22nd Century Technologies, Inc.

CMMI Level 3 | ISO 27001 | ISO 20000 | ISO 9001

Response to

**Request for Proposals
For
Temporary Staffing Services
RFP # 2021-005**

Due on: March 24, 2021 until 2 PM CT

Communication is the key to
Personal and Career Success

Submitted to
The North Central Texas Council of Governments (NCTCOG)

Submitted by
22nd Century Technologies, Inc.
Eva Gaddis-McKnight, Administrator
5900 Balcones Drive, Suite 100 Austin, TX 78731

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Tab A COVER SHEET

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The cover to your proposal will consist of:
1. The completed page 1 of this solicitation document.

North Texas
SHARE
Your Public Sector Solution Center

REQUEST FOR PROPOSALS
For
Temporary Staffing Services
RFP # 2021-005

Sealed proposals will be accepted until **2 PM CT, March 24, 2021** and then publicly opened and read aloud thereafter.

22nd Century Technologies, Inc.
_____
Legal Name of Proposing Firm

Eva Gaddis-McKnight   Administrator
_____   _____
Contact Person   Title

888-998-7284   sledproposals@tscti.com
_____   _____
Telephone Number   E-Mail Address

220 Davidson Avenue, Suite 118, Somerset, NJ 08873   Somerset, NJ   08873
_____   _____   _____
Street Address of Principal Place of Business   City/State   Zip

220 Davidson Avenue, Suite 118, Somerset, NJ 08873   Somerset, NJ   08873
_____   _____   _____
Complete Mailing Address   City/State   Zip

Acknowledgment of Addenda: #1__✓___ #2 __✓___ #3 _____ #4 _____ #5 _____

By signing below, you hereby certify that the information contained in this proposal and any attachments is true and correct, and may be viewed as an accurate representation of proposed services to be provided by this organization. You agree that failure to submit all requested information may result in rejection of your company's proposal as non-responsive. You certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. You acknowledge that you have read and understand the requirements and provisions of this solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract. And furthermore that I certify that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Eva Gaddis-McKnight
_____
Authorized Signature

SECTION 1: OVERVIEW

2. A brief statement of the respondent's understanding of the work to be done and a summary of its qualifications.

Incorporated in 1997 as an S-Corp, TSCTI is a complete workforce solutions provider, certified as ISO 9001. TSCTI brings in more than two decades of experience in delivering staffing services to State and Local government agencies. Through a network of over 10000 consultants and 18 branches across the nation, TSCTI helps more than 300 public sector agencies to fill their staffing objectives every day.

The NCTCOG's decision to seek key partners to provide Temporary Staffing Services is one that TSCTI is uniquely qualified to understand. TSCTI proposes to develop a customized, seamless solution that enhances NCTCOG's entire procurement process, without sacrificing the core values that have attributed to NCTCOG's success. Because of our PMI, CMMI, and ISO complied management approach, the NCTCOG will realize significant savings in time, money, and effort with no disruption to your business.

As a staffing partner for 20 local agencies in the State of Texas, support from local office located at: *5900 Balcones Drive, Suite 100 Austin, TX 78731*, TSCTI is uniquely qualified for supporting this program. Having developed a deep understanding of local business environment, the challenges local government entities face, the need for quality talent, and establishing the foundation of a long-term partnership, we are well positioned to build relationship and provide additional value to the NCTCOG. Currently, we are serving the following local government entities in The State of Texas:

- Birdsville Independent School District
- City of Fort Worth
- City of Houston
- Dallas County
- Department of Information Resources (DIR)
- El Paso Waters Utilities
- Fort Bend Independent School District
- Frisco Independent School District
- Gulf Coast Community Services Association
- Harris County Department of Education

- Harris County Toll Road Authority
- Housing Authority of City of El Paso
- Houston Independent School District
- Houston-Galveston Area Council (H-GAC)
- Lewisville Independent School District
- San Antonio Water System (SAWS)
- San Jacinto Community College District
- Texas Comptroller of Public Accounts (CPA)
- Texas Department of Information Resources (DIR)

In the year 2020, we successfully placed nearly 5000 temporary employees in the public sector, ranging from a diverse set of skillsets such as Accounting, Finance, Administrative, Clerical, Professional, Labor, Maintenance, Management, HR, IT. The NCTCOG will benefit from our ability to drive continuous improvement through program efficiencies. Given our local market expertise, experienced account management team, and strong background in the public sector, we are confident we can provide superior support.

Tab B EXECUTIVE SUMMARY

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An executive summary will briefly describe the firm's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the firm.

22nd Century Technologies, Inc. (TSCTI) has had the honor of providing staffing solutions to various State and Local government agencies for 24 years and appreciates this opportunity to provide information on our company and establish a partnership with your organization. The NCTCOG requires a partner who can design, deliver and execute an innovative talent management solution that will help you maintain your commitment to your stakeholders and the surrounding community. In today's bustling economy, the competition for top talent is fierce. Successful recruiting in such a dynamic environment requires more than just posting jobs and reviewing resumes. TSCTI understands that the world of talent is constantly changing, and staying one step ahead of those changes is our primary focus.

It is our understanding that the NCTCOG is looking for a firm that can provide temporary staff services on a wide array of job titles, and TSCTI offers a full range of staffing services and solutions, which are tailored to meet the evolving needs of our clients and associates. Our 24 years of experience has led us to structure our services in such a way that reduces costs, increases client satisfaction, adds competitive differentiation and enables the transformation to the client business processes and operations. Based on a detailed understanding of the NCTCOG's corporate culture and business environment, we will customize our delivery model for the NCTCOG. Our structured approach will deliver value across the NCTCOG's program while leveraging a combination of diverse recruiting mediums, a dedicated single point of contact with a backup, routine performance monitoring/ reporting, and continuous improvement initiatives in order to achieve maximum results.

TSCTI by the numbers
- ✓ 300+ contracts with state and local public entities
- ✓ 10,000+ hours of staffing services provided in The State of Texas in the past 5 years
- ✓ 10000+ TSCTI employees are working at client locations as of now.
- ✓ $250M+ annual revenue for CY 2019
- ✓ 5M+ resumes in the proprietary database

Key Statistics
- Successfully delivered $500M+ of staffing services with more than 10M hours of contractual staffing to federal, state and local agencies
- Operating as Corporation with D&B open rating 93
- Over 300 clients, including 65% of the state and local government entities
- 18 locations throughout the nation with 5000+ W2 employees
- $265M revenue for FY 2019, credit line of $6M
- A proprietary database of over 5M resumes
- The industry experts have consistently recognized our expertise and high standards of service through a wide range of awards, such as:

TSCTI offers the following unique selling propositions to the NCTCOG that make us distinctive and sets us apart from the competition:

- **Broad experience:** TSCTI has serviced over 300 public sector agencies, including many clients in the State of Texas. TSCTI's unique, first-hand experience with the public sector means that the NCTCOG can select us to help leverage NCTCOG's spending and implement more efficient processes.
- **Domain-specific recruitment:** Unlike many staffing agencies, our recruiting team is comprised of over 250 recruiters with domain-specific experience and knowledge to ensure responsive, high-quality and timely service. By aligning our recruiters with specialization, we leverage their shared experience, networks, and best practices to expand our reach into each specific talent community and build robust talent pipelines.
- **Resource database:** We have over 5M highly proficient and experienced candidates of various skill level and services in our resume database. Currently, we have approximately 14,000 resumes of candidates in the State of Texas and we keep updating our database to meet the client's immediate requirements, it takes us 16-24 business hours to provide 3-4 qualified resumes per position.
- **A versatile staffing solutions firm:** Our staffing solutions for the public sector environment are founded on longstanding relationships with more than 300 government agencies. A broad experience responding to a wide variety of procurements for temporary staff services, with some key lessons learned regarding the structure and planning options. The expanded scope of service lines provides consistent delivery and a more well-rounded understanding of NCTCOG staffing needs across multiple business categories.
- **Financial Capability:** TSCTI is financially stable and a growing company having annual revenue as $265M for the year 2019. NCTCOG staffing needs are backed by a leading staffing provider with a strong balance sheet that can readily support the NCTCOG's needs today and tomorrow.
- **Productivity Tools:** We offer an electronic suite of online tools to increase the efficiency of ordering, timekeeping, and reporting processes. With these productivity tools, TSCTI and the NCTCOG will gain access to analytics that will allow the NCTCOG and us to determine areas to improve so that the contract run more efficiently and smoothly. We utilize Microsoft CRM for managing Client relationship management, SharePoint based application for project tracking, OfficeClip for Timesheet management, QuickBooks for invoicing, and JobDiva as an Applicant Tracking System.
- **Brand Recognition:** Because of our excellent past performance and D&B rating, TSCTI has greater aided building brand consciousness in the industry than other staffing firms. For the NCTCOG, this
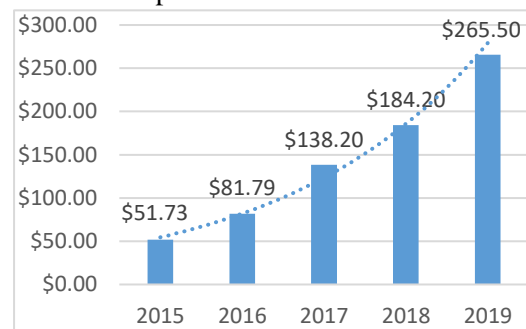
means we can attract and engage talent more effectively than our competitors.

TSCTI also possess immense experience working with similar Cooperative Program such as but not limited to: *NASPO ValuePoint, Omnia Partners, Education Service Center Region 20 (Texas), Education Service Center Region 8 (Texas), Education Service Center Region 14 (Texas), Education Service Center Region 19 (Texas), Goodbuy Purchasing Cooperative (Texas), Cooperative Educational Services (New Mexico), S.E. Florida governmental purchasing Cooperative group, Choice Partners (Texas).*

TSCTI have extensive experience in providing support for projects whether large or small, complex or simple. With a trained team consisting of 250+ domain-specific recruiters, proprietary database of over 5M pre-vetted resumes powered by "JobDiva", TSCTI is capable to provide the NCTCOG with consultants within the specified timeline. It is our hope that you will select TSCTI as NCTCOG's staffing partner and allow us to demonstrate the value we can bring to the NCTCOG.

Tab C KEY PERSONNEL

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If applicable in providing services under this contract, attach resumes for all managers, supervisors, and other team members who will be involved in the management of the delivery of goods or services under this RFP. Identify any subcontractors or third-party services that are utilized in the performance of fulfilling this RFP. Provide a general explanation and chart which specifies project leadership and reporting responsibilities, and how the team will interface with NCTCOG and Participating Entities' project management and team personnel.

Our strategy for the NCTCOG will be to customize a service delivery model based on a detailed understanding of your corporate culture and business environment. Our structured approach will deliver value across your program while leveraging a combination of diverse recruiting mediums, a dedicated single point of contact with a backup, routine performance monitoring/ reporting, continuous improvement initiatives, and Operational and Reach-back support in order to achieve maximum results.

Mr. Sandeep Singh will be the lead for NCTCOG's account with TSCTI. Sandeep has been a staffing professional for over 10 years, sourcing quality talent for SLED contracts. Along with his team, he will develop a staffing plan to meet NCTCOG specific needs. Upon award, TSCTI will provide NCTCOG with a phone number, email, fax and emergency phone number of Account Manager. In the following, we have provided an overview of your Account Management team, along with the supporting divisions that will be assigned to service the NCTCOG account.

Core management team	Primary recruiting team	Operational support

• Anil Sharma, VP
• Account Manager, Sandeep Singh (Single point of contact)
• Account Executive, Reddy Prudhvi Bollineni
	• Suchika Mehta, Recruitment Manager
	• Sandy Croft, Recruiting Lead
	• A dedicated team of 10-15* Recruiters
		• Reach-back support divisions
		   ○ A/P
		   ○ E-care
		   ○ Billing
		   ○ Contracts
		   ○ Security
		   ○ QA

Based on NCTCOG's volume and urgency, this number can be increased up to 20-25 to support recruiting efforts.

To ensure the success of the contract, TSCTI's Account Manager will report directly to the Vice President, Mr. Anil Sharma, who will provide Executive Leadership to our Account Management team. Mr. Sharma and additional members of our executive leadership can also be called upon to assist in challenge resolution at the highest level, as warranted. This hands-on approach to our senior management will ensure prompt resolution of all issues that might arise and demonstrates TSCTI's total commitment towards the success of the contract.
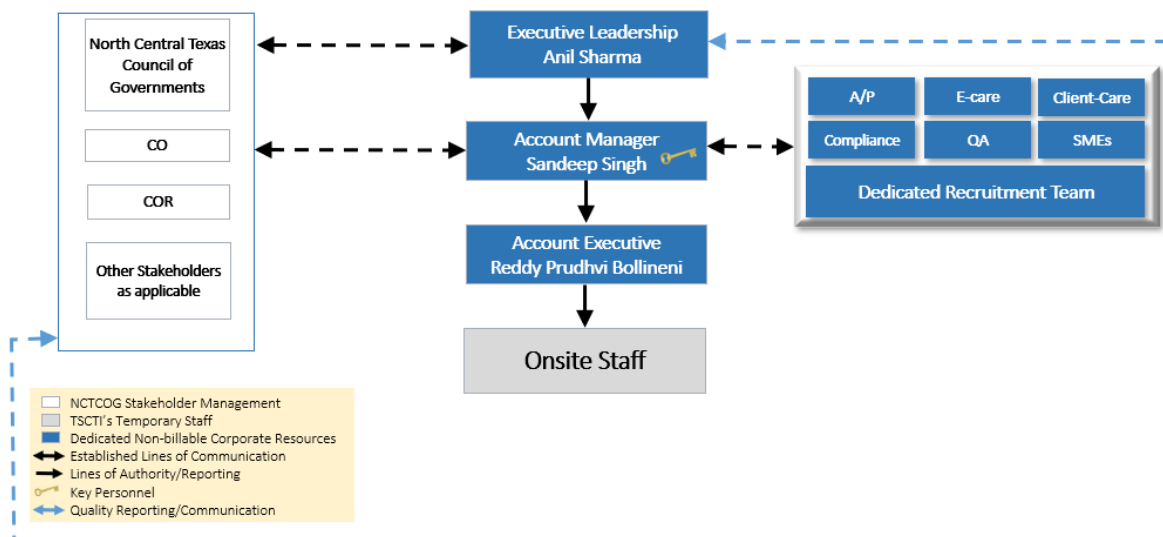
TSCTI Organizational Chart

In the following, TSCTI is providing list of proposed key individuals along with the description of qualification and experience:

Name, Position	Summary
Anil Sharma, Vice President (VP)	Innovative, result-oriented staffing professional with demonstrated success in improving client satisfaction in customer-facing operations and large, state and local government organizations. He will provide executive leadership for NCTCOG's contract and will have the overall accountability for ensuring that support and delivery services are carried out in accordance with agreed SLAs and quality standards.
Sandeep Singh, Account Manager (AM)	Sandeep's experience in staffing & recruiting spans over 10 years servicing public sector, and handling high volume large and mid-sized client relationships. He has been with TSCTI for more than 8 years, sourcing quality talent on SLED contracts. Along with the team, he will develop a staffing plan to meet NCTCOG's specific needs. Credentials include: • PGDIM, International Marketing • Bachelors in Business Administration
Reddy Prudhvi Bollineni, Account Executive (AE)	• Around 5 years of experience in the Account Management, Operations, Customer Relationship Management & Business Development. • Holds a Master's degree from University of Maryland and has been with TSCTI since Feb 2018. • Been ranked in the top 3 for TSCTI's Account/Business Executives throughout the US. • Involved in many contracts which are exactly similar to the scope and size of this RFP.
Suchika Mehta, Recruiting Manager (RM)	Suchika has 5 years with TSCTI as a Recruitment Manager in the government division of TSCTI. She brings over 10 years of expertise in the HR/Clerical/Admin recruitment and resource management and holds a Master's degree. Her success can be demonstrated by excellent performance on some of our prestigious clients, such as, DART, City of Houston, Dallas County, SAWS, where we provided similar staffing services.

Sandy Croft, Recruitment Lead (RL)	• Certified and experienced recruiter, with nearly 8 years of expertise in recruiting. • Holds Bachelor degree • Currently working as Recruitment Lead, guiding and managing the recruiting teams in the Central zone. • Holds significant business intelligence and a vast network of active and passive contacts, and is a perfect fit for this contract.
Ravinder Sharma, A/P Manager	• An experienced A/P manager with 12 years of expertise in areas ranging from P&L/financial statements, management reports, general ledger, accounts payable/ receivable, reconciliations, and job costing. • Possesses dynamic organization, project planning, time management, and multi-tasking abilities. • Holds Master's degree in Finance
Lyly, E-Care Manager	Ms. Lyly is highly skilled and results-driven Employee Care/HR Manager with over 8 years of experience focused on US staffing. She has profound experience in resource management Candidate Tracking, Recruitment, Hiring, Onboarding, Personnel Database Maintenance, Benefits Processing, Orientation, Training, Paperwork Processing. Credentials include: • Bachelor of Science in Business Administration • Certificate in Management Foundations • Fundamentals of system acquisition management
Jagan Pakkirisankar, QA Manager	Mr. Pakkirisankar has overall 17 years of staffing experience, including 10 years of experience in determining, negotiating and agreeing on in-house quality procedures, standards and specifications in developing and maintaining the Quality Assurance and Inspection Program for federal and state government contracts. Holds extensive experience in the maintenance of policies, procedures, and standards in accordance with the Client policies and procedures, and related rules and contractual standards.

The core members of our proposed management team have worked together as a team in successfully delivering similar services, to our other clients such as, but not limited to City of Fort Worth, City of Houston, Dallas County, State of Texas, El Paso Waters Utilities, Texas Department of Information Resources (DIR) and many more. Combined with our ISO compliant recruiting process and wide-ranging sourcing channels, there is no position we cannot/ have not filled that the NCTCOG is requesting. When you select TSCTI as your staffing provider, the strategy we develop for the NCTCOG will employ a variety of techniques proven to deliver candidates with the specialized skill sets NCTCOG need.

Below TSCTI has provided detailed resumes of our Account Management Team:

Sandeep Singh, Account Manager

A competent and experienced staffing professional, having more than 15 years of experience in contract/ account management with technical proficiency, organizational skills, supervisory skills, leadership, and communication abilities. Holds proficiency in supervising contract teams, assigning tasks, maintaining the relationship with clients and subcontractors, ensuring that contracts are cost-effective. He has been managing contracts with a number of state and local government agencies, acting as an escalation point of contact for the resolution of clients and employee issues. Possesses hands-on experience in handling complete Recruitment Lifecycle, starting from the hiring process till the successful accomplishment of project milestones. An expert in liaising with clients and subcontractors to fulfill the contract requirements while ensuring compliance with the project-specific contract administration requirements.

