, number of requirements currently opened, assigned recruiters, submissions made by particular recruiter, etc. RMS currently has more than 350,000 resumes in its database. It also has feedback and comment options. With the combination of our management controls, our ten-step recruitment

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

process based on ISO framework, along with tools like RMS, we ensure consistency in recruiting, screening, and presenting each consultant to our customers. Our Account Manager with support from our Sourcing Manager, will oversee the process flow to ensure consistency throughout the ten steps and to assure high quality candidates are delivered the JCC.

DatamanUSA understands that finding consultants for niche or high demand technologies is a difficult and challenging task. At the same time, it is critical for JCC to contract with IT staffing vendors who can successfully provide resources for niche or high demand technologies. To meet this challenge, DatamanUSA uses various sourcing methodologies, as explained below.

- ✚ **Internal Network:** DatamanUSA has a strong network of people experienced in various IT skills. DatamanUSA regularly checks on project end dates of these consultants and submit those, whose projects are going to end and are a good match for the requirement. Our network of IT professional has proven to be a valuable resource when sourcing hard to find skill sets. Our team members have relationships with user groups across the country for specific niche technologies. These relationships help us in finding high demand hard to find professionals.
- ✚ **Nationwide Recruiting Center:** Our Nationwide Recruiting Center is assigned the task of proactively identifying and pre-screening candidates for difficult-to-fill skill sets/locations/pay rates in a variety of locations and for specific clients. Their efforts result in a large proprietary database of pre-screened candidates for our recruiters to pursue when a requirement is received.
- ✚ **Subject Matter Experts:** DatamanUSA has Subject Matter Experts on staff and on consultancy to broaden our networks in difficult niche areas through referrals and networking groups. Our SMEs have made a difference in our approach, and we are proud to note that because of their expertise and ability to network, many of our "difficult to find resources" have become less difficult to find.
- ✚ **Market Research:** DatamanUSA subscribes to specific market research and taps into local organizations, associations, as well as colleges and universities to build a network of potential candidates for hard-to-fill staffing needs. In addition, our recruiters and account managers are familiar with their geographies and the corporations within them. They know the often-recruited positions at these companies and prepare and plan to fill those positions when they become available.

Our strategy has proven successful in many formerly challenging areas, including Application Architects and Infrastructure Architects, where we have now identified a large and local contingent talent pool. By diligently recruiting and sourcing for difficult-to-fill roles utilizing SME insight, networking/user group participation, and flat out sourcing tactics on a daily basis, we have developed a strategy that has turned the balance in our favor. The typical search times for these types of positions is around 1 to 3 weeks. However, by working closely with our clients to forecast and fully understand the technical and interpersonal skills of anticipated needs, *DatamanUSA can develop and maintain a pipeline of qualified candidates* that are able to support the JCC needs in a much shorter period of time.

DatamanUSA Recruitment Process and Responsibilities

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Recruitment Process	Responsibility
Judiciary Council of California (JCC) Requisition	
<ul style="list-style-type: none"> Analyzing clients staff requisition and write synopsis of the requisition Submitting position description and requirements in RMS 	Account Manager
Identify Consultant	
<ul style="list-style-type: none"> Assigning to team lead through RMS Check if there is matching skilled consultant available "on bench" Identifying existing skill sets and candidates within DatamanUSA RMS database Sharing job profile to all consultants by posting it on our website and sending mailer to approved consultants for referrals Posting job to external job sites (DatamanUSA website, Dice.com, Monster.com, CareerBuilder.com and shared with approved subcontractors) 	Sourcing Manager
Pre-Screening & Interview (DatamanUSA Level)	
<ul style="list-style-type: none"> Executing a comprehensive prescreening that confirms motivation, previous experience, salary, skill level, clearance and potential team-fit. Prescreening includes online test (using Prove-It, Brainbench & internal tools) and general knowledge test. Interview – Conduct detail technical interviews based upon client's requirement. (Most IT skill sets are interviewed by our TR team, and if expert skills are required, these are taken care by our panel of SME's having excellent experience in same domain, which form our Qualified Technical Screen team) Discussing salary requirements and relocation needs with candidates Evaluating attitude and aptitude by discussing team scenarios. <p><u>Technical Skill Evaluation</u></p> <ul style="list-style-type: none"> Conducting initial assessment of the candidate's technical qualifications. Conducting detailed technical interviews based on job requirement. <p><u>Soft Skills Evaluation</u></p> <ul style="list-style-type: none"> Evaluating candidate's communication, creativity, thinking, flexibility, change-readiness, problem solving, team building and listening skills. 	Technical Recruiting Team and SME's
Evaluation (DatamanUSA Level)	
<ul style="list-style-type: none"> Preparing the feedback form to summarize the results of the interview and update RMS with qualified consultants. Relaying interview results Checking references 	Sourcing Manager Account Manager
Submission to the JCC	
<ul style="list-style-type: none"> Confirm we have Right To Represent from the candidate for each position Creating skilled matrix matching required skills with experience of consultants to present consistent skill summary to the JCC Submitting resumes with a skill summary and references to the JCC 	Sourcing Manager Account Manager

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Client Interview	
<ul style="list-style-type: none"> • Discussing interview schedule with the JCC hiring manager for pre-qualified consultants • Setting up face to face or telephone interview as per JCC requirement 	<ul style="list-style-type: none"> ↓ Recruitment team ↓ Account Manager
Background Checks (If requested by the client)	
<ul style="list-style-type: none"> • Depending upon requirement, conducting criminal, citizenship or legal working status, driving records, drug tests, employment records, license verification and background check for selected candidate 	<ul style="list-style-type: none"> ↓ Sourcing Manager
Offer	
<ul style="list-style-type: none"> • Complete all due diligence before extending an offer to successful consultants • Extending the offer • Share candidate's decision or initial response with the JCC hiring managers 	<ul style="list-style-type: none"> ↓ Account Manager
Joining	
<ul style="list-style-type: none"> • Informing the joining date of the candidate to the JCC • Conducting e-Verification • Confirming candidate joins the project on specified date 	<ul style="list-style-type: none"> ↓ Account Manager
Ongoing Support and Training	
<ul style="list-style-type: none"> • Conducting training on need/ project basis • Updating PDP (Personal Development Plan) of each candidate 	<ul style="list-style-type: none"> ↓ Account Manager ↓ CIO

Technical Partnerships: DatamanUSA continues to utilize Technology Partnerships with leading technology companies. These partner programs provide DatamanUSA with access to cutting edge technology training and technical support. DatamanUSA also partners with other institutes like PMI for project managers.

Example:

- DatamanUSA is a Microsoft Silver Partner
- DatamanUSA has PMI certified (PMP) project manager
- Oracle Certified Professional

Methodology and tools used to ensure consistency: To ensure consistent best fit, DatamanUSA uses ten-step recruiting framework also referred to as our recruitment productivity process, which breaks recruitment down into ten clearly-identifiable steps. The factors that make our process unique are the way we execute these steps and DatamanUSA's long established, proven staffing experience. Staffing is a DatamanUSA core competency executed according to best practices developed through industry analysis and optimization.

There are management controls throughout the process. Each of the ten steps has its own key metrics, and team members are held accountable for performance against them. We report on metrics every day, making

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

adjustments to ensure that we deliver client's objectives as productively as possible. This selective recruitment policy ensures that only the best of the software industry are inducted and they provide cost-effective solutions to the challenging information technology needs to meet up to our customers satisfaction. Entire process is automated in the *Recruitment Management System (RMS)*, our web based state of art proprietary recruiting system and onboarding management system. It is also a Customer Relationship Management for our candidates.

(1) DatamanUSA's Subcontracting relationships with other firms and what classifications they cover;

Subcontractor Utilization: We do understand in some occasions that partnering is needed in order to bring specialized resource to our customers. That's why we have partnered with some of the best companies nationally to assist in these areas of need and to extend our offerings in certain niche skill sets. DatamanUSA has business relationship with over 200 other recruitment and staffing companies. Some of these companies specialize in a particular region or state, while others are experts in specific technologies. For the Judicial Council, DatamanUSA is proposing to use Cloud Consulting Services Inc as a subcontractor. DatamanUSA and Cloud Consulting Services have been working together for State of Colorado, Texas, Washington and Commonwealth of Massachusetts.

Cloud Consulting Services Inc focuses on Application IT Architect, Enterprise IT Architect, Infrastructure/Operations IT Architect, IT Developer, IT Developer Lead, IT Project Manager and TIBCO Development Engineer. If we are unable to find a resource within 24 hours of receiving the staffing request, we will forward the resume request to our subcontractor. After shortlisting resumes shared by our subcontractor, the screening process is triggered. Only the best of these consultants is forwarded to our clients. This enhances our ability to provide staff, no matter what the required skill-set and location. We **hold ourselves accountable** for every resource that is working at our client site via our contract and/or program. We hold our subcontractor to the same **HIGH STANDARDS** that we have for ourselves. We hold ourselves accountable for every resource that is working at our client site via our contract and/or program.

(2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and

DatamanUSA has an exceptional record of identifying, attracting, and retaining the right person, at the right time, the first time. DatamanUSA maintains a team of nationwide recruiters who are DatamanUSA employees, because we believe that recruiting is too important to outsource. We a wealth of experience to our clients as a result of the success we have enjoyed in serving commercial and government organizations across the nation. DatamanUSA consultants are experienced professionals that have passed internal checks and balances to ensure top quality experts represent our company. We are able to support customer needs and requirements by leveraging our national recruiting team and subcontractor partners.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

At DatamanUSA we pride ourselves in our ability to provide talent with hard to find skills. Our efficient recruiting model staffed with experienced recruiters and support members provides us with excellent capabilities in locating scarce resources. We do have several strategies for finding people with scarce skills utilizing our vast resume database in creative ways. We know which companies employ candidates with the highly recruited skills. With that knowledge and the fact that it's very likely someone in our database has worked at those customers, we begin to network and develop a candidate pool rather quickly. We also work to develop candidate pools for scarce skills when we know those skills likely will be required by one or more customers. Expectations management is the key to developing relationships with those skilled candidates when the opening date is yet unknown.

Our Account Manager is responsible for determining the likely needs of our customers and communicating those needs to our technical recruiters to ensure that we can respond in a timely manner. Most of our new-hires (over 55%) are referrals from existing employees. The Employee Referral Program is a cornerstone of success in identifying new employees. This approach provides an incentive for the referring employee to stay in touch with the referral and to ensure that all parties are satisfied with the relationship.

Our recruiting methods include employee referrals, participation in career fairs, attendance of technical seminars, networking at user group meetings, offering outplacement services to companies announcing layoffs, multiple Internet job posting/resume search sites, posting ads, college placement centers, internships, and open houses and other image enhancing programs. This state-of-the-art recruiting process ensures that DatamanUSA can meet the expanding and increasing complexity of the needs of our customers.

(3) DatamanUSA's plan for filling positions in diverse geographic locations through California.

Nationwide Reach

DatamanUSA has a nationwide reach and has delivered IT Staff Augmentation and IT Services to customers in over 25 states and Washington DC. Our nationwide reach is beneficial to the Judicial Council as we have a network of consultants with unique skills that can be brought in. Our strong network of consultants will allow us to provide support to all regions of California. Once we start a contract, DatamanUSA's recruiting puts a focus on building new relationships with potential candidates in all potential service areas. DatamanUSA has provided services in the following states. This reach shows our ability to provide service in diverse areas.



**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

California Focus

Our California clients are supported by local account manager who is based in Fremont, CA. The local account manager provides support to clients and reach out to local users and networking groups/opportunities to build relationship with local resources.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples.

Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP.

DatamanUSA uses **Microsoft CRM** as internal **Customer Relationship Management** tool with build in CRM processes and reports. The Microsoft CRM helps provide high quality sales, order processing and customer services.

DatamanUSA has been in business for over 15 years. During that time we have administered numerous contracts with Government agencies and as well as many private companies. These experiences have given DatamanUSA the experience and expertise to professionally and successfully administer the Judicial Council contract. We have developed order processing and support policies that allow us to seamlessly work with our government clients. DatamanUSA has knowledge and experience in each of the functional areas of the contract that will allow for successful administration. DatamanUSA is a financial stable and profitable company. We will have the resources to handle each aspect of the contract and provide the support that each agency deserves.

We will communicate with the Judicial Council who their DatamanUSA contact is and who will handle each aspect of the contract. Develop a strong line of communication between the agency and the DatamanUSA team. We believe that communication is the key to successful contract administration. If we understand the clients challenges and goals it helps us to work with the client to assure that their needs are properly met.

DatamanUSA is an agile company, ready to handle new demand. We will assign an account manager to oversee day-today communication with the Judicial Council.

Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

DatamanUSA has over 15 years of experience managing similar government contracts and has processes in place ensure accurate time keeping.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

DatamanUSA provides each consultant with a time sheet to be signed by the lead JCC representative on each project. Each week our consultants turn in the time sheets to DatamanUSA's HR department. Each timesheet is submitted with our invoices along with a status report on individual project. DatamanUSA also submits a status report with invoice to ensure that stakeholders are aware of current state of the project and hours used/left in the assignment.

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation).

DatamanUSA submit monthly invoices in the first week of the month. This includes travel reimbursement. Hence the travel reimbursement requests will not be delayed beyond 5-6 weeks from the date of travel depending upon when travel was made. Example: If travel is made in the first week of the month, the invoice will be submitted in the first week of next month. However if travel is made in the last week of month, invoice will be submitted in the first week of next month (i.e. within 1-2 weeks from travel).

All employees are requested to submit printout of the google maps of similar for mileage substantiation.

Describe and discuss your methodology for keeping track of Key Personnel's travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information.

All travel arrangements are made by DatamanUSA administrative staff who looks for the most economical ways to travel. Administrative staff ensures that DatamanUSA has discounted and preferred pricing with leading travel companies.

Example: DatamanUSA has preferred plan with Enterprise Rent a Car.

All key personnel uses company business cards and submit travel reimbursement form for approval. The form has all categories that are eligible for reimbursement along with limit, if any. DatamanUSA reviews each form and confirms that travel has been approved. We submit invoices along with the travel reimbursement form on a monthly basis. DatamanUSA bills either GSA standard travel rates or an agreed upon rate per client policy.

Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

DatamanUSA's accounting department provides our clients with all reports required by the JCC. Our accounting system allows us to create all reports required by the JCC and DatamanUSA can customize our reports to meet the JCC's needs. DatamanUSA's accounting team along with our account managers keep an accurate assessment of each ongoing project and our account manager keep our clients updated in burn rate for each project. The balance of each Work Order is included in the DatamanUSA status report that is submitted with each invoice monthly. DatamanUSA can provide reports at any time for the JCC.

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer's ability to fill the JCC's staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	4
Application Support Analyst	2
Application Tester	1
Application Testing Lead	2
Business Applications Analyst	2
Sr. Business Applications Analyst	3
Business Systems Analyst	1
Sr. Business Systems Analyst	2
Data Modeler	1
Database Administrator	7
Enterprise IT Architect	2
Infrastructure/Operations IT Architect	1
IT Developer	9
IT Developer Lead	5
IT Governance Subject Matter Expert	1
IT Infrastructure Subject Matter Expert	2
IT Program Manager	1
IT Project Manager	4
Network Engineer	5
Quality Assurance Analyst	2
Release Analyst	1

RFP Number: ISD-201601-RB

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Release Manager	1
Security Analyst	3
Service Delivery Manager	1
Technical Analyst	2
Technical Construction Analyst	1
Technical Writer	1
TIBCO Development Engineer	0

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

*Part II – References: Using the template set forth in this Part II, below, provide a reference for each placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Reference# 1

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	Jan 2016-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 2

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	June 2015-Sept 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 3

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	Oct 2015- Till date
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 4

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	April 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 5

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Dec 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 6

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	Oct 2014-Feb 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 7

JCC Classification	Application Tester
Duration of Assignment (List Dates)	April 1, 2016 – Till Date
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 8

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	Dec 2015-Present
Name of Individual Placed*	
Company Where Placed*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Point of Contact (Name)*	[REDACTED]
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Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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Reference# 9

JCC Classification	Application Testing Lead
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Duration of Assignment (List Dates)	June 2015-Sept 2015
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Name of Individual Placed*	[REDACTED]
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Company Where Placed*	[REDACTED]
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Company Point of Contact (Name)*	[REDACTED]
---	------------

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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Reference# 10

JCC Classification	Business Applications Analyst
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Duration of Assignment (List Dates)	3/14/2016 to till date
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Name of Individual Placed*	[REDACTED]
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Company Where Placed*	[REDACTED]
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Company Point of Contact (Name)*	[REDACTED]
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Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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Reference# 11

JCC Classification	Business Applications Analyst
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Duration of Assignment (List Dates)	Feb 2014-May 2015
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Name of Individual Placed*	[REDACTED]
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Company Where Placed*	[REDACTED]
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Company Point of Contact (Name)*	[REDACTED]
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Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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Reference# 12

JCC Classification	Sr. Business Applications Analyst
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Duration of Assignment (List Dates)	3/11/2015 – 5/10/2015
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Name of Individual Placed*	[REDACTED]
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Company Where Placed*	[REDACTED]
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Company Point of Contact (Name)*	[REDACTED]
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Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference# 13

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	April 8 th 2014-April 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 14

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	Sept. 2014-March 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 15

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	Mar 2015 to Jun 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 16

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	April 20 th 2015-Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 17

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	April 20 th 2015-Present
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 18

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	4/20/2015 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 19

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	April 2016-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 20

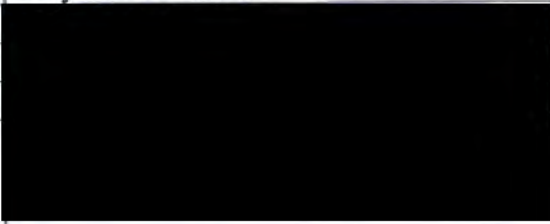
JCC Classification	Database Administrator
Duration of Assignment (List Dates)	May 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 21


JCC Classification	Database Administrator
Duration of Assignment (List Dates)	May 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**


Reference# 22

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	May 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

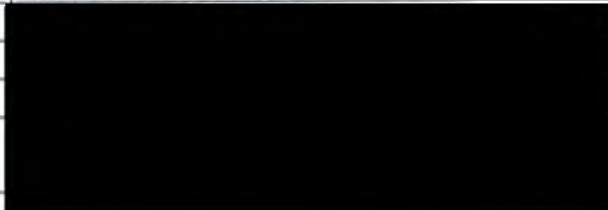
Reference# 23

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	Jan 2014-Dec 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 24

JCC Classification	Enterprise IT Architect
Duration of Assignment (List Dates)	Mar 2016 – Jun 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


Reference# 25

JCC Classification	Enterprise IT Architect
Duration of Assignment (List Dates)	Jan 20 th 2016-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


Reference# 26

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	January 2014-Present

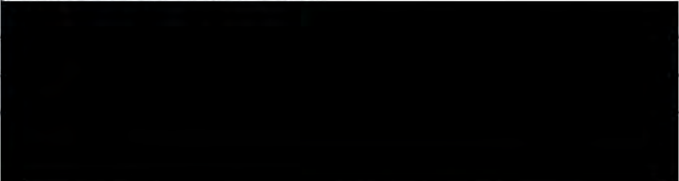
Evaluation Criteria & Proposal Submission Forms
Attachment C-2

Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


Reference# 27

JCC Classification	IT Developer
Duration of Assignment (List Dates)	Nov 10 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


Reference# 28

JCC Classification	IT Developer
Duration of Assignment (List Dates)	March 2015-June 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 29

JCC Classification	IT Developer
Duration of Assignment (List Dates)	Jul 2015 – Jul 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 30

JCC Classification	IT Developer
Duration of Assignment (List Dates)	March 2012-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference# 31

JCC Classification	IT Developer
Duration of Assignment (List Dates)	April 2016 – Jun 2017
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 32

JCC Classification	IT Developer
Duration of Assignment (List Dates)	May 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 33

JCC Classification	IT Developer
Duration of Assignment (List Dates)	March 2016-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 34

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	August 2014-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 35

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	Nov 2014-June 2015

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 36

JCC Classification	IT Developer
Duration of Assignment (List Dates)	Nov 10 2015-December 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 37

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	Oct 2014-August 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 38

JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	4/8/2015 – 10/11/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 39

JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	9/22/2014 – 11/1/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

**Email Address and Phone Number
for Company Point of Contact***



Reference# 40

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	Aug 2015 – Apr 2016
Name of Individual Placed*	[Redacted]
Company Where Placed*	[Redacted]
Company Point of Contact (Name)*	[Redacted]
Email Address and Phone Number for Company Point of Contact*	[Redacted]

Reference# 41

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	Apr 2016 – Apr 2017
Name of Individual Placed*	[Redacted]
Company Where Placed*	[Redacted]
Company Point of Contact (Name)*	[Redacted]
Email Address and Phone Number for Company Point of Contact*	[Redacted]

Reference# 42

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List Dates)	Jan 3 rd 2015-August 2015
Name of Individual Placed*	[Redacted]
Company Where Placed*	[Redacted]
Company Point of Contact (Name)*	[Redacted]
Email Address and Phone Number for Company Point of Contact*	[Redacted]

Reference# 43

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	Jan 3 rd 2015-August 2015
Name of Individual Placed*	[Redacted]
Company Where Placed*	[Redacted]
Company Point of Contact (Name)*	[Redacted]
Email Address and Phone Number for Company Point of Contact*	[Redacted]

Reference# 44

JCC Classification	IT Infrastructure Subject Matter Expert
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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	April 8 th 2014-April 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 45

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	May 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 46

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	Nov 10 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 47

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	Dec 2012 – Apr 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 48

JCC Classification	IT Developer
Duration of Assignment (List Dates)	4/25/2016- till date
Name of Individual Placed*	
Company Where Placed*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 49

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	Sept 2015-Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 50

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	Sept 2015-Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 51

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	Jan 2016-Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 52

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	January 2014-Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 53

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	Babbette Strickland
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 54

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	December 2015-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 55

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	March 2016-Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 56

JCC Classification	Release Manager
Duration of Assignment (List Dates)	April 8 th 2014-April 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Reference# 57

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	January 2014-Present
Name of Individual Placed*	
Company Where Placed*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 58

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	Dec 2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 60

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	April 2015-Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 61

JCC Classification	Service Delivery Manager
Duration of Assignment (List Dates)	November 10, 2016 – till date
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 62

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	2/26/16 – Till date
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference# 63

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	March 2014-Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 64

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	Sept. 2014-March 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 65

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	Jan 2015-Jan 2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 67

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	April 2015-Feb 2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 68

JCC Classification	Release Analyst
Duration of Assignment (List Dates)	March 2015- June 26, 2015
Name of Individual Placed*	[REDACTED]

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

Reference# 69

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	April 2015-Dec 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

End of Evaluation Criterion C-2

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.

Proposer must complete the following:

Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.

Nidhi Saxena President/ Accounting Lead	Over 20 years of Experience managing government contracts for IT Staffing and Services.	Nidhi will provide program Financial and contract management including accounting and invoicing.
Jason Hargrove Account Representative	Over 10 years of experienced managing government accounts. Jason has a strong background working with agencies to understand their IT staffing. Jason background with public sector contract management will be crucial to meeting the needs of the Judicial Council.	Jason will oversee all account management and quality control. Jason will work with our recruiting team to understand the specific needs of the Judicial Council keep our recruiting approach proactive.
Dirk McGregor Sourcing Manager	Over 6 years of experience with a focus on Information Technology in the Public Sector. Strong network of IT professionals and excellent leadership ability.	Dirk will oversee all recruiting activities on the JCC Contract. He will work side by side with our account manager to stay ahead of JCC needs.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

Nidhi Saxena, President/ Accounting Lead



Dalaman USA, LLC

- Nidhi, a **certified PMP**, has 25 years of IT experience in the IT industry
- Nidhi has over 15 years of experience administering government sector contracts
- Nidhi has over 15 years experience overseeing accounting for government staffing and IT services contracts
- Nidhi is a senior Oracle Professional with strong experience in most of modules of the Oracle Application, Oracle Developer, Oracle Designer and Database Administration. She has completed numerous classroom-training courses at Oracle University and has been awarded **Masters in Oracle Application** by Oracle University. She has strong RDBMS design and application development experience in Oracle, Sybase, SQL Server and DB2 and strong application development experience using Developer 2000 tools.
- Nidhi's skills span the full software development life cycle including requirements analysis, request for proposal, system analysis, design, QA, testing, client/server architecture, database architecture, database administration, website development, resource management, project management, implementation and production support.
- Her broad-based industry experience includes direct broadcast satellite television, manufacturing and telecommunication and automobiles and health industries. She has extensive experience in Commissions, Account Payable, Account Receivable, Purchasing System, MRP, HRM, Customer Care & Billings and web based CRM solutions.
- She has earned numerous certifications and awards. She is a consummate professional, continually striving to enrich her skills. She is a recognized performer earning recognition for her contributions both as a team member and working independently.
- Nidhi has strong leadership and communication skills and was a visiting instructor at a few colleges in Denver.
- Nidhi has served on boards of various organizations like The Indus Entrepreneurs, Aeolian Institute of Music and Dance, National association for Women Business Owners, STEM School and Academy.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Work history

DatamanUSA, Ilc., Denver

Jul 2000–Present

PRESIDENT/ Accounting Lead

- o Since the formation of DatamanUSA, Ilc, Nidhi had been responsible for everyday operations and business development for the company.
- o Nidhi has worked as a project manager for some of the projects executed by DatamanUSA, Ilc
- o Oversee HR and Accounting
- o Responsible for contract compliance on all public sector contracts

On Project @ e-commerce solution for a Power Tool Retailer

PROJECT MANAGER / DATABASE ARCHITECT

- Analyze short and long term requirements and client vision on their e-commerce website.
- Analyze and prepare high level architecture for website including e-store of different manufacturer within website.
- Manage a team of system analysts, web consultant, database expert, which is responsible for analysis and design of web application.
- Maintain the perfect co-ordination and communication between the client and the developing team.
- Performed pre-beta testing and managed acceptance testing with client.
- Responsible for planning, scheduling, costing, budgeting and resource management of the project.

On Project @Intellinex (Teach.com), Golden

QA CONSULTANT

- Performed extensive research database connectivity for different environments like UNIX, JDBC, Oracle 8i, JRun, Windows NT, and SQL Server 7.0.
- Involved in the requirement gathering
- Created Test cases for the Web based and PC based e-learning systems.
- Performed various types of testing like backend testing, functional testing, Unit testing, System testing etc.

On Project @ Endeavor Secure Network, Inc

HIPAA CONSULTANT

- Researched HIPAA requirements for health industry
- Analyzed HIPAA requirements

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Designed a HIPAA compliant integrated Physician Management System solution using Application System Provider (ASP) model.
- Designed and finalized HIPAA compliant solutions, methodology and software tool
- Prepared Proposal for State of Nevada to carry out assessment study of state's health system for HIPAA compliance.

On Project @ Web based B2B to B2C CRM solution for Automobile Industry

PROJECT MANAGER / DATABASE ARCHITECT

- Gathered long term requirements and client vision of their web based CRM solution, Portal and Automobile Dealers Management application using Application Service Provider model for Automobile industry.
- Analyzed and designed a web portal with a website wizard for creating website for Business clients.
- Analyzed and prepared Discovery document for a web based CRM solution.
- Analyzed and prepared high level architecture for website including Automobile Dealers Management System using Application Service Provider (ASP) Application covering B2B to B2C functionalities.
- Manage a team of five senior system analysts, web consultant, database expert and CRM expert, which is responsible for analysis and design of ASP application, preparation of discovery document and design for CRM solution, analysis and design of web portal and website wizard.
- Maintain the perfect co-ordination and communication between the client and the developing team.
- Responsible for planning, scheduling, costing, budgeting and resource management of the project.

On Project @ LogicSpace.com

ORACLE DBA

- Improved performance of Oracle 8i database from remote login. Worked through VNC viewer and Telnet.
- Resolved **redo log contention**, **disk contention** and **rollback segments** sizing issues.
- Monitored and tuned SQL scripts using Performance Diagnostic Tools such as SQL trace and EXPLAIN PLAN utilities.
- Tuned the application and resolved the issues related to database connectivity.
- Reduced the response time for the Web based Application.

Metropolitan State College, Denver May 2001 – Jul 2001

PART-TIME INSTRUCTOR

- Create course material for under-graduate level classes for C++, C, HTML, SQL and Oracle database.
- Teach under-graduate level classes for C++, C, HTML, SQL and Oracle database.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Conduct Labs and help students to learn full course curriculum.

Westwood College Of Technology, Lakewood Aug 2001 – Dec 2001

PART-TIME INSTRUCTOR

- Create course material for under-graduate level classes for C++, C, HTML, SQL and Oracle database.
- Teach under-graduate level classes for C++, C, HTML, SQL and Oracle database.
- Conduct Labs and help students to learn full course curriculum.

Echostar Corporation, Littleton

Aug 1998–Aug 2000

TECHNICAL MANAGER / SENIOR SYSTEM ANALYST

Worked as Senior System Analyst and Technical Manager in the Business Process Support Group.

Responsibilities

- a. Acting Technical Manager for a team of six analysts.
- b. Involved in the Oracle Applications upgrade from **R 10.7** to **R11**.
- c. Provide the output for the adhoc report requests from users in **Accounts Payable, Accounts Receivable and Purchasing** departments,
- d. Create new custom reports and forms for the **Accounting / Finance** departments in **AP, AR modules of Oracle Financials**,
- e. Maintain and production support to the users for the interface program between **IMS Clarify** and **Accounts Payable**.
- f. Provide expert help and production support to the users and developers in case of any problems with **Accounts Payable, Accounts Receivable, General Ledger, Inventory and Purchasing** modules of Oracle Financials,
- g. Code and maintain the custom **SQL scripts in UNIX** environment for the **Accounts Payable, Accounts Receivable** system based on the requirements from the users,
- h. **Performance tuning** of the SQL scripts and tables. One of the procedure's execution time was reduced to ten minutes from six hours.
- i. Test signoffs using **PVCS**, development of test plans and test scripts, unit testing and system testing,
- j. Provide expert help to the users and developers in case of any problem with the Oracle based Commissions system involving **PL/SQL, Forms 4.5, Reports 2.5, SQL Plus & Crystal Report**.
- k. Provide the output for the adhoc report requests from users in Marketing department, using the Paradise database, which is a **data warehouse**.

Worked as the Functional Expert of the most critical system for the company, Commissions system.

Responsibilities

- a. Developed Data base **triggers, Stored Procedures** for the Commissions System,

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

- b. Developed and maintained forms and reports for the Commissions System using **Developer 2000** tool on **Windows 95** environment,
- c. Developed and maintained reports for the Commissions System using **SQL PLUS** on Windows 95 environment,
- d. Developed and maintained reports for the **Clarify** systems and Paradise system using **Developer 2000** on Windows 95 environment,
- e. Coded and maintained the **SQL scripts in UNIX** environment for the Commissions system based on the requirements from the users,
- f. Responsible for Test signoffs using **PVCS**, development of test plans and test scripts, unit testing and system testing,
- g. Responsible for making the forms and reports in Commissions system **Y2K compliant**,
- h. Tested the Forms and reports in Commissions System for Y2K Compliance,
- i. Developed the adhoc reports and maintained the existing reports as per users requirement in **Oracle Financial R 10.7 and Crystal Report**.
- j. Coded and enabled the **cron in UNIX** for the automation of the processes in the Commissions System

American Management Systems, Golden

Jun 1996 – Jul 1998

PROJECT LEAD, SYSTEM ANALYST, PROGRAMMER

- Worked as System Analyst for the Incumbent Local Exchange Carrier project of US West Communication to research its products, functionalities and systems and growth strategies of various carriers.
- Managed and Lead the project team to develop and support Common Subroutines, Macros and Libraries for the Force2000 project of Cellnet, UK.
- Performed requirement analysis for Data Replication between various **RDBMS using C, OMNI SQL and Sybase Nel Gateway** for Cellnet U.K. The Data bases included **ORACLE, SYBASE, DB2 on UNIX, VAX/VMS and IBM Mainframe platforms** respectively,
- Developed Data base **triggers and Stored Procedures** for **Data Replication** and Conversion.
- Responsible for Test signoffs using **PVCS**, development of test plans and test scripts, unit testing and system testing,
- Responsible for Information Request, Issue Tracking and Resolution, and Incident Reporting Systems using Lotus Notes Database 4.0

Dataman Computer Systems (P) Ltd., India

May 94 – June 96

PROJECT LEAD, SYSTEM ANALYST, ORACLE PROGRAMMER

- Worked on full life cycle of Automobile Showroom Dealer Management project that automates different modules including Vehicle sales and Monitoring for Showroom, Spare parts Inventory and Sales, Workshop and Spare Parts, Warranty Claim.
- Designed, Developed, maintained and enhanced some modules in C, C++ as per clients requirement.
- Developed Oracle Forms, Reports, Triggers, Scripts, Reports using PL/SQL for Inventory and Sales module.

Evaluation Criteria & Proposal Submission Forms
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- Created tables, indexes and carried out Oracle database administration on Windows and Unix Platforms.
- Developed the Employee Recruitment for Human Resource and Student admission module for an Engineering College project. Developed Database Triggers and Stored Procedures for this project using PL/SQL. Developed forms and reports using Forms 4.5 and Report 2.5. Maintained and enhanced Forms and Reports. Developed test plans, test cases and test data and performed unit, string, system and black box testing. Performed some of the Database activities.

Electron Devices, Kanpur, India

May 1992 - May 1994

ORACLE PROGRAMMER

- Developed Material Planning Requirement System and designed an Interface to link the existing Maintenance System using Oracle as main RDBMS on UNIX platform.
- Designed, developed and maintained software applications for Payroll, Attendance Monitoring, Target Monitoring etc.,
- Prepared test plans and test data and performed unit, string, system and black box testings.
- Responsible for creating ORACLE database tables, indexes and sequences

EDUCATION/TRAINING

- Bachelor in Engineering in Electrical Engineering from Madhav Institute of Technology, Gwalior, India.
- Post Graduate Honors Diploma in Computer and Information Systems from National Institute of Information Technology, Kanpur, India.
- Diploma in Oracle and Developer 2000 from Bureau of Information Technology Studies, Madras
- Diploma in Sybase and PowerBuilder from Software Solutions Integrated Ltd., Madras.
- New instructor training at Westwood College of Technology, Denver
- Doing MBA and MS in International Business from University of Colorado.
- Working on Project Management Institute (PMI) certification

Other Training:

Self study of Java, XML, ASP, C++

Training in Oracle Discoverer, Expert Advisor, Visual Basic, Data Modeling, Object Oriented Methodology and Design, Client Server Architecture, Cross System Product.

CERTIFICATIONS

- Masters in Oracle Applications from Oracle University with expertise and class room training in:
 1. Define FlexFields R 11
 2. Administering Oracle self Service Web Applications - Common Modules R 11
 3. Oracle Workflow R 11
 4. Oracle Account Generator R11
 5. Oracle Applications System Administration R11
 6. Oracle Alert R11i

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

7. Oracle Purchasing R11

- Certified Project Management Professional from Project Management Institute.
-

Jason Hargrove, Account Representative



DatamanUSA, LLC

Education

B.A Journalism with Advertising & Public Relations Emphasis
Minor in Political Science

2002

University of Northern Colorado

Experience

DatamanUSA, Denver CO

2008-Present

DatamanUSA is an IT solutions provider to both the Public and Private sector. I am responsible for creating and maintaining relationships with current and future clients in an effort to drive revenue.

- Jason serves as DatamanUSA's account manager to key accounts in the public sector.
- 10+ years providing client services in the technology industry
- Strong background supporting public sector organizations.
- 12 years' experience providing resource planning for customers in technology, government and healthcare
- Strong project management background
- Ability to build strong relationships with customers for seamless transitions
- Strong staff augmentation program implementation experience
- Manages communication between customers, project managers and DatamanUSA's recruiting team

Allied Health Recruiting Network, Denver, CO

2007-2008

Worked with the Allied Health Recruiting Network as a Healthcare Staffing Consultant.

- Built relationships with Hospitals and Pharmacies
- Negotiated contracts between Hospitals and physicians
- Recruiting
- Heavy Cold Calling

Ameristar Casino, Black Hawk, CO

2006-2007

Worked to increase gaming revenue of current guest and bring in new guests through various sales and marketing techniques including:

- Event Planning
- Networking
- Relationship Building
- Direct Mail
- Promotions

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Cold Calling

*Exceeded Sales Goal Each Quarter

*Responsible for over \$800,000 in revenue each quarter

United Car Care

2005-2006

Worked with the Dealership Development team to increase sales to Car Dealerships across the country.

- Creation of Sales and Marketing Material
- Generated Power Point Presentations
- Generated articles for distribution to local newspapers
- Dealer Relations
- Special Project from CEO and COO

Wiesner Publishing

2003-2005

Worked with the circulation team to provide customer service support for 7 national magazines.

- Provided Customer Services for Financial and Lifestyle Magazines
 - Special Project for the CFO during preparation for the sale of multiple magazines
 - Administrative responsibilities
-

Dirk McGregor, Sourcing Manager



DatamanUSA, LLC

Experience

DatamanUSA, Denver, CO

2013-Present

Sourcing Manager

- Oversee all recruiting activities
- Developed training program for recruiters
- Collaborate with account managers to understand client needs for proactive recruiting
- Primarily focus on recruiting for public sector customers
- Manager RMS database with over 350,000 resumes
- Strategically manage all social media accounts
- Designed leadership training for structured behavioral interviews and assessments

Scope Technologies

2012-2013

Evaluation Criteria & Proposal Submission Forms
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Denver, CO

Recruiting Manager

- Supervised and mentored recruiting team
- Developed and implemented New Hire Orientation Program
- Introduced strategic recruiting processes, which resulted in a reduction of time-to-fill from 90 to less than 30 days.
- Collaborated with Vice President of HR and the Payroll Manager to implement PeopleSoft and ADP software programs within the organization.
- Developed solid job specifications, competitive compensation packages, and assessed processes for candidate identification and tracking.

Ciber

2010-2012

Denver, CO

Recruiter

- Interfaced with clients requiring staffing services to determine number of hires, salary, positions, and job descriptions for short-term and long-term temporary employees.
- Sourced resumes to select best qualified candidates and interviewed candidates to better assess qualifications and ascertain personality, personal character, and work ethic.
- Validated applicants' references and communicated with previous employers to qualify capabilities and verify work history.
- Followed up with clients to evaluate temp employee performance and client satisfaction.

Kaycan Co

2007-2010

Denver, CO

Branch Manager – Rocky Mountain Region

- Responsible for managing daily operations including sales, profitability, logistics and inventory at branch level for building materials industry leader.
- Called directly on new and existing customers to help grow branch sales.
- Grew annual sales by 32% in first year as manager through new customer acquisition, market penetration and product development strategies.
- Supervised 5 employees, including drivers, customer service representatives and warehouse manager.

Fibertech Polymers

2008-2010

Denver, CO

Territory Sales Manager – High Plains and Mountain Regions

- Launched Timberwolf line of composite fencing products in the rocky mountain region encompassing 10 states.

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

- Expanded customer base to include some of the biggest contractors, builders and architects in the territory.
- Trained distribution partners and contractors on selling points and worked with them to develop their go-to-market strategies.
- Developed and implemented marketing strategy using tradeshow, print, internet, radio and direct mail

Trex Company

Denver, CO

Territory Manager – Rocky Mountain Region

- Implemented distribution strategy in 8 state rocky mountain region by working directly with wholesalers, contractors, builders and architects.
- Grew annual fencing sales from \$2 million to \$4.2 million between 2006 and 2007; lead national sales team in sales volume.
- Called on contractors, builders, architects, HOA's and directly with customers utilizing a "pull-through" strategy to grow sales.
- Closed \$14.32 million dollar sale for city of Highlands Ranch perimeter fence replacement project.

Education

1997-2001

University of Northern Colorado
Greeley, CO

- B.S., Business Marketing.
- 3.7 GPA in Field of Concentration.

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company's specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Key Staff Tenure.

Key Staff	Role	Tenure
Nidhi Saxena	Accounting Lead	July 2000 to till date
Jason Hargrove	Account Representative	2008 to till date
Sumit Bhatnagar	Sourcing Manager	July 2013 to till date.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

DatamanUSA understands that our success is tied to dedication of our employees. With that understanding, DatamanUSA offers extremely competitive salaries and a positive work place. DatamanUSA's Executive team and Management team continue to remain steady. A majority of DatamanUSA's recruiters have been with DatamanUSA for over 5 years. This continuity allows them to truly understand our customers needs and continue to improve our service year after year.

We understand how important employee retention is to not only our company but to our clients. For this reason DatamanUSA has developed an employee retention strategy that continually awards our long term employees. This strategy includes:

- ✓ Creating an environment that makes your employees feel like an asset to DatamanUSA.
- ✓ Making expectations and goals of the company clear.
- ✓ Creating an open and honest work environment.
- ✓ Providing opportunities to grow and learn, and letting our employees know there is room for advancement.
- ✓ Recognizing and rewarding good work.
- ✓ Salaries and benefits at or above marketing rate.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion:	Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.

If exceptions are identified, proposers must also submit:

- a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and
- a written summary to substantiate each individual proposed change, including
 - (i) the relevance of the change,
 - (ii) the vendor's rationale for proposing the change, and
 - (iii) the proposed benefit to the JCC for accepting such individual change.

Proposer must complete the following:

Mark the Appropriate Choice, below [*you must mark one or the other*]:

- Proposer accepts *Attachment B – Master Agreement Terms and Conditions*, **with no exceptions.**
- OR**
- Vendor proposes the following exceptions/modifications to *Attachment B – Master Agreement Terms and Conditions*:

If proposing exceptions, submit red-lined text of *Master Agreement Terms and Conditions* here [Red-lined text of *Master Agreement Terms and Conditions* must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. **DO NOT INSERT INBEDDED DOCUMENTS.**]:

If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:

End of Evaluation Criterion C-5

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
<p><i>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company's sole core business, and if not, describe the other core businesses and how sourcing fits into the company's organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company's key executives and provide a brief description of their backgrounds.</i></p>	
Legal Business Name: DatamanUSA, LLC	
Incorporation Date/State: DatamanUSA is a limited liability corporation incorporated in July 2000 in State of Colorado	
Number of Years in Business: DatamanUSA has been in business since July 2000. So 15 years and 10 months in business.	
<p>DatamanUSA is an accomplished Sourcing company (aka IT Solutions and Staff Augmentation company) with 15+ years of experience providing high quality services to government and commercial clients nationwide. IT sourcing has been sole core business of the DatamanUSA and we have provided over \$44+ Millions of IT sourcing till date. It includes both IT Staff Augmentation and Fixed price project work orders.</p>	
<p>DatamanUSA has two lines of business, IT Staffing and IT Services. Our services division has provided support to organizations that include the US Bankruptcy Court and RTD-Denver. Our 2 divisions work closely together and are mutually beneficial to DatamanUSA and our customers. Our IT service division has given our recruiting team a strong understanding of the business needs of our customers. Our Subject Matter experts on our Services team assist our Recruiting Team with screening technical candidates in order to make sure we are providing our clients with not just a candidate who fits the required skills but a candidate</p>	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

who is truly an expert in each technical area. This combination of expertise sets **DatamanUSA** apart from **general IT sourcing company**.

Our experience is found in all branches of government including federal, state, local, executive, legislative, courts, and higher education. We have provided IT Staff Augmentation to organizations that include; CaLpers, Oregon Department of Transportation, Washington State Patrol, Colorado Governor's Office of Information Technology, Denver International Airport and many other public Sector Organizations.

Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company's key executives and provide a brief description of their backgrounds.

- There have not been any merger, acquisition or initial public offering that has occurred with DatamanUSA since July 2000
- DatamanUSA has not filed bankruptcy and has not had any lawsuits filed for malfeasance.
- Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement).

Key Executives	
Nidhi Saxena, President and CEO	<p>Nidhi has over 20 experience in the IT industry with a focus on providing support to government organizations. She has a strong background overseeing contract compliance for public sector contracts. Here expertise will allow DatamanUSA to seamlessly transition into providing support to the JCC.</p> <ul style="list-style-type: none"> • Nidhi, a certified PMP, has 25 years of IT experience in the IT industry • Nidhi has over 15 years of experience administering government sector contracts • Nidhi has over 15 years experience overseeing accounting for government staffing and IT services contracts • Nidhi is a senior Oracle Professional with strong experience in most of modules of the Oracle Application, Oracle Developer, Oracle Designer and Database Administration. She has completed numerous classroom-training courses at Oracle University and has been awarded Masters in Oracle Application by Oracle University. She has strong RDBMS design and application development experience in Oracle, Sybase, SQL Server and DB2 and strong application development experience using Developer 2000 tools. • Nidhi's skills span the full software development life cycle including requirements analysis, request for proposal, system analysis, design, QA,

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

	<p>testing, client/server architecture, database architecture, database administration, website development, resource management, project management, implementation and production support.</p> <ul style="list-style-type: none">• Her broad-based industry experience includes direct broadcast satellite television, manufacturing and telecommunication and automobiles and health industries. She has extensive experience in Commissions, Account Payable, Account Receivable, Purchasing System, MRP, HRM, Customer Care & Billings and web based CRM solutions.• She has earned numerous certifications and awards. She is a consummate professional, continually striving to enrich her skills. She is a recognized performer earning recognition for her contributions both as a team member and working independently.• Nidhi has strong leadership and communication skills and was a visiting instructor at a few colleges in Denver.• Nidhi has served on boards of various organizations like The Indus Entrepreneurs, Aeolian Institute of Music and Dance, National association for Women Business Owners, STEM School and Academy.
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Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.

Financials reports (Profit and Loss and Balance Sheet) of 2015, 2014 and 2013 are attached.

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

DatamanUSA understands that our success is tied to dedication of our employees. With that understanding, DatamanUSA offers extremely competitive salaries and a positive work place. This continuity allows them to truly understand our customers' needs and continue to improve our service year after year.

Our Account manager who will be assigned to The Judicial Council will be Jason Hargrove. Jason has been with DatamanUSA for over 8 years. Jason will be assigned to the Judicial Council for the life of the contract. This allows him to gain a full understanding of your organization and be proactive in meeting your ongoing staffing needs.

We understand how important employee retention is to not only our company but to our clients. For this reason DatamanUSA has developed an employee retention strategy that continually awards our long term employees. This strategy includes:

- ✓ Creating an environment that makes your employees feel like an asset to DatamanUSA.
- ✓ Making expectations and goals of the company clear.
- ✓ Creating an open and honest work environment.
- ✓ Providing opportunities to grow and learn, and letting our employees know there is room for advancement.
- ✓ Recognizing and rewarding good work.
- ✓ Salaries and benefits at or above marketing rate.

End of Evaluation Criterion C-6

ATTACHMENT H IRAN CONTRACTING ACT CERTIFICATION

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

- 1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

- 2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> DATAMANUSA, LLC	<i>Federal ID Number</i> 84-155-2228
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> NIDHI SAXENA, PRESIDENT	
<i>Date Executed</i> 05/10/16	<i>Executed in the County of</i> <u>Arapahoe</u> <i>in the</i> <i>State of</i> <u>Colorado</u>

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.

Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

- Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING NIDHI SAXENA
TITLE OF PERSON SIGNING PRESIDENT



DatamanUSA, LLC

**The Judicial Council of California
ISD-201-601-RB**

Attachment C-3 Pricing

Submitted by:

DatamanUSA, LLC

Jason Hargrove

6890 South Tucson Way, Suite 100

Centennial, Colorado 80112-3919

720-248-3200 Facsimile

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)

Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.

Proposer must complete the following:

Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.

	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0%	1%	2%	2.5%	3%

Nidhi Sapent

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	44%	45.5%	47%	48.5%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	8%	8%	8%	8%

Nidhi Saper

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$125.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$90.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$62.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$68.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$65.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$90.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$70.00
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$90.00

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$90.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$125.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$140.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$140.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$110.00
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$135.00

Nidhi Saper

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$130.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$130.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$120.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$110.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$110.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$80.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$95.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$110.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$135.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$110.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$85.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$85.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$65.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$140.00

Nidhi Saper

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	
<i>Additional Positions</i>	
<i>Sr. IT Project Manager</i>	\$120
<i>Sr. IT Program Manager</i>	\$120
<i>Sr. Network Engineer</i>	\$150
<i>Lead Technical Consultant</i>	\$150
<i>IT Security Architect</i>	\$140
<i>Network Architect</i>	\$125
<i>Cyber Security Expert</i>	\$150
<i>IT Help Desk</i>	\$50
<i>IT Service Desk</i>	\$40
<i>Systems Engineer</i>	\$105
<i>Voice Engineer</i>	\$100
<i>Legacy Specialist</i>	\$100
<i>Programmer Analyst</i>	\$95
<i>Sr. Programmer Analyst</i>	\$125
<i>IT Subject Matter Expert</i>	\$125
<i>Management Consultant</i>	\$150
<i>IT Trainer</i>	\$115
<i>Web Designer</i>	\$75
<i>Graphic Designer</i>	\$60
<i>SOA Developer</i>	\$125
<i>ERP Developer</i>	\$125
<i>Report Developer</i>	\$105
<i>Business Intelligence Developer</i>	\$115
<i>Mobile Solution Architect</i>	\$130
<i>Mobile Developer</i>	\$105
<i>Telecommunications Technician</i>	\$65
<i>Information Security Professional</i>	\$150

End of Evaluation Criteria C-2 Pricing

Nidhi Saper

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Cloud Consulting Services, Inc.

is a
Corporation

formed or registered on 11/12/2010 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20101623871 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 05/09/2016 that have been posted, and by documents delivered to this office electronically through 05/10/2016 @ 09:54:50 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 05/10/2016 @ 09:54:50 in accordance with applicable law. This certificate is assigned Confirmation Number 9642367 .



Secretary of State of the State of Colorado

*****End of Certificate*****

Notice A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

DatamanUSA,Ilc

is a

Limited Liability Company

formed or registered on 07/11/2000 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20001134948 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 05/09/2016 that have been posted, and by documents delivered to this office electronically through 05/10/2016 @ 09:53:17 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 05/10/2016 @ 09:53:17 in accordance with applicable law. This certificate is assigned Confirmation Number 9642362 .



Secretary of State of the State of Colorado

*****End of Certificate*****

Notice A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



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Fax (302) 266 – 7116
www.delasoft.com

JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
ATTN: NADINE McFADDEN, RFP # ISD-201601-RB
455 GOLDEN GATE AVENUE, 6TH FLOOR
SAN FRANCISCO, CA 94102

Dear Ms. Nadine McFadden ,

Delasoft Inc. is a Delaware based software consulting and development company with offices in Florida, Illinois, Delaware

Our response is outlined in the following documents:

- Technical Proposal – ISD2016-01-RB-ATTACHMENT-C - -Evaluation Criteria & Proposal Submission Forms (Technical)
- Attachment D – PAYEE DATA RECORD
- Attachment H – signed and Notarized
- Attachment G – Signed
- Attachment – Delasoft 3 years tax records
- Attachment – Key Personal Resumes

Founded in 2002, Delasoft today employees over 170 direct employees, and enjoys Woman owned minority status, as certified by the State Of Delaware. We are also certified to do Business in the State of California.

Our staff has a combined software consulting experience in excess of 1.5 Million hours with many Fortune 500 companies as well as state governments.

We have designed and implemented custom solutions for the Delaware Department of Justice as well as the Delaware Department of Transportation.

Delasoft Inc. is an Oracle, IBM, HP, Microsoft and Motorola partner and continues to grow not only in consulting solutions with these partners, but also as a custom developer of software and solutions on an ad hoc basis.

We appreciate the opportunity to work with the Judicial Council of California and look forward to a long term relationship.

Sincerely,

Venu Challagonda
Vice President, Delasoft Inc

Fax: 847 890 6400
92 Reads Way, Ste 204
New Castle, DE 19720

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion:	Methodologies
C-1	Maximum Points for this Criterion:	6 Points (out of 100 possible points)
<p>Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p>		
<p>Delasoft has a dedicated sourcing manager with 6 experienced recruiters, they use popular search tools like DICE, MONSTER, INDEED, LINKEDIN. Delasoft invested in procuring applicable licenses for these recruitment tools. In addition, over a long period of time we developed strong relationships with several sub-vendors.</p>		
<p>As soon as JCC’s requirements are received by Delasoft, recruitment manager distributes the same to the recruiter who has specialized experience in identifying the required resource. Recruiters check Delasoft availability of internal resources first then contacts subcontractors. Recruiters use the recruitment tools like Dice, Monster etc. After identifying the resumes, recruiter checks the availability of the resources for the project and conducts an interview to shortlist resources to present to JCC. When necessary, recruiter takes the help of Delasoft’s in house technical pool to conduct the technical interviews. Delasoft has been in business for around 14 years, we have very strong network of ex-employee, former contractors and subcontractors. We encourage all current and former employees with very attractive referral program. Through this referral program we are very successful in identifying resources for hard to fill positions.</p>		
<p>Delasoft current work force of over 200 people is working all over the country including California, our resources are flexible for relocation. We try to hire local people from Sub vendors and the Job Boards. Delasoft also provides relocation assistance to the employees who are willing relocate.</p>		

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Delasoft uses industry leading accounting software to track all our employees’ timecards, invoicing, receivables, payables and status reports. We are fortunate to be a current vendor of JCC, we understand and comply with all requirements of invoicing.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest[®] printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel's travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Delasoft currently uses JCC format for Invoices, Monthly Status reports and Travel expenses. Delasoft has dedicated accounting staff to work on all invoices in timely manner to ensure JCC will receive the details of travel expenses in given time frame.

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	
Application Support Analyst	
Application Tester	1
Application Testing Lead	1
Business Applications Analyst	1
Sr. Business Applications Analyst	
Business Systems Analyst	
Sr. Business Systems Analyst	
Data Modeler	
Database Administrator	
Enterprise IT Architect	
Infrastructure/Operations IT Architect	
IT Developer	4
IT Developer Lead	1
IT Governance Subject Matter Expert	
IT Infrastructure Subject Matter Expert	
IT Program Manager	
IT Project Manager	
Network Engineer	
Quality Assurance Analyst	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	
Release Manager	
Security Analyst	
Service Delivery Manager	
Technical Analyst	
Technical Construction Analyst	
Technical Writer	
TIBCO Development Engineer	

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	IT Developer
Duration of Assignment (List Dates)	01/11/2016 to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	03/14/2016 to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	10/05/2015 to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	02/23/2015 - to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	01/11/2016 - to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	March 23 rd 2015 to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Testing
Duration of Assignment (List Dates)	April 13 th 2015 to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Devloper
Duration of Assignment (List Dates)	August 25 2015 to still working
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	
Duration of Assignment (List Dates)	
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

End of Evaluation Criterion C-2

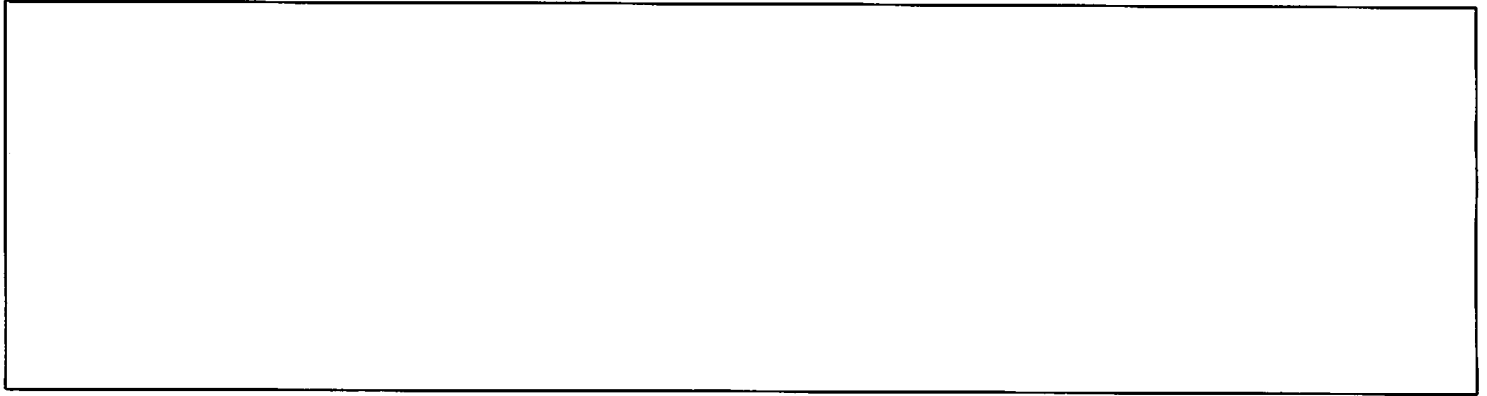
**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.	
Proposer must complete the following:	
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer).</p> <p>The following positions have been designated as Key Staff: (1) Sourcing Manager - Jatan Upadyay (2) Account Representative, Venu Challagonda and (3) Accounting Lead. Jay West Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p>	
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>Attached Jatan Upadhyay, Venu Challagonda and Jay West resumes.</p>	
<p>Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.</p> <p>Delasoft Inc has very less to none in key personnel turnover. Jay West joined Delasoft on 12/03/2007 and still continuing with Delasoft, he will on this engagement as long as he continues with Delasoft.</p> <p>Jatan Upadhyay joined Delasoft on 10/25/06 and still continuing with Delasoft, he will on this engagement as long as he continues with Delasoft.</p> <p>Venu Challagonda joined Delasoft on 08/16/2005 and still continuing with Delasoft , he will on this engagement as long as he continues with Delasoft.</p>	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-4



End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.	
If exceptions are identified, proposers must also submit: <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
Proposer must complete the following:	
Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]: <input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions, with no exceptions.</i> OR <input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions:</i>	
If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]: 	
If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]: 	

End of Evaluation Criterion C-5

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.	
Delasoft Inc is S corporation and Incorporated in Delaware. Delasoft is in business for over 14 years in sourcing services. Past 10 years we are into project impemetation and products of our own. Delasoft revenue accounts for 85 % in sourcing. Sourcing is the core business of Delasoft.	
Satish Dola President As President of Delasoft, Satish is responsible for executing the company’s vision and strategy to lead Delasoft through its next phase of evolution that will be defined by GIS Solutions, Mobile Applications and Cloud Computing. Satish has over 22 years of IT industry experience as entrepreneur and senior executive. Under his leadership Delasoft grew from a small startup to multimillion dollar business with offices in USA and India. Satish holds a Bachelor of Science degree in Electronics & Communications and MBA from SV University.	
Jay West Executive Vice President Jay West joined Delasoft Inc. in 2007 to work in sales and marketing. Previously Jay was Vice President and General Manager of the Americas for Objective Systems Integration and then moved on to become President and CEO of Sequel Systems. He has also served as lead sales and marketing	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

executive with both public and private companies. Jay brings a wealth of experience working with large clients in both the enterprise and government arena around the world.

Don Burris

Vice President, Government Solutions

Don specializes in the application of IT and GIS for government projects. He is responsible for providing technical direction and decision making at Delasoft, supporting business development and resource management.

Don Burris has over 28 years of experience in Information Technology, 16 years of experience in Civil Engineering, and 12 years of experience with Asset Management and Inventory Control.

Prior to joining Delasoft, Don was employed by the State of Delaware, Department of Transportation in the Office of Information Technology Section where he held several positions in his career including Acting Chief Information Officer (CIO), IT Manager, GIS Manager, Asset Control Manager, CAD Engineering Manager, Database Manager, and Systems Manager. As a GIS Manager, Don has been published in IT and GIS trade magazines and has received certificates, recognition, and awards for outstanding IT and GIS projects, Don is a Certified Geographic Information Systems Professional and holds an Associates of Applied Science in Computer Information Systems from Delaware Technical & Community College, and Bachelor of Arts in Business Administration from Wilmington University of Delaware.

Madduri Raghunath

Information Technology Manager

Madduri Raghunath (Raghu) is Delasoft's Information Technology Manager. He has over 9 years of software development experience including over 5 years of experience using GIS development APIs, SDKs in Web/Mobile Development including ESRI ArcGIS .Net/Flex/Javascript APIs, ThinkGEO Desktop/Web API, Google Maps API, Windows Mobile and Google Android. He brings strong functional knowledge of GIS and GIS related technologies. Raghu holds a Bachelor's degree in Computer Science from the University of Texas, Austin and is also an ESRI Certified Enterprise Administrator

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Delasoft tax returns for the last 3 years are attached to demonstrate financial stability.

Page 1 of 1

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Delasoft has very less turnover of key staff since its inception in 2002, Most of the Key Staff started with company as team members and now they are leading their respective divisions. Delasoft offers many benefits like health insurance, paid vacation, 401K and yearly bonuses to retain top talent. Employees are offered work from home, flexible hours and comp time off ..etc to help them balance work and personal life.

Page 2 of 2

End of Evaluation Criterion C-6

JATAN UPADHYAY
58 ALEXIS DRIVE
NEWARK, DE - 19702



EXECUTIVE SUMMARY:

An experienced professional with strong background in strategic sourcing, Supply cost management, supplier performance management, cost reduction and avoidance, supplier rationalization and consolidation projects, is looking for a sourcing management opportunity in a challenging Technology industry.

EDUCATION:

Bachelor degree in Business Administration
Concentration in Finance Management
Goldey-Beacom College. (DE)

AREAS OF EXPERTISE:

- **Budgeting**
- **Asset & Configuration Management**
- **Contract Management**
- **Contract Negotiation/Contract Management**
- **Financial Modeling/ Complex Analysis**
- **Supply Chain Efficiencies**
- **Alignment with Business Strategy**
- **Team Leadership and Development**
- **Strategic Sourcing**
- **Software License Management**
- **Vendor Management**

EXPERIENCE:

DELASOFT, INC.
Industry: Information Technology Products & Services
Sourcing Manager

NEWARK, DE
(08-2006 – Till date)

Impact: Key member of team, which has instituted leading-edge procurement and sourcing practices. Exceeded performance targets and savings goals every year.

Engaged by the Strategic Sourcing, PMO division to spearhead and provide steady state management of day-to-day business, deliverables and vendor operations for multiple on-going BPO initiatives. This role would entail the oversight and management of initiatives on following fronts;

- The development and management of RFP competitive bid processes, procedures and campaigns to solicit responses from TOP tier vendors for the outsourcing of internal operation to an external entities;
- The oversight and management of activities, resources and multiple on-going projects, to secure project deliverables and smooth transition of operations from internal to external sources.
- Led the negotiation process with suppliers; negotiated supply contracts and business agreements to obtain favorable terms and conditions for products and services; monitored the compliance of suppliers.
- Worked closely with engineering to support new product development (NPD); ensured the supplier selection, project timing and target costs, and smooth implementation of NPI projects.

- Monitored and evaluated supplier performance metrics (quality, cost, delivery and lead-time) and worked on supplier continuous improvement projects.
- Managed both direct and indirect cross-functional degreed professionals responsible to improve systems technology, business processes, costs reductions, and increase effectiveness. Deliver turn-key IT solutions for business units such as; Accounting, Tax, Customer Credit, Treasury, etc.
- Developed and managed revenue cycle documentation and training function for Billing, Sales Administration, Accounting and Credit depts. during Southdown acquisition. Established technical documentation function.

Strategic Initiatives:

- Strategic Planning, Acquire, and Maintain Technology Infrastructure
- Manage the inventory and maintenance activities as they relate to application software.
- Assures work is completed in a timely manner and communicates status on a regular basis to stakeholders and C level management.
- Develop goals and objectives at a strategic level for area of responsibility including hardware and software.
- Align roadmap based on business goals and objectives.
- Develops plans for implementation of strategic initiatives.
- Responsible for the evaluation, recommendation, and implementation of asset management systems for all IT technical assets.
- Provides support to the Finance department by providing asset information and managing the physical inventory control.
- Responsible for asset budget preparation, coordinates with IT Procurement on receipt of purchase orders, invoice processing and reconciles changes in inventory.
- Defines requirements for asset acquisition and procedures to include management and disposal strategies for the enterprise.

APPLIED CARD SYSTEMS, PENNSYLVANIA

Industry: Credit card Account Servicing.

Strategic Sourcing Analyst/Admin

GLEN MILLS, PA

(05/2005 – 08/2006)

Managed the administration of IT inventory, Asset Management, Configuration Management and technical service contracts. Maintain and managed software license information and updates. Work with IT Procurement in the development of enterprise wide IT purchasing standards and procedures.

- Serve as liaison to the Finance and Legal departments as it relates to the functions of this position. Ensures corporate and legal guidelines are followed for managing IT hardware and software assets.
- Established, updated, and supported quality assurance process audits on configuration and data management policies and procedures.
- Responsible for the analysis of proposed software changes.
- Coordinate software movement and infrastructure changes based on project schedules in each of the development environments.

Strategic Admin role:

- Managed Systems, Application Availability, Monitoring and Continuity Management
- Optimized the capability of the IT infrastructure, services and technical resources to deliver cost effective and sustained level of application availability.

- Developed plans and actions to assure application infrastructure meets established SLAs.
- Aligned cross-functional resources to ensure successful continuity tests and execution.
- Managed the implementation and use of monitoring tools and procedures.
- Defined detailed metrics to measure and summarize results.
- Coordinated with other areas to define actions based on reported metrics.

REFERENCES: Available upon request.

Jay West
92 Reads Way-New Castle, Delaware 19720

Senior Sales and Marketing Executive
Start-up, Turnaround, and High Growth Environments

- Accomplished executive with a strong portfolio of success orchestrating sales and marketing strategies for both start up and public companies in the high-tech arena.
- Reputable for elevating organizations into top revenue-generating entities, including OSI (NASDAQ OSII) which was recognized as a leader in the development and installation of software solutions for the enterprise, wireless and wire line carriers and Premisys, the hottest IPO of 1995 with an integrated access system for enterprise users.
- Combine business expertise with sales and marketing management to cultivate productive relationships with C-Level executives to achieve corporate objectives.

CONSULTATIVE SALES—NEW BUSINESS DEVELOPMENT—CONTRACT NEGOTIATIONS—TACTICAL MARKET STRATEGIES--ENTERPRISE—CHANNELS—WAN/LAN/VOIP/WI-FI—IT SERVICES—P&L>\$100M GLOBAL-EMEA-APAC-CALA-OEMS-STARTUP-M&A-FORTUNE100-RBOC-CLEC-PUBLIC COMPANY

Professional Experience

Delasoft Inc., Newark, DE.—2005-Present

Vice President, Sales

Brought on board by this ORACLE and HP MERCURY product and systems integration partner to help change corporate model from subcontractor to direct contractor and implementer. Instrumental in bringing new client base in as customers ranging from Fortune 200 customers to other service providers and partner groups.

Major Contributions:

- Marketed products to increase customer footprint in North America.
- Software implementation ,maintenance and support of Oracle products.
- Architecting, designing, integrating and implementing GIS software products.
- Customers include State of Delaware, Masco, ADT, and Emerson Electric.

K2 OPTRONICS, Sunnyvale. CA.—2003-2005

Vice President, Worldwide Sales & Marketing(Optical Laser Components)

Chartered to put together tactical sales and marketing plan to generate revenue stream and place product into labs for trial, as well as implement forecasting procedures for manufacturing, effectively manage a pipeline, and build a team of direct sales people and reps worldwide. Product used by wire line and CATV providers for VOIP and triple play.

Major Contributions:

- Established direct marketing network in China, Germany, Italy, U.K. and Japan.
- Initiated, negotiated, and sold supply agreement to JDSU for FTTH.
- Orchestrated and executed strategic plan with CEO to close 4th round of financing.
- Customers included Marconi, Seimens, Nortel, and Adva

- Company sold to Emcore

MICRO PHOTONICS INTEGRATION, Phoenix, AZ.-2001-2002

Vice President, Worldwide Sales & Marketing

Recruited by Heidrich & Struggles to introduce laser products into the Telco market for this startup producer of silicon micro processors. Implemented forecasting procedures, pipeline procedures, marketing materials, compensation plans and hired product manager to start roll out process.

Major Contributions:

- Set up manufacturer's reps in 5 countries.
- Set up and managed marketing communications group.
- Wrote compensation plans and set up forecasting procedures for sales and marketing groups.
- Products development never reached a level to move product out of lab.

CHORUM TECHNOLOGIES, Richardson, TX—1999-2001

Vice President, Worldwide Sales and Customer Service, Corporate Officer

Spearheaded corporate responsibility for marketing plan, achieving sales revenue goals, establishing customer footprint, and developing a professional sales and customer service organization.

Major Contributions:

- Fueled revenue growth to over \$55M in book to build product orders in the first 12 months.
- Negotiated several supplier agreements and pioneered an automated fulfillment system to interface with customers for shipments of products. First order \$14M from Nortel, Marconi \$9M, Ciena \$2.5M, Lucent,
- Recruited, built and motivated both marketing and sales people and distributors worldwide.
- Implemented Oracle ERP system for manufacturing and delivery efficiencies.
- Heavily engaged in corporate strategic planning that culminated into a \$1.2B pre-IPO evaluation.

SEQUEL SYSTEMS, Richardson, TX—1998-1999

President & CEO

Recruited to realign company priorities, stop the negative cash flow, and to position the company to be liquidated for the investment group. Managed the overall strategy and operations of this software company of 115 employees.

Major Contributions:

- Propelled company from a negative flow position to profitability by changing mission from software provider to professional services organizations. (Verizon largest customer)
- Elevated organizational performance, increasing revenues, and slashing expenditures through restructuring engineering resources from software developers to software service providers.
- Fueled revenue growth by building a professional sales and marketing team to prospect and close new accounts.
- Oracle HRMS and ERP services and support.

OBJECTIVE SYSTEMS INTEGRATORS (NASDAQ OSII) Folsom, CA—1995-1998

Vice President, General Manager, Americas (Corporate Officer), Director, Southern Region

Primary sales and technical support leadership for the Americas for this well known provider of software into the enterprise, wireless, wire line, and cable providers.. Drive performance in the areas of sales, sales engineering, and professional services with a strong focus on profitability for the stockholders. Recruit and manage all channels of distribution for products. Managed an \$80M P&L with 350 employees.

Major Contributions:

- Achieved revenues of over \$95M with logistical accomplishments encompassing creation of a 310 person software support infrastructure to increase cash flow and insure customer satisfaction.
- Provided professional services for architecting, designing, testing, integrating, implementing and of OSS software products for both Telcos and enterprise customers.
- Pioneered sales and marketing activity in Latin America through the creation of the first Latin American office in Mexico City.(Customers TELMEX.TELCELL,RED UNO, TELEFONICA)
- Drove performance of business unit to achieve revenues in excess of \$100M during second year and propelled company back to profitability enabling company to be sold to Agilent for \$665M.(Customers ATT,BELL SOUTH, MTT CANADA, ROGERS CABLE,WILLIAMS TELECOM)

PREMISYS COMMUNICATIONS, (NASDAQ PRMS) Fremont, CA—1991-1995**Director, National Marketing—Director, Latin America**

Recruited as first field sales person, employee 17, to evangelize a new product, penetrate new accounts, and generate revenues through sales both directly and by opening OEM channels, enterprise customers, and manufacturers.

Major Contributions:

- Initiated strategy to set up channels of distribution through use of VARS, Integrators and OEMs.
- Successfully penetrated and contractually closed three major OEMs to private label the product.(Customers included ATT,ALCATEL,MOTOROLA, ADC,DSC,MCI, GOVERNMENT VAR'S)
- Enhanced distributor performance with onsite sales support resulting in the close of several of the largest distributors in the United States.(Largest direct sale \$14M to TELMEX)
- Produced revenues that enabled the company to become most successful IPO of 1995 with stock propelling past \$120 per share.

INFOTRON SYSTEMS, Cherry Hill, NJ—1987-1991**Vice President, Sales, Sales Director, Western Region**

Recruited to re-energize Western Region whose personnel included 5 District Managers and their 37 sales executives and 16 sales support engineers. Promoted to Vice President of Sales and moved to home office after 3 years in Los Angeles.

Major Contributions:

- Piloted the Western Region to first ever goal attaining year while transitioning the sales effort from distributor sales to direct sales to the Fortune 700 ,RBOCS, and governments agencies.
- Launched new products to market place and elevated revenues \$85M in the United States.

AT&T PARADYNE, Largo, FL—1985-1987**District Manager, Los Angeles, CA—Senior Account Executive, San Antonio, TX**

Transferred to Los Angeles to take over district responsibility after selling Air Force Strategic Air Command worldwide network at Randolph Air Force Base. Inherited 6 account executives and 3 support engineers. Propelled district standing to second in nation out of 22 districts. Presidents Club 2 years.

NORTEL, Houston, TX—1981-1985**Major Account Manager**

Managed 3 major accounts on a global basis for all products. Accounts were Tenneco, Occidental Petroleum, and Texas Eastern Transmission. Presidents Club 3 years

Venu Challagonda

Professional Summary

Exceptionally focused and innovative Account Executive with a exceptional customer service and revenue generation record. Effective multitasker able to bring multiple account projects to completion with complete cost-effectiveness and accuracy. A self motivated individual with high energy and positive attitude to contribute and grow. Strong belief in ethos of hard work, sincerity, discipline and excellence.

Account Executive
6/1/2005 - Present

Delasoft Inc.
Newark, DE

It provides consulting, Project management and staff augmentation services. Not only have I acquired several strategic new accounts resulting in scorching growth through recurring and multiyear contracts by dislodging competition, but also created unique positioning and visibility in the target segments of State Projects, Energy, Insurance and Retail Industries.

- Direct the development and execution of a sales plan for developing new business opportunities with current and new business accounts.
- Excellent consultative sales experience selling solution-based services. Prospects, qualifying opportunities and initiating sales presentation process with executive-level client prospects.
- Co-ordinate and drive RFP , proposal efforts

IT Consultant
102000 to 05/2004

Tekstrom Inc , Newark , Delaware.

Tekstrom Inc provides staffing augmentation and project implementation for variety of clients including state projects, Insurance, Retail and energy. Mainly focused on software quality assurance (SQA) and testing services our engineers and specialists leverage a portfolio of emerging technologies, proprietary methodologies and tools to design, develop and deliver best-in-class automated testing solutions and root cause analysis to fix the quality gaps for small, medium, large, complex and mission-critical systems.

Worked as IT Consultant in various Client projects. I was expert in developing reporting based technologies. Integrating various reporting tools into ERP technologies ,Webbased and client server applications. I was involved in overall project implementation of these integrated projects. As lead to these projects I was involved in building the team. Allocating the resources to helping the overall team to achieve the deliverable time lines.

Education

Master of business Administration (MBA)

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING VENU CHALLA WONDA
TITLE OF PERSON SIGNING VICE PRESIDENT

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

- 1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

- 2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> DELA SOFT INC	<i>Federal ID Number</i> 01-0722358
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> VENU CHALBAWODA VICE PRESIDENT	
<i>Date Executed</i> 05/09/16	<i>Executed in the County of</i> <u>DePue</u> <i>in the</i> <i>State of</i> <u>IL</u>

Trent Phillips
05/09/16





JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
ATTN: NADINE McFADDEN, RFP # ISD-201601-RB
455 GOLDEN GATE AVENUE, 6TH FLOOR
SAN FRANCISCO, CA 94102

92 Reads Way
Suite: 204
New Castle, DE - 19720
Phone (302) 533 - 7913
Fax (302) 266 - 7116
www.delasoft.com

Dear Ms. Nadine McFadden ,

Delasoft Inc. is a Delaware based software consulting and development company with offices in Florida, Illinois, Delaware.

we propose the attached pricing for Cost proposal for ISD-201601-RB.

Founded in 2002, Delasoft today employees over 170 direct employees, and enjoys Woman owned minority status, as certified by the State Of Delaware. We are also certified to do Business in the State of California.

Our staff has a combined software consulting experience in excess of 1.5 Million hours with many Fortune 500 companies as well as state governments.

We have designed and implemented custom solutions for the Delaware Department of Justice as well as the Delaware Department of Transportation.

Delasoft Inc. is an Oracle, IBM, HP, Microsoft and Motorola partner and continues to grow not only in consulting solutions with these partners, but also as a custom developer of software and solutions on an ad hoc basis.

We appreciate the opportunity to work with the Judicial Council of California and look forward to a long term relationship.

Sincerely,

Venu Challagonda
Vice President, Delasoft Inc

Fax: 847 890 6400
92 Reads Way, Ste 204
New Castle, DE 19720

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion: Pricing
C-3	Maximum Points for this Criterion: <u>50 Points</u> (out of 100 possible points)

Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.

Proposer must complete the following:

Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.

	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0	1%	1.5%	2%	2.5%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	17.50%	17.50%	17.50%	17.50%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	10%	10%	10%	10%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	130
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	100
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	100
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	100
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	100
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	105
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	100
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	105

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	100
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	115
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	140
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	130
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	100
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	105

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	90
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	90
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	140
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	140
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	100
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	90

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	90
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	100
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	90
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	110
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	95
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	100
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	90
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	100

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing



Cover Letter

Attn: Nadine McFadden

Date: May 10th, 2016

Address: Judicial Council of California,
Administrative Office of the Courts,
455 Golden Gate Ave,
San Francisco, CA 94102-3688

Subject: Infojini's Technical Proposal in response to the RFP #ISD-201601-RB, Master Agreement for Technical Staff Augmentation Services

Dear Sir/Madam,

The California court system, the nation's largest, serves over 34 million people with more than 2,000 judicial officers and 21,000 court employees. The Judicial Council of California (JCC) is currently responsible for the development, acquisition, implementation, and support of automated systems in the supreme and appellate courts, trial courts, and the JCC. The systems include e-filing application, Case Management System, Appellate Court Case Management System, CAFM, CCTC and various other systems. The technologies utilized are J2ee, ColdFusion, Tririga, Oracle, SAP, and Tibco.

The highly critical applications, diverse technologies, and large infrastructure underscore the importance of choosing reliable vendors that would recruit qualified, cost-effective professionals who have Courts System and technical experience. These vendors would also support the commitment of the Judicial Branch of California to provide fair and equal access to justice for all Californians.

Infojini has direct experience supporting the JCC since 2009. We have been working with the Judicial Council of California in deployment of the E-filing Case Management System V3 since June 2009, ACMS and CCPOR development and deployment, Modernization of Themis System with the Judicial Information System. We have also sourced hard to fill positions in locations such as Burbank and San Francisco. Our consultants have traveled across California in deployment on CCPOR and E-filing application.

In order to provide stellar performance per JCC's Master Agreement for Technical Staff Augmentation Services RFP, **Infojini, Inc** (Infojini) brings five key success components, shown in **Figure 1**.

Account Management to ensure proper communication, Mitigation of risks and ensuring successful execution.



The right technical expertise and experience in recruiting and retaining IT consultants qualified in hard to find skills such as J2ee, Oracle, Tibco, Tririga, ColdFusion and SAP in diverse locations such as San Francisco, Sacramento, Burbank and San Diego.

Compliance with Immigration and other Government Agencies. Compliance with Background Check policies requested by JCC

Understanding of various systems supported by JCC such as the Judicial Information System, CCPOR, ACMS, CCMS, E-filing, CCTC, CAFM.

7 years of experience in providing IT Staff Augmentation Services to the JCC.

Figure 1: Infojini's Key Success Factors for Staff Augmentation for Judicial Council of California.

This understanding of the systems will help us recruit the best candidates with the right technical skills similar to those used at JCC. Infojini has been providing technical staff augmentation to Maryland Judicial Information System, Project Managers and Developers to North Carolina Administrative office of the Courts, Washington Administrative Office of the Courts. These subject matter experts could be available as reach-back support for any questions or suggestions.

We have **large contracting vehicles** with State of Maryland CATS+, California DGS Contract, California CMAS Contract, State of Washington, State of North Carolina, State of South Carolina, and Pennsylvania State Higher Education. Infojini has experience managing and supporting such large contracting vehicles. Supporting the vehicles of this size, scope, and complexity enables us to perform successfully on the contract with the California Courts. Other major clients include **Judicial Council of California**, the State of Maryland Judiciary, Central Collections Unit, Laureate Education, Pennsylvania Department of Public Works, Allegheny County (PA), State of Virginia, Lockheed Martin, Pennsylvania State System of Higher Education (PASSHE), Social Security Administration (SSA), and American Association of Pharmaceuticals. We maintain strict compliance with all requirements, including the e-verify program.

At no additional cost to the client, we conduct background checks for assigned workers. The e-verify program will enable Infojini to provide legally authorized individuals to JCC.

We would like to propose the following sub contractors:

Sub Contractor Company:
Fisher Design Inc
Stratedge
ITSSI
Innominds
MouriTech, LLC

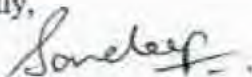
We take no exceptions to the requirements of this RFP, the Contract, or any other attachments; and we fully agree to the terms and conditions set forth in the RFP. Our proposal constitutes an irrevocable offer for 120 days from the proposal due date and time.

Our recruitment experience, past performance with Judicial Council of California and other state agencies makes us the lowest risk, best value vendor that will enable smooth transition and functioning of the legacy and new systems. We request you to give us an opportunity to provide Staffing Services to the Judicial Council of California.

Following attachments are with the Technical proposal:

1. Attachment C-1, C-2, C-4, C-6
2. General Certifications Form
3. Certification of Good Standing from State of Maryland and Screenshot from California Secretary of State Website that we are registered and our status is active.
4. DVBE form
5. Payee Record Form
6. Iran Contracting Act Certification
7. Financial Reports for years 2013, 2014 and 2015.

Respectfully,



Sandeep Harjani,

President

Infojini, Inc

891 Elkridge Landing Road, Suite 190

Linthicum Heights, MD 21090

Contact Information:



www.infojiniconsulting.com

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.	
<u>Infojini, Inc. Response:</u> <ul style="list-style-type: none"> • Infojini’s recruitment methodology is shown in Figure 1 on the following page. We use the best features of continuous recruitment, social media, job boards, niche marketing, and our reach back into professional organizations and user groups to ensure that we have a large, constantly refreshed pool of qualified talent to meet any surge requirement. • Infojini has over 7 years of experience providing services to the Judicial Council of California (JCC). At the JCC, We have successfully filled classifications such as Business Applications Analyst, Sr. Business Systems Analyst, Business Analyst, Project Manager, Sr. Project Manager, IT Developer, IT Developer Lead, Tibco Development Engineer and Database Administrator. We have sourced candidates with most of the job classifications set forth in Attachment C-2 for the JCC. • Over the last 7 years we have experience successfully filling candidates for projects at JCC including: <ol style="list-style-type: none"> 1. E-Filing Deployment 2. California Court Case Management System 3. Appellate Court Case Management System 4. California Court Protective Order Registry 5. Judicial Information System 6. Data Integration Program • We also have experience sourcing candidates for other projects at JCC such as <ol style="list-style-type: none"> 1. CAFM Projects requiring TRIRIGA developers and Analysts 2. CCTC 3. Sustain Justice Edition 	

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

- Infojini has worked on various technologies at JCC including but not limited to Java, J2ee, Weblogic, Tibco, ColdFusion and Oracle.
- This extensive 7 year experience sourcing candidates for JCC gives us the ability to source candidates in the future for the JCC.
- Our recruitment experience, past performance with Judicial Council of California and other state agencies makes us the lowest risk, best value vendor that will enable smooth transition and functioning of the legacy and new systems.
- We are able to meet our commitments and be responsive to JCC's needs because of our current resource pool, experience sourcing for various projects and classification at the JCC, recruiting database and a highly experienced recruiting team.
- We have a strong database of over 50,000+ technical staff that has government experience. We have developed this database by working with various clients such as State of California, State of North Carolina, State of South Carolina, State of Maryland, State of Washington, State of Minnesota, and State of Virginia. This experience gives us the experience to recruit qualified resources for JCC.
- Infojini continuously pre-qualifies candidates with the skills required for various technical staffing positions such as Project Manager, Architect, Network Engineer, Business Analyst, and Developer/Programmer, and enters them into our recruitment database. Therefore, when JCC sends a WORF we are able to provide a candidate quickly.
- Infojini is already a member of a number of various LinkedIn groups such as IT Project Management, Tririga, SAP, Java Developers, ColdFusion and Tibco Developers. This will enable us to reach them in a timely manner.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

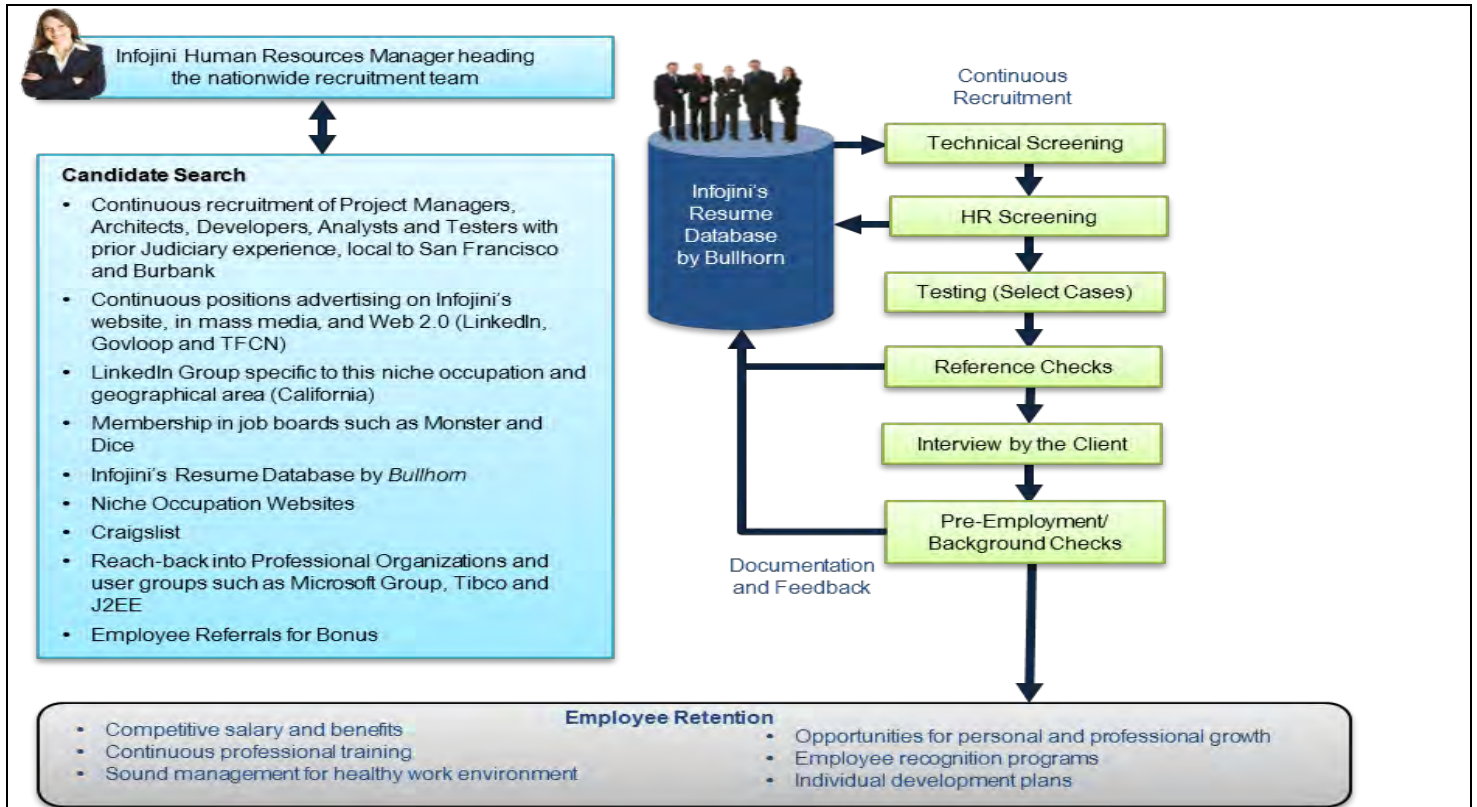


Fig 1: Infojini's Recruitment Methodology

Our recruiters conduct a 4 step screening process to ensure that the resource is a perfect match for the state agency's requirement.

- a) **Technical Screening:** We would conduct this round of screening to test the technical ability of the resource being submitted.
- b) **HR round of screening:** We would conduct this round of screening to understand whether the resource is committed to accept the opportunity with the client. We would make sure that the following expectations are clearly communicated with the resource:
 - Compensation Offered
 - Duration of the project
 - Location and travel requirements
 - Work hours and any weekend or off hours requirement
 - Onsite/offsite
 - Dress code (if any)

We do this to avoid any resource to back out after going through the interview process.

- c) **Pre-Screen Employment/Background Checks:** We are aware of the JCC requirements for background checks. We run background checks including criminal background checks at the county level (e.g.,

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

counties of residence for the last seven years) and at the federal district level (e.g. Federal District Court, Northern California) on all top-rated candidates within 5 business days.

- d) **Reference Checks:** We would carry out a thorough reference check of candidates and present them to JCC only after receiving a positive feedback from all references.

(1) your existing subcontracting relationships with other firms and what classifications they cover:

Infojini has sub-contracting relationships with the following firms:

Sub Contractor Company:	Classifications they cover
Innominds Software, San Jose, CA	Release Manager, Program Manager, IT Developer.
Stratedge, Inc, San Ramon, CA	Application Tester, Application Testing Lead
Fisher Design, Inc, San Francisco, CA	Database Administrator
ITSSI, Hanover, MD	Tibco Development Engineer

(2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request:

- Infojini has internal capabilities to source hard-to-fill positions where we don't currently have a subcontracted firm in place.
- Infojini has a team of 20 Technical and Functional recruiters experienced in sourcing candidates in various State and local agencies across the United States.
- Infojini has assigned a team of 6 dedicated Technical and Functional recruiters to work on JCC's staffing requests.
- Out of the 6 Recruiters we have assigned 2 dedicated "proactive" recruiters who will prequalify and network with resources for difficult to fill IT positions for JCC.
- The Proactive recruiters will pre-qualify candidates with the skills required by JCC and enter them into our recruitment database by BullHorn. Therefore, if a Worf request comes up, we will be able to provide a candidate quickly.
- Infojini has 9+ years' experience in working with Judicial Agencies such as Judicial Council of California, State of Maryland Judiciary, and State of North Carolina Administrative Office of the Courts and Washington Administrative Office of the Courts. This experience working at the JCC and other State Judiciaries gives us the ability to source hard to fill positions having experience in Courts Systems.

We will follow the following steps in sourcing the candidates:

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

- Within 4 hours of receipt of the WORF, Infojini and its team will determine whether they would be able to fill the Work Order or not.
- Infojini will then look for subcontractors on our pre-qualified list that may have the capability or suitable candidates to fill the position.
- Infojini will qualify subcontractors based on the insurance requirements, employee references, and trade references and other conditions set forth in our contract with JCC.
- Infojini will be solely responsible for the performance of our subcontractors. We will ensure that the Subcontractors adhere to the same standards as required by us. We would include an affirmative statement in our subcontractor agreement that JCC is an intended third party beneficiary of the contract and there will be no agreement with JCC and JCC will be indemnified by Infojini for any claim presented by the subcontractor.
- We have already qualified local Subcontractors such as Fisher Design, Inc, Adequare, ITSSI and Innominds to help us fulfil the staffing request for JCC’s Technical Staffing contract.
- We would optimize our subcontractor base on a quarterly basis and remove non performing subcontractors and add new subcontractors who would be a best fit in strengthening our team to perform services to JCC.
- We will maintain all our agreements with our subcontractors and would present them to JCC as and when required.

(3) Your plans for filling positions in diverse geographic locations through California.

- We have augmented our capabilities by adding three California teammates, Adequare, Fisher Design Inc, and Innominds. These subcontractors will help us filling positions in diverse geographic locations through California.
- Infojini has experience working for the JCC at the San Francisco and Burbank locations. Apart from these locations, our employees have travelled across the states for e-filing and CCPOR deployment projects.
- Infojini has current staff working at other diverse California Locations such as:
 1. San Francisco performing services at the JCC, Visa, Polaris Wireless and Cisco
 2. Sacramento performing services at Sacramento Municipal Utility Districts, California Teachers Retirement System.
 3. Los Angeles and Burbank performing services at the JCC, Nowcom.
 4. San Jose performing services at ITC
- We have a strong recruitment team with 20 technical recruiters and utilize BullHorn as the recruitment database. This helps us identify candidates by skills and location and candidates willing to relocate to the geographical areas. We have consultants working in diverse locations across California. Our past experience in filling positions in diverse geographical locations in California gives us the ability to successfully fill positions for JCC.
- We would continuously pre-qualify candidates with the skills, location preference and rate information. Therefore, if a requirement comes up in any of the areas we would be easily find them from our internal

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

database.

- We utilize various social media sites such as LinkedIn, Govloop and craigslist to find candidates local to the area.
- We offer an attractive referral bonus; that enables us to get highly qualified colleagues of our existing work force.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Infojini, Inc. Response:

We require that employees complete standard weekly timesheets and submit them to their supervisors (in this case JCC’s Project Manager) for approval and signature, and then scan and email or fax these timesheets by 5 PM each Monday to Infojini for payroll processing. We have established internal controls to ensure timely and correct timesheet submission. Following figure shows an example of our standard timesheet but we are flexible for using any timesheet template suggested by JCC. During the payroll processing every 15 days, we enter the timesheet data into our payroll software (Intuit Quickbooks). Once we have closed out the payroll after processing, the system stores all the payroll data for each pay date, and we use it for invoicing. To track employee hours, we run a payroll register for each pay date, which includes the employees' name, wages paid, and hours worked. We file the payroll registers for each pay date securely online and also back up that data.

The principles we use to ensure invoice compliance are as follows:

- Keeping of the detailed timesheets (beyond the detail required by the contract to substantiate the specific hours worked and amounts invoiced)
- Saving sent and received emails for the project to trace back the effort expended
- Maintaining close communication with their managers
- Ensuring accuracy of all timesheets through verification by the Supervisor (JCC Project manager) through their approval and signature
- Internal review process to ensure timely and accurate submission of the timesheets
- Monthly reports on time expended and review by the Account Representative to ensure accuracy and compliance with the number of hours in the work order.

