



Presented To: **University of Central Florida**

Response To: **Invitation to Negotiate,
Temporary Labor Services,
ITN No: 1602JCSA**

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Contact: **Rick Hagmann
Director of Government Services
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Email: govservices@ain.com**

Due: **September 22, 2016 @ 2:00 PM EST**

ELECTRONIC COPY



Government Solutions Division

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September 21, 2016

University of Central Florida
Purchasing Department
12479 Research Parkway,
Orlando, FL 32826-3248

ATTN: Ms. Cali Jones, Purchasing Coordinator

RE: Invitation to Negotiate, ITN NO: 1602JCSEA, Temporary Labor Services

Dear Ms. Jones:

AppleOne Employment Services welcomes the opportunity to present our services to the University of Central Florida. As one of the largest privately-held human capital management companies in the United States, AppleOne Employment Services has 156 points of operation worldwide. AppleOne's Government Solutions Division provides service to public sector entities and educational institutions nationwide, and emphasizes the importance of quality and cost-effectiveness for its clients.

AppleOne will provide UCF with day-to-day management from our South Orlando branch office, and provide additional support as needed through our network of local branches. The managing branch is located at 4700 Millenia Blvd., Suite 185, Orlando, FL, 32839, and a member of this office is available to UCF 24 hours a day through phone: (407) 248-8129.

AppleOne intends to provide UCF with excellent service that presents lasting solutions while remaining cognizant of the taxpayer's dollar. If you have any questions regarding the enclosed, please feel free to contact Mr. Rick Hagmann, Director of Government Services, via phone: (866) 493-8343, or email: govservices@ain1.com.

For further information on our services, you can also access our interactive website at <http://www.appleone.com>.

Thank you for considering AppleOne for your staffing needs.

Sincerely,

A handwritten signature in blue ink that reads "Linda Lindsey".

Linda Lindsey
Vice President of Finance

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- 2014-15 Combined and Consolidated Financial Statements and Report of Independent Certified Public Accountants
- Management Team Resumes
- Sample Quality Assurance Surveys
- Licenses

SECTION I TAB

SECTION I: RESPONSE TO 3.2 RESPONDENT/OFFER SUBMITTAL SECTIONS

The Respondent should organize its offer into the following major sections.

A. EXPERIENCE AND QUALIFICATIONS OF PROPOSER

- 1. Describe why your company believes it can provide and is qualified to provide temporary labor services as described in this ITN. Highlight any major features, functions, value-adds, and areas of support that differentiate your service from your competition.**

EXPERIENCE & QUALIFICATIONS

AppleOne's proposed solution will be the most advantageous for the University of Central Florida due to the following reasons:

- All services are provided by actual AppleOne offices, not franchisees. Our staffing professionals are our actual employees.
- AppleOne Employment Services is directly supported by our parent company, The ACT•1 Group, Inc., which includes several associated companies that further complement our offering. For example, *A-Check Global*, a sister company, provides in-depth background investigation services.
- Technology is a key component of our approach; as such, AppleOne maintains a highly experienced in-house MIS Department that consists of several developers. This capability enables us to tailor software and related solutions as needed for our clients.
- Our service offering has been developed over our 52 years of staffing industry experience.

Unlike other staffing firms of similar size, AppleOne is not weighed down with excessive levels of management. Our staffing professionals are empowered to make decisions as needed to ensure that our clients receive optimal service. AppleOne can also offer other specialized solutions for our clients; for example, we can also offer software-based solutions, such as our OANet system or on-site management. Our ability to respond rapidly to client needs is also bolstered by our status as a privately held corporation with zero debt. Instead of being forced to focus on boards and stock holders, AppleOne can instead focus on responding to our clients and improve our service offering.

INDUSTRY DISTINCTIONS

AppleOne has distinguished itself from all of our industry competitors through our outstanding services and technological capabilities. Our services are customized to meet the specific needs of our clients, particularly the needs of UCF. AppleOne's innovative approach to the staffing industry has made us the industry leader in managed services support and technology. Our success is based on industry experience and the following key differentiators:

- AppleOne is a financially stable, privately-held corporation. As such, AppleOne is not as susceptible to fluctuations in the stock market as are publicly traded entities.
- AppleOne has a business unit, our Government Services Division, which is dedicated to meeting the unique requirements of public sector organizations. Headed by Rick Hagmann, Director of Government Services, the Government Solutions Division supports our project management teams to ensure contractual compliance.
- AppleOne provides our clients with a single-point-of-contact for staffing and support. We provide staff on an individual or project basis. AppleOne's full spectrum of staffing and support programs

includes: recruitment, job screening, evaluations, reference checks, background and drug investigation, education verification, and DMV searches. AppleOne can coordinate and manage all sub-vendor relationships nationally or globally, through centralized management and world-class networked systems.