Core Competencies
- Serve as an expert, providing strong leadership, coaching, and inspiration to the Account Management team members.
- Undertake regular reviews of service provision and client satisfaction with key stakeholders, in order to generate service improvement plans and increase value and quality.
- Highly adept in developing and reviewing SLAs with stakeholders, ensuring that all resources are in place to meet or exceed the targets, whilst managing costs.
- Proven ability to manage numerous projects, build effective teams and lead teams.
- Persistent Account Management, prospecting/ business development techniques and persuasive selling strategies with excellent presentation and intangible selling skills.

Education
- PGDIM, International Marketing, 1999 – 2001
- Business Administration, Commerce, 1999

Experience

Client	22nd Century Technologies, Inc. (Multiple Accounts)
Position	Account Manager
Duration	Feb 2010 – Present

During his time in TSCTI, he has been involved in various State and local government contracts. The portfolio includes clients in the government sector such as City of Fort Worth, City of Houston, Dallas County, State of Texas, El Paso Waters Utilities, Texas Department of Information Resources (DIR). As an Account Manager, he is accountable for the overall operation of the clients, including setting business strategy and supporting his management team in business development, service delivery, employee retention, recruiting, and expense management. Some of his client engagements are as follows:

State of Texas
Responsibilities
- Develop repeatable services and recruitment processes to ensure creative sourcing of qualified candidates through a wide variety of channels, including:
  - Direct sourcing
  - Internet
  - Employee referrals
  - Community involvement,
  - Job fairs
  - Internal employee database
- Engage State's stakeholders in negotiation decisions involving legal or regulatory requirements,

contract standards, and cost targets.

- Maintain deadlines on deliverables and communicate on an ongoing basis with State about contractual issues.
- Assist the PMs and SMEs with weekly and monthly reporting – both internally and externally.

City of Houston
Responsibilities:

- Delivering the expertise necessary to provide effective focused services for various projects.
- Act as the central point of communication within the Account Management team.
- Improve services so that TSCTI meets the City's expectations.
- Implement effective performance management processes.
- First line incident management.
- Review the City's current service activities and processes.
- Report on service results and SLAs.

Dallas County
Responsibilities:

- Develop team capability and ensuring knowledge acquisition plans are in place, utilized existing talents, and skills.
- Carry out staff performance reviews. Responsible for selecting, training, and developing the management team and for monitoring performance to achieve business results.
- Set the business strategy and support the management team in business development, service delivery, Client and employee retention, recruiting, and expense management (e.g., workers' compensation, unemployment compensation, general operating expenses).
- Conduct annual contract reviews. Review contractual performance of both parties to ensure compliance with terms and to identify conflicts or changes requiring resolution at contract renewal.

County of Ventura
Responsibilities:

- Act as liaison between management and the field service and sales team and oversee the deployment of corporate initiatives.
- With a strong focus on continuous improvement and client satisfaction, act as a point of escalation for the resolution of County and employee issues.
- Organize appropriate training for staff members.
- Hold weekly and monthly staff meetings.
- Use the latest service management tools, techniques, and trends.
- Perform Contract Reviews on an annual basis. Improved TSCTI's overall customer satisfaction score.

Client	HCL
Position	Account Executive
Duration	Jul 2004 – Feb 2010

- Worked with product leads to ensure requirements are gathered, and clear for the appropriate teams.
- Ensured a consistent and shared understanding of best practices across teams and functions. Ensured standards for communications and reporting are being followed.
- Participated in the initial planning until work packages or activities are assigned.
- Assisted with problems related to team member performance.

Client	Telefocus Communications
Position	Field Manager
Duration	Aug 1999 – Jul 2004

- Managed a team of 6-18 field interviewers on an assigned project as well as for all project field data collection tasks within a geographical region;
- Provided guidance when problems arise; interpret and clarify data collection procedures; motivated field interviewers, and made data driven decisions using a variety of reports produced from CM Field.
- Conducted skill training for Field interviewers including telephone training, in-person training, refresher training during the project, and other training deemed necessary by the project.
- Developed strategies during field period to include overall fielding plans, travel, cost and production, and project shutdown. Assigned and re-assigned (or re-distributed) cases to interviewing staff.

Reddy Prudhvi Bollineni, Account Executive

Reddy is a highly skilled and qualified staffing professional with over 5 years of experience in Account Management, Operations, Customer Relationship Management & Business Development. He holds extensive experience in ensuring the timely and successful delivery of our staffing solutions according to client needs and objectives. Holds proven experience in communicating clearly the progress of weekly, monthly, and quarterly status updates to internal stakeholders. He is skilled in heading various State accounts to effectively manage the day to day operations and liaising with key State agencies to gather requirements and understand the overall functioning of existing resources. He has hands-on experience in coordinating and building relationships with cross-functional teams to consistently deliver high quality projects on schedule and within budget. He has the ability to interface/communicate with a diverse group of customers in a friendly and respectable manner. Expert in ensuring Service Level Agreements (SLAs) are met during the full life-cycle of the temporary labor process.

Education & Certification
- Master of Science, University of Maryland
- Bachelor of Technology (B.Tech.), Electronics and Communications Engineering
- Scrum Master Accredited Certification, International Scrum Institute

Professional Experience

Client	22nd Century Technologies, Inc. (TSCTI)
Position	Account Executive
Duration	Feb 2018 – Present

- Manage multiple accounts; develop positive working relationships with all customer touch points
- Responsible for marketing the company's services, increasing corporate accounts, and improving the quality of service provided to clients
- Work closely with Primary Account Managers and Ad Operations on day-to-day operational processes including campaign set-up, receipt of creative or tags, trafficking, optimization, and QA.
- Develop strategy and maintain relationships with diverse subcontractors. Meet with consultants to discuss individual goals and plan career development; locate training necessary to enhance the consultant's career growth
- Acquired hands-on training on VMS/MSP contracts, ability to work on a cross functional team to execute on objectives through influence and personal skills
- Train new recruiters on corporate policies, interviewing procedures, salary guidelines, sourcing methods, and corporate recruiter development plan.
- Resolved consultant's work site issues, worked in a fast-paced sales environment with multiple deliverables and deadlines each day.
- Work closely with Finance on billing set up and invoicing, manage customer activity with CRM tools for maximum efficiency and visibility, with carefully executed follow-up to closure on open issues.
- Incorporate active and proactive methods of candidate identification including Networking, Referral, Career Fair, Internal Database, Advertising, and the Internet.
- Prepare advertising for the Internet, newspaper, and other industry-related mediums to enhance market

exposure.

Prior Experience

Client Name	Position	Duration
Synapsis Inc	Account Manager	Jul 2017 – Oct 2017
Angarai	Market Research Analyst/ Account Manager	Sep 2016 – Jun 2017
DuneApps, LLC	Co-Founder	Jul 2015 – Aug 2016
University of Maryland	Office Assistant/ Research Assistant	Jun 2015 – May 2016

Suchika Mehta, Recruitment Manager

Suchika is an experienced, disciplined, team-player and highly-motivated Recruitment Manager, accomplished and fluent communicator with strong investigation, problem-solving and decision- making skills, combined with a pragmatic approach and sound business acumen. She is highly accomplished with a verifiable track record in fields such as analysis and gathering, business process mapping and the development of interactive prototypes. Profound experience in Staffing (Recruitment/Consulting) industry for Transit Clients. Possess strong technical/business knowledge and understanding of technical requirements; deep sourcing skills and experience in sourcing candidates; excellent candidate assessment skills. Partner with hiring managers to understand the skills and background required for each opportunity Focused on the recruitment at all levels. Understanding of best recruiting practices and procedures. Specialties: Experience in recruiting for several defense contractors, government agencies and 20+ state agencies. Meet established hiring targets and maintains compliance with established reporting structure. Expertise in Contracts on Full time, Corp-to-Corp, 1099 or W2 candidatures. Develops a strong relationship with client and candidate and maintains communication with both. Provides information about opportunities, services, and resources.

Core Competencies
- Expert in the recruitment process and resource management, sourcing strategies, recruitment process improvement and up gradation and compliance management.
- Teach how to drive and managed the entire recruiting process starting with identifying the requirement, posting positions on the internet/ intranet, job boards, etc., sourcing resumes, finding and 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 fulfillment 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 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
- National Institute of Personnel Management Master of Business Administration (MBA), Human Resources Management and Services, 2009 – 2011
- St Bede's College BA, French, 2003 – 2006
- Auckland House School, Economics, 1992 – 2002

Professional Experience

Client	22nd Century Technologies, Inc.
Position	Recruitment Manager
Duration	Aug 2013 – Present

Responsibilities she is performing for our clients

- Managing staffing need of the Client requisitions
- Ensuring and track the staffing requirements of the Client
- Setting up the milestone of each activity to complete the Client submittal within defined timeline
- Training and skill enhancement to existing & new recruiters on the Client's staffing requirements
- Arranging & managing interview schedules between the Client & consultants

Lyly, E-Care Manager

Ms. Lyly is a highly skilled and result-driven Employee Care Manager with over 10 years of experience focused on US staffing. She has profound experience in resource management Candidate Tracking, Recruitment, Hiring, Onboarding, Personnel Database Maintenance, Benefits Processing, Orientation, Training, Security Paperwork Processing. She holds plausible experience in managing teams of business development executives for direct client/3rd party requirements and sales team for bench selling and possesses proven experience in developing strategies and tools to improve employee care center work processes, team building, and training & ensures accuracy. She has demonstrated experience in billing and payroll, background check, reference check, client and employee relations and possesses strong knowledge and experience in assisting managers with accounts payable & receivable, month end reconciliations including general ledger, bank statements, and Corp. credits.

Core Competencies

- Relevant experience in maintaining records for collections, balance due, and paid in full customers for accounts receivables/ payable.
- Substantial experience in preparing proposals for bids, make presentations, and close contract sales, by selling new technologies, methodologies and systematic industrial purification.
- Diversified experience in utilizing mechanisms such as; the internet (LinkedIn business registrars), cold calling, telemarketing, social media, networking, chamber of commerce and better business bureau to help drive positive business results and events.
- Proficient in developing strategies and tools to improve Employee Care Center work processes, Training and ensuring accuracy and timeliness in the processing of timekeeping data for payroll.

Education & Certifications

- Bachelor of Science in Business Administration
- Certificate in Management Foundations
- Fundamentals of system acquisition management (working towards Acquisition Certification)

Experience

Client	22nd Century Technologies, Inc.
Position	E-Care Manager
Duration	Aug 2013 – Present

At TSCTI, she is responsible for overseeing department functions and managing employees at the Client site, ensuring a productive and motivating working environment for staff, and addressing any issues/ disputes from employees. Other responsibilities include:

- Manage consultants at the Client sites and a key person to keep consultants motivated and up to date
- Take care of consultant's requests/ issues and resolve all the request
- Work closely with Account Manager and Account Executive to follow the progress of the project and ensure that consultants are up to date with the latest work techniques and get those required training

- Create a training request if staff would like to participate in the Client or outside training
- Selects and supervises HR consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.

Prior Experience

Client	Position	Duration
FEMA/ DHS/ ICF International	Business Analyst	Sep 2012 – Jul 2013
Wells Fargo, Frederick	Data Analyst	Oct 2011 – Sep 2012
Navy Federal Credit Union	Member Service Representative	Aug 2007 – Dec 2010
Brainard Consulting LLC	Administrative Support	Mar 2006 – Aug 2007

Sandy Croft, Recruiting Lead

Sandy is a certified senior professional with 6 years of robust experience in Staffing and Data-mining including more than 8 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. Possess a strong understanding and experience working in the US market. He is a self-motivated team player with excellent communication and organizational skills with excellent interpersonal skills.

Core Competencies
- Extensive experience in recruiting for the US market, experience working in a fast-paced environment
- Strong in various internet databases (Monster.com, Dice.com, Careerbuilder.com, Yahoo Hot Jobs.), as well as other traditional and non-traditional recruiting and sourcing methods
- Mentoring junior recruiters in developing a service-oriented attitude directed towards the candidate's development and post-placement follow-up.
- Expert in sourcing candidates from user groups, internal database, web pages, active and passive candidates, and typical job boards (Healthcalling, Dice, Head-hunter, Hotjobs, Monster.com, and Craigslist, etc.).
- Expert in ensuring pre-qualified candidates that their needs and expectations (visa sponsorship, comp packages: Salary, Location/ relocation, work environment, executive, and management structure, etc.) were commensurate with clients' needs and work environment.
- Expert in providing candidate feedback to hiring managers including reasons that the interview process needed to be streamlined, market conditions that affected their hiring process.
- Expert in creating a list of short, medium and long-term requirements and used as a baseline for evaluating internal and external methodologies and tools.

Education and Certification
- Bachelor of Technology – Computer Sciences and Engineering
- Microsoft Certified Professional

Professional Experience

Client	22nd Century Technologies, Inc.
Position	Recruiting Lead
Duration	Aug 2011 – Present

Responsibilities:
- Preparing Job Description for posting on the job sites & send to TSCTI staff

- Search for suitable candidates using:
- Candidate Database (Dice, Monster, CareerBuilder, Internal Database)
- Send job requirements to the consultant's network in the internal database
- Formatting resumes as per the Client requirement
- Arranging interviews or tests using internal expert team member
- Evaluating soft skills, inter-personnel skills & team qualities
- Submitting qualified resumes to the Recruitment Manager

Prior Experience

Client	Position	Duration
Infojini Consulting	Senior Recruiter	Apr 2011 – Jun 2011
22nd Century Technologies, Inc.	Recruiter	Jan 2009 – Apr 2011

Ravinder Singh, Finance Manager

Ravinder is an accomplished, result driven Finance Manager with over 10 years of experience focused on creating and documenting billing processes for various staffing and consulting projects. He has a strong background in cost accounting, month and year-end closing procedures, budget development, forecasting, variance analysis, and process improvements with a focus on accuracy and efficiency. He has extensive experience in managing cash receipts and Accounts Receivable (AR) collections and managing the relationship with 3rd party providers such as PayPal. He is skilled in directing all Accounts Receivable functions, Sales Orders, Invoicing, Bank Deposits, and Cash posting on a daily basis.

Core Competencies

- Fully conversant with the CRM, invoicing, timesheet-tracking & payment to consultants, rate negotiations, contract writing, and negotiations.
- Expert in managing the billing and payroll functions including analyzing, documenting, and improving processes.
- Supervise the preparation of monthly, quarterly and yearly financial reports.
- Skilled in performing routine accounting activities such as maintenance of the general ledger, preparation, and distribution of various financial reports, payroll input, reconciliation of balance sheet accounts, and journal entries.
- Organize financial records & created accounting systems for small businesses.
- Resolve months of backlogged accounts, restored order, and organization to processes/records in disarray, researched and solved billing issues to correct invoicing and journal entry errors previously missed.
- Setup new billing processes and procedures during new system implementation and ensured a smoother transition for the organization to deliver accurate invoicing to clients.

Education

- Post Graduate Diploma in Computer Applications (PGDCA)
- Master of Business Administration (MBA), Finance

Experience

Client	22nd Century Technologies, Inc.
Position	**A/P, Finance Manager**
Duration	**Feb 2005 – Present**

Responsibilities:
- Manage a team of accounting employees including recruiting, hiring, and monitoring daily workflow
- Create, update and maintain AP vendor profiles and physical files
- Ensure primary source documentation and that approval process is followed

- Enter invoices into an accounting system and process checks according to the Client's requirement
- Reconcile vendor statements, respond to vendor inquiries and resolve any invoice discrepancies
- Manage, review and process the weekly payroll (overtime, retroactive payments, PTO payout, bonuses, raises)
- Act as liaison with E-care; troubleshoot and resolve issues
- Annual W-2 issuance, ensure accuracy and distribute in a timely manner
- Update all payroll related changes- new hires, terminations, transit, parking, 401K, Roth, direct deposits, status changes, withholding changes, address changes, medical deductions
- Ensure compliance with payroll laws and tax notices

Jagan Pakkirisankar, QA Manager

Mr. Pakkirisankar has overall 17 years of staffing experience, including 10 years of experience in determining, negotiating and agreeing on in-house quality procedures, standards and specifications in developing and maintaining the Quality Assurance and Inspection Program for federal and state government contracts. Holds extensive experience in the maintenance of policies, procedures, and standards in accordance with the Client policies and procedures, and related rules and contractual standards. He is an expert in providing continuous quality improvement and leadership to ensure service quality and compliance with industry regulations and certifications. He holds proficiency in facilitating QA best practices within the organization, including the management of all planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. He has substantial experience in coordinating collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations. He has solid working experience in making recommendations to the Contract Manager concerning facility and employee quality assurance issues. Possess good interpersonal and communication skills.

Education & Certifications
- BS in Computer Science
- Certified as Internal Auditor for Quality Systems as per ISO 9000

Experience
22nd Century Technologies, Inc.   **Mar 2007 – Present**
Jagan is actively working directly as well as indirectly with numerous state and federal clients. In the past 10 years with TSCTI, he has been involved in more than 50 contracts. He is working with TSCTI to deliver best practices to clients across the nation. He is committed to maintaining high standards of quality expected from clients, by implementing quality assurance human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. Other responsibilities include:
- Contributing information and analysis to strategic plans and reviews; preparing and completing action plans; implementing productivity, quality, and customer-service standards; identifying and resolving problems; completing audits; determining system improvements; implementing change.
- Involve in financial objectives by estimating requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Prepare quality documentation and reports by collecting, analyzing and summarizing information and trends including failed processes, stability studies, recalls, corrective actions, and re-validations.
- Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Update job knowledge by studying trends in and developments in quality management; participating in

educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Prior Experience

Client	Position	Duration
Outline Systems, Inc.	Sr. QA Engineer	May 2005 – Feb 2007
IGATE	QA Engineer	Jun 2002 – May 2005
IT&T	Jr. QA Engineer	May 1998 – Jun 2002

Experience in Public Sector

TSCTI has been servicing the public sector entities for the last 24 years. We understand the NCTCOG's interests lie in what is best for your departments. TSCTI leverages its team of specialists located throughout the nation to enhance our capabilities to best support the NCTCOG's needs. At TSCTI, we build our program to support your unique needs so that the NCTCOG will experience a partnership based on cooperation and focused on the goals and objectives through a professional, well designed service plan.

Serving public sector since 1997, We understand NCTCOG's needs

In the following, TSCTI is providing description of our largest contracts with similar scope which demonstrate our ability to serve the NCTCOG. These contracts are similar in scope to the services being requested by this RFP. While no two contracts are identical, each of the contracts we have included has one or more dimensions which demonstrate capabilities, assets, and/or experience which are directly applicable to the services being requested by this RFP.

- **The State of New Jersey**   **5000+ FTEs**
  An MSP program services utilizing PeopleFluent VMS for management of temporary staffing services for multiple service categories, such as administrative/clerical, professional, culinary, medical, IT as well as the employer of record (EOR)/Payrolling. From its implementation in February 2018 till now, TSCTI has provided over 5000 consultants, developing a strong working relationship with 100+ State's agencies.

- **The Commonwealth of VA**   **900+ FTEs**
  As a single staffing provider on 8 service lots to the Commonwealth and its authorized users, TSCTI furnish all labor, supervision, equipment, tools, parts and materials, as necessary, to maintain the Temporary Services per requirements. As an employer of record provider, TSCTI is responsible for all payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer Federal and State mandatory requirements for employees.