Infojini uses Quickbooks for Invoicing. We invoice once per deliverable. We will provide a monthly summary

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

statement that will have hours worked for each key personnel on each deliverable. The sample summary statement that we currently use is attached below:

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Infojini, Inc. Response:

Since we are already supporting JCC, we are currently using the form provided by California JCC to track travel expenses. Please see the sample attached as figure 2.

Our methodology is as follows:

We require that employees do not undertake travel unless they receive authorization from the customer. Our employees complete the expense report monthly. We maintain strict policy for submitting all the receipts, no matter how small is the claimed expense. We use required mileage calculation at the current IRS rate, and also provide a Google Maps printout. The employee is requested to scan all the receipts and provide them with the expense report for approval to the supervisor (in this case JCC’s Project Manager). Upon obtaining the approver’s signature, the employee sends the expense report and receipts to the accounting department for double-checking the calculations on the expense report, and for entry into Intuit Quickbooks. We use the Quickbooks entries for invoicing, and include copies of all the required substantiation of the expenses.

We track all the travel expenses on a monthly basis in a spreadsheet generated using the Quickbooks data to calculate the travel expense balance remaining from the Work Order. We include this information in our communications with and reporting to the customer. Sample of the spreadsheet is attached as Figure 3.

The principles we use to ensure expense reports compliance are as follows:

- Requiring mandatory travel authorization by the customer
- Issuing a clear travel policy that ensures the employees do not exceed the Government-approved per-diem and lodging rates
- Requiring all the receipts and expense report approvals and sign-off by the managers
- Ensuring accuracy of all expense reports through additional verification by our accounting department

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

- Accurate invoicing to include all the back-up information and receipts
- Monthly tracking via a spreadsheet and review by the Account Representative to ensure accuracy and compliance with the travel allowed by the work order, and the remaining balance.

Expense Statement

Key Personnel	[REDACTED]
Work Order PM	[REDACTED]
Master #	MA010
Work Order #	ISD13019A-01
Project	

Period	
From	4/1/2014
To	4/30/2014

RECEIPTS REQUIRED

Date - Per day (separate trips as shown below)	Description/Reason for Trip	Airfare	Transportation (taxi, public, car rental) expenses	Parking/ Tolls	Miles	Mileage rate	Lodging	Breakfast \$6 max	Lunch \$10 max	Dinner \$18 max	TOTAL
4/16/2014	Sierra County	0.00	0.00				99.00				99.00
4/17/2014	Sierra County	0.00	0.00		366.00	204.96					204.96
4/22/2014	Nevada County			5.00		0.00					5.00
4/23/2014	Nevada County				300.00	168.00	77.44		10.00		255.44
4/27/2014	Napa County					0.00					0.00
4/28/2014	Napa County				112.00	62.72	103.72		10.00		176.44
						0.00					0.00
		0.00	0.00	5.00	778.00	435.68	280.16	0.00	20.00	0.00	740.84

Total Expenses invoiced this period	\$ 740.84
Travel Expense balance remaining	

Figure 2: Infojini's existing expense report for JCC

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	1
Application Support Analyst	1
Application Tester	3
Application Testing Lead	1
Business Applications Analyst	1
Sr. Business Applications Analyst	1
Business Systems Analyst	2
Sr. Business Systems Analyst	1
Data Modeler	1
Database Administrator	2
Enterprise IT Architect	1
Infrastructure/Operations IT Architect	1
IT Developer	15
IT Developer Lead	5
IT Governance Subject Matter Expert	2
IT Infrastructure Subject Matter Expert	1
IT Program Manager	2
IT Project Manager	6
Network Engineer	4
Quality Assurance Analyst	2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	1
Release Manager	1
Security Analyst	3
Service Delivery Manager	1
Technical Analyst	2
Technical Construction Analyst	4
Technical Writer	2
TIBCO Development Engineer	1

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	January 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	January 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	
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JCC Classification	IT Developer
Duration of Assignment (List Dates)	January 2016 – May 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	January 2016 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	January 2016 – April 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	February 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	February 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	February 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	February 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	March 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	March 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	March 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Tester
Duration of Assignment (List Dates)	April 2015 -Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	April 2015 -Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Tester
Duration of Assignment (List Dates)	May 2015 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	May-2015 – September-2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	
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JCC Classification	Enterprise IT Architect
Duration of Assignment (List Dates)	January 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List Dates)	May 2015 – September-2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	May-2015 – present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	May 2015 – February-2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	May 2015 – July 2015

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	May 2015 – March 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	May 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	May 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Tester
Duration of Assignment (List Dates)	April 2015 – June 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

for Company Point of Contact* [REDACTED]

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	April 2015 – June2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	April 2015 –April 2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	April 2015 – June 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	May 2015 – December 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	May 2015 – June2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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JCC Classification	IT Developer
Duration of Assignment (List Dates)	May 2015 – January 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	May-2015 – July 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	May 2015 – August 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	May 2015 – Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Senior Business Systems Analyst
Duration of Assignment (List Dates)	June 2015 – November 2015
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	June 2015 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	June 2015 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	June 2015 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	June 2015 – April 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	June 2015 - April 2016

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	June 2015 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Release Manager
Duration of Assignment (List Dates)	June 2015 – November 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	July 2015 – July 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	
Duration of Assignment (List Dates)	July 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Service Delivery Manager
Duration of Assignment (List Dates)	July 2015 – October 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	July 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	August 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	August 2015 -Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	August 2015 – October 2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	August 2015- present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	August 2015 -Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	October 2015 – December 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	September 2015 - April 2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	September 2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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JCC Classification	TIBCO Development Engineer
Duration of Assignment (List Dates)	May 2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	September 2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	October 2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	October 2015 – October 2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	October 2015 - Present
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	October 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Developer
Duration of Assignment (List Dates)	October 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	October 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	November 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Data Modeler
Duration of Assignment (List Dates)	November 2015 –April 2016

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		
JCC Classification	Business Systems Analyst	
Duration of Assignment (List Dates)	November 2015 - Present	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		
JCC Classification	Business Applications Analyst	
Duration of Assignment (List Dates)	December 2015 - Present	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		
JCC Classification	Network Engineer	
Duration of Assignment (List Dates)	December 2015 - Present	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		
JCC Classification	Release Analyst	
Duration of Assignment (List Dates)	December 2015 – January 2016	
Name of Individual Placed*		
Company Where Placed*		
Company Point of Contact (Name)*		
Email Address and Phone Number for Company Point of Contact*		
JCC Classification	Technical Analyst	
Duration of Assignment (List Dates)	December 2015 - Present	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	December 2015 -Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Business System Analyst
Duration of Assignment (List Dates)	December 2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.

Proposer must complete the following:

Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.

Infojini, Inc. Response:

The following key staff are designated as Key Staff for the JCC:

Key Staff Position	Key Staff Name
Sourcing Manager	Shweta Kukreja
Account Representative	Sandeep Harjani
Accounting Lead	Kajal Joshi

Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

Resume –Sandeep Harjani

Account Representative

Summary Qualifications

- Mr. Harjani has completed Master’s Degree in Computer Science from Syracuse University, NY. Mr. Harjani has 12+ years’ experience in Information Technology with over 10 years’ experience with managing IT Staffing Projects at various Government and Commercial Clients. This blend of sourcing and technical experience gives Mr. Harjani the ability to effectively manage the contract with JCC.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Mr. Harjani has 5+ years' experience serving as an Accounts Representative for California JCC's Master Agreement for Technical Staffing Contract. Mr. Harjani has also served as an Account Representative for Maryland Judiciary, North Carolina and South Carolina Administrative Office of the Courts. This experience working with various judicial agencies gives Mr. Harjani the ability to serve as a trusted partner to the JCC's project managers.
- Mr. Harjani conducts regular meetings with contract employees and client managers to solicit proper feedback and mitigate risks.
- Mr. Harjani excels in managing client expectations and retaining staff.

Education and Certifications

- Masters in Computer Science, Syracuse University
- Bachelor of Engineering in Computer Science, Mumbai University

Chronological Order Work Experience

Account Representative, Infojini, Inc.,

March 2006-present

Responsibilities:

- Manage clients such as Judicial Council of California, Maryland Judiciary, Washington Administrative Office of the Courts and North Carolina Administrative Office of the Courts.
- Engage in the processing and managing of accounts involving IT services/staffing and solutions of enterprise networks and infrastructure, data security technologies, applications and customized software products.
- In particular, help with government agencies technology acquisition and services, respond to RFPs, and develop penetration and growth plans.
- Collaborate with hiring managers to determine job and department needs to ensure a good fit.
- Develop and maintain strategic relationships with clients as well as work with recruiters and management to fulfill client expectations and increase revenue
- Interact regularly with project managers, resource managers and procurement

CNSI, Rockville MD

January 2003 – Dec 2005

Project Management and Business Development

Responsibilities:

- Hired to implement and manage an IT support services contract. Staff consisted of 7 managers and 150 technical professionals.
- Managed account profitability and provided the following services: implemented ITIL framework, Performance Management, Business Continuity, Change Management, Desktop services (HW/SW break-fix), Install/Move/Add/Change (IMAC) and projects for over 10,000 end-users.

CNSI Federal Clients:

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- **Amtrak (9 contracts, 100 employees)**

Responsibilities:

- Managed implementation of shared services model, centralizing work and resources resulting in 50% headcount reduction and cost savings of approximately \$30MM per year.

- **FNS/US Department of Agriculture (WAN/LAN IT Support Services 23 employees)**

Responsibilities:

- Developed and implemented program to update knowledge base. Exceeded IT Support productivity goals by 20%.

- **MSHA/Department of Labor (IT Systems Support 35 employees)**

Responsibilities:

- Implemented training program which improved 1st call resolution at the Service Desk by 12%.
- Conducted regular client communication meetings, provided program updates highlighting performance metrics, customer satisfaction survey results affecting performance and corrective action plans.

Constellation Energy Group, Baltimore, MD

Oct 2000 – Dec 2002

Project Manager

Responsibilities:

- Create detailed project plans, establish timelines, and define resource requirements, critical paths and key milestones; monitor overall progress and ensure timely completion of all tasks.
- Build cost and time requirements into project plan; successfully meet project deliverables.
- Execute all phases of the project life cycle - analysis, design, development, testing, implementation, and post-production support for custom Corporate Security and Business Continuity systems.
- Coordinate with vendors and business on the technical and implementation requirements.
- Manage all project management activities of the implementation and document support requirements.

Resume – Shweta Ram Kukreja

Sourcing Manager

Summary Qualifications

- Dynamic Recruitment Manager, with over 10 years of experience with full cycle technical recruiting specializing in State and Local Government. Experience sourcing candidates for JCC's Staff Augmentation Contract.
- Internet Data Mining using Boolean search techniques. Excellent knowledge of Internet based recruiting tools (Monster, DICE, and CareerBuilder etc.) Used a wide variety of applicant tracking systems. Strong candidate

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

networking experience.

- Experience in conducting background checks as required by the JCC, and conducting e-verify employment verification.
- Exceptional people skills, established interviewing skills, strong communication skills, demonstrated understanding of information technology industry.
- Retains client and corporate confidentiality, exercises sound judgment, detail-oriented and articulate.
- Natural trend setter, fuels teams in the launch of cutting-edge solutions driving record-setting results.
- Self-motivated and the ability to work independently and as part of a team and multi task in a fast paced environment.
- Proven professional networking using online social media (LinkedIn, Twitter, Facebook, blog sites).
- Interfaces effectively with customers, co-workers, and executive management.
- Excels with proposal support, pre-award work / contingent offer management and funded positions.
- Proven record of accomplishment in developing, implementing and championing creative *out of the box* recruiting strategies.
- Experienced in conducting behavioral interview assessments

Education and Certifications

- Bachelor of Engineering in Computer Science, Mumbai University

Core Competencies

- Reduction of recruiting costs
- Decreased time to fill
- Improved quality of candidates pool
- Improving Hiring Response Time
- Quantify Performance Metrics
- Risk Management

Chronological Order Work Experience

Infojini, Inc.,
Sourcing Manager

04/2007 to Present

Responsibilities:

- Manages full cycle recruiting efforts, performs project executions, and consults with executive management.
- Creates, designs, and implements innovative recruiting strategies in alignment with the organizational vision, mission, values, and goals.
- Delivers Human Resources expertise to executive management.
- Leads internal and external talent acquisition activities including candidate sourcing, assessments', and management of entire recruitment processes.
- Uses BullHorn Recruitment tracking system.
- Manage and own the complete recruitment process from definition of the role until offer acceptance.
- Coordinate with various Vendor Management Services (VMS) such as Chimes, Beeline, Emptoris, and Taleo

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

etc.

- Full life cycle recruiting and administrative responsibility starting with creation of requisition and ending with on boarding of selected candidate (create/modify job description, build and execute sourcing strategy, preliminary interviews, reference checks, schedule interviews, negotiation of salary/offers, consult with candidate through start date/on boarding)
- Consistently exceeding monthly goals
- Develop and maintain pipelines to top notch IT professionals by building and maintaining candidate relationship which contributes to decreasing time to fill.
- Interface with business development team and hiring managers on strategy and confirmation of requirements.
- Work on a daily basis to identify top accounts, target skill sets and industry experience relevant for the office; to evaluate clients' current and future staffing requirements; and to present qualified candidates for both contract and permanent positions.
- Maintain a network of potential candidates and industry contacts by making periodic phone calls or emails to provide customer service, gain industry knowledge and to acquire referrals and sales leads.
- Built and maintain relationships with prospective candidates and clients. .
- Strategic alliance with third party vendors offering candidates with specialized skill-sets.

**Lockheed Martin Corporation, Fairfax, VA
Team Lead Recruiter/Recruitment Manager**

05/2004 to 02/2007

Description: A security cooperation with a global foot print employing about 146,000 people, and is principally engaged in advanced technology systems.

Responsibilities:

- In addition to full time recruiting activities, I lead a team of 9 recruiters.
- Represented the Lockheed Martin Sunnyvale Regional Talent Acquisition Center supporting Engineering and Information Technology with talent acquisition by planning, organizing, controlling and evaluating recruiting activities related to several proposal efforts (**RFP, RFI, and RFQ**).
- Drove/Participated in numerous External Peer Review Program (EPP).
- Following contract win monitored talent acquisition by optimizing staffing fill rates and their sustenance there off. Identified and provided solutions for hard to fill positions.
- Reported weekly to senior management on indentified potential show stoppers/ risk mitigation staffing plans to counter these potential scenarios.
- Presented reports on staffing rates for different programs, proposal/ new business updates. Partnered and interfaced with business operations to review ROS (return on sales).
- Educated internal clients on current recruiting market trends, provided guidance on compensation packages.
- Worked directly with the candidates, hiring managers, program managers and the human resource business partners to manage offer development and negotiation processes.
- In-depth understanding of comp structures and possesses the ability to be creative in crafting offers.
- Strong track record of closing candidates; guided hiring managers and formulated strategies to prevent counteroffers and declines.
- Developed contingency/ back-fill candidate pipelines to ensure 100% staffing rate.
- Ensured accurate requisitions and job descriptions prior to posting to the external market place.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Team were in compliance with OFCCP standards.
- Partnered with my human resources business partners and program managers to ensure that requisitions were well written to attract the targeted talent.
- Managed, coordinated and communicated logistics and information of all interviews with hiring manager and candidates.
- Reviewed hiring managers interview assessments and took appropriate action when warranted for quality improvement and management.
- Followed up with background investigations, drug screening and set tentative start date for candidates. Conducted follow-up calls, organized and lead post-interview debrief/feedback between all involved parties for a results driven outcome.

**Optimization Consulting, Inc. Washington, D.C.
Technical Recruiter/Lead**

06/2002 to 03/2004

Responsibilities:

- Directly interfaced with and supported the United States Navy and Air National Guard with consulting services in engineering Information technology and management areas.
- Full cycle recruiter, Managed 6 recruiters.
- Developed and maintained pipelines to top notch IT professionals by building and maintaining candidate relationship which contributed to decreasing time to fill.
- Interfaced with business development team and hiring managers on strategy and confirmation of requirements.
- Worked with the Business Development team to elicit client requirements.
- Leveraged online recruiting resources and in-house database to identify the best candidates and build a virtual pipeline.
- Areas of responsibility included Business Development to bring more business into the company.
- Built and maintained relationships with prospective candidates and clients.
- Negotiated contracts and rates with tier-1 vendors when placing consultants.
- Strategic alliance with third party vendors offering candidates with specialized skill-sets.
- Satisfied Client needs by submitting suitable profiles in coordination with Recruitment team.
- Managing 3rd party and direct accounts.
- Revived old accounts that were inactive.
- Cold called and built relationships from ground up.
- Brought new accounts to the company and generated a huge amount of revenue for the company from professional staffing with consistent placements every month.
- Negotiated wage rates and other terms and conditions of employment with candidates and gained commitment from candidates for current and future job requirements.
- Worked on a daily basis to identify top accounts, target skill sets and industry experience relevant for the office; to evaluate clients' current and future staffing requirements; and to present qualified candidates for both contract and permanent positions.
- Maintained a network of potential candidates and industry contacts by making periodic phone calls or emails to provide customer service, gain industry knowledge and to acquire referrals and sales leads
- Handled placements of US Citizens, Green Card Holders, EADs, H1B's, OPTs and TN permit Holders.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Resume –Kajal Joshi

Accounting Lead

Summary Qualifications

- A proven Accounting Professional with 10+ years of experience in financial and business planning, accounting, and financial process improvement.
- Demonstrated record of success in organizational development, controlling costs, improving financial processes and reporting, and cash flow management.

Education and Certifications

- BBA, Bachelor of Business Administration & Accounting, Bowie State University

Key Accomplishment

- Managed client conversions from Quickbooks /Peahctree.
- Assisted in developing transparencies in accounting for various clients
- Managed corporate finance and accounting functions while supporting 55% growth rate
- Streamlined business operations with improvements resulting in 42% reduction in G&A and overhead rates

Chronological Order Work Experience

**Infojini, Inc.,
Accounting Lead**

2008 – present

Responsibilities:

- Provide leadership, technical guidance and oversight of general accounting, policies, and procedures.
- Supervise accounting personnel as needed.
- Ensure company compliances with regulatory agencies as needed.
- Serve as advisor to business owners during various financial matters.
- Administer daily financial functions.
- Conduct top level strategy, recommendations, and feasibility studies.
- Oversee and Assist financial department “restructuring”
- Prepare monthly financial statements, financial reconciliations, and process monthly transactions
- Prepare quarterly payroll taxes and business tax returns.
- Prepare and execute corporate budgeting process
- Manage corporate cash flow

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Create and maintain consolidated company financials for business owners.

DCS Corporation, Alexandria, VA
Accounting Lead

2003 – 2006

Responsibilities:

- Manage financial and accounting policies and procedures in accordance with corporate goals and objectives
- Review and approve all monthly general ledger transactions
- Supervise staff of 6 in executions of all accounting and finance functions (AP/AR and Payroll)
- Maintain corporate Financials for internal and external purposes (DCAA, Creditors, etc.)
- Ensure compliance with all statutory and regulatory financial and business requirements (corporate taxes, licenses, etc.)
- Prepared bi-monthly staff payroll and tax filings
- Reconciled treatment and reporting of seasonal revenues
- Managed Accounts Receivable and associated collections
- Maintained and managed Accounts Payable and disbursements
- Completed month end journal entries and Bank Reconciliations

Amyx, Inc., Alexandria, VA
Director of Finance/Accounting Manager

2000 – 2002

Responsibilities:

- Initiated and managed financial and accounting policies and procedures in accordance with corporate goals and objectives
- Reviewed and approved all monthly general ledger transactions
- Supervised execution of all accounting and finance functions (staff of 3)
- Forecasted and managed corporate cash flow
- Implemented and executed corporate budgeting process
- Maintained corporate Financials for internal and external purposes.
- Ensured compliance with all statutory and regulatory financial and business requirements (corporate taxes, licenses, etc.)
- Created and maintained consolidated company financials for business owners.
- Established corporate procedures to ensure tax compliance and timely SEC reporting

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Infojini, Inc. Response:

Key Staff Name	Duration with Infojini
Sourcing Manager – Shweta Kukreja	9 years (05/2007 – Present)
Account Representative – Sandeep Harjani	10 years (03/2006 – Present)
Accounting Lead – Kajal Joshi	8 years (2008-Present)

Infojini follows the following steps to retain key staff and other employees performing services at the client.

Employee Retention

- Competitive salary and benefits
- Continuous professional training
- Sound management for healthy work environment
- Opportunities for personal and professional growth
- Employee recognition programs
- Individual development plans

1. Competitive Salary and Benefits.
2. Profit Sharing for key management staff.
3. Frequent status meetings to understand and resolve issues.
4. Continuous professional training.
5. Opportunities for personal and professional growth
6. Employee recognition programs
7. Individual development plans.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer’s acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor’s rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p> <p>None</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p> <p>None</p>	

End of Evaluation Criterion C-5

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion:	Viability of Firm
C-6	Maximum Points for this Criterion:	<u>5 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.

Proposer must complete the following:

Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.

Infojini, Inc. Response:

Legal Name	Infojini, Inc.
Type of Business Entity	Corporation
State of Incorporation	Maryland
Number of Years in Business	10 Years
Sourcing Experience	10 Years
Is Sourcing the main line of Business?	Yes
Mergers and Acquisitions since 2008	None
Bankruptcy, lawsuits	None

Infojini has never filed bankruptcies and do not have any law suits filed against us for malfeasance or any other reason.

Infojini, Inc’s key executives are as follows:

1. Sandeep Harjani, President

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

- Mr. Harjani has completed Master's Degree in Computer Science from Syracuse University, NY. Mr. Harjani has 12+ years' experience in Information Technology with over 10 years' experience with managing IT Staffing Projects at various Government and Commercial Clients. This blend of sourcing and technical experience gives Mr. Harjani the ability to effectively manage the contract with JCC.
- Mr. Harjani has 5+ years' experience serving as an Accounts Representative for California JCC's Master Agreement for Technical Staffing Contract. Mr. Harjani has also served as an Account Representative for Maryland Judiciary, North Carolina and South Carolina Administrative Office of the Courts. This experience working with various judicial agencies gives Mr. Harjani the ability to serve as a trusted partner to the JCC's project managers.
- Mr. Harjani conducts regular meetings with contract employees and client managers to solicit proper feedback and mitigate risks.
- Mr. Harjani excels in managing client expectations and retaining staff.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Infojini, Inc. Response:

Infojini's 3 year financial reports are attached. Infojini has been awarded one of the INC 5000 fastest growing companies since the last 5 years. Infojini was also awarded one of the 50 Washington Technologies Fastest growing Government Contracting Companies.

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Infojini, Inc. Response:

Infojini has been successful in retaining executives and key staff. Most individuals performing the duties have been performing their duties over a year. We reward and honor hard work. Each of our key executive has been with our company for over 7 years.

Infojini follows the following steps to retain key staff and other employees performing services at the client.

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Employee Retention

- Competitive salary and benefits
- Continuous professional training
- Sound management for healthy work environment
- Opportunities for personal and professional growth
- Employee recognition programs
- Individual development plans

- Competitive Salary and Benefits.
- Profit Sharing for key management staff.
- Frequent status meetings to understand and resolve issues.
- Continuous professional training.
- Opportunities for personal and professional growth
- Employee recognition programs
- Individual development plans.

Here are some email quotes from current employees:

“Thank You for helping me out with the employment verification letter that quickly, I was able to resolve and update my driver’s license information”

“Thanks for sending the paycheck by fedex! Now I could take it with me during my travel! Thank you for being there”

End of Evaluation Criterion C-6

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

ATTACHMENT E BIDDER DECLARATION

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the "Bidder Declaration Instructions" prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors:

4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: 1

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: Irvine Enterprises LLC _____
2. Subcontractor contact person: Glenn Irvine _____
3. Subcontractor address: 13258, Bavarian DR, San Diego, CA - 92129 _____
4. Subcontractor phone number: [REDACTED] _____
5. Subcontractor email: irvineenterprises@sbcglobal.net _____
6. Subcontractor DVBE Supplier ID number: 36500 _____

7. Subcontractor DVBE Certification active from 08/29/2013 to 09/30/2016.
8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.
9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:
IT Consulting Services
10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")
Is responsible for the execution of a distinct element of the work of the contract
11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: 3 %
12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

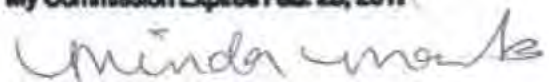
SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>	
Infojini Inc		20-4624920	
<i>Address</i>		<i>Telephone Number</i>	
891 Elkridge Landing Rd, Suite 190, Linthicum Heights, MD 21090		[REDACTED]	
<i>By (Authorized Signature)</i> 			
<i>Printed Name and Title of Person Signing</i>			
Sandeep Harjani, Director 			
<i>Date Executed</i>		<i>Executed in the County of</i> <u>Anne Arundel</u> <i>in the</i>	
5/10/2016		<i>State of</i> <u>Maryland</u>	



Minda Monika
Notary Public
Queen Anne's County, Maryland
My Commission Expires Feb. 25, 2017

 5/10/16

Supplier Profile

Certification ID : 36500

Legal Business Name:
IRVINE ENTERPRISES LLC

Doing Business As (DBA) Name1:
IRVINE ENTERPRISES LLC

Doing Business As (DBA) Name2:

Office Phone Number:
858/366-8943

Business Fax Number:
858/538-7621

Business Web Address:
<http://www.irvineenterprises.net>
(<http://www.irvineenterprises.net>)

Service Areas:

Alameda , Alpine , Amador , Butte , Calaveras , Colusa , Contra Costa , Del Norte , El Dorado , Fresno , Glenn , Humboldt , Imperial , Inyo , Kern , Kings , Lake , Lassen , Los Angeles , Madera , Marin , Mariposa , Mendocino , Merced , Modoc , Mono , Monterey , Napa , Nevada , Orange , Placer , Plumas , Riverside , Sacramento , San Benito , San Bernardino , San Diego , San Joaquin , San Luis Obispo , San Mateo , Santa Barbara , Santa Clara , Santa Cruz , Shasta , Sierra , Siskiyou , Solano , Sonoma , Stanislaus , Sutter , Tehama , Trinity , Tulare , Tuolumne , Ventura , Yolo , Yuba

Address:
13258 BAVARIAN DR
SAN DIEGO
CA 92129

Email:
irvineenterprises@sbcglobal.net
(<mailto:irvineenterprises@sbcglobal.net>)

Total No. of Employees:

Business Types:
Service

Notification Preference:
Email

[View Keywords](#)

[View Classifications](#)

Active Certifications

?

Certification Type	Status	From	To
DVBE	Approved	08/29/2013	09/30/2016

STATE OF MARYLAND
Department of Assessments and Taxation

I, HEIDI DUDDERAR OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR THE RIGHTS OF CORPORATIONS TO TRANACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT INFOJINI, INC., INCORPORATED JUNE 22, 2006, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS MAY 10, 2016.



Heidi Dudderar
Associate Director



301 West Preston Street, Baltimore, Maryland 21201
Telephone Balto. Metro (410) 767-1340 / Outside Balto. Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice


[Secretary of State Main Website](#)
[Business Programs](#)
[Notary & Authentications](#)
[Elections](#)
[Campaign & Lobbying](#)

Business Entities (BE)

Online Services

- [E-File Statements of Information for Corporations](#)
- [Business Search](#)
- [Processing Times](#)
- [Disclosure Search](#)

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Service Options

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- [Tax Information](#)
- [Starting A Business](#)

Customer Alerts

- [Business Identity Theft](#)
- [Misleading Business Solicitations](#)

Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Friday, May 06, 2016. Please refer to **Processing Times** for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	INFOJINI INC
Entity Number:	C3421377
Date Filed:	10/05/2011
Status:	ACTIVE
Jurisdiction:	MARYLAND
Entity Address:	PO BOX 749
Entity City, State, Zip:	HANOVER MD 21076
Agent for Service of Process:	NATIONAL REGISTERED AGENTS, INC.
Agent Address:	818 W SEVENTH ST STE 930
Agent City, State, Zip:	LOS ANGELES CA 90017

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

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ATTACHMENT H IRAN CONTRACTING ACT CERTIFICATION

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.


1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

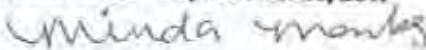
OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Infojini, Inc.		<i>Federal ID Number</i> 20-4624920
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> , Director Sandeep Harjani		
<i>Date Executed</i> 5/10/2016	<i>Executed in the County of</i> <u>Anne Arundel</u> <i>in the State of</i> <u>Maryland</u>	




Minda Monks
Notary Public
Queen Anne's County, Maryland
My Commission Expires Feb. 25, 2017

5/10/14

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 8-2003)

RFP Title: Master Agreements for Technical Staff Augmentation Services

RFP Number: ISD-201601-RB

Attachment No. D

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) Infojini, Inc.		
		SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS 
		MAILING ADDRESS	BUSINESS ADDRESS 891, Elkridge Landing Road, Ste 190
		CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE Linthicum Heights, MD 21090
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 20-4624920		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> CORPORATION:	
<input type="checkbox"/> ESTATE OR TRUST		<input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input checked="" type="checkbox"/> ALL OTHERS	
<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:		<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:	
(SSN required by authority of California Revenue and Tax Code Section 18646)			
4	<input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.		
PAYEE RESIDENCY STATUS		<input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.	
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
		AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Sandeep Harjani	TITLE Director
		SIGNATURE 	DATE 05/06/2016 TELEPHONE 
6	Please return completed form to:		
Department/Office: _____			
Unit/Section: _____			
Mailing Address: _____			
City/State/Zip: _____			
Telephone: (____) _____ Fax: (____) _____			
E-mail Address: _____			

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.

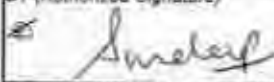
Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Sandeep Harjani
TITLE OF PERSON SIGNING DIRECTOR

Cover Letter

Attn: Nadine McFadden

Date: May 10th, 2016

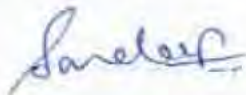
Address: Judicial Council of California,
Administrative Office of the Courts,
455 Golden Gate Ave,
San Francisco, CA 94102-3688

Subject: Infojini's Cost Proposal in response to the RFP #**ISD-201601-RB**, Master Agreement
for Technical Staff Augmentation Services

Dear Sir/Madam,

Please find attached Infojini's one (1) original and three (3) copies of the cost proposal,
Attachment C-3, and an electronic version on USB.

Respectfully,



Sandeep Harjani,
President
Infojini, Inc
891 Elkridge Landing Road, Suite 190
Linthicum Heights, MD 21090

Contact Information:



www.infojiniconsulting.com

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		2	2	2	3	4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	37	36	36	36

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	12	11	11	11

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	110
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	70
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	80
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	88
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	80
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	85
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	85
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	90

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	90
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	110
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	120
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	105
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	92
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	105

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	95
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	100
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	110
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	110
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	90
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	75

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	70
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	75
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	107
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	80
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	90
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	85
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	75
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	105

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing



MATRIX Letter of Transmittal

Thank you for allowing MATRIX Resources, Inc. (MATRIX) the opportunity to provide a response to the Judicial Council of California (JCC) Request for Proposals for Technical Staff Augmentation Services. We look forward to earning your business and providing JCC with high quality technical staffing services.

At MATRIX, we take pride in providing our clients with quality technical resources at competitive rates, excellent customer service, and strong account management. We are always responsive to our clients' requirements due to our customer service attitude, extensive recruiting power, and innovative technologies. We are confident our 33 years of IT staffing experience has uniquely equipped us to support the technical labor requirements of JCC.

Nationally, MATRIX is a leader in the IT staffing and services industry, averaging 2,300 placements per year in permanent, contract, and contract to hire openings with our clients. We are recognized as one of the top 25 largest IT staffing firms in the U.S. according to Staffing Industry Analysts.

When working with MATRIX, you will find that we are committed to developing partnerships that achieve long-term business success. Combining our approach with a proven track record, MATRIX looks forward to being a value-added partner that JCC can leverage and trust.

Sincerely,

Angela Salvato
Account Executive
601 Montgomery Street, Suite 650
San Francisco, CA 94111

As President of IT Services for MATRIX, I certify that I am an authorized representative of MATRIX and that I am authorized to legally bind MATRIX.

Gary Wood
President of IT Services

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>MATRIX recruiters use the following sourcing methods & tools to provide the highest quality talent to our clients: Bullhorn Applicant Tracking Customer Relationship Management system (The MATRIX internal candidate database, containing one million nationwide candidates), Referrals (20 to 30 percent of our placements come from referrals), User Groups, Social Media, Broadbean, Marketo, Ebsta, Recruitment Edge & Open Web, LinkedIn Recruiter and Career Sites. We also post open jobs to our MATRIX website and those jobs immediately get sent to Indeed and Simply Hired.</p> <p>To help meet our time and quality commitments for our clients, MATRIX has developed a subcontracting process and methodology with a goal to maintain and develop alliance supplier relationships that add to the quality and responsiveness of our overall candidate pool, represent specialized skill areas (hard to source skills), and opportunities to certified Woman Owned (WBE), Minority Owned (MBE), and Disabled Veteran Owned (DVE) firms. Through our existing network of subcontract firms, MATRIX draws from a large pool of pre-qualified, established candidates. At the request of the Client, we will also work with your recommended, additional auxiliary suppliers.</p> <p>MATRIX is committed to diversity, both in policy and practice. For us, diversity is a strategic initiative that works, and works as a mutually beneficial alliance, offering opportunities and rewards to ourselves and our diversity partners, consultants, candidates, and clients. The MATRIX Alliance Program is our primary avenue for building our diversity supplier relationships. Since 1984, MATRIX has established supplier relationships with numerous companies, including many Minority- Women- and Disabled Veteran-owned business</p>	

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

enterprises that qualify for diversity certification. Recently we have been diligently tracking our minority independent consultants, to boost that percentage also. We provide all of our suppliers an equal opportunity to receive and review job openings, and submit candidates online. The power and the multipliers of our alliances prove to be very successful for all involved parties.

MATRIX recruits for diversity candidates within an overall recruiting process to provide a diverse workforce. As part of our job posting strategy to source qualified candidates, MATRIX utilizes WorkplaceDiversity.com. In addition, MATRIX often hosts Black Data Processing Associates (BDPA) meetings. BDPA is a nonprofit organization which provides resources that support the professional growth and technical development of individuals in the IT industry. MATRIX recruiters are able to connect with potential candidates through these meetings and then via social media and stay in touch with them about career opportunities. Another great sourcing technique recruiters often use is attending diversity career fairs.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

MATRIX offers a secure, online Web tool—the MATRIX TMS portal. Available online 24 x 7, with help desk support provided from 7:00 AM - 8:30 PM EST, Monday through Friday, MATRIX TMS provides for online timesheet entry and approval. The Client has the ability to setup delegates for timecard approval for the time frame needed. This SaaS tool is electronic, efficient, automated and secure. MATRIX TMS is also the tool used for invoicing and allows for automated delivery of invoices on a variety of schedules. Because both timecards and invoices are processed in the same system, accuracy is higher since the data doesn’t have to be integrated between multiple systems. Timecard and invoice reports are also available to Clients.

MATRIX is prepared to work with JCC to meet any special billing requirements that you have. As a standard practice, MATRIX receives client approved consultant time via electronic systems. These approvals are stored and managed online and in our internal database as the source document for the actual invoicing that can occur weekly, bi-weekly, every four weeks, or monthly depending on client preferences. MATRIX provides copies of the approved time sheets with the invoices to ensure accuracy of billing.

Please see a sample invoice attached.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

MATRIX will need to know in advance that the placed personnel/consultant will be traveling so that we can get the consultant set up to track and submit travel via our TMS system. The placed consultant will need to complete a Consultant Expense Report and then submit the expense report and attach all receipts along with a cover page into the MATRIX TMS. Consultant expenses will need to be approved in the time limit in order for the consultant to be paid on time.

Please see a sample consultant expense report attached.

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	43
Application Support Analyst	79
Application Tester	120
Application Testing Lead	36
Business Applications Analyst	41
Sr. Business Applications Analyst	12
Business Systems Analyst	76
Sr. Business Systems Analyst	21
Data Modeler	48
Database Administrator	74
Enterprise IT Architect	26
Infrastructure/Operations IT Architect	31
IT Developer	210
IT Developer Lead	81
IT Governance Subject Matter Expert	0
IT Infrastructure Subject Matter Expert	6
IT Program Manager	5
IT Project Manager	216
Network Engineer	68
Quality Assurance Analyst	60

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Manager	36
Security Analyst	51
Service Delivery Manager	15
Technical Analyst	7
Technical Construction Analyst	0
Technical Writer	64
TIBCO Development Engineer	2

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	04/27/15 – 02/06/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	06/29/14 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

for Company Point of Contact*	
JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	08/10/15 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	04/01/16 – Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Database Administrator
Duration of Assignment (List Dates)	11/23/16 – 03/06/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Application Tester
Duration of Assignment (List Dates)	03/02/2015 – 11/09/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	4/11/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	11/09/15 – 04/01/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	11/09/15 – 04/01/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	04/11/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	04/21/15 – 12/15/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	09/14/15 – 05/31/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Enterprise IT Architect
Duration of Assignment (List Dates)	03//16/16 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	08/03/2015 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	10/26/15 – 04/26/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	01/12/16 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	02/18/16 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	07/13/15 – 11/01/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	4/20/15 – 07/10/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Release Manager
Duration of Assignment (List Dates)	04/18/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	01/04/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Service Delivery Manager
Duration of Assignment (List Dates)	04/18/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	08/17/15 – 11/13/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Technical Writer
Duration of Assignment (List Dates)	02/02/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	TIBCO Development Engineer
Duration of Assignment (List Dates)	Confidential
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p>		
<p>(1) Sourcing Manager: Justin Harless, Branch Director. Justin joined MATRIX in 2013 and has over 15 years of experience in the IT Staffing industry. He reports directly to our EVP of Branch Operations.</p>		
<p>(2) Account Representative: Angela Salvato, Account Executive. Angela will be your MATRIX Account Executive and the single point-of-contact for all JCC activity. At MATRIX, we understand the importance of having a single point-of-contact for your convenience in addressing inquiries, providing data, and handling any issues which may arise relating to project needs and the MATRIX staff on assignment at your location. Angela joined MATRIX in 2016 and has over 13 years of experience in information technology sales, IT staffing and professional services, business development and account management. Angela reports directly to Branch Director, Justin Harless. Providing support to the JCC account is Angela’s Account Coordinator, Thanh Tran. Thanh provides day-to-day support of the JCC account needs including fielding and resolving client and candidate questions when Angela is out of the office. She also assists with coordination of interviews between candidates and JCC as well as the onboarding process for contract consultants placed at JCC. Providing recruiting support to JCC is a team of 5 local MATRIX Recruiters sitting in our San Francisco office, as well as 65+ MATRIX Recruiters company-wide. MATRIX Recruiters average 10 years of industry experience and 4 years with MATRIX. Angela is complemented by a strong management team of Branch Director, Justin Harless, Executive Vice President, Jon Davis, and President of IT Services, Gary Wood. This team will ensure all account service activities are delivered in a quality and timely manner.</p>		
<p>(3) Accounting Lead: Mark Green, Controller. Mark joined MATRIX in 1999.</p>		

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

See resumes attached.

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

(1) Sourcing Manager: Justin Harless joined MATRIX in 2013 and has served in his current role as Branch Director for 3 years.

(2) Account Representative: Angela Salvato joined MATRIX in 2016 and has over 13 years of experience in information technology sales, IT staffing and professional services, business development and account management. Angela was with her previous company for 10 years and left because she wanted to be part of a larger organization that has a National presence and stronger local and National recruiting organization. Since this is a sales role there was no specific “predecessor” serving in this role before her.

(3) Accounting Lead: Mark Green joined MATRIX in 1999 and has served in his current role as Controller since for 10 years.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u> 15 Points </u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

End of Evaluation Criterion C-5

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds. Our legal name is MATRIX Resources, Inc. We are a privately-held S-Corporation incorporated in the State of Georgia. Founded in 1983, MATRIX is a national Technology Solutions company specializing in Staff Augmentation, Agile coaching and delivery, Custom Application Development, UI/UX Design, Enterprise Services, and Telecom Services. We serve as a business catalyst for our clients, helping large and small companies across the U.S. overcome their technology-related challenges. Our professional services teams have completed more than 900 projects in the past 13 years, and last year alone MATRIX helped over 2,300 IT professionals advance their careers by placing them in new contract and permanent positions. There have been no mergers, acquisitions or public offerings with MATRIX since January 2013. There have been no bankruptcies filed by MATRIX or any law suits filed against MATRIX for malfeasance. <u>MATRIX Key Executives:</u> Gary Wood, President of IT Services Gary possesses three decades experience covering all aspects of the IT services and IT staffing industries. He has achieved significant success in developing long-term business partnerships with our clients. Embracing the concept of a single point of contact relationship, Gary’s ongoing mission is to provide coordinated relationships with our clients, providing all services that MATRIX offers. He is spearheading	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms

Attachment C-6

the merging of our Professional Services and Staffing sales organization. Gary combines extensive knowledge of IT staffing and services along with delivery processes and customer service excellence. In his early days with MATRIX, Gary managed large staffing accounts focused on the contract staffing area. He served as Director of the MATRIX IT Contract Services group. In his 18 years prior to MATRIX, Gary held various sales management positions in the computer hardware, services, software, and professional services sectors.

Jon Davis, Executive Vice President Branch Operations

Jon is responsible for all MATRIX branch and national accounts sales throughout the U.S. He has been in the executive, athletic, medical, and technical recruiting fields for over 23 years and has been with MATRIX for 19 years. He has sold search services at the retained, contingent, and unbundled levels. Jon's experience ranges from Fortune 100 companies to start-up ventures. He has held positions as Recruiter, Business Developer, Recruiting Manager, and Sales Manager. Jon has led training seminars on the topics of sales skills for the staffing industry, effective territory evaluation, prospecting, and time management techniques for success.

Kenny Edgerton, President of Telecom Services

Kenny joined MATRIX in 2012 as President of MATRIX Telecom Services. Kenny retired from AT&T after 30 years of outstanding service and increasing levels of management responsibility. Most recently, he served as Executive Director of Network Planning and Engineering. Previously, he also worked as Executive Director of Network Operations, Vice President and COO of Bellsouth.net, Assistant Vice President of Bellsouth Business Systems and other positions across BellSouth and AT&T. Kenny holds an MS in Telecommunications Management from Southern Methodist University and a BS in Civil Engineering, Magna Cum Laude, from North Carolina State University.

Robert Stovall, Chief Financial Officer

As CFO, Robert is responsible for all Finance related activities for the company. He manages the company's banking relationships, tax and audit activities, business insurance, Real Estate transactions, legal interests and treasury functions. As a member of the executive team, Robert plays an integral role in launching new business lines and in company acquisitions. Prior to joining MATRIX in 2000, Robert spent two years with Corporate Express in Atlanta and 11 years with Harris Corporation in Melbourne, Florida. Robert began his career with Ernst & Young in Little Rock, Arkansas after receiving an MBA and BSBA from the University of Arkansas. Robert is also a licensed Certified Public Accountant.

Don Palmer, Executive Vice President of National Accounts

As Executive Vice President of National Accounts, Don Palmer has assisted MATRIX clients for over 20 years to maximize their investments in IT human capital and IT services. His current responsibilities include working with Fortune 500 clients and ensuring they are fully engaged with the various human capital solutions offered by our staff augmentation and professional service businesses. Don joined MATRIX in 1990, and worked in both account management and recruiting, delivering both contracting and permanent placement services to customers. He achieved Rookie of the Year status and was a perennial Top Performer; leading to various leadership promotions over the years. He was a key member of the team that grew the MATRIX consultant base from 50 to more than 1,300 individuals and a Leader of the Executive team that launched our Professional Services business line several years ago. Prior to joining MATRIX,

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Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Don worked with IBM, first as a mainframe programmer, then as a Sales Consultant selling mid-range computer systems and solutions to SMB financial and distribution clients.

Elizabeth Varrenti, Vice President of Professional Development

As Vice President of Professional Development, Elizabeth is responsible for managing professional and organizational development at MATRIX, with an emphasis on improving performance through ongoing training and development for our Sales and Recruiting organizations. She has over 20 years' experience in Business Development, client and account services as well as recruiting and management. Since starting with MATRIX in 1998, Elizabeth has fulfilled numerous roles including Account Executive, Sales Director, Recruiting Team Lead, Director of Recruiting, and VP of National Accounts Delivery. A graduate of the State University of New York at Geneseo, Elizabeth previously worked for CA Technologies in a Business Development role in the Southeast and began her career in technology in IT support with IBM in Atlanta, GA.

Rick Stephenson, Vice President of Delivery – Western Region

Rick began his career in 1983 delivering custom and COTS applications in the transportation, home security, eCommerce, content management, enterprise portal, business intelligence, medical services and financial industries. Working in a variety of technology and business leadership roles, he has helped organizations define strategy, perform business analysis, lead application development teams, and govern program management. Joining MATRIX in 2012, Rick enjoys working closely with MATRIX customers as a coach, teacher, mentor, and facilitator, unlocking the potential of the next generation of Agile Leaders. As an Agile Coach, he holds multiple certifications from the Scrum Alliance and is active in the Agile community at large. Rick enjoys working with MATRIX customers to assess their Agile maturity and support them on their Agile journey to excellence.

Sunita Arora, Vice President of Delivery – Eastern Region

Sunita has 15 years of experience in leading, implementing, and managing SDLC projects, and custom application development projects to produce high quality systems that meet specified business and functional requirements. She possesses extensive professional services management and program management experience managing cross-portfolio and cross-functional teams utilizing Agile and traditional methodologies. Sunita is experienced in setting up and establishing processes, standards and implementing tools for enterprise level operations efficiency. Sunita's extensive experience includes Agile transformation, pre-sales consulting, contract development, team management, vendor management and business development. She has led large-scale implementations and managed several multi-million dollar accounts primarily in the healthcare and financial industries. Sunita is a certified Scrum Master, PMO, Scaled Agile Framework (SAFe) Program Consultant (SPC), and PMI Agile Certified Practitioner.

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

MATRIX is a privately-held company and we prefer not to disclose our audited financials for public record. However, our MATRIX Finance team will send them to you directly if requested.

Page 1 of 1

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company’s key executive/Key Staff retention philosophy.

The turnover rate to-date of MATRIX as a whole is 8.46%. However, the turnover rate of the designated JCC Key Staff members is 0%; the turnover rate of the company’s key executives is 0%; and the turnover rate of our San Francisco, CA office as a whole is 0% as well.

Page 2 of 2

End of Evaluation Criterion C-6

Angela Salvato

Work Experience:

Sr. Account Executive

MATRIX, San Francisco, CA - 2016-Present

- Handles full sales lifecycle from prospecting to placement
- Business professional committed to meeting client and staffing needs by developing interpersonal relationships to better understand expectations and goals
- Achieves weekly goals of outbound client visits, cold calls, market research, and marketing candidates to client requisitions
- Provides **consultant care throughout the duration of the consultant's contract assignment (happy hours, luncheon, birthdays, anniversaries, etc.)**
- Proactively looks for opportunities within current clients to expand MATRIX service offerings including staff augmentation and AGILE professional services
- Conducts market research and qualifies target accounts within the Bay area
- Coaches and assists both clients and candidates through the interview process, assignment and redeployment

Sr. Account Executive

Ascent Services Group, Walnut Creek, CA - 2005-2016

- A self-starter with the ability to follow instructions and lead by example through a strong work ethic, positive energy, attention to detail, and a firm understanding of the big picture
- Business professional committed to meeting client and staffing needs by developing interpersonal relationships to better understand expectations and goals
- Dedicated to individual achievements as well as the success of the team
- Achieves weekly goals of outbound client visits, cold calls, market research, and marketing candidates to client requisitions
- Provides **consultant care throughout the duration of the consultant's contract assignment (happy hours, luncheon, birthdays, anniversaries, etc.)**
- Consistently a revenue leader for over 6 years, generating a minimum of 5 million in revenue annually
- Manages a book of business with an average of 50+ consultants
- Handles full sales lifecycle from prospecting to placement
- Proactively looks for opportunities within current clients to expand Ascent service offerings
- Facilitated development of staffing agreements including negotiation of terms between Ascent and clients
- Establishes client expectations and effectively communicates to appropriate parties

- Advises clients on staffing solutions by educating them on current market conditions
- Conducts market research and qualifies target accounts within the Bay area
- Coaches and assists both clients and candidates through the interview process, assignment and redeployment

Assistant Branch Manager

Spherion, Pleasanton, CA - 2003-2005

- Greeted customers, received and screened incoming calls, answered routine inquiries, and routed calls to the appropriate individual in a courteous and efficient manner.
- Conducted New Hire orientations, including reference checks, background checks, and other on boarding requirements.
- Processed payroll to over 200 consultants on a weekly basis
- Managed all Accounts Payable and Receivable for entire Pleasanton Branch
- Reviewed and processed all pay, bill rates, redeploy, bench, bonus, and status change updates in database and files
- Processed employment verifications
- Assisted recruiters by sourcing potential job applicants
- Developed creative promotional materials for clients and consultants
- Maintained employee files for internal and external staff
- Maintained office supplies for entire branch

Office Manager

Complete Tax Solutions, Inc, Burlingame, CA- 2000-2003

- Complete management and organization of Tax & Financial Services Company
- Daily tasks includes answering phones, receiving mail, managing calendar, and updating and maintaining contact database
- Handled all communication and correspondence with clients
- Tracked orders and supplies needed for general office use
- Processed all Accounts Payable and Receivable
- Pre-scheduled all appointments for tax season and financial reviews
- Updated client files and financial portfolios **as per client's request**
- Prepared and processed new investment account applications
- Made all company travel arrangements and reservations
- Prepared marketing material and quarterly newsletters

Additional Skills:

Microsoft Word (10+ years), Microsoft Excel (10+ years), Microsoft Outlook (15+ years), Customer Service (10+years), Negotiation (10+ years), Outside sales (10+ years) CRM experience with: Job Diva, Bullhorn, Adapt/Bond

Awards & Certifications:

Circle of Excellence Gold Winner 2015

Circle of Excellence Gold Winner 2014

Circle of Excellence Gold Winner 2013

Circle of Excellence Silver Winner 2012

Circle of Excellence Silver Winner 2011

* Ascent award given to a producer based on performance

References upon request

Justin Harless

Market Director



Summary

Justin brings strength as an experienced technology services management and business development professional in the IT and Software Engineering environments where he has over 15 years of experience.

Experience working within the 3 largest markets in California (San Francisco, San Jose, and Los Angeles) and bringing them all to profitability. Justin holds a BA degree from Arizona State University.

Specialties: 15+ years of Technology Services experience, working in 5 different markets, and 2 countries.

- Hiring and Managing High Producing Teams
 - Business Development/Account Management
 - Technical Staffing
 - Agile Coaching and Training
 - Account Strategy
 - P&L Management
-

Experience

Market Director at MATRIX

January 2013 - Present (3 years 4 months)

Founded in 1983, MATRIX today is a national Information Technology Solutions provider, producing results for more than 2,300 clients in the last decade. Last year, more than 2,000 MATRIX consultants provided Professional IT Services, Professional IT Staffing, and Telecom Services, helping clients achieve outstanding technology and business success. MATRIX works independently and through partnerships with Microsoft and other vendors and consulting firms. Our solid financial growth, numerous industry accolades, long-tenured associates, satisfied clients and consultants – all bear testament to the great relationships we form with all our stakeholders.

Currently responsible for a team of Account Executives and Technology Recruiters in a growing San Francisco, CA (Bay Area) and Seattle, WA (Northwest) market for IT Contract Staffing, Direct Hire, and Agile Coaching and Training Services.

Director of Sales at Ascent Services Group

January 2011 - January 2013 (2 years 1 month)

The Ascent Services Group (ASG) is an industry leading Human Capital Services company, consistently ranked as a Tier 1 Provider to many Fortune 1000 clients. ASG has grown rapidly by cultivating strong relationships with our consultant associates and emerging as a thought leader in Project Portfolio, Data and Contingent Workforce Management for our clients. ASG employs nearly 2,000 people and has regional offices in each major time zone, providing outstanding support to our small, midsize and large enterprise clients.

ASG has been ranked multiple times in the Inc. 500, and by SIA and ICIC as one of the fastest growing staffing companies.

Built and managed a team of Account Executives who were responsible for selling into the direct (non-VMS/MSP) market place in the Bay Area.

Director; Emerging Markets at The Judge Group, Inc.

February 2005 - January 2011 (6 years)

The Judge Group, with over forty years professional staffing experience and twenty four locations nationally offers its clients a practical suite of solutions for delivering efficient client services. Our core competencies include: IT, Engineering, Scientific and Healthcare Contract Staffing, IT, Pharmaceutical and Food Service Permanent Placement, IT Project Solutions, IT and Workforce Education and Vendor Management Solutions. The mission of the Judge Group is to service the needs of its clients, its contractors and applicants, with the urgency required by the customer through professionalism, ethics and state of the art technology.

Account Manager (Financial Services Vertical) at TAC Worldwide Companies (Advantage Technical Resourcing)

January 2000 - February 2005 (5 years 2 months)

Exclusively Serviced: Wells Fargo Bank (WFS, ISG)

Sr. Technical Recruiter (Financial Services Vertical) at TAC Worldwide Companies (Advantage Technical Resourcing)

2000 - 2003 (3 years)

Exclusively Serviced: Wells Fargo Bank (WFS, ISG)

Technical Recruiter at TAC Worldwide Companies (Advantage Technical Resourcing)

2000 - 2001 (1 year)

Clients Serviced: Standard Chartered Bank, MCI WORLDCOM, COMPAQ

Skills & Expertise

Career Development

Applicant Tracking Systems

Benefits Negotiation

Business Development
CRM
Consulting
Contract Recruitment
Human Resources
Internet Recruiting
Leadership
Interviews
Management
Permanent Placement
Recruiting
Relationship Management
Sales
Salesforce.com
Salesforce.com Consulting
Sourcing
Talent Acquisition
Technical Recruiting
Temporary Placement
Training
Vendor Management
Strategy
Staffing Services
Staff Augmentation

Education

Richmond, The American International University in London

BA, Communications and Business, 1999 - 2000

Activities and Societies: International Internship Program- Technical Aid International (TAC Worldwide)

Arizona State University

Bachelor's Degree, Communications and Business, 1995 - 1999

Activities and Societies: Sigma Alpha Epsilon, ASU Water Polo Team

Publications

IT Jobs Market: The Trends Behind the Statistics

Communications of the ACM May 1, 2013

Authors: Justin Harless, Logan Kugler

Anyone following the employment news has probably noticed that projections for jobs in the IT sector over the next few years look pretty good. U.S. News's "100 Best Jobs of 2013" lists three computer-related jobs in the top 10. And the National Association of Colleges and Employers lists "Computers and Information Science" as the second most desirable degree for 2013 graduates.

Mark D. Green, C.P.A.

Professional Experience

MATRIX Resources, Inc., Atlanta, GA Controller Assistant Controller Billing Manager AP and Payroll Manager	August 1999 – Present
NAC International, Norcross, GA Accounts Payable Manager	May 1998 – August 1999

Education

Maryville College, Maryville, TN Bachelor of Business Administration in Business Organization and Management	Graduated May 1998
Georgia State University Additional accounting hours to satisfy C.P.A. requirements	Attended 2003 – 2006

Certifications

Certified Public Accountant	Sept 2007
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MATRIX Resources, Inc.
 1000 Abemathy Rd
 SUITE 500
 DUNWOODY, GA 30346
 (770) 730-6200 (800) 382-5533
 FED. ID # 58-1494307

Please remit payments to:
 MATRIX Resources, Inc.
 P.O. BOX 101177
 ATLANTA, GA 30392

INVOICE

<u>ACH Instructions</u> Wells Fargo Bank, N.A. Atlanta, GA 30326 [REDACTED] [REDACTED]
--

Sample Customer
 XXL N. Central Expressway
 Dallas, TX. 75204

Contact **Sara Carrasco**

Invoice Number: 2037733
 Invoice Date: 01/10/2014
 Project No: BR2361
 Customer: No: BR2361

PO No.	MATRIX Account Manager	Payment Terms		
93913407		DUE UPON RECEIPT		
Description	Time Period	Hours	Rate	Amount
Doe, Jane				
Week Ending 12/7/2013		32.00	108.00	3,456.00
Week Ending 12/14/2013		40.00	108.00	4,320.00
Week Ending 12/21/2013		40.00	108.00	4,320.00
Week Ending 12/28/2013		24.00	108.00	2,592.00
Week Ending 12/31/2013		16.00	108.00	1,728.00

If the collection of this invoice requires the assistance of an attorney, attorney's fees in the amount equal to fifteen percent (15%) of the principal and interest owing will be payable to MATRIX Resources, Inc.

Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days
0.00	0.00	0.00	0.00

Aging current as of 3/6/2013 - Invoices less than 30 days old are not included in balances.
 Please call 800.382.5533 with any questions regarding past due invoices.

Subtotal	16,916.00
Sales Tax	0.00
Trade Discount (0.00 %)	0.00
Retention	0.00
Balance	16,916.00



MATRIX Resources Expense Report

Client: _____

Reporting Week:

Consultant: _____

1/1/2015 to 1/7/2015

Day/ Date	Sunday 01/01/2015	Monday 01/02/2015	Tuesday 01/03/2015	Wednesday 01/04/2015	Thursday 01/05/2015	Friday 01/06/2015	Saturday 01/07/2015	Weekly Total
Lodging								\$ -
Meals:								
Breakfast								\$ -
Lunch								\$ -
Dinner								\$ -
Airfare								\$ -
Auto Rental /								
Taxi								\$ -
Phone/Fax								\$ -
Other:								
								\$ -
TOTAL								\$ -

Consultant: _____

Date: 05/05/2021

Client: _____

Date: _____

Your signature indicates your approval of the expenses listed above and authorizes MATRIX to invoice your company for the expenses listed.

Atlanta Accounting..... (770) 393-9970
 Accenture..... (770) 698-6869
 Atlanta-Bellsouth/Cingular..... (770) 698-6830
 Birmingham Accounting..... (866) 845-6996
 Accenture..... (888) 502-8938
 Charlotte Accounting..... (866) 280-8001

Dallas Accounting..... (972) 239-2874
 New Jersey..... (877) 673-5802
 Phoenix Accounting..... (866) 239-9115
 Research Triangle Park Acctg..... (866) 280-8001
 Workforce Solutions..... (866) 753-5479
 Project Solutions (877) 857-7992

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0	.25	.50	.75	1.0

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	46%	44%	42%	40%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	32%	30%	28%	26%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$125.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$105.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$90.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$95.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$90.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$95.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$90.00
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$100.00

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$90.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$110.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$130.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$115.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$105.00
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$115.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$130.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$130.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$130.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$125.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$110.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$85.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$95.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$100.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$115.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$125.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$100.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$105.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$75.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$130.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	


End of Evaluation Criteria C-2 Pricing

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 8-2003)

RFP Title: Master Agreements for Technical Staff Augmentation Services

RFP Number: ISD-201601-RB

Attachment No. D

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) MATRIX Resources, Inc.		
	SOLE PROPRIETOR -- ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)		E-MAIL ADDRESS [REDACTED]
	MAILING ADDRESS 1000 Abernathy Road, Suite 500		BUSINESS ADDRESS 601 Montgomery Street, Suite 650
	CITY, STATE, ZIP CODE Atlanta, GA 30328		CITY, STATE, ZIP CODE San Francisco, CA 94111-2603
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 58-1494307		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
PAYEE ENTITY TYPE CHECK ONE BOX ONLY	<input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: [REDACTED]		
	CORPORATION: <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input checked="" type="checkbox"/> ALL OTHERS		
	(SSN required by authority of California Revenue and Tax Code Section 18646)		
4	<input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.		
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) James Plunkett		TITLE Assistant Controller
	SIGNATURE 	DATE 04/25/2016	TELEPHONE [REDACTED]
6	Please return completed form to: Department/Office: <u>Judicial Council of California</u> Unit/Section: <u>Administrative Office of the Courts</u> Mailing Address: <u>455 Golden Gate Avenue, 6th Floor</u> City/State/Zip: <u>San Francisco, CA 94102</u> Telephone: () _____ Fax: () _____ E-mail Address: _____		

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>



A new breed
of professional
services firm

Sacramento
Walnut Creek
San Francisco
Oakland
Los Angeles
Century City
Newport Beach
San Diego

May 10, 2016

Reference: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

On behalf of MGO Strategic Staffing, I am pleased to present to the Judicial Council of California, Administrative Offices of the Courts our proposal to provide technical staff augmentation services to JCC. Our firm is a proven professional staffing and consulting firm since 1992 with a strong background placing temporary staffing with local government entities throughout California, including Superior Court of California, Orange County.

- We know how government entities operate since we have provided temporary, permanent IT staffing and professional consulting services to over 200 California government organizations.,
- We are a division of a top 100 CPA firm MGO with strong government ties throughout California and we have access to other divisions within MGO who offer value add Services: IT Security audits, Cybersecurity and SOC 1, 2 and 3 (Service Organization Control) reports.
- Selected on the preferred vendor list for 17 local government entities, including the State of California MSA and CMAS agreements. Plus we have a MSA with Orange County Superior Court.
- Our databases contain a large number of prequalified IT employees, many with government experience.

We are headquartered in Sacramento, California with offices in San Francisco, Los Angeles, Newport Beach, Century City, San Diego, Del Mar, Oakland, and Walnut Creek.

Prime:

Macias Gini & O'Connell (MGO) Corporate Offices
3000 S Street, Suite 300
Sacramento, CA. 95816

Subcontractor:

DVBE Technology Group
330 University Ave, Suite 200
Sacramento, CA 95825

Designated Point of Contact:

MGO Strategic Staffing, 4675 MacArthur Blvd, Suite 600
Newport Beach, CA 92660

██████████
Bob Schneider, Director
██████████

We truly appreciate this opportunity to present our services to the Judicial Council of California. We look forward to assisting you with your needs and will be diligent in ensuring our relationship is a rewarding experience.

Sincerely,

Bob Schneider

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer's Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC's invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>MGO Strategic Staffing is confirming sourcing for all labor classifications outline in Attachment C-2. We currently have placed IT contingent (temporary) consultants in the majority of the classifications in both northern California (MGO Offices San Francisco, Walnut Creek, and Sacramento) and southern California (MGO Offices in Los Angeles, Newport Beach and San Diego). We have also sourced and filled IT positions nationwide. Our current assignments range from six to over eighteen months. In section 1.3 of the JCC's current list of technical staff classifications currently performing work at JCC MGO's referenced placements make up the majority of JCC's current temporary staff. JCC's core areas are Business/Application Analysts, Developers and Project Managers which is very consistent with our core areas of placements referenced in C-2.</p> <p>Serving California's Emerging Technology Market – Our mission is to combine technology with people and to understand the workforce challenges of organizations as they integrate technology into their daily work plan. Staffing is a relationship business and building relationships is all about trust, quality, commitment, and teamwork. We have established a solid reputation and we are recognized by consultants and our partners nationwide.</p> <p>The majority of the positions MGO sourced and filled in attachment C-2 were completed in the last 90 days supporting a major Oracle upgrade project for one of our clients. There were 22 positions to be filled within 45 days between seven agencies. MGO Strategic Staffing filled 40% of the positions within the timeline required. Our success was attributed to the following:</p> <ol style="list-style-type: none">1. Posting of all job orders to major Job Board's2. Connect with all subcontractors immediately (established a nationwide base of quality subcontractors)3. Technical Screening (Thorough technical screening of candidates)4. Utilize existing database of consultants (Primarily California based)	

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

We use a web-based management system to intake and store qualified applicant resumes. Relevant information on all potential resources, including resumes, personal profiles, references, work samples, are gathered from our candidate interviews and entered into this system. This database includes the ability for customized searches of applicants based on skill, location, education, key words and other applicable criteria.

Our partnerships are key and we involve them early in the process, we don't wait source independently and then bring in the partners to source if we're having difficulty. MGO immediately reaches out to all of our partners based on IT specialization once we receive a requirement or WORF. Sourcing quality candidates is all about timing and this is the reason we don't wait to involve all partnership sources we have established. Our partnership's cover all JCC technology categories in C-2. Testimant of this success with our sourcing methodology, has been proven over time and most recently with our ability to fill 40% of our clients technology requirements all within 45 days.

The job categories listed in C-2 are not positions that should be difficult to fill. If there is difficulty, in our experience it is attributed to a combination of skill sets outlined in the work order that because of this combination finding that paticular skill set in one person is unique. It is sometimes related to one particular skill that will be a challenge. If possible it's a matter of communicating back to the client the reason for the souring challenge and reviewing again the absolute "must-haves" of the requirements for the position. It is during this process that skills are reviewed again and adjustments are made that tend to open up the availability of qualified candidates.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

MGO Strategic Staffing currently customizes invoices for our clients and can provide a summary of the duties and project detail as described in your guidelines for Word Orders. Our standard invoice is included and can be modified to meet the invoice requirements of JCC: All time worked for our consultants are entered into MGO's ADP timekeeping system and are available in hardcopy and can be submitted with the invoice.

Our contingent staff/Consultants are required to submit their hours electronically through our ADP timekeeping system. Ou electronic worksheets are downloaded weekly, reviewed for accuracy and then verified by MGO for accuracy. If there is an discrepancy the MGO Account Manager will work with the temporary employee to resolve the discrepancy.

Our system provides:

- Real-time access to information for MGO and the employee.
- Tracking of hours worked in accordance with ACA and California Sick Leave requirements.
- Access to current and historical timesheets any time via the internet
- Eliminate unnecessary expenses related to paper, printing, mailing and storage
- Reduced errors associated with manual time entry

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Sample Invoice



Strategic
Staffing

Judicial Council Of California
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Invoice No. 444444
Date January 28, 2016
Client No. JCC.XX01
JCC Contract # XXXXX
JCC Work Order # ISD-XXXX

Service through Friday, May 14 2016

Labor Service Date	Employee	Description	Hours	Rate	Amount
5/9/2016	Smith	IT Developer	1.25	\$47.25	\$59.06
5/10/2016	Smith	IT Developer	0.5	\$47.25	\$23.63
5/11/2016	Smith	IT Developer	4.25	\$47.25	\$200.81

*JCC Project Manager: Brian Green

Current Amount Due \$ 283.50

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
283.50	425.26	0.00	0.00	0.00	708.76

Please make your check payable MGO and remit to:

3000 S Street, Suite 300, Sacramento, CA 95816.

Please contact the following for billing questions: (916) 642-7009

Federal Tax ID #68-0300457

PLEASE REFERENCE OUR INVOICE NUMBER ON YOUR REMITTANC

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Expenses statements are processed monthly and we require our consultants to provide all expense reports monthly. Including tracking all mileage and providing receipts for all expenses. Our consultants will adhere to the same policy as all MGO employees adhere to. MGO will provide all necessary detail according to Exhibit G, attachment 5.D.

End of Evaluation Criterion C-1

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	1
Application Support Analyst	2
Application Tester	1
Application Testing Lead	1
Business Applications Analyst	1
Sr. Business Applications Analyst	2
Business Systems Analyst	1
Sr. Business Systems Analyst	0
Data Modeler	0
Database Administrator	1
Enterprise IT Architect	1
Infrastructure/Operations IT Architect	3
IT Developer	9
IT Developer Lead	3
IT Governance Subject Matter Expert	0
IT Infrastructure Subject Matter Expert	2
IT Program Manager	0
IT Project Manager	4
Network Engineer	In Process
Quality Assurance Analyst	1

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	0
Release Manager	0
Security Analyst	1
Service Delivery Manager	0
Technical Analyst	1
Technical Construction Analyst	0
Technical Writer	1
TIBCO Development Engineer	0

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for.

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer Lead
Duration of Assignment (List Dates)	6 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer lead
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

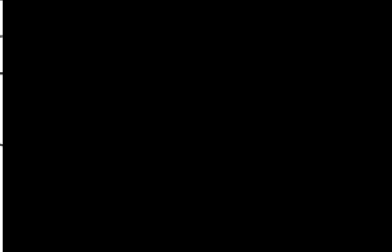
JCC Classification	IT Developer
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

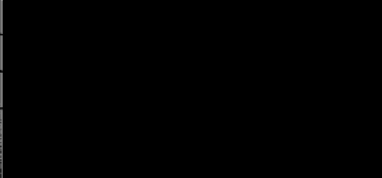
JCC Classification	IT Developer
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

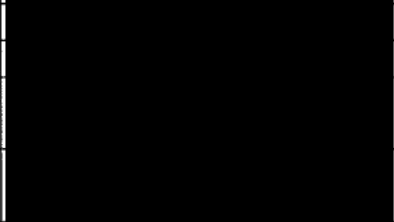
RFP Number: ISD-201601-RB

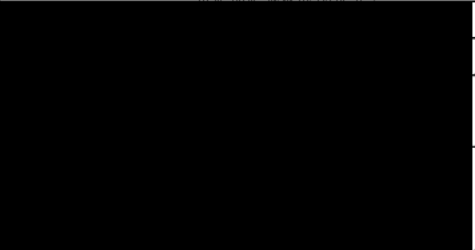
Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


JCC Classification	Sr. Business Applications Analyst
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

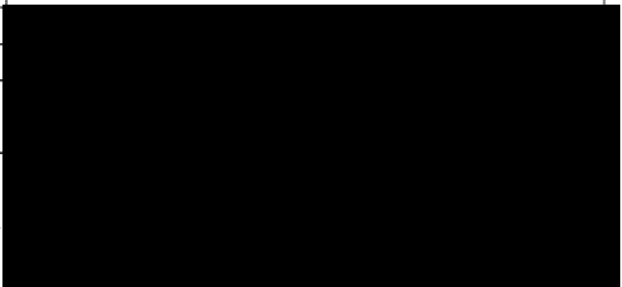
RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer
Duration of Assignment (List Dates)	12-18 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

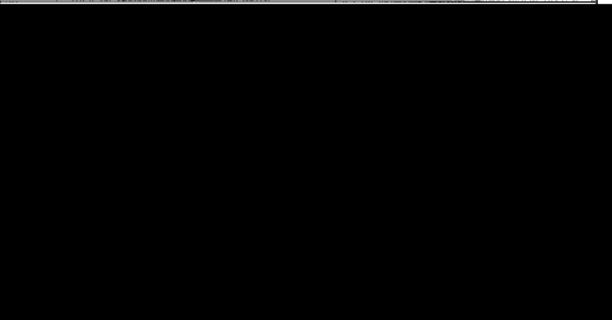
JCC Classification	IT Developer
Duration of Assignment (List Dates)	12 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

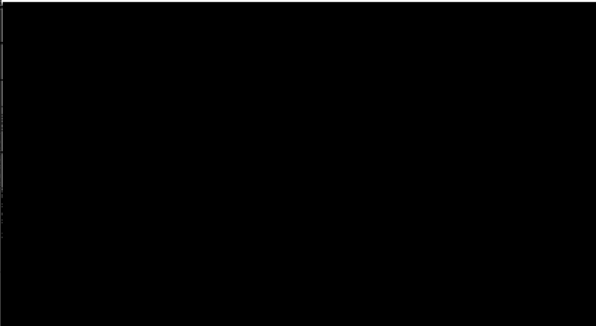
JCC Classification	IT Developer
Duration of Assignment (List Dates)	12 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

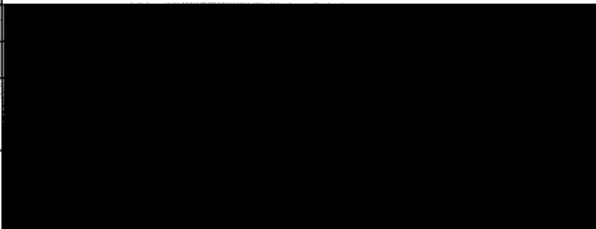
RFP Number: ISD-201601-RB

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Developer
Duration of Assignment (List Dates)	12 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

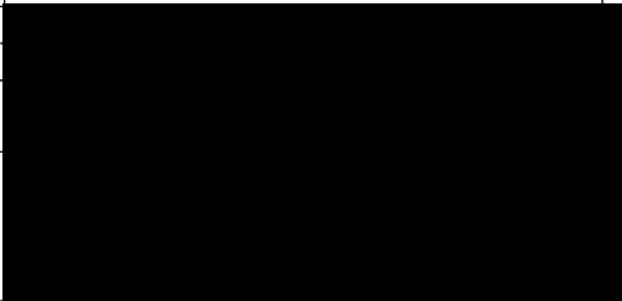
JCC Classification	Infrastructure
Duration of Assignment (List Dates)	9-12 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

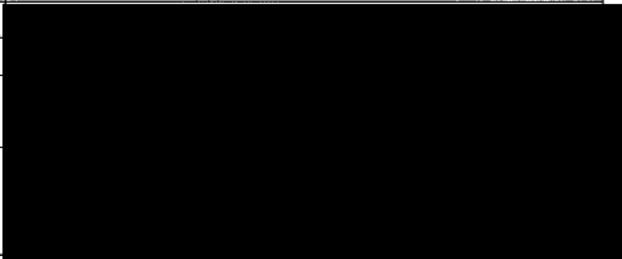
JCC Classification	Infrastructure
Duration of Assignment (List Dates)	6-12 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List Dates)	24 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	





JCC Classification	IT Developer
Duration of Assignment (List Dates)	20 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Data base Administrator
Duration of Assignment (List Dates)	6 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

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**Evaluation Criteria & Proposal Submission Forms
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JCC Classification	IT Developer
Duration of Assignment (List Dates)	6 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Infrastructure Specialist
Duration of Assignment (List Dates)	8 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	9 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	6 months
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Application IT Architect
Duration of Assignment (List Dates)	2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Lead Developer
Duration of Assignment (List Dates)	2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	2015- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

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JCC Classification	Application IT Architect
Duration of Assignment (List Dates)	2015- Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Lead Developer
Duration of Assignment (List Dates)	2015- Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	2015- Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	2/16 to present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	2/15-8/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Tester
Duration of Assignment (List Dates)	3/16- Present
Name of Individual Placed*	

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Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	7/15- 3/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	1/15- 8/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Enterprise IT Architect
Duration of Assignment (List Dates)	5/15-12/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

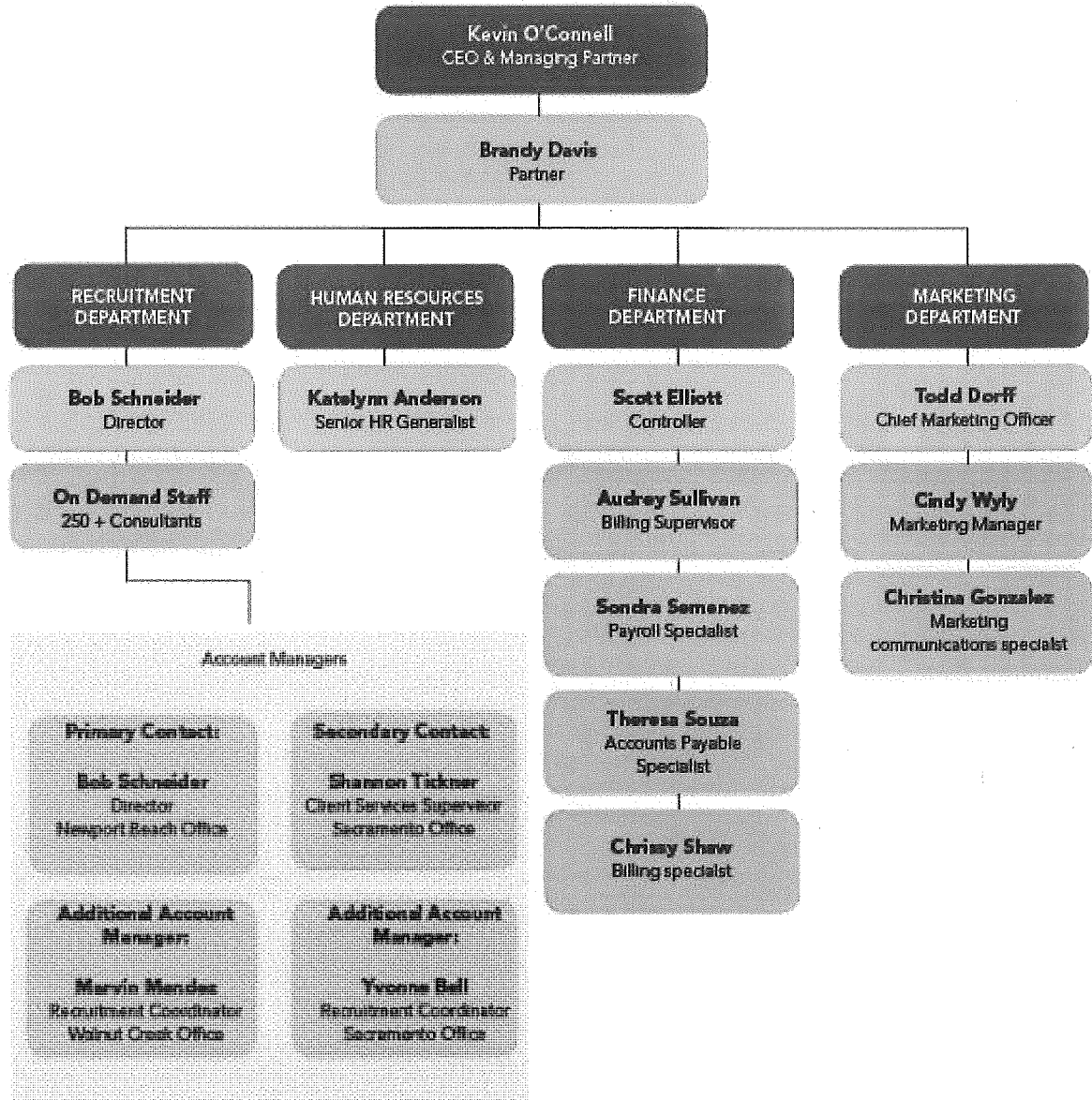
RFP Number: ISD-201601-RB

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Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.	
Proposer must complete the following:	
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>MGO Strategic Staffing Director, Bob Schneider will be the Sourcing Manager and the Account Representative and the primary contact for JCC. Bob has thirty years of experience in technology working for such companies as: Digital Equipment, Compaq Computer, Ingram Micro, IBM, and several Oracle and Microsoft Business Partners. The past seven years he has focused on IT sourcing and recruitment of IT personnel for both private enterprise and government clients.</p> <p>JCC will be a strategic account for MGO and managed by Bob Schneider and he will be responsible for day to day activities and complete sourcing and interviewing of all IT personnel. The unique value Bob provides JCC is his past experience in working with senior IT management and understanding the challenges they face on a daily basis. Working directly with IT management on major IT projects provides Bob the ability to qualify the right talent, both technically and professionally. His past experiences includes sourcing employees on major IT projects to support: All IT categories outlined on C-2 For example, he was the Executive lead at IBM Global Services managing multi-million dollar projects with all the major vendors (Oracle and Microsoft). Bob, is the Director of MGO Staffing and has been with MGO since December 2013.</p> <p>Sharon Kropf Sr. Director of MGO Strategic Staffing will act as the overall consultant for (1) Sourcing (2) Managing the Work Order’s process with the candidates along with Bob Schneider and providing strategic visibility with senior level management at MGO for the overall needs of JCC to make sure all paperwork and backup documentation is completed for final submission of the Work Order Forms. Sharon has been with MGO since 2010</p> <p>Supervisor of Government Client’s, Shannon Tickner</p> <p>Shannon manages the MGO Strategic Staffing sourcing team and will be the secondary Sourcing contact for JCC. Shannon is highly experienced with all phases of recruiting including sourcing, screening, interviewing and evaluating applicants for a variety of positions. She also manages the background check process and all onboarding activities for all our W2 consultant personnel. Shannon Tickner has been with MGO since 2012.</p> <p>*The MGO support staff that will be supporting JCC is outlined on the following page:</p>	

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Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

Staff Resumes

Bob Schneider, Director

Role on Engagement

Bob will be the point of contact, Sourcing lead and primary account representative

Qualifications and Background

Technology and recruiting executive with over 30 years' experience in the government and private sector. Providing Talent acquisition leadership by creating a robust talent pipeline, enhancing the quality of hires, and improving the candidate experience. His strengths are in his ability to influence and build relationships with all levels of an organization. Consistently able to penetrate an organization, uncover its weaknesses, build world-class talent strategies, and EXECUTE solutions.

Relationship of Work Experience to the RFP

- Expertise in working with client's to ascertain their IT staffing needs and working with recruiting team to fill client's openings.
- Knowledge of job market and can provide clients with a market analysis of the conditions, and characteristics of the current market as related to the clients open positions.
- Expertise at actively sourcing candidates through referrals, and utilizing his extensive database of IT employees.

Education:

- Bachelor Science Degree, Human Resource Management, California State University Long Beach

Professional Memberships:

- Professionals in Human Resources Association (PIHRA)
- National Human Resources Association (NHRA)
- Member of the southern California Oracle Users Group

Related Experience

Recruitment Experience

- Provide leadership for a team of 20 support personnel; sales, technical support and customer service.
- Managed and led support teams through 45 IT projects with IBM Global Services and Oracle Corporation.
- Developed IT implementation plans with key partners IBM and Microsoft
- Managed all client support teams throughout the implementation cycle
- Member of Executive Team

Sharon Kropf, Sr. Director

Qualifications and Background

Ms. Kropf has more than twenty years of account management, business development, human resource and executive recruitment experience. She is responsible for assisting small and large companies and several local and state governments in executive recruitment and placement. Expert in all phases of account management and recruiting processes, including direct-hire, on-site, off-site, contract and work visa candidates. Highly skilled with human resources information systems and Internet tools. Strong background in proposal development.

Ms. Kropf has an extensive background identifying and developing strategic relationships with partners or potential clients by developing business and marketing strategies to increase company growth. She provides guidance for all activities relating to Strategic Staffing, to include: proposal development, staff augmentation, and client and consultant relations.

Relationship of Work Experience to Position:

- Strong background in accounting and financial positions.
- Strong interpersonal skills and the ability to interact with all operational and management levels team player
- Strong background with financial reporting
- Excellent leadership skills

Related Experience

Client and Consultant Management

- Extensive background identifying and developing strategic relationships with partners or potential clients by developing business and marketing strategies to increase company growth. Manage all activities relating to the Business Support Division, to include: proposal development, staff augmentation, and client and consultant relations.
- Partner directly with clients to develop, implement and evaluate effective strategies and high quality processes to recruit and attract top government talent.
- Manage client engagements and provide oversight of resources located at client sites.
- Provided over ten years of service to Sacramento County as an approved IT Vendor (3 renewals). Responsible for a team that placed approximately forty technical staff.

Licenses, Certifications, and Education:

- Bachelor of Arts
California State
University, Sacramento –
Sacramento, CA
- Paralegal Certificate
Santa Clara University of
Law Santa Clara CA
- Security Clearance
Inactive Top Secret/SBI

Professional Memberships:

- California Staffing
Professionals
- Women in Technology
International
- Sacramento City College
Computer Information
Science Advisory
Committee

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Shannon Tickner, Government Sourcing Supervisor

Qualifications and Background

Shannon Tickner is the Client Services Supervisor for MGO Strategic Staffing (formerly IntelliBridge Partners). Shannon specializes in governmental/private sector recruitment management. Shannon is the primary contact for MGO's government clients and takes pride in the professional and trusting relationships she has established with her clients.

Shannon manages and mentors the MGO Strategic Staffing recruitment team and is highly experienced with all phases of recruiting including sourcing, screening, interviewing and evaluating applicants for a variety of positions. Shannon's team ensures candidates receive respectful, responsive service during their job hunt and that client's receive employees who have the technical and people skills to fit well in their organization.

Aside from her client management and recruitment duties, she also conducts business development for MGO Strategic Staffing and is a member of various affiliations including CSMFO, Panel Member of the Professional Edge, and member of the National Association of Professional Women.

Education:

- Bachelor's degree in Computer Science (Currently pursuing)

Computer Skills:

- **Web Development:** HTML, XHTML, HTML5, CSS, PHP, JavaScript
- **Software:** Adobe Suites, Microsoft Office, Content Management Systems, Email Marketing Software, social media
- **Programming:** C++, C, SQL

Accomplishments:

- Guest Speaker-Computer Science Advisor Committee-Sacramento City College-2013
- Student Instructor-Sacramento City College, 2011-2013
- HTML Workshop Presenter-College Making it Happen-Sac State-2013 (Volunteer)

Related Experience

Recruitment Experience

- Works with management to provide recruitment services across multiple business units including: information technology, accounting and finance, administration, human resources and supervisor/management positions.
- Highly successful in hiring contract and full time employees in a variety of fields for government entities and private sector companies throughout California.
- Source contract and direct hire professionals thru connecting on social media, internet searches, job fairs, internal database and referrals from highly respected professionals.
- Conducts screening of candidates, reference checks and candidate preparation for client interviews.
- Helps candidates refine their interview techniques. Consult with hiring team to gather post interview feedback. Extended offers and carry out full on-boarding process.

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Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

In regards to the stability of the staff supporting JCC since all staff members are strategic to the viability of MGO Strategic Staffing for now and in the future it is safe to conclude that all members will be supporting the JCC Master Agreement for the duration of the contract period and any option years. MGO has alternate personnel as backup if needed in an emergency. The key staff personnel are as follows:

Bob Schneider, Director – Start date December 2013

Shannon Tickner, Government Sourcing Supervisor – Start date March 2013

Sharon Kropf, MGO Sr. Director – Start date January 2010

Audrey Sullivan, Accounting/Billing Supervisor – Start date April 2014

End of Evaluation Criterion C-4

Accounting Representative

AUDREY M. SULLIVAN

EXPERIENCE

MACIAS GINI AND O’CONNELL LLP, SACRAMENTO, CALIFORNIA

Accounting Supervisor, April 2014 – Present

- Manage client billing, accounts receivable and client data for multiple locations
- Assist Controller with reconciliation of accounts and period closings
- Manage professional and general liability certificates
- Facilitate special projects

GALLINA LLP, ROSEVILLE, CALIFORNIA

Accounting Supervisor, June 2013 – April 2014

- Manage time entry, billing and invoicing, accounts receivable and client data for multiple locations
- Support elements related to the general ledger integrity
- Assist CFO and Controller with reconciliation of accounts, period closings, preparation and distribution of financial reports
- Data entry, preparation and maintenance of annual hours budgets for staff
- Process daily remote deposits and cash receipts of clients for multiple locations.
- Maintain and process accounting activities for a private building/property partnership

ENDEMAN, LINCOLN, TUREK & HEATER LLP, SAN DIEGO, CALIFORNIA
Billing Administrator, October 2011 – April 2013

- Manage billing, accounts receivable and payable.
- Manage routine operations and payroll in the absent of the Office Administrator.
- Implemented Accounting, Time and Billing Software – Received and reviewed bids, recommended

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software to Managing Partners. Oversight of the software installation and conversion from start to finish. Created standard operating procedures and trained all office staff on utilization of software.

THE SESSION LAW FIRM, Kansas City, Missouri

Office Administrator, September 2006 – July 2011

- Manage routine operations, including, but not limited to; all non-attorney and support staff management, accounting, bookkeeping, payroll, billing, accounts receivable and payable, human resources, marketing, information systems, travel arrangements, purchasing of office supplies and equipment, negotiating and event planning.
- Develop, implement and update Firm policies and procedures to ensure an optimal working environment.
- Renovation of facilities - Received, reviewed and approved bids with Managing Principal for project. Oversight off all designs and communications with architects and contractors. Negotiate all contracts and purchases with vendors for new equipment, fixtures and supplies.
- Maintain open communication line with the Firm's Managing Principal regarding staff and client inquiries, suggestions, and complaints.

ANDERHOLT & STOREY, APLC, El Centro, California

Legal Secretary and Billing Assistant, June 2005 – July 2006

- Draft from a dictating machine and prepare legal documents for filing with the court in areas such as family law, estate planning, and criminal law.
- Manage monthly client billing, including inputting time descriptions for multiple attorneys, calculating monthly expenses, generating statement drafts, and finalizing monthly billing statements.

AUDREY M. SULLIVAN

HEILMAN LAW OFFICE, Council Grove, Kansas

Legal Assistant, December 2004 – May 2005

- Draft from a dictating machine legal documents such as Wills, Petitions, and Affidavits.
- Perform office functions including, but not limited to, scheduling client appointments, accounting, Bookkeeping, and accounts receivable and payable.

THE KATY DEPOT, Council Grove, Kansas

Assistant Manager and Bookkeeper, December 2002 – May 2005

- Manage supervision, scheduling, and payroll for nine employees.
- Maintain daily and monthly financial records and prepare state and federal tax reports on a monthly and quarterly basis.

EDUCATION

EMPORIA STATE UNIVERSITY, Emporia, Kansas

Bachelor of Science in Psychology, 2005

Minor in Business Administration

PROFESSIONAL AFFILIATIONS

KANSAS CITY ASSOCIATION OF LEGAL ADMINISTRATORS

Chair of Luncheons, 2010

Co-Chair of Business Partners, 2011

TECHNOLOGICAL PROFICIENCY CCH ProSystem fx Practice Management

Sage MAS90

Tabs 3, General Ledger, APS

Legalmasters

TimeMatters and Faxmain

Paperclips

Microsoft Office Outlook, Word, Excel, and PowerPoint

Word Perfect

Crystal Reports

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.	
If exceptions are identified, proposers must also submit: <ul style="list-style-type: none">• a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and• a written summary to substantiate each individual proposed change, including<ol style="list-style-type: none">(i) the relevance of the change,(ii) the vendor's rationale for proposing the change, and(iii) the proposed benefit to the JCC for accepting such individual change.	
Proposer must complete the following:	
Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]: <input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions, with no exceptions.</i> OR <input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions:</i>	
If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:	
If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:	

End of Evaluation Criterion C-5

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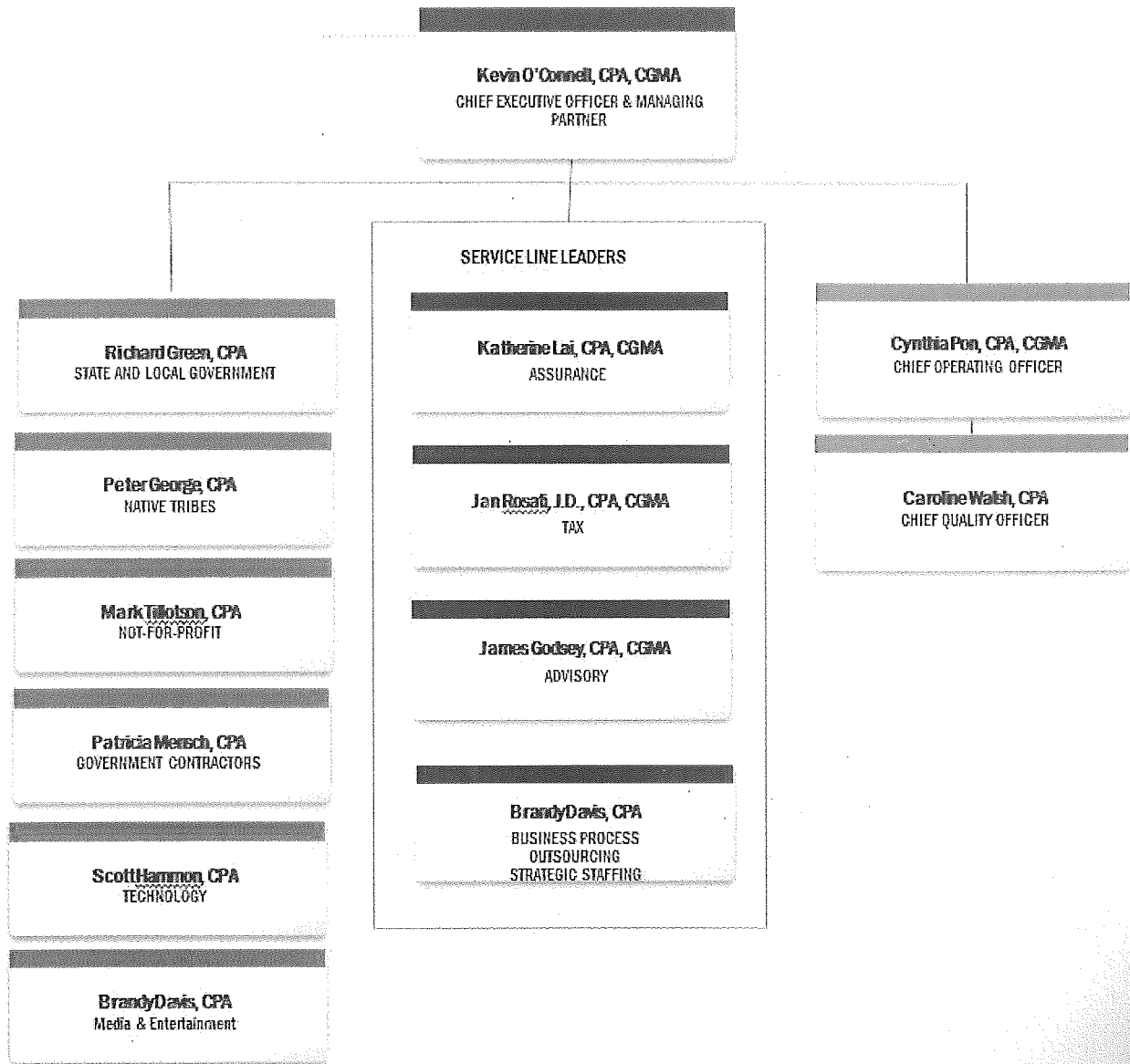
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Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>	
<p>Proposer must complete the following:</p>	
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>Macias Gini & O’Connell, LLP</p> <p>Macias Gini & O’Connell LLP (MGO) is a statewide certified public accounting and consulting firm with 10 offices throughout California. Founded in 1987, MGO is a full-service firm with 23 partners and a staff of over 250 highly skilled professionals providing assurance, tax, advisory and business processing outsourcing services to governmental entities, nonprofits, corporations, partnerships and individuals. MGO is committed to exceeding the expectations of clients through our philosophy of proactive planning and year-round involvement and our core values of service, integrity and knowledge. We contribute to the success of many of the largest local governments in California. MGO has never filed for bankruptcy.</p> <p>MGO was originally organized in the State of California as Macias & Company in 1988. On May 1, 2006 the firm changed its name to Macias Gini & O’Connell LLP. After 28 years of doing business in California, MGO professionals feel a tremendous sense of pride when reflecting on the clients we serve. MGO’s core business is that of a full-service Accounting and Auditing company, recognized as a top 100 firm nationwide. In 2007 MGO started to receive demand for temporary staffing from its client base, primarily local city governments throughout California. In 2008 MGO purchased Intellibridge Partners as a sourcing and recruiting firm of temporary help and it operated as a separate division under the parent company, MGO. Intellibridge Partners operated as a division until February of 2016 whereby it was integrated into MGO as a Service Line under the MGO umbrella of Service lines.</p>	

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The following MGO Service Lines organization:



Kevin O'Connell is the CEO/Managing Partner of Macias Gini & O'Connell LLP (MGO), a statewide public accounting and consulting firm founded in 1987 and a Top 100 CPA firm in the United States. He has 22 years of experience in public services auditing, accounting, consulting and was made a partner at MGO just 8 years after graduating college, at the age of 30. He went on to be named managing partner of MGO in 2006, one of the profession's few managing partners under 40. Under Mr. O'Connell's leadership as Managing Partner, the firm has achieved double-digit average annual growth and was recognized as both a top 100 firm in the United States and a "Firm to Watch" in the West.