- Technology has a key role in the success of AppleOne's service offerings. AppleOne achieves effectiveness and economy in delivering staffing solutions by integrating staff expertise with cutting-edge technological resources.
- AppleOne's proprietary technological tools reduce paperwork, increase efficiency, and ensure quality. We create and manage process improvements that result in a streamlined, cost effective, and user-friendly process for managing temporary employees and staffing vendors.
- Additionally, our MIS Department continually improves our existing technical infrastructure and develops new solutions for our organization and our clients. Our ability to develop technology through in-house resources ensures that AppleOne can respond to our clients' requests in a timely and economical fashion.
- Each member of our management staff is empowered to make immediate management decisions in order to promote responsive and versatile service. Although AppleOne is a large, multi-divisional corporation, we sidestep the bureaucracy and inertia that weigh down many larger staffing agencies. Responsibility for client satisfaction begins at the account manager level.
- AppleOne is a wholly owned subsidiary of The ACT•1 Group, Inc., one of the largest woman and minority-owned staffing services firm in the United States. ACT•1 is certified as a Minority Business Enterprise (MBE) by the National Minority Supplier Development Council (NMSDC) through our home council in Southern California. Additionally, both ACT•1 and AppleOne are certified as Woman-owned Businesses by the Women's Business Enterprise National Council (WBENC). As a member of a diverse business enterprise, AppleOne is uniquely qualified to fulfill your diversity goals. Our policy of assisting minority, women-owned, and service-disabled veteran owned enterprises is a reflection of our long-standing commitment to equal opportunity and affirmative action. This commitment is supported by our highest levels of management and is communicated to all current and potential employees.
- AppleOne is ISO 9001:2008 certified and adheres to strict, internationally recognized guidelines of quality and process development. Our ISO certifications assure our clients that AppleOne has implemented and currently maintains a consistent, repeatable process for the management of temporary workers.

2. Provide an overview and history of your company. Describe the organization of your company that includes the organizational structure.

OVERVIEW & HISTORY

AppleOne is a privately-held corporation, which was founded in 1964 and incorporated in 1968 by its President, Bernard Howroyd. He created an agency that would meet an emerging market for both direct hire and temporary staffing augmentation. Since then, AppleOne Employment Services has grown from a single-desk staffing agency to become one of the largest privately held employment services in the nation. Over the last 52 years, AppleOne has provided the best in temporary staffing and is currently supporting over 250 government entities at the Local, State, and Federal levels. Currently, AppleOne annually places over 145,000 people and has a total of 1925 corporate employees nationwide. AppleOne wholeheartedly supports UCF's mission to provide high quality Temporary Labor Services, and welcomes the opportunity to create a solid and long-term relationship with UCF.

AppleOne has a substantial history of partnering with public sector clients to improve the level of service that we provide and to improve their bottom line. We know that having the best in temporary staffing

services is integral to the success of UCF. AppleOne's precise and comprehensive methods for providing staffing services to UCF will ensure that you obtain the maximum projected value for each dollar of expenditure.