- **The Maryland State and Local Board of Elections**   **450+ FTEs**
  For 2018 elections in the State of Maryland, TSCTI provided the professional temporary staffing services to Maryland State Board of Elections (SBE) for various job roles in which approximately 450 temps were required. Supported 85 early voting locations and provided 450+ consultant support on various voting locations on Election Day.

- **Buffalo Public School**   **450+ FTEs**
  To Buffalo Public Schools (BPS), TSCTI provides staffing and payroll services and facilitates the activities of the non-permanent individuals who provide services to Buffalo Public Schools, but are not employees of Buffalo Public Schools. Such staffing includes Non-public school instructional service providers, Seasonal and program-specific youth interns/service providers, and Parent Liaisons. TSCTI effectively manages the employment of 450 individuals with a total payroll of $5 Million annually, as well as fulfill all state and Federal tax and payroll requirements.

- **The State of Colorado**   **300+ FTEs**
  We entered into this contract with the State as one of the qualified firms to provide staffing services for local agencies and divisions. From 2012, we have provided services to numerous agencies within the state. The State has spent $5M+ on the temporary staffing of over 300 consultants.

- **NY Fire Department**   **200+ FTEs**
  May 2018, TSCTI was awarded a contract by The Fire Department of the City of New York to furnish

temporary personnel services to meet the Department's temporary staffing requirements. As a result of this procurement, we transitioned 170 temporary consultants in a period of less than 30 days. Currently over 300 temporary employees are working at Department.

- **The School District of Palm Beach County**　　　　　　　　　　　　　**200+ FTEs**
  TSCTI entered into this contract with the School as sole qualified firm to provide staffing and payroll services. Since 2019, we have provided services and made more than 200 placements. The School has spent $20M+ on the services. TSCTI provided a dedicated Transition Program Manager and Account Manager who worked with the School to capture the incumbent staff and to bring them on our payroll.

- **Florida Department of Military Affairs**　　　　　　　　　　　　　**100+ FTEs**
  Transitioned payroll of approximately 100 temporary employees within 4 weeks transition-in period. Scope covers each job category specified in this solicitation. TSCTI provided a dedicated Transition Program Manager and Account Manager who worked with the DMA to capture incumbent staff to bring them on our payroll.

- **The County of Ventura, CA**　　　　　　　　　　　　　　　　　**100+ FTEs**
  A three-year contract to provide payroll services on an as needed basis for locations throughout County. As a sole vendor, TSCTI works closely with the County Human Resources Department to provide quality temporary personnel in a timely manner. We are also responsible for testing, background screening, and orientation, and provide reports of this contract. Till now, 134 placements are made.

TSCTI resource pool as per the required job categories is mentioned below:

Category	State of Texas	Across the Nation
Administrative/Clerical	2667	100000
Customer/Community Services	1667	75000
Finance/Accounting	2333	85000
General Labor/Maintenance	3167	118500
Planning/Program/Project Management	1500	62500
Professional/Management Services	1833	72500
Technical/Information Technology	3333	125000

The proven ability to successfully deliver services to our clients can be demonstrated by our performance during COVID-19 outbreak period. We are engaged with more than 50 public hospitals, medical centers, and departments to assist them with their staffing needs. Till now, we have provided 3500+ temporary consultants on a wide array of job disciplines including, Nursing and Healthcare professionals, Accounting, Clerical, Laborer, IT and HR. We can support the NCTCOG to fulfill your staffing needs on all the positions mentioned in Exhibit C.

For your consideration, a full list of clients in public sector is provided in the following:

TSCTI Clientele	
State of Arizona	State of Nevada
State of Delaware	State of Maryland
State of Illinois - Department of Central Management Services	The State of Hawaii, Department of Education (HIDOE)
State of Kansas	State of Minnesota
State of Louisiana	State of Vermont
State of Oklahoma	State of Massachusetts
State of California	State of Massachusetts

State of Nebraska	State of Idaho
State of New Mexico	State of New Mexico - General Services Department (NASPO)
State of North Dakota	State of New Mexico - Cooperative Educational Services (CES)
State of Texas - Texas Department of Information Resources (DIR)	State of Massachusetts
State of Missouri - Department of Transportation -	State of Wisconsin
State of Nebraska	State of Montana
State of Connecticut	State of New Hampshire
State of Florida, Department of Management Services	State of California, Department of General Services
State of Mississippi	State of California
State of Michigan	State of Ohio - Department of Administrative Services (STS)
State of Pennsylvania	State of Rhode Island
State of Vermont - NASPO	State of South Carolina
Clark County	Walworth County
Maricopa County	Boulder County
Cook County	Tarrant County
Washoe County	Waukesha County
Unified Government of Wyandotte County	Harris County Department of Education, Texas
New Castle County Government	Palm Beach County
Broward County Sheriff's Office	Los Angeles County Metropolitan
Miami- Dade County	Superior Court of CA- County of Orange
County of Orange	County of San Bernardino
Jackson County	Douglas County Government
County of Santa Clara	Hennepin County
County of San Bernardino	County of Ventura
Salt Lake County	Clay County
Utah Transit Authority	Mecklenburg County
Sacramento County	Prince George County
The Chicago Transit Authority (CTA)	New York Power Authority (NYPA)
Community Transit	NYSERDA - New York State Energy Research & Development
Sound Transit	New York State Homes and Community Renewal
San Antonio Water System (SAWS)	Cuyahoga Metropolitan Housing Authority
Regional Transport Authority	Long Island Power Authority (LIPA)
Employee Trust Fund (ETF)	Hampton Road Transit
Housing Authority of Elpaso	Financial Information Services Agency (FISA) and Office of Payroll Administration (OPA)
Texas Comptroller of Public Accounts	Metropolitan Transportation Authority
Jackson Health System	Great Lakes Water Authority
Office of Temporary and Disability Assistance	San Jacinto Community College District
Montgomery College	Sierra College
State of Colorado	Rowan College
Orange County Public Schools	Miami Dade Public Schools - Bridge Contract
Chicago Public Schools	The School Board of Broward County (SBBC)
Phoenix Union High School District (PUHSD)	Adams 12 Five Star Schools
Birdsville Independent School District	Jefferson County Public Schools
Fox Valley Technical College	Detroit Public Schools Community District
Fort Bend Independent School District	Roosevelt School District
Baltimore County Public Schools (BCPS)	University of Arizona
Florida International University (FIU)	University of Massachusetts

University of Central Florida	University of Oklahoma
University of Central Florida	The University of Nevada, Las Vegas (UNLV)
Pennsylvania's State System of Higher Education (PASSHE)	University of Massachusetts Medical School
Kent State University	University of New Mexico
Central Washington University	University of Washington - Medicine (UW Medicine)
James Madison University (JMU)	University of Maryland University College (UMUC)
Port of Seattle	Port Authority of Allegheny County
Houston-Galveston Area Council (H-GAC)	San Diego Association of Governments (SANDAG)
Illinois State Police	Superior Court of Los Angeles
Washington Suburban Sanitary Commission (WSSC)	El Paso Waters Utilities
Wayne County Airport Authority (WCAA)	City of Phoenix-Aviation
Washington Technology Solutions (WAtech)	Maryland Health Benefit Exchange (MHBE)
Hawaii Department of Human Services	Governor's Office of Storm Recovery
Virginia Housing Development Authority (VHDA)	United Nations Development Programme (UNDP)
Department of Military Services (DMA)	Washington Metropolitan Area Transit Authority (WMATA)
Judicial Council of California - Administrative Office of the Courts (AOC)	UNICEF
District of Columbia Water and Sewer Authority (DC Water)	United Nations Development Programme (UNDP)
Maryland Department of Education	Portland Development Commission (PDC)
Douglas County School District	The Metropolitan Water District of Southern California
City Colleges of Chicago	Santa Clara Water District
Huston Independent School District (HISD)	Tuscon Unified School District (TUSD)
Washington Electronic Business Solution (WEBS)	Delaware Department of Technology and Information
Office of Management Information Services (OMIS) - West Virginia Department of Health and Human Resources	New York State Office of General Services (OGS)
Georgia Institute of Technology (GTRI)	

Association with The State of Texas

Staffing is one of our core competencies and we are providing this type of services from the last two decades. We have provided 500+ highly skilled professional to various Federal, State, and Local agencies within the State of TX thereby built a strong presence in the State. With this proven track record of providing staffing services to various government clients in The State of TX, we are always acknowledged by the clients for providing a high grade of satisfying services. We are holding contracts with the following local agencies:

Client	Contract Name	Contract No.	Duration	
Birdsville Independent School District	Temporary Technology Professional Service Workers	067-15	Jul 15	Feb 21
City of Fort Worth	Temporary Professional Employment Services	14-0253	Feb 15	Feb 19
City of Houston	Enterprise Application Support Services	Q26333	Oct 18	Oct 23
City of Huston	IT Managed Services	Q26231	Jun 18	Jun 21
Dallas County	Temporary Staffing Services	2017-059-6683	Dec 17	Dec 19
Department of Information Resources (DIR)	Deliverables-Based Information Technology Services (DBITS)	DIR-TSO-4207	Sep 18	Aug 20
El Paso Waters Utilities	Temporary Employment Services Contract	MC46-16	Nov 16	Aug 19

Fort Bend Independent School District	Temporary Staffing Services	17-072KB (HGAC TS06-17)	Jun 17	May 20
Frisco Independent School District	Temporary Labor Services	621-2018-08-22	Aug 18	Aug 22
Gulf Coast Community Services Association, Inc.	Temporary Staffing Services	NA	May 18	Apr 23
Harris County Department of Education	Temporary Personnel Staffing Services	17/045KC	Sep 17	Sep 21
Harris County Toll Road Authority	Consulting, Recruitment and Staff Augmentation Services	17/0291	Jul 18	Jul 23
Housing Authority of City of El Paso	Temporary Employment Services	HR 17-R-0018	Mar 17	Apr 22
Houston Independent School District	IT Consulting Services	13-06-01	Jun 16	Jun 19
Houston-Galveston Area Council (H-GAC)	Temporary Staffing, Direct Hire and Other Employer Services	TS06-17	Jun 17	May 20
Lewisville Independent School District	Temporary Workers	F1011-18	Feb 18	Feb 22
San Antonio Water System	Temporary employee services for Information systems positions	18-1363	Jan 19	Jan 23
San Jacinto Community College District	Temporary Staffing Services	16-25	Dec 16	Dec 21
Texas Comptroller of Public Accounts (CPA)	Functional Staffing Augmentation Services for Enterprise Resource Planning)	304-16-0151PS	Sep 15	Aug 19
The State of Texas - Texas Department of Information Resources (DIR)	IT Staffing Services (ITSAC)	DIR-TSO-3485	Mar 16	Aug 19

Association with similar Cooperative Program

List of Similar Cooperative Contracts that we serve is provided below:

Cooperative/GPO Name	Contract Number	Expiration Date
NASPO ValuePoint	50-000-15-00058AA	02/01/2022
Omnia Partners	2019.001919	12/31/2024
Education Service Center, Region 20 (Texas)	19015	04/01/2023
Education Service Center, Region 8 (Texas)	200703	09/30/2023
Education Service Center, Region 14 (Texas)	11-42	07/31/2023
Education Service Center, Region 19 (Texas)	20-7382	09/30/2021
Goodbuy Purchasing Cooperative (Texas)	2020-041	04/30/2021
Cooperative Educational Services (New Mexico)	17-019N-C102-ALL	04/15/2021
S.E. Florida governmental purchasing Cooperative group	19-D-112F	11/30/2025
Choice Partners (Texas)	17/045KC R2	07/17/2022
Cooperative Purchasing/eMACS Support (Montana)	SPB19-0142T-A	09/30/2021

Tab D TECHNICAL PROPOSAL

Tab D TECHNICAL PROPOSAL

This section should constitute the major portion of the submittal and must contain a narrative in specific response to the specifications outlined in Section 5.0 –Scope of Work.

Failure to provide written response to items indicated in this section will be interpreted by NCTCOG as an *inability* by the firm to provide the requested product, service or function. NCTCOG encourages vendors to be creative when developing their proposals for the requested goods and or service(s). Designate specific contact person(s) for the following phases: (1) bid process (2) contracting process (3) contract administration (primary point of contact for receiving orders from Participating Entities.

TSCTI's proposed methodology is based on a dedicated service delivery model, leverages its best resources to fully support the mission and objectives of the NCTCOG. TSCTI will assign a Client Engagement and Delivery Office (CEDO) for the NCTCOG contract to provide regular and after-business-hours support. CEDO will empower TSCTI to respond quickly to all NCTCOG requirements and queries, with turnaround time as little as 24 hours for the requirements. CEDO at TSCTI is focused on adding values and delivering the temporary staff "whenever the client needs" through a deep understanding of the experience, skills and other details for successful deployment and project completion. CEDO ensures a perfect match with continuity at a place using an innovative, best in class 24x7x365 recruiting and deployment engine, complemented by internal teamwork to validate candidate and background, onboarding, candidate replacement, and timesheet management and administration. Our structured approach will deliver value across the NCTCOG's program while leveraging a combination of diverse recruiting mediums, a dedicated single point of contact with a backup, domain specific recruiters for multiple categories, routine performance monitoring/ reporting, and continuous improvement initiatives in order to achieve maximum results.

Here is a snapshot of what the NCTCOG can expect from TSCTI's CEDO for this contract.

For this contract, TSCTI will assign a dedicated single point of contact Mr. Sandeep Singh for the following phases: (1) bid process (2) contracting process (3) contract administration (primary point of contact for receiving orders from Participating Entities.

Our complete solution for the NCTCOG includes the following deliverables that make up the overall operation of the NCTCOG's program which covers all the aspects of Section 5: Specifications.

Contract Initiation

According to our Quality Project Implementation Process, TSCTI begin the contract with a kickoff session with the NCTCOG to introduce our team and set the stage for our partnership. During this meeting, we will discuss the NCTCOG's objectives for the program to determine the services required to best meet the objectives. Also, we determine the nature and scope of the work. As our management approach is proactive, we conduct needs assessments to assess the business environment to ensure that all necessary controls are incorporated into the scope. TSCTI analyzes the business needs/ requirements in measurable goals; reviews the current operations; and analyzes the costs and benefits, which includes creating a detail overall budget.

Recruitment

To ensure that the qualified staff is available to NCTCOG in all situations, TSCTI will use its proven proactive and reactive approaches, processes, and tools practiced for over two decades. TSCTI will build a customized staffing program to meet the preferences of the NCTCOG. In addition to our current pool of employees in the local region, we will develop a targeted and proactive recruitment plan based on NCTCOG's specific staffing needs to build a pipeline of qualified candidates to leverage as staffing needs arise. Our staffing programs are customized by client, and a great deal of time is spent during implementation understandings client's needs for temporary staff (typical skill sets requested, frequency, length of notice, length of the assignment, quantities, and seasonal fluctuations) to anticipate changes and develop the most effective recruitment and engagement plan.
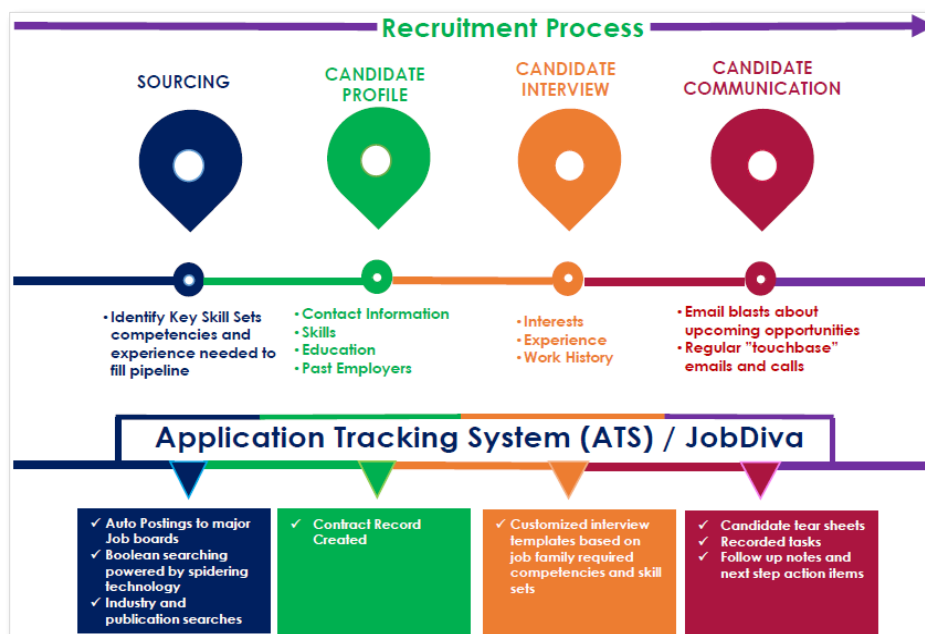
Outlined below is the summary of TSCTI's sourcing channels for handling NCTCOG's staffing needs.
- **Current Staff:** TSCTI has a staff of over 10000 people experienced in various skillset throughout the US with numerous consultants placed on different contracts with the State of Texas. TSCTI regularly

checks the project end dates of these consultants and submit those, whose projects are going to end. This allows us to quickly validate both a skill and culture fit and reduce time to fill.

- **Employee Referrals:** One of our best sources of exceptional talent is employee referrals. These are often passive candidates who cannot be found on job boards (have not posted their resume or qualifications). Our employee referral program offers employees a cash reward for referring their friends and associates for a position for which they are qualified and eventually placed.
- **Internal Resume Database:** TSCTI has an internal resume database of more than 5M pre-screen resources across the US along with 14,000+ staff local to the state of TX, which is growing every day as we work proactively on building database after understanding our client's requirements.
- **Local Career Source and Workforce Organizations:** TSCTI has done partnership with the number of career source, workforce organization and employment unions (like local 40), which always help us to place staff at client-site within 24 hours of requirement.
- **Local Employment Posting Papers and Websites:** We understand that many clerical, administrative and industrial candidates review free employment-related websites (e.g. Craigslist) and papers that can be found in local establishments and many support organizations, missions, and restaurants and we post on these sources.
- **Community Colleges:** Much skilled personnel is being trained through local community colleges and trade schools. We find that advertising and working with internal employment offices can be an excellent source of applicants who are looking for employment opportunities
- **Local Job Fairs:** In addition to selected advertising in local media, TSCTI's recruiting/management team sponsors and participates in regular job fares, hosts recruiting open houses, saturates local markets with recruiting and referral fliers, and works closely with state and local job-assistance agencies to ensure every possible sourcing option is pursued. Additional examples include multi-lingual job postings and diversity-based referral bonus programs.
- **Online Job Boards:** TSCTI uses all the common job boards such as Monster, Career Builder, Indeed.com, and Hot Jobs, as well as specialty job boards for niche or highly skilled positions. Our Career Builder account is cross-indexed with several newspapers throughout the nation so that both print and online advertising is created. With an initiative of placing out-processing military personnel and veterans, TSCTI solicits its services through TurboTap.org, HelmetstoHardhats.org, HireVetsFirst.gov and Military.com, etc.
- **Social Networking Sites:** As social and professional networking sites continue to gain popularity, TSCTI's proactive recruiting strategy maximizes the use of social networking sites such as LinkedIn, Facebook, and Twitter to connect with untapped pools of potential candidates. This medium is also successful in generating referrals.