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Cynthia Pon, Chief Operating officer and Partner 24 years of professional experience providing auditing, accounting and consulting services to the private and public sectors. As partner, Cindy serves as a client-service and technical partner on numerous government and non-profit engagements. During the past 5 years, she served as the client-service partner for diverse clients such as the Cities of San Francisco and San José, the Counties of San Mateo and Santa Clara, and the Housing Authorities of the City of Oakland and the County of Santa Clara.

Scott Johnson is the lead Partner for MGO's IT Advisory Service Line. MGO Advisory Services partners with clients to deliver results. They combine the latest tools and provide highly specialized expertise with a uniquely client-centric approach. Our goal is to become an extension of your team – to work with you to better understand your unique IT and business challenges, ultimately delivering the insights that help you drive operational performance. The following are some examples of their core expertise:

- Demonstrated experience in the areas of internal audit, internal controls assessment, and SOX evaluation and testing.
- **Service Organization Control (SOC)** Reports are internal control reports on the services provided by a service organization providing valuable information that users need to assess and address the risks associated with an outsourced service.
- Proven experience in change management, developing and executing corrective action plans, reducing cost in construction management and deliver projects on time and budget
- Experience leading internal audits, IT audits, information security assurance, corporate governance, and enterprise risk management.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

****Note: MGO has included our financial statements in a separately sealed envelope labeled as described below: It is company policy not to disclose our financials internally.

Attachment C		
Reference #	Evaluation Criterion:	Viability of Firm
C-6	Maximum Points for this Criterion:	<u>5 Points</u> (out of 100 possible points)
Part II – Financial Stability		

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

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Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

We are fortunate to be able to attract and retain quality staff who really want to be in public accounting. In addition MGO has created 10 Service lines of Business all led by Partners to add to the diversity of the organization and separate MGO from just being an Accounting and Audit firm. We provide many opportunities for staff to work in different disciplines and industry groups. Due to this, we have lost minimal senior key staff members, due to turnover. Many of our key partners have been with MGO for over ten years and some over 20 years.

End of Evaluation Criterion C-6

RFP Number: ISD-201601-RB

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ATTACHMENT E BIDDER DECLARATION

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the "Bidder Declaration Instructions" prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: 1802201
2. DVBE Certification active from 09-30-2015 to 09-30-2017
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: 25%
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract:

 1

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: DVBE Technology Group
2. Subcontractor contact person: Richard K. McKinnon
3. Subcontractor address: 333 University Ave., Suite 200 Sacramento, CA 95825
4. Subcontractor phone number: 916-565-7610
5. Subcontractor email: [REDACTED]
6. Subcontractor DVBE Supplier ID number: 1802201
7. Subcontractor DVBE Certification active from 09-30-2015 to 09-30-2017.


RFP Number: ISD-201601-RB

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8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.
9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:
DVBE Technology Group will help support MGO with the IT sourcing necessary to find qualified candidates for all IT categories. DVBE and MGO have been working together for the past three years and they are a well-qualified partner that has experience sourcing strong IT candidates for government contracts. They have won numerous State contracts and have placed highly skilled IT consultants.
10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")
DVBE Technology Group will work an existing WOF from start to finish which will include all responsibilities from sourcing to completing all necessary paperwork for final submission. They will be a strong sourcing partner with MGO and will complete all work as if they were awarded the contract directly.
11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: 25%
12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Macias Gini & O'Connell, LLP		<i>Tax ID Number</i> 68-0300457
<i>Address</i> 3000 S Street, Suite 300, Sacramento, CA 95864		<i>Telephone Number</i> [REDACTED]
		
<i>Printed Name and Title of Person Signing</i> Bob Schneider, Director		
<i>Date Executed</i> 5/10/2016	<i>Executed in the County of</i> Orange <i>in the State of</i> California	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

DIV|B|E

TG DVBE Technology Group

DVBE Technology Group
333 University Ave, Suite 200
Sacramento, CA 95825

MACIAS GINI & O'CONNELL
3000 S Street, Suite 300
Sacramento, CA 95818

Dear Mr. Schneider,

DVBE Technology Group is excited to provide sourcing of technical personnel for the Judicial Council of California and will work with MGO Strategic Staffing in support of any IT requirements if MGO is awarded a contract with the Judicial Council of California.

OWNER:

DVBE Technology Group

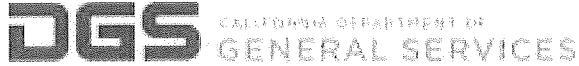


By: Richard McKinnon, CEO

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Subject: State of CA Notification Letter



Governor Edmund G. Brown Jr.

Sept 30, 2015

DVBE APP

Supplier #1802201

DVBE TECHNOLOGY GROUP 333
UNIVERSITY AVE STE 200

SACRAMENTO CA 95825

Dear Business Person:

Congratulations on your Disabled Veteran Business Enterprise (DVBE) certification with the State of California. Your business is now entitled to compete in the State's goal to spend three percent of its annual contracting dollars with DVBE businesses. For more information or to verify certification status, visit www.eprocure.dgs.ca.gov

Certification Period

From Sep 30, 2015 to Sep 30, 2017

Business Types

Service

Conflict of Interest for Current and Former State Employees

Prior to contract award, agencies will assure the vendor is in compliance with Public Contract Code, Section 10410 et seq. addressing conflict of interest for State employees or former employees

RFP Number: ISD-201601-RB

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Annual Submission Requirement

Submit copies of the ENTIRE federal tax return to the Office of Small Business and DVBE Services (OSDS). In addition to the business tax returns, each partner of a partnership business must also submit individual federal tax returns. Businesses that rent equipment to the State must submit individual federal tax returns for each disabled veteran owner within 90 days of the individual's tax return filing due date. If you have been granted a tax filing extension with the Internal Revenue Service, submit a copy of the extension form and annual financial statements; then, submit a copy of the tax return once filed.

Maintaining Your Online Certified Firm Profile

Visit www.eprocure.dgs.ca.gov/default.htm to update your certification profile. You may report changes to the following: mailing and principal office address; contact information; keywords and service areas; United Nations Standard Products and Services Codes, North American Industry Classification System (applicable only to Manufacturers). This certification may be impacted if you update information beyond the aforementioned. To report changes by mail, complete a "Certification Information Change" form located at www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf

Certification Renewal

Please complete an online application at www.eprocure.dgs.ca.gov 90 days prior to the expiration date whether or not you receive a renewal notice. If you hold dual certifications, SB and DVBE certifications, you must renew both certifications at the same time. Please contact us at 800.559.5529, 916.375.4940 or by email at OSDSHelp@dgs.ca.gov if you have any questions.

Sincerely,

Office of Small Business and DVBE Services

PROCUREMENT DIVISION - Small Business & DVBE Services | *State of California* | *State Consumer Services Agency 707 3rd Street, 1st Floor, Room 400 | West Sacramento, CA 95605* | t 916.375.4940 f 916.375.4950

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**ATTACHMENT G
GENERAL CERTIFICATIONS FORM**

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature)

PRINTED NAME OF PERSON SIGNING
ROBERT SCHNEIDER
TITLE OF PERSON SIGNING
DIRECTOR

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.


1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Macias Gini & O'Connell, LLP	<i>Federal ID Number</i> 68-0300457
By 	
<i>Printed Name and Title of Person Signing</i> Robert Schneider	
<i>Date</i> 05/09/2016	<i>Executed in the County of</i> Orange <i>in the State of California</i>

Print

Clear

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 6-2003)

1 INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.
NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.
2 PAYEE'S LEGAL BUSINESS NAME (Type or Print) Macias Gini & O'Connell
SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) E-MAIL ADDRESS
MAILING ADDRESS BUSINESS ADDRESS
3000 S Street 3000 S Street
CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE
Sacramento, CA 95825 Sacramento, CA 95825
3 ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 68-0300457
PAYEE ENTITY TYPE: [X] PARTNERSHIP CORPORATION: [] MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)
[] ESTATE OR TRUST [] LEGAL (e.g., attorney services)
[] EXEMPT (nonprofit)
[] ALL OTHERS
CHECK ONE BOX ONLY: [] INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:
NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
4 PAYEE RESIDENCY STATUS: [X] California resident - Qualified to do business in California or maintains a permanent place of business in California.
[] California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.
[] No services performed in California.
[] Copy of Franchise Tax Board waiver of State withholding attached.
5 I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) TITLE
Robert Schneider Director
SIGNATURE DATE TELEPHONE
6 Please return completed form to:
Department/Office:
Unit/Section:
Mailing Address:
City/State/Zip:
Telephone: () Fax: ()
E-mail Address:

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

MUST BE POSTED IN CONSPICUOUS PLACE



1024115

1024115

BUSINESS OPERATIONS TAX CERTIFICATE

Business Name	MACIAS GINI & O'CONNELL LLP	FROM	TO
Business Address	3000 S ST 300	Mo. Day Yr.	Mo. Day Yr.
Owner	RICHARD GREEN	01/01/2016	12/31/2016
Type of Business	PUBLIC ACCOUNTING, CONSULTING & TEMP SERVICES		
Tax Classification	402A	Expires	

CITY OF SACRAMENTO

TOTAL PAID: \$901.00

MACIAS GINI & O'CONNELL LLP
3000 S ST 300
SACRAMENTO, CA 95816-7014

MAR 09 2016
VOID
IF NOT
VALIDATED

THIS STUB MAY BE FOLDED/DETACHED BEFORE POSTING

This certificate is not to be construed as a business license or imply that the City of Sacramento has investigated, or approves or recommends, the holder of this certificate. Any representation to the contrary is fraudulent. (This certificate must be renewed within 30 days of expiration).

MUST BE POSTED IN CONSPICUOUS PLACE



1024116

1024116

BUSINESS OPERATIONS TAX CERTIFICATE

Business Name	MACIAS GINI & O'CONNELL LLP	FROM	TO
Business Address	3000 S ST 300	Mo. Day Yr.	Mo. Day Yr.
Owner	SCOTT HAMMON	01/01/2016	12/31/2016
Type of Business	PUBLIC ACCOUNTING, CONSULTING & TEMP SERVICES		
Tax Classification	402A	Expires	

CITY OF SACRAMENTO

TOTAL PAID: \$301.00

MACIAS GINI & O'CONNELL LLP
3000 S ST 300
SACRAMENTO, CA 95816-7014

MAR 09 2016
VOID
IF NOT
VALIDATED

THIS STUB MAY BE FOLDED/DETACHED BEFORE POSTING

This certificate is not to be construed as a business license or imply that the City of Sacramento has investigated, or approves or recommends, the holder of this certificate. Any representation to the contrary is fraudulent. (This certificate must be renewed within 30 days of expiration).

BUSINESS REGISTRATION CERTIFICATE

RENEW BY DATE
05-31-2016

EXPIRATION DATE
06-30-2016

FY 2015-16

BUSINESS ACCOUNT NUMBER 0328156	LOCATION ID 0328156-02-999
TRADE NAME (DBA) MACIAS GINI & O'CONNELL LLP	BUSINESS LOCATION 3000 S ST 300
OWNERSHIP MACIAS GINI & O'CONNELL LLP	TAXPAYER SIGNATURES

CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE TREASURER & TAX COLLECTOR

MACIAS GINI & O'CONNELL LLP
3000 S ST #300
SACRAMENTO CA 95816-7014


José Cisneros
Treasurer


David Augustine
Tax Collector

POST CLEARLY VISIBLE AT THIS BUSINESS LOCATION

Read reverse side. To update addresses or to close a business, go to www.treasurer.sfgov.com/update

State of California
Secretary of State

**CERTIFICATE OF GOOD STANDING
CALIFORNIA LIMITED LIABILITY PARTNERSHIP**

I, ALEX PADILLA, Secretary of State of the State of California, hereby certify:

That on the **23rd day of January, 1996**, **MACIAS GINI & O'CONNELL LLP**, became recognized under the laws of the State of California by filing a certificate of registration in this office; and

That according to the records of this office, the said limited liability partnership is authorized to exercise all its powers, rights and privileges and is in good legal standing in the State of California; and

That no information is available in this office on the financial condition of this limited liability partnership.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of April 21, 2016.



A handwritten signature in black ink, appearing to read "Alex Padilla".

ALEX PADILLA
Secretary of State

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

ORIGINAL

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)

Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.

Proposer must complete the following:

Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.

	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	1%	2%	3%	4%	5%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	46%	45%	44%	43%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	30%	28%	27%	26%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$145
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$110
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$90
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$95
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$105
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$110
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$90
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$100

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$115
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$105
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$150
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$140
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$105
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$110

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$155
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$145
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$130
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$115
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$98
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$95

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$90
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$105
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$125
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$110
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$105
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$115
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$85
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$125

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

'ORIGINAL'



The Judicial Council of California (JCC)
Request for Proposal (RFP) # ISD-201601-RB
Master Agreement for Technical Staff Augmentation Services
TECHNICAL PROPOSAL
Due Date and Time: May 11, 2016, 1:00 PM PST

SUBMITTED BY:



**80 River Street, Fourth Floor,
Hoboken, NJ 07030
Telephone: 201-386-5400
Fax: 201-386-0553**

<http://www.mindlance.com>

SUBMITTED TO:

**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP # ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102**

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets of our proposal that are marked as such in the page footers.

TITLE PAGE

Subject	Mindlance's Response to Judicial Council of California RFP # ISD-201601-RB titled 'Master Agreement for Technical Staff Augmentation Services'.
Summary	This document contains Mindlance's Proposal to provide Technical Staff Augmentation Services to the Judicial Council of California for duration of the contract.
RFP Number	ISD-201601-RB
Name of Offeror	Mindlance Inc.
Address of Offeror	80 River Street, Fourth Floor, Hoboken, NJ 07030
Telephone Number	201.204.9752
Facsimile	201.386.0553
Internet Address	http://www.mindlance.com
Federal Tax ID	22-3688948
DUNS Number	17-2418605
Revenue	\$112MN in 2015
Year Founded	1999
Organizational Representative	Vikram Kalra - President & CEO 80 River Street Fourth Floor Hoboken, NJ 07030 [REDACTED] [REDACTED]



COVER LETTER

May 11, 2016

Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Dear Ms. Nadine McFadden,

Mindlance is pleased to submit this proposal in response to Judicial Council of California (JCC) Request for Proposal (RFP # ISD-201601-RB) titled 'Master Agreement for Technical Staff Augmentation Services' to provide Information Technology staffing services to Judicial Council of California. Mindlance, Inc. – incorporated in Hoboken, New Jersey in 1999 – is a privately-held S Corporation) and a certified MBE business registered with NY/NJ National Minority Supplier Development Council (NMSDC). We are a staffing and consulting firm with core expertise in the IT, Financial Services, Communication and Healthcare Industry with extensive experience in providing diverse IT & Non-IT skills at enterprise level to its Fortune 500 and Government clients for their business critical needs. Headquartered in Hoboken, New Jersey, we are a national provider presently serving clients in over 40 states through our 12 regional offices. Mindlance has successfully deployed IT projects with a variety of Fortune 500 Clients and Government Clients. Mindlance has MSA with **World Bank, New York Power Authority (NYPA), Federal Reserve Bank of New York (FRB NY), Universal Service Administrative Company (USAC), State of Maryland Department of Information Technology (MDoIT), State of Oklahoma, State of North Carolina, State of Minnesota,** Citizens Property Insurance Corporation, FL, Pennsylvania State System of Higher Education (PASSHE), University of Massachusetts (UMass), Baltimore County Public Schools (BCPS), Pima County, AZ, City of Minneapolis, MN, Sound Transit, WA and Miami University, OH for providing IT staffing services. We presently have two offices in California (San Diego and San Jose) that services our clients such as Qualcomm, Intel, Apple, Amgen, American Express, J&J, GAP, Genentech, Adobe, Yahoo, Ebay, Success Factors, Pacific Gas & Electric, Ericsson, Sony PlayStation (to name a few) in State of CA. In addition we support our clients in the Western US region from these locations.

Mindlance is presently serving 90+ clients across the country (which generates over \$112 million in revenues for Mindlance) through its twelve office locations. Mindlance has more than 2,000 billable consultants in the U.S across the verticals including IT. We consistently place over 3,600 new consultants annually (approx. 300 new consultants each month) across clients. We are consistently ranked as one of the fastest growing companies and have won several awards including recognitions from Staffing Industry Analyst, Deloitte Technology, Inc., and Diversity Business. We have achieved this success by focus on the MSP/VMS model where the key drivers for success are (1) Coverage (2) Timeliness (3) Quality (4) Pricing, (5) Compliance and (6) Service.

Mindlance has been consistently recognized as one of the top performing vendors by several MSPs. In 2015 itself, we have been recognized with Supplier Excellence Awards by 4 of the top 8 MSP providers:

- a. **TAPFIN**
 - a. 2015 Supplier Excellence Award (1 of 3 companies to win this award);
 - b. Tapfin Elite Partner 2015;
 - c. Tapfin "Partner of the Year 2015"
- b. **KellyOCG**
 - a. 2015 Supplier Excellence Award (4 straight years)
- c. **Agile-1**
 - a. 2015 Platinum Award for Staffing companies between \$100 and \$200 million in revenues
 - b. 2014 Diversity Supplier of the Year
- d. **Geometric Results (GRI)**
 - a. Platinum Preferred Partner (P3) Award Recognition

From an individual program VMS perspective, below are some of the client recognitions/ rankings for Mindlance:

- Qualcomm: # 1 IT and Engineering staffing vendor
- Apple: # 1 staffing vendor for IT and Professional
- Intel: # 1 staffing vendor nationally across skills
- Cigna: # 3 Staffing Vendor
- Humana: Top 3 Staffing Vendor
- Express Script: #2 Staffing Vendor
- Covidien: # 1 vendor)
- Astra Zeneca (Rookie of the Year; # 3 overall)
- Johnson & Johnson (For 3 straight years, consistently a top 3 vendor out of 100 plus vendors)
- Yahoo: # 1 staffing vendor
- T-Mobile: # 2 staffing vendor



- Travelers: # 1 staffing vendor
- Harley Davidson: Top 3 staffing vendor
- Citi: # 4 staffing vendor nationally
- Ally Bank: # 1 staffing vendor nationally

Mindlance, cited by various business publications as:

- a) Ranked as one of the Largest US Staffing firms- Revenues of over 100 million (2015) by SIA
- b) Mindlance was ranked **9th “Fastest Growing IT Staffing Firm in year 2014”** by *the Staffing Industry Analysts (SIA - 2014)* for the year 2014.
- c) Ranked as the 20th Largest US diversity staffing (2015) by SIA
- d) Ranked as one of the fastest growing staffing firms for 5 consecutive years (2011 to 2015) by SIA
- e) Mindlance was ranked **8th “50 Fastest Growing Companies in NJ in year 2014”** by *NJBIZ*.
- f) Mindlance was ranked **24th “Fastest Growing Company in year 2014”** by *Staffing Industry Analyst* (fourth consecutive year).
- g) Several times winner of Fast Growing Private Companies by *Inc 500/ 5000*;
- h) Mindlance named in Top 500 Diversity Owned Businesses in the US.
- i) Mindlance awarded *Deloitte Technology Fast 50 NJ Award* for the three consecutive years.

Mindlance Inc. is the prime contractor and we do not have any subcontractor on this contract.

Through this Technical Proposal, Mindlance illustrates its technical & financial capability to provide support to the Judicial Council of California, and presents information regarding company profile, our proposed project team, our past and current experience and qualifications, method of approach, knowledge of California market, financial stability, our references, pricing and other required attachments.

Following are the Key features of Mindlance’s capability to support Judicial Council of California include:

- Mindlance has a proven track record of excellent performance with Government and Commercial customers in providing qualified candidates since 1999 on various projects.
- We service clients coast-to-coast in the United States through 12 regional centers. Our core focus is servicing the staffing needs of MSP/VMS clients across skills on a national basis. Today we support more than 90+ clients.
- Mindlance guarantees retention of the majority of our staff and their technical and institutional knowledge which is critical for contract success. We are confident in our ability to attract and retain IT staff upon contract award.
- In-depth experience in staffing and supporting IT staffing contracts.
- Proven experience in providing services under IDIQ type contracts.
- Low Risk services due to our experience, processes and financial strength

Mindlance has thoroughly reviewed this Request for Proposal and we entirely agree with all the provisions, terms & conditions and specifications included in the Solicitation and we have no deviations or exceptions from any requirement and terms & conditions sections of this Solicitation, or any other attachments.

Mindlance has the required technical capability, significant government past experience, effective knowledge of State and Local Government business processes and systems and is fully equipped and committed to provide temporary IT Staffing services to the Judicial Council of California.

Our proposal is valid for a period of one-hundred and twenty (120) calendar days after the date specified for receipt of proposals.

I am fully authorized to discuss and negotiate any and all aspects of the contract and also authorized to sign contractual agreements on behalf of Mindlance with the Judicial Council of California.

Please contact me if you need any more information/clarification from Mindlance and we look forward to building a long term relationship with the Judicial Council of California built on mutual trust, integrity and quality.

Sincerely,

Vikram Kalra
President & CEO
Mindlance Inc.
80 River Street, Fourth Floor, Hoboken, NJ 07030
Phone: [REDACTED]
Email: [REDACTED]

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7. Mindlance Travel & Expense Policy for Internal Employees	1
8. Copies of Mindlance Certifications and Business Licenses.....	1
• ‘CA Secretary of State - Status of Mindlance Inc.’	1
• ‘CA MBE Certificate 2016-2017’	1
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1. Attachment-C-Revision-1: Evaluation Criteria & Proposal Submission Form

Please see attached attachment 'Attachment-C-Revision-1 - Evaluation Criteria & Proposal Submission Form'

2. Attachment D: Payee Data Record

Please see attached attachment 'Attachment D - Payee Data Record'

3. Attachment E: Disabled Veteran Business Enterprise Incentive

Please see attached attachment 'Attachment E - Disabled Veteran Business Enterprise Incentive'

4. Attachment F: Small Business Declaration

Please see attached attachment 'Attachment F - Small Business Declaration'

5. Attachment G: General Certifications Form

Please see attached attachment 'Attachment G - General Certifications Form'

6. Attachment H: Iran Contracting Act Certification

Please see attached attachment 'Attachment H - Iran Contracting Act Certification'

7. Mindlance Travel & Expense Policy for Internal Employees

Please see attached attachment 'Mindlance Travel & Expense Policy for Internal Employees V1'

8. Copies of Mindlance Certifications and Business Licenses

Please see following attached attachments:

- 'CA Secretary of State - Status of Mindlance Inc.'
- 'CA MBE Certificate 2016-2017'
- 'Mindlance_Inc_MBE_Certificate 2015-16'

9. Mindlance Financial Statements

Please see following attached attachments:

- 2015 Audited Financial Report
 - 2014 Reviewed Financial Report
 - 2013 Reviewed Financial Report
-

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 – Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.

Proposer must complete the following:

Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.

Mindlance methodology of sourcing the positions set forth in Attachment C-2, Placement History.

MINDLANCE RECRUITMENT METHODOLOGY:

RECRUITMENT PROCESS: Mindlance service delivery methodology was designed to provide a predictable and consistent level of support to our clients, with scalability to provide the highest level of service to every client, irrespective of size. The maturity of the methodology, combining years of industry experience and best practices, allows Mindlance to deliver the same high level service to multiple verticals, skill categories, and industry sectors. The core design elements were structured around a ‘benefit to client’ mentality. Mindlance maturity in the MSP/contingent workforce arena allows us to truly understand how to service, deliver and achieve client expectations, and each element of the model serves to provide one or more key benefits of coverage, speed, quality, competitive pricing, compliance and service.

More than ‘full lifecycle’ recruiting, Mindlance wrap pre and post recruiting with specific teams to launch and retire services. Our initial engagement starts long before requisitions are received, comprehensive due diligence on the industry, competition and trends of the specific clients market, allow us to handpick appropriately skilled delivery team and train on the specific market analysis.

An implementation team then prepare an holistic client analysis document ‘playbook’ including client business analysis, needs, consultant value proposition, and individual role analysis. The playbook becomes the SOP for the client engagement, and ‘roadmap’ to benchmarked success. Mindlance prepare and train all levels of team aligned on this in depth client analysis, resulting in our ability to successfully find right fit, right skill, right price, right location talent from

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

day one.

STRATEGY: From this knowledge base a sourcing strategy is devised:

- Targeted Market Research
- Targeted Referral Focus
- Talent Supply and Demand Analysis
- Sourcing to Include Talent Community Outreach
- Various Job Boards (including diversity and military)
- LinkedIn Recruiter Access
- AIRS (Advanced Internet Recruiting Strategies)
- Colleges and Associations (Clinical Research & Scientific domain)
- Internal Database – Indexed by industry/location/skill/level, etc.
- Industry-leading Offshore Sourcing Model for targeted segments/skills

SOURCE: Then the real work begins, surrounded by a mature measurement, report and governance process, client dedicated teams source candidates, utilizing multiple methods:

- Global Sourcing Centers – A team of 100+ niche-based sourcing professionals provide 24/7 support to our recruiters and populate our database with new talent. These team member’s source and initiate contact with potential candidates for recurring needs.
- The Mindlance Internal Database – Updated constantly, this easily-searchable, large database lets recruiters identify local talent for consideration for very specific requirements.
- Internal Recruiting Team – Our tenured recruiters expand their networks rapidly with unique candidates to support our clients. They network with past and present contractors and plan for future client staffing needs. Our least-tenured internal recruiter has 6 years of experience.
- Network of Consultants – Mindlance has over 1,800 consultants working on any given day, a great resource for attracting new and unique talent.
- Candidate and Client Referrals
- Professional Organizations. We are active members of a number of associations and network extensively with DIA, AAPS, DA4S, PA and NY/NJ Minority Business Council, Bio, ISPE, RAPs and others.
- Industry-specific & University Career Fairs – Regional and National participation.
- Internet – Our Mindlance website, LinkedIn, internet job boards and online networking groups for specific areas.

SEARCH & SCREEN: The Mindlance Sourcing Specialist first screens resumes to determine if they match the job specification in terms of the required IT skill sets, project experience, domain knowledge and pay rate expectations. These initially screened resumes are submitted to Mindlance Sourcing Manager for further scrutiny and candidate qualification which is followed by initial telephone screening to get a better understanding of their technology skills, industry experience and communication skills.

At this time, Mindlance performs a reference check to screen out undesirable candidates. A Mindlance Account Manager who better understands client needs further screens the remaining resumes of candidates. At this point, the selected candidates are called in for an in-person interview with our Subject Matter Expert (SME). For out of state candidates, the technical interview is conducted on the phone.

Based on the results of the personal and technical interview and reference check, Mindlance narrows down the list of

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

qualified candidates to a manageable number. The selected candidates are then evaluated by a technical and professional/personal reference checks. Mindlance also performs background check of candidates with respect to criminal investigation, drug testing and security clearance check, as per client requirements.

ASSESSMENT: Following the Screening process, if the recruiter considers the candidate to be a viable fit, they conduct an “internal submission”. This internal submission alerts the Mindlance Account manager of a potential candidate. The AM reviews the information and schedules an interview. The next level of interviewing is conducted either in person (when possible) or during a scheduled call. It is either conducted by the AM or if required a Mindlance SME (and sometimes both). During this round of interviewing, a thorough skills assessment is performed as it relates to the particular requirement at hand.

A Mindlance Account Manager who best understands the client’s needs further screens the remainder of candidates. At this point, the selected candidates are called in for an interview with our Subject Matter Expert (SME). Further, Mindlance narrows down the list of qualified candidates to a manageable number. The selected candidates are further evaluated including conducting professional/ personal reference checks.

SELECTION & PRESENTATION: Based on the resulting information obtained during the interview, testing (where applicable), and resulting references, the Mindlance AM makes a determination of the candidate’s overall fit and potential short comings as it relates to the position. The AM also provides a summation of their assessment in the candidate submittal. Once the AM has made a determination to submit the individual, he/she reviews further specific details of the client including hours, wage, intrinsic factors such as dress code, vacation policy, travel, etc - The AM obtains all other relevant information required for the candidate submission and presents to MSP, following all specific VMS tool protocols. Presentation is typically in the form of original resume, cleaned of contact information and spell/grammar corrected, brief summary statement, acknowledgement of key facts (rate, location, role/title, hours), Right to Represent form, and any specific client required documentation uploaded into VMS tool.

Account Managers alongside dedicated VMO personnel frequently communicate with candidates post submission, updating on change of status as they move through shortlist, interview and offer stages. Utilization of Mindlance web enabled applicate tracker system MTRACK, allows all access users to view the candidate and the requisition assigned in real time. Mindlance electronically sync to 98% of all VMS tools we are aligned to; new requisitions appear in MTRACK simultaneously. Presentation of fully vetted, skill matched candidates into client VMS occurs within a 4 to 24 hour window from receiving new request (dependent upon program SLA’s).

ONBOARDING: Each client is assigned a shared services on boarding specialist, and for each new client a specific electronic package of required documentation is created. The fully automated paperwork process begins on receipt of new hire offer email notification. Candidate receives initial new offer letter within first day of acceptance, the offer includes all pertinent information including rate, location, title, reporting manager, contact information. This is followed with package 1 of 2, containing all critical start documentation, including clients forms, electronic I-9 & e-Verify requirements, and consent to release where drug and background screening is required. Package 2 contains non-critical documents such as benefits, payroll methods, expense policies etc. Following the pre-determined contact process, a VMO representative will touch base with the candidate post offer letter, post package 1 and post package 2, and provide contact information should any assistance or explanation of paperwork or documents be required. Every step required and completed is updated in our proprietary web/smartphone enabled app., candidates are cleared to start once all entries are complete. Due to the prepared, scheduled and fully electronic process, typical completion of all on boarding requirements averages 4 to 7 days.

The on-boarding team works closely with the Mindlance Service Delivery Team (which includes Mindlance client-

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dedicated Account Manager) to ensure that each step of this process is understood and completed per internal guidelines and client contract terms.

ORIENTATION: Candidate experience and preparation is key to their success as a consultant with our clients, Mindlance goal is that each consultant becomes a seamless member of our clients workforce while on assignment. Mindlance's centralized Onboarding Team works with the Dedicated Account Manager to ensure proper onboarding, orientation and induction. The areas covered:

- Job Overview: Job Details, Job Location, Reporting Structure, etc.
- Contingent Labor Program Overview: Roles & Responsibilities of the MSP, Mindlance (employer-of-record) and Client
- Co-employment Training
- Issue Escalation Process, Point of Contact Details, Benefits Overview, Payroll Cycle
- Acceptable Code of Conduct
- Time Sheet/Expense Entry Process
- Travel/Other Expenses Guidelines
- Facility Access/Equipment Usage Guidelines
- Information Disclosure & Confidentiality Agreement
- Safety/Ergonomics/Security Guidelines
- Performance Expectations
- Client Work Days/Hours

Before start of the engagement, the Mindlance Account Management Team member along with an on boarding specialist and Consultant Relationship Management (CRM) representative will conduct the first orientation with the contingent worker. The focus of this orientation is centered on the rules of engagement, policies & procedures, communication & reporting expectations. This orientation sets the foundation of the relationship and mutual expectations.

ENGAGEMENT & RETENTION: Mindlance has one of the lowest turnover rates in the contingent labor industry and accomplishes this through open and ongoing communication with the consultant throughout the engagement. Each consultant is assigned a dedicated Consultant Relationship Management (CRM) team professional, who will take the consultant through lifetime of assignment with Mindlance. During the assignment the designated CRM rep will have multiple pre-defined touchpoints with the consultant. These include phone, email and survey communications which are regularly scheduled, and governed to SLA's and specific reporting protocols. CRM focus is on retention and customer service to the consultant; handling issues, payroll and HR are among a few typical interactions, but CRM reps engage in face-to-face meetings, group sessions or activities where available and appropriate.

OFFBOARDING: Mindlance has developed a process to off-board personnel as assignments end. We view our relationship with our clients as a partnership. With that partnership, we rely on our CRM representatives to be the communication liaison with our employee and the client, due to their pre-existing relationship. When we learn of an assignment termination, the assigned CRM rep. will communicate with the employee and complete paperwork through a special email box connecting our back office personnel in payroll, HR, and benefits, so as to provide as smooth a transition as possible for the individual affected.

Mindlance tracks each step of the offboarding process through our Enterprise MTRACK tool to ensure all client and Mindlance requirements are satisfied before full and final settlement with the contingent worker. The Mindlance dedicated Account Manager is primarily responsible for ensuring all offboarding steps are completed. With support from other members of the Mindlance Service Delivery team such as HR, the Pay Bill Administrator and the Systems

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Administrator.

Before the contingent worker leaves the client location, the Mindlance Offboarding Team ensures smooth transition. Mindlance complete an exit checklist including: Pending tasks, knowledge transfer, all documents/work product handoff, equipment/access badge/physical property returned, final time capture etc. It is always Mindlance intent to retain our contractor's long term, and our CRM's pro-actively seek extensions or alternate assignments within their clients. In addition to alerting account teams as assignments near end, so new opportunities can be sought.

MINDLANCE STANDARD OPERATING PROCEDURE FOR CANDIDATE SCREENING:

Mindlance has a well-defined Standard Operating Procedure for candidate screening that requires a series of interviews and quality control checks:

Global Sourcing Center – Proactively Seeks Qualified Candidates

- Creates and maintains a large internal database, matching resumes to clients and locations based on skill sets, experience, salary expectations, and location.
- Identifies potentially qualified candidates who, if selected, enter our formal screening process.

Mindlance Recruiter – Conducts Initial Telephone Screening

- Chooses candidates to enter our formal screening process for any given client requirement
- Uses an open-ended pre-screening questionnaire focusing on three areas:
 - TECHNICAL - Skills Qualification
 - EXPERIENCE - Employment History/Job Functions and Educational Background
 - PERSONAL - Salary History, Personal Preferences, and Availability
 - PERSONALITY – Cultural Fit, Behavioral Interview, Excitement about the Role and Client
- If the candidate is viable, recruiter uploads candidate data in an “internal submission”

Mindlance Account Manager and/or Subject Matter Expert – Conduct Detailed Technical Screening

- Alerted by internal submission of a potential candidate
- Conduct an in-person interview when possible, or a scheduled call
- Perform a thorough skills assessment targeted toward the specific client requirement
- If a candidate is a strong fit, AM further reviews the job description details and revisits:
 - The candidate's strengths
 - The candidate's potential shortcomings
 - The candidate's interest level
- Obtain all relevant information required for the candidate submission including references and, where applicable, college transcripts.

Subject Matter Experts – Added Expertise When Needed

- Mindlance has a team of SMEs, who conduct domain and skill interviews for specialized skill/niche skill placements, as needed.

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TOOLS USED DURING THE SELECTION & ASSESSMENT PROCESS:

Mindlance's screening and selection process is aimed at providing qualified candidates to its clients. To that end, Mindlance takes numerous steps to verify a candidate's experience levels using one or more of the following:

1. Candidates Resume and Skills Inventory Application Supplement – In addition to providing a resume, candidates complete and sign an application along with a Skills Inventory Application Supplement, which is used to verify the level of experience candidates possess in the required skill sets.
2. Screening Interview – Mindlance examines the candidate's aptitude for the role and verifies information on his/her resume. Preliminary assessments are made about the candidate's experience and education as well as professional compatibility. After the initial interview (often a phone screen followed by a face to face interview) a recommendation is made regarding the candidate's viability.
3. Standardized Tests – Mindlance Technical Recruiters qualify candidates using a proprietary written test or a standardized test. Based on specific requirements of our clients, we currently utilize the following providers for employee skills testing:
 - a) **Predictive Index (PI):** for behavioral suitability of a candidate for specific roles
 - b) **Qwiztek:** pre-employment skill testing and technical evaluations on skills.
 - c) **Brainbench:** numerous assessment products including personality, aptitude and skills testing particularly in the areas of technology, customer support and client services.
 - d) **Techcheck:** technology skills testing and assessment focused on IT, Project Management & PC literacy
 - e) **ProveIT:** testing and assessments for clerical, software, technical, industrial, financial and legal skills.
 - f) **THE PEAC system:** testing on reasoning aptitude, natural behaviors, communication styles and personality traits. The PEAC test is normally conducted on the Project/Program Managers and other senior level managers to ascertain behavioral patterns by exposing them to simulated complex situations.
 - g) **Humanext.com:** to provide in-house and web-based testing and training on communication skills, customer service techniques and supervisory skills.
4. Technical Interview – Mindlance Subject Matter Experts (SME) qualify candidates using a proprietary written or standardized test, ask questions about the candidate's skill levels and expertise, and verify information on the Skills Inventory Application Supplement.
5. Industry Standard Certifications – For some positions, Mindlance requires its consultants to possess industry standard certifications in areas of expertise, which serve as a benchmark to assess a candidate's level of expertise.
6. Professional/Employment Reference Checks – Mindlance performs verification of a candidate's experience via professional reference checks to verify the candidate's experience as a match to the client's open position.
7. Mindlance verifies the candidate's employment to validate the number of years of experience, in line with the client's open position.

Additional tools used by Mindlance to pre-screen its candidates, include:

- A. Management Interview – Ensures that the candidate has excellent interpersonal and presentation skills and the right attitude.
- B. Attitudinal Test & Behavioral Test – Mindlance conducts its proprietary tests to understand the candidates' attitude and behavior patterns by exposing the candidate to simulated complex situations.
- C. Assignment Orientation – Ensures an appropriate fit between the client and the candidate. Mindlance addresses intrinsic factors such as dress code, vacation, work hours, on-call requirements, etc, if any.
- D. HR Orientation - Prior to onboarding, Mindlance's HR team meets each candidate and explains Mindlance's

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policies, benefits, candidate duties and the points of contact for employment-related questions (this protects Mindlance's clients from co-employment risks/issues) etc.

Mindlance currently utilizes numerous programs and providers to test the competencies of its candidates. Based on specific requirements of our clients, we currently utilize the following providers for employee skills testing:

- **Predictive Index (PI):** for behavioral suitability of a candidate for specific roles
- **Qwiztek:** pre-employment skill testing and technical evaluation of skills.
- **Brainbench:** numerous assessment products including personality, aptitude and skills testing particularly in the areas of technology, customer support and client services.
- **Techcheck:** technology skills testing and assessment focused on IT, Project Management & PC literacy
- **ProveIT:** testing and assessments for clerical, software, technical, industrial, financial and legal skills.
- **The PEAC system:** testing on reasoning aptitude, natural behaviors, communication styles and personality traits. The PEAC test is normally conducted on the Project/Program Managers and other senior level managers to ascertain behavioral patterns by exposing them to simulated complex situations.
- **HumaNext.com:** in-house and web-based testing and training on communication skills, customer service techniques and supervisory skills.

Mindlance is constantly evaluating new tools that add value to the candidate assessment process and welcomes client recommendations for specific providers.

Mindlance process for pre-screening and sharing actionable information about our talent pools:

Mindlance utilize a proprietary applicant tracking system MTRACK, this powerful web enabled tool provides recruiters with 5 million plus candidates to select from:

- Highly defined search criteria that extends past key skill words or location, returns 100's of specific and available candidates within seconds.
 - Search features such as exclusions, specific qualifying factors, examples: References, Employment type (temp, perm, temp-to-perm), and pre-screen candidate ratings, provide Mindlance teams with a deep raw talent pool.
 - A single word or phrase search in our verbatim Attributes section, further refines these lists, as any specific comment recorded against a candidate in the DB can be selected as search criteria.
 - Specific searches can be added to recruiters candidate subsets called "hotlists", combining with their known pipelined candidates, these "hotlists" form unique talent pools within the DB itself.

This allows Mindlance to rapidly identify talent in specific location and skill at a moments' notice.

- Mindlance populate this DB using an algorithm methodology based in market and client research. Harvesters are created based on specific locations, 'evergreen' frequent job titles, or niche/specific skills, retrieving new candidates and resumes in real time.
- As part of our service offering market analysis and feedback is offered. We are able to share where talent pools of specific skill or location can be sourced, and frequently provide the best cost analysis for this talent. Both on demand and pro-active to our client partners. Providing sample resumes for hiring leaders to review and sample "hotlists" of the size, skill and location of Mindlance talent pools providing valuable information to our clients. Partnering to find the right talent in the right location for our clients is key success factor for Mindlance and on numerous occasions has led to collaborative hiring plans.

Case Study 1:

- A hiring leader at Apple requested a highly experienced MySQL DBA who was also very proficient in Linux administration, as much as consultants work on both sides, they are typically good at one skill over the other, but

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rarely experts at both. Based on our research and feedback the hiring manager selected MySQL DBA where the candidate had an open mindset to also administer Linux systems.

- In the same Apple department, another hiring manager handled Big Data initiatives, Mindlance suggested that the opportunity for the MySQL DBA's to learn Hadoop and Big Data administration as part of their job, since these skills were scarcer in their market. This created an upsell opportunity to candidates and a self-filling pipeline for the departments Big Data needs.

In addition to our database of 15m+ candidate pool we also have developed specific screening tools, methodology and teams identified to ensure talent pools are built proactively, adding new talent to the database.

- Leveraging our multi-layered centralized recruitment organization, recruiters are assigned to a specific sourcing role. Their function is to pre-screen passive & active candidates, update their status & skills. Passing active candidate on to client or vertical dedicated recruitment teams, and creating "hotlists" that form our talent pools from the passive candidates.
- Concurrent to our active searches we continuously update our database, coding candidates on future availability, specific timelines, skill set, location and candidates need. Mindlance believe that every interaction is an opportunity, these pre-built candidate talent pools will become our future consultants.
- Our recruiters have pre-screening question templates, which are automatically updated in our database and searchable by any terms that we identify are needed for jobs/clients/skill sets.
- Mapping of our clients historical hiring trends and potential future needs by calendar, title and location, Mindlance build "hotlists" of pre-screened candidates, that are interested in these specific opportunities, companies and organized by skill set

Case Study 2:

Mindlance work with a number of Allied Healthcare clients, and the deadlines for Affordable Healthcare Act readiness created unique staffing challenges for the supply chain as a whole. With less than three weeks to launch Mindlance partnered with West Virginia State on its IT exchange platform initiative. Given the location, requiring multiple specialists and lead roles in various remote WV DHHR centers, and the challenge of available talent being already engaged on local & national AHA projects, Mindlance leveraged every aspect of the organization.

Technology: Initially drawing from MTRACK pre-screened "hotlist", candidates were engaged within hours of the requisition, and specifically asked a series of questions regarding not only their availability/fit, but local market intelligence, and personal referrals.

Recruiting: Leveraging core dedicated recruitment team to fully vet pre-screened "hotlist" candidates, in addition to sourcers from the national recruitment center, and niche specialist teams to provide additional candidates.

Outreach: Our approach included a variety of local and national partnerships, collegiate institutions, technical schools as well as local unemployment agencies.

Result: Mindlance placed 26 Specialists, and 4 Team Leads in a 2 week start to finish project – 88% of which were from MTRACK pre-screened "hotlists".

Case Study 3:

Based on the requisition distribution information Intel shared for HW (CA, OR and AZ), and Technicians in OR Mindlance developed talent pools for these skills and locations.

Skills - HW – Design engineers, verification engineers, PCB designers, layout designers, mask engineers, Pre/Post Silicon Validation Engineers

Skills - Technicians - System Technicians, Validation Technicians, Test Technicians, RF technicians, Lab Technicians.

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Method: Mindlance identified 1 recruiter per location and skill, with specific targets to prescreen 3 to 4 active candidates in their market per week. Utilizing not only job boards, job postings, LinkedIn, MTRACK (harvester and evergreen strings feature), but creative methods such as Craigslist, and reverse recruiting to Ex-Intel candidates.

The core recruiters set aside 1 hour each day to review resumes in their respective and interview candidates. Once selected these candidates were then added to the system with interview notes, and also added to centralized pipeline folder, creating a unique talent pool.

Engaging ‘sourcers’ to pull passive and 1 week old candidates in the market, additional provided recruiters with candidates to screen during their period of pipelining.

Recruiters map their talent pool to centralized email ID for future opportunities. Each candidate captured in the ‘hotlist’ is sortable by available date, length of time in talent pool, to ensure constant circulation of available candidates. Since Intel measure contractor BIS (Maximum length of each assignment, and out time required to return), Mindlance also captured this data in the ‘hotlist’.

Once the relevant position opened in the system, the recruiters were able to quickly reconfirm and submit candidates from this pre-interviewed pool.

Success: Primarily speed in submission, for these specific roles first submission time was reduce to <4 hours from >2 days. The data captured in the talent pool ‘hotlist’ ensured that every experienced candidate could be fully utilized.

Matching available immediately to the newest position, and tracking returning consultants for future positions; providing Intel with a constant flow of pre-identified, pre-screened talent.

Mindlance existing subcontracting relationships with other firms and classifications they cover;

Mindlance engages with subcontractors to support its clients on the following:

1. Sourcing niche/ unique skill-sets;
2. Sourcing qualified candidates in remote areas;
3. Sourcing candidates in geographies, where Demand is more than Supply on commodity/ niche skill sets;
4. To support its clients tier-2/ sub-tier diversity goals.

To enhance our subcontractor partnering, Mindlance has developed its Mindlance Mentor-Protégé (MMPP) program as one aspect of its initiative to engage, nurture and provides opportunities to qualified M/WBE suppliers.

The Mindlance sub-vendor partnerships include:

1. DMM Consulting
2. Idexcel Inc
3. NBE Corporation
4. Brand Lab
5. Druck Information System
6. A&T Info Tech Inc
7. Max Fei International
8. W Shi
9. Itrendz, Inc
10. Gallop Solutions

The classification covered by subcontractor varies from one contract to another.

(2) How you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted

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firms in order to identify and propose candidates for a specific staffing request;

More than 96% of Mindlance consultants are our own W2 Exempt and Non-Exempt employees. Mindlance selectively partners with sub-suppliers (subcontractors) when client contingent program guidelines allow. In those circumstances, sub-suppliers may be engaged in the following areas:

1. Sourcing niche/unique skill sets
2. Sourcing qualified candidates in remote areas
3. Sourcing candidates in geographies in which demand is greater than supply on commodity/niche skill sets
4. To support client Tier-2 and Sub-tier diversity goals: To enhance its subcontractor partnering, Mindlance has developed its Mindlance Mentor-Protégé (MMPP) program as one aspect of its initiative to engage, nurture and provide opportunities to qualified M/WBE suppliers.

The Mindlance criteria for evaluating a potential subcontractor include:

1. The company's willingness to accept and adhere to the client's terms and conditions
2. The company's ability and willingness to maintain flow-down insurance requirements
3. The company's references and experience supporting firms like Mindlance
4. The company's financial strength
5. The company's track record in keeping its employees satisfied
6. The company's ability to fulfill a requisition within the SLA, as outlined by Mindlance
7. The company's flexibility to work with Mindlance and its clients.
8. The company's knowledge/expertise in select domain/geography, etc.

Moreover, since Mindlance subcontracting needs are limited to specialized/ niche positions, we employ a hands-on approach to assessing expertise:

- a) Domain knowledge - Thorough review of subcontractors prior engagements, including Industries, Verticals, Specific skill sets and geographies served, Particular emphasis is placed on reviewing past/current workforce to analyze our subcontractors business success, allowing Mindlance to appropriately match their strengths to our client's needs.
- b) Pilot Program - Live entry to a specific role or subset of positions, allows Mindlance to assess a subcontractor's performance in a measured environment. Candidates sourced during a pilot are reviewed by Account Management team and internal QA team for criteria such as technically appropriate, unique to database and can be validated with a multi-point checklist in regards to their screening experience
- c) Scorecard analysis - Emulating vendor scorecard methodology expertise can be measured and gaps identified. Quality criteria metrics such as submission to hire, completion of assignment and client survey/satisfaction results, are key to determining subcontractor ability to meet specific client requirements.
- d) References – It is important to hear from the users of the service itself, both clients and contractors provide valuable feedback in assessing a sub-contractors knowledge and expertise.

Mindlance role in the process is:

1. Obtain client approval to use supply network/subcontractors
2. Acquire a signed, standard Master Services Agreement (MSA) from our internally-approved MMPP participant
3. Get subcontractor agreement/signoff on the Statement of Work (SOW) which documents the client's contract-specific flow-down terms and conditions, including insurance requirements as well as background check/drug test and document execution (Non-Disclosure, Intellectual Property Rights/Trade Secrets, Assignment of Rights in Workplace, etc.)

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- 4. Provide client-specific orientation and training to the subcontractor’s contingent worker, following best practices for co-employment mitigation
- 5. Monitor performance of subcontracted worker
- 6. Monitor sub-contractor compliance with insurance requirements as well as other terms of the MSA Receive regular reports from subcontractor, as needed, in line with the main contract signed with the clients, ensuring seamless service delivery to clients.

(3) Your plans for filling positions in diverse geographic locations through California.

NATIONAL COVERAGE AND LOCAL PRESENCE: Mindlance excels in providing coast-to-coast coverage for all US locations. Mindlance National Recruitment Centers (NRC), 10 Regional Service Centers (RSC) and Global Sourcing Center (GRC) effectively service requirements for all our national, enterprise clients. Mindlance already has large local presence in key JCC operating geographies such as **San Diego and San Jose in California**. Mindlance will provide local account management and recruitment (along with centralized recruitment and back-office support) to key JCC office locations:

JCC Office Locations:	Mindlance Office Locations:
• San Francisco, California	San Jose, CA
• Burbank, California	San Diego, CA (Opening LA 2016)
• Fresno, California	San Diego, CA (Opening LA 2016)
• Los Angeles, California	San Diego, CA (Opening LA 2016)
• Sacramento, California	San Diego, CA (Opening LA 2016)
• San Diego, California	San Diego, CA
• San Jose, California	San Jose, CA

We presently have two offices in California (San Diego and San Jose) that services our clients such as Intel, Apple, Qualcomm, Amgen, American Express, J&J, GAP, Genentech, Adobe, Yahoo, Ebay, Success Factors, Pacific Gas & Electric, Ericsson, Sony PlayStation (to name a few) in State of CA. In addition we support our clients in the Western US region from these locations.

Mindlance will assign dedicated recruitment teams to support JCC.

To service all needs effectively, Mindlance will have a dedicated Account Service Delivery Team to provide the bandwidth, focus and learning required for servicing your specific needs. Within the dedicated team, the recruiting procedure is divided into discrete sub-processes, which are executed by specialized individuals. For example, the candidate identification process itself is broken down into distinct sub-processes managed by:

- 1) Delivery Manager: Manages and is responsible for overall delivery including response rate, interview rate, fill rate and the like.
- 2) Recruiting Team Lead: Reports to Delivery Manager and monitors progress on each client need. The Team lead is also responsible to maintain relationships with candidates in the hiring process and serves as second level escalation point.
- 3) Sourcing Team: Responsible for proactively identifying and screening candidates based on pre-determined client sourcing strategy defined by the Recruiting Manager. This team works on building a unique database of active and passive candidates.
- 4) Junior Recruiters perform backend searches for matching candidates in Mindlance internal database as well as various job boards, user groups and networking groups
- 5) Senior Recruiters evaluate and qualify candidates screened by junior recruiting team members and directly

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recruits passive candidates for specific needs.

This results in overall operational efficiency in the recruiting process and yields optimal results in terms of a qualified candidate in the fastest time.

Mindlance Success Stories in key JCC locations:

California (San Francisco, Burbank, Sacramento, Los Angeles, Sacramento, San Diego, Fresno, and San Jose) – Northern/Southern California is always a hot market for technical and digital/creative/marketing skills so pay rate competitiveness is very critical. Our two Regional Service Centers (RSC) in California area (San Diego & San Jose) supports our clients such as Apple, Amgen, GAP, Genentech, Adobe, Intel, Qualcomm, Yahoo, Ebay, Success Factors, Pacific Gas & Electric, Ericsson, etc in California. Given our candidate network and past success in the market, we feel very confident to timely fill roles with qualified candidates. Currently, we have over 450 temporary employees (including IT) supporting over 35 clients in State of CA. If awarded the contract with JCC, Mindlance will immediately assign a National Account Manager who is local to the San Francisco market and we will support JCC’s San Francisco and other office locations through our San Diego and San Jose office.

From an individual program VMS perspective, below are some of the client recognitions/ rankings for Mindlance:

- Qualcomm: # 1 IT and Engineering staffing vendor
- Apple: # 1 staffing vendor for IT and Professional
- Intel: # 1 staffing vendor nationally across skills
- Yahoo: # 1 staffing vendor

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Mindlance methodology of providing invoicing and summaries that meets the requirements of this RFP.

Mindlance Process of Invoicing:

We are set for both auto-payment (VMS auto generated invoicing) or billing on a weekly/bi-weekly/monthly basis dependent on client requirements

For VMS Clients:

Our Company is equipped to handle a variety of invoicing method and process in order to meet client's demand. We are currently utilizing a great deal of VMS products tailored to each client specification. For VMS type of invoicing, our Billing Specialist extracts the necessary data from the VMS in order to generate internal invoicing in conjunction with cross referencing our internal database as a tool to address any potential rate or time discrepancies. At times, based on the

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volume of data, our Analyst/Technical Team may provide assistance in data extract and manipulation in order to be automatically uploaded into our accounting system. Accounts Receivable will utilize Reconciliation report, mostly generated by the VMS, to receive payments and address any payment discrepancies.

Payroll Team also utilizes the VMS data for payroll processing. Our Company Payroll cycle is bi-weekly, where we institute a deadline of weekly time submission into the VMS by the end of the work week for the manager to approve by Tuesday the latest. Pay day for contingent worker is Friday of the Payroll Week via direct deposit or physical paycheck being sent out via postal mail on Friday from our Headquarter in New Jersey for those who opted out of direct deposit.

For Non-VMS Clients:

For a Non-VMS process, worker must submit their approved timesheet and expenses online via Mindlance timesheet system (powered by Tenrox) on a weekly basis. This is then approved by the client manager electronically.

Our Billing Specialist will then utilize such data to invoice the client per agreed term. Billing frequency, method, and payment term are determined upon the agreement between Mindlance and the client.

Payroll Team also utilizes the approved timesheet and/or expenses for payroll processing. Our Company Payroll cycle is bi-weekly, where we institute a deadline of weekly approved time submission to Mindlance Timesheet Mailbox by Monday EOD the latest. Pay day for contingent worker is Friday of the Payroll Week via direct deposit or physical paycheck being sent out via postal mail on Friday from our Headquarter in New Jersey for those who opted out of direct deposit.

Mindlance Process of JCC Invoicing Compliance:

We have reviewed all invoicing instructions provided under section **Exhibit C – Payment Provisions** mentioned in the ATTACHMENT B - MASTER AGREEMENT TERMS AND CONDITIONS of the RFP and will incorporate all the information requested in our invoices. As per ‘Item 7 – Payment Method’, Mindlance will provide to JCC both invoicing (i) the Monthly Summary Statement at the Master Agreement-Level (as per Exhibit G, Attachment 5-A), and (ii) the Detailed Invoice at Work Order-Level (as per Exhibit G, Attachment 5-B) that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Normally, we electronically invoice our clients once in 30 days using our in-house ERP. Our system is also able to produce paper invoices as per client requirement.

In case of After-Hours Maintenance and Support, Mindlance will include and provide a signed After-Hours Maintenance and Support Authorization Form, substantially in the form of Exhibit G, Attachment 5-C, to substantiate any and all invoices that contain a reimbursement request for After-Hours Maintenance and Support.

As per the requirement of the JCC’s compensation of contractor policy for the work of Work Orders, Mindlance will provide the discount, based on the number of concurrent Work Orders in place under the Master Agreement at the end of each calendar month. Mindlance will apply the appropriate discount rate set forth in the **Table 4 - Discount Rates** when invoicing for each Work Order in place under the Master Agreement.

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Mindlance methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Mindlance has developed a web-based timekeeping (MTRACK) system which is utilized for our different clients. This system captures various information including number of hours, description of services delivered to the client. The specialty of MTRACK is that the report format can be customized to generate the weekly/ bimonthly/monthly timesheets as per the client requirements. If JCC allow us then we will utilize this system to capture and generate weekly/monthly timesheets as per the format and requirement of the RFP. Our clients can login, verify and approve consultant’s timesheets electronically using MTRACK system. Furthermore, we acknowledge that only that time will be invoiced which reflects in signed and approved timesheets by JCC employees and not by any Key Personnel of the Work Order like Work Order Project Manager.

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information.

Mindlance has a documented Travel and Expense Policy, which is attached. The policy clearly defines our coverage for domestic travel. This policy is shared with our employees which helps in keeping track of our employees’ travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests.

Attached please find ‘**Mindlance Travel & Expense Policy for Internal Employees V1.pdf**’ & ‘**Travel Expense Reimbursement Form**’.

Please see sample of ‘**Travel Expense Reimbursement Form**’ attached at the end of the ‘Mindlance Travel & Expense Policy’ which we are currently using to keep track of the required information.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

As part of a new employee orientation, the onboarding team orients each employee regarding client specific and Mindlance time and expense process and policies.

Mindlance has a dedicated time and expense management team which proactively downloads all hours and expense entries from the VMS portals on a weekly basis. The team then reviews the data for missing hours, incorrect straight and overtime hours, etc. They will reach out to consultants on a weekly basis, first via an automated email, followed up by a phone call, to ensure that all hours are timely and correctly entered.

Mindlance expense policy mandates that all expenses must be entered into the client VMS portal within 15 days of incurrence or for Non-VMS clients, inform to client Work Order POC, and supporting receipts emailed and mailed to Mindlance within three business days of the upload. Any deviation from this process is timely and strictly addressed with the employee to ensure timely expense submission in future.

Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

We will share complete JCC Travel Expense policy details, related requirements and guidelines as mentioned in Item 3 - Compensation for Allowable Travel Expenses under EXHIBIT C -PAYMENT PROVISIONS of Attachment B, Master Agreement Terms and Conditions with our employees during the orientation and before the commencement of any work on given Work Order. We will also make them aware of the reporting and invoicing formalities in order to generate the various expense statements required by JCC.

Considering our clearly defined Mindlance Travel & Expense policy, Mindlance will be able to provide the required level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	3
Application Support Analyst	11
Application Tester	53
Application Testing Lead	26
Business Applications Analyst	14
Sr. Business Applications Analyst	13
Business Systems Analyst	8
Sr. Business Systems Analyst	9
Data Modeler	59
Database Administrator	8
Enterprise IT Architect	3
Infrastructure/Operations IT Architect	2
IT Developer	29
IT Developer Lead	41
IT Governance Subject Matter Expert	12
IT Infrastructure Subject Matter Expert	25
IT Program Manager	12
IT Project Manager	43
Network Engineer	34
Quality Assurance Analyst	19

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	0
Release Manager	0
Security Analyst	7
Service Delivery Manager	0
Technical Analyst	59
Technical Construction Analyst	1
Technical Writer	10
TIBCO Development Engineer	1

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	
Duration of Assignment (List Dates)	
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Mindlance has made over 500 placements in JCC classifications and as per JCC’s reply to Question # 15, we have provided only 150 references, in the below table, to above placements as a sample of our placements covering all JCC classifications:

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Mindlance List of 150 Sample Placements Covering all JCC Classifications

S.No.	JCC Classification	Start Date	End Date	Name of Individual Placed*	Company Where Placed*	Company Point of Contact (Name)*	Email Address and Phone Number for Company Point of Contact*
1	Applications IT Architect	11/24/2015	4/30/2016				
2	Applications IT Architect	9/8/2015	9/8/2017				
3	Applications IT Architect	5/16/2016	To Present				
4	Application Support Analyst	1/14/2015	To Present				
5	Application Support Analyst	4/30/2015	To Present				
6	Application Support Analyst	5/4/2015	10/8/2016				
7	Application Support Analyst	6/8/2015	12/7/2015				
8	Application Support Analyst	4/15/2015	4/14/2017				
9	Application Support Analyst	5/31/2015	To Present				
10	Application Tester	3/9/2016	9/9/2016				
11	Application Tester	5/4/2015	4/27/2016				
12	Application Tester	12/1/2015	5/30/2016				
13	Application Tester	4/15/2015	To Present				
14	Application Testing Lead	3/14/2016	11/14/2016				
15	Application Testing Lead	2/2/2015	7/1/2015				
16	Application Testing Lead	4/25/2016	4/25/2017				
17	Application Testing Lead	1/11/2016	1/6/2017				
18	Application Testing Lead	10/7/2015	5/6/2016				
19	Business Applications Analyst	7/27/2015	7/27/2016				
20	Business Applications Analyst	11/2/2015	To Present				
21	Business Applications Analyst	3/14/2016	To Present				

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

22	Business Applications Analyst	11/2/2015	1/29/2016	
23	Business Applications Analyst	8/3/2015	8/2/2016	
24	Business Applications Analyst	3/7/2016	12/30/2016	
25	Business Applications Analyst	2/23/2015	2/23/2016	
26	Sr. Business Applications Analyst	5/11/2015	12/31/2015	
27	Sr. Business Applications Analyst	1/27/2015	7/27/2015	
28	Sr. Business Applications Analyst	3/23/2015	3/28/2016	
29	Sr. Business Applications Analyst	4/20/2015	3/21/2016	
30	Sr. Business Applications Analyst	3/9/2016	To Present	
31	Sr. Business Applications Analyst	4/11/2016	12/30/2016	
32	Sr. Business Applications Analyst	3/18/2015	10/1/2015	
33	Business Systems Analyst	8/5/2015	1/4/2016	
34	Business Systems Analyst	7/6/2015	7/6/2016	
35	Business Systems Analyst	4/20/2015	12/31/2015	
36	Business Systems Analyst	8/13/2015	12/25/2015	
37	Business Systems Analyst	2/22/2016	7/22/2016	
38	Business Systems Analyst	7/5/2015	To Present	
39	Business Systems Analyst	10/1/2015	11/30/2015	
40	Sr. Business Systems Analyst	2/15/2016	8/16/2016	
41	Sr. Business Systems Analyst	10/19/2015	4/19/2016	
42	Sr. Business Systems Analyst	5/20/2015	8/14/2015	
43	Sr. Business Systems Analyst	1/4/2016	6/30/2016	
44	Sr. Business Systems Analyst	6/1/2015	5/31/2016	
45	Sr. Business Systems Analyst	3/16/2015	2/14/2016	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

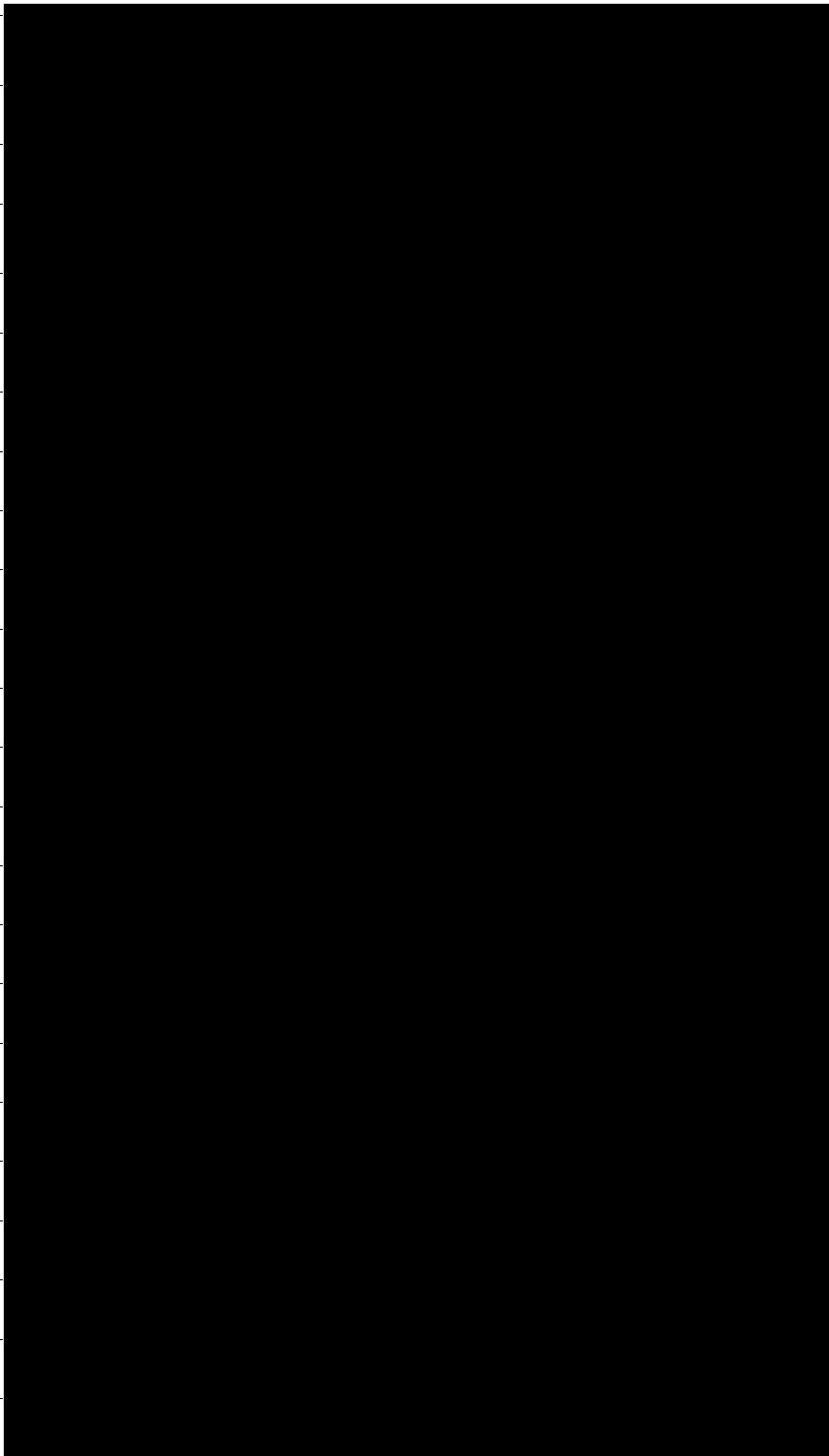
46	Sr. Business Systems Analyst	5/31/2015	To Present	
47	Sr. Business Systems Analyst	10/21/2015	4/29/2016	
48	Sr. Business Systems Analyst	5/18/2015	11/27/2015	
49	Data Modeler	10/19/2015	3/4/2016	
50	Data Modeler	4/20/2015	4/29/2016	
51	Data Modeler	5/4/2015	6/27/2016	
52	Data Modeler	9/8/2015	8/31/2016	
53	Data Modeler	9/17/2015	To Present	
54	Data Modeler	2/24/2016	2/22/2017	
55	Data Modeler	11/2/2015	1/19/2016	
56	Data Modeler	2/10/2016	9/30/2016	
57	Database Administrator	2/22/2016	8/19/2016	
58	Database Administrator	11/30/2015	3/30/2016	
59	Database Administrator	10/5/2015	1/8/2016	
60	Database Administrator	10/5/2015	1/8/2016	
61	Database Administrator	2/15/2016	8/12/2016	
62	Database Administrator	4/25/2016	8/31/2016	
63	Database Administrator	2/16/2016	12/2/2016	
64	Enterprise IT Architect	4/27/2016	7/30/2016	
65	Enterprise IT Architect	4/14/2016	To Present	
66	Enterprise IT Architect	3/21/2016	10/14/2016	
67	Infrastructure/Operations IT Architect	9/15/2015	11/6/2015	
68	IT Developer	8/31/2015	8/30/2016	
69	IT Developer	2/9/2015	6/5/2015	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

70	IT Developer	4/1/2015	3/25/2016
71	IT Developer	3/14/2016	3/31/2017
72	IT Developer	6/16/2015	6/16/2016
73	IT Developer	5/18/2015	11/10/2015
74	IT Developer	3/2/2015	9/1/2015
75	IT Developer	11/23/2015	11/30/2016
76	IT Developer	3/23/2015	9/23/2015
77	IT Developer Lead	2/18/2015	5/8/2015
78	IT Developer Lead	9/8/2015	12/31/2015
79	IT Developer Lead	11/9/2015	3/29/2016
80	IT Developer Lead	7/2/2015	7/4/2016
81	IT Developer Lead	4/6/2016	1/10/2018
82	IT Developer Lead	10/1/2015	3/31/2016
83	IT Developer Lead	6/8/2015	12/7/2015
84	IT Developer Lead	5/4/2015	11/3/2015
85	IT Developer Lead	9/9/2015	To Present
86	IT Developer Lead	3/23/2015	3/16/2016
87	IT Developer Lead	4/27/2016	To Present
88	IT Developer Lead	6/29/2015	12/28/2015
89	IT Governance Subject Matter Expert	11/9/2015	10/10/2016
90	IT Governance Subject Matter Expert	8/10/2015	8/10/2016
91	IT Governance Subject Matter Expert	3/1/2016	8/29/2016
92	IT Governance Subject Matter Expert	10/7/2015	1/7/2016
93	IT Governance Subject Matter Expert	5/20/2015	5/13/2016

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

94	IT Infrastructure Subject Matter Expert	12/21/2015	8/15/2016
95	IT Infrastructure Subject Matter Expert	12/21/2015	9/23/2016
96	IT Infrastructure Subject Matter Expert	2/18/2015	3/2/2016
97	IT Infrastructure Subject Matter Expert	3/21/2016	6/21/2016
98	IT Infrastructure Subject Matter Expert	4/22/2015	12/21/2015
99	IT Program Manager	9/14/2015	9/29/2017
100	IT Program Manager	3/21/2016	9/21/2016
101	IT Program Manager	7/13/2015	4/25/2016
102	IT Program Manager	3/30/2015	4/26/2016
103	IT Program Manager	3/18/2015	To Present
104	IT Program Manager	1/4/2015	To Present
105	IT Program Manager	1/19/2015	6/8/2015
106	IT Project Manager	6/3/2015	6/1/2016
107	IT Project Manager	4/22/2015	10/21/2015
108	IT Project Manager	7/15/2015	12/14/2015
109	IT Project Manager	2/10/2015	12/31/2015
110	IT Project Manager	7/29/2015	To Present
111	IT Project Manager	2/1/2016	7/1/2016
112	IT Project Manager	10/5/2015	10/5/2016
113	IT Project Manager	12/1/2015	11/30/2016
114	IT Project Manager	11/30/2015	11/30/2016
115	Network Engineer	4/22/2015	4/21/2016
116	Network Engineer	6/18/2015	To Present
117	Network Engineer	3/9/2015	To Present



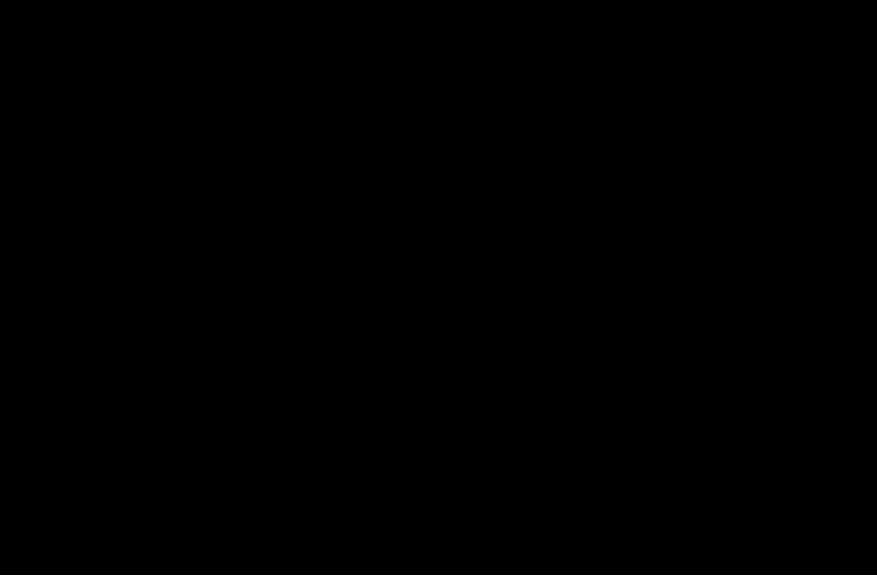
**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

118	Network Engineer	2/26/2015	To Present
119	Network Engineer	7/29/2015	5/13/2016
120	Network Engineer	6/17/2015	1/15/2016
121	Network Engineer	8/10/2015	1/12/2016
122	Network Engineer	3/4/2015	8/3/2015
123	Quality Assurance Analyst	5/5/2015	6/19/2015
124	Quality Assurance Analyst	1/19/2016	7/31/2016
125	Quality Assurance Analyst	1/11/2016	6/13/2016
126	Quality Assurance Analyst	3/23/2015	8/21/2015
127	Quality Assurance Analyst	2/1/2015	To Present
128	Quality Assurance Analyst	3/2/2015	3/23/2016
129	Quality Assurance Analyst	3/24/2016	12/30/2016
130	Security Analyst	7/1/2015	7/1/2016
131	Security Analyst	12/7/2015	4/22/2016
132	Security Analyst	12/7/2015	To Present
133	Technical Analyst	7/27/2015	12/31/2015
134	Technical Analyst	3/2/2016	9/30/2016
135	Technical Analyst	1/25/2016	12/31/2016
136	Technical Analyst	9/16/2015	To Present
137	Technical Analyst	11/10/2015	12/31/2015
138	Technical Analyst	4/4/2016	To Present
139	Technical Analyst	1/11/2016	7/3/2016
140	Technical Analyst	2/23/2015	2/26/2016
141	Technical Analyst	2/23/2015	1/22/2016

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

142	Technical Construction Analyst	8/25/2015	8/29/2016	
143	Technical Writer	2/29/2016	To Present	
144	Technical Writer	10/5/2015	3/25/2016	
145	Technical Writer	10/21/2015	To Present	
146	Technical Writer	3/9/2016	To Present	
147	Technical Writer	3/9/2016	To Present	
148	Technical Writer	6/15/2015	6/17/2015	
149	Technical Writer	5/27/2015	To Present	
150	TIBCO Development Engineer	9/14/2015	3/31/2016	

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.

Proposer must complete the following:

Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.

Details of Mindlance Key Staff:

List of Key Staff:

Following management staff would supervise the personnel and quality of services rendered on JCC IT staffing contract. Resumes of our Key Staff are provided in the below section:

Name	Designation	Role
Mr. Ashish Garg	General Manager – Technology Recruitment & Staffing	Sourcing Manager
Mr. Badrie Arasamangalam	Associate Director	Account Manager/Representative
Ms. Gundipika Sethi	Finance Controller	Accounting Lead

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

Resumes of Mindlance Key Staff:

RESUME OF SOURCING MANAGER:

**ASHISH GARG – MINDLANCE SOURCING MANAGER – TECHNOLOGY RECRUITMENT
PROFESSIONAL SUMMARY**

- He has over **12 years** of extensive experience in the field of **Technical Recruitments and ITES**.
- Solid track record of consistently exceeding corporate goals through strategic planning, business and team expansions.
- Possess analytical skills that facilitate and understand changing markets of the **IT industry, Engineering industry, Telecom industry and Dot Com industry** using strong recruitment tactic and strategies.
- **Extensive experience supporting the clients such as Qualcomm, Apple in West coast and Midwest region.**
- Through understanding and familiarity with Government business processes, systems, environment and culture and well qualified to work with the Sound Transit;
- **Domain Expertise: Government (Federal, State and Local), Nonprofit Organizations, Fortune 500 companies Fortune 1000 companies.**
- In addition to being an experienced Recruitment Management professional, he has done **Bachelor of Engineering [Information Technology]**.

WORK EXPERIENCE

MindLance, INC

General Manager – Technology: April 2012 – Present

The clientele includes **Qualcomm, Intel, Motorola, AMD, Apple, American Express, Ally financials, OmGeo, PIMCO, TIAA-CREF, NetApp, ESPN, Huawei, Southwest airlines, Zebra Technology, JCPenny, McKesson** etc.

Responsibilities:

- Building the teams from scratch, understanding the needs of customers.
- Setting up internal and external goals and making strategies to achieve the goals.
- Developing core technical competencies, in the teams to make sure quality of delivery.
- Servicing the clients in Engineering, Financial, Retail, Healthcare, and telecom domains, supporting needs across USA geography, primarily in west coast and Midwest regions.
- Understanding location specific challenges, pace of the industry in the area and creating network of consultants to understand the current dynamics as well as to ensure, the local talent pool is enhanced. Training the teams for the clients’ niche skillset’s demands.
- Making sure that the teams become a helping hand to the clients rather than just “another”, recruitment engine.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Developed processes to meet the clients' compliance and number expectations.

Pyramid Consulting, INC

Recruitment Manager: Oct'10 – March 2012

The clientele includes **UPS, Delta Airlines, AT&T, TIAA-CREF, Time Warner Cable, CSC, Suntrust, Bank of America, Wipro, TCS** etc.

Responsibilities:

- Used direct client **VMSs** like **Econometrix for TIAA-CREF, Agile1 for BMW, Staffenabler for Duke Energy** etc. extensively.
- Worked with the clients' onsite, to understand their challenges and helping them overcoming those.
- Used **Job-diva** for the end to end recruitment cycle.
- Extensively used **social and professional networking sites** to generate the leads for rarest of the rare skill sets. Ensure that none of the client requirements goes un-served in normal circumstances. Ensure that adequate qualified candidates are submitted for all assigned client requirements in a timely manner.

ProBys, INC

Resource Manager / Sr. Technical recruiter: Oct'06 – Sept '10

The clientele includes **Deloitte and touché, federal clients, Sears Holdings, Westell, Cardinal Healthcare, Nationwide insurance, Cisco, Wipro, Boeing, Honda, and DMC** etc.

- Worked as a **single point of contact for all Account Managers** for getting their requirements and submitting the right candidates to them after qualifying; technically and functionally. **Supported various staffing needs for state projects through Deloitte including CHATS, TIERS, COTS and federal government projects.**
- Implemented full life cycle of recruitment (Beginning with getting the requirements, sourcing the candidates, interviews, closing, paperwork, joining till roll off).
- **Reported to Vice President** of the company and managed all performance reports.
- Was involved in **H1B hiring conferences and assisted in filings and transfers** too.
- Handled a **Team of 10 People**, worked end to end with them. (Beginning with their hiring till their performance measurements.)
- Involved in the technical evaluation of the candidates submitted by the team.
- Had excellent relations with both the parties and got everyone completely involved in work.

Wow global corporation, Sr. Technical Recruiter: Sep' 05 – Sep' 06

- Worked as a major resource for RPO process. Worked with RCR Technology, INC as a client for WOW.
- Used direct client portals like Chimes for HP, Peopleclick for Clarion for submissions. Efficiently used portals like Dice, Monster, Net-temps, Hotjobs, Careerbuilder and some free portals like Jobvertise, Sapgenie, Employment911, Jobtoaster and many more.

FCS Software Solutions Ltd, Technical Recruiter: April'05–Aug '05

EDUCATION

Bachelor of Engineering [Information Technology], Rajasthan University, India with honors in 2004

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

RESUME OF ACCOUNT MANAGER:

BADRIE ARASAMANGALAM – MINDLANCE ACCOUNT MANAGER

PROFESSIONAL SUMMARY

- **15 years'** experience in the IT industry including **12 years** in Recruiting and Account Management.
- He has **over 12 years** of strong experience providing and managing IT Staffing services contracts with Federal, State and Local Government customers such as **USAC, New York Power Authority (NYPA), Federal Reserve Bank of NY (FRB NY), State of Maryland, State of Minnesota, Pima County, AZ** etc.
- Through understanding and familiarity with State and Local Government business processes, systems, environment and culture and well qualified to work with the NYSHFA/SONYMA; since 2011 he has supported current Temporary IT Staffing contract for various projects at USAC, NYPA, FRB NY, Pima County and Fortune 500 organizations such as Qualcomm, Apple, AMEX, BMS, J&J etc..
- Abundant experience working as Account Manager. Well acquainted with all aspects of Account Management.
- He has served various organizations in the capacity of Account Manager, Resource Manager, Project Manager, Operations / Project Manager.
- Result-oriented, ability to handle multiple Clients and requirements simultaneously, with right balance of people skills and business acumen.
- Core strengths include optimized use of technical background to decipher client's technical needs and finding right candidate match for the opportunities
- **Domain Expertise: Government (Federal, State and Local), Defense, Nonprofit Organizations, Startups to Fortune 500 companies.**
- In addition to being an experienced Account Management professional, he has Master Degree in Business Administration.

RELEVANT EXPERIENCE

- **Servicing USAC and its IT Department needs since 2011 through current IT staffing contract # USAC-IT-2010-10-22, executed over 30 SOWs with talented IT professionals.**
- Working closely with various Federal and State bodies on their on-going project initiatives, procured, drafted and submitted responses to RFP/ RFQs / RFIs.
- Designed and implemented customized delivery process on SOWs to be compliant with regulatory processes and governing principles.
- Active support to Procurement team within organizations in providing market data for pricing analysis, skill set availability and trends.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Executed SOWs within agreed SLAs and estimated budget, at the same time presented top of the line talent.
- Provide recruiting support on various IT skills, technical screening, interview preparation, and candidate delivery upon offer.
- Skill sets serviced included but not limited to: Senior Developers (Java and .Net), DBAs (Oracle, SQL and DB2), Project Managers, Business Systems Analysts, Systems Analysts, Quality Assurance (Manual, Automation, WhiteBox and Performance), Infrastructure support, Documentum Developers, Oracle Identity and Access Manager.

RELEVANT EXPERIENCE

- Executed SOWs with cumulative value of \$4.5 Million USD for Government and Government Affiliated bodies in 2013
- Provided top talent to customers, who were retained or converted as FTEs
- Recognized and awarded as 'Most Reliable' vendor partner for maintaining SLAs over 96%

WORK EXPERIENCE

- **Account Manager, Mindlance Inc:** Aug 2011 - Present
- **Sr. IT Recruiter, Eastridge Infotech:** Mar 2009 – July 2011
- **Resource Manager, SQL Star International:** July 2006 – Feb 2009
- **Project Manager, SolutionNET Consulting LLC:** May 2005- June 2006
- **Operations / Project Manager, SolutionNET Pte Ltd, Singapore:** Jan 2003 – Apr 2005
- **Various Technical IT Positions:** July 1999 – Dec 2002

EDUCATION

- **MBA – Business Finance**
School of Finance and Management, University of Lincoln, 1997 – 1999
- **Bachelor of Commerce**
Bachelor of Commerce (B.Com), University of Madras, 1994 – 1997

TECHNICAL SKILLS

- **Applications:** MS OFFICE Suite (Advanced skills), MS Project, Visio
- **Analytics Software:** SAS Base, SAS Enterprise Guide, WEKA
- **Database:** SQL Server
- **ATS:** Bullhorn, MaxHire, Job Diva, CBiz
- **ERP:** SAP BW

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

RESUME OF ACCOUNTING LEAD:

GUNDIPIKA SETHI – MINDLANCE ACCOUNTING LEAD

PROFESSIONAL SUMMARY

- Dedicated result oriented professional with over **17 years** of experience in **accounting and financial management**.
- Demonstrated hands on management style in the development, implementation and streamlining of processes and work flows to ensure low-cost, high efficiency teams, vital to maintain consistent growth despite exceedingly challenging economics Outstanding planning and organizational skills in coordinating, monitoring and delivering results.
- Adept at identification of risks and adoption of most appropriate risk mitigation strategies to ensure continuous success and growth of the organization.
- Disciplined and detail oriented, with proven ability to manage and deliver multiple assignments amidst tight deadlines. Strong team builder and facilitator, fosters an atmosphere that encourages highly talented accounting professionals to balance high level skills with maximum production.
- Ascertain needs and goals, streamlines existing operations, envisions new concepts and follows through with development, direction and accomplishment.
- Through understanding and familiarity with State and Local Government business processes, systems, environment and culture and well qualified to work with the JCC; since 2012 she has provided accounting and financial management support for current Temporary IT Staffing contracts such as USAC, NYPA, FRB NY, Pima County and Fortune 500 organizations such as Qualcomm, Apple, AMEX, BMS, J&J etc..
- In addition to being an experienced Accounting & Financial Management professional, she is a **Chartered Accountant (CA)**, Institute of Chartered Accountants of India (Equivalent to the CPA, American Institute of Certified Public Accountants).

CORE PROFESSIONAL SKILLS

- Financial Reporting and Analysis- US GAAP/ IFRS Compliance
- Budgeting, Forecasting and Variance Analysis
- Capital Expenditures and Cash Management, Risk/Quantitative Analysis
- Financial Modeling
- Audit - Payroll and Tax compliance
- Accounting Tools - Quick Books, Great Plains, Net Suites, Tally
- Payroll Products - ADP Payroll, Paychex, Payworks (Canada)
- Office Productivity Tools - Microsoft Office (Excel, Word, Power Point, Outlook)

WORK EXPERIENCE

Mindlance Inc., Hoboken, NJ

Financial Controller: May 2012 to Present

- Heading the Accounts/ Finance department administering the on boarding, timesheet management, invoicing, Accounts Receivables, Accounts Payables, Payroll and financial reporting functions of the

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organization.

Key Areas:

- Reporting directly to the Managing partner of the Company and responsible for providing accurate and timely financial information and analysis imperative for financial decision making for the organization.
- Co-ordination with the BDM's, Account Managers and Sales heads relating to budgeting functions of the organization.
- Liaison with the external auditors for facilitating audit report and financial reporting across the organization
- Development and implementation of internal control procedures for strengthening financial procedures, automation of the accounting and reporting systems to ensure that useful, timely, and accurate data is available for business decision making.

US Tech Solutions Inc., Jersey City NJ

Controller (Accounting & Finance): Feb 2006 to May 2012

- In-charge of overall planning and implementation of strategic and tactical processes across financial operations, audit and taxation thereby managing stakeholder expectations across corporate functions.

Major contributions:

- Streamlined existing financial reporting and accounting procedures in the organization. Almost entirely re-defined the process flow from time keeping, invoicing, accounts receivables, payables, bank reconciliations, payroll, payroll reconciliations, journal adjustments, inter-company transactions and finalization of accounts. Responsible for monthly, quarterly and annual financial summaries, and forecasting company's financial position in relation to past and expected operations. Manages a team of accounting and finance professionals both on-site (US) and off-shore (India).
- Directed aged account receivable management process resulting in 80% realization by due dates and 100% realization by 90 days. Responsible for controlling and managing financial systems and procedures for effective internal controls. Responsible for entire accounting work flow for including accounts finalization and filing of annual tax returns with the CPA.
- Spear-headed the migration of payroll system from Paychex to ADP, involving enhancement, automation and integration with QuickBooks/Great Plains.
- Analyzed, defined requirements and validated integration solution linking COTS billing management and accounts receivables systems with payroll processing products thereby facilitating automation and improvising efficiency of relating accounting personnel.
- Consolidation of monthly financials for management reporting and analysis for cost control in accordance with US GAAP. Preparation of 1099 and 1096 returns.
- Analysis of Financial Statements and cash flows including job costing, to identify the profit/cost centers
- Liaison with auditors for finalizing the audit report and handling audit queries.
- Budgeting involving decision making for the Sec 125 medical insurance plan to ensure cost effectiveness. Completion of the necessary 5500 returns, to achieve 401k plan compliance in accordance with the ERISA requirements and getting the 401k audit completed for compliance.
- One point contact for insurance (WC) audits. Liaison with Attorneys for coordination on collection cases. Co-ordination with the bank for the Line of Credit and investment sweep A/cs.

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Amity Business School (Noida) New Delhi

Assistant Professor -Accounts and Finance: July 2002-Dec 2005

- Designated as “Coordinator” of the PGDM (Post Graduate Diploma in Management) program. Besides teaching was involved in delivering MDP’s (management development programs), conducting executive level programs on basic finance, Interaction with guest faculty from various Industries to ensure effective guest lectures on new emerging trends in finance and course planning in line with the changing needs of the industry . This gave an excellent opportunity to liaison academics in accordance with the dynamic industry needs.
- Taught following masters level courses in Accounting, Finance and Taxation:
 - Financial Accounting
 - Management Accounting
 - Financial Management
 - Cost accounting
 - Direct taxation

Delhinet Web Services India (P) Ltd., New Delhi

Sr. Manager – Accounts: Jan 2000- June 2002

- Headed the Accounts department. Led a team of seven members, organized work groups thereby effectively communicating direction, and people to action.
- Initiated the use of credit cards to minimize the cost related to collection and optimizing interest costs
- Responsible for finalization and presentation of financial statements for audit
- Facilitated the preparation and filing of Income Tax returns in association with the Statutory Auditor

Practicing Chartered Accountant (Independent): January 1998 –Dec 1999

- Provided Accounting, Taxation and Internal Audit services to several small to mid-sized companies. Services included monthly closings, financial statement preparation and reporting, annual tax filings and compliance.

P.C. Mehra & Co, Chartered Accountants (India)

Chartered Accountant: January 1997- Dec 1997

- Extensive audit work of various diverse industries including banks, insurance companies, manufacturing sector and various other mid-sized companies thereby got an opportunity to understand the business model and accounting life cycle of diverse range of companies for effective internal control and audit.
- Major audits (accounts finalization & taxation) undertaken:
 - Hindustan Vegetable Oils Ltd., India (a Govt. of India undertaking)
 - National Insurance Co. Ltd., India
 - United India Insurance Co. Ltd., India
 - State Bank of India, Amritsar (Statutory Audit)
 - Gramin Vikas Bank, Gurdaspur (having 54 district branches)
 - Revenue Audit of Corporation Bank, India
 - Bhagat Industrial Corporation Ltd.(a famous distillery at Khasa), India

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- Macmillan Pharmaceuticals (P) Ltd., India
- Khanna Machine Tools Ltd., India
- and several other Banks and businesses like rice mills, cloth merchants, rolling mills, iron & steel industries, shawl manufacturers, traders, roller flour mills, printing mills, and automobile agencies.

Mohinder Singh & Co, Chartered Accountants (India)

Internship/Student trainee: June1993-June 1996

- Performed the full spectrum of accounting functions including audit testing for numerous financial accounts, tests of internal controls, evaluation and documentation of accounting systems
- Major audits (accounts finalization & taxation work) undertaken:
 - National Insurance Co. Ltd., India (Statutory Audit)
 - Kakkar Hospital, Amritsar, India
 - J.J.Sokhey Industries (P) Ltd., India
 - Indo Knit & Embroidery (P) Ltd. India
 - Glacier Products (P) Ltd, India

EDUCATION

- **Chartered Accountant (CA): Institute of Chartered Accountants of India**
(Equivalent to the CPA, American Institute of Certified Public Accountants)
June 1993-Nov1996
- **Bachelor of Commerce (Honors). Ranked 3rd in the university**
B.B.K. D.A.V. College, G.N.D. University, Amritsar (India)
July 1990-May 1993

ACADEMIC ACHIEVEMENTS

- National Scholarship awardee throughout the under-graduate course - Bachelor of Commerce (Honors)
- Member of Interact Club, Sacred Heart School, Amritsar (Rotary Club International, U.S.A.).
- Editor of the Commerce section of the college magazine (D.A.V. College, Amritsar, India)
- Head Girl of the Commerce Department (1992-93).
- Secretary of the "Old Students Association" of Sacred Heart School, Amritsar.
- Won several prizes at school and college for participating in declamations & debate competitions both inter-school & inter-college youth festivals.

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Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Duration of Key Staff Serving Mindlance:

Following is the duration of our Key Staff serving Mindlance in the below role:

Name	Role	Duration of Key Staff Serving Mindlance
Mr. Ashish Garg	Sourcing Manager	4+ Years
Mr. Badrie Arasamangalam	Account Manager/Representative	5+ Years
Ms. Gundipika Sethi	Accounting Lead	4+ Years

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u> 15 Points </u> (out of 100 possible points)
Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.	
If exceptions are identified, proposers must also submit: <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
Proposer must complete the following:	
Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]: <input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i> , with no exceptions . OR <input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i> :	
If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]: NONE	
If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]: NONE	

End of Evaluation Criterion C-5

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**Evaluation Criteria & Proposal Submission Forms
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Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>	
<p>Proposer must complete the following:</p>	
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p>	
<p><u>Mindlance Company Profile:</u></p> <p>Mindlance, Inc. – incorporated in Hoboken, New Jersey in 1999 – is a privately-held S Corporation) and a certified MBE business registered with NY/NJ National Minority Supplier Development Council (NMSDC). We are a staffing and consulting firm with core expertise in the IT, Financial Services, Communication and Healthcare Industry with extensive experience in providing diverse IT & Non-IT skills at enterprise level to its Fortune 500 and Government clients for their business critical needs. Headquartered in Hoboken, New Jersey, we are a national provider presently serving clients in over 40 states through our 12 regional offices. Mindlance has successfully deployed IT projects with a variety of Fortune 500 Clients and Government Clients. Mindlance has MSA with World Bank, New York Power Authority (NYPA), Federal Reserve Bank of New York (FRB NY), Universal Service Administrative Company (USAC), State of Maryland Department of Information Technology (MDoIT), State of Oklahoma, State of North Carolina, State of Minnesota, Citizens Property Insurance Corporation, FL, Pennsylvania State System of Higher Education (PASSHE), University of Massachusetts (UMass), Baltimore County Public Schools (BCPS), Pima County, AZ, City of Minneapolis, MN, Sound Transit, WA and Miami University, OH for providing IT staffing services. We presently have two offices in California (San Diego and San Jose) that services our clients such as Qualcomm, Intel, Apple, Amgen, American Express, J&J, GAP, Genentech, Adobe, Yahoo, Ebay, Success Factors, Pacific Gas & Electric, Ericsson, Sony PlayStation (to name a few) in State of CA. In addition we support our clients in the Western US region from these locations.</p> <p>Mindlance is presently serving 90+ clients across the country (which generates over \$112 million in revenues for Mindlance) through its twelve office locations. Mindlance has more than 2,000 billable consultants in the U.S across</p>	

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the verticals including IT. We consistently place over 3,600 new consultants annually (approx. 300 new consultants each month) across clients. We are consistently ranked as one of the fastest growing companies and have won several awards including recognitions from Staffing Industry Analyst, Deloitte Technology, Inc., and Diversity Business. We have achieved this success by focus on the MSP/VMS model where the key drivers for success are (1) Coverage (2) Timeliness (3) Quality (4) Pricing, (5) Compliance and (6) Service.