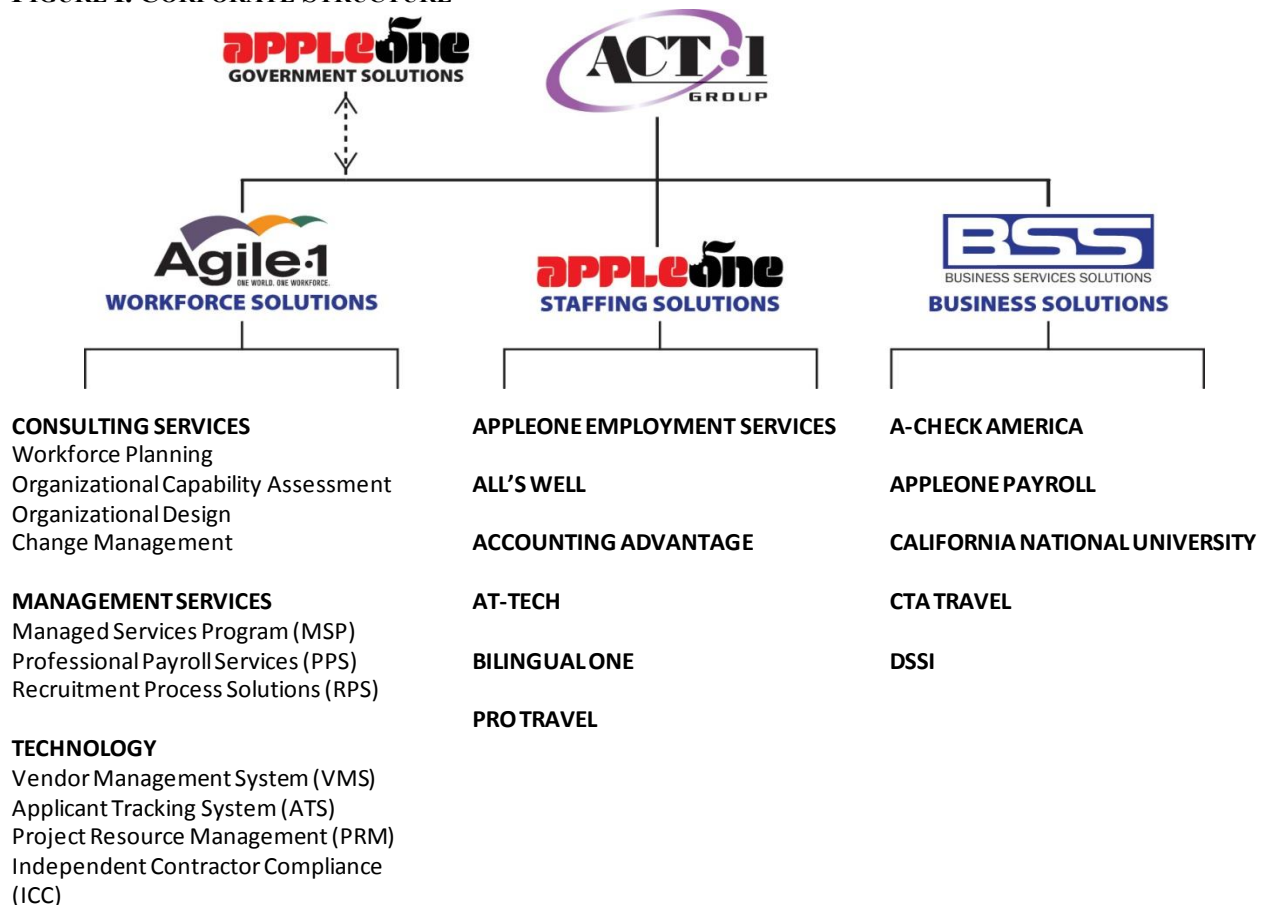
ORGANIZATIONAL STRUCTURE

The ACT•1 Group Inc., which is the parent company, consists of three (3) primary business units:

- Agile•1, our Workforce Solutions group
- AppleOne, the company's wholly-owned subsidiary and staffing arm
- Business Services Solutions, which includes *A-Check Global*, the affiliate company that provides full background investigation services.

AppleOne is the primary staffing arm of The ACT•1 Group, Inc., and is the company that is responding directly to this Request for Proposal. It is also approximately 75% of the parent company's total revenue. Therefore, the substantiating financial data provided with this Proposal will focus primarily on AppleOne and/or its parent company. The following chart summarizes our top-level corporate structure:

FIGURE I. CORPORATE STRUCTURE



3. Provide information on your company size, industrial track record, financial stability, and years in business, etc.

COMPANY SIZE, INDUSTRIAL TRACK RECORD, & YEARS IN BUSINESS

AppleOne was founded in 1964 and incorporated in 1968 by its President, Bernard Howroyd. Over the last 52 years, AppleOne has provided the best in temporary staffing and is currently supporting over 250 government entities at the Local, State, and Federal levels. Currently, AppleOne annually places over 145,000 people and has a total of 1925 corporate employees nationwide.