Candidate Pre-Screening

TSCTI implements a robust screening and selection process of personnel before assigning them to any NCTCOG's project or position and this process starts from resume qualification. Whenever any requirement received from the NCTCOG, the Account Manager (AM) discuss the job description with the Recruitment Manager (RM) and prepares the draft for internal recruitment purpose. Purpose of evaluation criteria is to identify whether the applicant has eligibility to work under a particular project or not. For the evaluation purpose, recruitment official set up a framework of certain "Must Have" according to the job requirement. Screening at TSCTI initiates with the resume evaluation. Whenever any requirement is open, our RM follows a comprehensive approach to source the best resumes for the positions and evaluate the resumes by following the key elements of resume evaluation is given below.

Resume organization	• Is the resume presented in professional manners?
	• Is the information organized clearly and logically?
Dates of Employment	• Is the resume up to date?
	• Does the personnel currently have job or project?
	• What is the length of each job or project held?

	• Are there substantial gaps in the time between jobs?
Experience	• What is the nature of an overall length of candidates' projects? • Is there any explanation of previous projects and associated responsibilities? • Did the candidate have experience in a domain, tool, and platform (if required any)? • Did the candidate has use of all skills in previous/recent jobs that are requested by the client? • Is there any Considerable career shift to or from the requested job profile?
Education and Certification	• Is the candidate has requested education or degree? • Is the candidate has requested certification? • Is the candidate has requested a license?

Once the resume is evaluated, the recruitment team starts conducting initial screening with personally sourced through the resume evaluation process. Initial screening is the process of validating the applicant's information by communicating the information provided by a candidate on their resumes. During this phase, the recruitment team tries to identify the qualified candidates through "**Must Have**" framework. The must-have framework is focused on validating the information that is Required, Desired and Essentials for a successful placement. Standard **"Must Have"** framework table is provided to the right side:

Past, current and preferred location	Y	N
Recent experience	Y	N
Functional area & responsibilities	Y	N
Level/ Role	Y	N
Availability	Y	N
Total Experience	Y	N
Industry	Y	N
Similar projects	Y	N
Education	Y	N
Pay Rate	Y	N

"Must have" Framework is set up after a deep analysis of the requirement and it covers each part of a project for a successful placement. Job applicants who meet the **"Must Have"** framework only considered for the further testing process; the candidate does not meet any requirement given in "Must Have" framework we never move forward with that candidate. Recruitment Team prepare the list of top-rated candidates from Initial screening and share the report with "Testing Panel" for further testing of the candidate. "Testing Panel" is the group of TSCTI's employees with similar experience as given in job requirements.

Testing Panel focuses on the following testing as given below.
- **Experience Test:** In this testing phase, Testing Panel discuss candidates' past experiences—accomplishments and challenges alike—to discover skills that will enable them to thrive at client project. In this phase Testing Panel identifies most important past experiences in a detailed way, focusing on the candidate's specific role and key actions that can critical to success.
- **Case Test:** TSCTI believes that the best way to assess candidate problem-solving skills is to discuss a real Client's business problem with the candidate, this case interview helps us to understand that how a candidate can:
  o Structure a tough, often ambiguous, business problem
  o Decide which issues are important to focus on
  o Deal with facts and data—and their implications (numerical and otherwise)
  o Formulate conclusions and recommendations to solve the problem
  o Articulate your thoughts during a fast-moving discussion
- **Problem-solving Test:** As a complement to our case interview, we ask the candidate to take a multiple-choice test to demonstrate their analytical skills. It consists of questions, based on real client cases, with no business background required.

Testing
Committed to providing the most qualified and skilled staff, TSCTI utilizes the most advanced and highly

efficient software testing programs available to analyze and test skills on numerous programs. The assessments (upon request) are administered through online testing tools such as Brainbench, IKM Teckchek, and Kenexa Prove It!

Our testing tools are customized to each service line to mirror a common workplace, providing applicants with a realistic preview of the job, and TSCTI with a realistic preview of the applicant's abilities. Based on the needs of the Client's position and each candidate's reported skill sets, we administer tests carefully targeted to determine the best available match for most any Client-specific position.

TSCTI understands the importance of a workforce capable of communicating across borders. For that reason, we offer evaluations that can assess candidates' skill proficiencies in 50+ languages. The NCTCOG can have candidates complete both spoken and written tests as required by your skills sets:

- **Spoken Language Evaluation** – Assesses a candidate's ability to verbally communicate in the target language, through conversation with a certified language proficiency tester. The conversation is tape-recorded; with questions asked that assess the ability to speak the standard form of the target language without using another language or slang.
- **Written Language Evaluation** – Comprises questions that require a written response in the target language, dealing with professional writing situations that are typically encountered in formal and informal business environments.

Other evaluations include:

- **Financial/Accounting** – We offer more than 30 assessments that cover Payables, Receivables, Bookkeeping, Accounting, Financial Analysis, General Ledger, Payroll, Reconciliations, Audit, Budget Officer Skills, Bank Teller Skills, Loans and Financial Math, among others.
- **Administrative/Clerical** – Assessments include Word, Windows, Access, Excel, Internet Explorer, MS Project, Outlook, and PowerPoint. We also offer specialized office assessments for accounting or legal office skills. We offer an evaluation methodology for Microsoft Office Suite applications that adapts to the level of your candidate's skill. Posting easier questions for wrong answers, and more difficult ones after every correct response, allowing the system to accurately determine skill level in fewer responses.
- **Laborer and Skilled Trades** – Assessments include Light Industrial Skills Analysis (LISA), Color Vision Evaluation, Purdue PegBoard, Assembly & Matching, Units & Conversion, Pick & Pack, Ruler – English/Metric Units, Wholesale Distribution Knowledge, Mechanical Comprehension Evaluation, Count & Stack, General Maintenance, Safety, Basic Warehouse Knowledge, Shipping and Receiving. Whatever hard skills your job may require, TSCTI can provide assessments to deliver employees with the skills needed to hit the ground running.
- **Laboratory and Scientific** – This is a vast and complex labor category. As such, we customize candidate evaluation and screening based on client specific needs. Our specially trained and experienced recruiters will work closely with the NCTCOG to customize candidate evaluation and screening criteria, ensuring they meet the specific requirements of your assignments, projects, and environment. Every evaluation begins with a thorough review of technical education, professional credentials, and applicable work experience, followed by a detailed technical interview with an Engineering Recruiter to thoroughly explore their past technical work experience.

Background and Drug Screening

TSCTI works with clients to establish business rules and customize the background check process that meets our Client's requirements. Once a candidate is being selected by the Client, an independent third-party agency performs a background check on the selected candidates. The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in our Background Check Policy. We notify the Client in writing regarding the result of the background checking conducted for a candidate. The candidates successfully clearing the background check to proceed to join the Client's

project.

TSCTI's partner with Sterling Talent Solutions, HireRight, CareerBuilder Employment Screening, and Quest Diagnostics to perform a variety of background checks at a local, county, and state level, including:

- Academic Record Check
- Civil Litigation Check
- Credentials Check
- Criminal Record Check
- Database Check
- Emerging Background Checks
- Employment Eligibility Check
- Identity Check
- Reference Check
- Residence Check
- Social Security verification
- Social Media Check

If requested by the Client, TSCTI conducts electronic drug screening and 10-panel drug test which includes:

- Amphetamine
- Barbiturates
- Benzodiazepines
- Cocaine
- Cannabinoid
- Methadone
- Methamphetamine
- Methaqualone
- Opiates such as heroin, codeine, and morphine
- Phencyclidine or PCP
- Propoxyphene
- THC (Marijuana)

Screening	Approach/Assessment Method
Employment Reference Checks	Our first Point of Contact is the HR of the previous employer and many more questions. If the HR does not respond to two email follow-ups (roughly 3 days), then TSCTI contacts the Reporting Manager (RM) if available. TSCTI will contact the RM on his/her Landline number. If the landline is not available, then the associate would contact on the mobile number. Where the associate contacts RM on the mobile number, details of Landline and official email id to be procured from the RM. On receipt of mail confirmation, the TSCTI will validate the output with the following • Name & Employee ID • Designation & Tenure • Exit formalities are completed or not • Whether the Candidate is eligible to re-hire or not and many more After validating the output, the TSCTI will update the same to the client
Drug/Alcohol Screening	Our candidates are subjected to compulsory 10 Panel pre-employment drug screening. Following are the important steps followed in this regard: • The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in the Drug Policy. • The drug screening consists of the collection of a urine sample from the candidate under the supervision of a clinical laboratory technician. • Each urine sample is analyzed for the presence of banned drugs by an independent laboratory contracted by TSCTI to provide such services. • An independent laboratory meeting DEO requirement for collection, security, screening and transportation, storage and analysis and certified by the College of American Pathologists, Athletic Drug Testing (CAP-ADT) will test the samples. • The laboratory reports all test results to TSCTI. • TSCTI reviews the results to determine which, if any, of the screenings are considered positive as reported by the independent laboratory. • A positive result is defined as a urine sample revealing the presence of one or more of the banned drugs or metabolites. • TSCTI notifies the client in writing regarding the result of the drug screening conducted for a candidate. In addition, we may conduct drug screening during the employment term of temporary staff.
Local Record Check	TSCTI representative will make a visit to the police station whose

	jurisdiction covers the current address in the last seven years of the applicant to confirm whether the applicant's name figures adversely for any of the reason mentioned above in the police records. TSCTI also gets the records maintained by the Department of Justice (DOJ) pertaining to the identity and criminal history of the consultant.
State Criminal Record Check	TSCTI representative will search in the world check website to confirm whether the applicant's name figures adversely from more than 250 database checks like money launderers, fraudsters, terrorists and sanctioned entities, plus individuals and businesses from over a dozen other categories.
FBI Fingerprint Check	We conduct national criminal fingerprint background investigations for foster care professionals and adoptive parents, relatives, birth parents and adult household members for private child placing agencies and local departments of social services.
Sex Offender Registry	TSCTI uses Sex Offender and Crimes Against Minors Registry including the Public Notification Database, is based on the Virginia General Assembly's decision to facilitate access to publicly-available information about persons convicted of specified violent and sexual offenses.
E-verify – Right to Work, SSN	TSCTI utilize E-Verify which is an Internet-based system that compares information from our Form I-9, Employment Eligibility Verification, to U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) records to confirm that the candidate is authorized to work in the United States. Once the candidate accepts an offer of employment and complete Form I-9, TSCTI takes the information from Form I-9 and enters it into E-Verify. E-Verify compares the information against records available to DHS and provides the employer with a case result within 3 to 5 seconds.
Child Protective Services Check	We search of another state's records of reported child abuse and neglect cases that identifies people who have been found to have abused or neglected a child. These searches are requested on individuals as part of the process of a home being verified or approved for foster care or adoption. Additional checks that we do for the child protective services, if applicable: • Adult Protective Services (APS). • Child Care Licensing (CCL).
DMV Check	TSCTI has specific methods to monitor driving records and abstracts through motor vehicle check which comes under Background Check test of candidate. We also have tie up with various third-party vendors to cross verify employee driving abstracts and records. Moreover, in our driving records, we use to check whether the candidate have any accidental record or not.
Physical Examination	TSCTI perform physical examination and Screen for diseases, assess risk of future medical problems; encourage a healthy lifestyle; update vaccinations and maintain a relationship with a health care provider in case of an illness.
Verification of Degree /Certification/License	TSCTI will first try to reach out to the college wherefrom the candidate has completed the course. The request for confirming the educational details of candidates shall be raised in four modes. Personal Visit to Educational Institutions, Courier, Email or Fax. On receipt of BGV form, the TSCTI will initiate verification request to the educational institution with the below-mentioned details, Name of the candidate, roll number, Year of complete education, Stream of study, Name & Designation of the person providing confirmation

Employment Verification

TSCTI uses its Applicant Tracking System, JobDiva to verify employment eligibility and create the Form I-9. JobDiva allows our branches to confirm an employee's legal eligibility to work in the U.S. After verifying an employee's identity with the appropriate documentation and completing the Form I-9 electronically in the employee's presence, we auto-verify each employee's Form I-9 information directly with the Department of Homeland Security (DHS) and the Social Security Administration (SSA) through E-Verify. If an employee is not authorized to work in the US, TSCTI follows the government's strict process for resolving any issues or, denying employment.

Onboarding

Once a candidate has been interviewed and selected by the Client, the candidate begins the onboarding and orientation process. TSCTI offer its Clients options for onboarding and orientation, including a standard version as well as programs adapted to Client's specific location, or business environment. TSCTI's standard orientation for new employees includes an overview of our Employee Handbook, which is received and acknowledged by every temporary employee to indicate their review and understanding of our policies and procedures. Examples of content include information on TSCTI's Commitment to Safety and Quality, Equal Employment Opportunity, Drug Free Workplace and policies on Harassment, Weapons, and Workplace Violence. In addition, TSCTI will ensure that the temporary staff has read and understood the orientation material provided by the NCTCOG if any. Upon completion of the orientation, all our consultants will be "ready" (according to the NCTCOG's standards) to start their assignments.

NCTCOG Focused Orientation

TSCTI will develop a customized assignment guide to distribute and discuss with each temporary employee assigned to the NCTCOG. The assignment guide will include items such as directions to NCTCOG's facility, work hours, dress code, safety rules, absence notification procedures, as well as information on NCTCOG organization such as values and ethics policies, business objectives, and strategy. The orientation process might also include:

- Drug testing and background checks
- Safety expectations and testing
- Attendance rules
- Timekeeping and tracking practices
- NCTCOG's policy acknowledgment
- Equipment management, from badges to distribution of personal protective equipment

Quality Assurance and Control

TSCTI defines quality as the ability to establish ongoing relationships by providing processes and continuously improved services to better satisfy the needs of our clients and our employees. Our goal is to deliver services in accordance with our clients' requirements and expectations and to provide a work environment that positively contributes to our employees' well-being. Currently, with D&B open rating of 93, we are providing high-quality services with a huge level of C-Sat to over 300 government agencies across the nation.

Our proven "Quality project implementation process", which will be utilized for NCTCOG's contract is as described below:

I. **Initiate:** We begin with a kickoff session with NCTCOG at contract award to introduce our team and set the stage for our partnership. During this meeting, we discuss NCTCOG's objectives for the program to determine the services required to best meet the objectives.

II. **Plan:** During this critical step, our team clarifies the client's needs and gathers any information needed to design the program. This may be completed during the initial call/meeting. During this phase we:

- Identify NCTCOG's service preferences as well as any service gaps that may exist in the current program
- Develop a timeline for deployment
- Identify requirements and processes for ordering, screening, invoicing, reporting, communications, orientation, safety, and problem resolution
- Develop transition and recruiting plans

III. **Execute:** During this phase, we launch the program, and verify the following:
- All planned program features are deployed
- Communications to all stakeholders'/end users are executed
- Assignment/Service Transition to TSCTI is initiated and completed (if applicable)
- Program training is executed for Client's stakeholders and contingent labor as needed

IV. **Monitor and Control:** After launch, TSCTI team verifies the implementation is complete to the NCTCOG's satisfaction and all parties understand their role in the program. As orders are placed and assignments are filled, the TSCTI team reviews the processes and make adjustments as necessary to increase efficiency. We track program metrics to ensure services are delivered as required.

V. **Close:** In the Closing phase of the project, TSCTI conducts lessons learned session with the Client if needed to identify successes, opportunities, and verify each parties' understanding of required reports, communications, and escalation processes for the ongoing program.

To enhance our program after implementation, TSCTI has a formal quality system in place. The TSCTI Quality Management System (TQMS) is our global quality system—focusing on the processes, measures, and continuous improvement methodologies that will ensure service excellence and measurable value to the NCTCOG. TQMS is based on ISO 9001 criteria and integrates quality methodologies including Lean and Six Sigma. To measure Client satisfaction, we rely upon E-mails, Web-based surveys, and Client satisfaction forms. A complete description of customer satisfaction strategies is described as following:

- **Key Performance Indicators:** At project onset, we work with the Clients to define performance objectives and develop meaningful ways for clients to track our results. We keep an open line of communication with the Clients to verify we are meeting the expectations, address any issues proactively, and discuss continuous improvement options to increase efficiency. We understand the importance of providing clients with accurate, timely, and relevant data to help run the business and assess the effectiveness of our service. Our key performance indicators are provided at no additional cost in an easy-to-use, flexible, and understandable format:

QUALITY CONTROL KPIs	
KPI	**Measures**
Delivery %	Ability to deliver the number of employees requested
Unfilled Order %	Orders TSCTI was unable to fill
Canceled Order %	Orders canceled by the client
First Day Punctuality %	Employees who arrived on time on the 1st day
No Call/No Show %	Employees that did not report to work on the 1st day
Replacement %	Orders that required a replacement employee
On-Time Delivery %	Placements filled by the agreed-upon start date
Satisfactory Performance %	Customer satisfaction with an employee's performance
Turnover %	Ability to manage turnover and drive performance
Turnover & Satisfactory Performance Detail	Reasons why orders closed and client feedback on employee performance

- **Customer Satisfaction Assessment Report:** Client-care team at TSCTI get in regular touch with the Client's project supervisor to get the status of employee performance during and after the assignments. We regularly send a Customer Satisfaction Assessment Report to our clients on a regular interval of

time for getting it signed by them which describes our employees' performance at the client site.

- **Business Reviews:** Provide us with a regular opportunity to review our mutual expectations and performance, resolve problems, exchange information, identify opportunities for improvement, and explore new facets of our business relationship. Business reviews are conducted by our Account Manager (AM) on an interval as determined by the Client.

Timesheet Management and Invoice Generation

Our **timesheet approval** or expense approval process ensures that an employee timesheet is checked and approved by the authorized project manager, supervisor or other designated person. This makes sure that the temporary employee works in accordance with the client policy and report the work done correctly for proper invoicing and billing.

Two types of approvals are supported by TSCTI in our timekeeping system, **OfficeClip**. Manual approvals allow employees to route the timesheet or expense manually to their supervisor. This is useful when there is no designated project manager or supervisor for the employee, or when the organization is set up without requiring any formal approvals. Automated approvals allow us to set up one or more authorized individuals to provide approval for each employee. These individuals may be a project manager, account manager, supervisor, or any other designated person.