Mindlance has been providing IT staffing solutions to Technology industry for 16+ years, and this accounts for more than 35% of Mindlance's revenues. We are a top 3 staffing vendor to Technology clients such as Qualcomm, Apple, Intel. We are a top 3 IT staffing vendor to 25+ fortune 500 clients.

Mindlance has grown organically over the last 16 years and achieved revenues of \$112MN in 2015. We have not taken on any debt and currently use less than 0% of our \$5M line of credit. Mindlance is not under any criminal indictment and has never been suspended or debarred from award of commercial, state or federal contracts.

Mindlance has been consistently recognized as one of the top performing vendors by several MSPs. In 2015 itself, we have been recognized with Supplier Excellence Awards by 4 of the top 8 MSP providers:

- a. **TAPFIN**
 - a. 2015 Supplier Excellence Award (1 of 3 companies to win this award);
 - b. Tapfin Elite Partner 2015;
 - c. Tapfin "Partner of the Year 2015"
- b. **KellyOCG**
 - a. 2015 Supplier Excellence Award (4 straight years)
- c. **Agile-1**
 - a. 2015 Platinum Award for Staffing companies between \$100 and \$200 million in revenues
 - b. 2014 Diversity Supplier of the Year
- d. **Geometric Results (GRI)**
 - a. Platinum Preferred Partner (P3) Award Recognition

From an individual program VMS perspective, below are some of the client recognitions/ rankings for Mindlance:

- World Bank: Top 3 IT Staffing Vendor
- Qualcomm: # 1 IT and Engineering staffing vendor
- Apple: # 1 staffing vendor for IT and Professional
- Intel: # 1 staffing vendor nationally across skills
- Cigna: # 3 Staffing Vendor
- Humana: Top 3 Staffing Vendor
- Express Script: #2 Staffing Vendor
- Covidien: # 1 vendor)
- Astra Zeneca (Rookie of the Year; # 3 overall)
- Johnson & Johnson (For 3 straight years, consistently a top 3 vendor out of 100 plus vendors)
- Yahoo: # 1 staffing vendor
- T-Mobile: # 2 staffing vendor
- Travelers: # 1 staffing vendor
- Harley Davidson: Top 3 staffing vendor
- Citi: # 4 staffing vendor nationally
- Ally Bank: # 1 staffing vendor nationally

Mindlance, cited by various business publications as:

- a) Ranked as one of the Largest US Staffing firms- Revenues of over 100 million (2015) by SIA
- b) Mindlance was ranked 9th "Fastest Growing IT Staffing Firm in year 2014" by *the Staffing Industry*

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Analysts (SLA -2014) for the year 2014.

- c) Ranked as the 20th Largest US diversity staffing (2015) by SIA
- d) Ranked as one of the fastest growing staffing firms for 5 consecutive years (2011 to 2015) by SIA
- e) Mindlance was ranked **8th “50 Fastest Growing Companies in NJ in year 2014”** by NJBIZ.
- f) Mindlance was ranked **24th “Fastest Growing Company in year 2014”** by Staffing Industry Analyst.
- g) Several times winner of Fast Growing Private Companies by Inc 500/ 5000;
- h) Mindlance named in Top 500 Diversity Owned Businesses in the US.
- i) Mindlance awarded Deloitte Technology Fast 50 NJ Award for the three consecutive years.

DIVERSITY RECOGNITIONS:

- Ranked as the 20th Largest US diversity staffing (2015)
- Agile*1 Diversity Supplier of the Year (2014)
- Regional Diversity Supplier of the Year Finalist, Class 4 - NY/NJ National Minority Supplier Development Council (2012).

Mindlance Qualification and Registration Status with CA SECRETARY OF STATE:

Mindlance, Inc. – incorporated in Hoboken, New Jersey in 1999 and conducts intrastate business in California. Please see attached attachment 'CA Secretary of State - Status of Mindlance Inc.' as an evidence that Mindlance is qualified to do business and in good standing in California.

Details of all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013:

No merger, acquisition, and initial public offerings has occurred with our firm since January 2013.

Statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement):

Since inception, Mindlance has never filed for bankruptcies. No law suits has been filed against Mindlance for malfeasance ever. No adverse actions has been taken against Mindlance.

Details of Mindlance key executives and a brief description of their backgrounds:

List of Key Executives:

Following management staff would supervise the personnel and quality of services rendered on JCC IT staffing contract.

Name	Designation	Role
Vikram Kalra	President & CEO	Account Director
Mitesh Mehta	Director – IT Staffing	Contract Management
Badrie Arasamangalam	Account Manager	Account Management

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Biographies of Key Executives.

Vikram Kalra – (President & CEO) - He is responsible for overall strategic direction and service delivery across contingent labor programs. Under his leadership, Mindlance has grown from a two people local staffing firm founded in Hoboken NJ, to a \$100+ million national and international staffing firm. Prior to starting Mindlance, Vikram was a manager with the Financial Services Management Consulting Practice for Ernst & Young, out of New York. There, he worked on technology implementation and process improvement engagement for clients like JP Morgan, American Express and UBS. He holds an MBA in Finance & Strategy from University of Maryland.

Mitesh Mehta – (Director – IT Staffing) - A management professional with 12 years of international experience in large & complex program management, service delivery, setting up operations & growing practices encompassing ITeS & IT services. He has overall P&L responsibility which includes strategy, competency building, client management, service delivery management and performance measurement. Accomplished operations & contract management professional with over 12 years of operations & contract management experience in the IT & ITeS industry. He brings in clear leadership in Client/Account Management, Off-shore set-up and Operations Management, Delivery Management, Sales Support and Alliance Management, with focus on relationship building, effective teamwork and customer focus as the key to personal and organizational success. An analytical, result driven and adaptable problem solver with successful track record of leading in multicultural environment with proven expertise in strategizing, conceptualizing, planning and effective execution. Prior to joining Mindlance, Mitesh has over 11 years diversified staff augmentation experience working in various leadership roles for national staffing firms such as Collabera. He holds Master of Science in Electrical Engineering from University of Alabama in Huntsville, Huntsville, Alabama.

Badrie Arasamangalam – (Account Manager) – With over 13 years of IT staffing experience, Badrie has a very successful track record Mindlance supporting Technology-focused accounts within the State and Local Government space. He has **over 12 years** of strong experience providing and managing IT Staffing services contracts with Federal, State and Local Government customers such as USAC, State of Maryland, State of Minnesota, Pima County, AZ etc. In addition, he has proven technical account management experience servicing clients like Apple and Ebay. His strengths include tight control over SLA management. Prior to Mindlance, he was a senior technical recruiter with Eastridge. He holds a MBA in Finance from University of Lincolnshire and Humberside.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Attached, please find following attachments as last 3 years Mindlance financial reports:

- **2015 Audited Financial Report.pdf**
- **2014 Reviewed Financial Report.pdf**
- **2013 Reviewed Financial Report.pdf**

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

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Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Turnover Rate of Mindlance Key Executives: **0%**

Turnover Rate of Mindlance Key Staff: **5%**

Mindlance statistics for the last three (3) years on our company's retention rates and turnover percentage for similar service/functions:

- Following is the retention rate of our firm's contingent staff for the last three years.
 - Year 2015: above 94%
 - Year 2014: above 92%
 - Year 2013: above 91%
- Following is the turnover rate of our firm's contingent staff for the last three years:
 - Year 2015: below 6%
 - Year 2014: below 8%
 - Year 2013: below 9%

Mindlance talent retention approach includes:

(A) Never Lose Sight of the Contingent Worker:

From Onboarding through Off-boarding/Redeployment, Mindlance tracks the employee/contingent worker. All of our systems are integrated which means that from hire to exit, the contingent worker is treated like a traditional employee regarding essential provisioning tasks such as payroll, security role definitions, badge access and managing benefits when appropriate. We have mature processes for onboarding, contingent worker service and performance management, in addition to off-boarding/redeployment.

(B) Train and Engage to Increase Effectiveness:

Mindlance contractor performance reviews allow an open dialogue on areas that need improvement. We identify learning gaps and provide training so contractors perform at peak ability. Outside of third party training providers and online computer-based training, Mindlance is uniquely positioned to offer ongoing professional training to contingent workers.

(C) Communicate:

Mindlance recognizes the importance of employee appreciation, and we provide positive feedback to our contractors, at all relevant opportunities. We make sure they know they are a valuable contributor to Mindlance and the client. Furthermore, we are responsive to our contractors. Our recruiters always return phone calls the same day, and we have a support staff available for any benefits, payroll or related HR needs.

(D) Compensate Correctly:

Mindlance ensures that we are compensating contingent workers adequately based on their skills, experience and job location. This has a direct impact on their motivation, commitment to their deliverables, and satisfactory completion of the assignment. We also have an attractive and competitive benefits package, including health insurance, a must-have for some workers.

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(E) Retention / Assignment Completion Bonuses:

For assignments where pre-mature voluntary termination may be higher than Mindlance and/or client benchmarks, or for strategic positions (based on feedback from the client), Mindlance allocates an additional fixed bonus amount payable to the consultant on an annual basis or once the assignment is completed. This creates additional incentive for the consultant to stay the course of the assignment

(F) Informal Reviews:

The Mindlance Account Manager calls the contractor after the first day, the first week, and the second week on the job to get an early snapshot of the contractor's job satisfaction. At this time, the AM also answers any questions and addresses concerns before they escalate into conflicts. After that, the AM talks with the contractor monthly – on the phone or in person over coffee or lunch – to monitor attendance and keep the dialogue going.

(G) Formal Performance Appraisal:

The Mindlance Account Manager and the HR Relationship Manager team-up semi-annually for formal performance appraisals. We seek input from the hiring manager, specifically regarding individual performance, general attitude and disposition, and any areas that need improvement. All contractor performance data is stored in our Enterprise Resource Management application, MTRACK, in order to follow and enforce corrective action(s), and to use in filling similar client needs in the future.

(H) Periodic Salary Revisions: Typically, Salary revisions are made on an annual basis (without any corresponding burden being passed to the client), but for select assignments, the revisions may happen on a semi-annual basis or at the time of any significant changes to the assignment requirements.

(I) Show Contingent Workers Potential Career Paths:

Mindlance contractors know that a good performance can lead to additional projects within our staffing lines of business or a full-time permanent job. We also offer career services such as our referral bonus program, career coaching, resume writing and related enhancement and training programs. We try to identify the “next opportunity” for our tenured professionals who are seeking upward mobility.

(J) Treating Contingent Workers as a Part of the Team:

A contract worker should not feel forgotten or left out. Our regional Contractor Relationship Managers are assigned the task of building a “Mindlance family” within client structures. CRMs stay in touch with contractors and arrange ‘meet and greet’ employee events. This boosts morale and also allows Mindlance to network to build our candidate pool for future client needs.

(K) Consultant Relationship Management Team:

We have successfully implemented a structured contractor relationship management group within the organization, with prime focus on retention and contingent worker service. We have hired regional Contractor Relationship Managers (CRMs) who are in regular touch with the field contingent workers, and organize ‘meet and greet’ events including but not limited to breakfast/lunch/coffee meetings and regular phone interactions. This has helped pre-empt contractor issues at the very outset whether they be related to dissatisfaction with Mindlance or the Client. Management of proactive issues and timely escalation has significantly helped in improving overall contractor satisfaction and reducing turnover. It has aided in networking amidst contractors, thus fostering close ties and building a Mindlance ‘family’ at the Client. It has also expanded the pool of candidates Mindlance has available for the Client on a continuous basis by providing a referral source drawing on peers of these contractors in their respective skills sets which they are incentivized for.

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End of Evaluation Criterion C-6

**ATTACHMENT E
BIDDER DECLARATION**

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the “Bidder Declaration Instructions” prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: NA
2. DVBE Certification active from NA to NA
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors:
NA
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: NA
2. Date through which BUP is valid: NA
3. Bidder must submit a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: NA

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: NA
2. Subcontractor contact person: NA
3. Subcontractor address: NA
4. Subcontractor phone number: NA
5. Subcontractor email: NA
6. Subcontractor DVBE Supplier ID number: NA

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7. Subcontractor DVBE Certification active from NA to NA.
8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.
9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:
NA

10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")
NA

11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: NA %
12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Mindlance Inc.		<i>Tax ID Number</i> 22-3688948
<i>Address</i> 80 River Street, Fourth Floor, Hoboken, NJ 07030		<i>Telephone Number</i> [REDACTED]
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Vikram Kalra - President & CEO		
<i>Date Executed</i> May 11, 2016	<i>Executed in the County of</i> <u>Hudson</u> <i>in the State of</i> <u>NJ</u>	

BIDDER DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (ii) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder wishes to claim the DVBE incentive in a solicitation where a DVBE incentive is offered, it must complete the Bidder Declaration. If no DVBE incentive is offered, or Bidder does not wish to claim the DVBE incentive, Bidder should not complete the Bidder Declaration.

The JBE will determine whether Bidder is eligible to receive the DVBE incentive based on information provided in the Bidder Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Bidder Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

Instructions for Section I

1. Provide Bidder’s DVBE Supplier ID number, if applicable. This number is in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
3. This percentage is equal to the amount to be paid by Bidder to the non-DVBE subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to non-DVBE subcontractor is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
4. The DVBE Declaration is separate from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of Bidder.
5. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of its DVBE certification.

Instructions for Section II

Please skip this section if (i) Bidder does not have an approved Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Provide the date on which DGS approved Bidder’s BUP.
2. Provide the date through which the BUP is valid.
3. Bidder must provide a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS. This copy must be provided along with the Bidder Declaration.

Instructions for Section III

A DVBE Subcontractor (Subcontractor) is any certified DVBE (whether a person, firm, corporation, or organization) contracting to perform part of Bidder’s contract.

Enter the total number of Subcontractors Bidder will use for the contract. If the number is zero, skip to Section IV. Otherwise, provide complete information (items 1-13 of Section III) for **each** Subcontractor.

1. Provide the full legal name of Subcontractor.
2. Provide the name of a contact person at Subcontractor. The contact person must be able to verify the information provided in the Bidder Declaration regarding that Subcontractor.

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3. Provide the full address of Subcontractor.
4. Provide Subcontractor's phone number, including area code.
5. Provide Subcontractor's email address. If Subcontractor does not have an email address, insert "N/A."
6. Provide Subcontractor's DVBE Supplier ID number. This number is in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
7. Provide the applicable dates. These dates are in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
8. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of each Subcontractor's DVBE certification. Provide a copy of Subcontractor's DVBE certification.
9. Provide a detailed description of the goods and/or services Subcontractor will provide for the contract.
10. Provide an explanation of how Subcontractor's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Military and Veterans Code section 999, a person or an entity is deemed to perform a "commercially useful function" if a person or entity does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out the obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a person or entity will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DVBE participation.
11. This percentage is equal to the amount to be paid by Bidder to Subcontractor divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to Subcontractor is \$6,600 and Bidder's total bid price is \$75,000, enter "8.8%" ($6600 \div 75000 = 0.088$; $0.088 \times 100 = 8.8$).
12. The Bidder must submit a written confirmation from the Subcontractor, indicating that Subcontractor will provide the required goods and/or services if Bidder is awarded the contract.
13. The DVBE Declaration is a separate form from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of the Subcontractor.

Instructions for Section IV

Provide Bidder's full legal name, and federal ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "By (*Authorized Signature*)."

Provide the name and title of the authorized Bidder representative, and the date, county and state where that person signed the certification, in the appropriate boxes.

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the “Small Business Declaration Instructions” before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: NA
2. Small Business Certification active from NA to NA
3. Will Bidder subcontract any portion of the contract work to subcontractors? NA

If yes:

A. State the percentage of the contract work Bidder will subcontract: NA

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: NA

C. Explain how Bidder is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”) _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.


SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: NA
2. NVSA Certification active from NA to NA
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Mindlance Inc.		<i>Tax ID Number</i> 22-3688948
<i>Address</i> 80 River Street, Fourth Floor, Hoboken, NJ 07030		<i>Telephone Number</i> [REDACTED]
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Vikram Kalra - President & CEO		
<i>Date Executed</i> May 11, 2016	<i>Executed in the County of</i> <u>Hudson</u> <i>in</i> <i>the State of</i> <u>NJ</u>	

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “DGS” refers to the Department of General Services, (ii) “Small Business” refers to an entity certified by DGS as a small business or a microbusiness, (iii) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer “yes” and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer “no” and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a “commercially useful function” if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

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1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

**ATTACHMENT G
GENERAL CERTIFICATIONS FORM**

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.

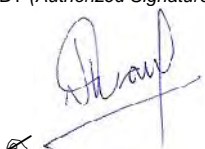
Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Vikram Kalra
TITLE OF PERSON SIGNING President & CEO

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.


1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Mindlance Inc.		<i>Federal ID Number</i> 22-3688948
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Vikram Kalra - President & CEO		
<i>Date Executed</i> May 11, 2016	<i>Executed in the County of</i> <u>Hudson</u> <i>in the State of</i> <u>NJ</u>	



80 River Street, Forth Floor, Hoboken NJ 07030

Travel and Expense Policy

For Internal Employees

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GENERAL GUIDELINES

This policy only applies to internal employees that work at Mindlance, Inc. If you are a consultant that works for one of Mindlance's Clients or are an internal employee incurring expenses that are billable back to a Mindlance client, please refer to the Mindlance's Employee Handbook.

Requirements & Procedure

These policies cover what is considered a reimbursable business expense, how to submit expenses, the approval process, and reimbursement procedure. All internal employees are expected to review this document carefully before incurring any expenses to ensure everything is booked according to the travel guidelines provided, all back-up required for compliance is obtained, and everything is submitted properly within the required timelines.

Responsibility

All Employees are expected to read this policy to ensure:

- Acquire prior authorization for expenses from their Manager when required
- Maintain and provide suitable back-up documentation for all expenses
- List the required details for the expense in their completed "Mindlance Travel & Expense Reimbursement Form" (also referred to as an Expense Report)
- Know the Expense Report submission and approval process
- Inquire with Human Resources as to who is the present Travel Coordinator and utilize their services
- Follow this policy when the Travel Coordinator is unavailable

All Managers are expected to read this policy to ensure:

- Review expense reports and corresponding back-up for accuracy and compliance, having the Employee make the necessary revisions prior to approval
- Submit approved Expense Reports in accordance with processing deadlines

Documentation

Receipts are required for all expenses incurred regardless of the amount. Replacement Receipts are to be completed for all lost receipts, but **will not be accepted if used excessively**. Failure to provide receipts to the Company may result in non-reimbursement of expenses. Receipts can be the original receipts or legible scan or photocopies of original receipts.

Employees must refer to the "**Monthly Expense Requirements**" and/or "**Travel & Entertainment Expense Requirements**" sections to ensure they provide the **details required for government compliance in the description** of an expense report and understand **what must be included on a receipt or other type of back-up documentation**. **Obtaining receipts or back-up documentation in writing** from a vendor for returned items or the cancellation of pre-paid travel arrangements is required for all reimbursable expenses and/or expenses booked by the Travel Coordinator.

Employees are encouraged to use the "Notes" section of the "Mindlance Travel & Expense Reimbursement Form" to **explain any unusual circumstances** that may have occurred for the purchase of and/or return of expense items or the booking/cancellation/changes to pre-paid travel arrangements.

Enforcement

Employees who submit expense reports and make travel arrangements not in compliance with this policy risk delayed, partial, or forfeited reimbursement. Cases of significant abuse will result in disciplinary action up to termination.

REIMBURSIBLE EXPENSE TYPES

To understand what is considered a reimbursable business expense and know how to submit an expense you must determine the type of expense being incurred. There are broadly three types of non-billable employee expenses:

- Monthly Expenses
- Travel & Entertainment Expenses
- Miscellaneous Expenses

Monthly Expenses

Monthly Expenses are standard business expenses incurred every month (example: internet for a remote office). If an employee is eligible for monthly expenses, this is listed in their offer letter or an employee is informed by their manager if they become eligible for a monthly expense reimbursement.

See sections under “Monthly Expense Reporting” for further details.

Travel & Entertainment Expenses

Business Travel Expenses should be pre-authorized by an employee’s manager via email and must follow the guidelines in the “Travel & Expense Requirements” section. Mindlance will only reimburse employees for ordinary, necessary, and reasonable travel expenses that pertain to the transaction of company business.

Business Entertainment Expenses must follow the guidelines in the “Meals & Entertainment Guidelines & Documentation Requirements” section.

See sections under “Travel & Entertainment Expense Reporting” for further details.

Miscellaneous Expenses

Miscellaneous Expenses are all other expenses incurred in the normal course of business (i.e. Office Supplies, Stamps, etc.).

REPORTING REQUIREMENTS FOR ALL EXPENSES

All expenses must be entered into a “Mindlance Travel & Expense Reimbursement Form” (see page 17). This is also referred to as an Expense Report in this policy. Monthly Expenses and Travel and/or Entertainment Expenses must be separated onto different expense reports as there are different approval processes for each type of expense. The submission process has been explained under each type of expense.

MONTHLY EXPENSE REPORTING

Employees must submit Monthly Expenses once per month via email directly to expenses@mindlance.com. The expense department has approvals on file for all Monthly Expenses and will contact an Employee if they submit anything that is not approved and/or the Expense Report needs revision. Employees are expected to submit Monthly Expense Reports in a timely fashion, allowing enough time to revise and resubmit an Expense Report if necessary prior to the processing deadlines listed below.

Completing Monthly Expense Reports

- All Monthly Expenses for the month should be listed in chronological order as separate line items into one Mindlance Expense Report for the entire month.
- Monthly Expenses from different months must be on separate reports. If an Employee incurs an expense with a statement that falls across months and are unsure which month it falls in, contact expenses@mindlance.com for assistance.
- The date, description/business purpose, and expense amount must be completed for each expense.
- Print out the excel expense report and sign/date it.
- Compile all required back-up and tape in *chronological* order onto 8.5 x 11 inch paper.
- Scan your signed expense report and expense back up into one document.
- Maintain a copy of this for your records.

Submitting Monthly Expense Reports

- Monthly Expense Reports should be submitted as soon as all required back-up documentation for the expenses being submitted is available.
- **The *deadline date to submit a Monthly Expense Report* is the 15th of the month following the month when the expense was incurred.** Expenses submitted after 15 days of the deadline date (the 30th of the month following the month when the expense was incurred) will ***not be reimbursed.***
- Email the scan of your signed expense report and back-up directly to expenses@mindlance.com.
- The expense department will contact an Employee if they submit anything that is not approved and/or the Expense Report need to be revised.
- If there are no issues with an Employee's expenses they will receive reimbursement via ACH in their main direct deposit account within 21 days.

MONTHLY EXPENSE DOCUMENTATION

Monthly Expenses are standard business expenses incurred every month. The most common types of Monthly Expenses are listed below. If you have a Monthly expense that is not listed below, email expenses@mindlance.com to obtain documentation requirements.

Internet Expenses

For monthly internet expenses a statement that includes the address of service, the employee name, service date range, and a breakout of the service type & fees must be provided as back-up.

Phone Expenses

For monthly phone expenses a statement that includes the phone number in use, the employee name, service date range, and a breakout of the service type & fees must be provided as back-up.

TRAVEL & ENTERTAINMENT EXPENSE REPORTING

Employees must submit Travel and Entertainment Expense Reports to their Manager for Approval. Employees are encouraged to submit their Travel Expenses weekly and must submit as early as possible to their manager for approval upon the completion of travel. Employees are expected to submit Travel and Entertainment Expense Reports in a timely fashion, allowing their manager enough time to review the report and meet the submission deadline:

- Travel and Entertainment Expense Reports must be approved by a Manager and submitted to expenses@mindlance.com by the 15th of the month following the month when the expense was incurred (Deadline Date).
- Expenses submitted after 15 days of the deadline date (the 30th of the month following the month when the expense was incurred) will **be reimbursed** only in exceptional circumstances, such as long periods of travel.

Employees are encouraged to follow-up with their Managers to ensure their expenses are reviewed and approved in a timely fashion.

Completing Business Travel & Entertainment Expense Reports

- All Travel and Entertainment Expenses an Employee incurs for an entire business trip or entertainment expense must be entered in *chronological* order into one Mindlance Expense Report unless the expenses for an entire business trip or entertainment expense are incurred across months.
- If expenses related to a single Business Trip or Entertainment Expense that are incurred across months, they must be entered into two separate expense reports. For example, meals incurred on 1/31 and 2/1 must be submitted on two separate expense reports.
- All Travel and Entertainment Expense Reports are to be completed and submitted to managers for approval as soon as the business trip or entertainment event is completed. If access to required back-up documentation is delayed email expenses@mindlance.com on how to proceed to ensure expenses are still approved by the deadline.
- Travel and Entertainment Expenses must be submitted as soon as possible to ensure Managers have enough time to review the Expenses Report, request any revisions required for approval, and submit the finalized approved expense report to expenses@mindlance.com.
- The date, description/business purpose, and expense amount must be filled out for each expense in order for the form to be complete (Refer to sections under Travel and Entertainment Expense Documentation below)
- Print out the excel expense report and sign/date it
- Compile all required back-up and tape in *chronological* order onto 8.5 x 11 inch paper
- Scan your signed expense report, authorization email(s) from your manager, and expense back up into one document labeled with your name and the expense date range
- Maintain a copy of this for your records

Manager Approval for Business Travel & Entertainment Expense Reports

- Managers are responsible for reviewing expense reports, questioning any issues, and getting any necessary revisions made to an expense report in a timely fashion **prior to approval**.

- The expense department is not responsible for obtaining approval for employee expenses or investigating expense issues for the approver.
- Expense reports submitted with errors will be rejected; for compliance purposes all expense reports must be revised, approved, and submitted to expenses@mindlance.com by submission deadlines regardless of revision issues.

Submitting Business Travel & Entertainment Expense Reports

- Expenses must be approved by a manager and submitted by the 15th of the month following when the expense was incurred.
- Expenses submitted after 15 days of the deadline date (the 30th of the month following the month when the expense was incurred) will **be reimbursed** only in exceptional circumstances, such as long periods of travel.
- To properly submit an expense report a manager must send their approval in an email with the employee's signed expense report and the back-up required for compliance attached to expenses@mindlance.com. Managers are to cc' the employee, so they have a record of the approval.
- It is employee's responsibility to ensure that their manager approves their expense reports prior to the submission deadline. Follow up with your manager if you have not been copied on an approval email or received an email confirmation.
- If there are no issues with your expenses you will receive reimbursement via ACH to your main direct deposit account within 21 days of the processing confirmation email.

TRAVEL & ENTERTAINMENT EXPENSE DOCUMENTATION

Prior to incurring reimbursable business travel the employee must obtain an authorization email from their manager.

Employees must obtain the documentation and information that follows for the various kinds of expenses listed.

TRAVEL COORDINATOR USAGE REQUIREMENTS

To make the travel reservation process more convenient Mindlance has a designated Travel Coordinator who will work with the traveling employee and their manager to book convenient, cost effective travel arrangements involving airfare, hotel and car rentals. If you are requested to travel and need assistance with travel arrangements ***contact the travel coordinator at travel@mindlance.com. (Please check with Human Resources as to who is the present Travel Coordinator.)***

If and ONLY if the travel coordinator is not available, an employee is authorized to book travel by their manager, or in cases of emergency, employees are expected to book everything according to the following sections on travel requirements. Employees must contact the Travel Coordinator at least 7 days prior to the date of travel and allow 24 hours for the Travel Coordinator to respond to the initial travel booking email request.

All other travel related expenses will be incurred by the traveling employee and reimbursable subject to approval by their manager and compliance with this policy's Reporting Requirements. Only expenses the Employee paid for are to be submitted for reimbursement on an expense report; expenses booked by the Travel Coordinator (pre-paid by Mindlance) are to be excluded from an Employee's Expense Report.

If requested to travel, the employee should send the manager's authorization email to travel@mindlance.com along with the following information to the Mindlance Travel Coordinator:

- Mindlance Employee Travel Profile form (Example on page19)
- Travel Dates
- Preferred arrival and departure times
- Meeting time(s)
- Meeting Location(s)
- Additional Meeting/ travel details

MEALS & ENTERTAINMENT GUIDELINES & DOCUMENTATION

Personal Meals

- Mindlance internal travel travelers will be reimbursed for actual documented meal expenses up to a maximum of \$45 per day. This includes meal taxes and tips.
- Proper receipts are required to be reimbursed for these expenses.
- Travelers will **not** be reimbursed for alcoholic beverages.
- Tips included on meal receipts will be reimbursed. The total cost of meals plus tips should not exceed the daily maximum meal allowance.
- Any tips over 20% will not be reimbursed.

Business Meals and Entertainment Expenses

Business meals constitute meals taken with clients, prospects, or associates during which business discussion takes place. Business meals are reimbursable by Mindlance with prior approval from the employee's manager via email

Compliance with IRS regulations requires that the following information be provided by employees for all business meal and entertainment expenses:

- Name, title, and company name of all attendees
- Name and location of establishment where the event took place
- Amount and date of the expense
- Specific business topic discussed

Payment and Documentation

All meal and entertainment expenses must be documented by a receipt for reimbursement.

AIRLINE TRAVEL BOOKING & DOCUMENTATION

Class of Service

All employees must purchase coach class for all travel.

Lowest Available Airfare

All coach class airline tickets must be booked and expensed at the lowest available fare (regardless of fare class) as defined by the following criteria:

- Flight departure or arrival is within two (2) hours before or after the requested departure or arrival time.

- One-stop or connecting flights may be required if savings of **\$150** or more can be achieved.
- Airline tickets are purchased with as much advance notice as possible. (we ask that you notify the Travel coordinator at least 7 days prior to travel)
- Employees must email a record of your boarding pass for proof the travel was completed and email it to travel@mindlance.com or include it with expense report back-up.

Travel from Home to/from Airport

It is expected that travelers will drive to/from home and the airport. Mindlance will reimburse the cost of parking at the long term parking rates. If the round trip cost of a taxi or shuttle is equal to or cheaper than long term parking rates plus mileage, Mindlance will reimburse for the cost of the taxi or shuttle.

Frequent Flier Programs

Traveling employees are encouraged to retain frequent flier program benefits. However, participation in these programs may not result in any incremental cost to the company beyond the lowest available airfare as defined above. Employees may use personal frequent flier upgrades/miles to upgrade their class of service if there is no additional cost to the Company or client.

Lost Baggage

The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. Mindlance will not reimburse travelers for personal items lost while traveling on business.

Denied Boarding Compensation

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, changes of equipment, etc. Travelers must not volunteer for denied boarding compensation when on company business except when flying outside normal working hours, or if the delay in their trip will not result in any interruption or loss of business. Travelers who are involuntarily denied boarding should immediately obtain a free voucher from the airline and may keep the voucher for future business use.

Cancellations

When a trip is canceled after the ticket has been issued; the traveler should contact the Mindlance Travel Coordinator in order to cancel the flight. If the cancellation is last minute, and outside of the Travel Coordinator's office hours, the employee may cancel his/her own flight reservation. A copy of the cancellation should be emailed to the Travel Coordinator. All unused travel funds will be tracked by the Travel Coordinator and used towards future Mindlance travel.

Air-phone Usage

Mindlance does not reimburse for air-phone usage.

Payment and Documentation

If the flight is not booked by the travel coordinator, to be reimbursed for airfare, the employee must document the airline cost on their expense report and provide back-up that includes the flight dates, travel locations, class, and cost of the tickets.

LODGING BOOKING DOCUMENTATION

The Travel Coordinator may select any moderately priced hotel chain when contracting lodging during business travel. Lodging will be booked at hotels with a rating of 3 stars or higher. Hotel stays will be booked according to the lowest fare available in relation to star level and the convenience of the Hotel's location to the airport or the client meeting site. Hotel stays should not exceed \$150/night. Any reservations exceeding \$150/night (excluding taxes) will require approval from the employee's manager. Upon checking out the Employee is required to obtain a copy of the itemized hotel folio as proof the travel was complete and email it to travel@mindlance.com or include it with expense report back-up.

Room Type

The Travel Coordinator will select a standard single room. Suites or luxury accommodations require advance written permission from the employee's project manager.

Cancellation

All rooms will be guaranteed for late arrival. Individual travelers are responsible for contacting the Travel Coordinator in order to cancel hotel reservations as per the hotel rules. No-show charges are not reimbursable by Mindlance.

Hotel Reward Programs

Traveling employees are encouraged to retain hotel reward program benefits. However, participation in these programs may not result in any incremental cost to the company beyond the lowest available room cost as defined above. Employees may use personal hotel reward upgrades/points to upgrade their class of room if there is no additional cost to the Company or client. Travelers may also accept room upgrades to suites or executive floor rooms if the upgrade is at no additional cost to Mindlance.

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Awards from such programs may be retained by travelers for personal use. However, participation in these programs must not influence hotel selection if it results in a higher priced hotel room. Any membership fees associated with joining these programs are not reimbursable.

The Travel Coordinator will take all employees' Hotel Rewards programs into consideration when booking hotel accommodations as long as the price stays within the hotel limit and the location is convenient to the airport or client meeting site.

Tips for Hotel Staff

Tips for hotel staff are reimbursable when confined to reasonable limits, as determined by the services required and received.

Hotel Telephone Usage

Travelers will not be reimbursed for hotel room phone usage.

Hotel Internet Usage

Mindlance will reimburse for daily internet usage used during your stay at the hotel. (If not included in the hotel reservation pre-paid by Mindlance).

Payment and Documentation

Employees should report any lodging costs not previously paid for by Mindlance on their expense report. Employees must include the itemized hotel folio for all lodging expenses

covered by the employee with their Expense Report or email the folio to travel@mindlance.com for anything booked by the Travel Coordinator.

AUTO RENTAL BOOKING & DOCUMENTATION

Upon manager approval, the Travel Coordinator will book a rental car using the Mindlance direct bill account through Avis.

Cars should be rented by employees only when other means of transportation are unavailable, more costly, or impractical. All rental cars will be intermediate-size cars or smaller unless four or more individuals are traveling together.

It is expected that employees share one car per two people unless impractical. Employees may accept free car upgrades, however, should always seriously consider the client perception of our Company employees renting luxury automobiles.

Any tolls incurred will be automatically charged to Mindlance's direct bill account through Avis. The traveling employee will not have to pay any tolls out of pocket.

Liability and Property Insurance

United States and Canada:

- Third-Party Liability (or "Additional Liability Insurance"): Decline any additional liability insurance. The Mindlance insurance policy provides liability insurance for autos rented on company business.
- Physical Damage ("Collision Damage Waiver" or "Loss Damage Waiver"): Decline the collision damage waiver offered by the rental agency. The Mindlance insurance policy provides liability insurance for autos rented on company business.
- Personal Accident Insurance: Decline the Personal Accident Insurance offered by the rental agency. Personal Accident Insurance provides payment in the event of the injury or death of the renter or an accompanying passenger from a car accident. This type of insurance is generally covered by personal auto or health insurance.
- Personal Effects Coverage: Decline the Personal Effects Coverage offered by the rental agency. Personal Effects Coverage provides protection against theft or loss of personal belongings from the rental car. This type of insurance may be covered by personal auto, travel, renters, or homeowners insurance.

Outside of the United States and Canada:

When renting, transporting or driving a hired auto outside the United States and Canada, property AND liability insurance must be purchased from the rental car company.

If an employee is takes a USA rented vehicle into Mexico, we recommend that he/she always purchase the liability and physical damage coverage offered by the rental agency. Further verify that the rental contract clearly states that the vehicle may be driven into Mexico and that the liability coverage will apply. Mindlance will not pay for liability or damage to the rental vehicle resulting from personal use or use by non-employees.

Refueling

Employees must refuel rental cars before returning them to the rental car company. Mindlance will not cover fuel costs from the car rental company.

Rental Car Cancellation Procedures

Travelers are responsible for contacting the Travel Coordinator if a car rental is in need of cancellation. Travelers should obtain written documentation of the cancellation and/or a reference number in case of billing disputes.

Returning Rental Cars

You must obtain a receipt or record the rental contract is complete upon returning the rental car as proof the rental occurred and email it to travel@mindlance.com or include it with expense report back-up. Every reasonable effort must be made to return the rental car:

- To the original rental city unless pre-approved for a one-way rental
- Intact (i.e., no bumps, scratches or mechanical failures)
- On time, to avoid additional hourly charges; and
- With a full tank of gas, if required by the rental company to avoid additional charges.

Rental Car Club Memberships

Mindlance uses a direct bill account through Avis. The Mindlance Travel Coordinator will book all car rentals through this account to ensure that the traveling employee will not incur any charges. The traveling employee will not be required to put down their personal credit card for a car rental deposit.

Payment and Documentation

Outside of the cost for the car rental itself, the following expenses are reimbursable to the employee with original receipts: Parking, fuel. Mileage is not reimbursed when using a rental car. Tolls are covered automatically through the Avis car rental system. Should any tolls be paid out of pocket by the traveling employee, these are also reimbursable with supporting receipts.

PERSONAL VEHICLE USAGE

A mileage rate based on acceptable current company and IRS guidelines will be paid to an employee who uses his or her personal vehicle on official company business. Minimum insurance requirements as specified by federal, state, or local governments must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide proof of insurance. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers. Employees will not be reimbursed for any repairs to their personal car even if these costs result from business travel.

Mileage Reimbursement

Mindlance will reimburse *local employees* the difference in cost between commuting to the Company's local office and the client site when performing client-related work. The total expense that will be reimbursed on a daily basis is calculated as follows:

- ((Daily Distance to Client) - (Daily Distance to Local Office)) *standard mileage rate (for calendar year 2014 it is \$ 0.56)

Personal Car Usage Guidelines

Employees may use their personal car for business purposes:

- If it is less expensive than renting a car, taking a taxi or using alternate transportation

- If it is more timely than taking public transportation
- When transporting company goods for delivery

Payment and Documentation

To be reimbursed for use of their personal car/rental car for business, travelers must provide on their expense report:

- Purpose of the trip
- Date and location
- Mileage listing the full starting and ending address (Building #, Street, City, & State)

Tolls, parking, and mileage expenses incurred with your personal vehicle on company business is reimbursed by Mindlance when receipts are supplied. Fuel is included in the calculated mileage rate and therefore not reimbursed separately for personal car use.

REQUIREMENTS FOR ALL OTHER/MISC. REIMBURSIBLE EXPENSES

The following incidental expenses, when directly related to business travel, are also reimbursable by Mindlance.

- Parking - Parking costs are only reimbursable when authorized by the employee's manager prior to the business meeting or event the employee attends.
- Currency Conversion
- Business office expenses (fax, copy services, etc.)
- Room service charges (daily meal cap still applies)

NON-REIMBURSIBLE EXPENSES

Note Employees will **not** be reimbursed for the following miscellaneous expenses:

- airline, hotel or rental car club membership dues (unless approved by Executive Management Team)
- alcoholic beverages (barring client entertainment)
- in room movies
- annual fees for personal charge or credit cards
- baby-sitting
- barbers or hairdressers
- car washes
- charge card or credit card delinquency fees/finance charges
- clothing
- country club dues
- excess baggage charges for trips less than seven days' duration
- excessive personal telephone calls
- expenses for travel companions/family members
- expenses related to vacation or personal days while on a business trip

- golf fees (when not part of customer entertainment)
- gum, candy or tobacco products
- health club memberships, saunas, massages
- loss/theft of cash advance money or company-paid airline tickets
- loss/theft of personal funds or property, including baggage
- luggage and briefcases
- medical bills
- mini-bar refreshments
- non-compulsory insurance coverage including personal accident insurance
- “no show” charges for hotel or car service
- parking or traffic tickets
- personal entertainment, including sports events
- personal toiletries
- pet care
- rental car upgrades
- repairs due to accidents
- routine maintenance/tune-ups
- shoeshine
- souvenirs/personal gifts
- airline headsets
- rental car agency refueling charge

ACKNOWLEDGMENT OF RECEIPT OF TRAVEL AND EXPENSE POLICY

This is to acknowledge that I have received and carefully read a copy of Mindlance's Travel and Expense Policy. I understand the Corporate Travel Policy and I have complied and will continue to comply with the terms of these policies.

Employee Signature: _____

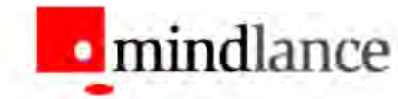
Print Name: _____

Date: _____

*Return this page signed to contracts@mindlance.com

2) Mindlance Replacement Receipt

Here is an example of this form:



Replacement Receipt

To be used for any expense submitted when a receipt was lost or could not be obtained such as vending machine, parking meter etc.

Type of Expense:	
Reason for Replacement:	
Amount (Specify Currency):	
Date Expense was Incurred:	
Additional Information:	

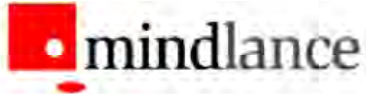
Signature: _____

Employee: _____

Date: _____

3) Mindlance Employee Travel Profile

Here is an example of this form:



Mindlance Employee Travel Profile

Complete and email to travel@mindlance.com the first time you request the Travel Coordinator to book travel.

Supervising Director:	
Job Title:	
Full First Name (as shown on ID):	
Middle Name or Initial (if shown on ID):	
Last Name (as shown on ID):	
Date of Birth:	
Cell Phone #:	
Preferred Home Airport:	
Seat Preference (window or aisle):	
<i>Frequent Flier numbers for-</i>	
Southwest Airlines:	
American Airlines:	
Delta Airlines:	
US Airways:	
United Airlines:	
Jet Blue:	
Other:	
Additional travel information:	

Do not hesitate to include any information you would like the Travel Coordinator to have on file in the section for additional travel information. Please note all questions about this process should be directed to your Manager. Thank you!

Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Tuesday, May 03, 2016. Please refer to [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	MINDLANCE INC.,
Entity Number:	C3230867
Date Filed:	09/10/2009
Status:	ACTIVE
Jurisdiction:	NEW JERSEY
Entity Address:	80 RIVER STREET, 4TH FLOOR
Entity City, State, Zip:	HOBOKEN NJ 07030
Agent for Service of Process:	JENNIFER VOLK
Agent Address:	210 RICKEY PL, ESCONDIDO, CA 92027
Agent City, State, Zip:	ESCONDIDO CA 92027

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

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***SUPPLIER CLEARINGHOUSE
CERTIFICATE OF ELIGIBILITY***

CERTIFICATION EXPIRATION DATE: **June 5, 2017**

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of:

***Mindlance, Inc
Minority Business Enterprise (MBE)***

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times, and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on- site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998 in Los Angeles.

VON: 13070139

DETERMINATION DATE: April 5, 2016

National Minority Supplier Development Council (NMSDC)

Certifies that

Mindlance, Inc.

is a bona fide Minority Business Enterprise certified by the:
New York & New Jersey Minority Supplier Development
Council

NAICS Code(s): 541511, 561320

*Mindlance, Inc. has chosen to obtain **SUBSCRIPTION SERVICES** with the following NMSDC Affiliate(s):*

NMSDC
National Minority Supplier
Development Council

04/13/2015

Issued Date

06/05/2016

Expiration Date



Joset B. Wright-Lacy

National Minority Supplier Development Council, Inc.
1359 Broadway, 10th Floor, Suite 1000
New York, NY 10018

NY1054

Certificate Number



President, New York & New Jersey MSDC

Visit NMSDC Compliance Portal Powered by PRISM Compliance Management to validate this certificate and learn more about Mindlance, Inc.

'ORIGINAL'



The Judicial Council of California (JCC)
Request for Proposal (RFP) # ISD-201601-RB
Master Agreement for Technical Staff Augmentation Services
COST PROPOSAL

Due Date and Time: May 11, 2016, 1:00 PM PST

SUBMITTED BY:



**80 River Street, Fourth Floor,
Hoboken, NJ 07030
Telephone: 201-386-5400
Fax: 201-386-0553**


<http://www.mindlance.com>

SUBMITTED TO:

**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP # ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102**

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets of our proposal that are marked as such in the page footers.

TITLE PAGE

Subject	Mindlance's Response to Judicial Council of California RFP # ISD-201601-RB titled 'Master Agreement for Technical Staff Augmentation Services'.
Summary	This document contains Mindlance's Cost Proposal to provide Technical Staff Augmentation Services to the Judicial Council of California for duration of the contract.
RFP Number	ISD-201601-RB
Name of Offeror	Mindlance Inc.
Address of Offeror	80 River Street, Fourth Floor, Hoboken, NJ 07030
Telephone Number	201.204.9752
Facsimile	201.386.0553
Internet Address	http://www.mindlance.com
Federal Tax ID	22-3688948
DUNS Number	17-2418605
Revenue	\$112MN in 2015
Year Founded	1999
Organizational Representative	Vikram Kalra - President & CEO 80 River Street Fourth Floor Hoboken, NJ 07030 



COVER LETTER

May 11, 2016

Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Dear Ms. Nadine McFadden,

Mindlance is pleased to submit this Cost Proposal in response to Judicial Council of California (JCC) Request for Proposal (RFP # ISD-201601-RB) titled 'Master Agreement for Technical Staff Augmentation Services' to provide Information Technology staffing services to Judicial Council of California. Mindlance, Inc. – incorporated in Hoboken, New Jersey in 1999 – is a privately-held S Corporation) and a certified MBE business registered with NY/NJ National Minority Supplier Development Council (NMSDC). We are a staffing and consulting firm with core expertise in the IT, Financial Services, Communication and Healthcare Industry with extensive experience in providing diverse IT & Non-IT skills at enterprise level to its Fortune 500 and Government clients for their business critical needs. Headquartered in Hoboken, New Jersey, we are a national provider presently serving clients in over 40 states through our 12 regional offices. Mindlance has successfully deployed IT projects with a variety of Fortune 500 Clients and Government Clients. Mindlance has MSA with **World Bank, New York Power Authority (NYPA), Federal Reserve Bank of New York (FRB NY), Universal Service Administrative Company (USAC), State of Maryland Department of Information Technology (MDoIT), State of Oklahoma, State of North Carolina, State of Minnesota,** Citizens Property Insurance Corporation, FL, Pennsylvania State System of Higher Education (PASSHE), University of Massachusetts (UMass), Baltimore County Public Schools (BCPS), Pima County, AZ, City of Minneapolis, MN, Sound Transit, WA and Miami University, OH for providing IT staffing services. We presently have two offices in California (San Diego and San Jose) that services our clients such as Qualcomm, Intel, Apple, Amgen, American Express, J&J, GAP, Genentech, Adobe, Yahoo, Ebay, Success Factors, Pacific Gas & Electric, Ericsson, Sony PlayStation (to name a few) in State of CA. In addition we support our clients in the Western US region from these locations.

Mindlance is presently serving 90+ clients across the country (which generates over \$112 million in revenues for Mindlance) through its twelve office locations. Mindlance has more than 2,000 billable consultants in the U.S across the verticals including IT. We consistently place over 3,600 new consultants annually (approx. 300 new consultants each month) across clients. We are consistently ranked as one of the fastest growing companies and have won several awards including recognitions from Staffing Industry Analyst, Deloitte Technology, Inc., and Diversity Business. We have achieved this success by focus on the MSP/VMS model where the key drivers for success are (1) Coverage (2) Timeliness (3) Quality (4) Pricing, (5) Compliance and (6) Service.

Mindlance has been consistently recognized as one of the top performing vendors by several MSPs. In 2015 itself, we have been recognized with Supplier Excellence Awards by 4 of the top 8 MSP providers:

- a. **TAPFIN**
 - a. 2015 Supplier Excellence Award (1 of 3 companies to win this award);
 - b. Tapfin Elite Partner 2015;
 - c. Tapfin "Partner of the Year 2015"
- b. **KellyOCG**
 - a. 2015 Supplier Excellence Award (4 straight years)
- c. **Agile-1**
 - a. 2015 Platinum Award for Staffing companies between \$100 and \$200 million in revenues
 - b. 2014 Diversity Supplier of the Year
- d. **Geometric Results (GRI)**
 - a. Platinum Preferred Partner (P3) Award Recognition

From an individual program VMS perspective, below are some of the client recognitions/ rankings for Mindlance:

- Qualcomm: # 1 IT and Engineering staffing vendor
- Apple: # 1 staffing vendor for IT and Professional
- Intel: # 1 staffing vendor nationally across skills
- Cigna: # 3 Staffing Vendor
- Humana: Top 3 Staffing Vendor
- Express Script: #2 Staffing Vendor
- Covidien: # 1 vendor)
- Astra Zeneca (Rookie of the Year; # 3 overall)
- Johnson & Johnson (For 3 straight years, consistently a top 3 vendor out of 100 plus vendors)
- Yahoo: # 1 staffing vendor
- T-Mobile: # 2 staffing vendor



- Travelers: # 1 staffing vendor
- Harley Davidson: Top 3 staffing vendor
- Citi: # 4 staffing vendor nationally
- Ally Bank: # 1 staffing vendor nationally

Mindlance, cited by various business publications as:

- a) Ranked as one of the Largest US Staffing firms- Revenues of over 100 million (2015) by SIA
- b) Mindlance was ranked **9th “Fastest Growing IT Staffing Firm in year 2014”** by *the Staffing Industry Analysts (SIA - 2014)* for the year 2014.
- c) Ranked as the 20th Largest US diversity staffing (2015) by SIA
- d) Ranked as one of the fastest growing staffing firms for 5 consecutive years (2011 to 2015) by SIA
- e) Mindlance was ranked **8th “50 Fastest Growing Companies in NJ in year 2014”** by *NJBIZ*.
- f) Mindlance was ranked **24th “Fastest Growing Company in year 2014”** by *Staffing Industry Analyst* (fourth consecutive year).
- g) Several times winner of Fast Growing Private Companies by *Inc 500/ 5000*;
- h) Mindlance named in Top 500 Diversity Owned Businesses in the US.
- i) Mindlance awarded *Deloitte Technology Fast 50 NJ Award* for the three consecutive years.

Mindlance Inc. is the prime contractor and we do not have any subcontractor on this contract.

Through this Cost Proposal, Mindlance illustrates its technical & financial capability to provide support to the Judicial Council of California, and presents pricing information regarding our proposed discount structure, markup, subcontractor markup, maximum hourly rates and other required attachments.

Following are the Key features of Mindlance’s capability to support Judicial Council of California include:

- Mindlance has a proven track record of excellent performance with Government and Commercial customers in providing qualified candidates since 1999 on various projects.
- We service clients coast-to-coast in the United States through 12 regional centers. Our core focus is servicing the staffing needs of MSP/VMS clients across skills on a national basis. Today we support more than 90+ clients.
- Mindlance guarantees retention of the majority of our staff and their technical and institutional knowledge which is critical for contract success. We are confident in our ability to attract and retain IT staff upon contract award.
- In-depth experience in staffing and supporting IT staffing contracts.
- Proven experience in providing services under IDIQ type contracts.
- Low Risk services due to our experience, processes and financial strength

Mindlance has thoroughly reviewed this Request for Proposal and we entirely agree with all the provisions, terms & conditions and specifications included in the Solicitation and we have no deviations or exceptions from any requirement and terms & conditions sections of this Solicitation, or any other attachments.

Mindlance has the required technical capability, significant government past experience, effective knowledge of State and Local Government business processes and systems and is fully equipped and committed to provide temporary IT Staffing services to the Judicial Council of California.

Our proposal is valid for a period of one-hundred and twenty (120) calendar days after the date specified for receipt of proposals.

I am fully authorized to discuss and negotiate any and all aspects of the contract and also authorized to sign contractual agreements on behalf of Mindlance with the Judicial Council of California.

Please contact me if you need any more information/clarification from Mindlance and we look forward to building a long term relationship with the Judicial Council of California built on mutual trust, integrity and quality.

Sincerely,

Vikram Kalra
President & CEO
Mindlance Inc.
80 River Street, Fourth Floor, Hoboken, NJ 07030



RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0%	0%	0.5%	1%	1.5%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	38%	37%	36%	36%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	13%	12%	11%	11%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$124.20
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$82.80
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$62.10
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$85.56
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$69.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$82.80
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$71.76
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$89.70

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$99.36
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$96.60
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$151.80
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$117.30
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$75.90
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$96.60

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$103.50
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$110.40
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$110.40
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$103.50
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$96.60
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$82.80

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$75.90
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$96.60
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$99.36
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$96.60
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$75.90
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$82.80
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$75.90
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$124.20

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

Proposal for
**JUDICIAL COUNCIL OF CALIFORNIA
(JCC)**

RFP # ISD-201601-RB

**Master Agreements
For Technical Staff Augmentation Services**

Technical Proposal

Submitted on May 10, 2016

by

Mono Group Inc.



Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden
RFP# ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

May 10, 2016.

Mono Group Inc. is responding to **RFP # ISD-201601-RB - Technical Proposal** seeking services of qualified technical staff augmentation agencies. Mono Group Inc. has provided exceptional services to the Information Technology of the JCC and if selected as one of the qualified technical staff augmentation staffing agencies, will be ready to perform the required responsibilities described in the RFP.

Mono Group Inc. also specializes in a wide range of information technology solutions for medium to enterprise size companies, including network management, cloud consultation, system assessment, project management, network design, integration and security consultation, application development, risk assessment, contingency planning, compliance consulting, data warehousing, and many other information technology services and IT operations.

List of Subcontractors:

- Confiminds, LLC
- E&E Consulting
- Eternity Technology Consulting Inc.
- Santa Cruz Technology Group, LLC
- Octagon Edge, Inc.
- JDO Group, LLC
- Matthew Morocco
- Reynaldo Reyes

Thank you very much for the opportunity and we look forward to continuing our professional relationship with the JCC. Please do not hesitate to direct questions in regards to this proposal to the following designated representative.

Prime Contractor: Mono Group Inc.
Name and Title: Rosita Li, CEO
Address: P.O. Box. 486, Lafayette, CA 94549
Email Address: [REDACTED]
Telephone Number: [REDACTED]

Sincerely,

A handwritten signature in blue ink, appearing to read "Rosita Li", is written over a blue circular stamp or watermark.

Rosita Li, CEO

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RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion:	Methodologies
C-1	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.</p>		
Proposer must complete the following:		
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>Response:</p> <p style="padding-left: 40px;">Mono Group Inc. is experienced in providing quality IT professionals to corporations throughout California. Our applicants are thoroughly screened and interviewed to ensure our clients only the best fitted individuals to fill their respective positions.</p> <p style="padding-left: 40px;">With every RFP, the Mono Group Inc. team will develop specific sourcing objectives and deliverables according to the specific needs that a particular RFP calls for. Our team connects daily with newly sourced candidates to go through our screening and qualifying process before proceeding to our interview process. We then gather and document all current and relative candidate information and deliver candidate resumes and qualifying notes to our clients. We proactively identify talents who are either actively (active candidates) or inactively (passive candidates) searching for job opportunities. We also recognize the existence of active candidate sourcing, using our exclusive candidate databases, which consist of extensive listings of potential prospects with various skills/qualifications and can be easily searched by skill level or by keywords much like an Internet search engine. Our database is updated multiple times a week to keep it as current as possible.</p> <p style="padding-left: 40px;">Mono Group Inc. has solid relationships with numerous subcontracting firms that cover all classifications stated in Attachment C-2 (a table listing the specific subcontractors and which</p>		

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

classifications they cover can be provided upon request). We constantly re-evaluate our relationship with other subcontracting firms, based on cost-value analysis, to determine the cost effectiveness of the personnel. We hold periodic meetings with our subcontracting companies' senior management to explore new sourcing channels, discuss quality improvement plans and raise any issues or concerns we might have with Key Personnel.

One of our most important criteria is End-user Deliverables Functionality, the quality of deliverables in terms of meeting end user/client defined functional requirements. Another important criterion is the quality and performance of the personnel assigned to our clients. We have an excellent track record of providing quality Key Personnel to the JCC since 2005.

Mono Group Inc. has well established relationships with IT Professional networking organizations such as IEEE CS (Institute of Electrical and Electronics Engineers Computer Society), AITP (Association of Information Technology Professionals), NPA (Network Professional Association), and ICCA (Independent Computer Consultants Association). When hard-to-fill positions arise, we will contact these organizations to post job listings for such positions and request a list of its members with the related qualifications so we can reach out to them directly. At the same time, we will contact our designated subcontracting companies to further search for proper candidates. If a candidate for a specific staffing request cannot be identified within five business days, we will consider acquiring a new subcontractor source. New subcontractors must be strongly recommended by at least three current clients and will then be interviewed and evaluated. Mono Group tailor-makes our candidate database to constantly provide 10 or more already interviewed, evaluated, highly qualified, and available candidates (active or passive) for each of the JCC classifications as listed in Attachment C-2, so immediate and highly fitted placement is possible at relatively short notice, even for hard-to-fill positions and wide geographically located placement. We also find candidates through various other methodologies such as recruitment websites, recruitment agencies, personal and professional networks, employee recommendations, social network and mobile recruiting. In addition, Mono Group Inc. actively participates in Recruiting Conferences, Recruiting Trend Conferences, etc. With these methods and the use of networking organizations and subcontracting firms, we are able to find a large list of candidates and ensure that we submit the most qualified applicants. Typically, the process of locating the proper candidate for hard-to-fill positions will take a bit more time than usual (one to two additional weeks).

Mono Group Inc. is currently working with the JCC in San Francisco and supports various court locations in California. We have strong relationships with other subcontracting firms throughout the entire State of California as well as other states in the United States of America, who can effectively assist in filling positions in diverse geographic locations in California.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Response:

Mono Group Inc. utilizes a Web-based time tracking system, which enables us to keep detailed accounts for our employees’ and contractors’ work hours and bill our clients accurately and in a timely manner. The JCC Key Personnel monthly allowed hours are communicated to Key Personnel in advance and incorporated into the tracking system to prevent over billing. The time tracking system will automatically calculate hours worked with a pre-defined limit on each Key Personnel’s maximum allowed hours. When the actual work hours approach the limit, the tracking system will alert the Key Personnel of such event.

After each work week, the Key Personnel will submit a weekly time sheet via Mono Group’s online time tracking system, as well as a weekly status report documenting detailed descriptions of tasks performed for clients via email to both Mono Group’s Accounting personnel and the JCC’s Project Manager. The Mono Group tracking system will generate a monthly hours summary report for each Key Personnel; we will then meet with the Key Personnel to verify the accuracy of the summary report. Our Account Representative will meet with the JCC’s Project Manager every month to validate the hours submitted by Key Personnel and discuss any issues or concerns the JCC might have in regards to Key Personnel’s work performance to ensure the deliverables are in line with the descriptions stated in the JCC’s contract. The monthly hours summary report will then be delivered to the Mono Group Accounting department to generate monthly invoices. Detailed invoices, as well as the monthly summary statement with the appropriate discount, will be issued and submitted to the JCC. We have been using the Monthly Summary Statement format, as well as the Detailed invoices format, provided by the JCC in Attachment B, Exhibit G, Attachment 5A & 5B since 2010.

Currently, our Account Representative meets with the JCC’s Project Manager once a month to validate hours worked (before billings are submitted) and review the quality of our services provided quarterly.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Response:

At Mono Group Inc., we have an excellent track record of submitting on-time and accurate expense reimbursement reports to our clients by utilizing our internal tracking system. To ensure each trip is authorized and the related expenses are reimbursed, an internal open Purchase Order will be issued upon request by the traveling personnel before his/her business trip. All traveling Key Personnel will be informed of the maximum amount for travel expenses based on the guidelines provided by the JCC.

During the business trip, the traveling Key Personnel records all reimbursable travel expenses on an Expense Statement associated with the authorized trip and obtains legible, itemized receipts as supporting documentation. At the end of the business trip, the traveling Key Personnel will submit an Expense Statement along with the original detailed receipts showing the expense, date, name of merchant, amount of charge, transaction details, and form of payment used and indicate that the payment has been made within the same calendar month of traveling or eight business days after returning from travel. Upon receipt of the Expense Statement, the Accounting department will verify necessary information such as: a Mapquest printout for mileage and receipt existence for each item listed; the traveling Key Personnel’s compliance with applicable travel policies and procedures; the traveling Key Personnel has printed his/her name, signed, and dated the Expense Statement. Our Account Representative will meet with the JCC’s Project Manager every month to validate the Expense Statements. For record retention purposes, Mono Group will retain a copy of the Expense Statement and associated receipts and documentation in our document warehouse for five years and destroy them after seven years.

With the internal open Purchase Order, the traveling Key Personnel will be required to submit his/her expense report in a timely and accurate manner and provide documentation for all expenses to support the nature and reasonableness of each expense. The Accounting department will ensure compliance with all applicable travel policies, procedures, and restrictions of the JCC. All documentation provided by the traveling Key Personnel will be reviewed and approved to ensure all requirements have been met prior to the submission of

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	--
Application Support Analyst	--
Application Tester	1
Application Testing Lead	1
Business Applications Analyst	1
Sr. Business Applications Analyst	--
Business Systems Analyst	--
Sr. Business Systems Analyst	--
Data Modeler	--
Database Administrator	--
Enterprise IT Architect	--
Infrastructure/Operations IT Architect	--
IT Developer	--
IT Developer Lead	--
IT Governance Subject Matter Expert	--
IT Infrastructure Subject Matter Expert	--
IT Program Manager	1
IT Project Manager	1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Network Engineer	2
Quality Assurance Analyst	1
Release Analyst	--
Release Manager	--
Security Analyst	--
Service Delivery Manager	--
Technical Analyst	3
Technical Construction Analyst	--
Technical Writer	--
TIBCO Development Engineer	1

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	IT Program Manager
Duration of Assignment (List Dates)	January 22, 2007- Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	May 1, 2006 - Present
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	October 2, 2006 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	April 14, 2010 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	April 19, 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	February 11, 2013 – April 04, 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
JCC Classification	Senior TIBCO Developer
Duration of Assignment (List Dates)	June 9, 2014 - Present

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Tester
Duration of Assignment (List Dates)	March 24, 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	April 6, 2016 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

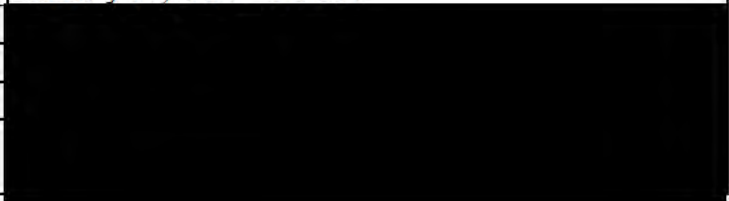
JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	July 13, 2015 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	November 1, 2009- Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	January 18, 2013 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.	
Proposer must complete the following:	
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>Response:</p> <p style="padding-left: 40px;">Mono Group Inc.’s key staff includes Rosita Li – Account Representative; Accounting Lead, and Leonard Kwok and Quentin Yung – Sourcing Managers. All three have been with the company since the beginning in 1996. Rosita has 10+ years of Account Representative experience and 20+ years of Office Managerial, Administrative, Accounting and Information Technology experience. These three individuals will serve as the designated key staff and Ms. Rosita Li will be the single point of contact with the JCC.</p>	
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>Key Staffs’ Resumes:</p> <p style="padding-left: 40px;">Rosita Y. Li Accounting Lead / Account Representative / Office Manager/ Account Manager</p> <hr style="width: 80%; margin-left: 40px;"/> <p>Summary: Skilled Office Manager, Accounting Manager and Information Technology Liaison with strong Office Managerial, Accounting and Information</p>	

**Evaluation Criteria & Proposal Submission Forms
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Technology background and exceptional experience in computer database applications design, development and support, database automation, and office organization. Strong Account Representative with experience maintaining good relations with clients and contractors, responding to issues that arise, and ensuring on-time delivery of quality work.

Highlights: Fluent in English, Cantonese, and Mandarin.

Account Representative - Over 10 years of experience as an account representative - Built relationships to create, maintain, and continue accounts. Kept contact with and ensured satisfaction of clients. Made sure all necessary documentation and contracts were in order and followed production schedule to see that contract was fulfilled. Reviewed clients' accounts every month to identify and solve any issues and find opportunities for growth and improvement. Used great communication and people skills, quick thinking, and problem solving abilities to respond to questions and complaints from customers. Interacted with contractors to facilitate timely delivery of completed work.

Office Manager – Over 20 years of experience in office management – Developed, established, implemented, and administered daily office operation procedures – managed 15+ employees in Accounting, Purchasing, Customer Service, and Administration departments. Duties included organizing, setting priorities and overseeing a variety of office administrative tasks as well as personnel conflict resolution. Trained, directed, supervised, supported, planned, reviewed and evaluated subordinate staff.

Information Technology Support – Over 20 years of experience in Office Information Technology Support - Trained, directed, supervised, supported, planned, reviewed and evaluated staff usage of computer hardware and software.

Professional Accounting – Over 20 years of experience in both managing and maintaining A/P, A/R, GL, Budgeting, Reimbursements, Expenditures, Payroll, and Financial Reporting using various Accounting Systems.

Expert in **Microsoft Suite** of applications – Microsoft Office, Word, Excel, Access, PowerPoint, Outlook, Microsoft Exchange Server administration, Internet Research, and other applications. Expert in FileMaker Pro and **Oracle** database programming language.

Purchasing Management – Computer Hardware and Software, Inventory control, and Organization at Reseller Volume Level.

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Office Equipment and Supplies Management – Purchase, inventory, warranty, and maintenance service management.

Other: Performed research in biochemistry and genetics; Operated a wide range of laboratory equipment; Prepared and analyzed bacterial cultures; Conducted microbiological research projects; Utilized medical technology techniques; Trained and supervised laboratory technicians.

Conducted college level microbiology lectures.

Training: Advanced Accounting Principles, A/P, A/R, GL, Budgeting, Financial Reporting
FileMaker Pro Database Programming Language
Strategic Account Management Training
Oracle Basic in SQL & PL/SQL
Essential of Oracle Database Administration

Experience:

Mono Group Inc. *Lafayette, CA* *2005 to Present*
Office Manager / Accounting Lead / Account Representative / Account Manager

Perform duties in A/P, A/R, GL, and Payroll in QuickBooks, and daily office operations as well as supporting and managing contractors' performance. Ensure all contracts are in compliance with clients' regulations. Oversee Mono Group time tracking system which generates monthly work hours summary report for each Key Personnel for our clients. Build and maintain strong relationships with clients. Meet with Project Managers of our clients every month to validate and sign-off work hours of Key Personnel (as well as other related documents such as expense reimbursement forms) and discuss issues or concerns they might have. Oversee the entire process of validating Key Personnel's documentation to generate monthly invoices and submit invoices to our clients. Resolve issues and process improvement opportunities. Act as technical resource and business leader to the accounting team. Enhance customer satisfaction, service quality and productivity within the team. Review account reconciliations for accuracy and records of present and past operations, trends and costs, estimates and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses. Manage, train, and support accounting staff members; plan and work with all levels of management, employees, outside auditors, accountants, clients and vendors on regular basis to ensure quality work is completed on-time.

**Evaluation Criteria & Proposal Submission Forms
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Reach Communications, Inc.

San Francisco, CA

1996 to 2005

Office Manager – Over 10 years of experience in office management – Developed, established, implemented, and administered daily office operation procedures – managed 15+ employees in Accounting, Purchasing, Customer Service, and Administration departments. Duties included organizing, setting priorities and overseeing a variety of office administrative tasks as well as personnel conflict resolution. Trained, directed, supervised, supported, planned, reviewed and evaluated subordinate staff.

Information Technology Support – Over 6 years of experience in Office Information Technology Support - Trained, directed, supervised, supported, planned, reviewed and evaluated staff usage of computer hardware and software.

Professional Accounting – Over 10 years of experience in both managing and maintaining A/P, A/R, GL, Budgeting, Reimbursements, Expenditures, Payroll, and Financial Reporting using various Accounting Systems.

Purchasing Management – Computer Hardware and Software Purchase, Inventory control and Organization and Warranty Management at Reseller Volume Level.

Office Equipment and Supplies Management –Purchase, inventory, warranty, and maintenance service management.

Application Development - Designed, developed, deployed and supported an in-house Filemaker Pro/Oracle Database Application for proposal preparation, purchasing, inventory control, warranty management, help desk tickets tracking, reimbursements tracking, projects performance reports and engineers performance reports.

Beta 90s Network Technologies, Inc.

San Francisco, CA

1993 to 1996

Office Manager / Accounting

Performed duties in A/P, A/R, GL, and Payroll in QuickBooks, and daily office operations as well as computer parts purchasing for reseller operation.

Miles Cutter Biological, Inc.

Berkeley, CA

1989 to 1990

Research Technician

Analyzed human and animals specimens, utilizing Elisa machine and analytical methods to perform tests for cancer curing factor.

San Diego State University

San Diego, CA

1987 to 1988

Graduate Teaching Assistant

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Supervised and instructed laboratory for college level general microbiology class.
Trained and evaluated students in analytical and procedural techniques.

San Diego State University

San Diego, CA

1986 to 1987

Graduate Assistant

Prepared and set up solutions to be utilized in cell biology laboratory.

Veterans Administration Medical Center

Martinez, CA

1985 Summer

Medical Technology Laboratory Assistant - Internship

Performed duties in blood drawing and conducting laboratory specimen examination procedures.

The Queen Mary Hospital

Hong Kong

1984 Summer

Microbiology Laboratory Assistant - Internship

Analyzed patient specimens, utilizing microscopes, Elisa machine, auto incubation equipment, and other machines for culturing and analysis.

The Queen Mary Hospital

Hong Kong

1984 Summer

Research Assistant (Department of Extra-Mural Studies) - Internship

Worked on special project, performing laboratory testing and evaluation of new antibacterial agent using wide range of laboratory equipment.

Education: San Diego State University, San Diego, California
Master of Science, Molecular Biology, 1989

Utah State University, Logan, Utah
Bachelor of Science, Microbiology, 1985
Minor in Medical Technology

**Evaluation Criteria & Proposal Submission Forms
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Leonard Y. Kwok
Sourcing Manager

OVERVIEW

A resourceful, dynamic, self-motivated, result-oriented, strategic Executive Officer and Program Manager with an exemplary proven record of significant contributions to bottom-line performance and ROI to meet changing business requirements and organizational objectives; demonstrated abilities in leadership, information technology management, business administration, planning, analysis, design, project management and business process improvement; 20+ years of Sourcing Management experience and 25+ years of Information Technology experience; achievements in delivering profits and successfully managing numerous major projects in various IT areas in private enterprises as well as the public sector; a strong leader that excels in customer service, team building and establishing working relationships at all levels.

SUMMARY OF QUALIFICATIONS

- Collaborated with clients to understand requirements for open positions.
- Proven skills in sourcing top talents through candidate databases, networking, search engines, social network, etc.
- Experienced in keeping constant communication between candidates and clients to ensure that both sides are on the same page.
- Successfully established and maintained rapport with candidates, subcontractors, clients, etc.
- Optimized sourcing procedures to attain maximum efficiency.
- Proven experience and expertise in strategic planning and decision making.
- Proven ability to transform strategic vision into tangible results.
- Demonstrated capability to transform adversity into an advantage.
- Single handedly led two separate startups to 15+ years of increasing profitability.
- Broad range of IT and business experience over 20+ year time frame.
- Creative IT visionary with ability to provide deliverable solutions in alignment with strategic corporate goals.
- Proven managerial skills in leading and managing project managers, lead engineers, technical personnel and departmental managers in fast paced, high-pressure environments.
- Successfully trained, mentored and managed IT project managers.

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- Developed, implemented and managed service level agreements.
- Successfully created, developed and managed customer service department and help desk functionality; Analyzed, designed, developed, implemented and maintained customer service workflow management application.
- Extensive experience in IT application management, project management and IT business application requirement assessment and analysis.
- Proven Professional Services experience. Able to effectively converse and present at pre-sales, technical and executive level.
- Proven experience in Program Management.

STRENGTHS & BENEFITS

- **Skilled Sourcing Manager** with experience working closely with clients to understand their needs, sourcing for IT personnel through various tools such as; IT Professional networking organizations, search engines, social networking, databases, recommendations, etc., evaluating qualifications and prescreening potential candidates through phone interviews, managing Applicant Tracking Systems, developing longstanding relationships with candidates and clients, and maintaining consistent positive flow of communication between candidates and clients. **Benefit:** Engaged Specialist that proactively sources to build and maintain a pipeline of skilled IT personnel for existing and forecasted openings and maintains constant communication with candidates and clients to ensure both sides are fully informed during the process.
- **Solution-focused** and profit-driven experience in building and growing companies from entrepreneurial ventures to multi-national joint venture corporations, implementing operations, business development, sales and marketing methodology, structure, and processes to maintain business momentum and react to competition. **Benefit:** Proactive executive that develops and implements a strategy in leading the growth of an organization. Action-oriented individual willing to stretch to accomplish goals and "make it happen".
- **Hands-on experience** in diverse leadership positions with responsibilities in all aspects of an organization operation – board of director, management, sales, business development, marketing, financial, operational management, customer services, project management, sourcing management, etc. Able to hire, train, develop, motivate, and retain qualified staff and distribution partners, and hold team accountable to established goals and metrics. Skilled at managing cross-functional teams and implementing workflow processes that improve productivity. **Benefit:** Strong influencer and people motivator able to create an energetic team spirit and achieve maximum performance.
- **Strategic thinker** with excellent analytical abilities, a capacity for creativity and innovation, and focus on sustainable business growth. **Benefit:** Formulates competitive, differentiated and customer-driven marketing approaches and service concepts, bringing strategy to life. Proven achievement in developing and positioning appropriate strategies. Experienced in dealing with new and emerging technology, and understanding of the ebb

**Evaluation Criteria & Proposal Submission Forms
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and flow of delivering solutions to a market that is effectively being transformed by those solutions.

SUMMARY OF PROFESSIONAL EXPERIENCE

**Judicial Council of California (JCC) – 2007 to Present
Program/Project Manager, IT Senior Technical Analyst**

Currently engaged with the Judicial Council of California as an IT Program/Project Manager and Technical Analyst with the Network Infrastructure and Security Architecture Services team to provide project oversight for a variety of projects being implemented at the California Courts Technology Center (CCTC), and the Trial and Appellate Courts with a combined annual project budget of over \$5 million. Past and present responsibilities include:

Program / Project management –

- Initial requirement gathering; business case development; estimation of time, resources, and cost; acquisition of vendor quotes.
- Budget development and management.
- Selection and management of vendors.
- Management of project resources and teams.
- Senior management and executive reporting and presentation of project status.
- Coordination of on-site assessments, design work, and installation and configuration.
- Providing Technical Program Management for network infrastructure projects.
- Developing, writing, and reviewing plans, proposals, RFPs, business cases and justifications, technical requirements, white papers, policies, procedures, assessments, and other technical documentation.
- Working in conjunction with the IS manager and other project managers to manage multiple projects, resources, objectives and budgets required for the deployment of new applications and services at the data centers and the individual superior courts.
- Providing program management for multiple technology implementations.
- Acting as a liaison between the JCC, courts and vendors.
- Clarifying and documenting roles and responsibilities within the team and vendors on implementation plans.
- Working with vendor integration project managers to resolve escalated issues.
- Assisting the development of program wide plans.
- Maintaining regular communication with team and management on program related issues.
- Participating in weekly status calls with project teams.
- Participating in weekly status calls with vendor representatives and CCTC program management.
- Ensuring program milestones are met to ensure timely project completion.
- Establishing and maintaining effective working relationships with the court IT staff,

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vendors and JCC staff.

- Ensuring all team project documentation is accurate on a weekly basis and providing a weekly summary status to management.

Technical Analyst –

- Providing a secure, robust and scalable data center aligned with emerging needs of enterprise court services with various cloud services and application hosting in partnership with SAIC.
- Providing issue resolution with application teams on behalf of the security team for exception handling.
- Working with the team of JCC design engineers to provide network design analysis and technical information to the application teams.
- Escalating issues in a timely manner.
- Enforcing IS security compliance in accordance to Infrastructure and Security Policies and Standards.
- Providing guidance in IT Infrastructure and Security best practices.

Successful program and project management examples include, but are not limited to the followings:

Technical Program and Project management of the Court statewide Department of Child Support Services Internal Guideline Calculator infrastructure build and deployment. This effort was piloted with 5 initial courts and rolled out to all 58 Courts in 2009 during a period of 9 months, successfully, on-time and on-budget, resulting in successfully avoiding a federal \$250 million fine.

Technical Project management of the Court statewide California Court Protective Order Registry initiative. This effort was piloted with 3 initial courts and successfully deployed to a total of 21 courts in 2010 within a 9 month period. The successful implementation and deployment resulted in securing a CAL EMA grant of over one million dollars. This project also won the “California Best” award.

**Mono Group Inc. - 2005 to Present
Sourcing Manager**

- Ensure that clients’ requirements and timeline for open positions are clearly understood.
- Creatively source for potential candidates with numerous options including IT Professional networking organizations, networking, databases, LinkedIn, social network, etc.
- Manage Applicant Tracking Systems to collect, store, and monitor candidates.
- Sort through resumes and prescreen potential talent via phone interviews to ensure they meet client’s standards.
- Aggressively source to build up a large lineup of qualified talents.

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- Maintain steady communication between clients and candidates during the interview and hiring process.
- Manage supplier/contractor relationships as it relates to administrative and operational activities and issues, and optimize the value in the vendor/business unit relationship.
- Manage all aspects of the development, negotiation, and execution of contracts with contractors.
- Identify and negotiate contract opportunities to enhance the buying power of the organization in order to lower the cost of procurement of goods and services.
- Identify and understand the business's requirements and lead a strategic sourcing process of selecting the contractors/candidates that can best meet those requirements at the highest value.
- Ensure contracts meet all regulations required by clients.
- Review and interpret vendor/supplier contracts for accuracy and completeness.
- Manage contracts with suppliers/contractors to ensure client compliance.
- Analyze supplier change requests to existing contracts and approve changes or revisions.
- Facilitate the resolution of disputes with contractors to ensure optimal client satisfaction.
- Coordinate the integration of new suppliers/contractors into the procurement system.
- Create and review reports showing status of contract activity.
- Maintain records and compile statistical reports concerning data such as hires and transfers.
- Evaluate End-user Deliverables Functionality, the quality of deliverables in terms of meeting end user/client defined functional requirements for clients.

Reach Communications - 1996 to 2005

President, CEO, COO, Managing Consultant & Sourcing Manager

10+ Successful and profitable years at Reach Communications – from \$0 revenue to \$7+ million stable revenue annually, from Strategic Planning to Project Management to Client Management to Technical Implementation; from standard IT Engineers Placement to Innovative Products Development – (Mobile Command Center):

- Actively searched for IT personnel through various methodologies such as IT Professional networking organizations, candidate databases, search engines, etc.
- Ensured that candidates' qualifications exactly matched the requirements of the clients.
- Maintained positive working relationships with potential candidates and built database of quality IT personnel.
- Strategic Planning and Management
 - Customer Service Department (CSD) Management
 - Project Management/Client Management
 - Vendor/Purchasing Management
 - Consultant/Engineer Management
 - IT Technology Management/Innovative Products Development

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- Personnel Management/Financial Management
- Sales/Marketing Management
- Consulting
- Co-founded and developed Reach Communications.
- Successfully directed, managed and implemented over \$75 million IT projects.
- Developed and deployed innovative Mobile Command Center (MCC).
- Developed and deployed innovative Smart Parking System (SPS).
- Directed, managed and implemented numerous School Modernization Projects.
- Proposed, managed and implemented NYCT Public Address/Customer Information System II Project.
- Managed and delivered numerous RFP responses, bids, and proposals.
- Established University Level Training Program for personnel.
- Authored Disaster Recovery Guideline white paper.
- Oversaw operations and administered budgets.
- Recruited, trained, and mentored staff; managed resources.
- Long-term strategic planning and decision making.
- Provided post-sales support.
- Negotiated with third party suppliers and service providers.

**Beta Nineties Network Technologies - 1994 to 1996
President, CEO, COO & Consultant**

- Co-founded and developed Beta Nineties Network Technologies.
- Successfully negotiated and closed over \$5 million in revenue.
- Successfully managed and implemented over \$5 million projects.
- BNT grew to a net worth of over \$1 million.
- BNT was the first authorized reseller in the Bay Area of Internet ISDN connectivity.

**Atkinson Construction - 1989 to 1994
Senior Network Engineer**

- Managed a team of 5 network engineers and executed the physical migration of over 100 servers – Atkinson Construction specialized in building Nuclear Plant and is ranked the 5th biggest construction company in the world.
- Managed a team of 5 network engineers and executed the physical migration of approximately 2,000 network station nodes in multiple sites around the world.
- Designed, planned and implemented a new enterprise wide network infrastructure.
- Evaluated new IT technological products for implementation throughout the corporation.
- Managed IT customer service department for all workstations and servers issues.

**Mt. Diablo Unified School District – Adult Education - 1989 to 1994
Instructor**

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- Prepared and conducted adult education classes related to the following areas:
 - Computer Network, Database, Software Applications Development, Microsoft Application Suite and Spreadsheet

Tic-La-Dex Business Systems - 1986 to 1989

Network Engineer

- Provided database application development services - purchase order processing, inventory control, invoicing, sales commissions reporting, and financial ratio analysis applications.
- Provided financial and accounting support service and computer network engineer functions.

San Diego State University - 1986 to 1989

Graduate Teaching Assistant

- Co-authored lectures textbook – A guide to spreadsheet using VP-Planner.
- Developed financial ratio analysis expert system.
- Delivered supplementary programming lectures (for classes with 200+ students).
- Maintained regular office hours in a consulting lab.

EDUCATION

- B.S. – Finance and Computer Science, Utah State University 1985
- M.S. – Management Information System, San Diego State University 1989
- Certified NetWare Engineer 1992
- California State License Board – C7 License – Low Voltage Systems
- California State License Board – C10 License – Electrical Systems
- Course - Project Management Methodology
- Course – Advanced Project Management
- Course – Disaster Recovery Planning
- Course – Microsoft MCSE
- Associations – Airport Council International
- Associations – Project Management Institution

**Evaluation Criteria & Proposal Submission Forms
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Quentin C. Yung
Sourcing Manager

SUMMARY

20+ years of Sourcing Services, 14+ years of Procurement management, and 9+ years of Process Improvement. Experienced in establishing deployment infrastructures and developing strategic plans and tactical solutions. Collaborative with a problem-solving focus on vital areas to effect desired outcomes. Responsible for program deployment infrastructure, sourcing solutions for staff, new product development and cost reduction results.

QUALIFICATIONS

- Extensive experience in sourcing for top talents using various tools including LinkedIn, IT Professional networking organizations, candidate databases, social networking, etc.
- Proven ability to build database of leads and maintain relationships with potential candidates.
- Exceptional ability to plan, direct and advise others on highly complex and sensitive projects and prepare and present technical reports.
- Budget and project management experience.
- Strong written and verbal communication skills; high degree of proficiency in synthesizing and communicating data from a variety of disciplines.
- Profound ability to communicate and work well with others in a professional office environment.
- Strong organizational skills; ability to handle multiple tasks, meet deadlines and manage priorities.
- Analyzed statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Thorough knowledge of Microsoft Office products, PageMaker and other graphics and presentation software such as PowerPoint, Visio and FrontPage.
- Contributor in strategic initiative development and aligned project selection work sessions.
- Comprehension of organizational change curves, maturity models, and managing resistance to change.
- Mobilized as team leader for enterprise sourcing, process improvement and implementation projects in compliance with triple constraints of cost, schedule and scope/quality.

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- Presenter of executive level presentations, influencer of key stakeholders and builder of consensus for sponsorship.
- Demonstrated ability to form meaningful relationships with executives, stakeholders and supply chain.

PROFESSIONAL EXPERIENCE

**Mono Group Inc., 2005-Present
Sourcing Manager**

- Source for IT personnel with the appropriate skills, experience, and knowledge for the client's open position.
- Proven skills using numerous sourcing methodologies such as candidate databases, recruitment websites, mobile recruiting, subcontracting firms, network organizations, etc.
- Experience sorting and screening potential candidates to ensure they meet clients' needs.
- Experience using Applicant Tracking systems to collect and manage potential candidates.
- Maintain communication with and between candidates and clients to ensure everybody has a full understanding of the process.
- Responsibilities include:
 - Recruiting and staffing; organizational and space planning; performance management and improvement systems; organization development; employment and compliance to regulatory concerns; Key Personnel/contractors orientation, development, and training; policy development and documentation; and Key Personnel/contractors relations for clients.
- Ensure proper maintenance and updates of our active and passive candidates' database.
- Participate in procurement sourcing teams for the research, bid, and contract management of supplies and services.
- Participate in strategic planning of target future cost savings with appropriate commodity.
- Evaluate supplier/contractor performance through review of reports and clients' feedback.
- Liaise between organization and subcontractors to implement fulfillment of contracts.
- Facilitate the resolution of disputes with suppliers to ensure optimal customer satisfaction.
- Coordinate the integration of new suppliers into the procurement system.
- Create and review reports showing status of contract activities.
- Maintain records and compile statistical reports concerning data such as hires and transfers.
- Evaluate End-user Deliverables Functionality, the quality of deliverables in terms of meeting end user/client defined functional requirements as stated in clients' contracts.
- Forecast future staffing and organizational needs and develop new programs to attract

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

and retain staff.

**Reach Communications, 1996-2005
Sourcing Specialist**

- Sourced for top talents using tools such as databases, search engines, networking organizations, etc.
- Built large database of potential candidates that could be used for any future open positions.
- Maintained positive relationships with potential candidates and made sure that they and clients were in constant communication during interview and hiring process.
- Managed contract administration and activities related to the procurement of goods and services, including the management of supplier relationships.
- Developed and implemented sourcing strategies to support corporate and business unit objectives.
- Negotiated and built supplier relationships, providing alternative solutions when needed.
- Developed strategies for assigned commodities to include spending analysis, market and geographic considerations, and strategic importance.
- Managed the strategic sourcing process, contract negotiation, contract administration, sourcing systems, supplier quality, sourcing operations, planning, administration, and analysis.

EDUCATION

MA – Advertising, Michigan State University, 1995

BA – Advertising, Michigan State University, 1992, minor in Computer Science.

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Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Response:

Our three key staff members have been with the company since it began in 1996. All of them have possessed excellent performance records for the past 20 years. Employee retention is critically important to our company since it is one of the primary measures of the health of an organization. If a company is losing critical staff members, it is likely that other individuals in their departments are unsatisfied as well. We understand that losing employees is very costly to the company and to our clients, especially a manager and an executive level employee.

At Mono Group Inc., we know what inspires our employees and creates a positive work environment, which will motivate our workers. We believe in improving morale through effective reward systems. However, inevitable stresses in the workplace are a high risk for morale and satisfaction, and financial rewards alone are not enough to improve employee retention rates. Achievement and recognition systems are also important for employee satisfaction because all members feel proud to see the result of their work and their contributions to the organization. Our company has a very low turnover rate of our staff, especially with the higher level staff members, mainly due to the company’s philosophies on staff retention:

Training and development - Tailor and deliver training and development opportunities to the needs of both the organization and the individual.

Management style - Ensure the managers have the skills to manage people and the understanding that the way they do so can either increase or decrease staff turnover. In general, good managers experience fewer turnovers among their staff, often by setting clear goals, giving constructive feedback, and making people feel valued, all of which contribute to improving motivation and retention.

Job content - Allow as much autonomy, team-work, and control as practical. Ensure flexibility does not only meet the organization’s needs, but the individual’s needs as well.

Work flexibility - Ensure that employees with a need for flexibility in hours or location feel that the organization is responsive. There is now much more evidence that, when choosing between employers, potential employees are looking for working patterns that allow them to balance work and life and avoid unnecessarily long working hours.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer’s acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u> 15 Points </u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor’s rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

End of Evaluation Criterion C-5

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion:	Viability of Firm
C-6	Maximum Points for this Criterion:	<u>5 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>Response:</p> <p>Mono Group Inc., a Lafayette, California incorporated IT personnel sourcing, IT integration, systems design and consultation firm established in 1996, has a rich tradition of solving networking problems for major clients in transportation, finance, and high-tech industries. Our current staff totals to 15+, with an extensive network of contract partners. We have worked with numerous Federal, State and City government departments. A small sampling of our clients includes The Judicial Council of California, Commission on Judicial Performance, The San Francisco Newspaper Agency, U-Haul, The San Francisco Unified School District, Wells Fargo, The San Francisco Department of Building Inspection and more than twenty major airports including New York John F. Kennedy International Airport (JFK), San Francisco International Airport (SFO), Oakland International Airport (OAK), Dallas Fort Worth International Airport (DFW) and Chicago O'Hare International Airport (ORD). We have a long list of Fortune 100, Fortune 500, medium and small sized clients who seek our experienced engineers' advice and expertise on how to orchestrate a complex network solution.</p>		

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Mono Group Inc. excels in network solutions involving consultation, design, integration, sourcing and high level security concerns. Our engineers are well versed in all platforms including Windows, Novell, Unix, Linux, and Mac. They have implemented numerous VPN and LAN/WAN systems and have years of experience in telecommunications, including wireless applications. Hardware and software sales, installation, custom programming, and staff training are expertly handled. We have a dedicated e-Commerce, B2B, and web design team, and a long history in voice and data cabling and universal wiring for smart buildings.

Mono Group Inc. also has extensive experience in Sourcing Services. We utilize multiple sourcing methods such as frequently updated exclusive candidate databases, highly recommended subcontracting firms, IT Professional networking organizations, employee recommendations, personal and professional networks, etc., to ensure that the most qualified and dedicated candidates are brought on board.

Mono Group Inc.'s key executives include Rosita Li – Accounting Lead, Office Manager, and Account Representative, and Leonard Kwok and Quentin Yung – Sourcing Managers. All three have been with the company since the beginning in 1996. Rosita has 20+ years of Office Managerial, Administrative, Accounting and Information Technology experience and 10+ years of Account Representative experience. Leonard Kwok has 20+ years of Sourcing Management experience and 25+ years of Information Technology experience. Quentin Yung has 20+ years of experience in Sourcing Services, 14+ years of experience in Procurement Management, and 9+ years of experience in Process Improvement, and is skilled in establishing deployment infrastructures and developing strategic plans and tactical solutions.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Response:

See Exhibit A – Financial Reports

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Response:

Mono Group Inc. is proud of the fact that the turnover rate of our key executives and the designated Key Staff members has been zero since the beginning of the company in 1996. We understand that employee retention is one of the primary measures of the health of our organization and is therefore notably important to our company. The loss of critical staff members signifies the possibility that employees are unsatisfied with current conditions. Exit interviews with departing employees provide valuable information that can be used to understand the underlying issues and retain remaining staff. This will prevent the loss of additional employees, which is very costly to the company and to our clients, especially towards a manager and an executive level employee.

Our company creates a positive work environment and understands how to motivate our employees. We improve morale by giving rewards and preventing a stressful workplace from developing. In addition, recognition is important for employee satisfaction because people like to see how their work helps the organization.

We believe the keys to staff retention are:

- Communication – open communication is the single most important factor of a good relationship between an employer and employee.
- A Potential Future – employees are able to see themselves playing an integral role in the company's future.
- A Positive Working Environment – employees like the nature of the work they do as well as the team of people they work with.
- Professional Growth - employees feel as though their distinctive talents and abilities will be enhanced and strengthened in a way that leads to expanded roles, responsibilities and opportunities.
- Financial Rewards - employees know that if they achieve the expectations the organization has of them, they will be rewarded in a way that fulfills their current and future financial needs and goals.

End of Evaluation Criterion C-6

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

Proposal for

JUDICIAL COUNCIL OF CALIFORNIA
(JCC)

RFP # ISD-201601-RB

Master Agreements
For Technical Staff Augmentation Services

Cost Proposal
(Attachment-C-3)

Submitted on May 10, 2016

by

Mono Group Inc.



Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden
RFP# ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

May 10, 2016.

Mono Group Inc. is responding to **RFP # ISD-201601-RB - Cost Proposal** seeking services of qualified technical staff augmentation agencies. Mono Group Inc. has provided exceptional services to the Information Technology of the JCC and if selected as one of the qualified technical staff augmentation staffing agencies, will be ready to perform the required responsibilities described in the RFP.

Mono Group Inc. also specializes in a wide range of information technology solutions for medium to enterprise size companies, including network management, cloud consultation, system assessment, project management, network design, integration and security consultation, application development, risk assessment, contingency planning, compliance consulting, data warehousing, and many other information technology services and IT operations.

Thank you very much for the opportunity and we look forward to continuing our professional relationship with the JCC. Please do not hesitate to direct questions in regards to this proposal to the following designated representative.

Company Name: Mono Group Inc.
Name and Title: Rosita Li, CEO
Address: P.O. Box. 486, Lafayette, CA94549
Email Address: [REDACTED]
Telephone Number: [REDACTED]

Sincerely,

A handwritten signature in blue ink, appearing to read "Rosita Li", is written over a blue horizontal line.