While most major corporations expand through mergers and acquisitions, AppleOne commits to expanding through reinvestment in our national network of branch locations. Since 1995, the AppleOne branch network has grown from 81 locations that were mainly in the Western United States, to over 156 locations worldwide. This growth has been accomplished by remaining conservative and virtually debt-free, which eliminates any distraction from AppleOne's main goal of providing clients with excellent customer service. Thus, the core philosophies of AppleOne are reflected in its daily practices.

TYPES OF POSITIONS PROVIDED OVER THE YEARS

For a listing of the types of positions AppleOne has staffed over the years, please refer to the Skill Sets Provided narrative section within page 8 of this Proposal.

ORLANDO OFFICES & INTERNAL EMPLOYEES

There are 19 AppleOne Employees and three (3) branches within Orlando, FL:

Figure II. Branch Listing Table

South Orlando (Managing Branch) 4700 Millenia Blvd., Suite 185, Orlando, FL 32839	Orlando 307 Cranes Roost Blvd., Suite 1030 (1st Floor), Altamonte Springs, FL 32701
Orlando Engineering & Technical 307 Cranes Roost Blvd., Suite 1030 (First Floor), Altamonte Springs, FL 32701	

REPRESENTATIVE LIST OF PUBLIC SECTOR CLIENTS

AppleOne currently provides service to over 250 public sector clients. We have provided the following public sector entities with services similar to UCF:

Figure III. Client List Table

AppleOne Government Solutions – Representative List of Clients	
Atlanta Housing Authority	County of Sacramento, California
Cal State Fullerton (CSUF)	County of San Bernardino, California
California Office of Administrative Hearings	County of San Diego, California
City Attorney's Office, Oakland, California	County of Tarrant, Texas
City of Anaheim, California	Denver Housing Authority
City of Berkeley, California	Georgia Department of Community Affairs
City of Glendale, California	Georgia Department of Revenue
City of Houston, Texas	Gilroy Unified School District, Gilroy, California
City of Long Beach, California	Greater Orlando Airport Authority

AppleOne Government Solutions – Representative List of Clients	
City of Los Angeles Redevelopment Agency	Las Vegas Valley Water District
City of Mountain View, California	Los Angeles Airport Authority
City of Pasadena, California	Los Angeles Housing Authority
City of Riverside, California	Los Angeles Unified School District
City of San Bruno, California	Nevada Power
City of San Carlos, California	Orlando Public Utilities Commission
Contra Costa Community College District	Pinellas County Unified School District
County of Contra Costa, California	Port of Los Angeles
County of Gwinnett, Georgia	Sacramento Metropolitan Utility
County of Hennepin, Minnesota	Sam Trans
County of Houston, Texas	San Diego Water District
County of Johnson, Kansas	South Coast Air Quality Management District
County of Los Angeles, Board of Supervisors	Southern California Water Company
County of Los Angeles, Child Support Division	Southwest Gas
County of Los Angeles, CDC	State Compensation Insurance Fund, California
County of Los Angeles, Coroner's Office	State of Colorado
County of Los Angeles, District Attorney	State of Nevada
County of Los Angeles, Internal Services	State of Utah
County of Los Angeles, Public Defender	Sunnyside Unified School District, Tucson
County of Los Angeles, Sheriff	Superior Court of Arizona in Pima County
County of Los Angeles, Superior Courts	Tucson Unified School District
County of Maricopa, Arizona	US Department of Agriculture, Forestry Service
County of Orange, California	US Department of the Treasury, FedSource
County of Orange, Florida	University of Miami, Florida
County of Orange, Superior Courts, California	Village of Wellington, Florida
County of Riverside, California,	Washington State Department of Transportation

FINANCIAL STABILITY

AppleOne is a consistently profitable, financially stable organization. AppleOne has no threatened or pending litigation ongoing against our company, principal officers, or our affiliates in connection with any contract. Nor does AppleOne have any potential commitments that may impact the assets, lines of credit, guarantor letters, etc. that may affect our ability to perform the contract. There are no judgments against our organization. To demonstrate our fiscal solvency, a copy of our most recent audited financial report has been provided within Section II: Required Forms & Attachments of this Proposal.

4. Provide financial information on your company (e.g., annual report, 10-K).

FINANCIAL INFORMATION

AppleOne has included a copy of our 2014-15 Combined and Consolidated Financial Statements and Report of Independent Certified Public Accountants within Section II: Required Forms & Attachments of this Proposal.