Our billing department works in conjunction with our front and back office teams to ensure billing processes and procedures are clearly communicated and supported. As a standard, TSCTI submits separate and distinct invoices per temporary employee. However, TSCTI is open to the NCTCOG requirements and can meet the invoicing and billing criteria, as specified in the RFP. The figure provided depicts TSCTI's invoicing process.
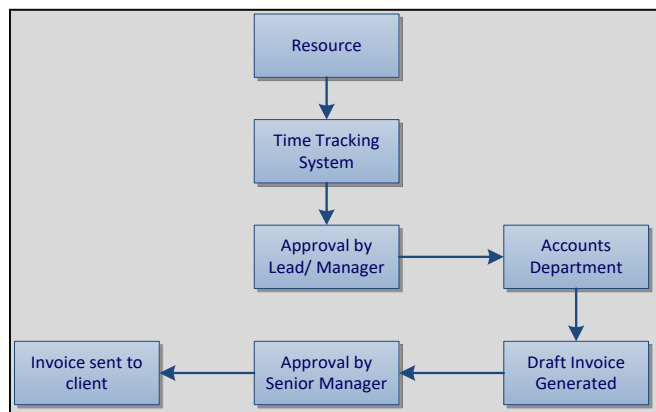
Tab E REFERENCES

Tab E REFERENCES

Include at least three recent references for customers (preferably public agencies) for whom you have provided similar services. Please include the organization's name, address, contact person, phone number, and email address for each reference. NCTCOG reserves the right to contact or visit any of the Respondent's current and/or past customers to evaluate the level of performance and customer satisfaction.

Below TSCTI has provide list of three recent references where we have provided similar services:

Reference 1:
Organization's name: Housing Authority of City of El Paso, TX
Address: 5300 E Paisano Dr, El Paso, TX 79905,
Contact Person: Patricia Guerra
Phone Number: O: (915) 849-3729 | F: (915) 849-3720
Email address: pguerra@hacep.org

Reference 2:
Organization's name: Wayne County Airport Authority, MI
Address: 11050 Rogell Drive, Bldg. 602 Detroit, MI 48242-5004
Contact Person: Faisal Shakeel
Phone Number: 734-941-8912
Email address: Faisal.Shakeel@wcaa.us

Reference 3:
Organization's name: County of Santa Barbara, CA
Address: 4430 Calle Real, Santa Barbara, CA 93110
Contact Person: Travis Spier
Phone Number: 805-681-5626
Email address: tspier@cosbpw.net

Tab F PROPOSAL PRICING

Tab F PROPOSAL PRICING

Respondents should furnish a proposal that specifies a pricing model(s) that will apply to all orders placed under this contract. The pricing models(s) can be based on quantity or a flat rate across the board. Please provide a current suggested list pricing (rate card) for the goods and or services that you intend to provide in your proposal (Exhibit C).

<div align="center">

Exhibit C:
Cost Proposal

</div>

The cells highlighted in yellow permit data entry. Please DO NOT make changes to any other cells. Any such modifications may result in the disqualification of a price proposal at the sole discretion of the RFP evaluation team.

The workbook contains four (4) separate worksheets in addition to this instructional page:
2 - Base Price Proposal;
3 - Market Basket Price Sheet;
4 - Market Basket Job Description;
5 - Remuneration.

The following instructions are to be used when completing the Cost Proposal worksheet within this workbook. Should you have any questions, comments, or need clarification regarding this workbook, please contact:

Contact: Craigan Johnson
Phone: 817-965-9186
E-mail: cjohnson@nctcog.org

Worksheet	Instructions
2 - Base Price Proposal	For each cell highlighted in yellow, provide a fixed cost for the requested fee in the requested format. For **Proposed Markup Fee**, provide the amount in a percentage (%) of the total base staffing rate, that the Proposer will charge above and beyond the base staffing rate for each temporary staff member engaged based on the categories provided. For **Proposed Conversion Fee**, provide a fixed cost in dollars ($) that the Proposer intends to charge for conversion of the engaged temporary staff member to permanent employment based on the categories provided.
3 - Market Basket Price Sheet	For each cell highlighted in yellow, provide a fixed cost for the base staffing rate to be charged for the position requested based on the job descriptions provided in Worksheet 4. The cost provided should NOT include the Proposed Markup Fee but should reflect the total base cost for the position being requested based on the requirements in the RFP.
4 - Market Basket Job Description	This worksheet contains job descriptions for each of the Market Basket Jobs in Worksheet 3 - Market Basket Price Sheet. Proposer(s) are to use these job descriptions in determining the base rate to be provided for each position in Worksheet 3.
5 - Remuneration	Provide a reasonable and fair market **Administrative Fee**, in the form of a percent of cost, that will apply to all contracts resulting from the RFP and will be remitted by the awarded Contractor(s) to NCTCOG on a quarterly basis, along with the required quarterly reporting.

Exhibit C Continued
Worksheet 2- Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Customer/Community Services	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Finance/Accounting	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
General Labor/Maintenance	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Planning/Program/Project Management	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Professional/Management Services	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Technical	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee

Exhibit C Continued:

Worksheet 3- Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	$24.20
Senior Administrative Assistant	Administrative/Clerical	$27.50
Clerk	Administrative/Clerical	$19.80
Receptionist	Administrative/Clerical	$22.00
Secretary	Administrative/Clerical	$24.20
Code Enforcement Officer	Customer Service/Community Service	$35.20
Volunteer Coordinator	Customer Service/Community Service	$27.50
Accounting Technician	Finance/Accounting	$27.50
Accounts Payable	Finance/Accounting	$29.70
Auditor	Finance/Accounting	$31.90
Fiscal Analyst	Finance/Accounting	$27.50
Payroll Administrator	Finance/Accounting	$29.70
Senior Accountant	Finance/Accounting	$31.90
Crewleader	General Labor/Maintenance	$17.60
Custodian	General Labor/Maintenance	$15.40
Heavy Equipment Operator	General Labor/Maintenance	$27.50
Laborer	General Labor/Maintenance	$16.50
Maintenance Worker - Parks	General Labor/Maintenance	$19.80
Maintenance Worker - Streets	General Labor/Maintenance	$20.90
Utilities Technician	General Labor/Maintenance	$27.50
GIS Technician II	Technical	$56.10
Network Administrator	Technical	$62.70
Network Specialist	Technical	$71.50
Web Developer	Technical	$64.90

Exhibit C Continued:

Worksheet 4- Market Basket Job Descriptions

Administrative/Clerical

1. Administrative Assistant

The purpose of this position is to provide advanced administrative and clerical support to a respective department, managerial staff and/or director. This is accomplished by providing customer service to the agency membership, public and staff; processing information; organizing committee, public, and staff meeting activities; coordinating travel arrangements; implementing records management services; and coordinating special events. Other duties may include coordinating work assignments of others and serving as a departmental representative.

2. Senior Administrative Assistant

The purpose of this position is to provide complex administrative and clerical support to a respective department, managerial staff and/or Director. This is accomplished by providing customer service to the agency membership, the public and staff; processing information; directing committee, public, and staff meeting activities; coordinating travel arrangements; overseeing departmental records management services; coordinating special events; participating in the department's program development and implementation; and managing a specific administrative program(s) or project(s). Other duties may include coordinating tasks and serving as a departmental representative.

3. Clerk

Incumbent follows a few clearly detailed procedures in performing simple, repetitive tasks in the same sequence, such as: data entry; filing pre-coded documents in a chronological order; distributing materials; compiling routine reports; and greeting visitors. Little or no subject matter knowledge is required. Education: High School/GED diploma; Experience: None.

4. Receptionist

The purpose of this position is to manage the switchboard and visitor reception area and to maintain the agency master mailing list. This is accomplished by answering the multi-line telephone switchboard and directing calls to appropriate staff; providing information on departmental functions; greeting incoming visitors and directing them to their destination; updating and posting the agency's meeting schedule; and updating the agency master mailing data base.

Other duties include receiving, sorting and distributing agency deliveries; maintaining the agency cash box for the Regional Information Center; providing clerical assistance to the Public Affairs Department and the Assistant to the Executive Director; and serving as backup in the Regional Information Center.

5. Secretary

Performs basic secretarial functions. Composes and types routine correspondence; prepares and maintains records and documents required by the department or city; compiles and summarizes data for reports. Answers phones and directs calls and visitors. Education: High School/GED diploma; Experience: None; Typing: 35 wpm.

Customer Service/ Community Service

6. Code Enforcement Officer

Performs a variety of code enforcement inspections on public and private property. Investigates citizen complaints regarding potential code violations pertaining to nuisances, sewage, trash, debris or related unsanitary conditions. Investigates complaints of property, zoning, and vehicle code violations, and high grass and overhanging limbs. Issues citations, notices or abatements as necessary. Education: High School/GED diploma; Experience: None.

7. Volunteer Coordinator

The purpose of this position is to develop and maintain a comprehensive network of Aging vendors for services including, but not limited to, homemaker, respite, residential repair, and emergency response services. This is accomplished by recruiting vendors as needed to ensure clients in all parts of the service area have choice of at least two vendors; reviewing vendor/contractor applications and files to ensure completeness; providing technical assistance to prospective and current vendors; performing quality assurance activities to ensure vendors' compliance with applicable rules and regulations; working with vendors to resolve grievances or develop corrective action plans as needed; approving vendors' invoices for payment; monitoring vendors' expenses to ensure they fall within spending targets; and monitoring key performance measures for vendored services to ensure they fall within performance targets.

Finance/Accounting

8. Accounting Technician

Performs basic accounting-clerical functions such as routine posting or balancing, filing, calculating, and other bookkeeping/accounting operations. Education: High school diploma/GED; Experience: one to three years of accounting clerical experience.)

9. Accounts Payable

The purpose of this position is to administer and maintain procedures required to meet a weekly processing of payments. This is accomplished by processing account payable, monitoring invoices, and mailing out account payable checks. Other duties include maintaining journal entries and wire transfers and providing filing and mailing services. This position is also responsible for insuring A/P check run is completed each week on schedule.

10. Auditor

The purpose of this position is to ensure monitored programs achieve intended results, resources are used effectively, waste, fraud and abuse are minimized and that timely information is captured and reported. This is accomplished with minimal supervision, with moderate latitude for the use of initiative and independent judgment. The Specialist will perform most aspects of fiscal monitoring. This process includes assisting with planning and performing external and internal monitoring, analyzing financial records, conducting internal and field monitoring, preparing draft monitoring reports. Other duties include assessment of risk in various monitoring situations, providing desk reviews of subcontractors' annual audits, assisting Accounting staff and providing other related services to assure compliance with contract and fiscal responsibility. Position reports to the Audit Manager.

11. Fiscal Analyst

The purpose of this position is to assist in the maintenance of the fiscal aspects of funded programs as assigned. This is accomplished by preparing budgetary reports as part of the agency-wide budget process as well any budget process required by the funding agencies. Additionally, this position is responsible for preparing and/or approving related expenditures, maintaining automated accounting systems, preparing and/or reviewing financials for funding agencies, attending applicable and relevant program meetings, and assisting in contract compliance and negotiations. Other duties include administering management reports for the programs.

12. Payroll Administrator

The purpose of this position is to administer company-wide payroll and employee benefits while assisting the HR department with related issues. This is accomplished by processing payroll, overseeing employee master files and benefits maintenance, providing labor statistic information to various departments and creating, maintaining and distributing various department specific report and information. Other duties include maintaining tax files and information and assisting the HR department in employee issues.

13. Senior Accountant

The purpose of this position is to manage the Grant Funds and Budgets under multiple funding sources and streams. This is accomplished by overseeing and administering purchase requisitions, timesheets and accounts payable vouchers; completing funding agency financial reports and billing statements to funding agencies, assisting with duties related to fixed assets for the Workforce Centers; and preparing monthly reports for management usage and analysis. Other duties   include reconciling the General Ledger accounts assigned or accounts specific to assigned grants, reviewing   requests for payments, assisting in the completion of CAFR's and providing various support duties for the department.

General Labor/Maintenance

14. Crewleader

Leads and participates in the work of crew performing equipment operations, manual labor and semi-skilled tasks in City Public Works projects. Education: High School/GED diploma, Experience: 3 years' experience.

15. Custodian

Performs a variety of routine cleaning tasks for buildings and surrounding grounds. Experience: None.

16. Heavy Equipment Operator

Responsible for the safe and efficient operation of heavy construction equipment such as front-end loaders, bulldozers, graders or heavy trenching machines. Education: High School/GED diploma; License/Certificate: Class A Driver's License; Experience: 2 years.

17. Laborer

Under immediate supervision, completes manual labor following basic routines in the construction, repair and maintenance of city services, facilities and grounds. Experience: 3 months.

18. Maintenance Worker- Parks

Performs semi-skilled duties in parks including equipment operation and maintenance and minor repair of buildings, parks, recreational, and other facilities. Education: High school diploma/GED; Experience: up to one year of experience related to maintenance and repair of municipal streets, utilities, parks, or equivalent.)

19. Maintenance Worker- Streets

Performs typically semi-skilled work in the maintenance and repair of streets, drainage ways, traffic signs, and gravel roads. Specific duties may include performing heavy physical labor including lifting, carrying heavy objects, shoveling,   raking, and pushing asphalt; clearing and cleaning roadsides, gutters, culverts, and other drainage facilities; and   participating in the removal, repair, and replacement of storm drainage pipes. Education: High school diploma/GED; Experience: up to one year of experience with trucks, light equipment and general maintenance. May require Class A or B driver's license.)

20. Utilities Technician

Performs and often leads other staff in a variety of semi-skilled and skilled activities regarding the repair and maintenance of commercial and residential utility services and distribution systems. Assists utility crews and contractors in utility shut downs and repair projects. May install utility distribution lines. Participates in the location of utility main lines and valves. Education: High School/GED diploma; Experience: 1 year.

Technical

21. GIS Technician II

The purpose of this position is to provide advanced GIS and technology support to the Department and Agency. This is accomplished through the use of a myriad of PC-based or web-based applications including GIS, Internet, and other technology initiatives. This position also provides project management support through the direction and organization of resources and technologies.

22. Network Administrator

The purpose of this position is to manage the daily administration and user support of the agency computing system/network, including networking to remote offices. This is accomplished by maintaining network servers, routers, switches and other equipment, coordinating and overseeing installation of network-related hardware and software, providing network-related user support and monitoring network performance. Other duties include defining network- project goals and ensuring data integrity.

23. Network Specialist

The purpose of this position is to provide technical equipment, software, advice and support. This is accomplished by planning and implementing the provision of technology infrastructure; providing tier 1 and tier 2 user technical support; training and assisting users in the use of equipment, software, and procedures; tracking resources and their usage and assignment; providing other support services as requested or required. Other duties include supervising the activities of vendors and contract staff and serving as an organizational representative on technology initiatives as required.

24. Web Developer

This position will have responsibility for creating and maintaining Agency website and associated customer web applications. Primary responsibilities include but are not limited to: programming to support existing Web sites, building new web applications, maintaining third party support applications such as web statistics and shopping cart software, applying consistent NCTCOG branding (look and feel) to all projects, managing all infrastructure configuration, creating, tracking and maintaining domain registration for the Agency, and project management for all program activities related to the creation and maintenance of a web site for NCTCOG or one of the member agencies. Type of work will include coding Web pages, including forms, for maximum usability and to ensure a high level of functionality and creating and maintaining databases as needed for Web site content and functionality. In addition, the developer will assist in maintaining Agency web servers, supporting Agency staff, and administering the Macromedia Web Publishing System.

Exhibit C Continued:

Worksheet 5- Administrative Fee

Description	Proposed Administrative Fee Rate (%)
Provide a reasonable and fair market **Administrative Fee**, in the form of a percent of cost, that will apply to all contracts resulting from the RFP and will be remitted by the awarded Contractor(s) to NCTCOG on a quarterly basis, along with the required quarterly reporting.	As guided in addendum #1 worksheet 5 is not applicable

Tab G REQUIRED ATTACHMENTS

Tab G REQUIRED ATTACHMENTS

Please include signed copies of all ATTACHMENTS (beginning with ATTACHMENT I) appended to the back of this solicitation document. All attachments must be submitted with the proposal, or the proposal may be disqualified as nonresponsive. If an attachment does not apply, please mark as "Not Applicable" and submit with the proposal.

ATTACHMENT I:
INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 6.

Name of Organization/Contractor(s):

22nd Century Technologies, Inc.

Signature of Authorized Representative:

Ena Gaddis-McKnight

Date: March 24, 2021

ATTACHMENT II:
CERTIFICATIONS OF OFFEROR

Name of Organization/Contractor(s):

22nd Century Technologies, Inc.

Signature of Authorized Representative:

Ena Gaddis-McKnight

Date: March 24, 2021

ATTACHMENT III:
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;

3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,

4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Contractor(s):

22nd Century Technologies, Inc.

Signature of Authorized Representative:

Ina Gaddis-McKnight

Date: March 24, 2021

ATTACHMENT IV:
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge or belief, that:

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

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

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

22nd Century Technologies, Inc.
_____

Signature of Authorized Representative:

Eva Gaddis-McKnight
_____

Date: March 24, 2021 _____

ATTACHMENT V:
DRUG-FREE WORKPLACE CERTIFICATION

The _22nd Century Technologies, Inc._ (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the _22nd Century Technologies, Inc._ (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statue in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statue or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

22nd Century Technologies, Inc.

Signature of Authorized Representative:

Eva Gaddis-McKnight

Date: _March 24, 2021_

ATTACHMENT VI:
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST

The undersigned certifies that, to the best of his or her knowledge or belief, that:

"No employee of the contractor, no member of the contractor's governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents".

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Name of Organization/Contractor(s):

22nd Century Technologies, Inc.

Signature of Authorized Representative:

Eva Gaddis-McKnight

Date: March 24, 2021

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

	OFFICE USE ONLY
This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.	Date Received
By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.	
A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	

1 Name of person doing business with local governmental entity.

Eva Gaddis-McKnight

2

☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

None

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

None

Amended 01/13/2006

Amended 01/13/2006

ATTACHMENT VII:
CERTIFICATION OF FAIR BUSINESS PRACTICES

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Name of Organization/Contractor(s):

22nd Century Technologies, Inc.

Signature of Authorized Representative:

Eva Gaddis-McKnight

Date: March 24, 2021

ATTACHMENT VIII:
CERTIFICATION OF GOOD STANDING
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

_____ ✓   The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

_____   The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Type of Business (if not corporation):   ☐   Sole Proprietor

                                           ☐   Partnership

                                           ☐   Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

Eva Gaddis-McKnight, Administrator
_____
(Printed/Typed Name and Title of Authorized Representative)

Eva Gaddis-McKnight
_____
Signature

Date: March 24, 2021_____

ATTACHMENT IX:
HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR DISADVANTAGED BUSINESS ENTERPRISES

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB companies should identify themselves and submit a copy of their certification.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
http://www.window.state.tx.us/procurement/prog/hub/

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606
http://www.nctrca.org/certification.html

Submitter must include a copy of its minority certification documentation as part of this solicitation.
If your company is already certified, attach a copy of your certification to this form and return with your proposal.

Indicate all that apply:

___✓___ Minority-Owned Business Enterprise

_____ Women-Owned Business Enterprise

_____ Disadvantaged Business Enterprise

ATTEST TO Attachments of Certification:

Eva Gaddis-McKnight
Authorized Signature

Eva Gaddis-McKnight   _03/15/2021_
Typed Name   Date

Subscribed and sworn to before me this _15th_ day of _March_ (month), 20_21_ in

Somerset (city), _Somerset_ (county), _NJ_ (state).