Rosita Li, CEO

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0%	1%	2%	5%	8%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	28.0%	28.0%	28.0%	28.0%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	25.0%	25.0%	25.0%	25.0%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$120.0
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$70.0
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$90.0
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$90.0
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$65.0
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$115.0
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$85.0
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition, provides lead direction and work review of project staff and/or performs and	\$90.0

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$90.0
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$110.0
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$125.0
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$125.0
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$100.0
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing, coordinates/assists in integration and user testing, and ensures development and	\$105.0

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
<p>maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.</p>	
<p>15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.</p>	\$110.0
<p>16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.</p>	\$150.0
<p>17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.</p>	\$125.0
<p>18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.</p>	\$115.0
<p>19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.</p>	\$125.0
<p>20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts, and test data creating to ensure the quality of software applications and</p>	\$85.0

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$80.0
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$100.0
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$120.0
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$110.0
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$115.0
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$100.0
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$70.0
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support; preparing project life cycle documentation; and provide maintenance and	\$115.0

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

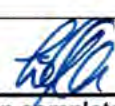
Position	Maximum Hourly Rate
operations support for data exchanges.	

End of Evaluation Criteria C-3 Pricing

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 6-2003)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) MONO GROUP INC.		
	SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)		E-MAIL ADDRESS [REDACTED]
	MAILING ADDRESS P.O. BOX 486		BUSINESS ADDRESS
	CITY, STATE, ZIP CODE LAFAYETTE, CA 94549		CITY, STATE, ZIP CODE
3 PAYEE ENTITY TYPE CHECK ONE BOX ONLY	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 2 0 - 2 5 8 1 2 9 4		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
	<input type="checkbox"/> PARTNERSHIP CORPORATION: <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input checked="" type="checkbox"/> ALL OTHERS		
<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: - -		(SSN required by authority of California Revenue and Tax Code Section 18646)	
4 PAYEE RESIDENCY STATUS	<input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California.		
	<input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.		
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) ROSITA LI		TITLE CEO
	SIGNATURE 	DATE 05/09/2016	TELEPHONE [REDACTED]
6	Please return completed form to:		
	Department/Office: <u>Judicial Council of California</u>		
	Unit/Section: _____		
	Mailing Address: <u>455 Golden Gate Avenue, 6th Floor</u>		
	City/State/Zip: <u>San Francisco, CA 94102-3688</u>		
	Telephone: (____) _____ Fax: (____) _____		
E-mail Address: _____			

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the “Small Business Declaration Instructions” before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: 2001714
2. Small Business Certification active from 04/20/2016 to 04/30/2018
3. Will Bidder subcontract any portion of the contract work to subcontractors? No

If yes:

- A. State the percentage of the contract work Bidder will subcontract: _____
- B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

- C. Explain how Bidder is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”) _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration. **(See Exhibit B – SB Certification)**

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Mono Group Inc.		<i>Tax ID Number</i> 20-2581294
<i>Address</i> P.O. Box 486, Lafayette, CA 94549		<i>Telephone Number</i> [REDACTED]
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Rosita Li, CEO		
<i>Date Executed</i> May 9, 2016	<i>Executed in the County of</i> <u>Contra Costa</u> <i>in the</i> <i>State of</i> <u>California</u>	

ATTACHMENT-F – SMALL BUSINESS DECLARATION

Exhibit B – Small Business (SB) Certification

April 20, 2016

Certification ID 2001714
Mono Group Inc.
PO BOX 486
Lafayette, CA 94549

Subject: SB Certification Approval

Dear Business Person:

Congratulations on your State of California Small Business (SB) certification. Your business is now entitled to compete in the State's goal to spend 25 percent of its annual contracting dollars with small businesses. Each certified SB receives a five percent bid preference on applicable solicitations.

Proof of Certification

To view and print your certification profile, go to <https://caleprocure.ca.gov>. Enter your business name or your Certification ID. Click the search button below 'Certification ID'. Then, click 'View Profile' and print. The screen print is your proof of certification.

Bid Notifications

To receive bid notifications, your firm must have a registration in the Financial Information System of California (FI\$Cal). Go to <https://caleprocure.ca.gov> to get registered.

Annual Submission Requirement

Submit copies of the entire federal tax return to the Office of Small Business and DVBE Services (OSDS). If you have been granted a tax filing extension with the Internal Revenue Service, submit a copy of the extension form and annual financial statements; then, submit a copy of the tax return once filed. If you have employees, include the California Employment Development Department's "Quarterly Contribution Return and Report of Wages (Continuation)" (Form DE9C). If you have out-of-state employees, submit the employee documentation comparable to Form DE9C. These annual submissions also apply to all affiliated businesses.

Maintaining Certification Profile

Visit <https://caleprocure.ca.gov> to update your certification profile online. You can

complete a Certification Information Change form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf> and send via mail, fax (916.375-4950) or by email to OSDSHelp@dgs.ca.gov

Recertification

Complete an online application at <https://caleprocure.ca.gov> up to 90 days prior to the expiration date whether or not you receive a recertification notice.

Business Structure Change

If your business has changed its structure (for example; sole proprietorship to corporation), the business must submit a new application and disclose the new Federal Employer Identification Number for the new entity.

Withdraw Certification

If your business no longer meets certification eligibility requirements, complete a Certification Information Change form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf> to withdraw your certification. Certification eligibility requirements are located at <http://www.dgs.ca.gov/pd/Programs/OSDS/DVBEEligibilityBenefits.aspx>

Conflict of Interest for Current and Former State Employees

Prior to contract award, agencies will assure the vendor is in compliance with Public Contract Code, Section 10410 et seq. addressing conflict of interest for State employees or former employees.

If you have any questions, please contact our office at 916.375.4940, by email at OSDSHelp@dgs.ca.gov, or by fax 916.375.4950

Sincerely,

Office of Small Business and DVBE Services

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Rosita Li
TITLE OF PERSON SIGNING CEO

ATTACHMENT G - GENERAL CERTIFICATIONS FORM

Exhibit C - Certifications

- California Certificate of Status / Good Standing
- Franchise Tax Board Entity Status Letter
- Fictitious Business Name Statement – **City of Lafayette does not require a Business License or Business Registration
- Subcontractors' Business Licenses / Fictitious Business Name Statement / State Filing Document

State of California
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

MONO GROUP INC.

FILE NUMBER: C2727893
FORMATION DATE: 03/18/2005
TYPE: DOMESTIC CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is authorized to
exercise all of its powers, rights and privileges in the State of
California.

No information is available from this office regarding the financial
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of May 05, 2016.

A handwritten signature in black ink, appearing to read "Alex Padilla".

ALEX PADILLA
Secretary of State



Entity Status Letter

Date: 5/4/2016

ESL ID: 3166406588

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 2727893

Entity Name: MONO GROUP INC.

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701.
- 4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California, or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
 - The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
 - For entities revived under R&TC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

Internet and Telephone Assistance

Website: ftb.ca.gov

Telephone: 800.852.5711 from within the United States

916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

Please print or type

MAIL



See reverse side for instructions

JOSEPH E. CANCIAMILLA
COUNTY CLERK - RECORDER

555 Escobar St.
P.O. Box 350
Martinez, CA 94553-0135
(925)335-7900



F-0002044-00

FILED

Joseph Canciamilla
Contra Costa County Clerk Recorder
by: Lisa Spence Deputy County Clerk
APR 01, 2015

New Renew

Filing Fee

\$30.00... For First Business Name on Statement
\$7.00... For each additional Business Name on the same statement and doing business at the same location
\$7.00... For each additional owner in excess of one owner

FICTITIOUS BUSINESS NAME STATEMENT

* **MONO GROUP INC.**

Print Fictitious Business Name(s) on Line Above

** 1099 VIA MEDIA

Street Address of Principal Place of Business

Mailing Address, if different

LAFAYETTE CA 94549 Contra Costa

City State Zip County City State Zip

1. MONO GROUP INC.

Full Name - Type / Print

1099 VIA MEDIA

Residence Address

LAFAYETTE CA 945489

City State Zip

CALIFORNIA

If Corporation/LLC/LLP Print State of Incorporation / Organization

2.

Full Name - Type / Print

Residence Address

City State Zip

If Corporation/LLC/LLP Print State of Incorporation / Organization

3.

Full Name - Type / Print

Residence Address

City State Zip

If Corporation/LLC/LLP Print State of Incorporation / Organization

4.

Full Name - Type / Print

Residence Address

City State Zip

If Corporation/LLC/LLP Print State of Incorporation / Organization

If More Than 4 Registrants - Attach Additional Sheet Showing Information

Registrant(s)

**** This business is conducted by: An Individual Married Couple A General Partnership Co-Partners A Joint Venture
 A Limited Partnership A Corporation A Trust Limited Liability Partnership A Limited Liability Co.
 State or Local Registered Domestic Partners An Unincorporated Association - other than a Partnership

For Office Use Only: Verification of Corp., LLP, LLC

***** The registrant commenced to transact business under the fictitious business name(s) listed above on

5/5/2005

Insert N/A if you haven't started to transact business

Signature of Registrant

I declare that all information in this statement is true and correct. A registrant who executes this statement knowing that such statement is false in whole / in part shall be guilty of a misdemeanor B&P 17930

ROSITA KWOK (PRESIDENT)

Print Name of Person Signing. If Corporation or LLC also print title of officer.

N-O-T-I-C-E This Fictitious Business Name Statement expires on 4-1 20 20

Type of Identification Presented: Driver's License Identification Card Other

Issued in the State of: CA

I hereby certify that this copy is a correct copy of the original statement on file in my office.

Joseph E. Canciamilla, Contra Costa County Clerk

By: Lisa Spence Deputy

I hereby certify that this is a true
And correct copy of the original
On file in this office

ATTEST APR 01 2015

Joseph E. Canciamilla
County Clerk
Contra Costa County, California

By *Jana Spence* Deputy Clerk

**FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION
2016 BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE
(BPOL) FOR ORDINANCE 47229-00 : RETAIL MERCHANT**

THIS LICENSE HAS BEEN ISSUED BY THE FAIRFAX COUNTY DEPARTMENT OF
TAX ADMINISTRATION (DTA) AND IS GRANTED TO:

624869



KODURU, LAVANYA
CONFIMINDS
13800 COPPERMINE RD 327
HERNDON VA 20171-6163

THIS LICENSE IS VALID THRU
03/01/2017

Dept. Tax Administration, Suite 223
12000 Government Center Parkway
Fairfax, Va. 22035, Phone: 703-222-8234
Website: www.fairfaxcounty.gov/dta

BUSINESS REGISTRATION CERTIFICATE

RENEW BY DATE
05-31-2016

EXPIRATION DATE
06-30-2016

BUSINESS ACCOUNT NUMBER

0470313

LOCATION ID

0470313-01-001

TRADE NAME (DBA)

ETERNITY TECHNOLOGY CONSULTING

BUSINESS LOCATION

1991 ARMSTRONG AVE

OWNERSHIP

ETERNITY TECHNOLOGY CONSULTING

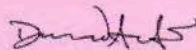
TAXPAYER SIGNATURE

**CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE TREASURER & TAX COLLECTOR**

ETERNITY TECHNOLOGY CONSULTIN
1991 ARMSTRONG AVE
SAN FRANCISCO CA 94124-3003



José Cisneros
Treasurer



David Augustine
Tax Collector

Read reverse side. To update addresses or to close a business, go to www.sftreasurer.org/accountupdate.

FY 2015-16

POST CLEARLY VISIBLE AT THIS BUSINESS LOCATION

GAIL L PELLERIN
Santa Cruz County Clerk
701 Ocean Street, Room 210
Santa Cruz, CA 95060
Santa Cruz



FBN Number: 2016-0000930
This statement was filed in the office of
GAIL L PELLERIN, County Clerk
of Santa Cruz County,
on May 9, 2016,
Margarita Williams
By: _____ Deputy

FICTITIOUS BUSINESS NAME STATEMENT

FIRST FILING - PUBLICATION REQUIRED WITHIN 30 DAYS

Began Transacting Business : 6/30/2006
Statement Expires On : 5/9/2021
Business Is Conducted By : Limited Liability Company
Business Address :
2825 PORTER ST. #A
SOQUEL, CA 95073
County of Santa Cruz
Mailing Address :
2563 HOWE ST.
SANTA CRUZ, CA 95065

Fictitious Business Name(s):
**SANTA CRUZ TECHNOLOGY
GROUP, LLC**

Registrant Address(es):
**SANTA CRUZ TECHNOLOGY
GROUP, LLC**
2563 HOWE ST.
SANTA CRUZ, CA 95065
AI#: 17910042
State: CA 2006



NOTICE - IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT, AS PROVIDED IN SUBDIVISION (b) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.

THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE).

I declare that all information in this statement is true and correct. (A registrant who declares as true information which he or she knows to be false is guilty of a crime.)

Registrant other than an individual sign below:

Signature _____
Print Name _____

Entity Name _____
Signature _____
Print Officer's Name
and Title _____

I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE

GAIL L PELLERIN
Santa Cruz County Clerk

By: Margarita Williams
Deputy

BUSINESS - PROFESSION - TRADE LICENSE

The person, firm or corporation named below is granted this certificate pursuant to the provisions of the City Business Tax Ordinance. Issuance of certificate is not an endorsement, nor certification of compliance with other ordinances or laws, nor an assurance that the proposed use is in conformance with the city zoning regulations. This certificate is issued without verification that the taxpayer is subject to or exempt from licensing by the State of California.

CITY OF PACIFICA

170 Santa Maria Avenue
Pacifica, CA 94044
(650) 738-7392

Business Name: Octagon Edge, Inc.
Business Location: 346 Imperial Drive
Pacifica, CA 94044

1st Owner Name: John Yee
2nd Owner Name:

OCTAGON EDGE, INC.
346 IMPERIAL DRIVE
PACIFICA CA 94044

BUSINESS LICENSE #: 5802

Business Type: 027
Description: Technology Consulting

Effective Date: October 30, 2015
Expiration Date: October 31, 2016



Assistant City Manager

TO BE POSTED IN A CONSPICUOUS PLACE - NOT TRANSFERABLE

Signature		Date
Signature		Date
Name of person to contact about this document David N Owen	E-Mail Address [REDACTED]	Daytime telephone # and extension, if any [REDACTED]

SFN 58701 (07-2008) Page 2

NORTH DAKOTA BUSINESS OR FARMING LIMITED LIABILITY COMPANY ARTICLES OF ORGANIZATION

North Dakota Century Code, (N.D.C.C.), Chapter 10-32 allows the formation of a limited liability company (LLC) for general business purposes. N.D.C.C., Chapter 10-06.1 allows the formation of a LLC to engage in farming or ranching. A LLC is established when articles of organization are filed with the Secretary of State or at a later date as specified in the articles of organization.

FILING FEES: \$135. If the LLC selects a name that is the same as or deceptively similar to the name of another organization name registered with the Secretary of State, an additional \$10 is required for filing each consent to use of name. (Checks must be payable to "Secretary of State" and must be for U.S. negotiable funds. Payment may also be made by credit card using VISA, Master Card, or Discover.)

ATTACHMENTS: Articles of organization of a LLC engaged in farming or ranching must be accompanied by the Initial Report for Farming or Ranching. For a form, contact the Secretary of State's Office.

The sentence immediately above article 1 is declaring the organizers as being eighteen years of age. Check the box of the North Dakota Century Code to designate governance. If engaged in general business purposes, check the first box. If engaged in farming or ranching, check "North Dakota Corporate or Limited Liability Company Farming Act". If a box is not checked and the name or purpose does not indicate otherwise, the LLC will be established for general business purposes.

The following article numbers correspond to the numbered sections on the front of this form.

ARTICLE 1. Provide the name of the LLC. The name must be in the English language or in any other language expressed in English letters or characters. The name must include the words "limited liability company", or must contain the abbreviation "L.L.C." or "LLC".

The name of the LLC may not include such words as "bank", "banker", "banking", "trust", or "trust company", or any other word or words of like import unless the articles are supported by a written approval for the use from the North Dakota Department of Financial Institutions. These words are preserved by North Dakota law for use by the Bank of North Dakota, state and national banks, and trust companies. Contact Information:

ND Dept. of Financial Institutions
2000 Schafer St ste G
Bismarck ND 58501-1204
Phone: (701) 328-9933
Email: dfi@nd.gov

The name may not be the same as, or deceptively similar to, any other corporate name, LLC name, limited partnership name, limited liability limited partnership name, or a name that is in any manner reserved with the Secretary of State. The name may be used if the articles of organization are accompanied by a signed consent to use of name from the holder of the previously registered name and \$10, or by a certified copy of a judgment of a court in this state establishing the prior right of the applicant to the use of the name.

ARTICLE 2. Filing of the articles of organization with the Secretary of State provides protection of the name in North Dakota. However; if a mark is registered with the Patent and Trademark Office in Washington, D.C., the federal registration may supersede the protection afforded by state law.

A limited liability company must continuously maintain a commercial or noncommercial registered agent and address in North Dakota. A limited liability company cannot serve itself as its registered agent.

A commercial registered agent must be registered as a commercial registered agent with the North Dakota Secretary of State. The appointed agent can verify their status as a commercial registered agent from their acknowledged filing and from the list of commercial registered agents maintained on the Secretary of State's website at www.nd.gov/sos.

A noncommercial registered agent may be one of the following:

- a) An individual residing in North Dakota,
- b) A domestic or foreign corporation, or
- c) A domestic or foreign limited liability company.

A corporation or limited liability company appointed as a noncommercial registered agent must be registered with the Secretary of State, be in good standing, and have a business address in North Dakota. If a corporation or limited liability company is named as a noncommercial registered agent, provide the "correct" name of the organization.

Seek the approval of the state before naming them as the commercial or noncommercial registered agent. Proof of the approval is not required to be filed with the Secretary of State.

ARTICLE 2.A. If a commercial registered agent is being appointed, provide the correct name as registered with the North Dakota Secretary of State. If the name in Article 2. A. is not the same as registered by the commercial registered agent, the name will be corrected by the Secretary of State when the document is received. OR

ARTICLE 2.B. If a noncommercial registered agent is being appointed, provide the correct name. If a corporation or another limited liability company is appointed as registered agent and the name of that organization in Article 2. B. is not the same as registered, the name will be corrected by the Secretary or State when the document is received.

ARTICLE 2.C• If a noncommercial registered agent is being appointed, provide the complete address which may not be only a post office box. Leave this line blank if a commercial registered agent is appointed.

ARTICLE 3. Check the box for the desired effective date. Articles of organization may be effective at the time the certificate of organization is issued by the Secretary of State or within 90 days after the certificate is issued. If a later date is specified, include the month, day, and year. If neither box is checked, the articles of organization will be effective when the Secretary of State issues the certificate of organization.

ARTICLE 4. No addition is required to this section if the LLC is intended to exist perpetually or indefinitely. If a specific period of existence is desired, provide the number of years of intended existence, or a specific date on which termination is to occur. If a specific termination date or period is specified, an amendment is required to the articles of organization if the LLC wishes to continue its existence beyond that date.

ARTICLE 5. Provide the purpose of the LLC. A LLC may organize for any lawful purpose. The Secretary of State will accept articles of organization with "any lawful purpose" unless the name or any other aspect of the articles indicates a purpose that may be questionable. A general business LLC may not engage in banking, farming, ranching, or insurance as an insurance company that backs claims. A general business LLC may be an insurance agency selling or servicing insurance products. If a LLC has chosen a very general name and availability cannot be determined on the basis of the name alone, a LLC may be asked to consider addition of specific purposes to facilitate the name availability process.

(continued)

SEN 58701 (07-2008) Page 3

NORTH DAKOTA BUSINESS OR FARMING LIMITED LIABILITY COMPANY ARTICLES OF ORGANIZATION (CONTINUED)

ARTICLE 6. Provide any articles not otherwise included on this form. State "None" if the LLC doesn't include any optional provisions.

ARTICLE 7. Provide the names and complete mailing addresses of the organizers. Only one organizer is required, and more may be named. Organizers must be individuals and must be at least eighteen years of age. All organizers named must sign Article 7.

At the bottom of the form, list the name and daytime telephone number of a person to contact if this office has any questions or needs additional information to file the articles of organization.

ASSISTANCE: If assistance is required to complete the form, call 701-328-2904.

EXPEDITING PROCESS: Be sure to complete the contact information at the bottom of page 1. If documents are being submitted by someone other than the LLC, provide a cover letter with the name and telephone number of the responsible individual so that any deficiencies can be remedied by telephone.

FAX FILING: Documents and Credit Card Payment Authorization may be faxed to 701-328-2992. A faxed filing does not expedite the process of the application in the office of the Secretary of State.

Email: Email is not a secure utility for the transmission of private information or credit card authorizations. DO NOT EMAIL YOUR DOCUMENT TO THE SECRETARY OF STATE.

MAILING INSTRUCTIONS: send documents and filing fees to:

Business Division
Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500

Telephone: 701-328-4284

Toll Free: 800-352-0867 (8-4284)

Fax: 701-328-2992

Web Site: www.nd.gov/sos

ANNUAL REPORT: An annual report is required of a business LLC on November 15th, and of a farm LLC on April 15th, in the year after that in which the articles of organization are effective. An annual report form will be mailed to the registered agent.

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.


1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Mono Group Inc.		<i>Federal ID Number</i> 20-2581294
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Rosita Li, CEO		
<i>Date Executed</i> May 9, 2016	<i>Executed in the County of</i> <u>Contra Costa</u> <i>in the</i> <i>State of</i> <u>California</u>	



MOURI TECH LLC

1303 W. Walnut Hill Ln, Suite # 285
Irving, TX 75038, USA
Tel: (972) 756 1500 Fax: (214) 291 5555

www.mouritech.com

May 10th, 2016

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP # ISD-201601-RB
455 Golden Gate Avenue, 6th floor
San Francisco, CA 94102

Dear Sir,

MOURI Tech LLC is pleased to submit this response to **Judicial Council of California** Request for Proposal (**RFP**) # ISD-201601-RB for Master Agreements for Technical Staff Augmentation Services.

MOURI Tech is confident that this response will demonstrate to Judicial Council of California, the value and experience that MOURI Tech can bring to this engagement. MOURI Tech LLC is a prominent supplier of full service IT/Software consulting and project management, and has Public sector domain experience.

MOURI Tech describes the proposed offering and its differentiation to Judicial Council of California in this response, as well as providing company background, reference information and staff resumes. MOURI Tech accepts the terms and conditions outlined in the RFP. It has compiled and properly authorized all required forms and provided them in a format conducive to your review of our qualifications.

Please feel free to contact me for any questions, comments, or further information is required. We are not requesting any redactions for this submittal. We stand ready to serve Judicial Council of California's needs and are thankful for the opportunity to respond. We look forward to a decision favorable to the enclosed response.

Sincerely,

Anil Yerramreddy
President



RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: <i>Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</i></p> <p>MOURI Tech has established staff augmentation and managed services contracts with several of our customers. Currently these contracts cover all the Job Classifications mentioned in this RFP, except for the following: Technical Construction Analyst, Technical Writer, and TIBCO Development Engineer.</p> <p>MOURI Tech has internal resume database for majority of IT / Software skillset. We also have access to external Job Portals. We closely work with our Partner companies for sub-contracting opportunities. Our employee referral program is very popular as it is an incentive for our employees to get referral bonus on consultants sourcing/placements.</p> <p>To source hard-to-fill positions: We normally identify the hard-to-fill positions quickly. Within 24 hours, if we are not able to find the right fit to the client requirements, we reach out to new sub-contracting firms seeking those skillsets. Sometimes, if we are aware that some of our customers will be seeking certain skillset on their projects, we tend to maintain close contacts with consultants / resources with that skillset and follow-up with them on a regular basis on their availability to work through MOURI Tech.</p> <p>Majority of MOURI Tech consultants are generally open to travel to any geographic locations of California. We will give higher importance to source resource who are local. In many cases, we relocate our consultants to the project / client locations for the duration of the projects to avoid constant travel.</p>	

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part II – Invoicing Compliance: *The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).*

MOURI Tech’s Accounts team typically handles around 200 invoice submissions per month to our customers. We will have dedicated Accounts personnel supporting the JCC invoicing. MOURI Tech utilizes QuickBooks online software for Customer Invoicing purposes. This accounting system is accessed by our Account Lead (Key Personnel for JCC projects) frequently to review/verify. Our Accounting tool is configured to obtain weekly and monthly summary statements/reports that can meet the JCC invoicing requirements.

Weekly Timesheets & expenses (T&E) will be maintained by individual consultants listed in the Work Orders of JCC projects. Consultants will submit the T&E to corresponding JCC supervisor or manager for approval. MOURI Tech consultants will maintain/submit weekly detailed work log, which would include the tasks they worked on for the week and number of hours spent on each task etc. Consultant submit the approved T&E and detailed work log to the MOURI Tech accounts. MOURI Tech accounts keep track of consultant time as per work order and prepare/submit the invoices to JCC. MOURI Tech Accounts team will follow the Invoicing terms and conditions outlined in the RFP.

MOURI Tech Key Staff (Accounting Lead) is responsible to oversee and closely follow/monitor the Invoicing process is smooth and the required processes are followed.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: *Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.*

MOURI Tech strictly follows our clients’ travel expenses policy. As per MOURI Tech process, all our Consultants will turn in Client approved travel expenses (along with actual receipts) within 1st week of every month. **Sample Expenses Template used by our Consultants is enclosed.**

MOURI Tech’s Accounts team typically handles around 200 invoice submissions per month to our customers. We will have dedicated Accounts personnel supporting the Travel Expenses review and submissions. MOURI Tech utilizes QuickBooks online software for Customer Invoicing purposes. This accounting system is accessed by our Account Lead (Key Staff for JCC projects) frequently to review/verify. Our Accounting tool is configured to obtain weekly and monthly summary Expenses statements/reports that can meet the JCC invoicing requirements.

Weekly Expenses will be maintained by individual consultants listed in the Work Orders of JCC projects. Consultants will submit the Expenses to corresponding JCC supervisor or manager for approval. MOURI Tech consultants will maintain actual expenses receipts. Consultant submit the approved Expenses details to the MOURI Tech accounts. MOURI Tech accounts keep track of consultant expenses as per work order, travel expenses policy of JCC and prepare/submit the invoices. MOURI Tech Accounts team will follow the Invoicing guidelines, terms and conditions outlined in the Master Service Agreement.

MOURI Tech Key Staff (Accounting Lead) is responsible to oversee and closely follow/monitor the Invoicing process is smooth and the required processes are followed.

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	1
Application Support Analyst	7
Application Tester	8
Application Testing Lead	4
Business Applications Analyst	2
Sr. Business Applications Analyst	2
Business Systems Analyst	2
Sr. Business Systems Analyst	7
Data Modeler	2
Database Administrator	7
Enterprise IT Architect	7
Infrastructure/Operations IT Architect	4
IT Developer	23
IT Developer Lead	16
IT Governance Subject Matter Expert	0
IT Infrastructure Subject Matter Expert	0
IT Program Manager	0
IT Project Manager	9
Network Engineer	4
Quality Assurance Analyst	1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	2
Release Manager	2
Security Analyst	1
Service Delivery Manager	1
Technical Analyst	14
Technical Construction Analyst	0
Technical Writer	0
TIBCO Development Engineer	0

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Name of Consultant	Job Classification	Start Date	End Date	Company Name - Where placed	Company Point of contact Name	Company Contact - Email ID	Company Contact - Phone number
	IT Developer	3.30.2015	Current				
	IT Developer Lead	5.1.2015	Current				
	IT Developer Lead	9.11.2015	Current				
	IT Project Manager	5.5.2015	Current				

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Data Modeler	11.1.20 15	Current
IT Developer Lead	5.1.201 4	Current
IT Developer Lead	6.21.20 12	Current
IT Developer Lead	5.4.201 5	Current
Technical Analyst	12.3.20 15	Current
Technical Analyst	11.23.2 015	Current
Sr. Business Systems Analyst	9.21.20 15	Current
Database Administrator	4.6.201 5	Current
IT Developer Lead	4.14.20 14	Current
IT Developer Lead	6.8.201 2	Current
Enterprise IT Architect	10.11.2 011	10.1.20 16
Enterprise IT Architect	6.1.201 0	Current
Database Administrator	6.13.20 14	Current
IT Developer	8.13.20 12	12.30.2 015
IT Developer	10.22.2 015	Current
IT Developer	1.12.20 15	Current
Technical Analyst	10.20.2 014	Current

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Technical Analyst	1.6.2014	12.30.2015	
IT Developer	10.28.2013	Current	
IT Developer	1.4.2016	4.8.2016	
IT Developer	7.20.2015	12.20.2015	
IT Developer	6.29.2015	4.24.2016	
IT Developer Lead	5.26.2015	1.31.2016	
Infrastructure/Operations IT Architect	5.1.2011	Current	
Technical Analyst	10.5.2015	Current	
Technical Analyst	1.28.2016	Current	
IT Developer	1.11.2016	Current	
Database Administrator	10.23.2011	Current	
Sr. Business Applications Analyst	8.5.2014	Current	
IT Developer Lead	5.1.2010	Current	
Technical Analyst	9.1.2015	4.30.2016	
Application Support Analyst	8.7.2015	10.30.2015	
Infrastructure/Operations IT Architect	7.8.2013	Current	
IT Developer	9.4.2015	Current	
IT Developer Lead	11.9.2015	Current	
Sr. Business Systems Analyst	5.11.2015	2.28.2016	
Enterprise IT Architect	8.17.2015	Current	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Infrastructure/Operations IT Architect	8.1.2012	Current	
Infrastructure/Operations IT Architect	5.25.2015.		
Technical Analyst	10.5.2015	4.2.2016	
IT Developer	4.6.2012	9.29.2015	
Sr. Business Systems Analyst	2.2.2016	Current	
IT Developer	10.27.2014	Current	
Sr. Business Systems Analyst	7.6.2015	Current	
IT Developer	6.25.2015	Current	
Network Engineer	5.12.2014	2.29.2016	
Network Engineer	3.1.2016	Current	
IT Developer Lead	3.9.2015	Current	
IT Developer	8.1.2011	7.25.2015	
Sr. Business Systems Analyst	1.22.2013	Current	
IT Developer	1.12.2015	7.31.2015	
IT Developer	3.14.2016	Current	
IT Developer	6.16.2014	Current	
Application Tester	3.31.2014	Current	
IT Developer Lead	9.14.2015	1.15.2016	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

IT Developer Lead	1.18.2016	4.15.2016
IT Developer Lead	4.18.2016	Current
Technical Analyst	3.18.2015	Current
Technical Analyst	2.8.2016	Current
IT Developer	2.1.2014	4.5.2016
IT Developer	10.9.2015	2.23.2016
IT Developer Lead	3.16.2015	Current
IT Developer Lead	3.22.2016	Current
IT Developer	8.17.2015	Current
Release Analyst	10.3.2011	1.22.2016
Business Systems Analyst	5.11.2015	Current
IT Developer Lead	5.4.2015	Current
IT Developer	8.10.2015	2.20.2016
Enterprise IT Architect	1.5.2016	Current
Enterprise IT Architect	10.19.2015	Current
IT Developer Lead	3.23.2015	Current
IT Developer	9.2.2014	Current

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Technical Analyst	4.27.2015	Current	
IT Developer	6.1.2015	Current	
IT Project Manager	8.17.2011	Current	
IT Developer Lead	9.1.2015	Current	
Release Analyst	4.1.2016	Current	
Enterprise IT Architect	2.8.2016	Current	
IT Project Manager	3.29.2016	Current	
Sr. Business Systems Analyst	2.27.2014	Current	
Database Administrator	2.1.2016	Current	
Business Applications Analyst	1.4.2016	Current	
Enterprise IT Architect	2.15.2016	Current	
Enterprise IT Architect	1.25.2016	2.21.2016	
IT Project Manager	6.9.2014	Current	
Application Support Analyst	6.1.2015	4.30.2016	
IT Developer	8.17.2015	Current	
Business Systems Analyst	11.7.2012	Current	
Application Support Analyst	10.5.2015	Current	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

IT Project Manager	3.14.20 12	Current
Database Administrator	8.11.20 14	10.16.2 015
Business Applications Analyst	2.23.20 15	Current
Business Applications Analyst	4.27.20 15	Current
Quality Assurance Analyst	4.1.201 5	Current
Network Engineer	7.29.20 15	Current
Database Administrator	2.1.201 6	Current
Data Modeler	3.1.201 6	Current
Sr. Business Systems Analyst	7.11.20 10	Current
Technical Analyst	10.5.20 15	Current
IT Developer Lead	8.31.20 15	1.23.20 16
Enterprise IT Architect	9.1.201 5	Current
Application Support Analyst	9.8.201 5	Current
Security Analyst	12.28.2 015	2.13.20 16
Technical Analyst	10.21.2 015	3.30.20 16
Sr. Business Applications Analyst	1.5.201 6	Current
IT Project Manager	10.4.20 14	1.12.20 16

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

IT Project Manager	4.12.2015	3.6.2016
IT Project Manager	5.1.2016	Current
IT Project Manager	10.5.2014	Current
IT Project Manager	3.21.2016	Current
Release Manager	5.4.2015	Current
Release Manager	3.18.2016	Current
Service Delivery Manager	10.6.2014	Current
Technical Analyst	10.15.2014	12.23.2014
Network Engineer	8.4.2014	9.4.2015
Application Tester	1.1.2010	10.31.2015
Application Support Analyst	4.28.2014	5.30.2015
Sr. Business Applications Analyst	5.21.2014	11.21.2014
Application Support Analyst	8.25.2014	10.4.2015
Database Administrator	4.6.2014	1.1.2016
Technical Analyst	2.25.2013	4.30.2016
Application Support Analyst	12.23.2013	1.4.2015
Network Engineer	10.7.2013	1.18.2015

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

	Applications IT Architect	8.15.2009	Current
	Application Tester	9.15.2014	Current
	Application Tester	9.15.2014	Current
	Application Tester	3.12.2015	Current
	Application Testing Lead	8.4.2015	Current
	Application Testing Lead	9.29.2014	Current
	Application Testing Lead	8.9.2015	Current
	Application Testing Lead	10.9.2014	Current
	Application Tester	11.12.2014	Current
	Application Tester	12.2.2015	Current
	Application Tester	10.5.2014	Current

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.	
Proposer must complete the following:	
<p>Part I – Designate Key Staff: <i>Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</i></p> <p>1) Sourcing Manager: Nivedita (Nivi) Balasubramanian 2) Account Representative: Anil Yerramreddy 3) Accounting Lead: Manasi Vernekar</p>	
<p>Part II – Resumes: <i>Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</i></p> <p>Resumes Enclosed.</p>	
<p>Part III – Stability of Key Staff: <i>Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.</i></p> <p>Anil Yerramreddy is the owner, founder & President of MOURI Tech. He has been part of the MOURI Tech Operations since its inception. Manasi Vernekar has been supporting Accounting activities including: Invoicing, Accounts Receivables, Payables, Tax filings etc. since the inception of MOURI Tech. Incentives included as part of bonus based on the revenue generated and timely collection of payments. Nivi Balasubramanian has been involved in MOURI Tech Consultants sourcing activities as a Sr. Resource Manager since early 2014. Several incentives are included in the salary and bonus package based on the sourcing / placements to our customers.</p>	

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Evaluation Criteria & Proposal Submission Forms
Attachment C-4

We strongly believe that our incentives will ensure the stability of our Key Staff.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.	
If exceptions are identified, proposers must also submit: <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
Proposer must complete the following:	
Mark the Appropriate Choice, below <i>[you must mark one or the other]</i> : <input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i> , with no exceptions . OR <input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i> :	
If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:	
If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:	

End of Evaluation Criterion C-5

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
Part I – Company Information: <i>Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</i>	
<u>RESPONSE:</u> MOURI Tech Headquartered in Irving, Texas (USA), MOURI Tech was established in 2005 (Texas Corporation). We are a leading provider of Information Technology services specializing in Global Enterprise solutions, Business process optimization and re-engineering expertise, Production support, Technology solutions and End-user support to assist organizations in meeting their business system requirements in a dynamic environment. We assist organizations review their strategic IT needs and help implement high value and cost effective solutions to increase productivity, profitability and organizational efficiency. We source consultants as part of staff augmentation time & material. We also take up projects as managed services. Customer Satisfaction Our success is based on the success of our customers and is reflected in our commitment to deliver high quality resources to accomplish the project and program objectives. We have established long term relationships with our clients through our passion for excellent customer service and client satisfaction. We are not afraid to take up projects that are in trouble or failing and work to transform the project health to ensure that our client is fully satisfied. In addition to direct onsite support, we also offer off-site and off-	

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Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms **Attachment C-6**

shore resources to suit our customer needs and business models.

We are honored and humbled to have City of Portland, Municipality of Anchorage (MoA), Caterpillar Inc, Clorox, Southwest Airlines, Callaway Golf, Stanley Black & Decker, MicroSoft, United Nations International Telecommunications Union (ITU), United Nations Industrial Development Organization (UNIDO), UN Organization – CTBTO, OFID, REI, Quanex Building Products, Computer Science Corp (CSC), BuCyrus, Fossil, EFC International, Holly Corporation, Leanin’ Tree, WM Organic Growth Inc., Novartis Vaccines and Diagnostics Inc, Gambro Inc., Nucor, Multnomah County, California – Administrative Office of the Courts (AOC), SGL Inc, Auto Club Services Inc. (ACG), NuVasive Inc, O’Hair Shutters, One World Foods Inc, Synopsys, TriNet, WorkSoft Inc and Yaskawa Electric America Inc. among others as our valued clients that we have supplied consultants.

Proven Track Record

In an ever changing IT industry, we at MOURI Tech believe that we need resources that can adapt to a dynamic environment. Our consultants facilitate customer teams with a formal process driven methodology that includes gathering, organizing, and documenting core business information. MOURI Tech undertakes and in turn offers resources that will work to best of their abilities and exceed expectations. Trusting your implementation partner is an essential ingredient to a successful solution. Our rapid and sustained growth is mainly due to referrals and repeat business from satisfied customers.

Company History and Qualifications

We are a leading provider of Information Technology services specializing in Global Enterprise solutions, Business process optimization and re-engineering expertise, Technology solutions and End-user support to assist organizations in meeting their business system requirements in a dynamic environment. We assist Organizations review their strategic IT needs and help implement high value and cost effective solutions to increase productivity, profitability and organizational efficiency.

MOURI Tech LLC was established in March’ 2005, is currently based in Irving, Texas, USA. We have been providing SAP consulting services globally ever since. We became SAP customer (# 852125) during December 2006. SAP AG recognized us as Solution Partner in November’ 2009 and Service Partner in February 2010.



MOURI Tech’s success is based on the success of our customers and is reflected in our commitment to deliver high quality resources to accomplish the project and program objectives. We treat our customers as

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

our partners and have established long term relationships with our passion for customer service and client satisfaction. We are not afraid to take up projects that are in trouble or failing and work to transform the project health to ensure that our client is fully satisfied. In addition to direct onsite support, we also offer off-site and off-shore resources to suit our customer needs & business models.

There was NO mergers, acquisitions and initial public offerings occurred in our firm's history till date. There were NO bankruptcies filed and law suits filed against our firm's history till date.

Key Executives:

1) Anil Yerramreddy –

Mr. Anil Yerramreddy is the co-founder and managing partner of MOURI Tech since the year 2005. A visionary, Dynamic and forward thinking entrepreneur Mr. Yerramreddy has far flung and diverse business interest. Mr. Yerramreddy has over 22 years of client engagement, project management and business development experience. Mr. Yerramreddy with his passion to provide an unparalleled service to his clients with resources and imagination that extends beyond the horizon brought MOURI Tech to the world and raised them with love and care from one person to a multi-level organization.

Mr. Yerramreddy has travelled extensively between USA, Europe, Africa and Asia and served IT / software project strategies, executions and staffing for several industries: Defense, Logistics Execution, Apparel Footwear, Retail and Consumer Products, Health, Oil & Gas, Airline, Professional Services, Telecom, United Nations and Federal & State Government Regulations. Mr. Yerramreddy earned his Bachelor degree in Civil Engineering from S.V. University, India and a M.S in Engineering from Texas A&M University, College Station, Texas, USA.

2) Sujai Paturu –

Ms. Paturu is one of the co-founder and managing partner of MOURI Tech since the year 2005. Ms. Paturu has over 20 years of IT / Software industry and management experience. She worked (in USA and India) in various aspects of software design, development, Q/A testing, business process analysis and management. She has been leading MOURI Tech operations successfully since last 11+ years. Ms. Paturu earned her Bachelor degree in Mathematics from S.V. University, Tirupathi, India and a M.S in Physics, India.

3) Srinivasu Sandaka –

Mr. Sandaka is working as an Enterprise Solution Architect at MOURI Tech LLC since 2007. Over 15 years of IT Projects Implementation & Support experience in diverse industries (Public Sector, Oil & Gas, Retail, Utility Sector, Environmental, etc.). He played various roles from Developer to Architect throughout his carrier. He works in various modules: Logistics, CRM, SRM, HCM, E-Commerce. He played key roles in global software implementations in various countries like USA, India, Europe, and Canada. His passion towards technologies driving MOURI Tech into the top notch technology company. Mr. Sandaka earned his Master's degree in Computer Science from India.

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

4) Santhosh Chitla -

Mr. Chitla is the Head of IT projects Delivery for MOURI Tech since the year 2013. Mr. Chitla has over 20 years of IT / Software project management, customer engagement and projects delivery experience. Mr. Chitla has served IT / software project strategies, executions and staffing for several customers. Mr. Chitla earned his Bachelor degree in Civil Engineering from India and a M.S in Engineering from Texas A&M University, College Station, Texas, USA.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

RESPONSE:

Years 2013, 2014 and 2015 – Federal Tax Filing Reports enclosed.

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company’s key executive/Key Staff retention philosophy.

At MOURI Tech we believe in offering more than a job. We value our people as a whole and as individuals. We are proud of their talent, knowledge, professionalism, and personal qualities. We implemented several programs to attract the elite IT professionals and are striving to make MOURI Tech a place where they will want to stay and build a successful professional career. Our large client base and a progressive management uniquely position us to offer exceptional careers in a wide range of technologies and industries. Our Turnover rate of executives and key staff is very low compared other IT companies in the industry. We provide good incentives, bonus and profit sharing packages to retain our Executives and Key staff members.

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

At MOURI Tech we put great emphasis on training our consultants so as to enable them to constantly upgrade themselves and the company as a whole, to take up new challenges posed by the industry and economy. Along with enhancing their technical capabilities, making the team aware of business and social etiquettes and norms followed across globe is the prime focus. While MOURI Tech emphasizes development of newer skills, we believe that it is equally important to nurture and update special skills.

We aim to encourage our consultants to enhance their skills by providing them avenues for continual learning and development. MOURI Tech has heavily invested in SAP Software licenses and built several SAP systems in-house. All our employees have access to these systems for learning new dimensional products. We build demo scenarios and custom tools in our systems. We conduct workshops via internet to expose our resources to these new tools and technologies.

MOURI Tech employ Practice Lead consultants for each technical area of SAP. Our Practice Lead consultants are subject matter experts in their specific domain areas and participate in Technology community events (SAP TechEd, ASUG, SAPPHIRE etc) and forums (SCN, BPM etc). Practice Lead consultants also participate in customer demos, discovery, joint solution design and problem solving initiatives for both onsite and offsite projects. Our consultants are mentored by these Practice Lead consultants and will be sourced at our customer locations.

MOURI Tech consultants also facilitate customers with a formal process driven methodology that includes gathering, organizing, and documenting core business information. MOURI Tech undertakes and in turn offers resources that will work to the best of their abilities and exceed expectations.

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)



1303 W. Walnut Hills Ln, Ste # 285
 IRVING, TX 75038
 Phone: 972-756-1500
 Fax: 214-291-5555

EXPENSE STATEMENT

Employee Home Location Address:

Employee Work Location Address (if applicable)

Employee
 Name ABC Emp # Last 4 digits of Social Security
 Department SAP NW Practice Manager Anil Yerramreddy

Pay Period
 From 1/1/2016
 To 1/31/2016

Date	Account	Description	Accom	Transport	Fuel	Meals	Phone	Entertain	Other	TOTAL
1/2/2013	ADMIN	Taxi (Home to Airport)		\$43.00						\$43.00
1/2/2013	ADMIN	Airfare (to Stlouis)		\$488.40						\$488.40
1/12/2013	ADMIN	Hotel (1/2/2013 to 1/16/2013)	\$871.35							\$871.35
1/12/2013	ADMIN	Meals (1/2 to 1/16/2013: 12 days)				\$480.00				\$480.00
1/16/2013	ADMIN	Taxi (Airprot to Home)		\$43.00						\$43.00
1/16/2013	ADMIN	Rental Car		\$280.32						\$280.32
1/16/2013	ADMIN	Rental Car - Fuel			\$36.87					\$36.87
			\$871.35	\$854.72	\$36.87	\$480.00	\$0.00	\$0.00	\$0.00	\$2,242.94
									Sub Total	\$2,242.94
									Subtract Advances	
									TOTAL	\$2,242.94

Notes
 Current mileage reimbursement rate is 0.52

MOURI Tech Office Use Only (Comments & Tracking)			
Date	Exp Type	Description	Amount
1/16/2013	Rental Car	Receipt missing ?	\$280.32

Anil Yerramreddy

Client Engagement

Profile

Professional Experience Summary

Mr. Anil Yerramreddy is the founder and managing partner of MOURI Tech since the year 2005. A visionary, Dynamic and forward thinking entrepreneur Mr. Yerramreddy has far flung and diverse business interest. Mr. Yerramreddy has over 22 years of project management and business development experience. Mr. Yerramreddy with his passion to provide an unparalleled service to his clients with resources and imagination that extends beyond the horizon brought MOURI Tech to the world and raised them with love and care from one person to a multi-level organization. MOURI Tech currently has operations in USA, India, Germany, Australia, UAE and South Africa, with further expansion plans in Canada in the near future.

Mr. Yerramreddy has travelled extensively between USA, Europe, Africa, Australia and Asia and served IT / software project strategies and executions for several industries: Defense, Manufacturing, Logistics Execution, Apparel Footwear, Retail and Consumer Products, Health, Oil & Gas, Airline, Professional Services, Telecom, United Nations and Federal & State Government Regulations. Mr. Yerramreddy earned his Bachelor degree in Civil Engineering from S.V. University, India and a M.S in Engineering from Texas A&M University, College Station, Texas, USA.

Education / General Information

MS	Texas A&M University, College Station, TX
BS	S.V. University, India
Citizenship	USA Citizen
Home location	Irving, Texas, USA & Hyderabad, India
Languages	Written & Spoken English

Employment History

Employer	MOURI Tech LLC (USA)	www.mouritech.com
Duration	March 2005 to Current	
Industry	Professional Services	
Role / Title	President & CEO	

Oversee global activities of customer projects and delivery. Responsible for the growth of 1,200+ resources globally since 2005. Delivered several multi-million USD value customers IT / Software

projects successfully. Projects include Implementations, Upgrades and on-going support. Special focus on Client engagements and oversee successful delivery – with customer satisfaction as primary focus.

Employer	GEMS Inc. (USA)
Duration	October 2003 to March 2005
Industry	Professional Services
Role / Title	Global ERP Delivery Manager

Managed 150+ resources globally and delivered several multi-million USD value customers ERP projects successfully. Responsible for the delivery of several ERP projects successfully. Actively involved in the resources acquisition process. Account manager for several client projects.

Employer	Nexlink Systems Inc., NJ (USA)
Duration	September 2001 to September 2003
Industry	Professional Services
Role / Title	Business Development Manager

Employer	CVR Consulting, Dallas, TX (USA)
Duration	September 1999 to August 2001
Industry	Professional Services
Role / Title	Sr. SAP Consultant

Employer	Price Waterhouse Coopers, Dallas, TX (USA)
Duration	1 year, 3 months: May 1998 to August 1999
Industry	Consulting (Telecom; Consumer Products; Pharma)
Project Description	SAP R/3 Implementations
Role	SAP Consultant (Level 3)

Employer	Electronic Data Systems, Plano, TX (USA)
Duration	July 1997 to April 1998
Industry	Engineering & Software
Project Description	Vendor Terminal System and R/3 Implementation
Role	Systems Engineer

Employer	Comsys, Dallas, TX, USA
Duration	Jan 1997 to June 1997
Industry	Professional Services
Project Description	STARS project Implementation
Role	Software Engineer

Employer	Texas Natural Resource Conservation Commission, TX
Duration	Aug 1993 to Dec 1996
Industry	State Govt. regulations (Texas)
Project Description	Worked on integrating Texas Water Availability Analysis System with GIS by creating GUIs using Arc-View software.
Role	System Analyst / Programmer

MANASI VERNEKAR. E.A

Accounting

SUMMARY:

- 17+ years of experience in Taxation and Accounting with expertise in Taxation, Payroll, Book Keeping
- Accounting experience in Accounts Payable, Accounts Receivable, General Ledger functions, Balance sheet preparation and bank account reconciliation.
- Comprehensive knowledge of financial statement preparation, reporting and analysis.
- Expert in advising individuals in their financial affairs pertaining to Taxes and Investments.
- Real-Estate and Mortgage experience.
- Excellent problem solving, communication and relationship management skills.
- Dedicated and hard working with excellent intercommunications skills.
- Ability to handle multiple projects and meet the deadlines under pressure.
- Advance proficiency in MS Office, QuickBooks, Microsoft Word and Microsoft Excel.

EDUCATION:

- ENROLLED AGENT (Enrollment to Practice Before the Internal Revenue Service)
- Baccalaureate degree in Accounting and Finance
- H&R Block Income Tax Course
- RICHLAND COLLEGE, Federal Income Taxation course
- Company Secretary, Institute of Company Secretary of India (Equivalent to Certified Accountant - CPA)
- Diploma in Information and Systems Management

LICENSES:

- Texas Real Estate Salesperson License – 2004
- Texas Loan Officer License – 2004

TECHNICAL SKILLS:

Quick Books, HR Pyramid, Axapta Accounting Software by Microsoft, ACT, E-File Cabinet, Tax-Wise, WINDOWS 98/00/NT, Microsoft Word, Microsoft Excel, MS-OFFICE, MS-OUTLOOK

ACCOUNTING SKILLS:

- Expert in Corporation Tax Returns-1120-C corporation returns, 1120S- S corporation returns, 1065 Partnership returns
- Expert in preparing all types of Individual tax returns including all the schedules A,B,C, D and F
- Expert in all State tax returns and amendments
- Extensive Knowledge of state and federal tax laws
- Deep knowledge on payroll and payroll taxes
- Pro in book keeping accounting services

Accounts Head, MOURI Tech LLC, IRVING, TX

2010 - current

- Prepare and post general ledger journal entries and post monthly recurring entries and manage monthly close process.
- Research and analyze global accounting issues such as income and balance sheet variances and perform reconciliations.
- Revenue posting & Bank Reconciliations.

- Accounts payable and accounts receivable processes / follow-ups.
- Financial and profitability analysis.
- Prepare monthly financial statements reports and records by collecting, analyzing and summarizing account information.
- Assist in payroll functions such as state registration, filing quarterly returns, W2 and annual reconciliation.
- Assist in preparation of financial statements and tax filings.
- Assist in Year-end insurance audit.
- Assist with special customer projects or analyses, as directed by the Controller.
- Respond to financial inquiries by gathering, analyzing, summarizing, and interpreting data and performing ad hoc analysis for various client accounts and departments.

Key Accomplishments:

- Consistently achieved goals ahead of schedule and within budget regardless of obstacles or barriers.

Senior Staff Accountant, HIGHPOINT ADMINISTRATIVE SERVICES, DALLAS, TX **2006 - 2009**

- Prepare and post general ledger journal entries and post monthly recurring entries and manage monthly close process.
- Research and analyze accounting issues such as income and balance sheet variances and perform reconciliations.
- Revenue posting & Bank Reconciliations.
- Accounts payable and accounts receivable processes.
- Financial and profitability analysis.
- Prepare monthly financial statements reports and records by collecting, analyzing and summarizing account information.
- Perform payroll functions such as state registration, filing quarterly returns, W2 and annual reconciliation.
- Prepare quarterly commission calculations.
- Perform all daily banking transactions.
- Assist in preparation of annual audit, financial statements and tax filings.
- Year-end financial audit.

Key Accomplishments:

- Recognized as an effective problem solver and a team player

Assistant Tax Manager, ROSHAN AJANEE CPA, DALLAS, TX **2005 - 2006**

- Expert in preparing Corporation Tax Returns– 1120, 1120S, 1065 and franchise tax returns
- Expert in preparing all types of Individual tax returns, State tax returns and amendments.
- Proficient in Accounts Receivable, Accounts Payable and maintaining Ledgers.
- Working knowledge of using QuickBooks software for handling Payroll and Bookkeeping.
- Preparation of Financial statements - Profit & Loss and Balance sheet.
- Forming Corporations and filing various forms with IRS.
- Reinstatement of corporation, Amendments of Articles of Association, Stock transfer.
- Lead team of three members in investment product sales and delivery of customer relationship management techniques

Key Accomplishments:

- Consistently exceeded established account development and revenue generation goals.
- Sought out by peers, leaders and customers for advice and solutions

Tax Specialist, H & R Block, Carrollton, TX

2002-2005

- Preparing accurate individual tax returns
- Telephone solicitation and interviewing of clients
- Promoting and providing additional or alternative H & R Block products or services
- Providing information to the clients that may be relevant to their tax and financial situation

Key Accomplishments:

- Most Valuable Player award for outstanding performance in 2003.

Staff Accountant, NELITO SYSTEMS

2000-2001

- Consolidating, reviewing and analyzing monthly and year end financial statements
- Performing book keeping functions like journal entry, bank account reconciliation using accounting software.
- Accounts Receivable and Accounts Payable
- Managed cash and bank transactions of the company

Accounts Officer, PHOENIX ALCHEMY PVT INDIA LTD.

1996-2000

- Cash handling, which included daily cash balancing and ensuring all cash movements are accurate and timely. Maintain daily status
- Processing customer financial transactions
- Reconciliation of General Ledger accounts, posting of entries and assisting in month end close process.
- Invoicing with 100% accuracy.
- Accounts receivable.

References: Available Upon Request

Nivedita (Nivi) Balasubramanian

Sr. Resource Manager

Vias Status: US CITIZEN

Summary:

Senior Sourcing Manager. 18+ years of experience in IT/Software Consulting recruitment, sourcing and resources management. Experience entails detailed work managing staffing processes to satisfy various clienteles' needs. Match available staff with project requirements, identified gaps, and coordinated efforts with the recruiting team to source external resources. Deep knowledge in immigration matters.

MOURI Tech LLC - March 2014 to Present:

- Working as a Senior Resource Manager. Responsible to oversee 150 placements per year.
- Engage in staffing and recruitment needs, communicate with clients and candidates on a daily basis, negotiation of billing terms , contract durations with clients and ensuring proper paper work is in place before an employee starts an assignment.
- Oversee legal work pertaining to the Labor condition application of the resource joining the assignment.
- Manage time to time employee relations and engage as a primary liaison between management and employees.
- Maintain relationships with existing and potential client contacts to ensure there is a constant flow of sales requirements coming through to meet our needs.
- Coordinate immigration activities related to work permits.
- Manage internal recruiting team. Responsible for screening and assessment of candidates, sourcing active and passive candidates and helping out finalize candidates for the recruitment process.
- Assist Contracts team in coordinating the paperwork with clients and sub-contractors.

Advansoft International Inc- Nov 1997- July 2014

- Worked as a Recruiting lead
- Engaged in developing the company's consulting division from scratch and took the employee strength to about 100 within the first few years.
- Managed and coordinated legal work for all employees with the law team.

Nivedita (Nivi) Balasubramanian

Sr. Resource Manager

- Developed clients like Motorola, SAP AG, SBC Communications, Tek Systems, Randstad technologies, Modis, ATT Corp, Bay force, Oxford corp and managed all accounts individually.
- Managed the training division for consultants, planning a training schedule, managing Personnel to run the training, recruiting trainers to run the programs and facilitating a smooth flow within the organization.
- Highly involved in Recruiting personnel.
- Screening of candidates who came in as referrals from other employees within the organizations or who responded to our job ads on dice.
- Helped manage Payroll for all employees for many years
- Was the firm's GO TO person for all recruiting, legal and administrative needs.

EDUCATION:

MS In Nutrition and Dietetics from Indiana State University, 1997

BS In Home Science from APAU University, 1995.

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	50 Points	(out of 100 possible points)			
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0	2	4	6	8

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	8	12	11	10

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	7	7	5	5

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	140
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	80
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	70
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	85
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	80
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	90
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	80
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition, provides lead direction and work review of project staff and/or performs and	90

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	110
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	135
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	140
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	140
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	90
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing, coordinates/assists in integration and user testing, and ensures development and	120

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
<p>maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.</p>	
<p>15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.</p>	140
<p>16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.</p>	140
<p>17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.</p>	150
<p>18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.</p>	140
<p>19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.</p>	75
<p>20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts, and test data creating to ensure the quality of software applications and</p>	65

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	70
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	100
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	75
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	125
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	80
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	80
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	100
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support; preparing project life cycle documentation; and provide maintenance and	120

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

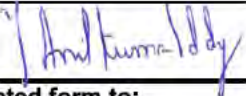
Position	Maximum Hourly Rate
operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 6-2003)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.												
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) MOURI Tech LLC												
		SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)	E-MAIL ADDRESS [REDACTED]										
		MAILING ADDRESS 1303 W. Walnut Hill Lane, Suite # 285	BUSINESS ADDRESS 1303 W. Walnut Hill Lane, Suite # 285										
		CITY, STATE, ZIP CODE Irving, TX 75038	CITY, STATE, ZIP CODE Irving, TX 75038										
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 20-2497305		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.										
<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> CORPORATION:											
<input type="checkbox"/> ESTATE OR TRUST		<input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input checked="" type="checkbox"/> ALL OTHERS											
<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:		<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table>											
(SSN required by authority of California Revenue and Tax Code Section 18646)													
4	<input type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input checked="" type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.												
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.												
		AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Anil R. Yerramreddy	TITLE President										
		SIGNATURE 	DATE 05/10/2016										
		TELEPHONE [REDACTED]											
6	Please return completed form to: Department/Office: _____ Unit/Section: _____ Mailing Address: _____ City/State/Zip: _____ Telephone: (____) _____ Fax: (____) _____ E-mail Address: _____												

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

**ATTACHMENT G
GENERAL CERTIFICATIONS FORM**

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature)	
PRINTED NAME OF PERSON SIGNING	ANIL YERRAMREDDY
TITLE OF PERSON SIGNING	PRESIDENT

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.


1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> MOURI Tech LLC		<i>FEIN:</i> 20 2497305
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Anil Yerramreddy, President		
<i>Date Executed</i> 05/09/2016	<i>Executed in the County of Dallas in the State of</i> <i>Texas</i>	

"Relationships Built on Success"



**Judicial Council of California
Technical Staff Augmentation Services**

RFP Number: ISD-201601-RB

Closing Date: 1pm May 11, 2016

PROPOSAL RESPONSE

SUBMITTED BY:



**6363 Auburn Blvd,
Citrus Heights, CA 95621
Telephone: (916) 721-6000
Fax: (916) 669-8108**

www.spstaffing.com

SUBMITTED TO

JUDICIAL COUNCIL OF CALIFORNIA
ADMINISTRATIVE OFFICE OF THE COURTS
ATTN: NADINE MCFADDEN
455 GOLDEN GATE AVENUE, 6TH FLOOR
SAN FRANCISCO, CA 94102

SEARCHPROS CONTACT

MYLA RAMOS
916-721-6000
6363 AUBURN BLVD
CITRUS HEIGHTS, CA 95621

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets of our proposal that are marked as such in the page footers.



May 10, 2016

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine Mc Fadden
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

REG: RFP# ISD-201601-RB

Dear Ms. Mc Fadden:

SearchPros Staffing (SearchPros), appreciate this opportunity to submit this proposal to the Judicial Council of California (JCC) for solicitation RFP# ISD-201601-RB for qualified technical staff augmentation staffing.

SearchPros is a full service human capital management solutions company that is a proven Low Risk, High Performance contractor providing multiple socio-economic credits, 8(a), Woman-Owned Business (EDWOB), Minority-Owned Business (MBE), and Small Disadvantaged Business Enterprise (DBE). SearchPros' experience includes implementing and managing technical staff augmentation programs similar to this proposed contract with the JCC.

SearchPros specializes in providing technical staff services to similar organizations Nationwide. We've surpassed all expectations and earned numerous awards based on our successful past performance and successful Resource Planning, Staffing and Management of technical staff. Awards include:

- **Inc. 500** Fastest Growing Firm Nationally 2015 Award Recipient
- **National Subcontractor of the Year** for the Small Business Administration
- **National Supplier of the Year** for the National Minority Supplier Development Council
- **Top Asian Company in the US** by the National US Asian Chamber
- **National Subcontractor of the Year** for Staffing Services for DynCorp International

Title: Technical Staff Augmentation RFP Number: ISD-201601-RB Attn: Nadine Mc Fadden Issued: 04/19/2016	Offeror: SearchPros Staffing LLC Contact: Myla Ramos Phone: (916) 721-6000 [REDACTED] Email: [REDACTED] RFP Submittal Date: 05/10/2016
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As per the instruction, this offer contains 1 original and 3 hardcopies with an electronic version (USB) per RFP instructions. Our quote will remain in effect for a period of 180 days unless JCC requests an extension. Should you have any questions or wish to discuss our proposal, please do not hesitate to contact me at (916) 721-6000.

Sincerely,

Myla Ramos, CEO

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
 Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p><u>SOURCING METHODOLOGY:</u> SearchPros successfully identifies and provides top notch candidates using proven sourcing methodologies. SearchPros maintains and builds our applicant pool using a number of recruiting avenues to keep a constant base of highly qualified candidates.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Online Application – SearchPros secure online application site enables candidates to submit their resume directly to our recruiters. On average, we receive approximately 25,000 resumes a month in response to open requisitions. Once we have received an online resume and application, it is automatically uploaded into our database. From that point a recruiter is able to track the candidate from initial inquiry through all job assignments. <input type="checkbox"/> Referrals – Our own valued associates are a rich source for attracting other experienced and skilled personnel. We offer our associates monetary bonuses for referring their friends, family and colleagues. <input type="checkbox"/> Skills Matching – SearchPros’ database matches applicant’s skills, background, and wage to available positions. As soon as a recruiter receives a job order we search our database to find available candidates to match them to open positions. <input type="checkbox"/> Internet Job Boards – SearchPros Staffing’s internet recruiting is a powerful tool for identifying candidates with specific knowledge, skills and abilities. Our internet recruiting program provides additional exposure for Judicial Council of California’s (JCC) job openings and offers our customer 24 hour recruiting through our online tool and “harvesting” process. We have premier exposure on the largest local and national websites including, EDD, CalJobs, monster.com, careerbuilder.com, dice.com, LinkedIn, Indeed and theboardnetwork.com. 	

Evaluation Criteria & Proposal Submission Forms Attachment C-1



SearchPros maintains a large thesaurus containing tens of thousands of implications or mappings. A term, such as Applications IT Architect, is implied to other terms such as Applications Support Analyst. When performing a Talent/Agent Search, the tool uses the specified criteria to retrieve resumes that match the criteria of skills and phrases in the job requirements from our database. Additionally, the tool retrieves from the other databases any resume that matches the skills or phrases that imply or map to the required skills or phrases based on the tool's mappings thesaurus. Note that required phrases may denote anything from titles, achievements, accomplishments, duties, names, industries, tools, company names to any other experience-related phrases. Whenever it comes across a term of phrase that implies another, such mapping entry is added to the thesaurus and is used in the search. The mappings are also considered when performing the searches by years of experience.

SearchPros uses technology for scalability and efficient service delivery therefore we continue to invest in sophisticated technology infrastructure that enables a higher quality of service to scale at a lower price point, competitive advantage and greater barriers to entry can be established, to compete globally and meet and exceed client expectations.

SUBCONTRACTING:

SearchPros is confident in our ability to support JCC and will not require subcontractors for this contract. However, SearchPros has extensive experience in teaming strategically and tactically to provide required services to our clients. SearchPros, as a prime contractor, has effectively managed teams as large as 40 partners in providing Technical Staff Augmentation Services to our clients like The Boeing Company, EPA, Kaiser Permanente, US Department of Agriculture, DynCorp International, and Lockheed Martin Corporation.

Through experience, SearchPros has in place a detailed and proven process to select and manage subcontractors and ensure we only select the best with proven experience and a history of customer satisfaction. Our complementary team approach offers less conflict, stronger capability through specialization and synergies, quicker response, and a cohesive approach that ultimately results in less risk; and offers our customers the best combination of performance, cost, and delivery for the services being acquired. SearchPros emphasizes diligent oversight of all subcontractors and allows for our Project Managers to maintain effective oversight of

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

the subcontractors' performance in contract terms technical, schedule, cost, and quality areas.

We also realize the need and are ready to tactically team with companies that might be incumbents and have key resources. Another value add SearchPros offers is our current and strong working relationships with industry-leading staffing vendors including international specialized support firms.

HARD TO FILL POSITIONS:

SearchPros performance history boast a 100% fill ratio for all Technical Staff Augmentation positions.

SearchPros responds with speed and professionalism to handle all positions including "hard to fill" positions upon JCC's request. SearchPros offers proven methodologies representing qualified candidates who meet or exceed position requirements is our top priority. SearchPros Program Managers works with our recruiters to get a qualified candidate to every requisition including "Hard to Fill" positions to JCC.

In addition to tracking all candidate submittals and data from our technology, our candidate tracking system has the ability to post selected jobs into selected job boards and web sites and receive candidate responses to enable automated mining of qualified candidate records based on JCC job orders, pre-defined skill sets and geographies to create the "bench". Features such as these enable SearchPros to improve its service to JCC and provide the following benefits:

- Quicker identification of qualified candidates posting their data on the job boards and locking their availability for positions at JCC.
- Through automated matching processes, each candidate is assessed against specific criteria to develop a short-list of qualified candidates, reducing cycle times
- Broader and quicker publicity for JCC job openings within the job boards, improving response rates

All important details including job description, location, wage/bill rates and special skill/program requirements are captured with each the requisition and in recorded with the candidate record. Other specific details like response time specifications and drug and background requirements are predefined as supplemental data and also captured in each requisition. All candidate information is also captured including any performance review or feedback from previous positions. Contractors that have repeated negative feedback will be noted and "vice-versa" candidates with repeated positive feedback will be readily available for JCC Requesters.

SearchPros also has the ability to administer a customized Talent Retention and Retiree Management program, a distinct and separate value-added SearchPros program service that allows the engagement of client pre-identified contractors, temporary labor, past employees and retired employees as SearchPros W-2 employees. As part of the SearchPros program, we can create a JCC specific captive database of retirees, ex-employees and ex-contractors available for fulltime and part-time contract assignments and training engagements. Via a web interface user managers, JCC HR and even the actual contract workers are provided access to this unique database and this system and associated services are provided at no additional cost in addition to preferential

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

pricing in the form of reduced payroll service mark-ups. SearchPros' Talent Retention and Retiree Management program has been greatly appreciated by our current customer base with instant access to a large pool of candidates with subject matter expertise, dramatically reducing cycle times, increasing quality and driving substantial hard cost savings.

In addition to traditional recruitment and sourcing, the SearchPros team will perform JCC specific research to identify viable individuals and develop appropriate passive candidate pools for each JCC's internal user organization. The SearchPros team will be trained on passive recruitment processes that are geared towards sourcing and recruiting currently employed candidates and candidates on contracts that are not up for renewal for 3-6 months. These searches are conducted based on the on-site recruiting teams understanding of the JCC upcoming project initiatives, ensuring the timely availability of qualified candidates. SearchPros recruiters also maintain client specific pools of candidates and engage them for future positions. The recruiting team will use information gathered from JCC interviews, client business developers and historic usage and trending to determine skill-set and timeline requirements to ensure the ability to recruit for all levels of positions including "hard to fill".

GEOGRAPHIC LOCATION:

Since our founding, SearchPros has extensively invested in people, processes and technology to create a scalable and responsive service model to meet the needs of our customers. JCC will be supported by SearchPros' Headquarters and "Corporate Center of Excellence" in Sacramento CA. This approach has been proven successful over all of our contracts nationwide with a proven 100% fill ratio for all positions. SearchPros' experienced team works with boundaries, timelines, and deadlines allowing us to successfully meet the JCC's needs.

To recruit staff throughout the contract, SearchPros uses a multifaceted approach that aggressively pursues highly qualified candidates to fill the JCC's Technical Staffing needs even in the diverse geographic locations through CA. SearchPros successfully identifies and provides top notch candidates using proven methods of Sourcing, Screening and Retaining.

SearchPros recruiters are experienced recruiting for Government and State agencies, specializing in specific labor categories, producing recruiters who know the market, talent and the County. As a California based firm we have over a decade of successful history in placing in all the diverse geographic locations in Ca. SearchPros has experienced recruiters specializing in Information Technology in Ca to provide the JCC candidates which are custom matched for the JCC and the job requirement. The recruiters assigned to the JCC have a minimum of 5

- Turnaround time on candidates presented **95 times better than the industry average**
- Placement Methodology with over **98% success rate.**
- **98% Satisfaction** from surveys of current clients

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

years' experience, recruiting, specializing in Information Technology.

Our recruitment process includes utilizing our robust Applicant Tracking System (ATS) program which provides a technological remedy for outreach to and recruiting of identified candidates with specific knowledge, skills, and abilities.

We offer our in-house proprietary database of consultants with proven expertise in serving Government and State staffing needs. SearchPros ATS maintains a large thesaurus containing tens of thousands of implications or mappings for resume searches. Our ATS uses specified criteria to retrieve resumes matching the criteria of skills and phrases in the job requirements from our database. Additionally, the ATS retrieves from other web based databases; providing resumes matching the skills or phrases that imply or map to the required skills or phrases based on the tool's mappings thesaurus. Our technology utilizes harvest, search and mapping functionalities allowing us to search all online resumes on the hour ever hour based on keywords and mapping requirements (i.e. geographic locations, years of experience, technical skills, certifications, education, etc.).

This technology allows us to maintain a captive candidate pool. All candidates are indexed into disciplines and labor categories, and geographic locations allowing us to provide qualified candidates quicker than our competition. Continuous recruiting of passive requirements helps us to maintain a database of candidates with hard-to-fill skill sets in any geographic location. SearchPros sources candidates nationwide and screens them thoroughly for our clients through our proven process. Our track record of success is based on our ability to identify, recruit and retain quality candidates, including those with high demand skills in diverse geographic locations.

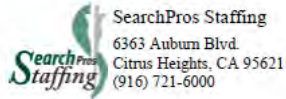
Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel's time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

SearchPros' philosophy is to put our customers' business before our own. Our customizable reporting process is designed with the client in mind. Our Program Manager and IT department strategically design a customized reporting system for each client with the flexibility to tailor reports and invoices to meet individual client needs. All records, including timekeeping are maintained in our Applicant Tracking System (ATS), hosted on the cloud, reports are customizable and available in real time to JCC. Weekly reporting can include, hours worked, timesheets corrections (if applicable), current assignment (category and position title), invoiced amount, demographic reports, etc.

**Evaluation Criteria & Proposal Submission Forms
 Attachment C-1**

SAMPLE WEEKLY INVOICE REPORT

Upon Contract Award SearchPros will customize a report and invoice to meet JCC's requirements



Invoice

Date	Invoice #
8/25/2015	16119

Bill To
Sacramento Municipal Utility District Attn: XXXXX XXXXX Sacramento, CA 95852-0830

UPDATEDREMITTANCE INFORMATION
By Check: Payable to SEARCHPROS STAFFING mailed to: 6363 Auburn Blvd., Citrus Heights, CA 95621
By ACH: Sterling Bank ABA#XXXXX ACCT#XXXXXX Memo: SEARCHPROS

Billing Period	Terms
08/16/15-08/22/15	Due on receipt

Hiring Manager	Temporary Candidate	Title	Rate	Hours	Amount
Tom XXXX	XXXXXX XXXX	Admin Assistant	23.70	40	948.00
Laura XXXX	XXXXXX XXXX	Admin II	31.48	40	1,259.20
Valerie XXXX	XXXXXX XXXX	Admin Asst II	30.64	40	1,225.60
Tom XXXX	XXXXXX XXXX	Admin Assistant	23.70	40	948.00
Roger XXXX	XXXXXX XXXX	Admin Assistant	23.70	14	331.80
Tom XXXX	XXXXXX XXXX	Admin Assistant I	23.70	31.5	746.55
Tom XXXX	XXXXXX XXXX	Admin Assistant I	35.55	0.5	17.78
Van XXXX	XXXXXX XXXX	Loan Coordinator II	30.18	40	1,207.20
Tom XXXX	XXXXXX XXXX	Admin Assistant	23.70	39.33	932.12
Tom XXXX	XXXXXX XXXX (OT)	Admin Assistant	35.55	3.17	112.69
Van XXXX	XXXXXX XXXX	Loan Coordinator II	30.18	24	724.32
Tom XXXX	XXXXXX XXXX	Admin Assistant	23.70	39.5	936.15
Terri XXXX	XXXXXX XXXX	P/T Administrative Assistant	26.02	4	104.08
Susan XXXX	XXXXXX XXXX	Admin Assistant II	31.48	40	1,259.20
Tom XXXX	XXXXXX XXXX	Admin Assistant	23.70	27.5	651.75
Tom XXXX	XXXXXX XXXX	Admin Assistant I	23.70	31.5	746.55
Tom XXXX	XXXXXX XXXX (OT)	Admin Assistant I	35.55	0.5	17.78
Contract#XXXXXXX-SearchPros Staffing is a certified small business and SEED company.			Total		\$12,168.77

Charges for temporary help are due upon receipt of invoices and prompt payment is appreciated. These charges are preauthorized as evidenced by the signature from the attached timecard. A minimum of \$10 or 1 1/2% of the amount of the invoice will be charged on all invoices not paid within 15 days of invoice date, compounding, unless otherwise stated on your client contract. Please refer to terms and conditions on timecard.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

SearchPros Staffing’s philosophy is to put our customers’ business before our own. Our customizable reporting process is designed with the client in mind. Our Executives, Program Manager and IT department work with JCC to strategically design a customized reporting system with the flexibility to tailor reports and invoices to meet JCC’s needs. All records including timekeeping are maintained in our Applicant Tracking System (ATS), hosted on the cloud, reports are customizable and available immediately to JCC upon request.

Invoicing procedures and controls on labor charges for time and expense requirements are areas of utmost concern to SearchPros as evidenced by a 99% invoicing accuracy over all of our customers. The key link in any sound labor time charging practice is clear communication and training for accountability and documentation that can be utilized for auditability to ensure data accuracy.

<p>SEARCHPROS INVOICING PERFORMANCE</p> <p>Lockheed Martin Single billing upload weekly with 100% accuracy with successful SAP, VIP, Exostar, P2P integration</p> <p>DynCorp International 100% Billing accuracy through web based application tool with no Paper Timecards</p>
--

End of Evaluation Criterion C-1

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer's ability to fill the JCC's staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	4
Application Support Analyst	10
Application Tester	1
Application Testing Lead	1
Business Applications Analyst	9
Sr. Business Applications Analyst	0
Business Systems Analyst	8
Sr. Business Systems Analyst	4
Data Modeler	7
Database Administrator	6
Enterprise IT Architect	1
Infrastructure/Operations IT Architect	5
IT Developer	7
IT Developer Lead	4
IT Governance Subject Matter Expert	10
IT Infrastructure Subject Matter Expert	87
IT Program Manager	3
IT Project Manager	10
Network Engineer	2
Quality Assurance Analyst	33

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	5
Release Manager	2
Security Analyst	2
Service Delivery Manager	1
Technical Analyst	39
Technical Construction Analyst	3
Technical Writer	8
TIBCO Development Engineer	2

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

PLEASE SEE SEPARATE ATTACHEMENT IN EXCEL AT THE END OF THE SECTION

JCC Classification	
Duration of Assignment (List Dates)	
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.	
Proposer must complete the following:	
Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.	
<p>(1) <u>Account Manager:</u></p> <p>Myla Ramos Phone: (916) 721 – 6000 [REDACTED] [REDACTED] [REDACTED]</p> <p>6363 Auburn Blvd Citrus Heights CA 95621</p> <p>Myla Ramos, President of SearchPros will oversee the executive management of the awarded contract as the Account Manager. Her dedication to the contract will be finite and absolute for the duration of the project. Ramos is recognized in the CA community as a contributor/writer for the Sacramento Business Journal noted as the “Employment Expert” in the Small Business section. Most recently she was awarded as a Finalist in the Ernst and Young Entrepreneur of the Year 2015 and SBA CEO of the Year for the Ca Region. Ramos has over 20+ years of premier Technical Staff Augmentation, Human Resources and Program Management experience. As the subject matter expert with over 20 years of relevant experience she will provide overall guidance of the program’s performance through collaboration and strategic planning with the Sourcing Manager, Heather Kocina.</p> <p>(2) <u>Sourcing Manager:</u> Heather Kocina Phone: (916) 721 – 6000 [REDACTED]</p>	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

[REDACTED]
[REDACTED]
6363 Auburn Blvd
Citrus Heights CA 95621

Heather Kocina, Sourcing will be the primary contact for Sourcing/Recruiting the awarded contract. She will handle the day to day Recruiting team supporting the operation of the program. Kocina has over 15+ years in Technical Staff Augmentation Staffing Services. She will receive all requisitions from JCC shall be the JCC's primary contact for all placement operations. Upon receipt of the staffing order, she distributes the order to the Recruiters. The Recruiters will then qualify registered candidates based on experience and opportunity. Through this screening process, the best-matched candidates will be presented to Kocina within 1 (ONE) day of order receipt. Kocina will continue to streamline the client contact process by presenting qualified screened potential candidates to the decision maker for hiring approval.

(3) Accounting Lead:

Rayna Pearson
Phone: (916) 721 – 6000 [REDACTED]

[REDACTED]
[REDACTED]
6363 Auburn Blvd
Citrus Heights CA 95621

Rayna Pearson, will be the primary contact for Accounting and Billing of the awarded contract. She will handle the day to day Accounting and Invoicing team supporting the operation of the program. Pearson has over 10+ years in Accounting, Finance specific to Technical Staff Augmentation Staffing Services. She will receive all manage the billing and invoicing process for JCC and shall be the JCC's primary contact for all reporting and invoicing requirements. On a weekly basis her team will provide all invoicing and reporting requirements of JCC contract.

Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

MYLA RAMOS – JCC ACCOUNT MANAGER

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

PROFESSIONAL SUMMARY	EDUCATION AND CERTIFICATIONS
<ul style="list-style-type: none">• Nearly 20 Years of Technical Staff Augmentation Services experience.• Adaptive Planning Process and Lean Quality Principles.• Program Management, Demand Capacity Management, Project Lifecycle, Program Project Management (PPM)• Work Breakdown Structures (WBS), Phases, Activities, Tasks, Assignments, Resource Utilization, Task Dependencies, Critical Path Method (CPM)	<p>UCLA Anderson School of Management MBA for Development of Entrepreneurs San Francisco State University</p> <p>Bachelor's Degree – Summa Cum Laude – Double Major in Business Administration and Industrial/Organizational Psychology.</p> <p>Black Belt – Six Sigma Quality Management</p> <p><u>Clearance</u> Top Secret</p>
<p><u>Work Experience</u></p> <p>SearchPros Staffing, LLC 2005-Present President/CEO</p> <ul style="list-style-type: none">• Responsible for creating operations model including: hiring and managing implementation and account management staff; developing and negotiating pricing strategies; driving necessary technical development efforts; designing customer-specific processes/solutions• Responsible for all implementation activity and operations including pre-sales presentations, program design and deployment as well as client and supplier contract negotiations for multiple national Technical Staff Programs that include clients like The Boeing Company, Lockheed Martin, EPA, Air Force, BAE, Golden1, Department of Labor, Placer County, Army, Navy, City of Sacramento, USDA and GSA.• Preparation and the Award of contracts including GSA schedule, Army, Navy, Air Force, EPA and Department of Labor.• Completed multiple certifications for SearchPros that requires a rigorous application process that includes the 8a Certification, Diversity, Women and Minority owned certifications• Established and executed macro-level strategies for organic growth as well as offer innovative services to clients. These efforts resulted in 10 years of continuous profitability and growth for the organization with over 1500% growth in the last 3 years.• Awards in recognition in 2010 as “Entrepreneur of the Year” by CA State Senate and Assembly and top 40 under 40 Person for leadership in Staff Augmentation within the Industry <p>K-Force: Market Vice President 2001 - 2004</p> <ul style="list-style-type: none">• Developed and opened branches and Programs throughout CA, AZ, OR and NV both for Branch offices and onsite locations.• Ranked in top 5 for growth as a Regional Director for one of the largest International	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Staffing Company

- Managed a cross functional group that provides enterprise wide support including developing and delivering internal and external analytics; generated account management strategies; launched supplier relations group; responsible for due diligence and recommendation for strategic partnerships
- Manage Programs in for Fortune 500 companies that include Kaiser Permanente, IndyMac Bank, Countrywide, Bank of America, Wells Fargo and GreenPoint Mortgage.

ROBERT HALF INTERNATIONAL Business Development Director: 1996 - 2001

- Training and Development of recruiting team for West Coast Region for Robert Half.
Branch Manager:
- Managed Branch office with divisions that included; Officeteam, Accountemps, Robert Half Consulting, Management Resources and Robert Half Operations and Finance.
- Responsible for all the hiring and training of the recruiting, administrative and sales team.
- Ownership of the P & L of multi -branch operation for California region.

Robert Half Division Director:

- Ranked #1 as a Division Director for RH Division – featured with team in “Half Times”
- Stayed in top 5 Internationally for highest per desk average for 15 consecutive months
- 100% of team went on to win either President’s or Chairman’s club standing for the company
- Zero (0) turnovers in the team for 3 years.
- Voted as “Most Valuable Player” for Region for 3 consecutive years.

RAYNA PEARSON – ACCOUNTING LEAD

PROFESSIONAL SUMMARY

- SearchPros Founding Partner
- 10 years of Accounting, Finance, Contract and Program Management Professional for IDIQ Contracts.
- Full contract lifecycle management: Contract administration, preparation, negotiation, etc.

EDUCATION

Bachelor of Arts Degree - Major: Liberal Studies, Minor: Business Administration
California State University, Hayward

Security Clearance

Top Secret

Work Experience:

SearchPros Staffing, LLC

2005-Present

VP of Operations

- Full responsibility of all financial and accounting departments of SearchPros.
- Monitors and confirms all reporting and billing requirements of contracts.

Evaluation Criteria & Proposal Submission Forms
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- Achieve outstanding business development, operations improvement, and savings through leadership of administrative organization and full-time staff. Oversee vendor relations specialists managing vendor contracts within corporate function. Participate in negotiations for annual full-service contracts for administrative and finance contractor workforce. Manage contract, direct on-site Managers, and enforce contractor guidelines.
- Collaborate with SearchPros senior executives in creation of staffing strategies through needs assessments, promotions from internal and external sources, transition and training assistance, and benchmarking of competitive compensation. Conduct staff performance evaluations, address performance concerns, and resolve grievances. Develop metrics for quarterly review of employee and customer satisfaction.
- Oversees the administrative on-boarding /off-boarding and new contractor/employee setup procedures. This includes reporting to senior level management and support and streamlining the process of recruiting, hiring, and managing full-time and contingent labor hire and termination processes. I serve as an intermediary for our clients through management of staffing suppliers, supplemental labor, and strategic sourcing initiatives. I am responsible for ensuring that all service delivery objectives are met including policy compliance, cycle times, quality and cost saving guarantees.

K-Force/Hall Kinion/On-Staff/Financial Staffing Resources

2000 – 2004

Regional Manager Onstaff Division for Northern California Region

- Responsibilities included daily operations all northern California branches, including all supervisory, reporting, finance and record management functions. Oversaw employees' daily tasks including recruiting, interviewing, and marketing candidates to new and existing clientele. Mentor and trained outside sales and marketing representatives on making calls to capture new accounts, grow business relationships, and maintain customer loyalty. Managed and counseled temporary employees on elevated issues. Hired new internal staff as necessary with direct supervision and training of over 20 employees. Mentored new Account Executives on industry and company standards, sales and recruiting techniques, and authorized account contracts. Participated in sales presentations and potential client meetings to support executive management. Attended internal company meetings and reported information to management associates.
- Achievements included: successfully opening three branches during company acquisition and management transition. Region was ranked fastest growing after 2 months in operation, and business demanded additional staff at that time.

Management Recruiters

1996 - 2000

Branch Manager

Managed Branch divisions including: temporary acquisition staff, and direct hire sourcing teams - operations, accounting & finance, banking, transportation/logistics management, and engineering.

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<ul style="list-style-type: none">Responsible for all the hiring and training of the recruiting, administrative and sales team.	
HEATHER KOCINA – JCC SOURCING MANAGER	
PROFESSIONAL SUMMARY	EDUCATION
<ul style="list-style-type: none">17 years' experience providing Technical Staff Augmentation ServicesFounding Partner of SearchPros	Bachelor's Degree in Sociology with Minor in Communication - San Jose State University
<u>Work Experience</u>	
SearchPros Staffing, LLC	2005-Present
<i>Director of National Recruiting</i>	
<ul style="list-style-type: none">Responsible for overseeing all recruiting, interviewing, referencing, and sourcing of all candidates.Manage and develop new business capturing new accounts and penetrating existing accounts.Develop and coordinate marketing plans, negotiate contracts, and maintain client relationships.Relationships built on Success....90% of customers are repeat business from the last 15 years.Network with current and potential consultants to establish new business opportunities for outside sales partners.	
K-Force Professional Staffing	2004 - 2005
<i>Branch Manager</i>	
<ul style="list-style-type: none">Responsible for the development of new business accounts in Technical Staff Augmentation.Exceed sales activity goals through strategic planning, strategizing and implementing marketing plan to target accounts.Responsible for all recruiting, interviewing, referencing, and sourcing of all candidates.Manage onsite programs for companies that include Chase Manhattan, Washington Mutual.	
AppleOne Employment Services	2001- 2004
<i>Branch Manager</i>	
<ul style="list-style-type: none">Responsible for the development of new business accounts.Managed over 100+ employees at clients' site.Achieved sales activity goals through strategic planning, strategizing and implementing marketing plan to target accounts.Developed and coordinated marketing plan in cooperation with branch, area regional managers to track, evaluate, and budget sales activity.Ranked #7 out of 800+ employees in Total Gross ProfitAchieved "Million Dollar Biller" Award for 2002	

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- Received Pace Setter Award every quarter since 2001 for Outstanding Performance
- Attended Founders Club 3 years in a row
- Identified and qualified prospective clients for all staffing solutions.

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

SearchPros Support Services Management begins with the people – The right people, both in skills, capability and allocation drive the contract and is the key to success! SearchPros Key Staff members have been serving in the specified roles for over a decade (10 years). The team’s commitment and stability in supporting JCC is unparalleled since all 3 Key Players are founding partners of SearchPros and have successfully built and ran a global company over the last 10 years.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u> 15 Points </u> (out of 100 possible points)
Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.	
If exceptions are identified, proposers must also submit: <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
Proposer must complete the following:	
Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]: <input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i> , with no exceptions . OR <input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i> :	
If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:	
If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion:	Viability of Firm	
C-6	Maximum Points for this Criterion:	<u>5 Points</u> (out of 100 possible points)	
<p>Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.</p>			
<p>Proposer must complete the following:</p>			
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p>			
<p><u>COMPANY INFORMATION:</u></p> <p>Established in 2005, SearchPros Staffing LLC is a California Limited Liability Corporation and has grown into a leading a full service Technical Staff Augmentation Service. SearchPros is financially healthy and has been continuously profitable in revenues and earnings each year of their existence and has grown organically with no mergers, acquisition and initial public offerings in its history. SearchPros has never filed for bankruptcy or have had any lawsuits filed.</p> <p>For over a decade, SearchPros’ core business has been in Staff Augmentation with 30% of the placements specific to Technical Staffing. With a Mission Statement of “Relationships Build on Success” SearchPros is ranked in the top 2% nationwide compare to other National Technical Staff Augmentation Service firms by a 3rd Party Survey from Dun and Bradstreet, with the following scores from our current customers:</p>			
Reliability	97%	Responsiveness	97%
Order Accuracy	95%	Delivery & Timeliness	97%
Quality	95%	Business Relations	99%
Personnel	98%	Customer Support	95%

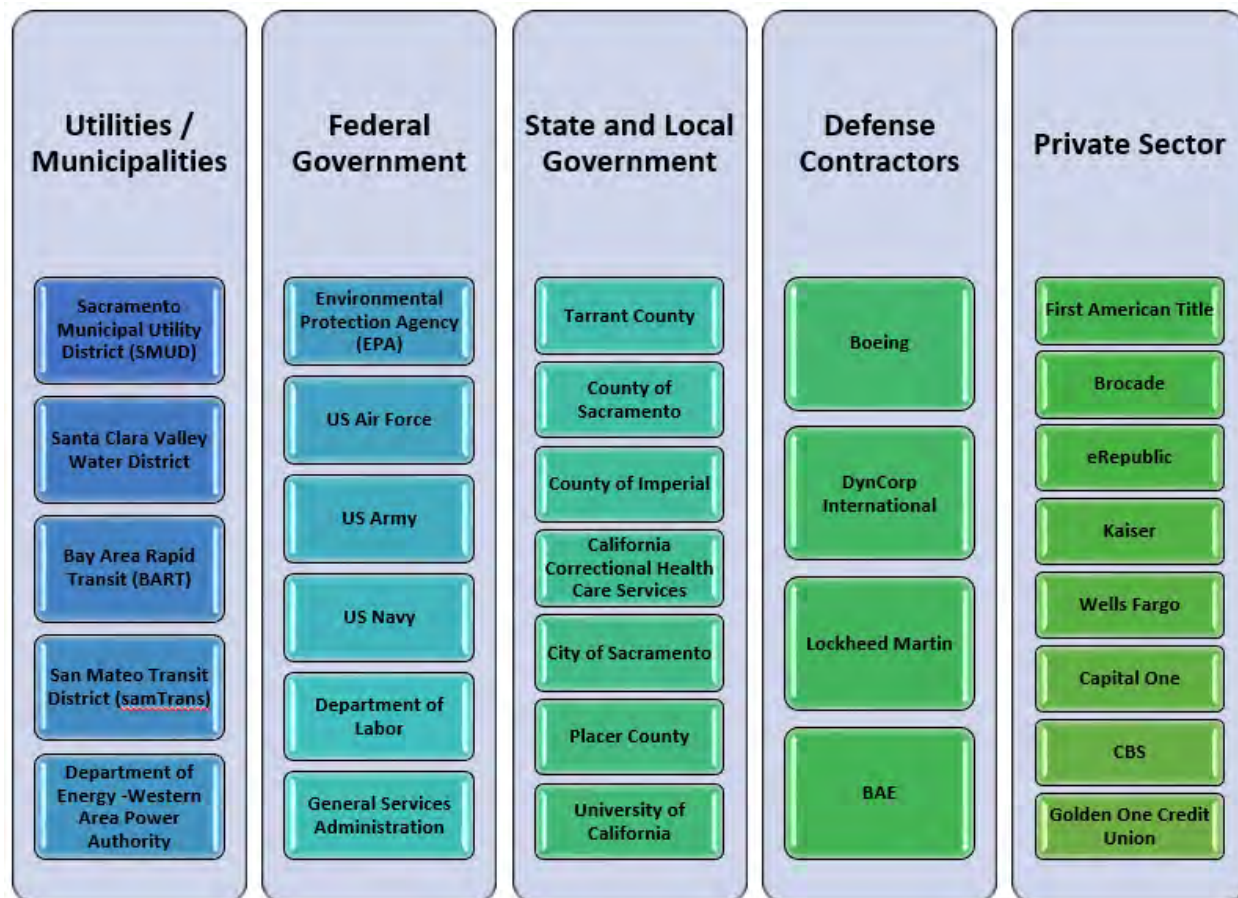
**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Quality of Service:

SearchPros facilitates technical and functional excellence to provide Quality of Service through continuous, measurable improvements in meeting Contract requirements and deliverables. SearchPros objective is to develop a customer-focused culture that translates strategy into measurable outcomes by engaging all Stake Holders to facilitate change and deliverables in all our Contract; this open collaboration and approach has been our key competitive differentiator as proven by our Key Performance Indicators the historical averages - the proof of SearchPros Technical and Functional Excellence:

- 100% Fill Ratio Nationally in all geographic locations and labor categories
- 100% Retention of Qualified Incumbents
- 100% Program Delivery in current Staff Augmentation Work Orders
- 99.7% Invoicing Accuracy

SearchPros has significant, successful past performance with contracts of similar size and scope provides JCC assurance the transition and management of the contract continues with uninterrupted service. For over 10 years SearchPros has provided Technical Staff Augmentation Services to Utilities/Municipalities, Federal, State and Local Government and Department of Defense contractors. Listed below is a sample listing of current clients in Technical Staff Augmentation Services.



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Evaluation Criteria & Proposal Submission Forms
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Our breadth and depth of experience assures the JCC they are working with a low risk, high performing staffing company.