5. List three accounts that have similar needs to UCF. University and/or College accounts would be a plus.

Proposers must include:

- **Company/University name and address**
- **Services rendered and length of service**
- **Contact information for reference**

ACCOUNTS WITH SIMILAR NEEDS TO UCF

AppleOne presents the following three (3) accounts that have similar needs to UCF:

FIGURE IV . REFERENCE TABLE #1

Company/University Name	Kaplan University
Address	12650 Ingenuity Dr., Orlando, FL 32826
Services Rendered	Temporary Labor Services
Length of Service	One (1) year
Point of Contact	Suzanna Earle
Phone	(407) 208-3736
Email	suzanna.earle@kaplan.com

FIGURE V. REFERENCE TABLE #2

Company/University Name	Med Tech
Address	1900 North Alafaya Trail, Suite 100, Orlando, FL 32826
Services Rendered	Administrative and Clinical Placements
Length of Service	Three (3) years
Point of Contact	J. Eileen Langan, MSN, RN
Phone	Cell: (281) 636-6267; Office: (407) 434-8700 ext. 2218
Email	jlangan@medtech.edu

FIGURE VI. REFERENCE TABLE #3

Company/University Name	Palm Beach Atlantic University
Address	4700 Millennia Blvd, Suite 100, Orlando, FL 32839
Services Rendered	Administrative, Front Office Receptionist, Secretary, Clerical, Data Entry
Length of Service	Two (2) years
Point of Contact	Julie Hodges
Phone	(407) 226-5955
Email	julie_hodges@belhaven.edu

B. PROJECT STAFF QUALIFICATIONS/EXPERIENCE

- 1. List the total number of employees, include job titles and experience of individual(s) who will be assigned to the UCF account; include resume(s).**

TOTAL NUMBER OF EMPLOYEES & MANAGEMENT TEAM

Currently, AppleOne has a total of 1925 corporate employees nationwide. In response to this solicitation, the following three (3) individuals will be assigned to the UCF account.

AppleOne has comprised a team who will oversee account management to ensure UCF's satisfaction. The following section describes AppleOne's key management personnel structure and delineates the level of responsibilities and communication authority. This organizational structure ensures proper coordination of the project by providing support at every communication level as required by UCF.

FIGURE VII. PRIMARY POINT OF CONTACT TABLE

Name & Title	Gina Rosa, Sr. Account Executive
Project Role:	Project Manager/Primary Point of Contact
Experience	AppleOne's South Orlando Sr. Account Executive, Ms. Gina Rosa, will be assigned as the Primary Point of Contact for UCF. She has been with AppleOne since 2002 and has over 14 years of staffing experience. Ms. Rosa has extensive experience in the talent recruitment, human resources, customer support, office management, and operations. In addition, her project management expertise has also greatly contributed to AppleOne's success. She is one of the primary people responsible for maintaining the branch's superb quality control record in accordance with ISO 9001:2008 standards.
Responsibility:	Ms. Rosa will supervise the execution of the contract with UCF. She will manage the day-to-day processes, including recruiting, testing, screening, training, and qualifying all temporary employees. Ms. Rosa will ensure that all temporary workers meet the skill qualifications needed for all positions and are performing up to UCF's standards. She will be directly supported by the secondary point of contact for this contract, Ms. Peggy Clare, as well as the area branch staff and AppleOne's dedicated Government Solutions Division.

FIGURE VIII. SECONDARY POINT OF CONTACT TABLE

Name & Title:	Peggy Clare, Branch Manager
Project Role:	Assistant Project Manager/Secondary Point of Contact
Experience:	Ms. Peggy Clare joined AppleOne's South Orlando branch team in 2007, bringing with her over nine (9) years of experience in staffing management and recruitment.
Responsibility:	Ms. Clare will be assigned as the Secondary Point of Contact for Day-to-Day Management. As Branch Manager, she is primarily responsible for recruiting and applicant development, and will provide special recruiting services to support UCF. Additional duties will include: staff performance and accountability, client fulfillment oversight, maintenance and expansion of qualified applicant pool, ongoing training and development of all team members, and ensuring that clients receive quality service at all times. Ms. Clare will be the first level of escalation if any service issues should arise. She will also oversee the day-to-day tasks by supporting Ms. Rosa and providing the resources necessary to ensure that UCF receives the required services. If required, Ms. Clare has the ability to act in Ms. Rosa's stead to ensure seamless management of this project.