_____   **SEAL**

Notary Public in and for _Somerset_ (County),
State of _NJ_   Commission expires: _03/07/2022_

KULPREET SINGH
NOTARY PUBLIC OF NEW JERSEY
COMMISSION # 2396590
MY COMMISSION EXPIRES 3/7/2022

THIS CERTIFIES THAT

22nd Century Technologies, Inc.

* Nationally certified by the: **NEW YORK & NEW JERSEY MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 541511; 541512; 541513; 541519; 541330; 561110; 561320; 561330; 611430; 541611

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

08/04/2020	NY03913
Issued Date	**Certificate Number**

Adrienne Trimble

08/26/2021	Terrence Clark, President & CEO
Expiration Date	

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: http://nmsdc.org

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Mr. Muirhead
22nd Century Technologies, Inc.
220 Davidson Avenue
Suite 118
SOMERSET, NJ 08873-4024

RE: MBE/WBE/SBE Certification Affidavit No. 22871

Dear Muirhead:

Congratulations! Your firm has been certified by the North Central Texas Regional Certification Agency ("NCTRCA") as a Minority Business Enterprise (MBE) in accordance with NCTRCA MBE/WBE/SBE certification eligibility program requirements. Your Certification Identification Number is PMMB59872N0922. Your firm is certified as a MBE/WBE/SBE in the following areas:

NAICS 423430: COMPUTER AND COMPUTER PERIPHERAL EQUIPMENT AND SOFTWARE MERCHANT WHOLESALERS
NAICS 541519: OTHER COMPUTER RELATED SERVICES

This certification is valid for two years from the date of this letter or, unless and until it has been removed in accordance with NCTRCA MBE/WBE/SBE certification eligibility procedures. In order to remain certified, you must submit every two years, on the anniversary of your certification, a "No Change Affidavit".

A No Change Affidavit is a sworn affidavit affirming that there have been no changes in the firm's circumstances affecting its ownership or control, or any material change in the information provided in its application for MBE/WBE/SBE certification, including the support documentation. Any changes to contact information, ownership, and/or expansion of services must be communicated to the NCTRCA within thirty (30) days of the change. Failure to provide these changes could result in your firm being removed from the certified vendor database. The NCTRCA reserves the right to re-evaluate a firm's certification status at anytime that it determines such re-evaluation is warranted.

Thank you for your participation in the NCTRCA MBE/WBE/SBE Certification Program. Please contact me at 817-640-0606 if you have any questions or if I can be of assistance to you.

Sincerely,

Elicia Mitchell, MPA
Agency Director

If you have any questions please email us at nctrca@mwdbe.com.

NCTRCA
North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606 (Office)
(817) 640-6315 (Fax)
mail@nctrca.org
nctrca@mwdbe.com
https://nctrca.mwdbe.com

ATTACHMENT X

REQUEST FOR PROPOSAL/SOLICITATION LANGAUGE

FOR COMPLIANCE WITH THE

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities. Proposers shall certify its compliance with these requirements as part of their proposal response by completing the "Prohibited Telecommunications and Video Surveillance Services or Equipment Certification" included with the RFP Document. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

ATTACHMENT XI

PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT CERTIFICATION

This RFP and any resulting Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment.

Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g. phones, internet, video surveillance, cloud servers) include the following:

A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
C) Telecommunications or video surveillance services used by such entities or using such equipment.
D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country.

The entity identified below, through its authorized representative, hereby certifies that no funds under this RFP or any resulting Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

☑ The Respondent hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON:	*Eva Gaddis-McKnight*
NAME OF AUTHORIZED PERSON:	Eva Gaddis-McKnight
NAME OF COMPANY:	22nd Century Technologies, Inc.
DATE:	March 24, 2021

-OR-

☐ The Respondent hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: _____

NAME OF COMPANY: _____

DATE: _____

Exhibit A
Position Categories and Associated Job Titles*

This is not an exhaustive list of positions. This list is intended to highlight the variety of positions SHARE Members may utilize. Some of these positions will be outlined more in the Cost Proposal.

Administrative/Clerical:
Administrative Assistant
Clerk
Executive Assistant
Facilities Coordinator
Graphic Design Coordinator
Human Resources Coordinator
Human Resources Manager
Intern
Operations Manager
Plan Specialist
Procurement & Facility Coordinator
Program Manager
Receptionist
Secretary
Senior Administrative Assistant
Senior Business Development Liaison
Senior Human Resources Generalist
Senior Operations Specialist
Senior Operations Specialist Childcare
Senior Plan Specialist
Senior Program Manager
Senior Workforce Facilities Coordinator
Senior Workforce Planner
Special Projects Management Analyst
Special Projects Supervisor
Training and Development Coordinator
Training Support Specialist
Workforce Communications Spec. I
Workforce Development Manager
Workforce Planner II

Customer Service/Community Service:
911 Database Supervisor
911 Database Transition Specialist
911 Operations Specialist
911 Operations Supervisor
911 Program Coordinator
911 Program Manager
911 Systems Administrator
911 Systems Design Integration Administrator
911 Technical Operations Specialist
911 Technical Program Supervisor
911 Technician
Aging Supervisor of Contract Services
Aging Supervisor of Direct Services
Benefits Counselor
Case Manager
Child Care Manager
Code Enforcement Officer
Communications Coordinator
Communications Specialist I
Communications Specialist II
Communications Supervisor
Compliance Investigator
Early Childhood Specialist

Information Services Coordinator
Public Involvement Manager
Quality Assurance Manager
Quality Assurance Monitoring Supervisor
Senior Case Manager
Senior Quality Assurance Specialist
Volunteer Coordinator
Volunteer and Evidence-Based Programs Coordinator

Financial/Accounting:
Accountant
Accounting Manager
Accounting Services Specialist
Accounting Services Supervisor
Accounting Technician
Accounts Payable
Administrative Program Coordinator
Administrative Program Supervisor
Audit Manager
Auditor
Budget & Financial Reporting Manager
Business Development Manager
Chief Accounting Officer
Fiscal Analyst
Fiscal Data Analyst
Fiscal Manager
Grants & Contracts Administrator
Grants & Contracts Coordinator I
Grants & Contracts Coordinator II
Grants & Contracts Manager
Grants & Contracts Supervisor
Payroll Administrator
Senior Accountant
Senior Auditor
Senior Fiscal Analyst
Senior Grants & Contracts Coordinator
Supervising Senior Accountant
Transportation Fiscal Operations Supervisor
Transportation Accounting & Reporting
   Supervisor
Workforce Grants/Contracts Coordinator II

General Labor/ Maintenance:
Crewleader
Custodian
Heavy Equipment Operator
Laborer
Maintenance Worker- Parks
Maintenance Worker- Streets
Utilities Technician

Planning/Program/Project Management:
(Environmental Services)
Environment & Development Planner I
Environment & Development Planner II
Environment & Development Planner III

Environment & Development Technology
  Coordinator
Manager of Environment & Development
  Programs
Principal Transportation/Air Quality Planner
Senior Environment and Development Planner

(Transportation Planning)
Air Quality Operations Analyst II
Air Quality Operations Coordinator
Air Quality Operations Manager
Air Quality Operations Services Assistant
Air Quality Operations Services Assistant II
Project Engineer
Senior Transportation/Air Quality Planner
Senior Transportation System Modeler
Transportation Program Assistant II
Transportation/Air Quality Planner I
Transportation/Air Quality Planner II
Transportation/Air Quality Planner III
Transportation System Modeler I
Transportation System Modeling Manager
Transportation System Modeler II
Transportation System Operations Supervisor

Technical:
Audio/Video Computer Support Technician
Chief Technology Officer
Computer Support Technician
Counsel for Transportation
Data Applications Manager
Digital Media Specialist
GIS Application Developer
GIS Project Coordinator
GIS Technician II
Information Analyst Supervisor
Information Center Assistant
Information Security Officer
IT Applications Manager
IT Infrastructure Manager
Manager of Data Integrity
Manager of Research
Manager of Workforce Development Information
Network Administrator
Network Specialist
Research Associate II
Senior Database Specialist
Senior Information Analyst
Senior Network Administrator
Senior Research Associate
Senior Sharepoint Administrator
Solutions Analyst
Systems Engineer
Technology Support Coordinator
Web Developer

Exhibit B:
REQUEST FOR SERVICES TEMPLATE (EXAMPLE)

REQUEST FOR TEMPORARY STAFFING SERVICES

Organization: **Address:**	**Name of Contact:** **Phone:** **Email:**

Category of Requested Position:

Acknowledged and below we have provided a copy of your firm's service request

Specific Position Requirements:

How many desired positions? _____ **Full-time_____Part-time_____**

Desired Response Time: (defaults to 2 business days) _____

Start Date_____   **End Date_____**

Description of Assignment:

Critical Skills Needed:

Additional Information:

22nd Century Technologies, Inc.

IT Services & Solutions

ISO 9001:2008

CMMI LEVEL 3

www.tscti.com

The Agency is required to define the details of the request to include but not limited to:

1. Job Title	
2. Number of temporary staffing professionals needed:	
3. Requested Assignment duration:	
4. Ideal Start Date:	
5. Pay Rate:	
6. Bill Rate:	
7. Will CLP be required to work overtime?:	☐ Yes ☐ No
8. What will be CLP's work hours?:	
9. What will be CLP's lunch period?:	
10. Dress Code (Business Attire/Business Casual/Casual):	
11. Assignment location/Address with zip code	
12. Parking Accommodations:	
13. Will CLP be required to drive as part of their job duties:	☐ Yes ☐ No
14. Is background check required?:	☐ No ☐ Yes (Check off appropriate box) ☐ SSN Trace ☐ Statewide Criminal Search (Past 7 years) ☐ Federal National ☐ Sex Offender List ☐ Past 5 years of employment ☐ Highest Education ☐ Motor Vehicle Check ☐ 10 Panel Drug Screen
15. Equipment to be used by the temporary staffing professional(s) :	
16. Computer software to be used :	
17. Interview Mode	
18. Knowledge, skills, education, and/or experience	
19. Mandatory skills/certification(s) Requirement:	
20. Desired skills:	
21. Duties/Responsibilities:	
22. Procuring Agency contact person	
23. Due date for 22nd Century to respond with possible candidates	
24. Person to report to on First Day:	
25. Primary Time Card Approver	
26. Secondary Time Card Approver	

Please use the ENTER button is case you require more space to type

Exhibit C:
Cost Proposal

The cells highlighted in yellow permit data entry. Please DO NOT make changes to any other cells. Any such modifications may result in the disqualification of a price proposal at the sole discretion of the RFP evaluation team. The workbook contains four (4) separate worksheets in addition to this instructional page: 2 - Base Price Proposal; 3 - Market Basket Price Sheet; 4 - Market Basket Job Description; 5 - Remuneration. The following instructions are to be used when completing the Cost Proposal worksheet within this workbook. Should you have any questions, comments, or need clarification regarding this workbook, please contact: Contact: Craigan Johnson Phone: 817-965-9186 E-mail: cjohnson@nctcog.org	

Worksheet	Instructions
2 - Base Price Proposal	For each cell highlighted in yellow, provide a fixed cost for the requested fee in the requested format. For **Proposed Markup Fee**, provide the amount in a percentage (%) of the total base staffing rate, that the Proposer will charge above and beyond the base staffing rate for each temporary staff member engaged based on the categories provided. For **Proposed Conversion Fee**, provide a fixed cost in dollars ($) that the Proposer intends to charge for conversion of the engaged temporary staff member to permanent employment based on the categories provided.
3 - Market Basket Price Sheet	For each cell highlighted in yellow, provide a fixed cost for the base staffing rate to be charged for the position requested based on the job descriptions provided in Worksheet 4. The cost provided should NOT include the Proposed Markup Fee but should reflect the total base cost for the position being requested based on the requirements in the RFP.
4 - Market Basket Job Description	This worksheet contains job descriptions for each of the Market Basket Jobs in Worksheet 3 - Market Basket Price Sheet. Proposer(s) are to use these job descriptions in determining the base rate to be provided for each position in Worksheet 3.
5 - Remuneration	Provide a reasonable and fair market **Administrative Fee**, in the form of a percent of cost, that will apply to all contracts resulting from the RFP and will be remitted by the awarded Contractor(s) to NCTCOG on a quarterly basis, along with the required quarterly reporting.

Exhibit C Continued
Worksheet 2- Base Price Proposal

Staffing Category	Proposed Mark Up Fee (%)	Proposed Conversion Fee
Administrative/Clerical	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Customer/Community Services	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Finance/Accounting	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
General Labor/Maintenance	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Planning/Program/Project Management	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Professional/Management Services	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee
Technical	32%	0-300 Hrs - 15% of Annual Salary 300-520 - 10% of Annual Salary Above 520 hours - No fee

Exhibit C Continued:

Worksheet 3- Market Basket Pricing Sheet

Position	Staffing Category	Base Staffing Rate
Administrative Assistant	Administrative/Clerical	$24.20
Senior Administrative Assistant	Administrative/Clerical	$27.50
Clerk	Administrative/Clerical	$19.80
Receptionist	Administrative/Clerical	$22.00
Secretary	Administrative/Clerical	$24.20
Code Enforcement Officer	Customer Service/Community Service	$35.20
Volunteer Coordinator	Customer Service/Community Service	$27.50
Accounting Technician	Finance/Accounting	$27.50
Accounts Payable	Finance/Accounting	$29.70
Auditor	Finance/Accounting	$31.90
Fiscal Analyst	Finance/Accounting	$27.50
Payroll Administrator	Finance/Accounting	$29.70
Senior Accountant	Finance/Accounting	$31.90
Crewleader	General Labor/Maintenance	$17.60
Custodian	General Labor/Maintenance	$15.40
Heavy Equipment Operator	General Labor/Maintenance	$27.50
Laborer	General Labor/Maintenance	$16.50
Maintenance Worker - Parks	General Labor/Maintenance	$19.80
Maintenance Worker - Streets	General Labor/Maintenance	$20.90
Utilities Technician	General Labor/Maintenance	$27.50
GIS Technician II	Technical	$56.10
Network Administrator	Technical	$62.70
Network Specialist	Technical	$71.50
Web Developer	Technical	$64.90

Exhibit C Continued:

Worksheet 4- Market Basket Job Descriptions

Administrative/Clerical

1. Administrative Assistant

The purpose of this position is to provide advanced administrative and clerical support to a respective department, managerial staff and/or director. This is accomplished by providing customer service to the agency membership, public and staff; processing information; organizing committee, public, and staff meeting activities; coordinating travel arrangements; implementing records management services; and coordinating special events. Other duties may include coordinating work assignments of others and serving as a departmental representative.

2. Senior Administrative Assistant

The purpose of this position is to provide complex administrative and clerical support to a respective department, managerial staff and/or Director. This is accomplished by providing customer service to the agency membership, the public and staff; processing information; directing committee, public, and staff meeting activities; coordinating travel arrangements; overseeing departmental records management services; coordinating special events; participating in the   department's program development and implementation; and managing a specific administrative program(s) or project(s). Other duties may include coordinating tasks and serving as a departmental representative.

3. Clerk

Incumbent follows a few clearly detailed procedures in performing simple, repetitive tasks in the same sequence, such as: data entry; filing pre-coded documents in a chronological order; distributing materials; compiling routine reports; and greeting visitors. Little or no subject matter knowledge is required. Education: High School/GED diploma; Experience: None.

4. Receptionist

The purpose of this position is to manage the switchboard and visitor reception area and to maintain the agency master mailing list. This is accomplished by answering the multi-line telephone switchboard and directing calls to appropriate staff; providing information on departmental functions; greeting incoming visitors and directing them to their destination; updating and posting the agency's meeting schedule; and updating the agency master mailing data base.
Other duties include receiving, sorting and distributing agency deliveries; maintaining the agency cash box for the Regional Information Center; providing clerical assistance to the Public Affairs Department and the Assistant to the Executive Director; and serving as backup in the Regional Information Center.

5. Secretary

Performs basic secretarial functions. Composes and types routine correspondence; prepares and maintains records and   documents required by the department or city; compiles and summarizes data for reports. Answers phones and directs calls and visitors. Education: High School/GED diploma; Experience: None; Typing: 35 wpm.

Customer Service/ Community Service

6. Code Enforcement Officer

Performs a variety of code enforcement inspections on public and private property. Investigates citizen complaints regarding potential code violations pertaining to nuisances, sewage, trash, debris or related unsanitary conditions. Investigates complaints of property, zoning, and vehicle code violations, and high grass and overhanging limbs. Issues citations, notices or abatements as necessary. Education: High School/GED diploma; Experience: None.

7. Volunteer Coordinator

The purpose of this position is to develop and maintain a comprehensive network of Aging vendors for services including, but not limited to, homemaker, respite, residential repair, and emergency response services. This is accomplished by recruiting vendors as needed to ensure clients in all parts of the service area have choice of at least two vendors; reviewing vendor/contractor applications and files to ensure completeness; providing technical assistance   to prospective and current vendors; performing quality assurance activities to ensure vendors' compliance with applicable rules and regulations; working with vendors to resolve grievances or develop corrective action plans as needed; approving vendors' invoices for payment; monitoring vendors' expenses to ensure they fall within spending targets; and monitoring key performance measures for vendored services to ensure they fall within performance targets.

Finance/Accounting

8. Accounting Technician

Performs basic accounting-clerical functions such as routine posting or balancing, filing, calculating, and other bookkeeping/accounting operations. Education: High school diploma/GED; Experience: one to three years of accounting clerical experience.)

9. Accounts Payable

The purpose of this position is to administer and maintain procedures required to meet a weekly processing of payments. This is accomplished by processing account payable, monitoring invoices, and mailing out account payable checks. Other duties include maintaining journal entries and wire transfers and providing filing and mailing services. This position is also responsible for insuring A/P check run is completed each week on schedule.

10. Auditor

The purpose of this position is to ensure monitored programs achieve intended results, resources are used effectively, waste, fraud and abuse are minimized and that timely information is captured and reported. This is accomplished with minimal supervision, with moderate latitude for the use of initiative and independent judgment. The Specialist will perform most aspects of fiscal monitoring. This process includes assisting with planning and performing external and   internal monitoring, analyzing financial records, conducting internal and field monitoring, preparing draft monitoring reports. Other duties include assessment of risk in various monitoring situations, providing desk reviews of subcontractors' annual audits, assisting Accounting staff and providing other related services to assure compliance with   contract and fiscal responsibility. Position reports to the Audit Manager.

11. Fiscal Analyst

The purpose of this position is to assist in the maintenance of the fiscal aspects of funded programs as assigned. This is accomplished by preparing budgetary reports as part of the agency-wide budget process as well any budget process   required by the funding agencies. Additionally, this position is responsible for preparing and/or approving related expenditures, maintaining automated accounting systems, preparing and/or reviewing financials for funding agencies,   attending applicable and relevant program meetings, and assisting in contract compliance and negotiations. Other duties include administering management reports for the programs.

12. Payroll Administrator

The purpose of this position is to administer company-wide payroll and employee benefits while assisting the HR department with related issues. This is accomplished by processing payroll, overseeing employee master files and benefits maintenance, providing labor statistic information to various departments and creating, maintaining and distributing various department specific report and information. Other duties include maintaining tax files and information and assisting the HR department in employee issues.