KEY EXECUTIVES:

Ms. Myla Ramos, CEO and Founding Partner. Qualifications Include:

- Current Contract Manager for many of SearchPros Contracts including:
 - GSA Schedule
 - Boeing MSA Contract for Global Recruiting in all Labor Categories
 - Lockheed Martin MSA IDIQ Contract
 - DynCorp International MSA IDIQ
 - EPA Technical Staff Augmentation Services for Region 9 and 10
 - Brocade Technical Staff Augmentation Services nationwide
- Over 20 years of Program Management
- MBA-MDE from UCLA
- BA from SFSU in Psychology and Finance
- Top Secret Clearance and has held Active DoD Secret Clearance since 2009
- Six Sigma Black Belt Certification
- Extensive Human Resources experience

Ms. Rayna Pearson is SearchPros' CFO as well as one of the founding partners. Qualifications include:

- Responsible for all contract reporting, invoicing, billing and finance for many of SearchPros Contracts including:
 - GSA Schedule
 - Boeing IDIQ Contract
 - Lockheed Martin IDIQ Contract
 - BAE IDIQ Contract
 - Brocade IDIQ Contract
- 10 years of Contract and Program Management Professional for GWACs and IDIQ Contracts including: Contract Administration, Reporting, Audits, Size Classifications, subcontractor compliance, etc.
- 15+ years' experience in mission support, complete solutions and staff augmentation to the Government and Defense Contractors
- Top Secret Clearance and has held Active DoD Secret Clearance since 2009
- Bachelor of Arts Degree - Major: Liberal Studies, Minor: Business Administration
- California State University, Hayward

Ms. Heather Kocina, is SearchPros Chief Relationship Officer. Qualifications include:

- Responsible for the day to day Recruitment and operations some of California Region's largest employers, including:
 - County of Sacramento, Placer, Visalia
 - Bay Area Rapid Transit and SamTrans

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

- Sacramento Municipal Utilities District
 - Golden 1 Credit Union
 - Kaiser Permanente
 - First American, North American and Fidelity National Title
-
- 15+ years of Recruitment and administration
 - Bachelor of Arts Degree from San Jose State University

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: **For privately-held companies only**, the JCC deems the included financial reports to be the company’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

SearchPros is financially healthy and has been continuously profitable growing in revenues and earnings each year of our existence; most recently ranked by Inc. 500 as one of the fastest growing firms in the US based on financial strength. SearchPros has the financial strength, stability, capacity and resources to support JCC. SearchPros is a profitable organization with banking relationships that allow us to have the proper financial backing to take advantage of opportunities presented to us by strong financially stable clients. These banking relationships are based on a solid trust of the management team and our ability to demonstrate a prudent and solid business model that is GAAP compliant with yearly and quarterly reviewed financials which can be delivered to our customers upon request. Further, SearchPros has diverse lines of credit to fund large multi-state payrolls. The financial fitness of SearchPros brings stability, room for scalability and flexibility when handling large contract labor associate payrolls, external fees, expenses and any other costs associated with this contract. 3 Years of Financial Reports are attached per request.

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

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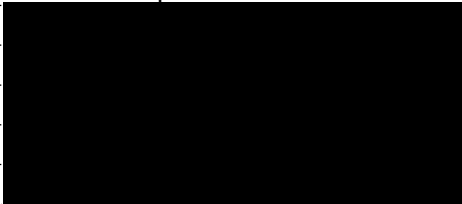
Project Title: Master Agreements for Technical Staff Augmentation Services

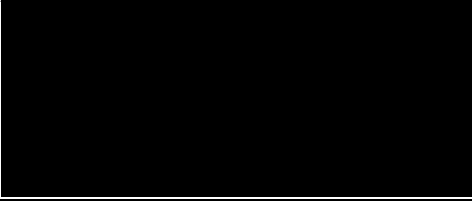
Evaluation Criteria & Proposal Submission Forms
Attachment C-6

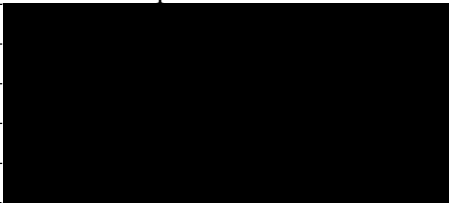
Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

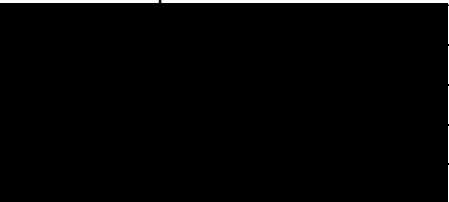
SearchPros attrition rate in the past three years has been less than 1% and have won awards as one of the Top Employers; Mrs. Ramos has handpicked proven performers with an average tenure of 10 years in Recruiting for the Leadership to support the JCC Program. The SearchPros service team members are tenured professionals with at least 3 years of experience in their current position, trained and equipped with the required tools and systems needed to screen, recruit and retain contract labor professionals and services for end customers. Our success in retention is due to a shared vision to operate with integrity, consistency and honesty in all that we do. We have an open environment with a culture of entrepreneurship and inclusion in which everyone is treated fairly and where everyone has an opportunity to contribute. In this environment, SearchPros is able to provide our customers with best value innovation and a competitive edge.

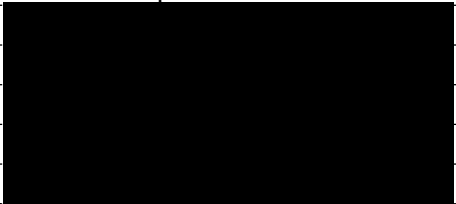
End of Evaluation Criterion C-6

JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	4/20/2016 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	4/17/2016 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	3/28/2016 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	1/14/2016 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	1/20/2016 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	3/31/2016 - present

Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	8/12/2015 - 1/21/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	


JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	8/17/2015 - 10/9/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

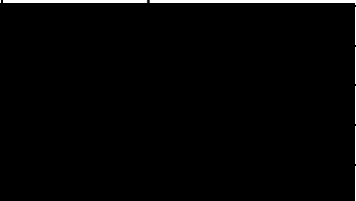
JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	10/12/2015 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

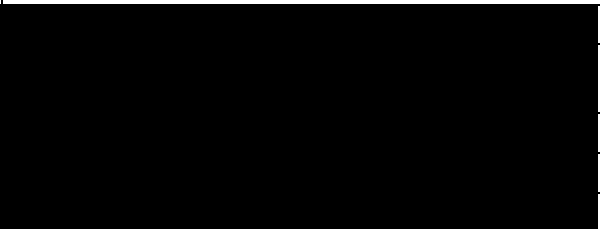
JCC Classification	Application Support Analyst
Duration of Assignment (List dates)	4/17/2016 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

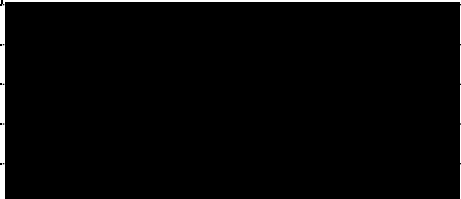
JCC Classification	Application Tester
Duration of Assignment (List dates)	1/25/2016-1/4/2017
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	

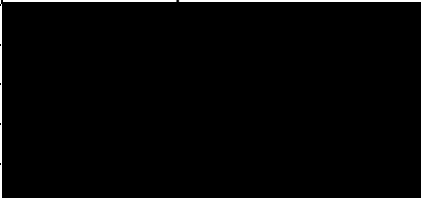
E-mail	
Phone	

JCC Classification	Application Testing Lead
Duration of Assignment (List dates)	7/13/2015 - 1/29/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Applications IT Architect
Duration of Assignment (List dates)	1/8/2016 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	6/22/2015 - 8/7/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	10/21/2015 - 10/21/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	12/16/2015 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	12/21/2015 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	175 days, 3/2/2015 to 10/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	9/11/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	1/5/2016 - 12/15/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Data Modeler
Duration of Assignment (List dates)	2/19/2016 - 7/18/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Data Modeler
Duration of Assignment (List dates)	5/13/2015 - 10/15/2015

Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Data Modeler
Duration of Assignment (List dates)	5/13/2015 - 10/16/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Data Modeler
Duration of Assignment (List dates)	3/23/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Data Modeler
Duration of Assignment (List dates)	11/2/2015 - 3/4/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Database Administrator
Duration of Assignment (List dates)	53 days, 9/24/2015 to 12/7/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Database Administrator
Duration of Assignment (List dates)	66 days, 8/31/2015 to 11/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	

E-mail	[REDACTED]
Phone	[REDACTED]

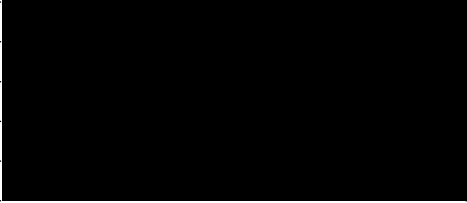
JCC Classification	Database Administrator
Duration of Assignment (List dates)	55 days, 9/7/2015 to 11/20/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]


JCC Classification	Database Administrator
Duration of Assignment (List dates)	9/24/2015 - 12/6/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

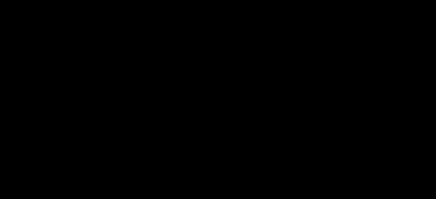
JCC Classification	Database Administrator
Duration of Assignment (List dates)	11/18/2015 - 1/8/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]


JCC Classification	Enterprise IT Architect
Duration of Assignment (List dates)	181 days, 9/8/2014 to 5/18/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]


JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List dates)	259 days, 1/19/2015 to 1/14/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List dates)	134 days, 5/17/2016 to 11/18/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer
Duration of Assignment (List dates)	3/7/16 to 12/31/16
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer
Duration of Assignment (List dates)	10/6/15 to 10/2/16
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer
Duration of Assignment (List dates)	10/26/15 to 10/2/16
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer
Duration of Assignment (List dates)	1/11/16 to 1/6/17
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer
Duration of Assignment (List dates)	10/19/15 to 3/24/16

Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer
Duration of Assignment (List dates)	6/1/15 to 1/8/16
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer
Duration of Assignment (List dates)	12/3/2015 - present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer Lead
Duration of Assignment (List dates)	9/25/2015 - 12/17/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer Lead
Duration of Assignment (List dates)	8/21/2015 - 5/20/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer Lead
Duration of Assignment (List dates)	10/28/2015 - 6/23/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	

E-mail	
Phone	

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	261 days, 1/1/2016 to 12/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Program Manager
Duration of Assignment (List dates)	127 days, 6/5/2015 to 11/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Program Manager
Duration of Assignment (List dates)	318 days, 1/8/2014 to 3/27/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Program Manager
Duration of Assignment (List dates)	6/5/2015 - 11/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	100 days, 6/15/2015 to 10/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	11/16/2015 - 11/14/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	5/18/2015 - 7/16/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List dates)	73 days, 1/7/2015 to 4/17/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List dates)	5/4/2015 - 7/1/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	970 days, 6/18/2012 to 3/4/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	145 days, 7/13/2015 to 1/29/2016
Name of Individual Placed*	[REDACTED]

Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	4/5/16-Present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	12/23/2015-3/21/16
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	8/25/2015-2/10/16
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	11/20/2015-1/6/16
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	3/28/2016-Present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	

Phone	[REDACTED]
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JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	1/7/2016-3/3/16
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	4/11/2016-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	7/14/2015-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	10/8/2015-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	2/23/2016-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
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Duration of Assignment (List dates)	3/21/2016-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	6/25/2015-7/29/15
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	2/1/2016-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	2/24/2016-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	3/21/2016-Present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	4/26/2016-Present
Name of Individual Placed*	[REDACTED]

Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	1/28/2016-Present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	11/18/13-Present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	1/31/14-Present
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	230 days, 5/26/2014 to 4/10/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	370 days, 5/26/2014 to 10/24/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	

Phone	[REDACTED]
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JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	382 days, 5/1/2014 to 10/16/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	159 days, 3/24/2015 to 10/31/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	275 days, 5/19/2014 to 6/5/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	335 days, 4/20/2015 to 7/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	170 days, 6/22/2015 to 2/12/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
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Duration of Assignment (List dates)	125 days, 11/16/2015 to 5/6/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	119 days, 2/16/2016 to 7/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	163 days, 4/1/2015 to 11/13/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	13 days, 4/1/2015 to 4/17/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Security Analyst
Duration of Assignment (List dates)	135 days, 4/11/2016 to 10/14/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Service Delivery Manager
Duration of Assignment (List dates)	11/25/2015 - 12/1/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]

Company Point of Contact (Name)	[REDACTED]
E-mail	
Phone	

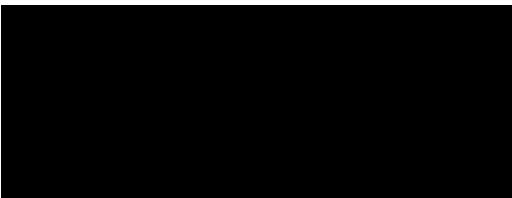
JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List dates)	100 days, 4/13/2015 to 8/28/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

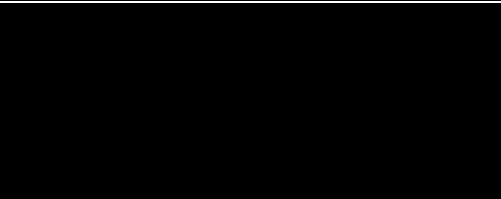
JCC Classification	Technical Analyst
Duration of Assignment (List dates)	220 days, 8/11/2014 to 6/12/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

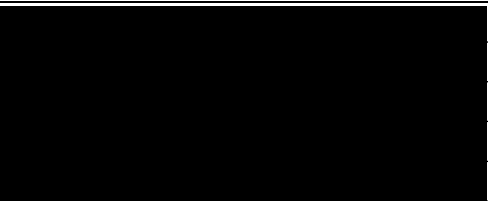
JCC Classification	Technical Analyst
Duration of Assignment (List dates)	4/1/2015 - 8/1/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]


JCC Classification	Technical Analyst
Duration of Assignment (List dates)	4/17/2016 - present
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

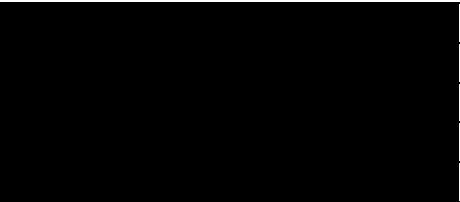
JCC Classification	Technical Writer
Duration of Assignment (List dates)	159 days, 11/4/2014 to 6/12/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	TIBCO Development Engineer
Duration of Assignment (List dates)	72 days, 3/19/2015 to 6/26/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	TIBCO Development Engineer
Duration of Assignment (List dates)	13 days, 3/30/2015 to 4/15/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Applications IT Architect
Duration of Assignment (List dates)	12/15/2014 to 04/10/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Applications IT Architect
Duration of Assignment (List dates)	01/05/2015 to 04/10/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Applications IT Architect
Duration of Assignment (List dates)	02/15/2016 to 02/26/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Developer Lead
Duration of Assignment (List dates)	09/04/2015 to 10/30/2015

Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	06/30/2014 to 02/06/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	07/14/2014 to 07/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	07/14/2014 to 07/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	07/30/2014 to 07/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Applications Analyst
Duration of Assignment (List dates)	03/25/2015 to 07/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	

E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	08/18/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/18/2014 to 01/24/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	03/13/2015 to 06/26/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/01/2012 to 07/31/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	03/13/2015 to 08/06/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	08/25/2012 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	08/25/2012 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Data Modeler
Duration of Assignment (List dates)	09/29/2015 to 12/18/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Data Modeler
Duration of Assignment (List dates)	11/02/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List dates)	06/22/2015 to 06/22/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List dates)	07/20/2015 to 07/31/2015
Name of Individual Placed*	[REDACTED]

Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List dates)	08/17/2015 to 01/01/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	01/12/2015 to 04/17/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Database Administrator
Duration of Assignment (List dates)	11/18/2015 to 01/08/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Analyst
Duration of Assignment (List dates)	09/10/2015 to 01/01/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Construction Analyst
Duration of Assignment (List dates)	11/30/2015 to 01/29/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	

Phone	[REDACTED]
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JCC Classification	Technical Construction Analyst
Duration of Assignment (List dates)	11/30/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Technical Construction Analyst
Duration of Assignment (List dates)	10/19/2015 to 04/18/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List dates)	02/24/2015 to 06/05/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List dates)	02/24/2015 to 07/10/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Security Analyst
Duration of Assignment (List dates)	10/10/2014 to 02/27/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Project Manager
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Duration of Assignment (List dates)	05/14/2014 to 02/28/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	09/15/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	05/11/2012 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	04/23/2014 to 10/30/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Business Systems Analyst
Duration of Assignment (List dates)	12/09/2013 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	02/25/2015 to 07/10/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]

Company Point of Contact (Name)	
E-mail	
Phone	

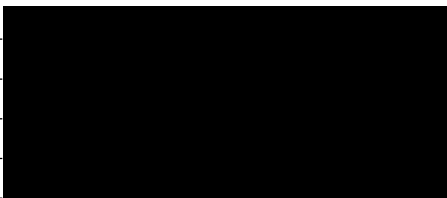
JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	05/06/2015 to 08/24/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

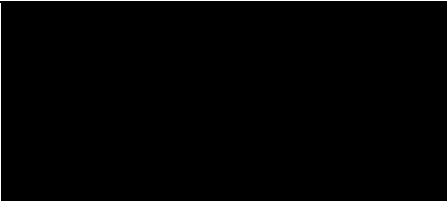
JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	03/27/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

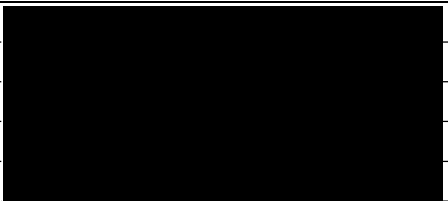
JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	03/30/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	


JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	04/20/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

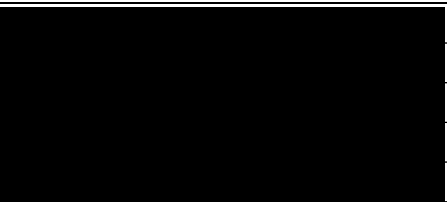
JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	06/22/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	08/21/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List dates)	09/01/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	06/15/2015 to 07/03/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	06/15/2015 to 07/10/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	06/15/2015 to 07/10/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	07/29/2015 to 08/14/2015

Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	10/13/2015 to 12/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Project Manager
Duration of Assignment (List dates)	07/06/2015 to 02/26/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Quality Assurance Analyst
Duration of Assignment (List dates)	01/12/2015 to 03/13/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Analyst
Duration of Assignment (List dates)	10/27/2014 to 07/17/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Analyst
Duration of Assignment (List dates)	09/08/2014 to 02/26/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	

E-mail	
Phone	

JCC Classification	Technical Analyst
Duration of Assignment (List dates)	10/05/2015 to 02/26/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Analyst
Duration of Assignment (List dates)	08/25/2014 to 02/26/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Analyst
Duration of Assignment (List dates)	09/02/2014 to 02/26/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Writer
Duration of Assignment (List dates)	03/11/2015 to 03/11/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Writer
Duration of Assignment (List dates)	03/11/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Technical Writer
Duration of Assignment (List dates)	03/11/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Technical Writer
Duration of Assignment (List dates)	03/30/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Technical Writer
Duration of Assignment (List dates)	03/30/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Technical Writer
Duration of Assignment (List dates)	03/30/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Technical Writer
Duration of Assignment (List dates)	03/31/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List dates)	04/29/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]

Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/01/2015 to 07/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/09/2014 to 01/16/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	03/10/2014 to 01/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	08/22/2014 to 02/20/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	09/29/2014 to 03/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	

Phone	[REDACTED]
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JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	10/27/2014 to 03/31/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

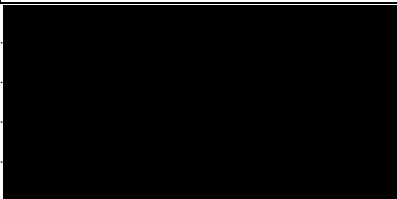
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	10/27/2014 to 03/31/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

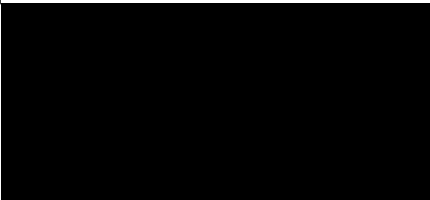
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	10/27/2014 to 03/31/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

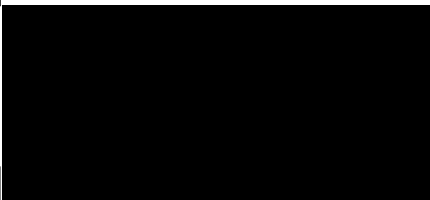
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/10/2014 to 04/06/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

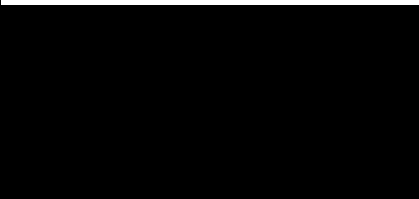
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/28/2014 to 05/01/2015
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

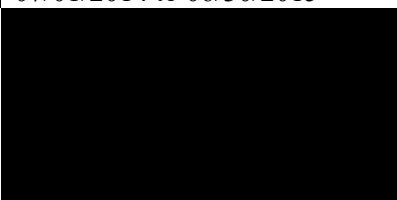
JCC Classification	IT Infrastructure Subject Matter Expert
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Duration of Assignment (List dates)	07/01/2011 to 05/22/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	10/27/2014 to 05/29/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	03/25/2013 to 05/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/01/2014 to 06/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/01/2014 to 06/30/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/24/2015 to 07/31/2015
Name of Individual Placed*	
Company where Placed*	

Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	02/03/2015 to 08/03/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	09/01/2014 to 08/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/16/2015 to 09/04/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/29/2015 to 09/04/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/29/2015 to 09/04/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/06/2015 to 09/04/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/17/2014 to 10/02/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/22/2013 to 10/16/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/24/2015 to 10/16/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/15/2015 to 10/16/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	02/20/2015 to 10/17/2015

Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/18/2013 to 10/23/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	03/31/2015 to 12/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/13/2015 to 12/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/23/2015 to 12/31/2015
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/18/2014 to 01/16/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	

E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/01/2014 to 01/29/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/30/2015 to 01/29/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/01/2015 to 02/08/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/01/2014 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	01/26/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	01/26/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	02/25/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	03/25/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/06/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/11/2015 to 02/26/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/11/2012 to 03/31/2016
Name of Individual Placed*	[REDACTED]

Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/20/2012 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/06/2013 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	05/06/2013 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/01/2013 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/31/2013 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	

Phone	[REDACTED]
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JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	10/28/2013 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/01/2013 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/01/2013 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/13/2013 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	01/10/2014 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
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Duration of Assignment (List dates)	03/01/2014 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/21/2014 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/30/2014 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/05/2014 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	07/30/2014 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	08/10/2014 to 03/31/2016
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Company where Placed*	[REDACTED]

Company Point of Contact (Name)	
E-mail	
Phone	

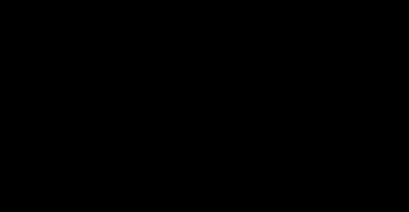
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	08/22/2014 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

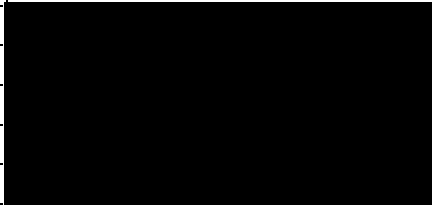
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	09/01/2014 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

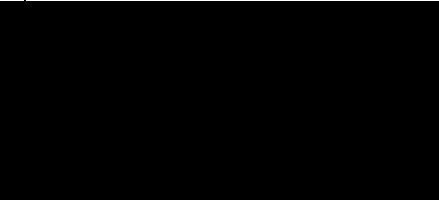
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	10/27/2014 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	


JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	03/25/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	


JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/05/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/13/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/27/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/27/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	04/29/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/01/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/01/2015 to 03/31/2016

Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	06/01/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	08/24/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	08/28/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	09/10/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	09/11/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	

E-mail	[REDACTED]
Phone	[REDACTED]

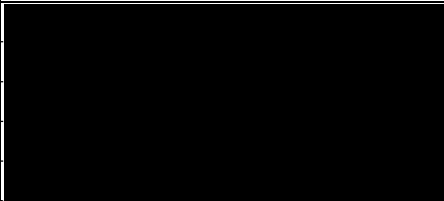
JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	09/11/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]


JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	09/11/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	11/02/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	12/14/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	IT Infrastructure Subject Matter Expert
Duration of Assignment (List dates)	12/14/2015 to 03/31/2016
Name of Individual Placed*	[REDACTED]
Company where Placed*	[REDACTED]
Company Point of Contact (Name)	[REDACTED]
E-mail	[REDACTED]
Phone	[REDACTED]

JCC Classification	Release Manager
Duration of Assignment (List dates)	05/15/2012 to 02/26/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

JCC Classification	Release Manager
Duration of Assignment (List dates)	09/16/2015 to 03/31/2016
Name of Individual Placed*	
Company where Placed*	
Company Point of Contact (Name)	
E-mail	
Phone	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0	2%	3%	4%	5%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	47%	47%	47%	47%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	N/A			

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$70
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$50
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$35
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$52
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$37
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$54
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$45
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$40

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$65
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$40
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$75
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$80
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$56
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$67

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$70
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$66
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$70
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$63
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$60
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$54

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$49
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$60
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$42
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$45
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$40
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$36
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$50
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$75

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

**ATTACHMENT G
GENERAL CERTIFICATIONS FORM**

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Myla Ramos
TITLE OF PERSON SIGNING CEO

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.


1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

SearchPros Staffing	20-2092168
By (Authorized Signature) 	
Myla Ramos President & CEO	
5/9/2016	Executed in the County of Sacramento in the State of California

This license is issued without verification that the holder is subject to or exempted for licensing by the state, county, federal government, or any other governmental agency.

CITY OF CITRUS HEIGHTS

6237 Fountain Square Dr. • Citrus Heights, CA 95621 • (916) 725-2448

NOT TRANSFERABLE

**PLEASE POST IN A
CONSPICUOUS PLACE**

EXPIRATION **12/31/2016**

EFFECTIVE DATE **BUSINESS LICENSE
1/1/2016**

LICENSE NUMBER **GEN-04293**

TYPE OF BUSINESS **PROFESSIONAL STAFFING FIRM.**

BUSINESS NAME **SEARCH PROS STAFFING LLC**

MAILING ADDRESS **6363 AUBURN BLVD, C
CITRUS HEIGHTS, CA 95621**

BUSINESS ADDRESS

**6363 AUBURN BLVD
C
CITRUS HEIGHTS, CA 95621**

The person, firm or corporation named above is granted this business license pursuant to the provisions of the City Business Ordinance to engage in, carry on or conduct the business, trade, calling, profession, exhibition or occupation described above. Issuance of license is not an endorsement, nor certification or compliance with other ordinances or laws, nor an assurance that the proposed use is in conformance with the city zoning regulations.

State of California Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME: SEARCHPROS STAFFING, LLC

FILE NUMBER:	200500410289
FORMATION DATE:	01/04/2005
TYPE:	DOMESTIC LIMITED LIABILITY COMPANY
JURISDICTION:	CALIFORNIA
STATUS:	ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California, hereby certify:

The records of this office indicate the entity is authorized to exercise all of its powers, rights and privileges in the State of California.

No information is available from this office regarding the financial condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of January 6, 2016.

A handwritten signature in black ink, appearing to read 'Alex Padilla'.

ALEX PADILLA
Secretary of State

Sierra Cybernetics – *The Art of Information Engineering*



PROPOSAL TO PROVIDE TECHNICAL STAFF AUGMENTATION SERVICES

Technical Proposal

Prepared for:
Judicial Council of California
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Attention: Ms. Nadine McFadden

In Response To: RFP #ISD – 201601 - RB

Prepared by:
Sierra Cybernetics, Inc.
5140 E. La Palma Avenue, Suite 201
Anaheim Hills, CA 92807-2069
(714) 921-1212 or Facsimile (714) 921-2086

Attention: Carl LaPlante
President

11 May 2016

Program Number: SC16-005



5140 E. LA PALMA AVE. • SUITE 201 • ANAHEIM HILLS, CALIFORNIA 92807-2069 • (714) 921-1212 • FAX (714) 921-2086

May 5, 2016

Judicial Council of California

Attention: Ms. Nadine McFadden

Subject: RFP #ISD – 201601 – RB for Technical Staff Augmentation Services

Dear Ms. McFadden:

Sierra Cybernetics is pleased to submit the subject bid. We believe we are totally responsive to your RFP request. Sierra is a small business, headquartered in Orange County, serving local, national, and international clients. We specialize in IT staffing augmentation services and software development.

Operating from our Orange County headquarters since our founding 33 years ago, Sierra has provided IT staffing services to federal, state, and local government agencies for the past 18 years. This includes a substantial number of current contracts with California government agencies, including

- IT staffing services to the Superior Court of California, County of Orange and also to the Superior Court of California, County of Los Angeles
- IT staffing services for the South Coast Air Quality Management District, Southern California Metropolitan Water District in Los Angeles, Port of Los Angeles, and the Port of Long Beach.

Past clients have also included Bay Area agencies such as the San Francisco Department of Building Inspection, Lawrence Livermore Laboratories, Santa Clara County Social Services Agency, and the Northern California Cancer Center.

Sierra Cybernetics, Incorporated is the proposed prime contractor and our designated representative and point of contact will be Mr. Carl LaPlante, President, located at the letterhead address. We will utilize, as needed, Robert Half Technology with offices statewide as a subcontractor.

We look forward to supporting you. Please do not hesitate to contact me at x210 or [REDACTED] or Mr. George Rodriguez, Vice-President of our Information Technology Division at x224. I will serve as your Account Executive and Mr. Rodriguez will serve as our Sourcing Manager.

Sincerely,

A handwritten signature in blue ink that reads "Carl LaPlante".

Carl LaPlante
President

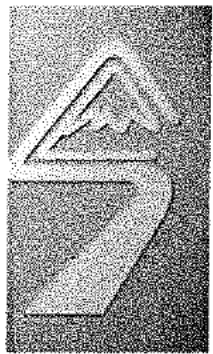
Sierra Cybernetics, Inc.

Information Technology Services for Government Agencies

Sierra Cybernetics was founded in 1981 to provide software engineering for the U.S. Marine Corps and U.S. Army. Today, we provide complete information technology services for federal, state, and local government agencies.

Sierra's core competencies focus on

- IT services, staffing, and project management
- Database, web, and client-server software for government agencies
- Workflow and document image management solutions for enterprise deployment
- C⁴ISR systems engineering, systems integration, ILS, and software development



Throughout our history, Sierra has provided *quality systems and software engineering support* to nearly 20 separate DoD agencies, supporting programs such as EPLRS, JTRS, JTIDS, MK-92, JCDX, and Po Sheng. Systems developed by Sierra, or for which Sierra has had a significant development role, are currently deployed in Marine Corps, Army and

Navy commands, providing leading - edge technology. These C⁴ISR systems have been used effectively in military operations in the Middle East, Africa, and the Caribbean. Over 95% of our current defense work stems from previous customers.

In the early 1990's, Sierra began to complement our DoD work by applying our *information technology expertise* into *local government markets*. We acquired one of California's leading document imaging integrators in 1995, driving us to become a *significant provider of client/server and web-based document imaging systems*. We specialize in data capture, document management, and data analysis services. We hold California Master Services Agreements for information technology solutions and several IT service contracts with local government agencies.

Sierra's Client Base Includes

Los Angeles Superior Court	US Marine Corps
Orange County Superior Court	Systems Command
San Francisco Dept. of Bldg. Inspection	US Navy SPAWAR
Orange County District Attorney	US Navy Surface Warfare Center
Metropolitan Water District of Southern California	US Army Communications Electronics Command
Port of Los Angeles	US Army Intelligence and Security Command
Port of Long Beach	US Army Research Lab
California Dept of Motor Vehicles	White Sands Missile Range
California Dept. of Health Services	Joint Interoperability Test Command
City of Pasadena	Lawrence Livermore Labs
Orange County Executive Offices	Lockheed-Martin
Paramount Pictures	Raytheon Corporation
South Coast Air Quality Management District	Northrop-Grumman
The Walt Disney Company	Anteon Corporation
	Modem Technologies Corp.
	CSC/Dyncorp
	SRI, International
	Vantage 11, LLC

Sierra presents a broad experience base in leading-edge technology. Our engineering staff has current experience in networked systems, communications, and information processing, *developing client/server and Web-based systems* under Windows and UNIX. We have developed over 3,000,000 lines of code in C, C++, C#, ASP, .NET, Java, Perl, VB, Fortran, Ada, and PowerBuilder, using SharePoint, Oracle, Sybase, Ingres, SQL Server, and ODBC interfaces.

Sierra employs strong systems and software engineering methodologies using structured, spiral, and object-oriented processes. We can provide *project monitoring* services utilizing personnel experienced in DoD, IEEE, SEI, CMMI, DRII, and ACP standards. *We offer technical support services for risk management, software quality assurance, technical writing, testing, configuration management, and verification and validation.*

Please contact Mr. Carl LaPlante, President, at [REDACTED] or Mr. George Rodriguez, VP of Information Technology at [REDACTED]

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.

Proposer must complete the following:

Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.

SIERRA CYBERNETICS

- **PROVIDES**
 - INFORMATION TECHNOLOGY SERVICES FOR COMPUTER-BASED SYSTEMS

- **SPECIALIZES IN**
 - IT STAFFING
 - SYSTEMS INTEGRATION
 - SOFTWARE DEVELOPMENT
 - SYSTEMS ENGINEERING AND SYSTEMS ANALYSIS

- **FOCUSES ON INFORMATION MANAGEMENT FOR**
 - LOCAL GOVERNMENT AGENCIES
 - MILITARY COMMAND, CONTROL, COMMUNICATIONS, INTELLIGENCE

- **DELIVERS PRODUCTS FOR**
 - LOCAL GOVERNMENT INFORMATION TECHNOLOGY APPLICATIONS
 - MAP-BASED GEOGRAPHIC INFORMATION SYSTEMS
 - C3I DISPLAYS

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Our management philosophy is very straightforward and consistent with our corporate mission: we will stress customer satisfaction and strive to provide quality services on time and within budget. This has always been our reputation and we believe it is the primary reason why more than 80% of our business base derives from repeat business. Sierra's annual sales generally range from \$1.5M to \$3M. We have successfully staffed and managed multiple IT services contracts ranging in size from less than \$25K to in excess of \$10M.

With regard to IT personnel, our robust capability to provide the full range of systems engineering/analysis, systems integration, and software development services forms the basis for our offering our clients the most qualified personnel, since our first such contract with the South Coast Air Quality Management District in 1996.

Sierra is regularly audited by the Defense Contract Audit Agency for compliance with Federal regulations concerning business operations. Our record is immaculate. Our business processes ensure accurate and accountable billings and payments to our contractors and suppliers. We are trained and knowledgeable in government regulations and very experienced with the labor laws concerning professional contract labor employers.

Sierra's Mission

Provide Quality Services and Innovative
Computer-Based Products for Information
Management Applications.

**IN THE PURSUIT OF THIS MISSION, WE WILL
ADHERE TO THE FOLLOWING PRINCIPLES:**

- **WE WILL BE CUSTOMER-ORIENTED** - Customer satisfaction is our highest priority. We will emphasize quality in all activities. We will recognize that service is the foundation of a successful business. We will strive to achieve on-time, within-cost deliveries.
- **WE WILL FOSTER EMPLOYEE GROWTH** - We will encourage a participatory work environment emphasizing open, honest communications. We will provide the professional, economic, and educational improvement opportunities necessary for a stable superior workforce
- **WE WILL MAINTAIN CORPORATE INTEGRITY** - We will abide by and support the legal and highest ethical standards of our profession.

Sierra's Approach to Serving the Judicial Council of California

Sierra's approach to meeting the requirements of your RFP will be to implement processes modeled after our successful eighteen year performance record of providing IT and human resource personnel to California government agencies. Our experience includes a very good relationship currently with both the Superior Court

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of California, County of Orange and the Los Angeles Superior Court supplying software and IT personnel.

We have found that our successful client relationships are founded upon our “best-value” philosophy:

- Top quality, experienced, motivated personnel
- Proactive, cooperative, and detailed client service
- Pricing which reflects governmental budget realities.

Account Team Structure and Roles

Mr. Rodriguez will coordinate the activities of our Account Team:

- Coordinating with client personnel (Carl LaPlante)
- Recruiting, screening, and supervising personnel (George Rodriguez)
- Assuring compliance with labor laws (Carl LaPlante)
- Preparing, monitoring, and auditing billings (Allan Durdella)
- Meeting rapid response needs. (George Rodriguez)

Each person having such responsibility has 25+ years experience in their specialty. This experience offers our clients a significant management comfort that utilization of Sierra minimizes your risks.

Sourcing Processes

Sierra employs a standard process to recruit qualified personnel in a timely manner. We utilize multiple sources to locate candidates, then screen them for appropriate skills, professionalism and ability to perform smoothly in our client’s environment. We follow the proper laws and regulations for employing them.

We will use our internal marketing and recruiting personnel who are placement specialists. They (1) recognize the necessity to accurately and effectively communicate with our clients in order to qualify client requirements against candidate capabilities, and (2) understand the technologies that candidates offer to a client. Our skills analysis, database search techniques, and interview processes have been developed over three decades to ensure that we accurately and completely understand the client’s needs and then apply that understanding against our database of personnel. We will only provide resumes of qualified candidates; our screening processes are responsive to meeting client needs such that we only present potential candidates who are available in the required time frame and who can genuinely perform the work. The account manager will screen all resumes received from recruiters prior to being presented to the client. This will ensure that the best possible personnel are presented to the client for the required positions.

Our recruiters are technical people experienced in many of the qualifications related to the technical qualifications of the people we place. They are trained to match client requirements against the skills offered by our contract personnel, as presented in their resumes and during our interview/screening process. When necessary, we will perform professional reference checking by contacting references offered by the candidate and, even further, by references offered by the first level references. In many cases, the individuals will have worked for the client before and will not require additional references.

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We recruit through a variety of techniques: advertising via trade association websites, advertising via our internet website, search of websites offering personnel contacts, word of mouth, customer and employee referral, college and university recruiting, and utilization of recruiting services.

The following steps represent a typical recruiting process.

The first step we normally take when we receive a requirement for a new temporary position is to determine the need for and then act upon the opportunity to discuss it further with our client to ensure an accurate understanding of nuances that may not necessarily be reflected within the staffing request. Then, we search our database of personnel that we have used in the past for temporary positions. The position is compared with the personnel we have in the database and then we review any additional requirements that we may have to impose. (E.g., our AQMD client has additional requirements, such as temporary personnel cannot work for the AQMD for 6 months after they have already had an assignment there.) The additional requirements are reviewed and the list of candidates is put together for the position. We review the list of personnel available and determine which ones fit the description of the position the best. If there are not sufficient candidates for the position, then we look in other locations for personnel that could fill the position. Two very good sources of personnel are: (1) client recommendations and (2) our own Sierra staff. They are queried for knowledge of personnel that could fill the requirement. When we get referrals from our clients or our own personnel, they are normally very good candidates.

Once we have gone through this procedure, we query trade organization web sites for any professional personnel that may be required. For example, we have located candidates from the trade sites for Quality Assurance personnel, Risk Managers, Business Analysts, Oracle specialists, accounting personnel, and business continuity personnel.

If we have not found any candidates by using the above first, we then start using sites such as Craigslist, Monster, and others similar to them. We normally get a great many candidates from these lists, but it takes a lot longer to narrow the number down to the candidates that will be good for your needs.

Utilizing Subcontractors or Outside Recruiting Services

Simultaneously, we will query our subcontractors and outside recruiting support personnel so that they may also start their search. We usually do not do this unless we feel that our own internal methods may fall short. We do not want to exercise them needlessly. But, we balance that carefully according to our client's need for rapid fulfillment and our recognition that our subcontractors may locate stronger technical personnel. Generally, we make the decision to utilize outside resources within 24 – 48 hours of a staffing request.

For your contract, we have one designated subcontractor on our team. It has been selected because it has already developed a smooth and effective working relationship with Sierra and because it allows us to provide diverse coverage across the entire state.

- Robert Half Technology provides statewide Information Technology generalized staffing coverage with offices near all JCC locations. We currently utilize its personnel on a project supporting the Orange County District Attorney and have worked with its Sacramento office on a government IT position there.

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For more than 10 years, we have also utilized a senior recruiter from CyberCoders, Inc. This recruiter knows our company very well, ever since placing our first Quality Assurance person on a Navy contract to provide air defense skills supporting the country of Taiwan. CyberCoders is not considered a subcontractor for this effort because they recruit directly for us, rather than hiring IT staff personnel themselves.

Should none of the above resources locate strong candidates for hard-to-fill positions, our subcontractors recognize that we may need to go to other subcontracting firms for the resource. We generally allow one week for our internal recruiting and subcontract partners to find candidates before we go outside our team. This timeline and policy is always driven by the client's urgency. This has happened a number of times on our On-Call IT Staffing contract with the Port of Los Angeles (POLA). In each case, we have been able to utilize our network of contacts, along with Internet searches, to find the right people. A good example of this is that when POLA specified the need for Certified Microsoft Exchange Server Specialists and Certified Message Enterprise Messaging Administrators, we located Progent, a Microsoft Gold Partner in San Jose which specializes in servicing the Bay Area, but was willing to support us in Los Angeles also.

Verifying Education, Skills, and Other Qualifications

Our policies, practices, and procedures are focused on providing the highest quality, lowest risk, and best value personnel for our customers. Our practices include interviewing first and second level references for prospective employees and verifying education and employment with the registrar and human resources departments of prior colleges and employers, when necessary. We provide drug testing, as required, for specific contracts or customers. This includes appropriate pre-employment, periodic, random, post-accident, reasonable cause, and follow-up testing. We utilize hospital drug test administration via approved hospital programs local to our offices. Sierra's policy number CRR-20 describes our process for drug alcohol awareness education. When required as part of our pre-employment process, our background checks include DMV checks, citizenship checks, and criminal record checks.

In general we do not perform specific skills testing for professional candidates. We utilize our management staff, along with our senior technical personnel, to review professional candidates. We pose real-world problems to them to determine their investigative methodologies and currency of knowledge in the specialty areas for which they are being considered.

Providing Reference Checks

Our practices require reference checks on all personnel before placement. We interview first and second level references as provided by the candidate. We specifically ask them to provide at least one reference with whom they may have had a difficult relationship, so we can evaluate their actions under stress. For this same reason, we frequently ask the references for additional references.

Documenting Right-to-Work and Employing New Personnel

All potential new internal hires are required to complete a Sierra Cybernetics Application for Employment form (SCF027-5). On the last page of the form is the following statement: "Should an employment offer be extended to you, it will be withdrawn if you cannot comply with any of the following conditions: (1)

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verification of your identity, ... and legal right to work in the United States....” Thus, the new hire is put on notice that he/she must be eligible to work.

Immediately after a person accepts a formal offer of employment from Sierra Cybernetics, we make arrangements for the person to come into our office to complete the paperwork needed for a new hire. The person is instructed to bring the originals of documents that are required by the Department of Justice Form I-9, Employment Eligibility Verification.

One of the early steps in our standard procedure for signing up a new employee is to complete a Form I-9. The new hire completes Section 1 of the form to declare how he/she is eligible for employment in the U.S. At this time, the Sierra Cybernetics representative examines the documents required by the form to establish the new hire's identity and employment eligibility. Not only do we examine the original documents, we make copies and attach them to the completed I-9. We then complete Section 2 of the I-9, thereby completing the employment eligibility verification process. We ensure that the documents presented by the candidate are in the list of documents that are allowed as proof by the I-9 Form.

Retention

Sierra has a record of retaining our employees for long periods. All members of our senior management and administrative staff have been with the company for more than 25 years. Our current senior internal technical personnel have been with us for between 4 and 10 years. In fact, most of our senior technical personnel who have supported us in the past are still available to us to serve in short-term or long-term consulting roles.

We believe that three primary factors contribute to our high retention rate:

- We treat our people in a manner that skilled professionals desire to be treated.
- We offer very competitive salary compensation.
- We offer substantial employee benefits.

Professional Treatment - Our people tend to be highly skilled and highly educated, sensitive to company cultures that are supportive of professional personnel. As a small company, we are able to pay individual attention to the needs of our people. We attempt to address the concerns of our people with their priorities placed ahead of the company's, as long as the positive culture of the company can be maintained within the larger scope of meeting our client's needs and being fair to all our staff members. Our guiding dictum is that our company is only as strong as our people, so their needs must drive the company's culture.

On a specific basis, that includes such factors as making sure that our people have the technological resources to do their jobs, such as lap-top computers, communication devices, and mileage reimbursement for company use of personal autos. When specific personal issues arise that may impact work performance, we strive to assist our employees. Examples include such past efforts as providing company self-insurance for major dependent dental care, company-paid travel and leave to attend skill-enhancement seminars, telecommuting per client approval of specified days, company-paid alcohol rehabilitation counseling, and company-provided installation of satellite receiving equipment for courses from the University of Southern California to support remote attendance for pursuit of a PhD by one of our senior engineers.

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Competitive Pay – We regularly survey the marketplace for the skilled professionals we utilize in order to maintain currency of our compensation practices. As a small business, focused on our employees, we strive to keep our overheads low. In so doing, we are able to achieve two important objectives: (1) pay our people at or above the market, and (2) offer our clients pricing at or below the market. Again, because our employees are the company's life-blood, we work hard to be sure they feel well-compensated. The benefit to our clients is support from highly motivated, highly competent professionals, as well as a stable workforce.

Employee Benefits - We generally offer our clients three categories of personnel: (1) Type I – contract personnel (1099 or C2C) who desire no benefits and handle their own withholding taxes, (2) Type II – temporary W-2 employees who desire no benefits, but for whom Sierra withholds their taxes, and (3) Type III – partially or fully-benefited W-2 employees who desire both benefits and tax withholding, all provided by Sierra. These categories are transparent to our clients in terms of their status with Sierra and the management of them. In all three, the final cost to the client is the same, with the employee accepting a corresponding lesser direct hourly pay rate in exchange for more benefits. In this manner, we can offer our clients the best people the market has to offer, so as to meet the flexibility requirements of both our clients and our employees.

Medical and dental insurance will be available for purchase by temporary employees at Sierra's cost under our group plans with California Choice Benefit Administrators, Inc. (Cal Choice) for medical and American Association for Quality Health Care (AAQHC) for the dental coverage. Cal Choice is a unique program offering employees a wide choice of HMO/PPO providers and benefit levels. The dental insurance allows employees to use any dentist of their choice.

In addition to the medical and dental insurance discussed above, the following benefits are also available to be purchased by temporary employees:

- Vision insurance – provided by VSP, America's largest vision care provider.
- Life and AD&D insurance – two times the salary up to a maximum of \$200,000.
- Long Term Disability – covers beyond the first 90 days to certain limits.

Most of our temporary personnel prefer to be in either the Type I or Type II categories. However for a Type III (benefited) employee, we offer a comprehensive package of benefits. The above-described insurances are available to fully-benefited employees on a company/employee sharing basis, generally with the employee only contributing about 15% of the cost. The following benefits are 100% company paid.

- Vacation – two weeks (10 workdays).
- Holiday - 10 days – the same holidays observed by the customer, up to 10 days per year.
- Cafeteria Plan – administered by Conexis/Word & Brown. Allows employees to avoid taxes on a broad range of medical, childcare, and other expenses through payroll deductions.

Job/Person Match

Sierra works hard to ensure that we provide you the right people for your job. Understanding your requirements is at the heart of the job/person match process and we have described our approach to that part of the job fulfillment process above.

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The key to our being able to provide you appropriately skilled people is that our recruiting and hiring staff have been doing this a long time – not only to find the right people, but also, in many cases, to manage them on projects, both in-house and out-sourced to clients. So our staff knows what it takes – how important it is to match skills to tasks in the right proportion. Or, when an exact match cannot be achieved, then we know how important it is to get the “best athlete available” – the person with the fundamentals to understand the client’s need, to learn quickly, and to know how to adapt his/her skills to the problem at hand.

In the end, the Sierra account management personnel with whom you will be working have managed many and diverse projects and understand how to quickly and accurately assess your needs and the right skill sets that focus on those needs. We are not just recruiters and placement people, we regularly have to live with and meet project requirements and schedules with the very people we hire on our own project developments.

Providing Job Orientation and Supervision

All Sierra employees on your assignments will work for Mr. George Rodriguez. Mr. Rodriguez has been supervising Sierra personnel for more than 25 years.

We will work closely with your Human Resources Department and departmental supervisors to ensure each new employee understands the job requirements. Each employee given an assignment under this contract will receive an orientation briefing, to include at least:

- Location of assignment
- Name of reporting supervisor or manager
- Length of assignment
- Working hours and lunch schedule
- Complete job description
- Performance expectations
- Appropriate dressing attire
- Parking information
- Confidentiality requirements.

Internal Procedures and Escalation Process

Performing Quality Control and Obtaining/Evaluating Feedback - Sierra’s management approach provides multi-level mechanisms for early recognition and resolution of potential problems. Fundamental to the process is the recognition of two key factors:

- Open and frank communication with customer personnel consistently relative to quality performance.
- Early recognition of problems at management levels such that corrective action can be developed in a timely manner.

Our management procedures require the following formal reporting mechanisms tailored to support temporary employment services, all designed for early problem recognition.

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- Regular, short status reports from our Account Manager to our President focused on:
 - Client satisfaction and/or concerns
 - Employee satisfaction and/or concerns
 - Short range and long range project targets
 - Answering the question “With what do you need help?”
 - Feedback from Sierra’s accounting department to review financial status.

These formal procedures are supplemented by regular interaction among the entire management team resulting in daily awareness and action on short-term issues.

Furthermore, it has been Sierra’s practice for the company President to meet at least twice yearly with the key customer management personnel on each project. This practice will continue for your project, per your concurrence.

These recognition mechanisms lead to appropriate resolution measures. Each problem is considered first from the potential customer impact point of view. In this manner, customer interests receive priority. Fundamental to problem resolution at Sierra is complete problem understanding so that the right problem is solved the right way. Frequently, this requires short term solutions only. If longer term needs must be addressed, our approach is to determine if the problem also requires either an interim short term solution or a short term solution developed with the context of the longer term need.

Sierra’s management encourages problem resolution at the lowest functional level consistent with the problem. This encourages employee initiative and usually yields the most responsive and appropriate result. This approach does not preclude higher level management awareness; rather it encourages support to the personnel implementing corrective action.

Confidentiality – During our orientation process, we will brief Sierra’s employees on the importance of maintaining confidentiality of all information and client records that may become accessible to our employees at the job site. We will work with your human resources, legal, contractual, and project management personnel to obtain guidance with regard to your rules, regulations, statutory laws, and internal policies that address confidentiality requirements. We will ensure that periodic notification of your requirements is provided to our employees, staff, and/or agents.

Confidentiality issues are well understood by Sierra’s management. We have worked under similar provisions for many local, state, and federal government agencies and commercial firms for more than 30 years. Our facility has been cleared to the Secret level by the Department of Defense Security services and our personnel have performed on classified programs supporting national and international clients. We are required to provide twice-yearly security education seminars for our personnel with security clearances. We make it a practice to include non-cleared personnel in order to affirm our commitment to meeting confidentiality requirements of every one of our clients.

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Compliance with Federal and State Laws - Our Human Resources group is responsible for ensuring that we comply with all federal and state employment laws and regulations. In our early years, Human Resources formulated written policies and procedures that covered how we interview, hire, pay, terminate, and, in all other respects, maintain relationships with our employees. These policies and procedures were developed with the help of various experts who we enlisted, including our business attorney, the partner from our accounting firm, and a consultant who works in the Human Resources department of a large company.

Some twenty to thirty years later, we are still using the services of the same people who assisted us in the beginning. We call upon them periodically when we have HR questions, concerns, or problems, or when we merely need to address new developments in the field such as the fairly recent federal Family and Medical Leave Act (FMLA) and California's equivalent law.

We are, of course, familiar and in compliance with the Fair Labor Standards Act (FLSA) and its impact on how we establish wages and pay for overtime hours. Because of the FLSA, we have incorporated provisions into our Policy No. EMP-01, Definition of Employee, to classify our personnel as to those who are exempt or non-exempt from the overtime pay requirements. Policy No. COM-01, Working Day, also establishes that Sierra will pay overtime in accordance with federal and state labor laws.

With regard to anti-discrimination, Sierra's Policy No. EMP-05, Equal Employment Opportunity, provides our practice. We have performed on U.S. Government contracts and subcontracts for many years; we are keenly aware of EEO requirements. Sierra Cybernetics is proud of its record in this area.

We are also very familiar with the nondiscrimination aspects of administering various fringe benefits such as cafeteria (Section 125) plans. We annually provide data to our outside record-keepers so that they can perform the non-discrimination tests required by the IRS code. Sierra Cybernetics has always passed these tests.

As a matter of procedure, Sierra, through its outside payroll service, withholds all appropriate taxes at payroll time (in accordance with each employee's latest Form W-4). Our employment agreements are regularly reviewed by our legal counsel for legal conformance. We also frequently seek the advice of both our accounting firm and long-time human resources consultant. Our senior corporate and management personnel are very experienced in professional labor management and legal considerations, with each senior manager having over twenty years experience in matters involving providers. As a practical measure, regular auditing of our accounting practices by the DCAA and periodic payroll audits by the IRS and the California EDD have strengthened our internal controls.

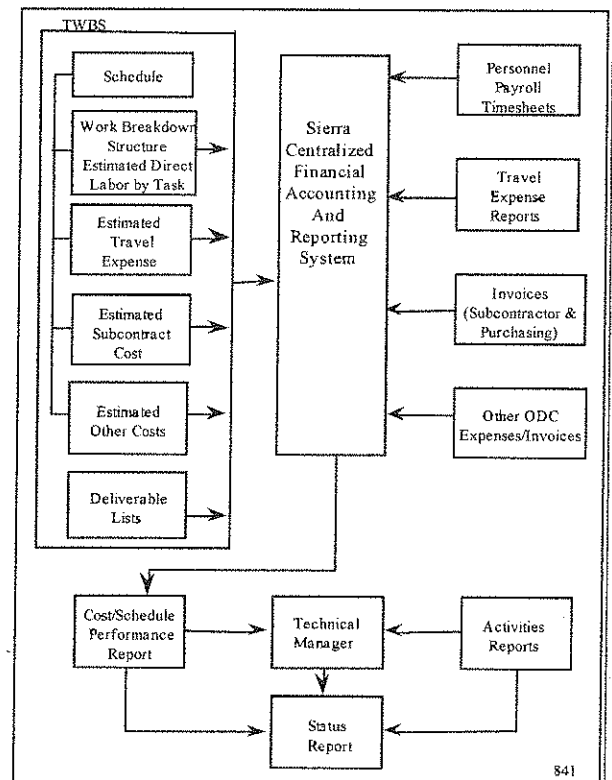
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Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Sierra’s invoicing process is a natural derivative of the control provided by our Central Financial Accounting and Reporting System.

Cost Budgeting, Accounting, and Control System

Sierra's Central Financial Accounting and Reporting System (see Figure) utilizes our QuickBooks Accounting System to achieve consistent, timely, complete and accurate tracking of project costs and schedule status. The system is built around the development of a work breakdown structure which is patterned after the provisions of MIL-STD-881A and government approved Cost/Schedule Status Reporting (C/SSR) methodologies. Each order can be separately identified and monitored via a Task Work Breakdown Structure (TWBS). The system’s structure supports the development of cost, schedule, and performance monitoring on a delivery order basis. The TWBS defines the task activity and provides a common framework within tasks which can be planned, scheduled and monitored. This framework provides inputs to the financial accounting and reporting system for job costs processing. It can be used to identify all work elements that are required along with all materials, travel, and manpower support. The TWBS elements are then translated to support needs, costs, schedules and deliverable lists. During the task performance, this information is combined with narrative information input such as actions and milestones accomplished during the reporting period. Where appropriate, problem areas are flagged for corrective action.



Sierra's Centralized Financial Accounting and Reporting System Flow Diagram

Our system allows us to maintain formal cost, schedule, and task baselines within the contract framework, then measure actual costs and schedules and test predictions against planned baselines to assess performance. Because Sierra's system is based on standardized C/SSR procedures, we can track milestones, deliverables, and technical task assignments performed by employing the concept of earned value. Earned value is the objective measure of work accomplished based upon budgeted value. The system then permits analysis by management to determine cost variance – the variance between actual cost and earned value, and schedule variance - the

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variance between budget and earned value. Sierra can employ this system to internally track any contract's equivalent of Budgeted Cost of Work Scheduled (BCWS), Budgeted Cost of Work Performed (BCWP), Actual Cost of Work Performed (ACWP), and variances. We utilize an estimate of percent complete to develop earned value in computing ACWP.

It is this system which provides the foundation for our being able to develop accurate and timely invoices to our clients, provide summary reports as requested, and to accurately track material and travel Other Direct Costs (ODCs) as described below in Part III.

Invoicing

We have been billing jobs such as this since the company's inception in 1981 and we are proud of our track record in this area of our operations. Our billing system was honed in the early years based on our experience with a variety of governmental and non-governmental customers. A key element of this process was working with representatives of the Defense Contract Audit Agency (DCAA), which is the audit arm of the U. S. Department of Defense. Billing on DoD contracts and subcontracts requires precise methods and accurate accounting records. This is especially true for labor-intensive companies such as ours. The system we developed for our DoD jobs is used on all our jobs. We utilize an actual job cost system under the control of the general ledger as described above.

The backbone of our billing system is Sierra's Weekly Time Sheet and our timekeeping procedures. Our standard workweek is Saturday through the following Friday. Unique job numbers are assigned to each job upon contract award. Job numbers are communicated to the appropriate employees.

Every employee fills out a Weekly Time Sheet showing his/her hours for each day on each job by using the assigned job number. Time sheets are signed by the employee and submitted to Accounting on Friday afternoons. For off-site employees who work in customer facilities, we have the employee also obtain the signature of the customer manager who is responsible for supervising the day-to-day activities of our employee at the job site. Time sheets are reviewed for completeness and accuracy and approved by the employee's Sierra Cybernetics supervisor.

The weekly hours and job numbers from all time sheets are then entered into (1) our computerized accounting system, and (2) a schedule of hours to be provided to our outside payroll processing company, Paychex, Inc. Two weeks of hours are entered and summarized on the payroll schedule and provided to Paychex. Upon receipt of the processed payroll, the paid hours and dollars are reconciled exactly to the paid hours and dollars in our accounting system.

Finally, billing copies of the same time sheets that are entered in our accounting system and that are used to pay the employee are provided to Billing to prepare customer invoices. Periodically, the cumulative billed hours are compared to the hours booked against a particular job in our accounting system to ensure that no over or under billing has occurred.

Our billing frequency varies depending on a number of factors, including the size of the job and, of course, the

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billing terms in the contract. However, we generally bill a job such as this biweekly, i.e., every two weeks, to coincide with our biweekly payroll periods.

Summary Reports

In addition to our timesheets and invoicing as described above, Sierra is prepared to support other reporting as may be required, including the staffing report(s) specified in the Master Agreement. Our QuickBooks-centered financial reporting system easily supports such reports.

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest[®] printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel's travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Sierra's travel expense tracking process is a natural derivative of the control provided by our Central Financial Accounting and Reporting System as described above in Parts I and II.

We require our employees to retain all receipts associated with their travel and to annotate those receipts with the project charge number. At the conclusion of their travel assignment, they submit a Sierra Cybernetics Travel Voucher (Form SCF021-3) detailing the travel dates and locations, forms of travel, and meals and incidental expenses with receipts. (Should any receipts include expenses for alcohol, these are not charged to the client and, in fact, are booked as unallowable expenses within our accounting system.) Should a travel assignment extend for more than a month, we require their submittal of monthly interim Travel Vouchers so that we can bill our clients in a timely manner. Our policy is to submit all such travel billings within two weeks of approval by the supervising Sierra manager. Further, before submitting as a billing to our client, those expenses must be also approved by the client authorizing supervisor, after examination and cleansing by the employee's Sierra manager and our accounting staff.

In this manner, travel expenses are monitored against travel budgets (see above figure and discussion of how we track actual expenses against budgeted values). This allows us to alert client supervisors in a timely manner about travel costs vs budget.

End of Evaluation Criterion C-1

SIERRA CYBERNETICS, INC.

REFERENCE NO: _____

EMPLOYEE SIGNATURE _____

DATE _____

APPROVAL _____

DATE _____

SECTION A

Travel From _____ To _____

Traveler (Name) _____ Title _____

Purpose _____ Charge To _____ Div.* _____

SECTION B (Fill in Departure & Arrival Place, Date, and hour)

DEPARTURE	DATE	HOUR	ARRIVAL	DATE	HOUR	DAYS	RATES/DAY	TOTAL \$

\$ _____

SECTION C EXPENSES PAID BY EMPLOYEE (Taxis, Buses, Limousines, Airplane Tickets, Etc.)

	\$

\$ _____

(Continue on 2nd sheet if necessary)

Personal Auto: Official Mileage _____ at _____ per mile =

CHARGES INVOICED DIRECTLY TO SIERRA (Train, plane or rental car ticket information)

SECTION D (attach all bills)

TICKET NUMBER	DATE ISSUED	

\$ _____

TOTAL COST OF TRIP \$ _____

ACCOUNTING USE ONLY

	AMOUNT
Total Section B =	\$ _____
Total Section C =	\$ _____
Total Due Employee	_____
Less: Travel Advanced Issues	_____
Net Due Employee*	_____

Account	Job Number	Div.	Amount

*If credit appears, please attach check payable to Sierra Cybernetics

- * IM Imaging
- IT Information Technology
- SS Engineering Support Services
- SD San Diego
- CO Corporate Home Office

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Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	_____ <u>15 Points</u> _____ (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer's ability to fill the JCC's staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	3
Application Support Analyst	1
Application Tester	
Application Testing Lead	
Business Applications Analyst	
Sr. Business Applications Analyst	3
Business Systems Analyst	3
Sr. Business Systems Analyst	
Data Modeler	2
Database Administrator	3
Enterprise IT Architect	
Infrastructure/Operations IT Architect	
IT Developer	5
IT Developer Lead	
IT Governance Subject Matter Expert	
IT Infrastructure Subject Matter Expert	
IT Program Manager	
IT Project Manager	2
Network Engineer	1
Quality Assurance Analyst	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**


Classification	Number of Placements in Past 12-Months
Release Manager	
Security Analyst	1
Service Delivery Manager	
Technical Analyst	2
Technical Construction Analyst	
Technical Writer	1
TIBCO Development Engineer	

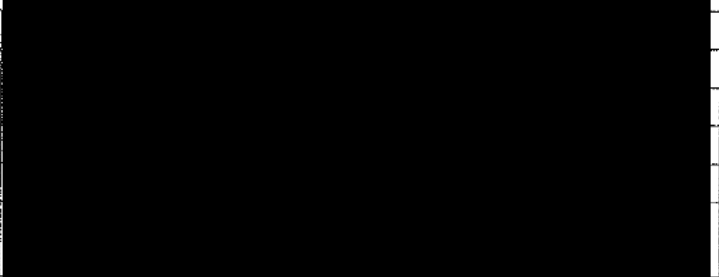
Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

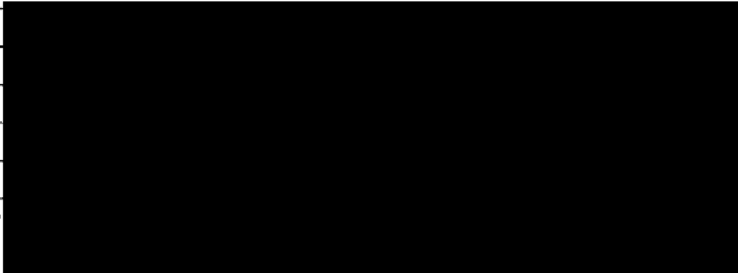
JCC Classification	Applications IT Architect
Duration of Assignment (List Dates)	Gowda/Wilson: 8/7/14 – Present Quak: 3/1/15 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

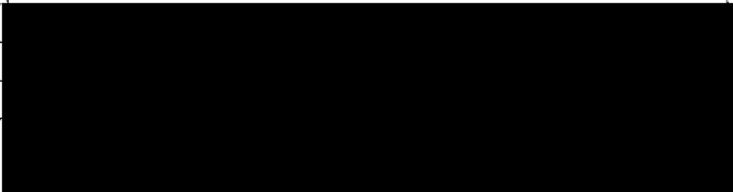
JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	3/14/16 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	
Duration of Assignment (List Dates)	
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	
Duration of Assignment (List Dates)	
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	
Duration of Assignment (List Dates)	
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	8/26/08 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	12/15/09 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	6/10/15 – 8/28/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	8/17/15 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	4/11/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	4/18/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Database Administrator
Duration of Assignment (List Dates)	12/1/09 – 6/30/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	Davis: 8/25/10 – Present Fernando 2/18/14 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	6/29/15 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

JCC Classification	IT Developer
Duration of Assignment (List Dates)	3/9/16 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/16/16 – 8/25/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	7/27/15 – 9/30/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	6/9/14 – 4/10/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	Stacy: 1/18/14 – Present Frank: 11/3/09 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	8/6/15 – 11/29/15
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	6/22/15 - Present
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	1/17/15 – 2/26/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)	
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>(1) Sourcing Manager – Mr. George Rodriguez (2) Account Representative – Mr. Carl LaPlante (3) Accounting Lead – Mr. Allan Durdella</p>		
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>See following pages</p>		
<p>Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.</p> <p>Our three key staff members have worked together as a team at Sierra for more than 25 years. We each back up one another as necessary. We anticipate this relationship will continue for the duration of your contract. Messrs. LaPlante and Rodriguez regularly share duties as recruiting and sourcing lead and account representative, each performing in the role for differing clients, as is our process for ensuring regular and deep coverage of these functions. We have done so for at least the past 18 years. In this manner, we both stay close to our clients and we stay knowledgeable of the changes in the IT personnel marketplace.</p>		

End of Evaluation Criterion C-4

CARL LaPLANTE**ACCOUNT REPRESENTATIVE**

Mr. LaPlante is skilled at interacting with the business leadership of civilian, military, and government clients in complex information management environments. He possesses 40+ years experience in leadership, managerial, and leading-edge technology positions, in both large and small firms, requiring capabilities to build organizational infrastructures while constantly interacting directly with key client management and technical personnel. He has led Sierra Cybernetics from being strictly a provider of military software systems to a fully integrated systems solution provider for private industry, local government agencies, and U.S. and foreign military clients. Mr. LaPlante has founded or co-founded four firms specializing in software, systems engineering, and project management.

Sierra Cybernetics, Inc.**President****1981- Present**

Carl founded Sierra to provide systems engineering and software development services. Sierra's focus has evolved from developing military test and evaluation software to now being a recognized IT staffing firm and developer and integrator of custom software system solutions in the areas of:

- Information technology for federal, state, and local government agencies.
- Document image management systems for private industry.
- Command-and-control decision aids and intelligence analysis for the military.

From its headquarters in Orange County, Sierra's staff of nearly forty professionals fulfills the corporate mission to provide quality personnel, integration services, and innovative computer-based products for information management applications. Clients for which he has provided direct account executive support have included all U.S. military branches, Los Angeles Superior Court and Orange County Superior Court, San Francisco Department of Building Inspection, Lawrence Livermore Laboratories, City of Pasadena, Ports of Los Angeles and Long Beach, Mazda Motors of America, South Coast Air Quality Management District, and The Walt Disney Company.

From 1973 – 1981, Mr. LaPlante served as a **Consulting Software Engineer** to the following firms.

Software and Management Systems**1980-1981**

Developer of user interface and records management software for a personnel records system for Jordanian Army. Provided on-site business process analysis for Abu Dhabi National Oil Company.

Logicon/Eagle Technology**1977-1981**

Government (DoD) software representative in-plant at Hughes Aircraft during development of joint Army/Marine Corps Position Location Reporting System (PLRS) and Enhanced PLRS (EPLRS). Reported to military and government officials on software technical, quality, and schedule matters.

Hughes Aircraft, General Dynamics Electronics, SYSCON**1973-1977**

Software developer on electronic warfare, undersea surveillance, intelligence messaging systems.

Litton Industries**Technical Project Manager****1967-1973**

Directed software development within Combat Information Center on Navy's DD-963 (Spruance-class) destroyers and Air Force Satellite Control Facility command-and-control and tracking systems.

Lockheed Missiles and Space Company Associate Engineer**1966-1967**

Software developer for Air Force satellite launch sequence command-and-control at Vandenberg AFB and for data analysis from classified satellite missions.

EDUCATION

Stanford University, B.S., Mathematics, 1966

Post-graduate studies in Computer Science, Statistics, and Operations Research

U.S. Army War College, National Security Participant, 1998

GEORGE RODRIGUEZ**SOURCING MANAGER**

Mr. Rodriguez is a retired Army communications officer, with over thirty years of experience managing and testing large-scale automation projects, including multimillion-dollar projects for both commercial and military clients. The majority of the commercial projects have been PC Web or client/server based projects for document image management or local government IT departments providing development, database, and business process solutions. George provides recruiting, training, and management for Sierra's Information Technology staffing contracts.

Sierra Cybernetics Program Manager February 1988 – Present

George has provided project leadership and staff recruiting and management for these clients

- Port of Los Angeles On-Call IT Services
- Lockheed Martin Staffing Services
- Lockheed Martin/SPAWAR/Taiwan systems engineering and IT staffing
- Orange County Executive Office Imaging Support (Legato, Plasmon, Fujitsu)
- Management Applied Programming Imaging Data Capture (Kofax, AnyDocs)
- Orange County Transportation Authority business process (Windows, MS SQL, Oracle)
- IT Corporation imaging and business analysis for eCommerce solutions
- San Francisco Department of Building Inspection business analysis and imaging
- Air Quality Management District (AQMD) WEB Activated Request for Permits Project
- AQMD Web Enhancement Project (Windows NT based)
- Joint Tactical Information Distribution System Support (Windows NT/UNIX based)
- Display Control Console Replacement Project (HP-UNIX based)
- AQMD Finance Enhancement Project (Windows NT based)
- Navy MK-92 Fire Control Project (Windows 95 based)
- AQMD Facility Permit Processing System (Windows NT based)
- EPLRS Crossover Training for EPLRS operators at Technical Test and Operational Test
- Position Location Information distribution over tactical communications systems (Unix)
- Intelligence Analysis System for distribution of electronic overlays (Unix)

U.S. Army Lieutenant Colonel 1967 - 1987

- Performed as the Resident Technical Representative at Hughes Aircraft, in charge of witnessing contractor tests, both hardware and software. Led review of test procedures to ensure all tests were conducted in accordance with government specifications.
- Wrote electronic warfare studies and provided technical support to U.S. Army on foreign ground-based jammers and direction finding capabilities. Briefed Pentagon officials on foreign electronic warfare capabilities against U.S. voice communications, ground and airborne radar jammers and line-of-site multichannel communications. Provided inputs for production decisions on Army communications, radar, and air defense systems.
- While stationed at Ft. Huachuca's Joint Test Facility, assisted in the testing of the U.S. Army's tactical voice and message switches by utilizing a simulator capable of simulating telephones and teletypewriters.
- Managed U.S. Army's Corps Area Communications System in Vietnam and Thailand. Managed the U.S. Army's command and control communications system in Germany.

EDUCATION: MSEE, New Mexico State University, 1975
 BS, Engineering - United States Military Academy, 1967

ALLAN DURDELLA**ACCOUNTING LEAD**

With Sierra since 1987, Mr. Durdella is a Certified Public Accountant with more than thirty years of accounting, financial, and auditing experience. He has a unique blend of municipal, Federal, and private contract accounting experience. Mr. Durdella is responsible for management of Sierra's accounting and contracts departments, preparation of financial statements, liaison with outside auditors, establishment of accounting policies and procedures, contracts administration, forward pricing, purchasing, personnel processing, and Human Resources.

Prior to joining Sierra, Mr. Durdella held the following positions in private industry and for the Federal government:

- Provided accounting services and consultation to small and medium size companies. Implemented accounting systems; supported outside audits; performed DAR/FAR compliance reviews; prepared various types of proposals/claims, developed indirect rate projections.
- Held the position of controller for a multi-state, multi-divisional company and maintained a profit each year, while annual revenues increased from \$3 million to \$17 million.
- Participated in conversion of manual accounting/financial systems to computerized systems. Operated various types of computerized accounting systems.
- Served as both an acting Supervisory Auditor and a Senior Auditor in Defense Contract Audit Agency (DCAA) branch and resident offices. Major responsibilities included: supervision of audit staff, participation in office management, and performance of a wide range of audits.
- Was Auditor-in-Charge of a DCAA sub-office within a division of a major corporation. Supervised the office staff and carried out the audit requirements.

EDUCATION: B.S., Accounting, Case Western Reserve University, 1969

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion:	Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion:	_____ <u>15 Points</u> _____ (out of 100 possible points)

Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.

If exceptions are identified, proposers must also submit:

- a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and
- a written summary to substantiate each individual proposed change, including
 - (i) the relevance of the change,
 - (ii) the vendor's rationale for proposing the change, and
 - (iii) the proposed benefit to the JCC for accepting such individual change.

Proposer must complete the following:

Mark the Appropriate Choice, below [*you must mark one or the other*]:



Proposer accepts *Attachment B – Master Agreement Terms and Conditions*, **with no exceptions.**

OR



Vendor proposes the following exceptions/modifications to *Attachment B – Master Agreement Terms and Conditions*:

If proposing exceptions, submit red-lined text of *Master Agreement Terms and Conditions* here [Red-lined text of *Master Agreement Terms and Conditions* must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:

If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:

End of Evaluation Criterion C-5

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.

Proposer must complete the following:

Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.

Sierra Cybernetics, Incorporated is a California “C” corporation, founded in 1981, and has been in business for 35 years. Sierra has been providing sourcing services for 18 years. Sierra also provides custom software development services and systems engineering services for US military command, control, and communication systems. Our target clients have always been governmental agencies, so that we do not diffuse our energies and resources pursuing commercial business clients. It was through the requests of government clients, for which we provided software and systems engineering services, that we entered the IT sourcing arena to provide them personnel augmenting their IT staffs. Today, sourcing represents approximately 85% of our annual revenues.

We have had no mergers since 2013; we did acquire a document imaging systems integration firm in 1999. We have never been a party to any legal actions nor bankruptcy; our legal and financial status has always been immaculate. We are regularly audited (cleanly) by the Defense Contracts Audit Agency (DCAA).

Resumes of Sierra’s three key executives are presented in the previous section, Attachment C-4, Part II.

- President – Carl LaPlante
- VP, Information Systems – George Rodriguez
- Director, Finance and Contracts – Allan Durdella

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Sierra Cybernetics, Inc. is a privately-held company that generally does not release its financial information to outside parties. Additionally, because we are a small business, we do not have our financial statements audited. In accordance with your proposal requirements, we have included these internally prepared financial statements for our last three completed fiscal years, i.e. those ended October 31, 2013, 2014, and 2015. These statements have been prepared by our Director, Finance and Contracts, who is a CPA. These are the same statements that we provide to our outside accounting firm, Wertz & Company, Irvine, CA, for them to prepare our federal and state income tax returns. We have marked the statements as "Confidential," meaning that they are company proprietary and should be treated as such. We would request that the financial statements be used for only the purpose intended and that they not be released to any outside party without the written consent of Sierra Cybernetics. We appreciate your cooperation on this matter.

The financial statements are included in a sealed envelope with only the original proposal.


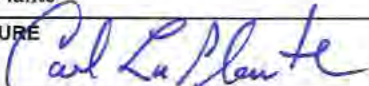
Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Sierra's three key executives have worked together as a team for more than 25 years. Mr. LaPlante founded the company in 1981 and Messrs. Rodriguez and Durdella joined the firm in their current capacities in 1988. Our retention philosophy is very straight forward: we enjoy working together, we respect one another personally and professionally, we back each other up in our duties and our support to our clients.

End of Evaluation Criterion C-6

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 6-2003)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) Sierra Cybernetics, Incorporated		
	SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) N/A		E-MAIL ADDRESS 
	MAILING ADDRESS 5140 E. La Palma Ave., Suite 201		BUSINESS ADDRESS Same
	CITY, STATE, ZIP CODE Anaheim Hills, CA 92807		CITY, STATE, ZIP CODE Same
3	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 95-3665407		NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> CORPORATION:	
<input type="checkbox"/> ESTATE OR TRUST		<input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> EXEMPT (nonprofit) <input checked="" type="checkbox"/> ALL OTHERS	
CHECK ONE BOX ONLY		<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:	
		(SSN required by authority of California Revenue and Tax Code Section 18546)	
4	<input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.		
PAYEE RESIDENCY STATUS		<input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.	
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Carl LaPlante		TITLE President	
SIGNATURE 		DATE 05/04/2016	TELEPHONE ((714))921-1212
6	Please return completed form to:		
Department/Office: _____			
Unit/Section: _____			
Mailing Address: _____			
City/State/Zip: _____			
Telephone: () _____ Fax: () _____			
E-mail Address: _____			

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

**ATTACHMENT E
BIDDER DECLARATION**

N/A

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the "Bidder Declaration Instructions" prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: _____
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: _____

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: _____
2. Subcontractor contact person: _____
3. Subcontractor address: _____
4. Subcontractor phone number: _____
5. Subcontractor email: _____
6. Subcontractor DVBE Supplier ID number: _____

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7. Subcontractor DVBE Certification active from _____ to _____.
8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.
9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:

10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")

11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: _____ %
12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>
<i>Address</i>		<i>Telephone Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of _____ in the State of _____</i>	

BIDDER DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (ii) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder wishes to claim the DVBE incentive in a solicitation where a DVBE incentive is offered, it must complete the Bidder Declaration. If no DVBE incentive is offered, or Bidder does not wish to claim the DVBE incentive, Bidder should not complete the Bidder Declaration.

The JBE will determine whether Bidder is eligible to receive the DVBE incentive based on information provided in the Bidder Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Bidder Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

Instructions for Section I

1. Provide Bidder’s DVBE Supplier ID number, if applicable. This number is in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
3. This percentage is equal to the amount to be paid by Bidder to the non-DVBE subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to non-DVBE subcontractor is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
4. The DVBE Declaration is separate from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of Bidder.
5. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of its DVBE certification.

Instructions for Section II

Please skip this section if (i) Bidder does not have an approved Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Provide the date on which DGS approved Bidder’s BUP.
2. Provide the date through which the BUP is valid.
3. Bidder must provide a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS. This copy must be provided along with the Bidder Declaration.

Instructions for Section III

A DVBE Subcontractor (Subcontractor) is any certified DVBE (whether a person, firm, corporation, or organization) contracting to perform part of Bidder’s contract.

Enter the total number of Subcontractors Bidder will use for the contract. If the number is zero, skip to Section IV. Otherwise, provide complete information (items 1-13 of Section III) for each Subcontractor.

1. Provide the full legal name of Subcontractor.
2. Provide the name of a contact person at Subcontractor. The contact person must be able to verify the information provided in the Bidder Declaration regarding that Subcontractor.

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3. Provide the full address of Subcontractor.
4. Provide Subcontractor's phone number, including area code.
5. Provide Subcontractor's email address. If Subcontractor does not have an email address, insert "N/A."
6. Provide Subcontractor's DVBE Supplier ID number. This number is in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
7. Provide the applicable dates. These dates are in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
8. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of each Subcontractor's DVBE certification. Provide a copy of Subcontractor's DVBE certification.
9. Provide a detailed description of the goods and/or services Subcontractor will provide for the contract.
10. Provide an explanation of how Subcontractor's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Military and Veterans Code section 999, a person or an entity is deemed to perform a "commercially useful function" if a person or entity does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out the obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a person or entity will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DVBE participation.
11. This percentage is equal to the amount to be paid by Bidder to Subcontractor divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to Subcontractor is \$6,600 and Bidder's total bid price is \$75,000, enter "8.8%" ($6600 \div 75000 = 0.088$; $0.088 \times 100 = 8.8$).
12. The Bidder must submit a written confirmation from the Subcontractor, indicating that Subcontractor will provide the required goods and/or services if Bidder is awarded the contract.
13. The DVBE Declaration is a separate form from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of the Subcontractor.

Instructions for Section IV

Provide Bidder's full legal name, and federal ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county and state where that person signed the certification, in the appropriate boxes.

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the "Small Business Declaration Instructions" before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: 18926
2. Small Business Certification active from 1/24/2012 to 12/31/2016
3. Will Bidder subcontract any portion of the contract work to subcontractors? yes

If yes:

- Unknown at this time, estimated to be*
- A. State the percentage of the contract work Bidder will subcontract: less than 25%
 - B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: IT augmentation services

- C. Explain how Bidder is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.") Sierra will perform each of the functions described in subitems i through v of the Subpart C instructions.

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

Company Name (Printed) <i>Sierra Cybernetics, Incorporated</i>		Tax ID Number <i>95-3665407</i>
Address <i>5140 E. La Palma Ave., Suite 201 Anaheim Hills CA 92807</i>		Telephone Number <i>714-921-1212</i>
By (Authorized Signature) <i>Carl LaPlante</i>		
Printed Name and Title of Person Signing <i>Carl LaPlante President</i>		
Date Executed <i>5/4/2016</i>	Executed in the County of <u><i>Orange</i></u> in the State of <u><i>California</i></u>	

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “DGS” refers to the Department of General Services, (ii) “Small Business” refers to an entity certified by DGS as a small business or a microbusiness, (iii) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer “yes” and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer “no” and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a “commercially useful function” if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

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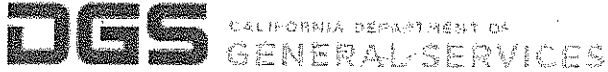
1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

Carl LaPlante

From: CertRenewal@DGS [CertRenewal@dgs.ca.gov]
Sent: Monday, December 21, 2015 12:55 PM
To: Undisclosed recipients
Subject: Small Business Certification Extension



Governor Edmund G. Brown Jr.

December 21, 2015

Dear Business Owner(s) and/or Officer(s):

Please do not reply to this email.

As you know, Cal eProcure, the new online portal for the Financial Information System of California (Fi\$Cal) replacing BidSync, launched on December 9, 2015. To facilitate the transition between BidSync and the new system, the Office of Small Business and DVBE Services (OSDS) extended your certification. As a result, your firm will not be required to recertify until 90 days prior to your new expiration date. To review your new expiration date, follow the steps below to access and print your certification profile:

- Go to <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>
- Enter your business name or your certification ID number. Click the search button.
- Click on your business name. Your certification profile will display.
- Print for your record.

During this extension period, please contact OSDS to:

- Notify of any changes to your business using the Certification Information Change form located at <http://www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf>.
- Withdraw your certification if your business no longer meets certification eligibility requirements located at <http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx>

OSDS wishes you success in your future endeavors! If you have any questions, please email at OSDSHelp@dgs.ca.gov or contact OSDS at 916-375-4940.

Sincerely,

Office of Small Business and DVBE Services

Supplier Profiles

Certification ID: 18926

Legal Business Name
SIERRA CYBERNETICS INCORPORATED

Address
5140 E LA PALMA AVE #201
ANAHEIM HILLS
CA 92807-2069

DBA Name 1
SIERRA CYBERNETICS INC

Email
[REDACTED]

DBA Name 2

Phone
714/921-1212

No. Employees
15

Fax
714/921-2086

Business Types
Service

Website

Service Areas

Los Angeles , Orange , Riverside , Sacramento , San Bernardino , San Diego

[View Keywords](#)

[View Classifications](#)

Active Certifications

?

Certification Type	Status	From	To
SB	Approved	01/24/2012	12/31/2016

Certification History

?



State of California
Secretary of State

S

Statement of Information

(Domestic Stock and Agricultural Cooperative Corporations)

FEE (Filing and Disclosure): \$25.00.

If this is an amendment, see instructions.

IMPORTANT – READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

F391472

FILED

In the office of the Secretary of State
of the State of California

FEB-02 2015

This Space for Filing Use Only

1. CORPORATE NAME

SIERRA CYBERNETICS, INCORPORATED

2. CALIFORNIA CORPORATE NUMBER

C1094402

No Change Statement (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.

If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

Complete Addresses for the Following (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE CITY STATE ZIP CODE

5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY CITY STATE ZIP CODE

6. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4 CITY STATE ZIP CODE

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

7. CHIEF EXECUTIVE OFFICER/ ADDRESS CITY STATE ZIP CODE

8. SECRETARY ADDRESS CITY STATE ZIP CODE

9. CHIEF FINANCIAL OFFICER/ ADDRESS CITY STATE ZIP CODE

Names and Complete Addresses of All Directors, Including Directors Who are Also Officers (The corporation must have at least one director. Attach additional pages, if necessary.)

10. NAME ADDRESS CITY STATE ZIP CODE

11. NAME ADDRESS CITY STATE ZIP CODE

12. NAME ADDRESS CITY STATE ZIP CODE

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS

15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

Type of Business

16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

02/02/2015

ALLAN W. DURDELLA

DIRECTOR, FINANCE AND CONTRACTS

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

**State of California
Secretary of State**

**CERTIFICATE OF STATUS
DOMESTIC CORPORATION**

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

That on the **23RD** day of **OCTOBER, 1981**, **SIERRA CYBERNETICS, INCORPORATED** became incorporated under the laws of the State of California by filing its Articles of Incorporation in this office; and

That said corporation's corporate powers, rights and privileges are not suspended on the records of this office; and

That according to the records of this office, the said corporation is authorized to exercise all its corporate powers, rights and privileges and is in good legal standing in the State of California; and

That no information is available in this office on the financial condition, business activity or practices of this corporation.

IN WITNESS WHEREOF, I execute
this certificate and affix the Great Seal
of the State of California this day of
November 13, 2007.



Debra Bowen

DEBRA BOWEN
Secretary of State

BUSINESS TAX CERTIFICATE

POST CERTIFICATE IN A CONSPICUOUS PLACE



This certificate is not transferable or assignable. This certificate evidences that the person(s), firm or entity named herein paid the applicable tax required by Title 3 of the Anaheim Municipal Code for the period indicated and is not a regulatory permit or entitlement to do business. There may be additional requirements before the business may be legally conducted. This certificate does not authorize the conduct or continuance of any illegal or unlawful operation in violation of any law or ordinance.

Business: **SIERRA CYBERNETICS INC**
Address: **5140 E LA PALMA AVE 201**
Owner / Officer: **CARL D LAPLANTE, PRESIDENT**
Corporation / Partnership: **SIERRA CYBERNETIC INC**

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Classification: **3122**

This certificate is issued without verification that the holder is subject to or exempted from licensing by the state, county, federal government, or any other governmental agency.

Expiration Date: **04/15/17**

Business License Number: **BUS2004-01916**

Date Issued: **04/26/06**

Type of Business: **SOFTWARE DEVELOPMENT SERVICES; DOCUMENT MANAGEMENT IMAGING SYSTEMS AND SERVICES (4 EMPLOYEES)**

To: **SIERRA CYBERNETICS INC
5140 E LA PALMA AVE 201
ANAHEIM, CA 92807 0000**

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:
The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
The Department of Rehabilitation at www.rehab.cahwnet.gov.
The California Commission on Disability Access at www.cdda.ca.gov.

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.

Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")



Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Carl LaPlante
TITLE OF PERSON SIGNING President

**ATTACHMENT H
IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

Company Name (Printed) <i>Sierra Cybernetics, Incorporated</i>		Federal ID Number <i>95-3665407</i>
By (Authorized Signature) <i>Carl LaPlante</i>		
Printed Name and Title of Person Signing <i>Carl LaPlante President</i>		
Date Executed <i>5/4/2016</i>	Executed in the County of <i>Orange</i> in the State of <i>California</i>	

Sierra Cybernetics

Sierra Cybernetics – *The Art of Information Engineering*



PROPOSAL TO PROVIDE TECHNICAL STAFF AUGMENTATION SERVICES

Cost Proposal

Prepared for:
Judicial Council of California
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102

Attention: Ms. Nadine McFadden

In Response To: RFP #ISD – 201601 - RB

Prepared by:
Sierra Cybernetics, Inc.
5140 E. La Palma Avenue, Suite 201
Anaheim Hills, CA 92807-2069
(714) 921-1212 or Facsimile (714) 921-2086
[REDACTED]

Attention: Carl LaPlante
President

11 May 2016

Program Number: SC16-005

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion:	Pricing			
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)			
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>					
Proposer must complete the following:					
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>					
	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0	2	3	5	6

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

See Note Below *	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	25 – 62	25 – 62	27 – 65	27 - 65

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	12%	12%	12%	12%

*Note: Proposer’s Maximum Mark-up Rates Allocated to Overhead fall into two categories: (1) for W-2 employees of proposer, and (2) for 1099 or C2C independent contractors utilized by proposer. Because we offer W-2 employees a flexible selection of benefits, our overhead for them can vary between 27% for no benefits except for the company’s portion of federal and state taxes and up to 53% for fully-benefited W-2 employees. In all cases, the final price to the client remains the same. Because the employees can select the benefit level they desire, their pay rate moves inversely, i.e. the more benefits they select, the lower their pay rate, and the fewer benefits they select, the higher their pay rate. 16% overhead is applied to 1099 or C2C independent contractors. Please refer to our Employee Benefits discussion in the Technical Volume, Attachment C-1, Part I.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Note: Rates shown below will typically be lower than maximum shown. The primary driver for rates is the tightness of the labor market, which currently is very tight. Also, Sierra generally takes into account differentials in pay for differing counties throughout the state. For example, using San Francisco as the baseline, we generally target the following discounts at other counties in California: Los Angeles and Orange (-10%), Fresno, Sacramento and San Diego (-13%), and Santa Clara (-6%).

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$130.15
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$92.17
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$89.40
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$104.83
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$91.77
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex	\$117.09

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Position	Maximum Hourly Rate
and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$82.28
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$108.39
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$102.85
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$111.55
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$143.60
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$136.87
13. IT Developer - Designs, codes, configures, tests and debugs applications in	

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Position	Maximum Hourly Rate
various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$108.39
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing, coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	\$117.09
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$127.60
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$136.87
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$126.98

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Position	Maximum Hourly Rate
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$114.72
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$98.69
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts, and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	\$89.40
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$117.88
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$99.69
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$99.10
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$111.16
25. Technical Analyst – Provides technical project oversight and serves as	

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Position	Maximum Hourly Rate
technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$137.66
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$136.87
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$86.24
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support; preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	\$118.67

End of Evaluation Criteria C-2 Pricing



May 10, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden, RFP No. ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

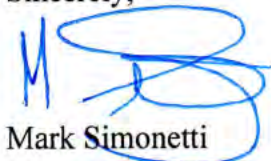
Dear Ms. McFadden:

In response to RFP No. ISD ISD-201601-RB, issued by the Judicial Council of California, Administrative Office of the Courts (AOC), Information Services Division, Software Management Consultants, Inc. (SMCI), the prime contractor, would like to submit the following response to support the JCC's desire to identify and retain qualified technical staff augmentation staffing agencies under master agreements to support the JCC with high-quality, cost-effective, professional technical staff.

Name and Title:	Mark Simonetti (VP of Business Development)
Address:	4900 Hopyard Rd. Suite 315 Pleasanton, CA 94588
Electronic Address:	[REDACTED]
Telephone Number:	925-463-1111 [REDACTED]
Facsimile Number:	925-463-1116

We appreciate the opportunity to continue supporting your consulting needs, and would be happy to answer any questions you may have regarding this proposal.

Sincerely,


Mark Simonetti

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion:	Methodologies
C-1	Maximum Points for this Criterion:	<u>6 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC's invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p><u>Sourcing Methodology</u></p> <p>Software Management Consultants, Inc. (SMCI) is recognized as a Technology Staffing Solutions Leader and it provides consulting and contract staffing services that address the full scope of technology disciplines and IT related positions as set forth in the RFP Attachment C, Classifications. In providing consulting/contract staffing support to its clients, SMCI utilizes the resources of project specific hourly and salaried employees drawn from an extensive active database of Information Technology professionals.</p> <p>In addition, through its acquisition of Partners in Business Systems (Partners) Division, SMCI draws from an elite group of known and proven practitioners in the San Francisco Bay Area consulting industry. (SMCI's Partners Division was formed in 2010 as a result of its acquisition of Partners in Business Systems, Inc. and the division offers a niche set of management and IT services that represent an important subset of the Classifications described in Attachment C.) The sourcing methodology practiced by the Partners Division leverages its extensive network and utilizes a rigorous referral-only and screening process. Partners Division consultants typically combine business expertise, management skills and technology backgrounds and offer extensive subject matter knowledge that is relevant to a client's business situation. For example, many Partners Division consultants have extensive knowledge regarding the Judicial Branch of California and more specifically AOC programs, initiatives and technologies.</p> <p>SMCI's approach to sourcing achieves the same quality standards as the Partners Division but significantly expands the breadth and depth of qualified Information Technology professionals available to the AOC and its other clients. SMCI also</p>		

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

places significant emphasis on the importance of a rigorous and detailed screening process. Moreover, its project-specific approach to providing solutions allows SMCI to quickly and professionally respond to diverse requirements with superior candidates over a broad range of IT position types and skill sets.

Because SMCI's approach to providing contract resources is not solely dependent upon whether there are appropriate employees "on the bench", we are consistently able to provide our clients with the IT resources they require in a timely manner and on a cost-competitive basis. In addition to the hundreds of IT consultants currently employed by SMCI, SMCI actively maintains IT resource databases in California and Arizona, that contain in excess of 60,000 IT professionals. To date, approximately 20,000 of these professionals have been through our rigorous screening process and we currently screen new potential resources at the rate of 2,000 per year. The following criteria are used in selecting candidates for screening:

1. Technical skills and applications backgrounds that are currently prevalent in today's information technology marketplace.
2. Experience with emerging technologies that are gaining acceptance.
3. Skills specific to the installations of existing clients and organizations with which we are attempting to form business relationships.

The result of this approach has been the development of a significant pool of qualified resources whose skill sets and backgrounds encompass those areas of expertise that are valuable to the IT organizations of the major institutions which form our client base. Because this pool of resources is a main source of IT candidates for new client requisitions, we maintain extensive data that relates to appropriateness for placement in addition to the data that relates to the individuals professional skills and background. This includes:

1. **Screening Results.** This is information pertaining to the results of screening (e.g. interviews, technical testing, etc.).
2. **Availability for assignments.**
3. **Performance Information** (in the case of consultants who have performed contract assignments for SMCI or whose performance SMCI's technical managers have had an opportunity to observe first hand).
4. **Screened Placement Suitability Information.** This is information which concerns a consultant's suitability for placement at a particular client site (e.g. the consultant will only accept assignments at client sites with flexible work schedules or only wants placements within a certain driving radius of home, etc.). This information also pertains to a consultant's suitability for particular types of assignments (e.g. poor oral or written communication skills might disqualify an otherwise technically qualified candidate from placement when the position involves extensive user interface and the development of a user requirements documents).