13. Senior Accountant

The purpose of this position is to manage the Grant Funds and Budgets under multiple funding sources and streams. This is accomplished by overseeing and administering purchase requisitions, timesheets and accounts payable vouchers; completing funding agency financial reports and billing statements to funding agencies, assisting with duties related to fixed assets for the Workforce Centers; and preparing monthly reports for management usage and analysis. Other duties include reconciling the General Ledger accounts assigned or accounts specific to assigned grants, reviewing requests for payments, assisting in the completion of CAFR's and providing various support duties for the department.

General Labor/Maintenance

14. Crewleader

Leads and participates in the work of crew performing equipment operations, manual labor and semi-skilled tasks in City Public Works projects. Education: High School/GED diploma, Experience: 3 years' experience.

15. Custodian

Performs a variety of routine cleaning tasks for buildings and surrounding grounds. Experience: None.

16. Heavy Equipment Operator

Responsible for the safe and efficient operation of heavy construction equipment such as front-end loaders, bulldozers, graders or heavy trenching machines. Education: High School/GED diploma; License/Certificate: Class A Driver's License; Experience: 2 years.

17. Laborer

Under immediate supervision, completes manual labor following basic routines in the construction, repair and maintenance of city services, facilities and grounds. Experience: 3 months.

18. Maintenance Worker- Parks

Performs semi-skilled duties in parks including equipment operation and maintenance and minor repair of buildings, parks, recreational, and other facilities. Education: High school diploma/GED; Experience: up to one year of experience related to maintenance and repair of municipal streets, utilities, parks, or equivalent.)

19. Maintenance Worker- Streets

Performs typically semi-skilled work in the maintenance and repair of streets, drainage ways, traffic signs, and gravel roads. Specific duties may include performing heavy physical labor including lifting, carrying heavy objects, shoveling, raking, and pushing asphalt; clearing and cleaning roadsides, gutters, culverts, and other drainage facilities; and participating in the removal, repair, and replacement of storm drainage pipes. Education: High school diploma/GED; Experience: up to one year of experience with trucks, light equipment and general maintenance. May require Class A or B driver's license.)

20. Utilities Technician

Performs and often leads other staff in a variety of semi-skilled and skilled activities regarding the repair and maintenance of commercial and residential utility services and distribution systems. Assists utility crews and contractors in utility shut downs and repair projects. May install utility distribution lines. Participates in the location of utility main lines and valves. Education: High School/GED diploma; Experience: 1 year.

Technical

21. GIS Technician II

The purpose of this position is to provide advanced GIS and technology support to the Department and Agency. This is accomplished through the use of a myriad of PC-based or web-based applications including GIS, Internet, and other technology initiatives. This position also provides project management support through the direction and organization of resources and technologies.

22. Network Administrator

The purpose of this position is to manage the daily administration and user support of the agency computing system/network, including networking to remote offices. This is accomplished by maintaining network servers, routers, switches and other equipment, coordinating and overseeing installation of network-related hardware and software, providing network-related user support and monitoring network performance. Other duties include defining network- project goals and ensuring data integrity.

23. Network Specialist

The purpose of this position is to provide technical equipment, software, advice and support. This is accomplished by planning and implementing the provision of technology infrastructure; providing tier 1 and tier 2 user technical support; training and assisting users in the use of equipment, software, and procedures; tracking resources and their usage and assignment; providing other support services as requested or required. Other duties include supervising the activities of vendors and contract staff and serving as an organizational representative on technology initiatives as required.

24. Web Developer

This position will have responsibility for creating and maintaining Agency website and associated customer web applications. Primary responsibilities include but are not limited to: programming to support existing Web sites, building new web applications, maintaining third party support applications such as web statistics and shopping cart software, applying consistent NCTCOG branding (look and feel) to all projects, managing all infrastructure configuration, creating, tracking and maintaining domain registration for the Agency, and project management for all program activities related to the creation and maintenance of a web site for NCTCOG or one of the member agencies. Type of work will include coding Web pages, including forms, for maximum usability and to ensure a high level of functionality and creating and maintaining databases as needed for Web site content and functionality. In addition, the developer will assist in maintaining Agency web servers, supporting Agency staff, and administering the Macromedia Web Publishing System.

Exhibit C Continued:

Worksheet 5- Administrative Fee

Description	Proposed Administrative Fee Rate (%)
Provide a reasonable and fair market **Administrative Fee**, in the form of a percent of cost, that will apply to all contracts resulting from the RFP and will be remitted by the awarded Contractor(s) to NCTCOG on a quarterly basis, along with the required quarterly reporting.	As guided in addendum #1 worksheet 5 is not applicable

Acknowledgement of Addendum

North ☼ Texas
SHARE
Your Public Sector Solutions Center

ADDENDUM TO THE
REQUEST FOR PROPOSALS
North Central Texas Council of Governments
Temporary Staffing Services

ADDENDUM NO. 1   **DATE ISSUED: March 15, 2021**

REQUEST FOR PROPOSALS NUMBER: NCT-2021-005
ORIGINAL RFP SUBMISSION DATE: March 24, 2021
REVISED RFP SUBMISSION DATE: March 24, 2021 (No change)

RFP NCT-2021-005, dated February 22, 2021, is hereby amended to incorporate in full text the following provisions:

Section 3.3 Questions:
Incorrect date. "February 11, 2021" is hereby changed to March 9, 2021.

Section 3.6 Public Opening:
The public opening for this RFP will be conducted at approximately 2:05 p.m. CDT on March 24, 2021.
The meeting will be held digitally via Microsoft Teams, and will be recorded for the RFP file. Please be advised that a large volume of proposals will result in delays in the decryption process.

Access information and the meeting invite will be posted to Public Purchase on the week of March 22, 2021.

Worksheet 5: Administrative Fee
Page struck. Worksheet 5 was originally used in the 2015 procurement as an attestation of the remunerative rate required to participate in the SHARE Program. We have since added the default language found in section 2.2, thereby making Worksheet 5 redundant. Respondents may disregard Worksheet 5.

RFP NCT-2021-005, dated February 22, 2021, is hereby amended to incorporate in full text the following provisions:

The following questions were submitted by potential proposers and are answered below. Questions are indicated by standard type and answers indicated by **bold-face type**.

Question #1

Hi!

This is with regard to your requirement for 2021-005 Temporary Staffing Services.

Could you please help me with the following questions:

1. Whether companies from Outside USA can apply for this?

(like,from India or Canada)

A: No.

2. Whether we need to come over there for meetings?
A: Yes, physical presence would be required for temporary staffing.

3. Can we perform the tasks (related to RFP) outside USA?

(like, from India or Canada)

A: No.

4. Can we submit the proposals via email?

A: No. Public Purchase submission is the only method being accepted.

Question #2

Could you please confirm the question due date, is it March 9th 2021 or March 11th 2021?

A: The Inquiry Period submittal date is March 9, 2021. A leftover date from a previous iteration of the RFP exists in section 3.3, while the schedule found in 3.4 is correct.

An addendum to formally modify this will be published with the Q/A answers within a few weeks.

All questions posted prior to March 9 will be answered, while those posted after March 9 will be attempted to be answered in a timely fashion prior to the RFP close date.

Question #3

Can you please specify the term of contract?

A. The desired term of the contract would be an initial term of 2 years, with optional renewal years retained by the NCTCOG for a period of 3 additional 1 year terms.

The desired total term of the contract would be 5 years before being re-solicited.

Question #4

What is the estimated budget for this contract?

A. Be advised that this project is being solicited with the intent of being made available as a cooperative contract.

Also known as an interlocal contract, any agreements retained under this project are intended to be accessible for use by any public sector agency, municipal and local government, school districts, etc.

These agencies could access an awarded vendor's services under this project without having to perform a procurement project of their own. Awarded vendors would have the freedom to approach public sector entities and notify them that their temporary staffing services could be had without requiring a potential client to perform an RFP of their own.

As such, there is no effective budgetary ceiling for the project. Individual SHARE members utilizing the contract will have their own budgets for temporary staffing projects, though the potential business opportunities for an awarded vendor are limited only by their own outreach and marketing capabilities.

Question #5

May we get a copy of the winning proposal from the last RFP

A. To obtain archived copies of procurement files, please e-mail your request to openrecords@nctcog.org. The reference file is RFP NCT 2015-05.

Question #6

Could you please confirm where we can find old bid of this solicitation?

A:To obtain archived copies of procurement files, please e-mail your request to openrecords@nctcog.org.

The reference file is RFP NCT 2015-05.

Question #7

On exhibit c: #3 Market Basket Price Sheet. Can that be explained better for us. I have been doing bids for a few years and this is the first time I have come across Market Basket Price. The way I am reading it sounds like you are wanting salary

A. The Base Rate referenced in Exhibit C: Market Basket does indeed refer to a base hourly-rate for each of the staffing criteria listed.

Question #8

Who is (are) the incumbents of the current contract?

A. Please refer to the SHARE Cooperative Purchase Program's landing page for Temporary Staffing at https://www.northtexasshare.org/SHARE_partners/temporary_staffing/.

Question #9

Please provide bid tabulation from current contract

A. To obtain archived copies of procurement files, please e-mail your request to openrecords@nctcog.org.

The reference file is RFP NCT 2015-05.

Question #10

What have been the most frequent positions used?

A. NCTCOG Purchasing does not have this information.

The positions requested are the positions desired by, and utilized by the Members of the SHARE Cooperative Purchasing Program.

Question #11

Can an out of state business qualify to submit response to RFP?

A. Yes, certainly. Though be advised that many temporary staffing projects will require a physical presence at a SHARE Member's offices.

Question #12

Is this for staffing services only or professional services?

A. The temporary staffing categories are listed in the RFP, categorized under the classifications of Exhibit C and generally (but not exclusively) listed in Exhibit A.

Professional Services, typically defined as Architectural or Engineering services are not anticipated from this RFP.

Question #13

1. What is the estimated budget for this RFP? If unknown, please specify previous spending.

A. Be advised that this project is being solicited with the intent of being made available as a cooperative contract.

Also known as an interlocal contract, any agreements retained under this project are intended to be accessible for use by any public sector agency, municipal and local government, school districts, etc.

These agencies could access an awarded vendor's services under this project without having to perform a procurement project of their own. Awarded vendors would have the freedom to approach public sector entities and notify them that their temporary staffing services could be had without requiring a potential client to perform an RFP of their own.

As such, there is no effective budgetary ceiling for the project. Individual SHARE members utilizing the contract will have their own budgets for temporary staffing projects, though the potential business opportunities for an awarded vendor are limited only by their own outreach and marketing capabilities.

2. Is this a new requirement? If not, please provide the current vendor(s) providing the service and how are the current services being procured?

A. This is not a new requirement, the existing contracts have been in place since 2016. See question 8 and subsequent answer.

3. Please provide name of the current vendor. Apart from end of tenure, is there any other reason to release this solicitation? Are there any pain points?

A. Please refer to the SHARE Cooperative Purchase Program's landing page for Temporary Staffing at https://www.northtexasshare.org/SHARE_partners/temporary_staffing/.

We are required by State and Federal procurement regulations to re-solicit contracts to ensure proper stewardship of Taxpayer funds by ensuring contracts are held by compliant firms offering best-value. Temporary Staffing services are

typically needed at a moment's notice, while public procurement processes can take several weeks. Retained cooperative contracts for temporary staffing allows an entity to place staff in the most efficient manner possible.

4. Provide the total number of temporary staff on current assignments? Provide the job classification of each worker, vendor assigning the temporary employee, and the pay/bill rate for the temporary employee.

A. These contracts are made available to all public sector agencies that desire to use them. We do not have this information.

5. Please provide a copy of the proposal of all current vendors providing temporary staffing, including rate/cost sheets.
A. Please refer to questions 5, 6, and 9; and their subsequent answers.

6. What are the most frequently used job categories in the subject matter RFP?
A. These contracts are made available to all public sector agencies that desire to use them. We do not have this information as remunerative reporting is collected quarterly, and vendors frequently have multiple staff deployed during these times.

7. What is the average length of the assignment?
A. These contracts are made available to all public sector agencies that desire to use them. The length of time of any assignment, given the wide variety of staffing categories desired it would not be possible to average them. Regardless, we do not have information relating to the length of services delivered. The contracts also allow for permanent conversion, which would skew average times.

8. Is there any preference to local vendor?
A. These contracts are able to be used by any public sector agency within the United States that the retained vendors can offer services to. There are no preference points afforded to a local vendor.

9. List of benefits current employees receiving from the incumbent.
A. This question is not understandable in the manner it is asked.

10. List of client mandates holidays

A. Each SHARE Member (Client) would establish working schedules and calendar holidays.

11. List of vacation and holidays current employees receiving from the incumbent.

A. This information is not provided to the NCTCOG

12. What is Mandate Living wage and Supplemental benefits?

A. This information is not provided to the NCTCOG

13. Details on benefits package current incumbent providing to temp staff.

A. This information is not provided to the NCTCOG

14. Do we have to email the response or upload it on specific portal?

A. Proposals must be submitted via Public Purchase.

15. Is it mandatory to utilize Historically Underutilized Businesses, Minority, or Women-Owned or Disadvantages Business Enterprises (HUB) as a sub-contractor? If yes is there any advantage in evaluation?

A. It is not mandatory to utilize HUB/M/WBE as subcontractors. The primary responding firm is the *ONLY* firm that will be considered for HUB/M/WBE points. Subcontractors of the primary firm will not be awarded HUB/M/WBE points.

16. Kindly explain the SHARE Cooperative Purchasing Program.

A. The SHARE Cooperative Purchasing Program is a public, not for profit agency organized under Chapter 791 of the Texas Local Government Code. Contracts retained under the SHARE Program are available for immediate use by any public sector agency that is a SHARE Member. This process allows public sector agencies the ability to source and procure products in the most efficient and compliant manner possible. Please refer to Section 2 of the RFP.

17. If we are not HUB Certified, do we have to fill, notarize and provide the ATTACHMENT IX?

A. Vendors are not required to notarize Attachment IX if they are not a HUB/M/WBE vendor. You may mark it as non-applicable or leave it blank.

18. Do we need to submit Exhibit B with proposal?

A. Yes. Failure to do so will result in your response being considered non-responsive and returned.
Please acknowledge Exhibit B and provide a copy of your firm's service request.

Question #14

1. Is this a re-compete RFP? If yes,

Could you please share the name of Current Suppliers (who are currently providing services to Agency)?

Could you please share current Suppliers pricing and Proposals?

When the existing contract was started, and what is the annual monetary spent value of the current contract since inception?

How many resources are currently engaged in the current contract?

Can you please share the no. of positions served in previous years under this contract?

A. Yes.

B. Current suppliers are found here: https://www.northtexasshare.org/SHARE_partners/temporary_staffing/. Please see your previous question, question 6 for pricing information.

C. Existing contract was initiated in 2015, and contracts awarded in 2016. Annual monetary spend is not known for encompassing sales, as they're accessible by all public agencies.

D. 'Resources' is not defined in your question.

E. This is not known, all six vendors are able to provide services to any public agency that desires them within the United States.

2. Can you please share the amount of business each vendor did under this contract in previous years?

A. We are unable to provide this information.

3. Is there any local preference for this contract?
A. No. Vendors may apply from anywhere in the U.S., as long as they can place employees within the SHARE Region.

4. What will be the estimated annual budget for this project?

A. This project intends to retain vendors to provide their services via a cooperative contract to any public agency that desires them. It is not possible to anticipate the budgetary needs in that scale.

5. Would you be accepting references from public as well as commercial entities??

A. Yes.

6. How many positions we can expect under this contract throughout the given term?

A. This project intends to retain vendors to provide their services via a cooperative contract to any public agency that need staffing assistance. It is not possible to anticipate the needs of these agencies.

7. How many vendors agency is actually planning to select?

A. NCTCOG presently retains six vendors. We will evaluate and determine how many to retain following receipt of proposals.

8. Can you please confirm the most commonly filled positions of this contract In past?

A. We do not have this information. The contracts are retained for the use by public sector agencies that have a need for temporary staffing services for any reason. All positions listed are desired, though vendors that can only provide certain services are encouraged to respond.

9. What do you mean by Base Staffing Rate (Billl Rate or Pay Rate) ?Do we need to submit filly-burdened hourly rate for the given positions?
A. Yes. Provide the fully-burdened hourly rates for the classifications mentioned.

10 What would be the estimated No. of project hours for given positions?

A. This project intends to retain vendors to provide their services via a cooperative contract to any public agency that desires temporary staffing services. It is not possible to anticipate the needs of such agencies in that scale.

11. Are our proposed rates in the Bid Response going to be same at the time of award or we will be providing different rates when the actual requirements comes out after award?

A. The rates that are provided to the NCTCOG via your proposal will become the contractual rates in the event of an award. In the event of a best and final offer, those rates will become the contractual rate, however the issuance of such a document is not anticipated at this time.

Question #15

Question 1: How many key personnel resumes do we need to submit with the proposal response?

A: As many as you feel are necessary to represent your firm and the key personnel involved with the delivery of services.

Question 2: iQuasar is a certified MBE firm for the state of NY. Are we eligible for the additional scores (HUB status: 5 points)?
A: Please submit your certification with your proposal. All HUB/MBE/DBE/WBE certifications will be scrutinized and verified for authenticity and points will be awarded for those that are determined to be legitimate.

Question #16

Is it Mandatory to bid on all given positions?

A: It is not. The effort intends to capture all of the positions with a combination of vendors, though we do not at this time know how many that would require.

Question #17

Could you please provide us with the list of agencies that will procure services through this contract?

A: Effectively any public-sector agency can use these contracts. They only need to join the SHARE Program, which is free for them to do. This creates a unique marketing opportunity for awarded vendors to approach any public sector entity (Cities, School Districts, Counties, State Governments, etc.) and promote their wares, as they would be accessible by any of these groups without having to perform an independent procurement of their own. The current list of SHARE Members is found at: https://www.northtexasshare.org/buy/organizations/

Question #18

In addition to the response requested for Tab A to Tab G, do we also need to respond to Section 5.0 requirements?

A: Yes. Failure to address the items in Section 5.0 will result in your proposal being deemed non-responsive and being removed from consideration.

Question #19

We are MBE certified firm from NMSDC. Are we eligible to obtain additional 5 HUB points?

A: Please submit your certification with your proposal. All HUB/MBE/DBE/WBE certifications will be scrutinized and verified for authenticity and points will be awarded for those that are determined to be legitimate.

Question #20

The NCTCOG has already identified a administrative fee of 2%. Do we need to propose our own administrative fee in response to Worksheet - 5?

A: Worksheet 5 was originally used in the 2015 procurement as an attestation of the remunerative rate required to participate in the SHARE Program. We have since added the default language found in section 2.2, thereby making Worksheet 5 redundant. Respondents may disregard Worksheet 5.

Question #21

For the conversion fee requested in Worksheet 2, can we provide % of the candidates annual salary that we will be charging as our conversion fee rather then a fixed amount?