When a client provides a requirement, we turn first to a search of this pool of resources (including Partners Division consultants) to locate appropriate individuals. Within this context, we maintain frequent contact with screened candidates to track current and future availability. Because of the large number of qualified candidates in our system with whom we maintain contact and who have completed our screening process, we usually are able to satisfy a client's requirement from this pool of resources.

If we are not able to identify appropriate candidates from these resource pools, we work with our extensive network of

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

referral relationships and, where appropriate, we work with candidates obtained through our pre-existing subcontractor relationships, sponsorship of user groups, professional organizations and Internet postings/searches. Within the context of Internet postings we utilize DICE, Computerjobs.com, Hotjobs.com, and numerous specialized posting sites for client specific requirements and to ensure a stream of new resources to keep our resource databases fresh. For recurring positions that our clients call upon us to fill, we utilize numerous existing search agents to keep the pipeline replenished for the required talent our clients continuously need.

SMCI's special handling for responding to very "hard-to-fill" IT needs, that cannot be satisfied in a timely manner via the processes described above, is explained later in this section under the heading "Hard-to-Fill Positions".

SMCI's business approach to sourcing the best possible candidates is to understand a client's business, technical and cultural environments so that we can fully appreciate its IT staffing requirements. Our goal is to identify and present only those candidates who are appropriate for each client requirement. Through its Partners Division, SMCI already has an in-depth understanding of the AOC's business, technical and cultural environments and fully comprehends the scope and nature of the AOC's upcoming IT contract staffing needs.

We believe that it is our job to find the best candidate for the job based on a solid understanding of the client's environment and a strong sense of the type of person who fits well into its culture. With this perspective in mind SMCI typically only presents one or two candidates for any given client requirement (unless, of course, a client instructs otherwise).

In order to ensure a consultant is a qualified resource and one we wish to work with and present to a client, a four-step Qualification Process is utilized:

- A) Personal Interview;
- B) Technical Qualification;
- C) Employment Reference Checks; and
- D) Background Screening and Drug Testing as appropriate to a client's specifications.

Personal Interview by an SMCI Information Technology Recruitment Specialist. The personal interview is an in-depth interview with the consultant with a focus on:

Applicant experiences	Communication skills
Professional interest	Personal strengths
Level of professional expertise and ability	Educational background
Employment history	Professional demeanor

Technical Interviews are administered as appropriate for the vast majority of technical personnel that we place. SMCI utilizes PreVisor (formerly Brain Bench) online technical testing. We have been using PreVisor for many years and have found it to provide accurate results and to have good predictive value.

Employment Reference Checks from the candidate's previous managers. The employment reference checks consist of two to four conversations with the applicant's previous and current managers discussing the following areas:

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Technical skills	Analytical skills
Writing skills	Communication skills
Professional demeanor	Attitude
Interpersonal skills	Attendance and punctuality
Observance of company rules	Observance of dress codes
Work ethic	Work quality and performance levels

SMCI is typically able to fill positions we receive from our existing pool of resources. For those engagements that are more difficult to fill, should we find it necessary to obtain consulting resources from third party business partners on a subcontract basis, (as an example those looking for a particular expertise, programming language, etc.), each candidate is screened by SMCI applying the same screening approach used for other SMCI resources.

Existing Subcontractor Relationships

In addition to being a large employer organization, SMCI has two distinct types of subcontractor relationships. Through its Partners in Business Systems Division, SMCI leverages the niche set of consulting services and subject matter expertise offered by the well-established Partners Association of independent consulting firms (Associate Firms). Separately, SMCI works with third party partners to ensure that it can be responsive to the full range of its client needs at all times, including needs that are very specialized and/or occur at times of peak demand.

Associate Firms

Prior to its acquisition by SMCI, Partners in Business Systems operated exclusively as a tight-knit association of small independent consulting firms (corporations and limited liability companies) dedicated to serving the needs of both its clients and consultants. The consultants (Associates) are all principals and salaried employees of the Associate Firms and they cherish their long-term membership as part of the Partners Association.

The Associates are all highly-skilled, proven practitioners in the niche service portfolio offered by Partners and have extensive experience in working with major institutions in the financial services industry and government sectors. They are senior resources who are known, proven and trusted entities and handpicked to join the association. Without exception, they are respected business and IT professionals who desire the independence and advantages gained by operating their own companies while valuing the shared reputation and opportunities offered by long-term membership in the Partners Association. This model has proven highly effective for Partners' clients and consultants in delivering top-quality, cost-efficient services while minimizing risk to all parties.

These Associates are highly valued by SMCI and, as long as SMCI's clients permit the use of the Associate Firms, SMCI will continue to operate the Partners Association. In the event an individual client does not permit a subcontracting relationship between an Associate Firm and SMCI, or, in the event that an Associate would prefer to become an employee of SMCI, SMCI will facilitate the transition to SMCI employee status.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Third Party Partners

SMCI has longstanding relationships with a small number of third party partners to ensure that it can be very responsive to all its clients IT needs, even when the need:

- requires a very scarce skill set,
- necessitates highly specialized product/technology knowledge,
- is dependent upon the use of foreign nationals,
- or, in rare instances, exceeds SMCI's extensive bench strength.

Following are third party business partners with whom SMCI currently has relationships. These partners can be used to provide services for those AOC classifications indicated below although SMCI restricts the use of third party partners to those specific conditions itemized above:

<i>Third-Party Business Partners</i>	<i>Classifications Covered</i>
Aveeva	Business Systems Analyst, Sr. Business Systems Analyst, Application Tester, Application Testing Lead
Canvas Info Tech Inc.	Application Tester, Application Testing Lead, Business Applications Analyst, Sr. Business Applications Analyst
E*Pro Inc.	IT Developer, IT Developer Lead
Panzer Solutions	IT Developer, IT Developer Lead
Synergy America, Incorporated	Technical Analyst
NicolInfo Systems Inc.	IT Developer, IT Developer Lead, Application Tester, Application Testing Lead
Empower Professional, Inc.	IT Developer, IT Developer Lead
Beta Soft Systems, Inc.	IT Developer, IT Developer Lead, Application Tester, Application Testing Lead
Diaspark, Inc.	IT Developer, IT Developer Lead, Application Tester, Application Testing Lead
Zolon Tech Solutions	IT Developer, IT Developer Lead
Icon Soft	IT Developer, IT Developer Lead
Ecalix	Business Systems Analyst, Sr. Business Systems Analyst, Application Tester, Application Testing Lead
eFulgent	Data Modeler, Database Administrator

Hard-to-Fill Positions

In those rare instances when a client has a "hard-to-fill" IT need that neither SMC's standard sourcing processes nor its

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

existing subcontractors can adequately satisfy, SMCI has a network of highly respected firms with which it has built professional and reciprocal relationships over the past 25 years. We invest in maintaining relationships with these firms, even though we do not currently have formal executed agreements, so that either party can utilize the services of the other for those very hard-to-fill positions.

Within 24 - 48 hours of receiving a specific staffing request, if we have been unable to identify known candidates through our standard sourcing processes or from existing third party partners we immediately reach out to those firms with whom we have established relationships and who are known to be active in the specific "hard-to-fill" space. In the event, one of these firms has a qualified candidate, an umbrella agreement is triggered and we are able to proceed with candidate presentation to the client.

Also, as described previously, since SMCI utilizes various job boards and post available positions on our own SMCI Website, there are resources who will contact SMCI based on our reputation and the specific listing. Depending on their personal situation and work status, we would proceed in working directly with candidates that are truly a fit for a position or contact the firm that they are aligned with to see if they would make a suitable third party business partner for SMCI.

Scope of Geographic Coverage in California

SMCI has five offices in California - San Francisco, Walnut Creek, Glendale, El Segundo, and Costa Mesa. (as well as offices in several other states). As a large IT staffing solutions company in the geographic regions we serve and with California being our home state, we are confident that we can provide qualified candidates to fill needs in all the Judicial Branch locations throughout California. We strongly believe that our California locations and length of time we've been established in each area are a competitive advantage in serving the needs of the JCC. Equally important, our third party business partners can provide broad geographic in California and have the capabilities to source from any location, including outside the US if needed.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

Invoicing Compliance Methodology

SMCI has been working with the JCC for the past 5 years and understands all invoicing, (expenses, discounts, key personnel's time,) We also clearly understand the Worf process and that assigned hours are not to be exceeded. Please see attached sample invoice and summary:

Summary:

Software Management Consultants, Inc.
500 N. Brand Blvd., Suite 1100
Glendale, CA 91203
TIN: 95-3861305

Date: 03/31/16

Master Agreement #MA012

ISD Work Orders:

	Amount
AOC Work Order #ISD14003-01	
Deliverable # 18	\$8,250.00
Consultant Name: XXXX	
Net amount for WO	\$8,250.00
AOC Work Order #ISD14013-01	
Deliverable #10	\$1,125.00
Consultant Name: XXXX	
Net amount for WO	\$1,125.00
Subtotal ISD Work Orders	\$9,375.00

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

REFM Work Orders:

AOC Work Order #REFM15002A-01

Deliverable # 1

\$1,080.00

Consultant Name: XXXX

Net amount for WO

\$1,080.00

Subtotal REFM Work Orders

\$1,080.00

Total - All Work Orders

\$10,455.00

Invoice Summary:

Please see attachment "Invoice Summary"

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel's travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Travel Expense Methodology

As a standard practice, prior to starting any assignment, all consultants providing services to SMCI's clients are notified about the respective client's travel policies and procedures. Prior the start of a specific assignment that will involve travel, SMCI's designated account manager works with the assigned consultant(s) and client manager to ensure travel needs are fully understood and travel plans defined. As per the AOC's Master Agreement, a written travel plan will be submitted to the client manager, including estimated costs, for review and approval at the beginning of the project and the travel plan will be revised as deemed necessary by the client manager.

Specific travel expense provisions, including not-to-exceeds and other terms, schedules and constraints as defined by client master agreements and client work orders, are captured by SMCI's Work Order Tracking System and are communicated in writing to the assigned consultants in advance of their assignments.

In accordance with SMCI's standard policies, its consultants and/or account managers preview each planned trip in advance with the designated client representative and obtain permission to proceed.

As soon as possible following the end of each month (and in no event more than 30 days following month end), consultants undertaking assignments that require travel are required to submit to SMCI a monthly travel expense report using the template provided to them by SMCI as well as the requisite supporting documentation (including all receipts, records of payments, billing statements, and in the AOC's case, a Mapquest® printout or equivalent for AOC mileage reimbursement). In order to minimize the risk of an unknown delay in expense submission, SMCI intends to require a monthly Expense Report for all work orders where travel expenses are allowed regardless of whether actual expenses were incurred. SMCI has a standard travel expense template but also supports custom templates for those clients who require that expenses be tracked using their forms. The custom template used by consultants providing services to the AOC mirrors the format required when billing expenses to the AOC and a sample is attached. A standard tracing procedure is initiated for expense reports expected but not received.

The expense report line items and totals as well as the accompanying documentation are verified by SMCI's finance division, or the account management team where appropriate, against master agreement terms, specific work order provisions and other known client policies and guidelines. The expense reports are also reviewed against the consultant time sheets. Finally, the Word Order Tracking System also verifies to the extent feasible the details of each expense

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

reimbursement request and tracks requested reimbursements, consultant payment authorization, client payments received, cumulative expenses incurred and allowable expense amounts remaining. The system reports all detected expense reimbursement request errors and generates alerts when it perceives a risk of a future expense overage. The account team monitors the monthly status and reviews any errors or alerts with the assigned consultant(s).

As long as consultant expense reimbursement requests are submitted to SMCI in a timely manner, payment is scheduled for remittance to the consultant upon completion of SMCI's processing and verification. Reimbursement of the consultant is not dependent upon receipt of payment from the client unless the expense reimbursement requests are erroneous or untimely. This policy encourages consultants to submit expense reimbursement requests as early as possible and within the stipulated deadline and therefore facilitates timely expense billing to SMCI's clients.

Authorized and verified travel expense reimbursement requests and the required supporting documents are submitted to clients in accordance with the client's specific requirements for expense billing. A sample expense billing for the AOC is attached.

Expense Statement Compliance

Consultant use of Expense Reports customized for the AOC, combined with the capabilities of SMCI's Work Order Tracking System, allow SMCI to provide the level of detail outlined in Attachment. Sample Expense Statement, and provide a summarization of the travel expense balance remaining from the Work Order.

Sample Travel Expense Forms

Attached – Expense Statement AOC -2016.xlsaa.xls

End of Evaluation Criterion C-1

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	15 Points (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer's ability to fill the JCC's staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	9
Application Support Analyst	5
Application Tester	13
Application Testing Lead	10
Business Applications Analyst	28
Sr. Business Applications Analyst	11
Business Systems Analyst	1
Sr. Business Systems Analyst	46
Data Modeler	7
Database Administrator	14
Enterprise IT Architect	7
Infrastructure/Operations IT Architect	3
IT Developer	64
IT Developer Lead	18
IT Governance Subject Matter Expert	2
IT Infrastructure Subject Matter Expert	6
IT Program Manager	11
IT Project Manager	66
Network Engineer	7
Quality Assurance Analyst	14

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Manager	0
Release Analyst	0
Security Analyst	12
Service Delivery Manager	4
Technical Analyst	11
Technical Construction Analyst	0
Technical Writer	11
TIBCO Development Engineer	0

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	03/31/2016
Name of Individual Placed*	[Redacted]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	04/30/2015
Name of Individual Placed*	[Redacted]
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	
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AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	04/30/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Technical Writer
Duration of Assignment (List Dates)	04/30/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	01/24/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	09/30/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	02/25/2015
Name of Individual Placed*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project manager
Duration of Assignment (List Dates)	03/26/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project manager
Duration of Assignment (List Dates)	12/31/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project manager
Duration of Assignment (List Dates)	09/30/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	03/14/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Infrastructure Subject Matter Expert

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	10/09/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	04/03/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	09/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Mnager
Duration of Assignment (List Dates)	09/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project manager
Duration of Assignment (List Dates)	09/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	06/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	05/15/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	

AOC Classification	Applications IT Architect
Duration of Assignment (List Dates)	03/04/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	

AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	08/28/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	

AOC Classification	Database Administrator
Duration of Assignment (List Dates)	06/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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AOC Classification	Database Administrator
Duration of Assignment (List Dates)	06/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	12/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	08/12/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	06/26/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Network Engineer
Duration of Assignment (List Dates)	03/06/2015
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	01/24/2017
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Technical Writer
Duration of Assignment (List Dates)	11/25/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	07/03/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	08/17/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Applications Analyst


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Attachment C-2**


Duration of Assignment (List Dates)	04/10/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	07/29/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	06/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	05/14/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	05/04/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	


RFP Number: ISD-201601-RB

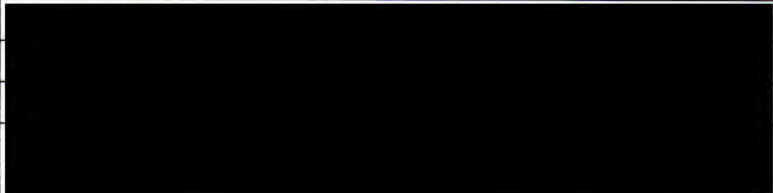
Project Title: Master Agreement for Technical Staff Augmentation Services

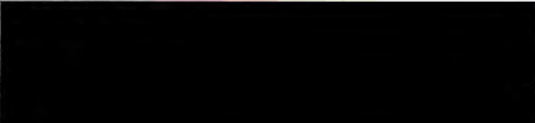
**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	03/18/2017
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Application Tester
Duration of Assignment (List Dates)	06/19/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	04/29/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	08/18/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Developer
Duration of Assignment (List Dates)	07/19/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	08/28/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Database Administrator
Duration of Assignment (List Dates)	11/06/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	09/03/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Developer
Duration of Assignment (List Dates)	12/31/2016
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	05/28/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	04/29/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	06/25/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	03/03/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	02/16/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	05/18/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Security Analyst
Duration of Assignment (List Dates)	06/19/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	09/18/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	03/06/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	04/24/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	03/04/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	04/17/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Developer
Duration of Assignment (List Dates)	12/31/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	11/25/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	06/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	05/08/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Developer
Duration of Assignment (List Dates)	11/13/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Developer
Duration of Assignment (List Dates)	05/22/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Developer
Duration of Assignment (List Dates)	08/14/2015
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	12/23/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	09/30/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	03/21/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manger
Duration of Assignment (List Dates)	06/30/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	05/20/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	07/01/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	08/19/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	12/17/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	11/06/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	04/08/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	03/25/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	07/27/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Quality Assurance Analyst
Duration of Assignment (List Dates)	03/24/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Manager
Duration of Assignment (List Dates)	10/09/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	01/08/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	09/16/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	05/28/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Developer
Duration of Assignment (List Dates)	12/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Developer
Duration of Assignment (List Dates)	09/04/2015
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Technical Writer
Duration of Assignment (List Dates)	10/27/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Database Administrator
Duration of Assignment (List Dates)	09/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Database Administrator
Duration of Assignment (List Dates)	06/01/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	10/23/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	07/17/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Developer
Duration of Assignment (List Dates)	12/18/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	08/21/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Database Administrator
Duration of Assignment (List Dates)	06/09/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	04/21/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	11/15/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	06/14/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	03/18/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	02/19/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Technical Construction Analyst
Duration of Assignment (List Dates)	09/14/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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AOC Classification	IT Project Manger
Duration of Assignment (List Dates)	12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	10/16/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Developer
Duration of Assignment (List Dates)	04/29/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	09/30/2016
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	09/14/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	12/23/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	08/05/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	07/06/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Application Support Analyst

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	01/07/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	06/21/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	04/23/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	06/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	09/04/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	07/30/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	02/12/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	07/01/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	04/15/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	12/23/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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AOC Classification	Security Analyst
Duration of Assignment (List Dates)	05/20/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	05/08/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Program Manager
Duration of Assignment (List Dates)	11/20/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	06/08/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	04/28/2017
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Mnager
Duration of Assignment (List Dates)	04/28/2017
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Applications Suporrt Analyst
Duration of Assignment (List Dates)	12/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	05/13/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	10/30/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	05/28/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Mnager
Duration of Assignment (List Dates)	02/12/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	07/29/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Network Engineer
Duration of Assignment (List Dates)	05/27/2017
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manger
Duration of Assignment (List Dates)	06/16/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	02/26/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Developer
Duration of Assignment (List Dates)	08/26/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	IT Developer
Duration of Assignment (List Dates)	11/18/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Application Support Analyst
Duration of Assignment (List Dates)	04/01/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

AOC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	12/31/2015
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]
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AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	09/11/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Security Analyst
Duration of Assignment (List Dates)	08/24/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	Network Engineer
Duration of Assignment (List Dates)	07/31/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	12/23/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	11/06/2015
Name of Individual Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	02/26/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Security Analyst
Duration of Assignment (List Dates)	01/15/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	01/14/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	03/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	
AOC Classification	Technical Writer


**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Duration of Assignment (List Dates)	06/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	09/30/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	
AOC Classification	IT Project Manager
Duration of Assignment (List Dates)	05/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	
AOC Classification	IT Developer
Duration of Assignment (List Dates)	12/03/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	
AOC Classification	Technical Writer
Duration of Assignment (List Dates)	12/04/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company	
Point of Contact*	

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

AOC Classification	Technical Writer
Duration of Assignment (List Dates)	02/19/2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.

Proposer must complete the following:

Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.

Sourcing Manager – Michael Lemon

Account Representative – Mark Simonetti, VP of Business Development

Accounting Lead – Clara Nersissian, Chief Financial Officer

Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.

Michael Lemon

Mark Simonetti

Clara Nersissian

Proposer

Proposer

Proposer

Proposer

- Applicant's proposed Key Staff members must be U.S. citizens.

- All resumes must be submitted in PDF format.

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

- Conduct sales calls and visits to potential clients for new IT business opportunities
- Identify talent through creative sourcing channels (social networking, internet research, cold calling, regular networking at events)

Mar 2013 – Mar 2015

Software Management Consultants Inc

Technical Recruiter

- Actively source, recruit, interview, and train newly hired candidates
- Partner with Sales Accounts to identify the possible best candidate to present to the client
- Developed Mac in-house survey to determine the level of QA testing experience each candidate possessed
- Identify talent through creative sourcing channels (social networking, internet research, cold calling, regular networking at events)
- Train, mentor, and coach candidate on effective interviewing techniques
- Work with other members of the recruiting team to track goals, metrics, and performance of the team

Aug 2010 – Feb 2013

Rosetta Group

Sr. QA Test Engineer

- Evaluate HTML, CSS and JavaScript source code changes made to web pages related to the product version
- Managed four junior tester in training and education of the company mission and project goals
- Created Black box test cases from design documents
- Worked closely with the project manager and business analyst within the SDLC
- Worked with Apple iTunes search API that covered movie, podcast, music, and audiobooks
- Provide QA Approvals of pre-released pages against a list of internal standards
- Reviewed test plans to ensure that the project objectives were carried out by testing design
- Collaborate with producers and developers to ensure testing schedules remain on track
- Communicate risk to producers and QA Manager as needed

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C-4

- Create test plans, schedule test cases for various projects in an agile environment

Apr 2009 – Aug 2010

HomeNet Inc

Remote Sr. Software QA Engineer

- Worked with the Business Analyst and Project Managers to develop project plan and ensure that the needs of the customer are being met throughout the project
- Created Black box test plans for UAT test cases
- Ran SQL validation checks to ensure that the automobile descriptions are valid and captured in the correct table and columns
- Tasked with the responsibility of ensuring that all QA Engineers have an accurate testing environment for each project
- Responsible for assigning testing projects to QA team members during testing life cycle
- Managed up to ten team members during a testing cycle
- Facilitated bi-weekly QA meeting to reassign and reevaluate the development of QA responsibility during current projects

Nov 2008 – Apr 2009

Abbott Diabetes Care

SWQA Mac Test Engineer

- Reviewed SWQA and peer's documentation for accuracy, clarity, consistency, completeness and compliance for multiple projects
- Monitored and ensured compliance with the ADC Quality System and other applicable regulatory requirements (Such as, ISO 9001/13485 and the FDA's QSR and Good Manufacturing Practices)
- Ensured that project related documents including System Specification/Requirement documents, Validation Plans, Validation Protocols, Trace Matrices and Validation Summary Reports adhere to the Quality procedures and policy
- Worked within an agile testing methodologies and techniques
- Reviewed integration and migration testing SQL queries
- Plan and coordinate work according to higher-level project schedules

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Apr 2008 – Nov 2008

Posit Science Corp

Sr. QA Mac Test Engineer

- Worked with the Director of QA to manage the QA process and preparing the product for release on the Mac OS platform
- Created Black box test cases for user experience functionality
- Provided Mac user training for the customer support team
- Worked with Marketing to help create material for product launch
- Facilitated weekly conference calls with offshore development engineers about project status and product defect review in the code
- Used MySQL to obtain customer data from the database for research study information
- Maintained VNCRobot and Selenium automated test plans, test cases as well as ad hoc testing
- Responsible for testing website application online software updates for the Macintosh
- Responsible for testing and verifying PC to Mac conversion of all application software application

Jan 2001 – Mar 2008

Apple Inc.

QA System Test Engineer

- Tested all OS X CDs before release of correct content and language structure
- Worked with Black box test cases for UAT
- Tested tier 1, 2 and 3 language CD applications for use and function
- Tested Third party accessories against US and Tier languages
- Created test plans and testing guidelines for CD testing
- Worked with Apple Care to review customer errors within the OS X software that were being reported from the use of third party devices software

EDUCATION

DeVry University Fremont, CA: BS Technical Management

ECPI College of Technology Virginia Beach, VA: AAS Computer Science and Information Technology

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**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Mark Simonetti's Resume:

Strategic Business Development – Sales Management – IT Managed Services & Solutions

Visionary organizational development leader with strong experience analyzing business, staffing, and operational needs and devising profit-producing strategies. Adept in hiring and recruiting processes and leveraging technology to support those areas.

Possess history as top-performing sales professional, creating niche for organization and building start-up operation. Skilled in identifying talent that elevates businesses to higher levels of success and surpasses goals.

Core competencies include:

- Business Development
- Operations Management & Analysis
- Team Leadership / Building
- Managed Services
- Strategic Planning
- Interpersonal Communications
- Training & Development
- Relationship Management

SMCI – Software Management Consultants, Inc. – Pleasanton, CA

2015 –Present

VP of Business Development

In charge of all branch operations to include, P&L, internal staffing for branch location to include Administrative staff, Recruiters, and Account Executives. Oversee all branch requisitions and manage workflow.

Active Business Development Manager tasked with building and growing a new territory of clients. Account penetration with existing clients and bringing in new MSA's to grow overall business. Work with multiple MSP clients and manage all requisitions and submittal process.

BAYSIDE SOLUTIONS – Pleasanton, CA 2009 – 2015

Provider of staff-augmentation and consulting services focusing on clients in mobile telecommunication, and IT services.

National Account Executive, Technical Staffing

Led Mobile Telecommunication growth and P&L for Bayside Solutions IT and Telecommunication Staffing Division, performing long-range strategic planning, staffing, managed over \$2M in staffing and managed service business.

Profitable Contributions

- Played key role in organization achieving \$40M+ in sales over course of fourteen years.
- Personally contributed \$10M+ in sales through five years.
- Led the organization in signing a national agreement with AT&T for both staff augmentation as well as managed services.
- Drove Company's re-branding efforts, targeting technical-staffing.

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**Evaluation Criteria & Proposal Submission Forms
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BAYSIDE SOLUTIONS – Pleasanton, CA

2004-2009

VP of Operations

Recruited to build an operations infrastructure from the ground up and provide leadership to the rapidly growing start-up with capacity constraints and no internal systems for recruiting. Assisted in review of all SOW's and RFP's from existing and new clients.

Established all operational and business functions, including medical benefits, payroll, internal contracts, internal policies and procedures, and assisted in the operations and facilities of opening up 3 new offices and moving our corporate headquarters 3 times.

Established a sales and recruiter training program for all new hires.

BAYSIDE SOLUTIONS – Pleasanton, CA

2001-2004

Technical Recruiter

Responsibilities:

- Full-cycle recruitment for Bayside Solutions Telecommunication and IT organization
- Source passive candidates for roles of varying seniority levels
- Extend, negotiate and close offers
- Build relationships with hiring managers and develop deep understanding of their positions and needs
- Interview candidates and manage their experience throughout the hiring process

TEK Systems

2000 – 2001

Technical Recruiter

- Full-cycle recruitment for TEK Systems Telecommunication and IT organization
- Source passive candidates for roles of varying seniority levels
- Extend, negotiate and close offers
- Build relationships with hiring managers and develop deep understanding of their positions and needs
- Interview candidates and manage their experience throughout the hiring process

Achievements

- 6 time presidents club contest recipient: This honor is for meeting or exceeding a sales quota of over 1.5 million dollars (gross profit) in sales for the calendar year.
- Employee of the quarter for 2nd quarter 2014
- 2-time employee of the year for Longs Drug stores (1996 and 2000.)

Professional references upon request

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

CLARA NERISSIAN

SUMMARY

- Chief Financial Officer for 12 years
- Accounting professional with over 35 years of experience.
- Financial Statements, Budgeting, General Ledger, A/R, A/P, & Billing, Reconciliation, Payroll, Auditing, and Collections.
- Experienced with Windows XP and 2010 including Microsoft Word, Excel, Lotus 1-2-3, ADP payroll system, ACC PAC and various in-house financial systems.
- Effective leadership skills, team player, detail minded, goal/results oriented, problem solver and strong analytical skills.

PROFESSIONAL EXPERIENCE

SOFTWARE MANAGEMENT CONSULTANTS INC., GLENDALE, CA 1999 – Present
Chief Financial Officer (CFO)

- Oversees all company accounting practices, including accounting departments, preparing financial reports, tax and audit functions.
- Managing cash flow and oversee business insurance plan.
- Monitor banking activities of the organization.
- Managing company accounting department including payroll, AP, AR and billing.
- Finance/accounting point-of-contact for key clients

WET ENTERPRISES INC., UNIVERSAL CITY, CA 1994 - 1998
Accounting Manager / Assistant Controller

- Oversight of all accounting functions and procedures.
- Preparation of financial statements, month end journal entries, accruals and depreciation.
- Assisted with revenue recognition.
- Managed cash forecast, insuring timely billing, collection and processing of L/Cs.
- Implemented and maintained conversion of ACC PAC to Timberline, enhanced cost accounting system.

SOTO PROVISION, LOS ANGELES, CA 1988 - 1994
Accounting Manager

- Managed Accounting and Purchasing departments and supervised a staff of five.
- Inventory control for a multi-million dollar operation.
- Prepared monthly and annual financial statements.
- Prepared and filed payroll and all business taxes.
- Converted manual accounting system to a computerized system, which allowed purchasing, receiving and inventory to interact with other accounting modules.

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company's specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Michael Lemon – 2.5 years of experience

Mark Simonetti – 1 year of experience

Clara Nersissian – 17 years of experience

SMCI's plan for ensuring stability of our key staff is to treat them right. SMCI knows that when treating our staff the right way, we benefit more as a company and ensure stable and positive current and future endeavors. Along with offering yearly pay reviews, SMCI also provides excellent benefit packages along with a pronounced bonus structure. Furthermore, feedback is also very important to our organization. SMCI encourages staff members, no matter what their level in our organization, to provide feedback and input to SMCI's leadership. We want all of our employees to know that their input matters and is being heard. With SMCI looking in to and opening new offices and acquisitions, we are considered one of the top industry leaders of our business. We provide the proper tools and systems in all of our undertakings, which have been found exceedingly beneficial to SMCI. Lastly, the representatives at SMCI have had long tenures within our organization. Stability of our staff shows that SMCI not only has dedicated staff representation, but also shows that SMCI is a notable organization to be involved with.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u>15 Points</u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below [you must mark one or the other]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

End of Evaluation Criterion C-5

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Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.	
<u>Legal Name, Entity Type and State of Incorporation</u>	
Software Management Consultants, Inc. is the legal company name. The company is frequently referred to as SMCI. SMCI is a California Sub-chapter S Corporation. Company Web Address – www.smci.com	
<u>Company Background</u>	
SMCI was founded in 1983 in Southern California and its founder, Spencer Karpf, is the active company President and CEO. Mr. Karpf established the principles and values upon which SMCI's operations are based and assembled a management team and staff that have the knowledge and experience to fully understand each client's IT consulting and contract staffing needs as well as the qualifications, skills and abilities of SMCI's candidates. As a result, since its inception, SMCI has enjoyed a reputation as an Information Technology Staffing Solutions leader and has sustained continued and significant growth. To a large extent, SMCI's successful track record over the past three decades has been predicated on our commitment to forming long-standing business relationships of mutual benefit with the information technology professionals and clients that we serve and support. In all matters, SMCI is focused on the long-term results of our actions rather than the short-term gains. Fundamental performance measures and company characteristics are highlighted below:	

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

- SMCI is approaching its thirty year milestone as a first-class provider of IT and contract staffing services; through the Partners in Business Systems Division, its consultants have provided services to the AOC for over 10 years.
- SMCI is an experienced IT master services provider servicing the needs of over 30 clients including several Fortune 100 companies; the majority of these clients have been consistently engaging SMCI's services for ten or more years and many of the large institutions have needs similar to those anticipated by the AOC.
- SMCI is headquartered in Glendale California and it has successful branch offices located throughout California, Arizona, North Carolina and a growing presence in other States.
- SMCI currently employs the services of over 500 consultants and their average relationship tenure with SMCI exceeds five years; the average tenure of SMCI's management team and staff is in excess of 10 years.

Core Business

Since 1983, SMCI's primary business has been sourcing qualified IT professionals in response to the pressing IT consulting and contract staffing needs of its clients. On special request, SMCI also provides IT recruiting services for full-time client positions and delivers outsourced IT functions. However, over 95% of its revenues are derived from its consulting/contract staffing sourcing business.

Mergers and Acquisitions

In 2010, SMCI acquired Partners in Business Systems, Inc., a boutique consulting firm based in the San Francisco Bay Area. Prior to this, SMCI's growth was totally organic. As a result of the acquisition, SMCI established Partners in Business Systems (Partners) Division in its San Francisco office and intends to expand this division to its other locations. The high quality of the consultants and services provided by the Partners Division is widely acclaimed in the Bay Area and highly valued by its longtime clients, including the AOC. For over ten years, the consultants that comprise the Partners Division have been providing services to the AOC.

Bankruptcies and Lawsuits

SMCI has not had any bankruptcies nor any law suits filed against it for malfeasance.

Key Executives

SMCI has grown into one of the largest regional privately-owned service providers within our industry and geographic footprint while maintaining and enhancing its original leadership team. The insights provided by this longevity and management consistency enable a comprehensive understanding of each client's needs and at the same time optimize our effectiveness in responding to these needs as a professional Information Technology staffing provider.

SMCI's key executives are identified below and brief descriptions of their relevant backgrounds are provided.

Spencer L. Karpf
President and CEO
Over 30 Years of Experience

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

- **Mr. Spencer Karpf** is the founder, President and CEO of Software Management Consultants, Inc. (SMCI). The executive management team members as well as the Legal and Human Resource functions report to Mr.Karpf. Mr. Karpf is an active member of TechServe Alliance and currently sits on the Board of the Southern California Chapter where he also chairs the Legislative and Ethics Committees. He also served on the National Board for five years and was Program Co-Chair for the 2003 TechServe Alliance (then NACCB) Annual Conference. In his role as the Legislative Committee Chair of the Southern California Chapter, he has been active politically at both the state and Federal levels on issues that affect the Information Technology Staffing Industry. Prior to founding SMCI, Mr. Karpf worked in technical, managerial and consultative capacities within the IT industry. A life-long California resident, Mr. Karpf holds a B.A in Psychology from California State University, Los Angeles, a JD from UCLA School of Law and is a member of the State Bar of California.

Clara Nersissian
Chief Financial Officer
Over 30 Years of Experience

- **Ms. Clara Nersissian** is the Chief Financial Officer of SMCI. Ms. Nersissian has 17 years of experience serving in this capacity in the IT industry and more than 35 years of finance and accounting experience spanning diverse industries, including manufacturing and engineering. As the hands-on manager of SMCI's accounting and finance departments, she oversees all of SMCI's accounting practices including the accounting department, financial reporting, and the tax and audit functions. In addition, Ms. Nersissian personally assumes the primary financial interface responsibility for key accounts. Ms. Nersissian's analytic abilities, attention-to-detail, leadership skills, client knowledge and responsiveness, when combined with her extensive CFO experience, make her a key contributing member of SMCI's executive management team.

Robert Maltzman
Vice President of Business Development
Over 20 Years of Experience

- **Mr. Robert Maltzman** is a Chief Operating Officer. He has over 20 years of experience working at SMCI, starting his career in sales and quickly becoming one of SMCI's leading Account Executives. Mr. Maltzman was able to grow and manage national major accounts focusing on Fortune 100 companies, while consistently managing local IT teams of over 100 consultants. After seven years, Mr. Maltzman was promoted to Vice President of Business Development and, in this role, Robert had been instrumental in the continued growth and success of SMCI's largest office. He manages a large staff and continues in his role as Chief Operating Officer. Mr. Maltzman attributes his success to his ability and focus in ensuring both client and consultant's needs are met. He has a strong understanding of the IT market, and is utterly determined to exceed his clients' expectations.

Melinda Oliver
Vice President of Business Development and Recruiting
Over 25 Years of Experience

- **Ms. Melinda Oliver** is a Vice President of Business Development. Prior to joining SMCI, she owned and

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

operated a company that manufactured semiconductor test equipment for programmable devices. In this role, she not only set the company's overall strategy and marketing, but was also responsible for the recruitment, hiring and day-to-day management of technical personnel. In Ms. Oliver's 25 years at SMCI, she has been primarily responsible for the development and management of SMCI's relationship with its largest client. Additionally, Ms. Oliver's background at SMCI includes a strong focus on recruiting, which includes management of the firm's recruiting staff.

Alden Metz
Vice President of Information Technology
Over 30 Years of Experience

- **Mr. Metz** is the Vice President of Information Technology. He was one of the original founding members of SMCI and, since that time he has led the development of a sophisticated suite of internal IT applications that afford SMCI high levels of efficiency and competitiveness in servicing the needs of its clients. Mr. Metz has built and manages SMCI's IT department that is quick to develop new capabilities as requested by clients and internal management and has the experience to prudently leverage new technologies and packaged software where they deliver solid business gains. Like the other members of the executive management team, Mr. Metz has an extensive understanding of today's IT consulting and contract staffing industry and he makes a significant management contribution to the differentiators that frame SMCI's success.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Please see attached Financial Statements for 2013, 2014, and 2015.

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Turnover Rate

To date SMCI has had no turnover within its executive management team nor the Key Staff members designated to support the AOC; we do not anticipate any turnover in these areas.

Since its inception, SMCI has enjoyed a very low turnover rate across all internal functions and management levels. Our low turnover rate is a significant distinguishing factor when compared to many other firms in our industry.

We perceive high levels of management and staff retention as an important measure of the quality of a company's business practices and this was an important factor in SMCI's decision to acquire Partners In Business Systems, Inc. and establish it as a flagship division.

Retention Philosophy

At SMCI, we believe that optimum retention levels can only be achieved through a collective belief in a set of values, principles and practices. These values, principles and practices are the foundation upon which SMCI has been built and they emanate from SMCI's founder and president, Spencer Karpf. These values, principles and practices are exemplified on a daily basis by Mr. Karpf and SMCI's entire management team and staff; they are the major drivers behind SMCI's successful retention track record.

Some of the basic tenets that underlie SMCI's retention philosophy and associated operating practices include:

- Invest in hiring the right people -- SMCI deploys a highly selective, disciplined and rigorous process in order to optimize long term success from each hiring decision. It is easy to attract talented professionals to SMCI but it takes significant effort to ensure a true long-term fit from a culture and values perspective. This is a top priority for the entire SMCI team.
- Conduct all internal and external business with an unwavering commitment to ethical, caring and professional business practices; treat each other as valued "clients" regardless of each other's position in the organizational structure
- Retain a long-term outlook and values-based decision-making -- do what's right not necessarily what generates the maximum short-term gain
- Provide strong leadership but seek out and genuinely value others' opinions and views -- no-one has a monopoly on good ideas and business insight
- Adhere to SMCI's philosophy of full disclosure. All staff, not just executives or key members are fully aware of changes and developments at SMCI. It is truly open communication at all levels.
- Maintain psychological and physical work environments, as well career advancement opportunities, that enable all personnel to derive professional satisfaction and personal growth from their employment at SMCI
- Provide excellent salaries, a generous commission plan, and bonuses based on the performance of the company and the individual's contributions.
- Offer outstanding health benefits, PTO, President Club awards, contests that reward outstanding contributions

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Evaluation Criteria & Proposal Submission Forms
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to the company and staff training.

It is no surprise that SMCI's retention rate far exceeds the industry norm.

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End of Evaluation Criterion C-6

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Robert Maltzman
TITLE OF PERSON SIGNING CHIEF OPERATING OFFICER

ATTACHMENT H IRAN CONTRACTING ACT CERTIFICATION

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

- 1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

- 2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> SOFTWARE MANAGEMENT CONSULTANTS, INC.		<i>Federal ID Number</i> 95-3861305
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> ROBERT MALTZMAN		
<i>Date Executed</i> MAY 10, 2016	<i>Executed in the County of</i> <u>ALAMEDA</u> <i>in the</i> <i>State of</i> <u>CALIFORNIA</u>	

THIS DOCUMENT HAS A TRUE DOCUCHECK™ WATERMARK AND VISIBLE FIBERS DISCERNIBLE FROM BOTH SIDES

NON TRANSFERABLE

LICENSE NUMBER

1005813

THE CITY OF



PLEASANTON.
BUSINESS LICENSE CERTIFICATE

BUSINESS ADDRESS

4900 HOPYARD RD STE 315

OWNER(S)

SOFTWARE MANAGEMENT CONSULT

TYPE OF BUSINESS

EMPLOYMENT SERVICES

BUSINESS NAME

SOFTWARE MANAGEMENT CONSULT

ATTN:

CLARA NERSISSIAN

MAILING

500 N BRAND BLVD STE 1100

ADDRESS

GLENDALE, CA 91203-3943

EXPIRATION
12/31/2016

POST IN CONSPICUOUS PLACE

THIS DOCUMENT IS ALTERATION PROTECTED AND REFLECTS FLUORESCENT FIBERS UNDER UV LIGHT



500 North Brand Blvd., Suite 1100, Glendale, CA 91203 • tel: 818.240.3177 fax: 818.240.7189

INVOICE

Software Management Consultants, Inc.
500 N. Brand Blvd., Suite 1100
Glendale, CA 91203
TIN: 95-3861305

BILL TO:

Judicial Council of California
Administrative Office of the Courts
IS Division, 3rd Floor
455 Golden Gate Avenue
San Francisco, CA 94102-3688

Attn: Administrative Services/Information Services Dept - Admin Services Unit

Remit Payment To:

Software Management Consultants, Inc.
500 N. Brand Blvd., Suite 1100
Glendale, CA 91203

DATE: March 31, 2016
Invoice K0593-161595
AOC Contract # MA012
AOC Work Order # ISD14013-01
Deliverable # 10
Consultant Name: [REDACTED]
AOC Project Manager: David Koon

Labor

Service Date	Description	Hour	Rate	Jilllount
03/28/2016	XT Consulting Service	4.00	\$ 125.00	\$ 500.00
03/29/2016	XT Consulting Service	3.00	\$ 125.00	\$ 375.00
03/30/2016	XT Consulting Service	2.00	\$ 125.00	\$ 250.00
SUBTOTAL (Labor)		9.00		\$ 1,125.00
Total Expenses				\$0.00
NET INVOICE AMOUNT FOR WORK ORDER				\$ 1,125.00



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500 N. Brand Blvd., Suite 1100
Glendale, CA 91203

Attn: Administrative Services/Information Services Dept - Admin Services Unit

DATE: March 31, 2016
Invoice K0593-161597
AOC Contract # MA012
AOC Work Order # ISD14003-01
Deliverable # 18
Consultant Name: [REDACTED]
AOC Project Manager: David Koon

Labor

Service Date	Description	Hour	Rate	Amount
03/01/2016	IT Consulting Service	4.50	\$ 110.00	\$ 495.00
03/02/2016	IT Consulting Service	4.00	\$ 110.00	\$ 440.00
03/03/2016	IT Consulting Service	4.50	\$ 110.00	\$ 495.00
03/04/2016	IT Consulting Service	4.00	\$ 110.00	\$ 440.00
03/07/2016	IT Consulting Service	1.00	\$ 110.00	\$ 110.00
03/08/2016	IT Consulting Service	3.00	\$ 110.00	\$ 330.00
03/09/2016	IT Consulting Service	4.00	\$ 110.00	\$ 440.00
03/10/2016	IT Consulting Service	2.50	\$ 110.00	\$ 275.00
03/11/2016	IT Consulting Service	3.50	\$ 110.00	\$ 385.00
03/14/2016	IT Consulting Service	3.00	\$ 110.00	\$ 330.00
03/15/2016	IT Consulting service	5.50	\$ 110.00	\$ 605.00
03/16/2016	IT Consulting Service	1.50	\$ 110.00	\$ 165.00
03/17/2016	IT Consulting Service	3.00	\$ 110.00	\$ 330.00
03/18/2016	IT Consulting Service	5.00	\$ 110.00	\$ 550.00
03/21/2016	IT Consulting Service	6.00	\$ 110.00	\$ 660.00
03/22/2016	IT Consulting Service	4.00	\$ 110.00	\$ 440.00
03/23/2016	IT Consulting service	1.50	\$ 110.00	\$ 165.00
03/24/2016	IT Consulting Service	2.00	\$ 110.00	\$ 220.00
03/25/2016	IT Consulting Service	3.50	\$ 110.00	\$ 385.00
03/28/2016	IT Consulting Service	1.00	\$ 110.00	\$ 110.00
03/29/2016	IT Consulting Service	4.00	\$ 110.00	\$ 440.00
03/30/2016	IT Consulting Service	4.00	\$ 110.00	\$ 440.00
SUBTOTAL (Labor)		75.00		\$ 8,250.00
Total Expenses				\$0.00
NET INVOICE AMOUNT FOR WORK ORDER				\$ 8,250.00



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INVOICE

Software Management Consultants, Inc.
500 N. Brand Blvd., Suite 1100
Glendale, CA 91203
TIN: 95-3861305

BILL TO:

Judicial Council of California
Administrative Office of the Courts
IS Division, 3rd Floor
455 Golden Gate Avenue
San Francisco, CA 94102-3688

Remit Payment To:

Software Management Consultants, Inc.
500 N. Brand Blvd., Suite 1100
Glendale, CA 91203

Attn: Administrative Services/Information Services Dept - Admin Services Unit

DATE: March 31, 2016
Invoice K0593-161596
AOC Contract # MA012
AOC Work Order # REFM15002A-01
Deliverable # 1
Consultant Name: [REDACTED]
AOC Project Manager: Harry O'Hagin

Labor

Service Date	Description	Hour	Rate	Amount
03/30/2016	IT Consulting Service	8.00	\$ 135.00	\$ 1,080.00
SUBTOTAL (Labor)		8.00		\$ 1,080.00
Total Expenses				\$0.00
NET INVOICE AMOUNT FOR WORK ORDER				\$ 1,080.00

Expense Log



Consultant Expense Log

Fax to: (818)240-7189 or

Consultant Name: XXXX XXXXXX

Billing Month and Year: Feb-11

Client: JCC

Due Date: Last business day of month

Day	Weekday	Airfare	Lodging	Meals	Rental Car	Parking & Tolls	Mileage 0.5 \$/Mile	Misc	50% Entertainment	Total Expenses
1	Tuesday									0.00
2	Wednesday									0.00
3	Thursday									0.00
4	Friday									0.00
5	Saturday									0.00
6	Sunday									0.00
7	Monday									0.00
8	Tuesday									0.00
9	Wednesday									0.00
10	Thursday									0.00
11	Friday									0.00
12	Saturday									0.00
13	Sunday									0.00
14	Monday									0.00
15	Tuesday									0.00
16	Wednesday									0.00
17	Thursday									0.00
18	Friday									0.00
19	Saturday									0.00
20	Sunday									0.00
21	Monday									0.00
22	Tuesday									0.00
23	Wednesday									0.00
24	Thursday									0.00
25	Friday									0.00
26	Saturday									0.00
27	Sunday									0.00
28	Monday									0.00
	0									0.00
	0									0.00
	0									0.00
Total Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Consultant Signature: _____

Date: _____

Client Approval: _____

Date: _____

Client Name: _____

**ATTACHMENT E
BIDDER DECLARATION**

Complete this form only if Bidder wishes to claim the DVBE incentive associated with this solicitation. Please review the “Bidder Declaration Instructions” prior to completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

SECTION I. COMPLETE IF BIDDER IS A DVBE

If Bidder is not a DVBE, skip this section.

1. DVBE Supplier ID number: _____
2. DVBE Certification active from _____ to _____
3. Percentage of the contract work Bidder will subcontract to **non-DVBE** subcontractors: _____
4. The disabled veteran owners and managers of Bidder must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.
5. Bidder must submit a copy of its DVBE certification along with this Bidder Declaration.

SECTION II. COMPLETE IF BIDDER HAS A DVBE BUSINESS UTILIZATION PLAN

Skip this section if (i) Bidder does not have an approved DVBE Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Date BUP was approved by DGS: _____
2. Date through which BUP is valid: _____
3. Bidder must submit a copy of its “Notice of Approved DVBE Business Utilization Plan” issued by DGS along with this Bidder Declaration.

SECTION III. COMPLETE IF BIDDER WILL USE DVBE SUBCONTRACTORS

Enter the total number of DVBE subcontractors (Subcontractors) that Bidder will use for this contract: _____

If the total number of DVBE Subcontractors Bidder will use is zero, skip this section.

Provide the following information or materials for **each** DVBE Subcontractor Bidder will use for this contract. Attach additional sheets if necessary.

1. Subcontractor name: _____
2. Subcontractor contact person: _____
3. Subcontractor address: _____
4. Subcontractor phone number: _____
5. Subcontractor email: _____
6. Subcontractor DVBE Supplier ID number: _____

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- 7. Subcontractor DVBE Certification active from _____ to _____.
- 8. Bidder must submit a copy of Subcontractor's DVBE certification along with this Bidder Declaration.
- 9. Describe the goods and/or services to be provided by Subcontractor in connection with the contract:

- 10. Explain how Subcontractor is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.")

- 11. Enter the percentage of the total bid price for the goods and/or services to be provided by Subcontractor: _____%
- 12. Provide written confirmation from Subcontractor that it will provide the goods and/or services identified above if Bidder is awarded the contract.
- 13. The disabled veteran owners and managers of Subcontractor must complete and sign the **DVBE Declaration** (a separate document). Bidder must submit the completed DVBE Declaration along with this Bidder Declaration.

SECTION IV. CERTIFICATION

I, the official named below, certify that the information provided in this form is true and correct. I am duly authorized to legally bind the Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>
<i>Address</i>		<i>Telephone Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of _____ in the State of _____</i>	

BIDDER DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) "Bidder" refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (ii) "bid" refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder wishes to claim the DVBE incentive in a solicitation where a DVBE incentive is offered, it must complete the Bidder Declaration. If no DVBE incentive is offered, or Bidder does not wish to claim the DVBE incentive, Bidder should not complete the Bidder Declaration.

The JBE will determine whether Bidder is eligible to receive the DVBE incentive based on information provided in the Bidder Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Bidder Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the DVBE incentive.

Instructions for Section I

1. Provide Bidder's DVBE Supplier ID number, if applicable. This number is in Bidder's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
3. This percentage is equal to the amount to be paid by Bidder to the non-DVBE subcontractors divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to non-DVBE subcontractor is \$35,000 and Bidder's total bid price is \$125,000, enter "28%" ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
4. The DVBE Declaration is separate from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of Bidder.
5. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of its DVBE certification.

Instructions for Section II

Please skip this section if (i) Bidder does not have an approved Business Utilization Plan (BUP) on file with DGS, or (ii) this solicitation is for non-IT services.

1. Provide the date on which DGS approved Bidder's BUP.
2. Provide the date through which the BUP is valid.
3. Bidder must provide a copy of its "Notice of Approved DVBE Business Utilization Plan" issued by DGS. This copy must be provided along with the Bidder Declaration.

Instructions for Section III

A DVBE Subcontractor (Subcontractor) is any certified DVBE (whether a person, firm, corporation, or organization) contracting to perform part of Bidder's contract.

Enter the total number of Subcontractors Bidder will use for the contract. If the number is zero, skip to Section IV. Otherwise, provide complete information (items 1-13 of Section III) for **each** Subcontractor.

1. Provide the full legal name of Subcontractor.
2. Provide the name of a contact person at Subcontractor. The contact person must be able to verify the information provided in the Bidder Declaration regarding that Subcontractor.

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3. Provide the full address of Subcontractor.
4. Provide Subcontractor's phone number, including area code.
5. Provide Subcontractor's email address. If Subcontractor does not have an email address, insert "N/A."
6. Provide Subcontractor's DVBE Supplier ID number. This number is in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
7. Provide the applicable dates. These dates are in Subcontractor's DGS Supplier Profile, accessible at <https://www.bidsync.com/DPXBisCASB>.
8. Each entity certified as a DVBE by DGS will have received a DVBE certification. Bidder must submit a copy of each Subcontractor's DVBE certification. Provide a copy of Subcontractor's DVBE certification.
9. Provide a detailed description of the goods and/or services Subcontractor will provide for the contract.
10. Provide an explanation of how Subcontractor's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Military and Veterans Code section 999, a person or an entity is deemed to perform a "commercially useful function" if a person or entity does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out the obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a person or entity will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DVBE participation.
11. This percentage is equal to the amount to be paid by Bidder to Subcontractor divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to Subcontractor is \$6,600 and Bidder's total bid price is \$75,000, enter "8.8%" ($6600 \div 75000 = 0.088$; $0.088 \times 100 = 8.8$).
12. The Bidder must submit a written confirmation from the Subcontractor, indicating that Subcontractor will provide the required goods and/or services if Bidder is awarded the contract.
13. The DVBE Declaration is a separate form from the Bidder Declaration. The Bidder must submit along with the Bidder Declaration a DVBE Declaration completed and signed by the disabled veteran owners and managers of the Subcontractor.

Instructions for Section IV

Provide Bidder's full legal name, and federal ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county and state where that person signed the certification, in the appropriate boxes.

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the "Small Business Declaration Instructions" before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: _____
2. Small Business Certification active from _____ to _____
3. Will Bidder subcontract any portion of the contract work to subcontractors? _____

If yes:

A. State the percentage of the contract work Bidder will subcontract: _____

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: _____

C. Explain how Bidder is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.") _____

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i>		<i>Tax ID Number</i>
<i>Address</i>		<i>Telephone Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County of _____ in the State of _____</i>	

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “DGS” refers to the Department of General Services, (ii) “Small Business” refers to an entity certified by DGS as a small business or a microbusiness, (iii) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer “yes” and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer “no” and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a “commercially useful function” if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

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1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.



May 10, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden, RFP No. ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Dear Ms. McFadden:

In response to RFP No. ISD-201601-RB, issued by the Judicial Council of California, Administrative Office of the Courts (AOC), Information Services Division, Software Management Consultants, Inc. (SMCI), the prime contractor, would like to submit the following response to support the JCC's desire to identify and retain qualified technical staff augmentation staffing agencies under master agreements to support the JCC with high-quality, cost-effective, professional technical staff.

Name and Title:	Mark Simonetti (VP of Business Development)
Address:	4900 Hopyard Rd. Suite 315 Pleasanton, CA 94588
Electronic Address:	[REDACTED]
Telephone Number:	925-463-1111 [REDACTED]
Facsimile Number:	925-463-1116

We appreciate the opportunity to continue supporting your consulting needs, and would be happy to answer any questions you may have regarding this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Simonetti", is written over a printed name.

Mark Simonetti

PAYEE DATA RECORD

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov</p>
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>

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Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)

Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.

Proposer must complete the following:

Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.

	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0%	0%	1%	1.5%	2.5%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

SMCI NOTE: Please note that the proposed numbers are based on a markup percentage (not margin percentage) and are **not-to-exceeds** percentages.

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	40%	40%	40%	40%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	26%	26%	26%	26%

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$115.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$90.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$83.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$96.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$105.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$115.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$105.00
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$125.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$120.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$75.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$130.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$100.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$105.00
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$125.00

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$150.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$99.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$73.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$87.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$85.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$78.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$80.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$95.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$100.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$65.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$79.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$80.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$83.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$140.00

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

PROPOSAL TO:

**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden
455 Golden Gate Ave, 6th Floor**

RFO: ISD 201601-RB

**Master Agreement for Technical Staff Augmentation Services
Technical Proposal**

Due: 1:00 P.M. Pacific Time, May 11, 2016

**PROPOSAL FROM:
STAFF TECH, INC.**



Taking *IT* To The Limit

**193 Blue Ravine Dr Suite 200
Folsom, CA 95630**

Authorized Negotiator for STI:

Erika Kohnke, Account Manager



Dan Kohnke



AOC Contract Representative:

Nadine McFadden

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden
455 Golden Gate Ave, 6th Floor
San Francisco, Ca 94102

REF: Response to RFO: # ISD-201601 – Master Agreement for Technical Staff Augmentation Services

Dear Ms. McFadden:

Staff Tech, Inc. (STI) is pleased to provide this proposal to the Judicial Council of California, Administrative Office of the Courts in response to **RFO # # ISD-201601 – Master Agreement for Technical Staff Augmentation Services**. *STI is a qualified and Certified Small DVBE (CA #0018181)*. Since 1998 STI has provided IT support services to government customers nationwide. STI's corporate experience spans hundreds of Task Orders on dozens of contracts, including but not limited to:

- *The Administrative Office of the Courts - IT Staff Augmentation,*
- *Master Service Agreements with The State of California (MSA and CMAS – (based upon our extensive Federal GSA Schedule 70 contract which we have held for the past 14 years)),*
- *The County of Sacramento IT Staffing contract (for the past 3 contract cycles),*
- *The County of Los Angeles (ITSSMA), and*
- *The State of North Carolina (ITS Short Term Staffing).*

Our utilization of formal industry standard methodologies such as SDLC, ITIL and PMI contribute to the high levels of customer satisfaction we experience, demonstrated by the fact that we have several repeat customers that span over our 16+ years of experience.

STI provides its clients *qualified consultants at competitive rates*. STI has provided custom tailored IT services and consulting to government entities, allowing them to lower costs, increase efficiency and focus on their core competencies. The AOC can be confident that STI will fulfill this requirement in a cost effective manner. We have solid experience implementing mission critical projects for government agencies.

Listing of all current contracts and clients via our various MSA style contracts

<i>Client</i>	<i>Title / Project (# of contractors)</i>
EPA Region 10	Consolidated IT Support Management of a team of 20 contractors supporting the overall IT environment for the US EPA Region 9. Support includes: Project Management, Database Development, HR Support Services, LIMS Support, and Helpdesk / Desktop Support
County of Sacramento, Department of Technology	3 Contractors who provide: GIS Support and Development Services, .Net Development Desktop Support

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Sacramento Area Sewer District	6 Contractors who provide: Maximo support and Development .Net Development SQL SSRS Support and Development R&D for IT Department Desktop Support
County of Sacramento, Department of Human Assistance	Sharepoint Development
County of Sacramento, Consolidated Utilities Billing Systems	SAP Support and Development
Sacramento Sheriff's Department	3 Contractors who provide: GIS Support and Development .Net Development
California Department of Insurance	Microsoft Dynamic CRM Architecture
California Department of Corrections and Rehabilitation	Project Management
California Correctional Health Care Services	3 Contractors who provide: RIS/PACS Project Management RIS/PACS Administration SQL Development
California Department of Developmental Services	Cobol Development
California Department of Water Resources	Oracle Database Administration
Judicial Council of California, Administrative Office of the Courts	3 Contractors who provide: Tririga Business Analyst Business Analyst Tibco Engineer
California Military Department	3 Contractors who provide: Maintenance and support of their Distance Learning System
Federal EPA Region 9	17 Contractors who provide: Help Desk / Desktop Support Graphics Support Web Development Access Development HR IT Support Database Support
Federal DOD -DSCA	7 Contractors who provide: RCPAMS (CRM) system design and development STI designed and developed the distance learning CRM. We are hosting this system as well.
County of Los Angeles	6 Contractors who provide: DB2 IMS Support SQL DBA Help Desk / Desktop Support Supply Chain Project Management

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

County of Fresno	Desktop Support
State of North Carolina	3 Contractors who provide: MMIS Business Analysis GIS Analysis Six Sigma Support
Crestwood Behavioral Health	3 Contractors who provide: Help Desk / Desktop Support
SMUD	Documentum Support

All addendums / amendments are acknowledged and incorporated in this response. Please let me know if you have any questions regarding STI's proposal or if I can provide any additional information.

Sincerely,



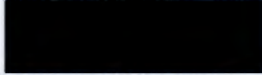
Erika Kohnke
Account Manager



Staff Tech, Inc. Corporate Data

193 Blue Ravine Rd., Ste 200
Folsom, CA 95630

Erika Kohnke



Account Manager

CA SB DVBE # 0018181

FEIN: 94-3310002

Fax # (916) 313-3794

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Reference #	Evaluation Criterion:	Methodologies
C-1	Maximum Points for this Criterion:	6 Points (out of 100 possible points)
<p>Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC's invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don't currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>UNDERSTANDING. The AOC requires staffing of services for a broad range of Information Technology labor categories throughout California. The vendors selected must be able to staff positions across multiple IT Classifications. STI must anticipate and be capable of responding to numerous simultaneous requests for staffing of a variety of categories, and in order to be fully responsive to AOC must submit qualified candidates. STI must have processes in place to promptly place successful candidates to AOC's post.</p> <p>Existing subcontracting relationships While the majority of our consultants work as our direct employees, on occasion when we need to expand our own capabilities we will turn to subcontractors with whom STI has an established relationship. We have reputable, long-term relationships with two specialty staffing companies. This pre-established relationships speed the fulfillment of hard-to-recruit positions. Particularly, STI has a business relationship with a company in Southern California who specializes in TIBCO consultants. We will reach out to our subcontractors if we are unable to identify a qualified candidate within the first 48 hours.</p> <p>STI carefully vets any proposed subcontracting companies for financial capability, corporate status, and payroll tax payments. STI has a standard subcontracting agreement that incorporates flow-down clauses from our prime contracts.</p> <p>Sourcing hard-to-fill positions STI utilizes a senior level recruiting team; our recruiters are experts at placing consultants in hard to fill positions. Recruiting for new, specialized, or highly technical positions requires a different approach than past years. Some of these jobs didn't exist 10 years ago, while others require such specialized experience or specific technical skills that older recruiting methods don't suffice. The need to find talent for these hard-to-fill jobs is making staff augmentation companies to consider using other recruiting strategies beyond job boards and advertising.</p> <p>Employers like STI, that excel at recruiting hard-to-fill positions have moved beyond traditional recruiting techniques like job boards and advertising by tapping into their existing employees' networks, building online strategies, and uniquely targeting their marketing to prospective candidates. Our recruiting methods are more strategic, sales and</p>		

Evaluation Criteria & Proposal Submission Forms

Attachment C-1

marketing-based, and make greater use of existing employees as talent scouts as opposed to just recruiters and HR staff. Based on research we've conducted on how employers successfully land talent for hard-to-fill jobs, here are some effective tools STI utilizes for hard-to-fill jobs.

1. Referrals

Employers consistently say that referrals are their best source for talent. Employees' online and personal networks of friends, past coworkers, and family allow organizations to tap into thousands of potential employees. While incentives and bonuses can help motivate referrals, successful referral programs often have a strong cultural basis in which employees are expected and want to help build the organization's talent base.

2. User Groups

Networking with local user groups in specific technical fields is a key way to find technical talent. User groups exist for specific programming languages and systems (Tibco or Tririga for example, etc.) to provide a support system for technical users, but can also be beneficial for employers. They provide access to dozens of professionals with specialized knowledge.

3. Niche Communities

There are many niche communities, websites, and job boards online which can serve as databases of potential job candidates. These not only exist to post jobs, but also to help professionals network and remain relevant in their field. For very specific positions, niche groups, and websites can be helpful in finding the right candidate.

4. Content Marketing

Content marketing for recruiting captures job seekers' interest in STI indirectly by creating and distributing unique and interesting content that matters to our prospective job seekers. This content build's our reputation as an employer of choice, generate interest in our organization and the careers we offer, and help applicants find STI easily when they search online.

5. Social Media

STI is currently utilizing many different types of Social Media to increase our reach into highly specialized IT professionals and IT communities. To do this we use Facebook, LinkedIn and Twitter to both spread the word about needs and opportunities available. STI joins focused user groups such as the TIBCO groups, Project Management groups, Network Engineer groups found on different social media sites. STI believes the role that social media now parallels the Special Interest Groups (SIGs) of a previous technical generation and can become the equivalent of a face-to-face meeting; this media has become valuable to business and the government. With one Tweet or post, STI can touch a myriad of interested parties and is able to get in touch with candidates and make new and useful connections around the world. STI's current investment into Social Media includes *two in-house experts* and daily connections with these systems.

We are aware that AOC utilizes TIBCO, so below are just a few of the user groups that STI is a part of:

- TIBCO Network (LinkedIn)
- TIBCO Technology Professionals (Facebook)
- TIBCO Software, Inc (Facebook)
- TIBCO Global (LinkedIn)

6. Job Ads

STI utilizes paid job boards such as Dice and Monster. STI uses a mixture of highlighting the facts about the job (and using more attractive language that showcases the benefits and rewards of working at your organization. This makes STI's ad stand out from others and emphasizes aspects that are most important to job candidates like the perks of working at your company or the interesting and challenging projects candidates can expect to do.

Geographic Reach

STI staffs and recruits nationwide, including all of Northern California and Southern California. In the past three years STI has placed consultants on staff in Los Angeles, Fresno for the County, San Francisco (at AOC and at the US EPA), in

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Mendocino, and in the Sacramento area for many units of the Executive Branch of the State of California. STI has provided technical staff to virtually all units of the State of California in locations throughout the state since 1998. STI holds Master Contracts with LA County and Sacramento County; counties, cities and quasi-governmental organization throughout the State are our regular clients. This ongoing need for statewide recruiting has filled our in-house database with thousands of technically-skilled candidates for this geographic region. STI has government clients from the east coast to the west coast, including Washington DC and North Carolina, and in total has placed over 1000 candidates from all 50 states.

STI's approach of building a 'bullpen of candidates, together with our PARS recruiting system ensures timely responses to AOC Work Orders and prompt placement of accepted candidates on the job.

STI has a formal methodology for recruiting called PARS – Prompt Accurate Recruiting System – which consists of a documented series of processes, tools to support those processes, and expert in-house recruiting staff. Working from our headquarters in Folsom, CA we source from a nationwide pool of talent to support California agencies' diverse technical requirements. Our government customers nationwide rely on our high-volume and responsive recruiting and staffing capability for their projects. Our Sourcing Manager and Account Representative have full authority to direct STI's recruiting resources to achieve customer satisfaction.

Staff Tech will create 'bullpen' of candidates for AOC's labor Classifications, including niche' technologies such as Tririga and Tibco. We will maintain permanent web listings for those labor categories identified by the AOC as having large "hours" expectations. From the hundreds of applications, we will pre-screen candidates for their legal ability to work, their background checks, and their technical certifications. The result of the pre-screening is a portfolio of candidates pre-qualified and ready to report for work. With their pre-screening complete, they will be placed in a pool of candidates with priority given to the AOC work for which they are pre-qualified.

With each Work Order release, our in-house database tool extracts requirements from the job description and produces a list of likely candidates from this 'bullpen', matching the necessary experience, training, education, and technical certifications. As AOC releases Work Orders for quoting, STI will be prepared to timely respond with well-qualified candidates who can be promptly placed on the job.

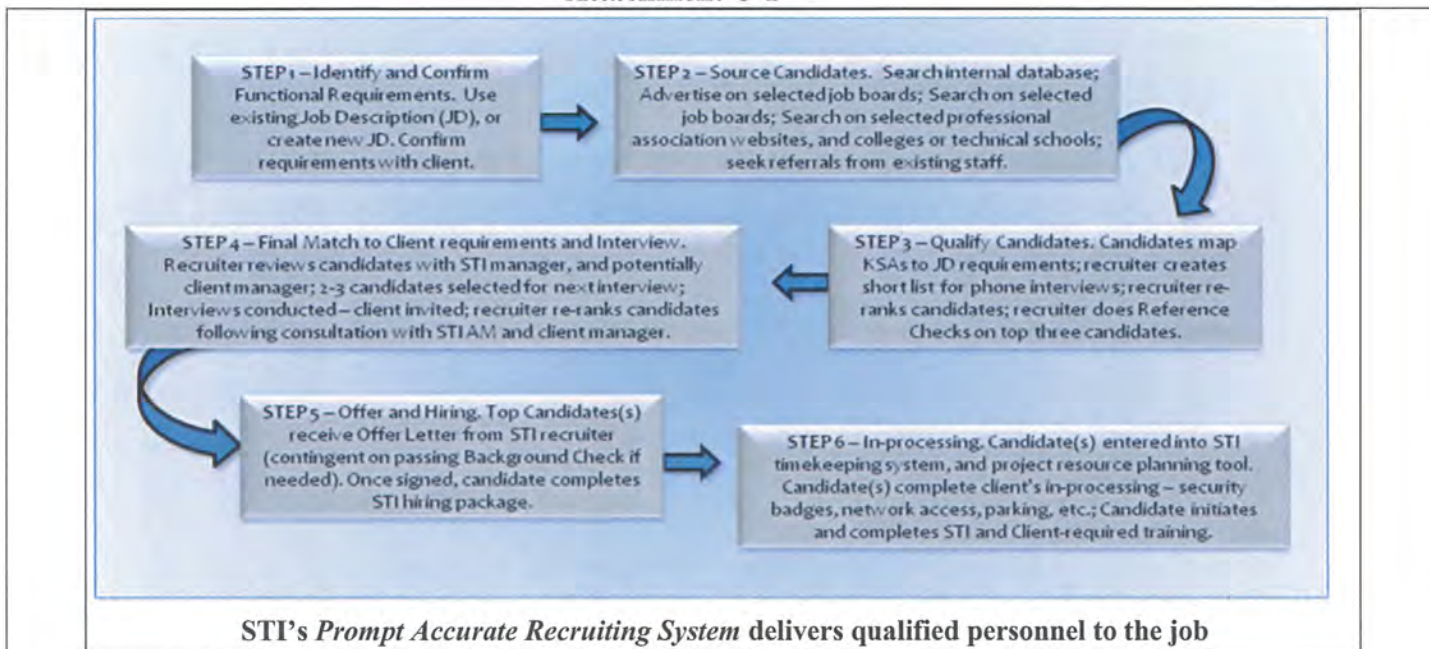
Sourcing. To fill the 'bullpen' described above, STI uses three main avenues to source candidates. A) We post the requirement on career websites. STI pays subscription fees to dozens of such websites. B) We search many resume databases for people who might not be actively looking at the specific websites where we post. C) We communicate through social media channels with specific user groups for referrals.

STI recruiters cover a wide range of proven recruiting practices including:

- STI's extensive proprietary database of resumes
- Sourcing through technical colleges, community colleges, university systems
- Using web-based technical and professional recruiting sites
- Social networking through Facebook, LinkedIn and Twitter
- Referral bonus programs to aid recruiting qualified personnel
- Supporting and using localized labor training in the local community
- Utilizing the Transition Assistance Programs offered to veterans of the armed forces

Each STI recruiter follows our process below, resulting in *Prompt Accurate Recruiting*.

Evaluation Criteria & Proposal Submission Forms Attachment C-1



Expert recruiters and expensive tools will not produce consistent results without a process. STI's PARS process drives quality results and provides a foundation for process improvement. STI alters this foundation process to meet the specific needs of different customers. For AOC, STI will move the legal qualification checks and the technical qualification checks to precede entering the candidate into the 'bullpen' for AOC needs.

We have learned that *diversity* of our recruiting staff serves us well in recruiting, as each recruiter performs searches and conducts interviews in a different fashion, yielding a wider range of results than any one recruiter could produce. Every Task Request from AOC will be open to our full recruiting staff, to source either from our internal pool or externally. This increased bandwidth and diverse approaches are known to maximize our results.

SCREENING AND QUALIFYING. STI uses a "Checklist" approach to screening applicants and asks suitable candidates to complete a Table that is mapped directly to the Job Description. Through our recruiting tool, all recruiters use the same Checklist and Table for each established opening. This unified approach to qualifying maximizes the bandwidth for recruiting. These unified steps quickly weed out unsuitable or unqualified applicants and leaves our recruiters with a 'short list' to interview.

STI has a proprietary system and tool for tracking and qualifying candidates. Our enterprise recruiting tool allows our entire recruiting staff to collaborate in fulfilling client requirements for each specific requirement.

STI performs Reference Checks before submitting any candidate for consideration by the client. STI will establish the client's requirements for further background checks that might be different for each task order.

STI is set up to perform the following for the AOC for each candidate brought on contract:

- Background checks, Credit checks, Criminal record checks
- Security clearances: NAC, NACI, Secret, TS/SSBI, others

Evaluation Criteria & Proposal Submission Forms

Attachment C-1

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

The AOC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not AOC employees, the AOC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

STI works with our many diverse clients to meet their unique invoicing needs. STI has reviewed Attachment E; we will work with the AOC to meet these invoicing requirements.

As per Attachment E-1, we will provide the AOC with a *monthly summary statement*, this statement will identify the work order, consultant, number of hours and the discount provided for each consultant that worked during that monthly period. We will also provide a total of all the work orders.

As per Attachment E-2, STI will provide a detailed invoice at the work order level for each consultant that worked during that monthly period. This will include a description of the work, the hourly rate, the number of hours worked and a total. If any afterhours support was needed, it will be included on this sheet as well. If afterhours support is needed STI’s consultant will get prior authorization and have a completed After Hours Maintenance and Support Authorization form completed by their AOC Project Manager. STI will provide a copy of the Authorization form with our monthly invoice. If there are any expenses that are required during a monthly period we will provide an expense statement that will include a breakdown for each expense along with receipts. ***STI has been in compliance with the AOC’s invoicing requirements since we have been a vendor and we will continue to do so.***

All STI employees or Subcontractors will be required to complete a weekly or bi-weekly timesheet. This timesheet will need to be signed by their AOC Project Manager. STI can provide these signed timesheets along with our other monthly statements.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest[®] printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest[®] printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment E-4, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

STI has formal policies about Travel enumerated in our Employee Handbook. That Handbook is reviewed by the STI manager and the STI consultant prior to commencing work for STI; a signature is required in acknowledgement. For each subsequent customer engagement, STI reviews with our consultant(s) the Travel policies unique for that engagement.

STI provides Travel funds in advance if a) the travel is approved by the customer and b) an advance is requested by the STI consultant. The advance is rarely more than 50% of the total, and is usually affiliated with advance-purchase airfares.

Mileage is reimbursed at the federal rate; a map printout with route and mileage is required.

Hotels and food are reimbursed at the federal per diem rates found online at gsa.gov. Any amounts over those established rates must have approval *in advance*.

Rental car, gas, taxi, parking, and other incidentals are reimbursed at cost, with receipts.

STI’s Expense report is very similar to the sample report found in this RFP. Please find below a sample of our Expense Sheet. This will be submitted for all expenses the month following the expense incurred.

RFP Number: ISD-201601-RB
 Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

	193 Blue Ravine Road, Suite 200 Folsom, CA 95630 916-932-1234 Fax 916-313-3794
Employee Name: _____ Project Manager: _____ Contract Number: _____ Work Order #: _____	Beginning Date: _____ Ending Date: _____

Description	Date	Airfare	Transportation/ Parking	Miles	Lodging	Additional	Additional	SubTotal
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
TOTALS								0.00

 Signature

 Date

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

End of Evaluation Criterion C-1

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

Reference #	Evaluation Criterion:	Placement History																																										
C-2	Maximum Points for this Criterion:	15 Points (out of 100 possible points)																																										
<p>Proposal Requirements: In order to demonstrate the breadth and depth of proposer's ability to fill the JCC's staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.</p>																																												
<p>Proposer must complete the following:</p>																																												
<p>Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.</p>																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Classification</th> <th style="text-align: center;">Number of Placements in Past 12-Months</th> </tr> </thead> <tbody> <tr><td>Applications IT Architect</td><td style="text-align: center;">0</td></tr> <tr><td>Application Support Analyst</td><td style="text-align: center;">11</td></tr> <tr><td>Application Tester</td><td style="text-align: center;">0</td></tr> <tr><td>Application Testing Lead</td><td style="text-align: center;">0</td></tr> <tr><td>Business Applications Analyst</td><td style="text-align: center;">2</td></tr> <tr><td>Sr. Business Applications Analyst</td><td style="text-align: center;">0</td></tr> <tr><td>Business Systems Analyst</td><td style="text-align: center;">2</td></tr> <tr><td>Sr. Business Systems Analyst</td><td style="text-align: center;">2</td></tr> <tr><td>Data Modeler</td><td style="text-align: center;">1</td></tr> <tr><td>Database Administrator</td><td style="text-align: center;">3</td></tr> <tr><td>Enterprise IT Architect</td><td style="text-align: center;">1</td></tr> <tr><td>Infrastructure/Operations IT Architect</td><td style="text-align: center;">0</td></tr> <tr><td>IT Developer</td><td style="text-align: center;">5</td></tr> <tr><td>IT Developer Lead</td><td style="text-align: center;">0</td></tr> <tr><td>IT Governance Subject Matter Expert</td><td style="text-align: center;">1</td></tr> <tr><td>IT Infrastructure Subject Matter Expert</td><td style="text-align: center;">0</td></tr> <tr><td>IT Program Manager</td><td style="text-align: center;">0</td></tr> <tr><td>IT Project Manager</td><td style="text-align: center;">4</td></tr> <tr><td>Network Engineer</td><td style="text-align: center;">1</td></tr> <tr><td>Quality Assurance Analyst</td><td style="text-align: center;">0</td></tr> </tbody> </table>			Classification	Number of Placements in Past 12-Months	Applications IT Architect	0	Application Support Analyst	11	Application Tester	0	Application Testing Lead	0	Business Applications Analyst	2	Sr. Business Applications Analyst	0	Business Systems Analyst	2	Sr. Business Systems Analyst	2	Data Modeler	1	Database Administrator	3	Enterprise IT Architect	1	Infrastructure/Operations IT Architect	0	IT Developer	5	IT Developer Lead	0	IT Governance Subject Matter Expert	1	IT Infrastructure Subject Matter Expert	0	IT Program Manager	0	IT Project Manager	4	Network Engineer	1	Quality Assurance Analyst	0
Classification	Number of Placements in Past 12-Months																																											
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IT Developer Lead	0																																											
IT Governance Subject Matter Expert	1																																											
IT Infrastructure Subject Matter Expert	0																																											
IT Program Manager	0																																											
IT Project Manager	4																																											
Network Engineer	1																																											
Quality Assurance Analyst	0																																											

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-2

Classification	Number of Placements in Past 12-Months
Release Manager	0
Security Analyst	1
Service Delivery Manager	0
Technical Analyst	7
Technical Construction Analyst	0
Technical Writer	1
TIBCO Development Engineer	0

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement your have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	10/1/2015 – 9/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	10/1/2015 – 9/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	10/1/2015 – 9/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	1/11/16 - Present
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	2/29/16 to current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	6/8/15 – 10/30/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	11/03/2015 – 2/19/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	3/28/16 to current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	1/14/16 to current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	8/7/15 to current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Applications Support Analyst
Duration of Assignment (List Dates)	4/31/16 to current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	7/15/2015 – 2/10/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	2/5/16 – 12/31/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	10/5/15 – 9/22/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Business Systems Analyst
Duration of Assignment (List Dates)	1/11/16 – 6/22/17
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	11/16/15 to 5/6/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Sr. Business Systems Analyst
Duration of Assignment (List Dates)	3/30/16 – 6/30/16
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Data Modeler
Duration of Assignment (List Dates)	4/27/15 – 10/30/16
Name of Individual Placed*	
Company Where Placed*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Database Administrator
Duration of Assignment (List Dates)	8/27/15 – 4/1/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Database Administrator
Duration of Assignment (List Dates)	4/22/16 – 6/30/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Database Administrator
Duration of Assignment (List Dates)	4/28/15 to current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	10/1/15 - 09/09/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	IT Developer
Duration of Assignment (List Dates)	4/11/16 - 1/11/17
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	1/19/16 – 9/19/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	5/2/16 - On-Going
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Developer
Duration of Assignment (List Dates)	11/16/15 – 6/30/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Governance Subject Matter Expert
Duration of Assignment (List Dates)	2/8/16 - 2/7/17
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	2/22/16 – 6/29/16
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	7/20/15 – 12/3/17
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	IT Project Manager
Duration of Assignment (List Dates)	5/25/15 to current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Network Engineer
Duration of Assignment (List Dates)	12/1/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Security Analyst
Duration of Assignment (List Dates)	5/18/2015 - 6/25/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	1/20/2016 - current
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	6/9/2015 - 8/26/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	9/23/2015 - 3/31/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]
JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	8/31/2015 - 1/4/2016
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**


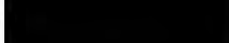

Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Analyst
Duration of Assignment (List Dates)	7/27/2015 - 11/30/2015
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

JCC Classification	Technical Writer
Duration of Assignment (List Dates)	6/8/15 - Curretn
Name of Individual Placed*	[REDACTED]
Company Where Placed*	[REDACTED]
Company Point of Contact (Name)*	[REDACTED]
Email Address and Phone Number for Company Point of Contact*	[REDACTED]

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
 Attachment C-4**

Reference #	Evaluation Criterion:	Key Staff
C-4	Maximum Points for this Criterion:	6 Points (out of 100 possible points)
<p>Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.</p>		
<p>Proposer must complete the following:</p>		
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>1) Sourcing Manager Dan Kohnke  2) Account Representative Erika Kohnke  3) Accounting Lead Paul Chabot </p>		
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p>		
<p><u>SOURCING MANAGER – DAN KOHNKE, CEO, STAFF TECH, INC.</u></p>		
<p>SUMMARY Co-founder and co-owner of Staff Tech Inc.</p> <ul style="list-style-type: none"> □ As Chief Operating Officer, Mr. Kohnke is directly responsible for assuring delivery of quality customer services and driving Total Customer Satisfaction. Leads and manages steady revenue growth, assures consistent profitability, and increases in capability maturity of the business. □ 25+ years management and leadership experience in enterprise IT programs □ Large Business managerial experience – Apple Computer Quality Improvement Manager four years □ Technical experiences as team lead for complex enterprise software development projects □ ERP Implementation Manager and Business Process Re-engineering Lead Manager for 30 installations spanning 10 years; each installation valued \$1M-\$3M and led technical staff of 10-20 programmers and analysts □ As a co-owner of Staff Tech Mr. Kohnke managed sourcing methods □ Manager and oversees daily activities of recruiting and account management staff 		

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

SERVICE RECORD: Army veteran, honorable discharge, **Staff Tech, Inc. is a Certified Small DVBE**

EDUCATION: A.S. Computer Science – Condie College, San Jose CA

B.S. Management Information Systems - pending final project – University of San Francisco

SKILLS:

Exceptional strategic and tactical business planning, financial management and personnel leadership within the domain of Management Information and Technologies.

- A talent for analyzing business challenges and applying information technology solutions, developing and simplifying quality processes and procedures, finding innovative solutions to staffing constraints, and accelerating project schedules.
- Utilizes a common sense approach to motivate staff and work effectively with internal and external business customers.

PROFESSIONAL EXPERIENCE

Staff Tech, Inc., Folsom, CA JUNE 1998- Present

Co-Founder/COO

Responsibilities:

Establish and monitor Customer Satisfaction goals, measures, and metrics for all Staff Tech client relationships; establish and monitor Quality Control programs within each contractual relationship; provide management and oversight of STI on-site managers; approve final staffing decisions regarding hiring and release of STI personnel; approve expenses over-and-above those established for each project; review and approve monthly reports for each contract.

Current Client Relationship Responsibilities:

Includes off-site Program Management of federal and non federal government accounts.

Client: DOE – Western Area Power Administration DEC 06 – OCT 10

Role: Off-Site Project Manager

- Perform management, leadership and direction to our onsite Project Manager in support of our team of 21 personnel, ensuring that the technical solutions and schedules are implemented in a timely manner.
- Attend weekly meetings with our PM and Contract Officer Representative/Business Systems Manager to review ongoing projects status.
- Provision of weekly and monthly Quality Surveillance reporting to management and contracting teams, and QASP review. STI has excelled in all areas and has Zero deficiencies.
- Provide performance appraisal reviews, incentives and bonuses, for team who provide support for desktop operations, Unix, Java Development, Web Services, Quality Assurance and Testing, Training, LAN/WAN, GroupWise, Telecommunications, CAD Software and Protection Engineering.
- Initiated and led the efforts to provide enhancements and improvements to Serena Team Track, a work flow management tool, for IT and based on its success have initiated and completed several other work flows for various internal customers.
- Collaboration with Federal IT team members from other project areas has led to new contract awards for electrical engineering services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Client: Navy – Naval Information Technology Center March 04 –Mar 08

Role: Off Site Project Manager

- Perform management and leadership and direction to our onsite Program Manager in support of our team of 9 personnel.
- Remote conference calls for bi-weekly meetings with our PM and Contract Officer Representative/Business Systems Manager to review ongoing projects status and QASP review. STI excelled in all areas and has never had any deficiencies.
- Provision of weekly and monthly surveillance reporting to management and contracting teams.

Client Relationship Manager non-federal clients Jan 1999 – 2005

Mr. Kohnke has managed over \$41M of successful projects since founding STI. Other clients include many Departments of the State of California, the State of North Carolina, and various counties, municipalities, and quasi-governmental agencies nationwide. Mr. Kohnke provides direction and oversight to our Account Managers and Project Managers assigned to each client. Business relationships are managed to ensure all aspects of client satisfaction attain a high level of quality.

PROFESSIONAL EXPERIENCE PRIOR TO STI

Project Implementation Manager for International Business Systems, Folsom CA 1989 – 1998

IBS developments and sells ERP software similar to that of SAP and JD Edwards, both nationally and throughout the world. Mr. Kohnke transitioned from project management to managing the group responsible for developing and implementing the IBS product line. One project was in Shanghai, China. This included a team of 10-20 technical developers and project managers.

Accomplishments

- Project Management: Led the development of IBS's ICP (Implementation Control Process) which is the standardized methodology used throughout the country for all implementations.
- Project Success: Directly responsible for over 30 complete successful implementations.
- BPR: Analyze and provide recommendations on changes to existing business processes.
- Provide direction and oversight to internal Project Managers working with clients.
- Projects ranged from 6 months to 18 months in duration and \$1M to \$3M in size.

Quality Assurance / Customer Satisfaction Manager, Apple Computer - Cupertino, CA 1985 – 1989

Working with developers and the internal business community, Mr. Kohnke reengineered the change control process to create an environment of mutual understanding and respect where the two sides worked together effectively, from what had been a rather adversarial environment.

- Initiated and managed the new Software Release Control Group to coordinate, document and provide automatic software release upgrades to Apple's internal distribution software application (RMS Pansophic) nationally.
- Coordinate twice-monthly major software releases. Developed quality satisfaction surveys and distributed to all affected divisions after each release to determine how well each release was implemented by our team.
- Decrease defects by 700% - In the first six months of this newly formed unit, release defects went from an average of 14 issues per release to two non-critical issues per release.

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

- Increase communication - Developed a new Business Impact Memo (BIM) to accompany each software release that outlined the specific changes users could expect.

Quality improvements - Automated the release process with a thorough and complete test run before installing at remote locations.

ACCOUNT REPRESENTATIVE – ERIKA KOHNKE

PROFESSIONAL EXPERIENCE

Staff Tech, Inc – (4/2009-Present)

Folsom, CA

Account Executive

Management of accounts includes being the direct point of contact for both procurement and management officials, managing consultants on clients site and providing any direction that the client sees necessary, monitoring contractual obligations related to the statement of work, invoicing and dollar amounts. Maintaining client relationships is of the utmost importance in this role. It is necessary to make sure Staff Tech is providing the level of service that the client is expecting.

- Manage all of STI's public sector accounts master contracts for IT staff augmentation
 - California CMAS and MSA, these contracts include, but are not limited to:
 - AOC
 - CDCR
 - CCHCS
 - BOE
 - OSI
 - Military Dept
 - DWR
 - County of Sacramento
 - Sacramento Area Sewage District and Sacramento Area Regional Sanitation District
 - County of Fresno
- Manage multiple Federal contracts including:
 - The Defense Security Cooperation Agency
 - EPA Region 9 – San Francisco, CA (17+ on STI staff ranging from Help Desk, to Programmers, to DBA's to Project Managers)
- Managing IT projects through fluctuations of staffing needs
- Tracking contract hours and dollars of each contract. Communicate with managers regarding contract standing and evaluating project success and duration.
- Provide customer service and relevant industry knowledge to current consultants and clients
- Understand client business and IT initiatives, as well as their specific technical and cultural environments to provide proactive workforce planning
- Prepare and deliver effective proposals to clients

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

- Partner with assigned recruiter(s) to effectively manage pipeline, activity and goals
- Mentor and develop aligned recruiters
- Evaluate daily activities, develop daily sourcing strategies, improve screening acumen, messaging and acumen (e.g. use of tools, lock-down, rate negotiations, etc.)

Client Recognition

“This has been the smoothest, best run, best staffed contract I have ever worked with. The Prime Contractor (STI) has been attentive to all of our needs and goes the extra mile to assure that the customer is satisfied with the outcome while being a good steward to the Government. The sub-contractors are exceptionally talented, know their craft, totally responsive to our needs and the changing environment while being and extremely easy to work with. The Government has received everything PLUS that we paid for and I would not hesitate to work with this group of individuals again on any project.” Suellen B Raycraft, COR DSCA

ACCOUNTING LEAD – PAUL CHABOT

Certification:

American Payroll Association - Fundamental Payroll Certification (FPC)

Experience:

Staff Tech, Inc

2004-Present

Payroll Manager

October 09 to Present

- Met semi-monthly payroll dates for employees in states of CA, WA, NV, AZ, TX, and NC
- Client Invoicing
- Set-up of new W-2 employees in accounting software
- Set-up of new subcontractor vendors in accounting software
- Accounts Payable for subcontractors
- 401k Administration
- All Federal and State payroll liabilities
- I9 and E-Verify employment authorization checks
- PTO Administration
- ACH and manual checks
- Knowledge of wage and tax requirements for states of CA, WA, NV, AZ, TX, and NC

Payroll Administrator

January 08 to October 09

- Data entry of all timesheets into accounting software
- Data entry of all vendor bills into accounting software

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

- Assist payroll manager in all of his/her duties
- Accounts Payable
- 19 employment authorization checks
- PTO Administration

Technical Recruiter

January 06 to January 08

- Reviewed applicant resumes and sourced job boards for qualified candidates
- Contacted promising applicants to assess qualifications
- Input candidate information to internal staffing software
- Participated in telephone and in-person interviews of candidates
- Worked with qualified candidates to obtain documentation of job requirements
- Formatted candidate resumes and checked references
- Maintained communication with submitted candidates throughout the process
- Participated in client interviews of selected candidates
- Worked with new hires to obtain required employment documentation prior to beginning of contract
- Maintain communication with hired consultants to ensure contracts are going smoothly

Administrative Assistant

February 04 to January 06

- Post all new job orders to internal staffing software application
- Post and update all external job postings
- Screened applicants and forwarded qualified candidates to recruiters
- Sourced of job boards for qualified candidates and forwarded them to recruiters
- Formatted of candidate resumes
- Checked references of job candidates
- Collected timesheets and expense reports from all employees
- Ordering of all office supplies
- Filed timesheets, expense reports, invoices and employment documents

Education History:

CSU-Sacramento College of Continuing Education, Sacramento, CA. – Payroll Administration Certificate Program 2009

CSU-Sacramento, Sacramento, CA. 1995-1997

Cabrillo Community College, Aptos, CA. 1989-1990

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

1) Sourcing Manager – Dan Kohnke with STI since 1998

Mr. Kohnke exercises control of over \$9M of annual contract volume and a consulting staff of over 90 personnel. Mr. Kohnke is a corporate owner and has full authority to bring any needed resources of the company to assure customer satisfaction. Mr. Kohnke has lived in California for fifty years. Mr. Kohnke is one of the founders of STI and has been with STI since its inception in 1998.

2) Account Representative – Erika Kohnke with STI since 2009

STI has assigned Ms. Erika Kohnke as the Account Representative for the AOC Master Agreement for Technical Staff Augmentation contract. Ms. Kohnke has managed staffing relationships with government clients for STI for over five years; she currently manages all STI’s engagements and/or master contracts with state agencies and counties in California. Ms. Kohnke also manages some federal contracts nationwide. She has worked in the staffing industry for over six years. Ms. Kohnke has been managing our prior contract at the AOC for the past two years and will bring her organizational knowledge to the next IT MSA contract.

3) Accounting Lead – Paul Chabot with STI since 2004

Paul Chabot has been with STI since 2004. Mr. Cabot has advanced his career with STI over the last seven years and is now STI’s Payroll Manager. STI has encouraged and assisted Mr. Chabot in advancing his education and obtaining payroll certifications. He is responsible for STI’s entire payroll and invoicing and will be the main point of contact for AOC for anything that involves accounting. STI has grown continuously over the years, as STI grew there became a need for someone to take this roll full-time. Paul was placed in this role due to growth.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion:	Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion:	15 Points (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p>		
<p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 		
<p>Proposer must complete the following:</p>		
<p>Mark the Appropriate Choice, below <i>[you must mark one or the other]</i>:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions, with no exceptions.</i></p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions:</i></p>		
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p> <p>Not Applicable</p>		
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p> <p>Not Applicable</p>		

End of Evaluation Criterion C-5

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)

Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.

Proposer must complete the following:

Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.

Mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013.

Not Applicable

Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement).

Not Applicable

Staff Tech, Inc. (STI) is a California based, Small Service Disabled Veteran owned business (**CA DVBE 18181**) founded in 1998. We have not had any mergers, acquisitions, bankruptcies or law suits filed against us. STI services our clients out of our Folsom headquarters, just a short drive from San Francisco. Our core business is IT mission support services, primarily to the government; Federal, State and Local. Since 1998 STI has over \$100M of Past Performance in the IT domain, including large projects in Systems Design, Software Design, and Operations & Maintenance.

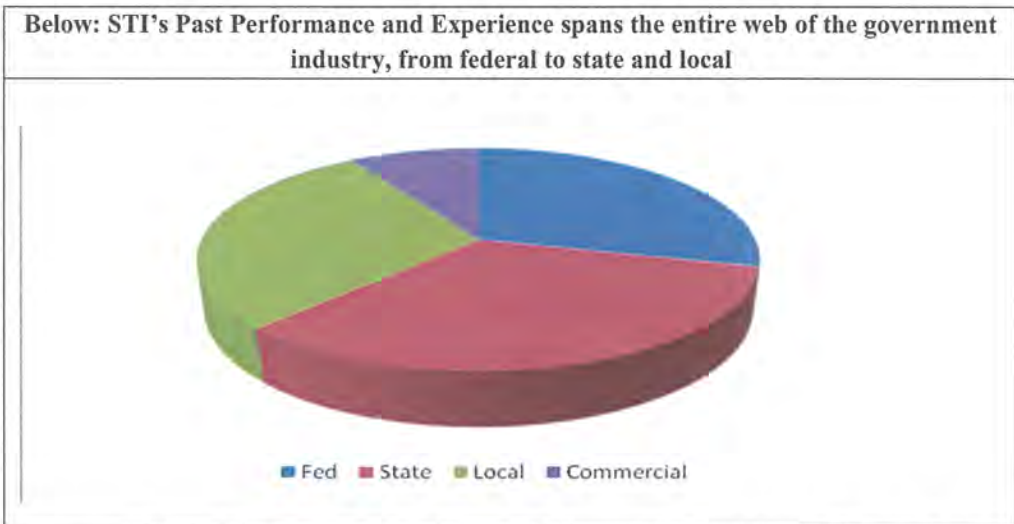
STI brings over 16 years of experience supporting IT Contracts of similar size and complexity nationwide, assuring the AOC of a competent, responsive management company familiar with the staffing and working in a government. STI brings a history of achieving high levels of customer satisfaction on enterprise-level IT programs spanning federal government agencies, state and local governments, and commercial customers across the nation. This coupling of “relevance of experience” to “high customer satisfaction ratings” ensures AOC of partnering with a competent management company for the contemplated five-year contract.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**

STI holds several Master agreements for Technical Staff Augmentation Services. Some of the current contracts we hold are:

- State of California, CMAS and MSA
- Sacramento County, IT Support Services
- Sacramento Area Sewer and Sanitation, IT MSA
- CalPERS Spring-Fed Pool
- California Department of Correctional Health Care Services, EHRS MSA
- *Judicial Council of California, AOC, MSA for Technical Staff Augmentation*
- County of Los Angeles, ITSSMA
- State of North Carolina, ITSS

The below chart identifies where STI's experience spans. STI provides IT mission support services nationwide to multiple government and private sectors. IT Staffing is our sole business. STI provides these IT services under many umbrella or master agreement contracts that operate similarly to the anticipated AOC Master Agreement for Technical Staff Augmentation.

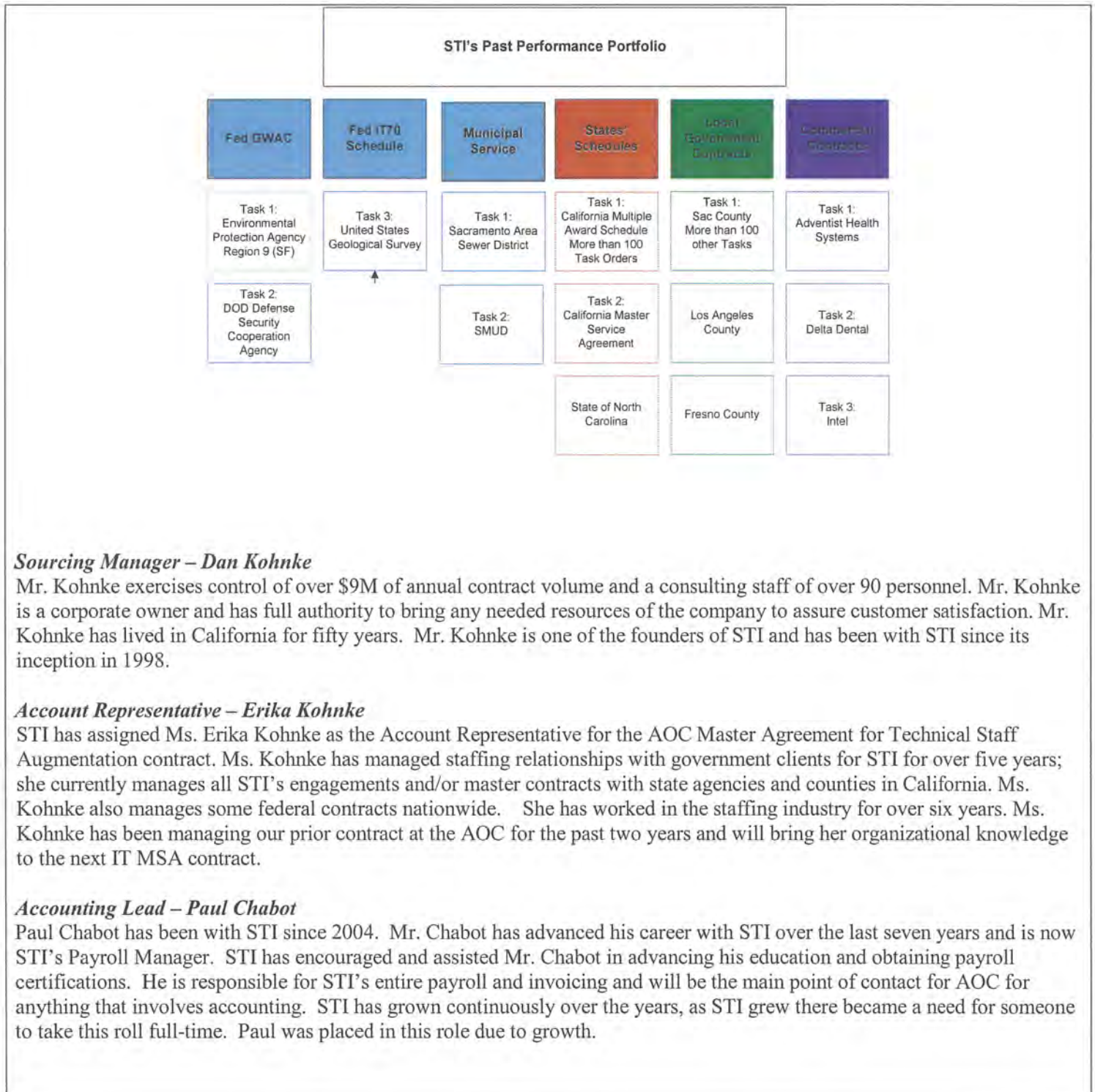


The table below shows several of our Master Contracts that are similar to AOC anticipated Master Agreement for Technical Staff Augmentation Services.

Numerous IDIQ contracts support STI thru many cycles of government procurement

STI has dedicated trained personnel performing Task Order Management, Contract Management, Reporting, Accounts Payable and Account Receivable functions. STI has met all reporting requirements for the above contracts timely and remains in compliance with hundreds of requirements nationwide.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-6**



Sourcing Manager – Dan Kohnke

Mr. Kohnke exercises control of over \$9M of annual contract volume and a consulting staff of over 90 personnel. Mr. Kohnke is a corporate owner and has full authority to bring any needed resources of the company to assure customer satisfaction. Mr. Kohnke has lived in California for fifty years. Mr. Kohnke is one of the founders of STI and has been with STI since its inception in 1998.

Account Representative – Erika Kohnke

STI has assigned Ms. Erika Kohnke as the Account Representative for the AOC Master Agreement for Technical Staff Augmentation contract. Ms. Kohnke has managed staffing relationships with government clients for STI for over five years; she currently manages all STI's engagements and/or master contracts with state agencies and counties in California. Ms. Kohnke also manages some federal contracts nationwide. She has worked in the staffing industry for over six years. Ms. Kohnke has been managing our prior contract at the AOC for the past two years and will bring her organizational knowledge to the next IT MSA contract.

Accounting Lead – Paul Chabot

Paul Chabot has been with STI since 2004. Mr. Chabot has advanced his career with STI over the last seven years and is now STI's Payroll Manager. STI has encouraged and assisted Mr. Chabot in advancing his education and obtaining payroll certifications. He is responsible for STI's entire payroll and invoicing and will be the main point of contact for AOC for anything that involves accounting. STI has grown continuously over the years, as STI grew there became a need for someone to take this roll full-time. Paul was placed in this role due to growth.

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Staff Tech has been providing the services specified in this RFP for over 15 years. During this time we have continually been profitable each and every year while growing in all but 3 of the 15 years. We realize part of our success is based exclusively on meeting our obligations to our employees and consultants as well as our clients and we have never missed or been late on meeting payroll our on any of our bills.

As referenced in other sections of this proposal we have an extensive list of contract vehicles, federal as well as state and local contracts. Our firm (our facility) and its owner also hold Department of Defense Top Secret clearance. These clearances require extensive background checks by Federal Marshalls who delve deeply into our personal and corporate back grounds. This process typically takes 9-12 months to complete. The check includes randomly interviewing current and prior employees and consultants, clients and neighbors, etc.. *It also included reviewing our banking references and accounts.* Any inference of any behavior considered either immoral or such as bouncing checks, not paying employees etc. would mean they would not have issued STI or Dan Kohnke a clearance.

STI has been working with the State of California on both of the State's master contracts, the CMAS and the MSA. Annually the state has a budget to be approved and many times during our 15+ years working with the State, the budget was not approved on time and the state agencies put a hold on paying companies such as ours. STI keeps our consultants working onsite and continues to pay our consultants. We understand the importance of making sure our consultants are paid on time and do not withhold any payments to them during the times when the State delays STI's payments.

With the many years, accounts and government contracts we have supported over the years, we have never had a need or requirement to have audited or reviewed financial statements. Please also note that given the timeline of when the bid came out until the time it was due, there was simply not enough time allowed to have an independent CPA firm perform a review or an audit.

The information provided is the same as what STI had provided for the previous contract. It was deemed acceptable and STI has been a vetted service provider on the initial IT Staff Augmentation contract for the AOC.

We are asking that the above statement in conjunction with the sealed financial documents will pass your litmus test of our firm's financial viability and stability. We have included the last 3 years P&L and Balance Sheet as well as letters from our accountant (of the past 15+ years) and our bank.

For financial statements please refer enclosed envelope. Please let me know if STI can provide any additional information regarding our financial stability and standing.

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

STI has had minimal turnover in key staff over the past 16 years.

Erika Kohnke – Account Manager

Ms. Kohnke has been with STI for over 5 years managing government accounts. For the past 2 years she has progressively been taking over management of clients STI has acquired over the past 16 years. She began her career here in 2009.

Dan Kohnke – Owner and CEO (Mr. Kohnke will also be the Sourcing Manager for the AOC Contract)

Staff Tech's founder has over 20yrs experience in enterprise IT projects. Mr. Kohnke has managed over 30 enterprise ERP projects spanning international boundaries, and was a software Quality Control engineer for Apple Computer. His complete resume can be found under Key Staff.

Paul Chabot – Account Lead

Mr. Chabot has been with STI since 2004. Mr. Chabot has advanced his career with STI over the last seven years and is now STI's Payroll Manager, he is responsible for Payroll and Invoicing. STI has grown continuously over the years; originally Marion Kohnke (Retired CEO) was the Payroll Manager but as STI grew there became a need for someone to take over this roll full-time. Paul was placed in this role due to growth.

The following is STI's Staff Retention Philosophy.

Staff Retention:

Professional Compensation Plan AND Recognition of Achievements.

STI recognizes that our employees are our most valuable asset. The time taken by STI and the government to recruit, capture, in process, and train personnel should be expected to be paid back with several years of service to the programs. STI has a mature HR department, benefits, and compensation systems in place to proactively support our employees' needs and to reward their performance.

STI provides our nationwide staff with a compensation package that has proven competitive for over 10 years. We ensure a competitive compensation plan by using outside labor market consultants to annually surveying the labor marketplaces, and consulting with our benefits management company to maintain a competitive total package. In the past 10 years, STI has never had technical staff recruited away for reasons associated with our compensation package. Our total compensation package helps ensure retention of qualified personnel. In an environment where many companies have been reducing benefits, STI increased our benefits, implementing a 401k profit-sharing program that began January 1, 2010. This plan requires NO MATCHING FUNDS from the employee. Last calendar year STI announced a 3% profit share with all qualified employees.

STI management recognizes that money is not the only form of compensation – simple recognition is frequently

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

most desired and appreciated by professionals. We provide “immediate impact/spot” recognition and quickly reward our employees for their good performance.

Professionals also appreciate continuing education and training, to remain current in their field. STI works with the government to identify new technologies planned to be inserted into the government’s portfolio of applications and to plan training for the existing staff.

Page 2 of 2

End of Evaluation Criterion C-6

Small Business / DVBE Certification

Browser tabs: Inbox, Companies, Pandora One - List, Search GWS, Examples of Smart, Data Queries, State Contract & P, BidSync: California

Address bar: <https://www.bidsync.com/DPXLogin?ticket=ST-78584-nRDSFVXrcGYPIFANVT-tas>

Navigation: Home, My Account, Search, Orders, Admin, CRM, Agency List

California Profile

BidSync Supplier Name: Staff Tech, Inc.

Supplier Number: 18181

Legal Business Name: STAFF TECH INC

DBA Business Name: STAFF TECH INC

Address: 193 BLUE RAVINE RD #200
FOLSOM, CA 95630

Phone: (916) 932-4230

FAX: (916) 313-3794

Web Page: <http://www.stafftech.net>

Number of Employees: 31

Business Types: Service

Service Areas: Alameda, Alpine, Amador, Butte, Colaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba.

Keywords: INFORMATION TECHNOLOGY, CONSULTANT, PROGRAMMER, DEVELOPER, IT SUPPORT SERVICES, PROJECT MANAGER, PROGRAM MANAGER, SYSTEM ADMINISTRATOR, BUSINESS ANALYST, ARCHITECT, DESKTOP SUPPORT, HELP DESK SUPPORT, TECH SUPPORT, TECH LEAD, DATABASE ADMINISTRATOR, NETWORK

Classifications:
 801016 - Project management
 801116 - Temporary personnel services
 801117 - Personnel recruitment
 801616 - Business facilities oversight
 811115 - Software or hardware engineering
 811116 - Computer programmers
 811117 - Management information systems, MIS
 811118 - System and system component administration services
 811122 - Software maintenance and support
 811123 - Computer hardware maintenance and support
 811615 - Access management services
 831116 - Mobile communications services
 831122 - Enhanced telecommunications services

View Options: [View Application](#)

Edit Options: [Amend Application](#)

TYPE	STATUS	STATUS DATE	FROM	TO	Actions
DVBE	Approved	Apr 7, 2015	Apr 7, 2015	Apr 30, 2017	
SB	Approved	Apr 7, 2015	Feb 21, 2014	Apr 30, 2017	

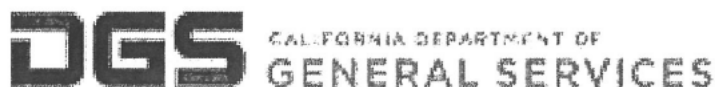
Certification History

Taskbar: Windows icons (HP, Edge, Chrome, etc.)

System tray: Address, Monday, April 20, 2015, 2:35 PM, 4/20/2015



Date : Tue, 7 Apr 2015 11:36:07 -0600 (MDT)
From : CertBounceBack@dgs.ca.gov
To : [REDACTED]
Subject : State of CA Notification Letter



Governor

Apr 7, 2015

Supplier #18181
STAFF TECH INC
193 BLUE RAVINE RD #200
FOLSOM CA 95630

Dear Business Person:

Congratulations on your Disabled Veteran Business Enterprise (DVBE) certification with the State of California. Your business is now entitled to compete in the State's goal to spend three percent of its annual contracting with small businesses. For more information or to verify certification status, visit www.eprocure.dgs.ca.gov

Certification Period

From Apr 7, 2015 to Apr 30, 2017

Business Types

Service

Conflict of Interest for Current and Former State Employees

Prior to contract award, agencies will assure the vendor is in compliance with Public Contract Code, Section 10100, addressing conflict of interest for State employees or former employees.

Annual Submission Requirement

Submit copies of the ENTIRE federal tax return to the Office of Small Business and DVBE Services (OSBDS). Sole proprietorship business tax returns, each partner of a partnership business must also submit individual federal tax returns. Equipment to the State must submit individual federal tax returns for each disabled veteran owner within 90 days of tax return filing due date. If you have been granted a tax filing extension with the Internal Revenue Service (IRS), submit a copy of the tax return extension form and annual financial statements; then, submit a copy of the tax return once filed.

Maintaining Your Online Certified Firm Profile

Visit www.eprocure.dgs.ca.gov/default.htm to update your certification profile. You may report changes to firm name and principal office address; contact information; keywords and service areas; United Nations Standard Product Codes, North American Industry Classification System (applicable only to Manufacturers). This certification update information beyond the aforementioned. To report changes by mail, complete a "Certification Information Form" located at www.documents.dgs.ca.gov/pd/smallbus/certchange.pdf

Certification Renewal

Please complete an online application at www.eprocure.dgs.ca.gov 90 days prior to the expiration date to receive a renewal notice. If you hold dual certifications, SB and DVBE certifications, you must renew both at the same time. Please contact us at 800.559.5529, 916.375.4940 or by email at OSDSHelp@dgs.ca.gov for any questions.

Sincerely,

Office of Small Business and DVBE Services

PROCUREMENT DIVISION - Small Business & DVBE Services | *State of California* | *State Consumer Services Agency*
707 3rd Street, 1st Floor, Room 400 | West Sacramento, CA 95605 | t 916.375.4940 f 916.375.4950

BIDDER DECLARATION

1. Prime bidder information (Review attached Bidder Declaration Instructions prior to completion of this form):

- a.** Identify current California certification(s) (MB, SB, NVSA, DVBE): SB DVBE or None (If "None", go to Item #2)
- b.** Will subcontractors be used for this contract? Yes No (If yes, indicate the distinct element of work your firm will perform in this contract e.g., list the proposed products produced by your firm, state if your firm owns the transportation vehicles that will deliver the products to the State, identify which solicited services your firm will perform, etc.). Use additional sheets, as necessary.

- c.** If you are a California certified DVBE:
- (1) Are you a broker or agent? Yes No
- (2) If the contract includes equipment rental, does your company own at least 51% of the equipment provided in this contract (quantity and value)? Yes No N/A

2. If no subcontractors will be used, skip to certification below. Otherwise, list all subcontractors for this contract. (Attach additional pages if necessary):

Subcontractor Name, Contact Person, Phone Number & Fax Number	Subcontractor Address & Email Address	CA Certification (MB, SB, NVSA, DVBE or None)	Work performed or goods provided for this contract	Corresponding % of bid price	Good Standing?	51% Rental?
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATION: By signing the bid response, I certify under penalty of perjury that the information provided is true and correct.





CITY OF
FOLSOM
DISTINCTIVE BY NATURE

City of Folsom 50 Natoma Street Folsom CA 95630 (916) 355-7312
Business License

07/14-06/15

STAFF TECH INC



License Number: 15-00008174
STAFF TECH, INC.

Location Address: 193 BLUE RAVINE RD SUITE 200
License Class: PROFESSIONAL SERVICES
Business Type: #R0608 SERVICE
License Restrictions:

This license is issued without verification that the license is subject to or exempt from licensing by the State of California

This license does NOT constitute permission to operate at the stated business location until there is compliance with all city ordinances and other laws, including zoning, health, building and fire

CITY OF
FOLSOM
DISTINCTIVE BY NATURE

NON-TRANSFERABLE

License Must be Posted in a Conspicuous Place

Expiration Date: June 30, 2015

- Business Entities (BC)**
- Online Services
 - E-File Statements of Information for Corporations
 - Business Search
 - Processing Times
 - Disclosure Search
- Main Page
- Service Options
- Name Availability
- Forms, Samples & Fees
- Statements of Information (Annual/Biennial reports)
- Filing Tips
- Information Requests (certificates, copies & status reports)
- Service of Process
- FAQs
- Contact Information
- Resources
 - Business Resources
 - Tax Information
 - Starting A Business
- Customer Alerts
 - Business Identity Theft
 - Misleading Business Solicitations

Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Friday, May 06, 2016. Please refer to [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	STAFF TECH, INC.
Entity Number:	C2121009
Date Filed:	09/23/1998
Status:	ACTIVE
Jurisdiction:	CALIFORNIA
Entity Address:	193 BLUE RAVINE RD, SUITE 200
Entity City, State, Zip:	FOLSOM CA 95630
Agent for Service of Process:	DAN KOHNKE
Agent Address:	235 BLUEBIRD LANE
Agent City, State, Zip:	FOLSOM CA 95630

- * Indicates the information is not contained in the California Secretary of State's database.
- If the status of the corporation is "Surrendered," the agent for service of process is automatically revoked. Please refer to California Corporations Code [sections 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

[Modify Search](#) | [New Search](#) | [Printer Friendly](#) | [Back to Search Results](#)

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the "Small Business Declaration Instructions" before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: 0018181
2. Small Business Certification active from 4/7/2015 to 4/30/2017
3. Will Bidder subcontract any portion of the contract work to subcontractors? Yes

If yes:

- A. State the percentage of the contract work Bidder will subcontract: 10
- B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: STI will utilize subcontractors for hard to fill positions, but not to meet small or DVBE requirements
- C. Explain how Bidder is performing a "commercially useful function" for purposes of this contract. (Please see the instructions for the definition of "commercially useful function.") STI will utilize subcontractors for hard to fill positions, but not to meet small or DVBE requirements
4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.


SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Staff Tech, Inc.		<i>Tax ID Number</i> 94-3310002
<i>Address</i> 193 Blue Ravine Rd., Ste 200, Folsom, CA 95630		<i>Telephone Number</i> [REDACTED]
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Erika Kohnke, Account Representative & Authorized Signer for STI		
<i>Date Executed</i> 5/10/16	<i>Executed in the County of</i> Sacramento, <i>in the</i> <i>State of</i> California	

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) "DGS" refers to the Department of General Services, (ii) "Small Business" refers to an entity certified by DGS as a small business or a microbusiness, (iii) "Bidder" refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) "bid" refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer "yes" and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer "no" and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder's total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder's total bid price is \$125,000, enter "28%" ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder's goods and/or services constitute a "commercially useful function" for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a "commercially useful function" if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a "commercially useful function" if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature):*" Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

ATTACHMENT G GENERAL CERTIFICATIONS FORM

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer's intended subcontractors is on the California Department of General Services' list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board's list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization's list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a "scrutinized company" as "a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.")

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Erika Kohnke
TITLE OF PERSON SIGNING Account Representative and Authorized Signer for STI

ATTACHMENT H IRAN CONTRACTING ACT CERTIFICATION

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> Staff Tech, Inc.		<i>Federal ID Number</i> 94-3310002	
<i>By (Authorized Signature)</i> 			
<i>Printed Name and Title of Person Signing</i> Erika Kohnke, Account Representative and Authorized Signer for STI			
<i>Date Executed</i> 5/10/16		<i>Executed in the County of Sacramento in the State of California</i>	

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

PROPOSAL TO:

**Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden
455 Golden Gate Ave, 6th Floor**

RFO: ISD 201601-RB

**Master Agreement for Technical Staff Augmentation Services
Cost Proposal**

Due: 1:00 P.M. Pacific Time, May 11, 2016

**PROPOSAL FROM:
STAFF TECH, INC.**



**193 Blue Ravine Dr Suite 200
Folsom, CA 95630**

Authorized Negotiator for STI:

Erika Kohnke, Account Manager



Dan Kohnke



AOC Contract Representative:

Nadine McFadden

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden
455 Golden Gate Ave, 6th Floor
San Francisco, Ca 94102

REF: Response to RFO: # ISD-201601 – Master Agreement for Technical Staff Augmentation Services

Dear Ms. McFadden:

Staff Tech, Inc. (STI) is pleased to provide this proposal to the Judicial Council of California, Administrative Office of the Courts in response to **RFO # # ISD-201601 – Master Agreement for Technical Staff Augmentation Services**. *STI is a qualified and Certified Small DVBE (CA #0018181)*. Since 1998 STI has provided IT support services to government customers nationwide. STI's corporate experience spans hundreds of Task Orders on dozens of contracts, including but not limited to:

- *The Administrative Office of the Courts - IT Staff Augmentation,*
- *Master Service Agreements with The State of California (MSA and CMAS – (based upon our extensive Federal GSA Schedule 70 contract which we have held for the past 14 years)),*
- *The County of Sacramento IT Staffing contract (for the past 3 contracts cycles),*
- *The County of Los Angeles (ITSSMA), and*
- *The State of North Carolina (ITS Short Term Staffing).*

Our utilization of formal industry standard methodologies such as SDLC, ITIL and PMI contribute to the high levels of customer satisfaction we experience, demonstrated by the fact that we have several repeat customers that span over our 16+ years of experience.

STI provides its clients ***qualified consultants at competitive rates***. STI has provided custom tailored IT services and consulting to government entities, allowing them to lower costs, increase efficiency and focus on their core competencies. The AOC can be confident that STI will fulfill this requirement in a cost effective manner. We have solid experience implementing mission critical projects for government agencies.

Listing of all current contracts and clients via our various MSA style contracts

<i>Client</i>	<i>Title / Project (# of contractors)</i>
EPA Region 10	Consolidated IT Support Management of a team of 20 contractors supporting the overall IT environment for the US EPA Region 9. Support includes: Project Management, Database Development, HR Support Services, LIMS Support, and Helpdesk / Desktop Support
County of Sacramento, Department of Technology	3 Contractors who provide: GIS Support and Development Services, .Net Development Desktop Support

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

Sacramento Area Sewer District	6 Contractors who provide: Maximo support and Development .Net Development SQL SSRS Support and Development R&D for IT Department Desktop Support
County of Sacramento, Department of Human Assistance	Sharepoint Development
County of Sacramento, Consolidated Utilities Billing Systems	SAP Support and Development
Sacramento Sheriff's Department	3 Contractors who provide: GIS Support and Development .Net Development
California Department of Insurance	Microsoft Dynamic CRM Architecture
California Department of Corrections and Rehabilitation	Project Management
California Correctional Health Care Services	3 Contractors who provide: RIS/PACS Project Management RIS/PACS Administration SQL Development
California Department of Developmental Services	Cobol Development
California Department of Water Resources	Oracle Database Administration
Judicial Council of California, Administrative Office of the Courts	3 Contractors who provide: Tirega Business Analyst Business Analyst Tibco Engineer
California Military Department	3 Contractors who provide: Maintenance and support of their Distance Learning System
Federal EPA Region 9	17 Contractors who provide: Help Desk / Desktop Support Graphics Support Web Development Access Development HR IT Support Database Support
Federal DOD -DSCA	7 Contractors who provide: RCPAMS (CRM) system design and development STI designed and developed the distance learning CRM. We are hosting this system as well.
County of Los Angeles	6 Contractors who provide: DB2 IMS Support SQL DBA Help Desk / Desktop Support Supply Chain Project Management

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

County of Fresno	Desktop Support
State of North Carolina	3 Contractors who provide: MMIS Business Analysis GIS Analysis Six Sigma Support
Crestwood Behavioral Health	3 Contractors who provide: Help Desk / Desktop Support
SMUD	Documentum Support

All addendums / amendments are acknowledged and incorporated in this response. Please let me know if you have any questions regarding STI's proposal or if I can provide any additional information.

Sincerely,



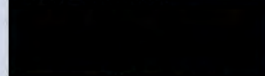
Erika Kohnke
Account Manager



Staff Tech, Inc. Corporate Data

193 Blue Ravine Rd., Ste 200
Folsom, CA 95630

Erika Kohnke



Account Manager

CA SB DVBE # 0018181

FEIN: 94-3310002

Fax # (916) 313-3794

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Reference #	Evaluation Criterion:	Pricing				
C-3	Maximum Points for this Criterion:	_____ 50 Points _____ (out of 100 possible points)				
<p>Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.</p>						
Proposer must complete the following:						
<p>Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.</p>						
		Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
		1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)		0	1	2	2.5	3

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	40%	40%	40%	40%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	20%	20%	20%	20%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	\$150.00
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	\$80.00
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	\$100.00
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	\$120.00
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	\$100.00
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	\$120.00
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	\$100.00
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition,	\$120.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	\$110.00
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	\$110.00
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	\$150.00
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	\$150.00
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	\$100.00
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing,	\$115.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
coordinates/assists in integration and user testing, and ensures development and maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.	
15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.	\$110.00
16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.	\$130.00
17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.	\$150.00
18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.	\$130.00
19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.	\$125.00
20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts,	\$120.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
and test data creating to ensure the quality of software applications and enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	\$100.00
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	\$120.00
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	\$130.00
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	\$125.00
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	\$115.00
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	\$120.00
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	\$100.00
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support;	\$150

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
preparing project life cycle documentation; and provide maintenance and operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

ZIBA GROUP

MAY 6, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden,
RFP # ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Dear Nadine,

Attached please find The Ziba Group's **Technical Proposal** in response to the above referenced RFP for the **Master Agreement for Technical Staff Augmentation Services**.

My contact information below can be used as the single point of contact for this RFP.

Sincerely,

Chad Zucker
President and CEO
The Ziba Group
5953 Manchester Drive,
Oakland, CA 94618
[REDACTED]
Fax: 510 654 3595
[REDACTED]

RFP Number: ISD-201601-RB

Project Title: Master Agreement for Technical Staff Augmentation Services

REVISION NO 1

Evaluation Criteria & Proposal Submission Forms Attachment C

Attachment C-1 - Methodologies

Attachment C-2 – Placement History

Attachment C-4 – Key Staff

**Attachment C-5 – Proposer’s Acceptance Of, or Exceptions To, Master Agreement Terms
and Conditions**

Attachment C-6 – Viability of Firm

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Reference #	Evaluation Criterion: Methodologies
C-1	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must describe and discuss their methodologies for sourcing positions, meeting the JCC’s invoicing requirements, and ensuring timely submittal of requests for travel expense reimbursement.	
Proposer must complete the following:	
<p>Part I – Sourcing: Describe and discuss your methodology of sourcing the positions set forth in Attachment C-2, Placement History. Your description and discussion should include, but not be limited to: (1) your existing subcontracting relationships with other firms and what classifications they cover; (2) how you source hard-to-fill positions where you don’t currently have a subcontracted firm in place and what kind of timeline/constraints/policy considerations do you have in place before you seek new subcontracted firms in order to identify and propose candidates for a specific staffing request; and (3) your plans for filling positions in diverse geographic locations through California.</p> <p>The Ziba Group Response: Our partners have many years of experience in IT and consulting and The Ziba Group has successfully implemented over 160 projects. Through this experience we are pleased to have an extensive network of local talent to draw upon. The Ziba Group maintains excellent relationships with our top performers. Where possible we provide known, proven talent who we have worked with in the past. The majority of all new Ziba Group project assignments are staffed with such known, proven talent.</p> <p>Where we need to reach out of our talent network, every candidate is pre-screened prior to submittal to any of our clients. Either a phone interview or a face-to-face meeting is conducted with a team recruiter who is well-versed with the client technical requirements for the requisition. If the candidate appears to be a close fit for the requisition in question, the interviewer also confirms candidate’s availability, eligibility to work on the US, agreement to the hourly-rate/ salary and Ziba Group benefits, and request references. We normally check references after the candidate receive an invitation for a written test or an interview unless the client requests us to do so before hand.</p> <p>The Ziba Group will always first develop in-depth knowledge of the client and the position before starting. When presented a new job order by a client our sourcing staff will first look at our own consulting base: consultants who are rolling off client assignments or have already completed client assignments. The Ziba Group will only reassign a consultant to JCC who has received high marks on previous engagements with The Ziba Group. Known consultants who we have worked with are generally our most trusted and successful to candidates.</p> <p>Second, The Ziba Group will look to an expanded network of consultants. Ziba Group recruiting partners</p>	

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

have each over 20 years of consulting and staffing experience in the Bay Area and have an extensive network of contacts. Reaching out to referrals from trusted colleagues and former colleagues expands that pool significantly, while still maintaining the highest quality candidate pool. Historically over 90% of all Ziba Group placements have been through networking. Theoretically The Ziba Group sourcing partners have over 5 million networked individuals on LinkedIn – but it is usually the personal networks that deliver the best results.

Third, the assigned recruiter will actively recruit individuals from likely sources. For example, for the JCC RFP's, The Ziba Group has been able to actively identify dozens of candidates who were assigned to JCC work, and evaluate them through personal, trusted references.

Fourth, the assigned recruiter will expand to a wider network of sourcing partners within Ziba Group. The Ziba Group has a comfortable profit sharing arrangement motivating all partners to cooperate fully in any search.

Fifth, the assigned recruiter will search business network and technical network sites where candidates either actively post resumes for job searches, or their resumes are available even if they may not be looking.

Next, the assigned recruiter will post job orders to various job sites (Dice, LinkedIn, Craigs List, etc.) for certain types of positions and screen the responses.

The Ziba Group operates with very low overhead and maximal profit sharing. This incents our sourcing staff to look to outside recruiters for hard-to-fill assignments. For hard-to-fill assignments we pay very attractive payments to outside firms to help. We can always find a candidate, and have a network of outside recruiters who we turn to for very hard to fill assignments. We rarely have to go that high, but we have no problem paying up to 10% of the employee gross pay to an outside recruiting partner for hard-to-find candidates.

Once a selection of candidates has been identified the recruiter further screens the candidates as discussed above.

A critical component of the candidate sourcing is "selling" the candidate on the job. Ziba Group staffing partners have been doing this successfully for 20+ years each. Top talent has multiple job opportunities, and it is only getting more competitive as the economy improves. For a candidate we want, we get to know the candidate as much as we get to know the client. We will tailor our recruitment efforts to candidate needs: We have many ways to close a deal, whether it be money, job security, title, fringe benefits, and the like. Top talent responds well to smart and likeable people – and we will regularly introduce top candidates to various of our staff members to help sell the story. Put it all together and we almost never lose a candidate we want to hire to a competing offer.

The Ziba Group endeavors to hire all consultants on a W2 basis. Where we use sub-contractors it is not to provide payroll services, but rather to (a) retain a top candidate who is on an H1-B visa and who would be severely disadvantaged if he/she had to switch employers, or (b) to retain a top candidate who is individually incorporated and who has a strong preference to working through their own firm (that is – it helps us close on a top candidate to pay them this way). In either situation The Ziba Group has a rigorous contracting process and requires the same insurance for any sub-contractor as JCC requires of

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

Ziba Group.

Part II – Invoicing Compliance: The JCC will require both invoicing the Work Order detail level as well as providing a monthly summary statement at the Master Agreement level that is substantially in the form and substance set forth in Attachment E, Invoicing Samples. Describe and discuss your methodology of providing invoicing and summaries that meets the requirements of this RFP. Further, please describe and discuss your methodology for keeping track of Key Personnel’s time under a Work Order to substantiate specific hours worked and amounts invoiced (please note that as Key Personnel are not JCC employees, the JCC will not accept timesheets signed by a Work Order Project Manager as substantiation for time worked on a Work Order).

The Ziba Group Response:

1. The Ziba group regularly customizes invoices and reporting for clients and will do so for the JCC. As a current Master Agreement holder, we use the following method for the JCC MA: Invoice templates are created in Excel to match the current specifications by the JCC including fields and placement on the page. The hours are systematically with the hours from consultants monthly timesheets without rekeying. All files are password protected and automatically customize based on month and consultant. The summary sheet is also created in a protected Excel sheet and automatically synchronized with the detail invoice pages. This allows us to closely match the JCC format without requiring any re-keying of data. Below are examples matching the current MA requirements. **If we are awarded a new MA we will customize again to match the updated JCC requirement**

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

ZIBA GROUP

Invoice

The Ziba Group
5953 Manchester Dr
Oakland, CA 94618
TIN: 94-3330194

Bill To:
5953 Manchester Dr
Oakland, CA 94618

Remit Payment To:
5953 Manchester Dr
Oakland, CA 94618

Invoice Date: <date>
Invoice Number: <invoice #>
AOC Contract #: MAD15
AOC Work Order #: <work order #>
Consultant Name: <consultant name>
AOC Project Manager: <project manager>

Labor			
Service Date	Description	Hours	Rate Amount
Fri, 04/01/16	<description of work>	8.00	\$90.00 \$720.00
Sat, 04/02/16	<description of work>		\$90.00
Sun, 04/03/16	<description of work>		\$90.00
Mon, 04/04/16	<description of work>	8.00	\$90.00 \$720.00
Tue, 04/05/16	<description of work>	8.00	\$90.00 \$720.00
Wed, 04/06/16	<description of work>	8.00	\$90.00 \$720.00
Thu, 04/07/16	<description of work>	8.00	\$90.00 \$720.00
Fri, 04/08/16	<description of work>	8.00	\$90.00 \$720.00
Sat, 04/09/16	<description of work>		\$90.00
Sun, 04/10/16	<description of work>		\$90.00
Mon, 04/11/16	<description of work>	8.00	\$90.00 \$720.00
Tue, 04/12/16	<description of work>	8.00	\$90.00 \$720.00
Wed, 04/13/16	<description of work>	8.00	\$90.00 \$720.00
Thu, 04/14/16	<description of work>	8.00	\$90.00 \$720.00
Fri, 04/15/16	<description of work>	8.00	\$90.00 \$720.00
Sat, 04/16/16	<description of work>		\$90.00
Sun, 04/17/16	<description of work>		\$90.00
Mon, 04/18/16	<description of work>	8.00	\$90.00 \$720.00
Tue, 04/19/16	<description of work>	8.00	\$90.00 \$720.00
Wed, 04/20/16	<description of work>	8.00	\$90.00 \$720.00
Thu, 04/21/16	<description of work>	8.00	\$90.00 \$720.00
Fri, 04/22/16	<description of work>	8.00	\$90.00 \$720.00
Sat, 04/23/16	<description of work>		\$90.00
Sun, 04/24/16	<description of work>		\$90.00
Mon, 04/25/16	<description of work>	8.00	\$90.00 \$720.00
Tue, 04/26/16	<description of work>	8.00	\$90.00 \$720.00
Wed, 04/27/16	<description of work>	8.00	\$90.00 \$720.00
Thu, 04/28/16	<description of work>	8.00	\$90.00 \$720.00
Fri, 04/29/16	<description of work>	8.00	\$90.00 \$720.00
Sat, 04/30/16	<description of work>		\$90.00
Sub-total (Labor)		168.00	\$15,120.00

Completed Deliverable(s): #2- Monthly Status Report for all Work performed in Apr 2016

After-Hours Maintenance & Support

Service Date	Description	Hours	Rate Amount
Sub-total (Labor)		0.00	\$0.00
0% Discount			\$0.00
TOTAL Discounted Labor and After-Hours....			\$15,120.00
TOTAL Expenses			\$0.00
NET INVOICE AMOUNT FOR WORK ORDER			\$15,120.00

**Evaluation Criteria & Proposal Submission Forms
Attachment C-1**

ZIBA GROUP		Summary Statement at Master Agreement-Level	
<p>The Ziba Group 5953 Manchester Dr Oakland, CA 94618 TIN: 94-3330194</p>			
<p>Judicial Council of CA / AOC Krista Ayala / Info Services 455 Golden Gate Ave, 3rd Flr San Francisco, CA 94102-3688</p>			
Invoice Date:	5/4/2016		
Master Agreement #:	MAD15		
Discount Rate to be Applied:	0%		
ISD Work Orders:		Amount	
AOC Work Order #	<work order #>		
Key Personnel:	<consultant name>	\$14,400.00	
	After-Hours Maintenance & Support	\$0.00	
	0.00% Discount	\$0.00	
	Net Amount for WO	<u>\$14,400.00</u>	
AOC Work Order #	<work order #>	\$17,120.00	
Key Personnel:	<consultant name>	\$0.00	
	After-Hours Maintenance & Support	\$0.00	
	0.00% Discount	\$0.00	
	Net Amount for WO	<u>\$17,120.00</u>	
AOC Work Order #	<work order #>	\$15,840.00	
Key Personnel:	<consultant name>	\$0.00	
	After-Hours Maintenance & Support	\$0.00	
	0.00% Discount	\$0.00	
	Net Amount for WO	<u>\$15,840.00</u>	
AOC Work Order #	<work order #>	\$24,360.00	
Key Personnel:	<consultant name>	\$0.00	
	After-Hours Maintenance & Support	\$0.00	
	0.00% Discount	\$0.00	
	Net Amount for WO	<u>\$24,360.00</u>	
AOC Work Order #	<work order #>	\$12,000.00	
Key Personnel:	<consultant name>	\$0.00	
	After-Hours Maintenance & Support	\$0.00	
	0.00% Discount	\$0.00	
	Net Amount for WO	<u>\$12,000.00</u>	
Total - All Work Orders		<u><u>\$83,720.00</u></u>	

2. The Ziba Group does a few things to substantiate the work and work hours. The Ziba Group client relationship manager is responsible to assure that all timesheets are delivered on the required frequency (including follow-up where not delivered a suitable timeframe in advance of the deadline). The Ziba Group client relationship manager reviews each timesheet with a checklist of quality control items (including reasonableness of hours, check for holiday, vacation, and weekends and off-hours, repeated entries, reasonableness of work descriptions, etc.). Furthermore, the timesheet entry form system has record of the maximum hours allowed per month per the WORF and flags any entries that are above the limit for review by the client relationship manager to assure that necessary approvals have been granted. The client relationship manager also reviews to make sure monthly deliverables have been produced and from time to time checks in with the client manager to assure that everything is satisfactory.

Evaluation Criteria & Proposal Submission Forms
Attachment C-1

Part III – Timely submission of travel reimbursements: Awarded master agreements will require invoicing of authorized travel expenses no later than two (2) months after the end of the month in which the travel expense was incurred, including submission of receipts for all expenses to be reimbursed (for reimbursement of mileage a Mapquest® printout or equivalent will be required for mileage substantiation). Describe and discuss your methodology for keeping track of Key Personnel’s travel, accounting for the resulting travel expenses, and ensuring timely submission of all authorized travel expense reimbursement requests, and provide samples of any forms you presently use to keep track of this information. Describe how, at a minimum, you can provide the level of detail outlined in Attachment B, Master Agreement Terms and Conditions, Exhibit G, Attachment 5.D, Sample Expense Statement, including summarization of the travel expense balance remaining from the Work Order.

The Ziba Group Response:

The Ziba Group regularly customizes invoicing and expense reimbursement as per client requirements. The Ziba Group requires each consultant to sign a document that says that will abide by the policies and procedures of The Ziba Group, and for JCC that includes expense reimbursement policies (including the MapQuest policy). All consultants are required to submit expense reports normally by the 1st of the month following the month of travel and the following month on an exception basis. For example if a consultant travels on January 15th they normally must submit the expense sheet by February 1, and by March 1 at the latest on an exception. The Ziba Group then has until the end of March to meet the invoicing timeline required by the JCC.

The Ziba Group account representative for the JCC is responsible for reviewing each and every travel expense reimbursement request to help ensure compliance with JCC requirements. Every reimbursement request is compared to the receipt, the receipts are reviewed for legibility and appropriateness, and the amounts are circled for ease of JCC review.

Below is an expense form that is currently in use for JCC consultants. It has recently been modified to flag amounts that are above the JCC limits (e.g. a breakfast reimbursement request > \$6). This will be modified per the JCC template from the new MA, should The Ziba Group be awarded it – for example the new higher limits.

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Reference #	Evaluation Criterion:	Placement History
C-2	Maximum Points for this Criterion:	<u>15 Points</u> (out of 100 possible points)

Proposal Requirements: In order to demonstrate the breadth and depth of proposer’s ability to fill the JCC’s staff augmentation requirements, proposers must indicate the number of placements (actual positions filled) they have made in the past 12-months for each of the JCC job classifications set forth in Classifications Attachment of the RFP. Proposers must include references for each placement made in the past 12-months.

Proposer must complete the following:

Part I – Number of placements per JCC job classifications in last 12-months. Indicate the number of placements your company has made in the past 12-months, including your use of subcontracted firms to make a placement. In the event your placement classifications differ from the JCC list, account for your placements in the most equivalent JCC classification.

Classification	Number of Placements in Past 12-Months
Applications IT Architect	
Application Support Analyst	1
Application Tester	1
Application Testing Lead	1
Business Applications Analyst	1
Sr. Business Applications Analyst	1
Business Systems Analyst	1
Sr. Business Systems Analyst	1
Data Modeler	
Database Administrator	
Enterprise IT Architect	1
Infrastructure/Operations IT Architect	1
IT Developer	
IT Developer Lead	
IT Governance Subject Matter Expert	
IT Infrastructure Subject Matter Expert	
IT Program Manager	1
IT Project Manager	1
Network Engineer	
Quality Assurance Analyst	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Classification	Number of Placements in Past 12-Months
Release Analyst	
Release Manager	
Security Analyst	
Service Delivery Manager	
Technical Analyst	
Technical Construction Analyst	
Technical Writer	
TIBCO Development Engineer	

Part II – References: Using the template set forth in this Part II, below, provide a reference for **each** placement you have noted in Part I, above. You should replicate the reference template as many times as may be required. References for each placement listed in Part I, above, are mandatory; therefore, you must include a corresponding reference form for each placement you have listed in Part I. In the event your placement classifications differ from the JCC list, provide a reference for your placement in the most equivalent JCC classification. In the reference form, below, the term “Company” means the name of the firm/entity where the individual you placed performs the work they were placed for. The JCC may contact some or all of the references provided in order to determine the proposer’s performance record on placement work similar to that described in this RFP. The JCC reserves the right to use the information gained from the reference Company in the evaluation process. *NOTE: Reference information denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

JCC Classification	Application Testing Lead
Duration of Assignment (List Dates)	Jan 2016 – March 2016
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Business Applications Analyst
Duration of Assignment (List Dates)	May 2016 – April 2017
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Email Address and Phone Number for Company Point of Contact*	[REDACTED]	
JCC Classification	Sr. Business Systems Analyst	
Duration of Assignment (List Dates)	May 2015 – January 2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	
JCC Classification	IT Program Manager	
Duration of Assignment (List Dates)	May 2015 – Nov 2016	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	
JCC Classification	Business Systems Analyst	
Duration of Assignment (List Dates)	April 2016 – current	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	
JCC Classification	IT Project Manager	
Duration of Assignment (List Dates)	Dec 2015 – current	
Name of Individual Placed*	[REDACTED]	
Company Where Placed*	[REDACTED]	
Company Point of Contact (Name)*	[REDACTED]	
Email Address and Phone Number for Company Point of Contact*	[REDACTED]	
JCC Classification	Enterprise IT Architect	
Duration of Assignment (List Dates)	May 2016 – current	

**Evaluation Criteria & Proposal Submission Forms
Attachment C-2**

Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Senior Business Application Analyst
Duration of Assignment (List Dates)	June 2016 (renewal) – current
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Infrastructure/Operations IT Architect
Duration of Assignment (List Dates)	April 2016 (renewal) – current
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Tester
Duration of Assignment (List Dates)	April 2016 (renewal) – current
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

JCC Classification	Application Support Analyst
Duration of Assignment (List Dates)	April 2016 (renewal) – current
Name of Individual Placed*	
Company Where Placed*	
Company Point of Contact (Name)*	
Email Address and Phone Number for Company Point of Contact*	

End of Evaluation Criterion C-2

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

Reference #	Evaluation Criterion: Key Staff
C-4	Maximum Points for this Criterion: <u>6 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must designate certain highly experienced and qualified individuals as Key Staff to function in specified roles and serve as single points of contact for proposer in their respective subject matter areas under a resulting master agreement.	
Proposer must complete the following:	
<p>Part I – Designate Key Staff: Identify and designate individual(s) that will serve as Key Staff for proposer in a subsequent master agreement (if a master agreement is awarded to proposer). The following positions have been designated as Key Staff: (1) Sourcing Manager, (2) Account Representative, and (3) Accounting Lead. Key Staff will be the single points of contact with the JCC regarding their respective subject matter areas.</p> <p>(1) Sourcing Manager: Chad Zucker (2) Account Representative: Chad Zucker (3) Accounting Lead: Kimia Zucker</p>	
<p>Part II – Resumes: Provide detailed and complete resumes documenting the background and professional expertise of each individual that proposer proposes to be a designated Key Staff member for proposer in a subsequent master agreement (if awarded to proposer). Key Staff resumes will be incorporated into the master agreement, if awarded.</p> <p>RESUME FOR KEY STAFF MEMBER: CHAD ZUCKER</p> <p>EXPERIENCE:</p> <p><u><i>The Ziba Group, Oakland, CA</i></u> <u><i>5/99 – present</i></u></p> <p>Founder and CEO of <i>The Ziba Group</i>, specializing in Information Technology consulting and staffing for financial services, government, and high-technology industries.</p> <ul style="list-style-type: none"> • Built up client base from nothing to over two dozen clients in the US and UK including 5 fortune-500 companies. • Established and executive responsibility for service offerings of IT Consulting, Contingent Workforce, and Recruiting • Developed management and consulting staff to 35 with an additional 50+ resources brought in on a project basis as needed. • Established offices in California, New York, Connecticut, Illinois, and London. 	

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

- Founded European subsidiary, *Ziba (Europe) Ltd.*
- Bid-on, won, and successfully completed well over 100 consulting projects. Over 90% of revenue comes from repeat business from highly satisfied clients.
- Managed ongoing client relationships for Ziba Group's largest clients

Project Work

While managing Ziba Group, provided consulting work for a variety of projects for our largest clients. Most of the work was for the largest worldwide credit/debit card and electronic payment systems company, based in the San Francisco Bay Area.

- Project manager for key component of loyalty solution. Brought in to rescue an in-trouble operation with frequent and costly operating errors and dissatisfied clients. Within several months brought organization and discipline to the operations, championed need for service improvements, created short term and long term plan, managed transition process across many departments and clients.
- Program manager for Affluent Servicing initiative to improve experience for affluent cardholders.
 - Program managed a suite of 5 projects, all delivered on budget and within a month or two of initial plan dates
 - Co-inventor of patent for identifying low risk transactions while cardholders travel, applicable to roughly 1B transactions per year.
- Product strategist and design lead for back-office system for credit/debit/check processing and process re-engineering. System replaced 13 antiquated systems and automated many manually process. Currently used by 100k users in over 300 countries and mandated for all world-wide Visa back-office processing. This web-based system also has real-time Web Services and batch oriented system interfaces. Cost survey estimated industry-wide savings of over \$1b for issuers and \$1.5b for merchants and acquirers over 5 years after \$200m investment. In addition to the industry savings the system generates \$40m in annual revenue.
 - Developed business case and system conceptual design. Presented to dozens of the largest banks and processors to obtain industry-wide buy-in.
 - Managed design and development of prototype/pilot system for 12-bank test of proposed new processes and procedures. Managed successful pilot and received funding for full-scale project.
 - Developed business requirements for 12 major releases and managed team of analysts designing and writing detailed specifications.
 - Managed team of client implementation managers who worked on behalf of client to assist the largest banks and processors with systems integration.
 - Managed design and development of a series of reporting applications at a cost savings of approximately 80% over in-house estimates
 - Helped client manage transition to off-shore outsourced development. After the vendor performance was deemed unsatisfactory assisted the client to managed to a third model of a combination of in-house development and another off-shore development partner.

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

- Assisted business stakeholder manager various IT organizations and develop and manage SLA's with in-house and 3rd-party IT organizations.
- Provided management assessment and due-diligence evaluation of a half-dozen proposed technology partners from transaction processors, a b-to-b service provider, electronic-wallet provider, and many more.
- Assisted in requirements and conceptual design of new Fraud management workstation
- Managed development of a Commercial Card reporting system to be provided as a private label service to issuer banks.
- Developed new product ideas for client including market-data offering, stop recurring payments, account updater.
- Built business case and managed design and development and systems-integration of a back-office billing solution.
- Provided consulting on various card-loyalty solutions and managed development of loyalty/rewards/extras MIS and reporting system.
- Designed highly customizable scorecard system for Prepaid product group – provided extensive benchmarking among product participants in tabular and graphic formats, including opportunity and sensitivity analysis. Wrote detailed requirements and managed the development team through a successful launch.
- Managed data migration effort for a major Loyalty platform systems conversion.
- Designed processes and functional solution for a series of transaction-triggered Spend-and-Get and Reward-As-You-Go products. Wrote several business requirements documents, and helped manage both internal and 3rd-party IT design efforts.
- Recognized thought-leader and subject matter expert in electronic payment system processing.

Barclays Global Investors (now Black Rock, San Francisco, CA

2/93 –

5/99

Head of technology for several business units over 5 years, reporting to the CIO, for this largest institutional asset manager in the world. Responsible for Strategic Planning, Application Development, Systems Integration, Product Selection, and Client Relationship Management.

Managed groups of up to 35.

- Managed approximately thirty projects to successful completion, from small to very large.
- Major contributions to the IT organizational development, including promoting, hiring, and developing over a dozen managers and project managers, and presiding over two significant re-organizations.
- Established much of the client/server technical standards. Dotted-line responsibility for client/server infrastructure development (sa, dba, helpdesk, desktop, etc.). Developed project management training and standards guide.
- Lead Due Diligence evaluations of several technology company acquisition targets.

Evaluation Criteria & Proposal Submission Forms
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- Managed the transition project for all application issues in the acquisition by and integration with Barclays.
- Delivered over two dozen major projects, most of BGI's IT systems at the time, and six strategic global projects/systems.

Head of Application Development & Systems Integration.

4/98 – 5/99

Served as process expert for U.S. operations and technology lead for development of Global Process Re-design project. Served on global project steering committee. Project goal is to replace disparate core technologies and processes for five separate operation centers around the world, as well as to reduce costs by shifting to more off-the-shelf technology. Managed development and systems integration for globally integrated systems.

- Evaluated investment management business in 6 offices and made recommendations and set direction on standard process model and business practices, including where key business functions should be placed around the globe.
- Evaluated systems and made recommendations and established strategy and solutions for Client Order Entry, Portfolio Management, Trade Order Management, Portfolio Accounting, Client Reporting, and Security Crossing.
- Assumed head of application development and systems integration for this \$50 million project.
- Served as IT lead for Risk Management function. Established policies and procedures, remediation priorities, and technical direction.

Group Head, Portfolio Management Technology.

3/97 - 4/98

Managed IT support for Domestic Equities, International Equities, Fixed Income, and Asset Allocation Portfolio Management groups, with a combined \$300 billion under management. Turned around non-performing group, built management team, and re-established constructive relationship with users/clients.

- Salvaged \$4 million strategic Portfolio Management system project running 2 years late and on verge of collapse. Re-formulated to focus initially on one department, re-architected to remove unreliable technology components, achieved 20-fold improvement in performance, and dramatically reduced inter-system dependencies. The system now manages \$200 in U.S. indexed equity assets, and processes 30,000 trades in an 8 minutes window.
- Managed Port of Fixed Income Portfolio Management System from Prime to HP. Replaced most functionality with a variety of third party analytic packages and central relational database.
- Successfully unwound relationship with an under-performing out-sourcing vendor.
- Managed Implementation of Equity Crossing System, which crosses 30,000 trade orders and crosses 400mm shares on peak days. Analytic handles complex constraints and fairness rules with a combination of a linear optimizer and heuristics.
- Managed PM Year 2000 conversion effort and lead Portfolio Management EMU evaluation team.

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Manager, Client Systems Group

7/94 - 2/97

Manager, Trust & Custody Systems

2/93 - 6/94

Supported Defined Benefit, Defined Contribution, Mutual Fund, HR, Finance & Treasury, and Security Operations groups. Developed the standout, highest performing development organization in the firm. Introduced standard client/server toolsets and development procedures. Managed the development of major projects:

- Managed Implementation of Client Order Entry System, with order management, auto-faxing, electronic funds transfer, authorizations, compliance, allocations, and CRO notification.
- Managed Implementation Account Information System, global, centralized repository of client and product information. Developed strategic model of clients, products, financial institutions and more, and implemented within 9 months. Converted 14 systems to replace their separately maintained databases with direct access or links to AIS.
- Managed Implementation of Client Service and Sales system, and converted sales and prospecting teams in all offices worldwide. System was mix of purchased components and in-house development. Modules include Client Service, Prospecting, Relationship Planning, Contact Management, Mailing, Research, and integration with scheduling software.
- Designed and managed development of Multi-Currency Client Accounting & Reporting system. When an outsourcing vendor was failing to deliver a new trust system, we implemented this solution with initial roll-out to critical clients in 6 months, and final conversion of all unit-holding international clients within 1 year.
- Designed and implemented Client Reporting system. Included subscription, tracking, packaging, electronic distribution, auto faxing, report automation, automated Internet update, and integration with 4 back-office systems.
- Designed and implemented Executive Information System built on a combination of relational and OLAP technology. Included multi-dimensional drill-down analysis of financial results, assets under management, revenue, and client and product profitability.
- Designed and lead development of a variety of new applications including: Proxy, A/R Revenue Forecasting, Activity Based Costing, Derivatives Exposure. Designed and built Billing Optimization system which increased revenue by \$800,000/year. Implemented marketing information Data Warehouse.
- Managed trust and custody systems maintenance
- Developed and implemented many firm-wide application development initiatives: PC application distribution system, relational database standards, PC application configuration standards, and application development standards.

NSA Software, New York, NY

8/88 - 1/93

Regional Director / Consultant

8/90 - 1/93

Headed local office and business for this consulting and systems integration firm. Responsible for

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

revenue and profitability of California operations. Built the business from zero to a staff of 8, managed client relationships, and maintained oversight of all projects. Successfully completed a wide range of projects including:

- Several management consulting assignments on IT organization issues, ranging from network, help desk, management development, to project audit
- Designed and developed fund performance reporting and analysis system
- Designed and developed corporate action announcement notification system
- Ported securities lending system
- Designed and developed on-line Custody Information System

Consultant, Citibank, Financial Institutions Group

7/89 - 7/90

Developed software and managed projects in support of Financial Institution clients. Implemented enhancements to Electronic Check Management, Electronic Gold Manager, and PC configuration audit system. Interfaced with Citibank's global wire transfer networks, and back-office check processing systems.

Consultant, Security Pacific, International Security Services Group

8/88 - 7/89

Built applications in support of Security Pacific's global custody business. Systems included a warehouse of global security information (asset master, prices, corporate action announcements), processing interfaces to the custody system, and Trade Information Processing system.

TECHNICAL BACKGROUND:

Extensive management experience with all aspects of Information Technology on both web-based and client/server technologies. Extensive Project Management experience from small to very large projects (100+ people across the globe). Extensive experience with different software development methods from agile to waterfall to RUP. Extensive background in hands-on technical roles from software engineering, technical architecture, database design and administration, business analysis.

EDUCATION & TRAINING:

CFA Level I exam, 1998

Yale University, New Haven, CT

BS in Physics, *magna cum laude*, 1986 (published in JCP)

**Evaluation Criteria & Proposal Submission Forms
Attachment C-4**

RESUME FOR KEY STAFF MEMBER: KIMIA ZUCKER

EXPERIENCE:

The Ziba Group, Oakland, CA

2008 – present

Chief Administrative Officer of this Information Technology consulting and staffing for financial services, government and high-technology industries. Responsibilities include Chief Financial Officer, and Corporate Secretary.

- Manage Payroll
- Manage Accounts Payable
- Manage Accounts Receivable
- Review and approval of consultant timecards, expense sheets, and client billing.
- Helped reduce costs by taking accounting function in-house

Barclays Global Investors

1997 - 2008

Credit Risk Director and Chief Administrative Officer, Credit Group 2007-2008

- Barclays Global Investors – Chief Administrative Officer, Credit Group – Hiring, Budgeting, Management of Complex Credit Risk Management Technology System, Approval of Credit Risk Lines, Amendment of Credit Risk Policies and Procedures Manual and Ensuring Compliance with such policies.
- Led the build of new cash credit management system as part of a team with technology and cash management traders. Point of contact for senior auditors and government auditors routinely with very positive outcomes on all audits during tenure at BGI.

Credit Risk Manager – 1997- 2007

- Recommendation and Setting of Credit & Risk Management Policies and Procedures as related to Financial Institution Counterparties and Cash Investments.
 - This entailed developing a risk based due diligence program addressing counterparties, subcustodians and issuers of debt investments.
- Managed a group of 10 analysts in SF & London, responsible for approval and monitoring of Financial Institution Counterparty and Cash Investment Products across the various funds.
 - Responsible for recruiting, hiring and training of analysts, management of Credit Risk Committee meetings, and setting of new policies as investment products expanded.
 - Expansion of credit team's work into investments risk analysis including sector analysis and identification of risk inherent in new products such as asset backed securities.

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Wells Fargo Investment Advisors

1993 - 1997

- Senior Credit Analyst
- Sole Financial Institutions Analyst, performing all credit risk work related to approval and maintenance of counterparty exposures and Financial Institutional Credit Risk taken as Fiduciary.
- Creation and maintenance of reports for aggregating exposures to counterparties across various funds, presentations to Credit Risk Committee on country and counterparty risk.
- Also responsible for management of credit exposures to issuers of short term debt investments purchased by cash funds.
- Worked closely with Technology Group to create reports aggregating exposures and limits to financial institutions and issuers for compliance and reporting purposes.
- Reported directly to Chief Credit Officer.

Wells Fargo Bank – International Correspondent Banking

1991 - 1993

Area Manager, Middle East & Africa – 1993-94

- Identified and analyzed creditworthiness of potential counterparties, performed financial reviews and due diligence on correspondent banks.
- Recommendation of credit decisions such as establishing credit lines or reducing exposure size.
- Performed due diligence on financial institutions and built close relationships with rating agency analysts. 1993-94

Credit Analyst 6/91 – 6/93

- Credit analysis including financial statement review along with analysis of qualitative information on Non-US Financial Institutions, Analysis of Country Credit Standings, Modeling of tiering system for Financial Institutions.
- Reported directly to Head of International Correspondent Banking while working closely with Wells Fargo Financial Institutions Credit Team.

EDUCATION:

University of California - Davis

BA in International Relations, June 1991

Evaluation Criteria & Proposal Submission Forms
Attachment C-4

Part III – Stability of Key Staff: Identify how long each of the designated Key Staff members have been serving in those specified roles, and if less than two-years for any designated Key Staff, describe the reasons for such short tenure, and identify how long their predecessor(s) served in those roles, and why the predecessor left that role. Describe and discuss the company’s specific plans for ensuring stability of Key Staff for the duration of a prospective master agreement.

Ziba Group Response:

The Ziba Group is pleased to report excellent stability of key staff.

Chad Zucker has been with the firm 18 years (since inception)

Kimia Zucker has been with the firm 8 years on a full-time basis, and part-time before that.

All Key staff members have significant financial incentive for the success of projects and client relationships. Chad Zucker is 100% shareholder. Both are committed to stay for the duration of the JCC contract.

End of Evaluation Criterion C-4

**Evaluation Criteria & Proposal Submission Forms
Attachment C-5**

Reference #	Evaluation Criterion: Proposer's acceptance of, or exception(s) to, the master agreement terms and conditions
C-5	Maximum Points for this Criterion: <u> 15 Points </u> (out of 100 possible points)
<p>Proposal Requirements: Proposers must either indicate acceptance of the Master Agreement Terms and Conditions, as set forth in Attachment B, or clearly identify exceptions to the Master Agreement Terms and Conditions.</p> <p>If exceptions are identified, proposers must also submit:</p> <ul style="list-style-type: none"> • a red-lined version of Attachment B that clearly tracks proposed changes (additions, deletions, or any revised language) to the attachment, and • a written summary to substantiate each individual proposed change, including <ul style="list-style-type: none"> (i) the relevance of the change, (ii) the vendor's rationale for proposing the change, and (iii) the proposed benefit to the JCC for accepting such individual change. 	
<p>Proposer must complete the following:</p>	
<p>Mark the Appropriate Choice, below [<i>you must mark one or the other</i>]:</p> <p><input checked="" type="checkbox"/> Proposer accepts <i>Attachment B – Master Agreement Terms and Conditions</i>, with no exceptions.</p> <p>OR</p> <p><input type="checkbox"/> Vendor proposes the following exceptions/modifications to <i>Attachment B – Master Agreement Terms and Conditions</i>:</p>	
<p>If proposing exceptions, submit red-lined text of <i>Master Agreement Terms and Conditions</i> here [Red-lined text of <i>Master Agreement Terms and Conditions</i> must clearly tracks all proposed changes to the terms and conditions, including any additions, deletions, or revised language. DO NOT INSERT INBEDDED DOCUMENTS.]:</p>	
<p>If proposing exceptions, submit written summary of each proposed change here [For each individual proposed change, the written summary must identify the specific reference/section/sub-section number, and include (i) relevance of the change, (ii) rationale for proposing the change and (iii) proposed benefit to the JCC for accepting such individual change.]:</p>	

End of Evaluation Criterion C-5

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Reference #	Evaluation Criterion: Viability of Firm
C-6	Maximum Points for this Criterion: <u>5 Points</u> (out of 100 possible points)
Proposal Requirements: Proposers must demonstrate that they are a stable, long-term viable business entity that provide staff augmentation sourcing services as an integral part of their core business, and that they are directed by long-term experienced executives and Key Staff with expertise and understanding of the technical staff augmentation sourcing marketplace.	
Proposer must complete the following:	
<p>Part I – Company Information: Provide the legal business name of the company, including the type of business entity, and if the company is a corporation identify the state in which the company was incorporated. Describe and discuss the number of years your company has been in business indicating how long you have been providing sourcing services, including whether sourcing is the company’s sole core business, and if not, describe the other core businesses and how sourcing fits into the company’s organizational model. Identify all mergers, acquisitions, and initial public offerings that have occurred with your firm since January 2013. Provide a statement of any bankruptcies filed by the proposer and any law suits filed against the proposer for malfeasance and a detailed listing of the adverse action, cause, number, jurisdiction in which filed and current status (provide a description of the outcome of any such legal action where there was a finding against the respondent or a settlement). Identify the company’s key executives and provide a brief description of their backgrounds.</p> <p>Ziba Group Response Legal Business Name: The Ziba Group Type of Business Entity: S-Corporation State of Incorporation: California Years in Service: 17</p> <p>The Ziba Group is an Oakland California based business-technology consulting, contingent staffing and placement firm. Founded in 1999, The Ziba Group provides consulting and Information Technology (IT) services to help our clients with a broad range of IT services, from project conceptualization, to systems integration/development, to systems maintenance. We provide these services on a consulting basis, as contingent workforce services. We also provide recruiting and placement services. We support the entire US with offices in CA and IL. As we are headquartered in the San Francisco Bay Area, however we are pleased to have our most extensive resource pool local to JCC project needs.</p> <p>Mergers, acquisitions, IPO’s: none</p>	

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Bankruptcies or law suits files against Ziba Group: none

Key Executives:

Chad Zucker: Chad is President and CEO of Ziba Group and is ultimately responsible for the provision of all Ziba Group services. Chad has managed IT consulting services for 17 years at Ziba Group, and for four years as a regional manager of NSA Software. Chad also has extensive consulting project experience – providing senior management consulting services, managing complex web-based and client/server software development and systems integration projects. Chad has in depth knowledge of payment systems and investment management industries. Prior to that, Chad headed Investment Management Systems for Barclays Global Investors, and headed up Clearing and Settlement Systems, Client Systems, and a variety of other functional areas in positions at Wells Fargo.

Jon Hanshew: Jon is Ziba Group's chief technical architect. Jon has 30 years consulting for large and small business. Jon has served as technical architect on over a dozen major projects, and often also fills roles as technical team lead, senior software engineer, engagement manager, and senior analyst. Jon helps in candidate evaluation for certain deeply technical positions. Jon is versed in many technologies and processes and is a master at finding practical, achievable, cost-effective technical solutions to business problems.

Kimia Zucker: Kimia is the Chief Administrative Officer and responsible for much of Ziba Group's daily processes. Before Ziba Group Kimia managed credit risk management for Barclays Global Investors.

Part II – Financial Stability: Provide the latest 3-years of financial reports (audited financials, if available; if audited financials are not available, then reviewed financials will be acceptable). *NOTE: For privately-held companies only, the JCC deems the included financial reports to be the company's proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents.*

Ziba Group Response

The Ziba Group is a privately held company. The most recent 3 years of reviewed financial statements are attached

Proposer's latest three years of financial reports are exempt from public disclosure under rule 10.500(f)(10) of the California Rules of Court and, therefore, have been redacted (or removed) from this document.
(See Cal. Rules of Court, rule 10.500(e)(1)(C).)

Evaluation Criteria & Proposal Submission Forms
Attachment C-6

Part III – Turnover Rate of Executives and Key Staff: Describe and discuss the turnover rate of key executives and the designated Key Staff members. Describe and discuss the company's key executive/Key Staff retention philosophy.

Ziba Group Response:

The Ziba Group is pleased to report excellent retention of key staff. Two of the key executives (Chad, Kimia) listed have been with Ziba Group since inception in 1999. The third, Jon, was hired in 2007. Only one partner has left the firm in the last 4 years giving an annualized turnover rate of key executives and key staff members of 6% during that period.

Retention of key staff is one of our top priorities. There are several components to our retention philosophy:

- **Work:** The Ziba Group strives to find varied and challenging work for our top talent. The talent we like to retain is drawn to this – our top personnel are always eager to grow and develop themselves. Interesting and challenging work is generally the number one means of retention.
- **Work environment:** The Ziba Group provides a smart, supporting work environment, void of needless bureaucracy. Our staff understand and appreciate why they do everything. Our team repeatedly reports on the depth of learning experience they have working with other team members. Team building events and open management discussions cement the relationships.
- **Hiring fit:** Hiring the right personnel in the first place is the key to retention. All of our key staff have been through prior working relationships and networking – known quantities.
- **Benefits:** The Ziba Group offers a full suite of benefits for our employees.
- **Compensation:** Key staff all have significant long-term financial incentive for the success of projects and client relationships.

ZIBA GROUP

MAY 6, 2016

Judicial Council of California
Branch Accounting and Procurement
Attn: Nadine McFadden,
RFP # ISD-201601-RB
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94102-3688

Dear Nadine,

Attached please find The Ziba Group's **Cost Proposal** in response to the above referenced RFP for the **Master Agreement for Technical Staff Augmentation Services**.

My contact information below can be used as the single point of contact for this RFP.

Sincerely,

Chad Zucker
President and CEO
The Ziba Group
5953 Manchester Drive,
Oakland, CA 94618
[REDACTED]
Fax: 510 654 3595
[REDACTED]

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Reference #	Evaluation Criterion:	Pricing
C-3	Maximum Points for this Criterion:	<u>50 Points</u> (out of 100 possible points)

Proposal Requirements: Proposer must propose a discount structure to be applied to invoices under a master agreement based on the number of concurrent Work Orders awarded to proposer under that master agreement, if awarded. In addition, proposers must propose overhead and profit mark-up rates when the placement is an employee or independent contractor of the proposer, as well as, mark-up rates to be applied should proposer use a subcontracted company/firm to fill Key Personnel placements. Proposer must propose the maximum hourly rate for each of the classifications that may be awarded under this master agreement.

Proposer must complete the following:

Part I – Discount Structure: Proposers must propose and fill-in a discount rate percentage in each tier for concurrent placements in individual Work Orders issued under an awarded master agreement. The discount rates will be incorporated into the master agreement, if awarded.

The Ziba Group often provides consultants at very low margins so our pricing advantage is reflected in individual orders rather than an overall discount structure. Nonetheless we are pleased to offer the following:

	Number of Concurrent Placements in Individual Work Orders Issued Under an Awarded Master Agreement				
	1-3	4-6	7-10	11-14	15+
Percent (%) Discount to be Applied to Work Order(s)	0%	0%	0%	2%	5%

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Part II – Mark-up/Overhead: Fully burdened labor rates in Work Orders to be awarded under a Master Agreement will be made up of the hourly rate proposer pays to Key Personnel plus proposer’s contracted mark-up rate (which is a combination of proposer’s overhead and profit percentages). Proposers must propose and fill-in the overhead percentage, profit percentage, and total mark-up percentage for each term of a prospective Master Agreement. Proposer’s total mark-up will be incorporated into the master agreement, if awarded. *NOTE: Individual markup percentages for overhead and profit denoted with an * in the highlighted boxes on the form below are deemed by the JCC to be proposer’s proprietary and confidential information which meets the disclosure exemption requirements of Rule 10.500, and will NOT be disclosed pursuant to a request for public documents, however, Total Markup is not deemed to be proprietary and confidential will subsequently be disclosed pursuant to a request for public documents.*

Maximum markup rates provided below. Markup rates for individual consultants will often be much lower.

	Proposer’s Mark-up Rates			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Percent (%) Allocated to Proposer’s Overhead*				
Percent (%) Allocated to Proposer’s Profit*				
Total Mark-up	32%	32%	32%	32%

Part III – Subcontractor Mark-up: In the event proposer uses a subcontracted company/firm to supply Key Personnel for a Work Order, the fully burdened labor rate will only include the hourly rate proposer pays to Key Personnel plus proposer’s mark-up percentage rate for using a subcontracted firm. Proposers must propose and fill-in mark-up percentages for subcontracted companies/firms for each term of a prospective Master Agreement. Proposer’s subcontractor mark-up will be incorporated into the master agreement, if awarded.

Maximum markup rates provided below. Markup rates for individual consultants will often be much lower.

	Mark-up Rates for Proposer’s Subcontracted Firms			
	Initial Term	1st Option Term	2nd Option Term	3rd Option Term
Mark-up Rate for using Subcontracted Firm	16%	16%	16%	16%

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Part IV – Maximum Hourly Rate: Proposer must propose and fill in the maximum hourly rate for each of the classifications.

Position	Maximum Hourly Rate
1. Applications IT Architect – Analyzes and designs the architecture for software applications and enhancements, including the appropriate application of frameworks and design patterns and the interrelationships of components and interfaces; provides solutions to business-critical complex problems; supports problem research and resolution as a lead team member; performs related work as assigned.	130
2. Application Support Analyst – Coordinates the tracking, research, and solutions for defects and service requests relating to existing automated systems; facilitates communication between application users and the helpdesk staff, 3rd party helpdesk staff, and support and maintenance teams in the prioritization and tracking of incidents and requests; serves as subject matter expert to the application team on the operations and functionality of automated applications; performs related work as assigned.	95
3. Application Tester – Responsible for writing test cases and test plans, executing test cases, investigating potential defects, logging defects, reporting test results, organizing and participating in test plan walkthroughs, functional and system integration testing, preparing traceability matrix to reflect test coverage, and prioritizing test requirements and organizing test cases accordingly.	105
4. Application Testing Lead – See Application Tester. In addition, provides lead direction and work review of project staff and/or performs and coordinates complex and specialized work.	110
5. Business Applications Analyst – Performs professional-level analytical work while serving as a functional liaison with Information Services staff in coordinating the functional/business unit activities related to the requirements gathering, use cases, process documentation, development, training, testing and use of information management applications. This position provides the subject matter expertise to support the development and configuration of an application.	85
6. Sr. Business Applications Analyst – See Business Applications Analyst. In addition, provides lead direction and senior level subject matter expertise, and work review of project staff and/or performs and coordinates complex and specialized work to include defining test plans, training plans and recommendations for business process reengineering.	120
7. Business Systems Analyst - Plans and conducts the business process analysis to system mapping design, testing and functional documentation of new and existing automated systems; works with other business systems analysts, application managers and development teams to achieve business objectives and maintain client satisfaction. Works closely with business users to ensure best practices and adherence to the Software development Life Cycle (SDLC).	95
8. Sr. Business Systems Analyst – See Business Systems Analyst. In addition, provides lead direction and work review of project staff and/or performs and	105

Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
coordinates complex and specialized work.	
9. Data Modeler – Consults with business process owners, functional analysts and Subject Matter Experts (SMEs) to gather knowledge of business processes in order to develop effective data warehousing solutions. Performs detailed data analysis and develops data models based on business requirements and data warehousing principles. Designs, develops, configures, and executes loading of data from source system extractions creating a flexible, scalable, supportable and analytical reporting system.	120
10. Database Administrator – Responsible for the day-to-day technical support and administration of application databases including but not limited to installations, performing and supporting upgrades, applying support packages and patches, monitoring and managing database performance, maintaining multi-landscape environments through copies and refreshes, coordinating with 3rd party vendors to resolve software/hardware issues, and responsible for ensuring optimum performance of the database and that it is in compliance with IS security and technical policies/procedures.	135
11. Enterprise IT Architect – Consults, researches, evaluates, and recommends technical solutions particularly for new and/or shared infrastructure solutions to support the successful attainment of the judicial branch enterprise strategy. Analyzes and evaluates that various technologies are appropriate for business requirements, compatible with existing infrastructure, and that technologies are deployed in an optimal configuration	145
12. Infrastructure/Operations IT Architect – Consults and performs complex and specialized work in analysis, design, testing, and implementation of complex infrastructure environments, including hardware, operating systems, and middleware components; interfaces with 3rd party vendors and staff to ensure that goals and objectives are met; supports problem research and resolution; performs related work as assigned.	115
13. IT Developer - Designs, codes, configures, tests and debugs applications in various software languages. Performs software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software testing, quality assurance, and performance tuning. Supports, maintains, and documents software functionality. Analyzes support issues, interacts with vendors as necessary, and develops viable solutions. Develops and supports applications using best practices and complies with AOC development standards.	125
14. IT Developer Lead – See IT Developer. In addition, leads a group of IT Developers in design and development of various software systems. Works with business analysts to define software requirements and assess feasibility of design within time and cost constraints. Identifies programming effort and assigns to technical team. Performs code reviews, develops software, conducts unit testing, coordinates/assists in integration and user testing, and ensures development and	125

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
<p>maintenance of appropriate technical documentation. Coordinates knowledge transfer for cross training. Leads problem resolution working with peers and vendors. Assists in the development of technical and documentation standards and ensures that they are being followed.</p>	
<p>15. IT Governance Subject Matter Expert – Provides service delivery strategies and direction based on analysis of current operations management and technology. Develops comparative financial models for outsourcing vendor selection and provides assessments of market maturity and services fit. Responsible for sourcing alternatives analysis and vendor financial proposal analysis. Refines strategies and requirements to provide core services while reducing costs and operational risks. Develops service strategy roadmaps as needed.</p>	150
<p>16. IT Infrastructure Subject Matter Expert – Provides appropriate sourcing and subject matter expertise. Develops outlines of critical milestones required to support current outsourcing relationship. Identified key activities required to support a renewal of current services and the possibility of a re-compete for services. Performs detailed assessments of current pricing levels and methodologies and provides recommendations on pricing and scope that may require renegotiation. Identifies new business needs and infrastructure requirements. Develops recommendations to address service performance deficiencies with current outsourcing vendor.</p>	150
<p>17. IT Program Manager – Responsible for all aspects of a complex technology program including but not limited to the management of various project plans and scopes; budgets and expenditures; resource availability; coordination and liaison with business partners, 3rd party vendors and/or courts; budgetary and management reporting; and compliance with policies and procedures.</p>	135
<p>18. IT Project Manager – Day to day responsibilities for running complex technical projects throughout all stages of system development life cycle. Develops and maintains project plans; defines resources and schedule for implementation; creates and executes strategies for risk mitigation and contingency planning; plans and ensures timely creation and review of project deliverables and milestones; efficiently identifies and solves project issues; ensures quality documentation is created and maintained; and manages and resolves conflicts within groups.</p>	125
<p>19. Network Engineer – Responsible for overseeing the installation, configuration and maintenance of networked information systems. Supports the administration of servers; manages system back-up and restore protocol; documents network problems and resolutions; performs troubleshooting analysis; monitors system performance and implements performance tuning; oversees software and network security; and manages user accounts, permissions, email, anti-virus, and anti-spam.</p>	125
<p>20. Quality Assurance Analyst – Designs, automates, and executes test plans, scripts, and test data creating to ensure the quality of software applications and</p>	95

**Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing**

Position	Maximum Hourly Rate
enhancements; supports research, triage and resolution for both production and testing incidents; performs related work as assigned.	
21. Release Analyst - Coordinates implementation of code builds into various environments and supports production implementations. Researches and resolves defects. Identifies configuration table problems and suggests solutions. Coordinates implementation of data scrubs devised by the database analyst.	110
22. Release Manager - See Release Analyst. Manages the activities of one or more Release Analysts. Serves as focal point for all activities in support of the application throughout the system development life cycle phases and its impacts to data center operations.	115
23. Security Analyst – Provides analysis of application data flows from the client, through a layered security model, and to the servers for problem resolution. Responds to security alerts generated by IDS/IPS probes and identifies at risk components. Takes measures to protect infrastructure and preserve information for forensic purposes. Guides support staff to proper closure of risk points. Provides third level support to network related issues.	125
24. Service Delivery Manager – Assists in providing service delivery by providing oversight and direction of resources based upon priorities, project management and technical leadership, integrates project schedules and manages program activities within the technology center, assists with 3rd party vendor management as well as supporting user groups. Assists with process improvement initiatives and management reporting.	135
25. Technical Analyst – Provides technical project oversight and serves as technical lead for various technology projects. Serves as the liaison with 3rd party vendors, conducts and documents technical assessments, validates business requirements, generates conceptual diagrams, and provides subject matter expertise on shared infrastructure and security components.	110
26. Technical Construction Analyst – Develops and maintains technology standards. Reviews proposals and technical design submissions. Participates in architectural design review sessions and provides feedback on design suitability. Provides technical oversight on network systems utilizing an integrated backbone that consolidates LAN, telephony, audio visual, security, and building automation system connectivity.	120
27. Technical Writer – Produces technical documentation for internal and external audiences; develops communication strategies and plans, and executes related written material; and develops and maintains department, program, and project content for publication.	75
28. TIBCO Development Engineer – Responsible for designing, developing, implementing and maintaining large scale high availability systems using the TIBCO suite of software; creating technical specifications; performing unit and integration testing and providing technical and functional testing support; preparing project life cycle documentation; and provide maintenance and	130


Evaluation Criteria & Proposal Submission Forms
Attachment C-3 Pricing

Position	Maximum Hourly Rate
operations support for data exchanges.	

End of Evaluation Criteria C-2 Pricing

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)
 STD. 204 (Rev. 6-2003)

1	<p>INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement.</p> <p>NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.</p>		
2	<p>PAYEE'S LEGAL BUSINESS NAME (Type or Print) THE ZIBA GROUP</p> <p>SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) _____ E-MAIL ADDRESS _____</p> <p>MAILING ADDRESS: 5953 MANCHESTER DR BUSINESS ADDRESS: 5953 MANCHESTER DR CITY, STATE, ZIP CODE: OAKLAND, CA 94618 CITY, STATE, ZIP CODE: OAKLAND CA 94618</p>		
3	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 94-3330194</p> <p><input type="checkbox"/> PARTNERSHIP CORPORATION: <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> <input type="checkbox"/> LEGAL (e.g., attorney services) <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR <input type="checkbox"/> EXEMPT (nonprofit) ENTER SOCIAL SECURITY NUMBER: _____ <input checked="" type="checkbox"/> ALL OTHERS</p> <p><small>(SSN required by authority of California Revenue and Tax Code Section 18645)</small></p>		<p>NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.</p>
4	<p><input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.</p>		
5	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.</p> <p>AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print): CHAD ZUCKER TITLE: CEO</p> <p>SIGNATURE:  DATE: 5/6/16 TELEPHONE: 510 654 9595</p>		
6	<p>Please return completed form to:</p> <p>Department/Office: _____ Unit/Section: _____ Mailing Address: _____ City/State/Zip: _____ Telephone: (____) _____ Fax: (____) _____ E-mail Address: _____</p>		

**ATTACHMENT F
SMALL BUSINESS DECLARATION**

Complete this form only if Bidder will claim the small business preference associated with this solicitation. Please review the “Small Business Declaration Instructions” before completing this form. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

SECTION I. COMPLETE IF BIDDER IS A SMALL BUSINESS

If Bidder is not a Small Business, skip this section.

1. DGS Supplier ID number: 2001923
2. Small Business Certification active from 5/6/16 to 5/31/18
3. Will Bidder subcontract any portion of the contract work to subcontractors? Yes

If yes:

A. State the percentage of the contract work Bidder will subcontract: 0% of management of the services described herein. It is TBD how many of the technical staff assigned will be subcontractors. The Ziba Group strongly prefers to have all assigned staff as employees of The Ziba Group, but some consultants may be working on an H1B visa and be severely disadvantaged if the employer of record changes. Other senior consultants may have already incorporated and only be willing to work through their own firm. _____

B. Describe the goods and/or services to be provided by Bidder itself in connection with the contract: Sourcing candidates, screening candidates, completing the work order responses, operations (AP, AR, payroll, accounting, etc.), compliance with contract terms. The actual contract labor (billable hours to JCC) might be a sub-contractor for some workers. _____

C. Explain how Bidder is performing a “commercially useful function” for purposes of this contract. (Please see the instructions for the definition of “commercially useful function.”) (i) The distinct elements of work are described in section 3B above, (ii) the work is carried out by The Ziba Group and supervised by The Ziba Group, (iii) this type of work is consistent with the work for every similar contract we have performed and is generally performed in the industry, (iv) The Ziba Group is responsible for all material and costs associated with sourcing candidates and carrying out ongoing operations and compliance, (v) this is consistent with normal industry practices

4. Bidder must submit a copy of its Small Business certification approval letter along with this declaration.

SECTION II. COMPLETE IF BIDDER IS A NON-PROFIT VETERAN SERVICE AGENCY (NVSA)

If Bidder is not an NVSA, skip this section.

1. DGS Supplier ID number: _____
2. NVSA Certification active from _____ to _____
3. Bidder must submit a copy of its NVSA certification approval letter along with this declaration.

SECTION III. CERTIFICATION

I, the official named below, certify under penalty of perjury that the information provided in this form is true and correct. I am duly authorized to legally bind Bidder to this certification. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> The Ziba Group		<i>Tax ID Number</i> 94-3330194
<i>Address</i> 5953 Manchester Dr, Oakland, CA 94618		<i>Telephone Number</i> 510.654.9595
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Chad Zucker, CEO		
<i>Date Executed</i> May 6, 2016	<i>Executed in the County of</i> Alameda <i>in</i> <i>the State of</i> CA	

SMALL BUSINESS DECLARATION INSTRUCTIONS

General Instructions

In this form, (i) “DGS” refers to the Department of General Services, (ii) “Small Business” refers to an entity certified by DGS as a small business or a microbusiness, (iii) “Bidder” refers to a person or entity that submits a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs; and (iv) “bid” refers to a response to a competitive solicitation issued by the JBE, including both IFBs and RFPs.

If Bidder will claim the small business preference in a solicitation where a small business preference is offered, it must complete the Small Business Declaration. If no small business preference is offered, or Bidder does not claim the small business preference, Bidder should not complete the Small Business Declaration.

The JBE will determine whether Bidder is eligible to receive the small business preference based on information provided in the Small Business Declaration. The JBE may, but is not obligated to, verify or seek clarification of any information set forth in the Small Business Declaration. If Bidder submits incomplete or inaccurate information, it will not receive the small business preference.

Instructions for Section I

Skip this section if Bidder is not itself a Small Business.

1. Provide Bidder’s DGS Supplier ID number. This number is in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder’s DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. If Bidder will subcontract any portion of the contract work, answer “yes” and complete subparts A-C. If Bidder will not subcontract any portion of the contract work, answer “no” and skip subparts A-C.
Subpart A: This percentage is equal to the amount to be paid by Bidder to all subcontractors divided by Bidder’s total bid price, multiplied by 100. Enter a percentage; do not enter a dollar amount. For example, if the amount to be paid by Bidder to subcontractors is \$35,000 and Bidder’s total bid price is \$125,000, enter “28%” ($35000 \div 125000 = 0.28$; $0.28 \times 100 = 28$).
Subpart B: Provide a detailed description of the goods and/or services the Bidder itself will provide for the contract. In other words, provide a detailed description of the goods and/or services that will not be subcontracted. Attach additional sheets if necessary.
Subpart C: Provide an explanation of how the Bidder’s goods and/or services constitute a “commercially useful function” for purposes of the contract. Pursuant to Government Code section 14837, a business is deemed to perform a “commercially useful function” if the business does all of the following: (i) is responsible for the execution of a distinct element of the work of the contract; (ii) carries out its obligation by actually performing, managing, or supervising the work involved; (iii) performs work that is normal for its business services and functions; (iv) is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment; and (v) is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices. Note: a business will not be considered to perform a “commercially useful function” if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Small Business participation. Attach additional sheets if necessary.
4. Each entity certified as a Small Business by DGS will have received a Small Business certification approval letter. Bidder must submit a copy of its Small Business certification approval letter.

Instructions for Section II

Skip this section if Bidder is not an NVSA.

RFP Number: ISD-201601-RB

Project Title: Master Agreements for Technical Staff Augmentation Services

1. Provide Bidder's DGS Supplier ID number. This number is in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
2. Provide the applicable dates. These dates are listed in Bidder's DGS Supplier Profile, accessible at www.bidsync.com/DPXBisCASB.
3. Each entity certified as an NVSA by DGS will have received a certification approval letter. Bidder must submit a copy of its certification approval letter.

Instructions for Section III

Provide Bidder's full legal name, tax ID number, address, and telephone number in the appropriate boxes. The certification must be signed by an authorized Bidder representative in the box labeled "*By (Authorized Signature)*." Provide the name and title of the authorized Bidder representative, and the date, county, and state where that person signed the certification, in the appropriate boxes.

**ATTACHMENT G
GENERAL CERTIFICATIONS FORM**

Check the box below, if agreed, and sign this attachment. Please note that the JBE will reject a proposal from a Proposer that does not indicate acceptance of these clauses.


Conflict of Interest. Proposer has no interest that would constitute a conflict of interest under California Public Contract Code (PCC) sections 10365.5, 10410 or 10411; Government Code sections 1090 et seq. or 87100 et seq.; or California Rules of Court, rule 10.103 or 10.104, which restrict employees and former employees from contracting with judicial branch entities.

Suspension or Debarment. Proposer certifies that neither Proposer nor any of Proposer’s intended subcontractors is on the California Department of General Services’ list of firms and persons that have been suspended or debarred from contracting with the state because of a violation of PCC 10115.10, regarding disabled veteran business enterprises.

Tax Delinquency. Proposer certifies that it is not on either (i) the California Franchise Tax Board’s list of 500 largest state income tax delinquencies, or (ii) the California Board of Equalization’s list of 500 largest delinquent sales and use tax accounts.

Conflict Minerals. Proposer certifies that either (i) it is not a scrutinized company as defined in PCC 10490(b), or (ii) the goods or services the Proposer would provide to the JBE are not related to products or services that are the reason the Proposer must comply with Section 13(p) of the Securities Exchange Act of 1934. (Note: PCC 10490(b) defines a “scrutinized company” as “a person that has been found to be in violation of Section 13(p) of the Securities Exchange Act of 1934 by final judgment or settlement entered in a civil or administrative action brought by the Securities and Exchange Commission and the person has not remedied or cured the violation in a manner accepted by the commission on or before final judgment or settlement.”)

Check box to indicate acceptance of the clauses above.

BY (Authorized Signature) 
PRINTED NAME OF PERSON SIGNING Chad Zucker
TITLE OF PERSON SIGNING CEO

**ATTACHMENT H
 IRAN CONTRACTING ACT CERTIFICATION**

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of \$1,000,000 or more.

To submit a proposal to the JBE, you must complete **ONLY ONE** of the following two paragraphs. To complete paragraph 1, check the corresponding box **and** complete the certification for paragraph 1. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

2. We have received written permission from the JBE to submit a proposal pursuant to PCC 2203(c) or (d). *A copy of the written permission from the JBE is included with our proposal.*

CERTIFICATION FOR PARAGRAPH 1:

I, the official named below, certify that I am duly authorized to legally bind the proposer to the clause in paragraph 1. This certification is made under the laws of the State of California.

<i>Company Name (Printed)</i> The Ziba Group		<i>Federal ID Number</i> 94-3330194
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Chad Zucker		
<i>Date Executed</i> 5/6/16	<i>Executed in the County of</i> <u>Alameda</u> <i>in the</i> <i>State of</i> <u>CA</u>	

Supplier Profile

Certification ID : 2001923

Legal Business Name:
THE ZIBA GROUP

Doing Business As (DBA) Name1:

Doing Business As (DBA) Name2:

Office Phone Number:
510.654.9595

Business Fax Number:
510.654.3595

Business Web Address:
<https://www.zibagroup.com>
(<https://www.zibagroup.com>)

Address:
5953 MANCHESTER DR
OAKLAND
CA 94618

Email:

Total No. of Employees:
3

Business Types:
Service

Notification Preference:
Email

Service Areas:

Alameda , Alpine , Amador , Butte , Calaveras , Colusa , Contra Costa , Del Norte , El Dorado , Fresno , Glenn , Humboldt , Imperial , Inyo , Kern , Kings , Lake , Lassen , Los Angeles , Madera , Marin , Mariposa , Mendocino , Merced , Modoc , Mono , Monterey , Napa , Nevada , Orange , Placer , Plumas , Riverside , Sacramento , San Benito , San Bernardino , San Diego , San Francisco , San Joaquin , San Luis Obispo , San Mateo , Santa Barbara , Santa Clara , Santa Cruz , Shasta , Sierra , Siskiyou , Solano , Sonoma , Stanislaus , Sutter , Tehama , Trinity , Tulare , Tuolumne , Ventura , Yolo , Yuba

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[View Classifications](#)

Active Certifications

Certification Type	Status	From	To
SB	Approved	05/06/2016	05/31/2018

Certification History

Return to Search

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(<https://twitter.com/CalifDGS>)

**CITY OF OAKLAND
BUSINESS TAX CERTIFICATE**

**ACCOUNT
NUMBER**

3390888

The issuing of a Business Tax Certificate is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other agency of the City of Oakland and/or any other ordinance, law or regulation of the State of California, or any other governmental agency. The Business Tax Certificate expires on December 31st of each year. Per Section 85.04.190A, of the O.M.C. you are allowed a renewal grace period until March 1st the following year.

A BUSINESS TAX
CERTIFICATE IS REQUIRED
FOR EACH BUSINESS
LOCATION AND IS NOT
VALID FOR ANY OTHER
ADDRESS.

THE ZIBA GROUP

EXPIRATION DATE

12/31/2016

BUSINESS LOCATION

5953 MANCHESTER DR
OAKLAND, CA 94618-1830

YOU MAY BE REQUIRED
TO OBTAIN A VALID
ZONING CLEARANCE TO
OPERATE YOUR BUSINESS
LEGALLY. RENTAL OF
REAL PROPERTY IS
EXCLUDED FROM ZONING.

BUSINESS TYPE

F Professional/Semi-Professional



**NAME
MAILING ADDRESS**

THE ZIBA GROUP
5953 MANCHESTER DR
OAKLAND, CA, 94618-1830



PUBLIC INFORMATION
ABOVE THIS LINE TO BE
CONSPICUOUSLY POSTED!

State of California
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

THE ZIBA GROUP

FILE NUMBER: C2075396
FORMATION DATE: 05/21/1999
TYPE: DOMESTIC CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is authorized to
exercise all of its powers, rights and privileges in the State of
California.

No information is available from this office regarding the financial
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of February 19, 2016.

A handwritten signature in black ink, appearing to read "Alex Padilla".

ALEX PADILLA
Secretary of State