A**: Yes, a table with different conversion fees percentage for different number of hours worked would be acceptable. Conversion should ultimately zero-out at 520 hours.**

Question #22

Please confirm the base rate requested on Worksheet 3 is the pay rate that we will be paid to the candidate.
A: Base pay is to be considered the fully-loaded amount. The figures submitted in your proposal will become the contractual and maximal rates that can be invoiced.

Question #23

Are there any mandatory benefits that we will be required to provide to the candidate?

A: **No mandatory benefits required. Vendor should incur the cost of all mandatory benefits.**

Question #24

Are we as a vendor responsible for PTO or sick leaves for the candidates?

A: Yes.

Question #25

Please confirm if we could bid on all the given categories or we can select 1 or 2 categories?

A: It is not required to bid on all categories. The effort intends to capture all of the positions with a combination of vendors, though we do not at this time know how many that would require.

Question #26

1. In Attachment II, Certifications of Offeror, what are we certifying here? The applicable provision seems to be missing. Can you revise and issue via an addendum?
A: Certifications of Offeror is an attestation of the Proposer's (Offeror's) acknowledgement of the conditions contained within the RFP and that they will honor the content of their proposal.

2. Will NCTCOG consider a minority certification by the National Supplier Development Council, a nationally recognized certification agency in addition to the two cited Texas agencies?

A: Please submit your certification with your proposal. All HUB/MBE/DBE/WBE certifications will be scrutinized and verified for authenticity and points will be awarded for those that are determined to be legitimate.

3. Attachment X does not include a signature line like the other required certifications. Can you modify it and reissue in an addendum?

A: Attachment X is the preface to Attachment XI. The signatures are expected on Attachment XI.

4. Regarding Worksheet 5 Renumeration and the proposed administrative fee, is this on top of our markup percents? When this comes to actually implementing this, if we offer services at a 50% markup and we have a 10% administrative fee, are we to provide the entity with a 60% markup on the rates in Worksheet 3 Market Basket Pricing? i.e. how is that fee implemented if we are providing bill rates (which would include any markup from the first worksheet) in the market basket prices?

A: Worksheet 5 was originally used in the 2015 procurement as an attestation of the remunerative rate required to participate in the SHARE Program. We have since added the default language found in section 2.2, thereby making Worksheet 5 redundant. Respondents may disregard Worksheet 5.

5. In Worksheet 3, please confirm the market basket price you are referring to would be a pay rate we would pay an employee, and should not include any benefits, payroll costs, insurance costs, etc. or, should this be a final bill rate?

A: Base pay is to be considered the fully-loaded amount. The figures submitted in your proposal will become the contractual and maximal rates that can be invoiced.

6. Are we required to provide pricing for all items (i.e. if we do not provide heavy equipment operators) can we still submit a compliant response by indicating N/A in Worksheet 3- Market Basket Pricing Sheet for that position?

A: You are not required to bid on all categories. The effort intends to capture all of the positions with a combination of vendors, though we do not at this time know how many that would require.

7. For conversion fees, can we propose an amount based on the number of hours the person has worked, with a sliding amount i.e. the more hours worked, the less the fee?

A**: Yes, a table with different conversion fees percentage for different number of hours worked would be acceptable. Conversion should ultimately zero-out at 520 hours.**

Question #27

1.Is this a new contract or renewal to an existing contract? If existing, please share the number and name of incumbents.
A: This will be a new contract. The existing contract (2015-05) expires at the end of March 2021. The existing incumbents are listed here: https://www.northtexasshare.org/SHARE_partners/temporary_staffing/

2.How many vendors are you planning to select as a result of this RFP process?
A: As many as necessary to fully encompass the entire list of services desired, and that could provide enough service to the SHARE community.

3.What was NCTCOG's last year expenditure for similar staffing services?
A: We do not have this figure available at time of answering the questions. Regardless, the project is intended for a much wider audience than the NCTCOG alone.

4.What is the anticipated budget for this contract?
A. Be advised that this project is being solicited with the intent of being made available as a cooperative contract.

Also known as an interlocal contract, any agreements retained under this project are intended to be accessible for use by any public sector agency, municipal and local government, school districts, etc.

These agencies could access an awarded vendor's services under this project without having to perform a procurement project of their own. Awarded vendors would have the freedom to approach public sector entities and notify them that their temporary staffing services could be had without requiring a potential client to perform an RFP of their own.
As such, there is no effective budgetary ceiling for the project. Individual SHARE members utilizing the contract will have their own budgets for temporary staffing

projects, though the potential business opportunities for an awarded vendor are limited only by their own outreach and marketing capabilities.

5.How many temporary staffing requests were made by the NCTCOG in the past years?
A: It would be wise to consider that while the NCTCOG implemented these contracts, the primary customers are the SHARE Members. The market that exists within SHARE is essentially without limit, and extends throughout the entire United States. The NCTCOG had 5 temporary requests in 2020 and 11 in 2019.

6.What is the anticipated number of requests that would be released under this contract?
A: It would be wise to consider that while the NCTCOG implemented these contracts, the primary customers are the SHARE Members. It is impossible to 'anticipate' full time employees quitting, falling ill, or otherwise having position vacancies at a scale for all public sector agencies within the DFW metroplex, State of Texas, or Nation – should the vendor desire to do business with them.

7.What would be the minimum length of such staffing requests for which the NCTCOG would require resources?
A: As long as the services are desired.

8.Will there be a separate pool of vendors for each Category of Service?
A: This is a possibility, depending upon what responses to the RFP are returned. Determination of award will be based upon the abilities of the responder and the services they can provide.

9.Which public sector agencies are currently using this contract?

A: Effectively any public-sector agency can use these contracts. They only need to join the SHARE Program, which is free for them to do. This creates a unique marketing opportunity for awarded vendors to approach any public sector entity (Cities, School Districts, Counties, State Governments, etc.) and promote their wares, as they would be accessible by any of these groups without having to perform an independent procurement of their own. The current list of SHARE Members is found at: https://www.northtexasshare.org/buy/organizations/

10.How will this contract be marketed?
A: Marketing is (and has always been) exclusively the responsibility of the vendors. NCTCOG will provide information about the program as a whole, and will provide any information as asked by a public sector entity or SHARE Member; but will not promote any particular vendor over the other vendors retained under this contract. Information about the program will be provided in webinars, e-mail distributions, and contract expositions.

11.Who will reach out to individual public agency - selected vendor or NCTCOG - to encourage them to use this contract?
A: The vendors are permitted to promote their products and services as retained under SHARE contracts to any public-sector agency that they desire. NCTCOG will not reach out to any public sector agency on the behalf of a singular vendor, but instead to promote the program and Temporary Staffing Solutions contracts as a whole.

12.Will the public agency reach out to the selected vendor or NCTCOG with their specific requirement or we will reach out to them?
A: SHARE Members and public sector entities may contact either the NCTCOG and vendors, or both.

13.Per Section 2.1 Contract Management and Reporting - Examples of management reports include, but are not limited to, Participating Entity's name; pricing option chosen; total fee charged - What pricing options are available here?
A: Disregard pricing option is it relates to this RFP.

14.What are the methods through which vendor can pay administrative fees to NCTCOG?
A: Mailed check or automated clearing house (ACH) payments.

15.What is the process for paying the administrative fees?
A: Awarded vendors are contacted quarterly to provide their services report. 2% of all sales resultant from the program are expected at this same time. Failure to report on services rendered, or modification of the report information will result in immediate termination of the contract, prohibition form ever holding a SHARE contract again, and potential legal action being taken. Projects that were funded with grant funds will also result in the vendor being reported to Federal contracts management agency SAM.gov.

16.Per Section 7/Tab C Key Personnel, What does NCTCOG mean by Key personnel? We assume that we need to provide qualifications of our Account Manager and other Account Management Team who would be dedicated to this contract, not the technology SMEs. Please confirm.

A: As many as you feel are necessary to represent your firm and the key personnel involved with the delivery of services.

17.Per Section 7/Tab D Technical Proposal: Do we need to separately provide our response to all five (5) sub-pointers in Scope of Work?

A: Yes. Failure to address the items in Section 5.0 will result in your proposal being deemed non-responsive and being removed from consideration.

18.Per Attachment VI Conflict of Interest Questionnaire (Form CIQ): Can the NCTCOG provide clarity on what do you mean by local government entity? Does it refer to local

government entity in Texas? If we have not done any work with local government entity in Texas, then should we respond to this form as N/A?

A: The purpose of the Conflict of Interest Questionnaire is as follows: "No employee of the contractor, no member of the contractor's governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest."

Vendors are not permitted to omit themselves from this form. Failure to return it, or to return it unsigned will result in your proposal being deemed non-responsive and removed from consideration.

19.Per Attachment VIII Certification of Good Standing Texas Corporate Franchise Tax Certification: Can the NCTCOG confirm if signing this attachment will suffice or do we need to provide the certificate as an attachment?

A: The acknowledgement of Attachment VIII will be sufficient.

20.Per Attachment IX Historically Underutilized Businesses, Minority or Women-Owned or Disadvantaged Business Enterprises: Can we get this certification from any agency, outside Texas also like NMSDC?

A: Please submit your certification with your proposal. All HUB/MBE/DBE/WBE certifications will be scrutinized and verified for authenticity and points will be awarded for those that are determined to be legitimate.

21.Per Attachment IX HUB Status: Can we get this preference by subcontracting with Texas HUB certified companies or the bidding vendor itself has to be HUB certified for getting this preference? If subcontracting is possible, what minimum percentage of work needs to be subcontracted to get this preference?

A: No. The principal firm the only entity eligible for HUB/MBE/DBE/WBE consideration. To subcontract or 'farm' HUB subcontractors defeats the purpose of the HUB/MBE/DBE/WBE program.

22.Per Attachment X: Can the MCTCOG confirm if we have to sign this form? If yes, can the council provide a place holder for the signature and other required information?

A: Attachment X is the preface to Attachment XI. The signatures are expected on Attachment XI.

23.Per Exhibit C Cost Proposal: Can the NCTCOG provide an editable version for the Cost Proposal, so that we can respond to it? If No, can we create an editable version for this though that can change basic formatting.

A: Vendors may submit their own version for formatting purposes. The content must be relatable and understood by the evaluators to the desired criteria.

24.Per Exhibit C/Worksheet 2 Base Price Proposal: We can provide Conversion fees as a percent of annualized salary of consultant placed based on number of hours worked. Can the NCTCOG provide clarity on how can we reflect that here? Basically, we need to

insert a table with different conversion fees percentage for different number of hours worked.

A: **A table with different conversion fees percentage for different number of hours worked would be acceptable.**

25. Per Exhibit C/Worksheet 3 Market Basket Pricing Sheet:

a. Can the NCTCOG confirm if they are looking for a pay rate or fully-burdened bill rate here?

A: Base pay is to be considered the fully-loaded amount. The figures submitted in your proposal will become the contractual and maximal rates that can be invoiced.

b. Should we consider them as onsite or offsite rates?

A: **TBD. Currently each position is taking on a case-by-case basis.   For purposed of requirements, contingent workers should be available for on-site support should work and project require.**

c. Can we provide a range of hourly rates here?

A: No. This makes a vendor's response unique and therefore incapable of being compared to the other vendors proposals for evaluation.

d. On what basis would you evaluate us on Costing - Hourly Rate, Mark-up, or Conversion fees? Please share your evaluation criteria for individual cost items requested.

A: A combination of the three, to determine best value. We will not divulge the exact method in order to prevent vendors from curating responses to our answer, as opposed to those who organically have better business practices.

26. Are the positions listed here are only representative positions, and more positions may be added later?

A: Positions may be added, if a demand supported such a response.

27. We are a part of TX DIR's IT Staff Augmentation Contract (ITSAC). Will that have any impact on the costing we provide here?

A: We are not familiar with the vendor terms as required by DIR. There is no preference or favorability afforded to vendors with other cooperative contracts.

28. Per Exhibit C/Worksheet 5 Administrative Fee: Should we mention the administrative fees as 2% here? Please confirm.

A: This sheet was originally used in the 2015 procurement as an attestation of the remunerative rate required to participate in the SHARE Program. We have since added the default language found in section 2.2, thereby making Worksheet 5 redundant. Respondents may disregard Worksheet 5.

Question #28

1. In regards to Worksheet 3 - Market Basket Pricing Sheet, are we to enter the straight-time pay rate of the contingent worker or are we to enter the straight-time bill rate of the contingent worker?

A: Base pay is to be considered the fully-loaded amount. The figures submitted in your proposal will become the contractual and maximal rates that can be invoiced.

2. How many temporary workers started their assignments with NCTCOG in 2020?
A: It would be wise to consider that while the NCTCOG implemented these contracts, the primary customers are the SHARE Members. The market that exists within SHARE is essentially without limit, and extends throughout the entire United States. NCTCOG started 2020 with 3 temporary staff in place.

3. How many temporary labor firms are currently used by NCTCOG?
A: Six.

4. Can NCTCOG identify the incumbent suppliers?
A: Please visit https://www.northtexasshare.org/SHARE_partners/temporary_staffing/ to see the firms presently held under 2015-05.

5. What is the temporary labor headcount that is currently on assignment with NCTCOG
A: It would be wise to consider that while the NCTCOG implemented these contracts, the primary customers are the SHARE Members. The market that exists within SHARE is essentially without limit, and extends throughout the entire United States.

6. Can NCTCOG provide total contingent labor spend for 2020?
A: At the moment we are unable to provide this total for the NCTCOG. We cannot extrapolate the entirety spent by the SHARE Members.

7. How many suppliers of temporary labor were used in 2020?
A: This information is presently not available.

8. Does NCTCOG have an ideal number of temporary suppliers that you hope to align as a result of this RFP?
A: As many as necessary to provide all of the services desired, and enough to satisfy the potential needs of the SHARE Members.

9. Why is NCTCOG bidding for services at this time?
A: The present contract, 2015-05, expires at the end of March 2021.

10. What challenges is NCTCOG currently facing today with the current suppliers?
A: There have not been numerous challenges, though those that have been

experienced are lack of communication on behalf of the vendor, delayed quarterly reporting, and indifference towards SHARE Members in regards to placing staff.

11. Can NCTCOG provide any information on the percentage of temporary workers that convert to full-time employment?
A: There have been several within NCTCOG, though we shall only provide figures from the previous two years. One temporary employee transitioned to F/T in 2019 and 2 temporary employees transitioned to F/T in 2020. We cannot know how many converted within the SHARE Member community.

12. Is there an average length of assignment for the temporary personnel that are used by NCTCOG?
A: Length of assignment is for as long as is desired by the SHARE Member.

13. Can NCTCOG send us the questions and the answers that were submitted by and provided to other bidders?
A: Yes. Answers are posted onto Public Purchase in the Q/A forum, and will be posted in a formal addendum.

Question #29

If we are an incumbent provider of these services to NCTCOG, can NCTCOG be listed as one the references provided in response to Tab E?
A: We prefer that you list agencies other than NCTCOG. We are aware of the services provided to us, but this effort is primarily intended for the SHARE Members.

Question #30

The text for Attachment II appears to be missing. At the moment, it includes only a signature line. Please advise.

A: Certifications of Offeror is an attestation of the Proposer's (Offeror's) acknowledgement of the conditions contained within the RFP and that they will honor the content of their proposal.

Question #31

Are respondents required to input a fee in Worksheet 5 of Exhibit C? The RFP notes a 2% administrative fee throughout and page 1 of Exhibit C notes to only complete "cells highlighted in yellow", which Worksheet 5 does not have.

A: Worksheet 5 was originally used in the 2015 procurement as an attestation of the remunerative rate required to participate in the SHARE Program. We have since added the default language found in section 2.2, thereby making Worksheet 5 redundant. Respondents may disregard Worksheet 5.

Question #32

1. Our conversion fees are based on the number of hours worked prior to conversion. Is it permissible to propose a sliding fee scale, based on the number of hours worked?
A**: Yes, a table with different conversion fees percentage for different number of hours worked would be acceptable. Conversion should ultimately zero-out at 520 hours.**

2. Is this a new opportunity or a recompete? If it is a recompete, which are the incumbent company(s)?
A: It is a recompete. The currently held vendors are found at https://www.northtexasshare.org/SHARE_partners/temporary_staffing/.

3. Is it permissible not to respond to all categories?
A: Yes. You may respond only to the categories you are able to provide.

4. Can you please confirm the most commonly filled positions of this contract?
A: This is unknown, and based upon various reasons of sudden staff shortages.

Question #33

To ensure FCRA compliance, is it our company's policy to provide Clients with an attestation of completion of background check pursuant to Clients' requirements, but not the actual results. Will NCTCOG accept letters of attestation in lieu of actual background check results?

A: **Yes, an attestation of successful completion of background and drug test would be acceptable.**

Question #34

Will NCTCOG consider proposed exceptions to stated terms and conditions? If so, where are these to be included in responses?
A: Any exemptions desired to the Terms and Conditions must be stated in your response to the RFP. Vendors must make it known if the exemption is a desire or if it is an absolute position. Absolute positions that cannot be accommodated by the NCTCOG will result in a non-award.

Question #35

With respect to Affordable Care Act (ACA) costs, would NCTCOG prefer these charges as a separate line item on the invoices, or instead incorporated directly into each respondent's proposed rates?
A: ACA cost should be incorporated into respondents proposed rates, similar to mandatory benefits (i.e. workers compensation)

Question #36

If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?
A: Awarded vendors may request increases of price during the execution of option-year renewals. Approval of any increases is entirely up to the NCTCOG, however.

Question #37

How are respondents that are not certified as HUB or MWBE by the State of Texas Program and/or the North Central Texas Regional certification Agency to complete Attachment IX? If it is not applicable can it be marked as such? It appears to request notarized signatures of only those who are attesting to holding the noted certifications.
A: If a vendor is not a HUB/MBE/DBE/WBE, they may mark Attachment IX as non-applicable.

Question #38

Question 1: Please explain the meaning of SHARE member?

A: SHARE is a cooperative purchasing program meant for the use of public sector agencies. SHARE, as the host agency, issues solicitations that are in need and of interest to the public sector at large. The resultant contracts can then be accessed by the members of the cooperative at any time and without having to perform their own procurements. This is an invaluable increase in efficiency and allows the members of the cooperative to purchase goods and services immediately, as opposed to a weeks or months-long process.
SHARE Members are those public sector entities (cities, counties, school districts, hospitals, special disctricts, etc) that have signed an ILA with the SHARE Program. There is no cost to do so, and the ILAs are evergreen documents. Any public sector agency within the United States is eligible to become a SHARE Member.

Question 2: Does the contractor need to be a SHARE member for bidding on this contract?

A: Contractors are not eligible to become SHARE Members.

Question #39

will we be concidered non responsive if we do not submit proposed mark up fees and base staffing rates for positions we would not be able to staff?

A: No. Please provide only the information on the positions that you are capable of providing.

Craigan Johnson
Purchasing Manager

Proposers: Please acknowledge and return a copy of this Addendum with your proposal.

COMPANY NAME: 22nd Century Technologies, Inc.

SIGNATURE: *Ina Gaddis-McKnight*

NOTE: Company name and signature must be the same as on the RFP documents.