FIGURE IX. CONTRACTUAL POINT OF CONTACT TABLE

Name & Title:	Rick Hagmann, Director of Government Services
Project Role:	Contractual Point of Contact
Experience:	Mr. Hagmann has been with AppleOne for over nine (9) years. He was originally brought on board as the Manager of Government Implementation and Special Accounts, promoted to Senior Manager of Government Services, and ultimately to Director of Government Services.

Responsibility:	Mr. Hagmann will be the primary contact regarding contract-related issues and is supported directly by AppleOne's Legal, Risk Management, and Government Solutions Departments. He will work with the AppleOne South Orlando account management personnel to ensure that UCF is properly supported. Mr. Hagmann and his team will also oversee all training and operations issues including, but not limited to, reports, database set-up and maintenance, contract implementation and compliance.
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RESUMES

We have included copies of each key management team member's resumes within Section II: Required Forms & Attachments of this Proposal.

2. Clearly identify the skill sets your staff is capable of providing, and clearly indicate if subcontractors or sub-consultants will be used. Identify special projects they have staffed, any membership in professional organizations relevant to the performance of this contract. Also indicate how the quality of staff over the term of the agreement will be assured.

SKILL SETS PROVIDED

As a full-service staffing agency, we supply temporary, temp-to-hire, and direct-hire candidates. AppleOne can readily fill positions within several job categories that typically include:

- Administrative/Clerical
- Call Center/Customer Service
- Data Entry/Data Processing
- Finance/Accounting/Insurance
- Human Resources
- Information Technology/Technical
- Legal
- Marketing/Graphics
- Operations
- Professionals
- Support Staff
- Training

SUBCONTRACTORS

AppleOne does not intend to work with subcontractors for this opportunity.

SPECIAL PROJECTS/MEMBERSHIP ORGANIZATIONS

The following are a listing of the proposed key management staff's special projects and professional organization memberships:

FIGURE X. SPECIAL PROJECTS BY STAFF TABLE

Gina Rosa	Peggy Clare
Orange County Supervisor of Elections	Proshow
Nordstrom	Healthfair
Universal Studios (NBCU)	Hewitt

PROFESSIONAL ORGANIZATION MEMBERSHIPS

Ms. Peggy Clare belongs to memberships within the Society for Human Resource Management (SHRM) and Human Resource Certification Institute (HRCI) organizations.

QUALITY OF STAFF – QUALITY CONTROL PROGRAM

The overall purpose of AppleOne's Quality Control Program is to guarantee that AppleOne provides its clients, such as UCF, with the level of service they expect from a leader in the employment services industry. The Program ensures the following:

- AppleOne meets and exceeds contract expectations when placing contractor personnel.
- AppleOne complies with Local, State, and Federal rules and regulations.

The goal of AppleOne's Quality Control Program is to measure the AppleOne service levels, as well as identify opportunities for improvement. By doing so, we enhance customer satisfaction and improve important operational efficiencies. Based on defined standards of excellence, AppleOne's Quality Control Program includes the weekly quality checks on contractor performance using the Triple Check System, client and contractor personnel surveys, and regular reviews by our Quality Management Committee. AppleOne's Quality Control Program will ensure that we meet the highest standards regarding delivery of services, performance reviews, communication with and availability to UCF supervisors and managers, and minimization of employee turnover.

AppleOne's Quality Control Program is based on defined standards (overall standards of excellence that guide all of the AppleOne work), and a Performance Baseline with specific Performance Objectives that were developed with the appropriate UCF representative(s) for each individual contacted project. These Performance Objectives are routinely/periodically reviewed and compliance issues are addressed in a formal monthly meeting, or as often as the desired by UCF.

AppleOne ensures maintenance of the Quality Control Program through Monthly/Bi-weekly reviews and reports that cover the following topics:

- Task order and team management
- Required deliverables
- Task order schedule and cost control
- Employee security compliance requirements
- Contractor identification and in-processing procedures
- Training and certification requirements
- Staffing and retention issues.

These reviews incorporate findings from personal contacts by the Project Manager and Account Executives with the appropriate UCF representative(s), as well as regular Quality Assurance Surveys. Any complaint or deficiency is immediately reviewed by the Project Manager, who is empowered to take swift corrective action.

TRIPLE CHECK SYSTEM

The AppleOne Triple Check System takes a proactive approach to ensuring that the performance of candidates meet and exceed UCF's requirements and expectations. The Triple Check System consists of the following:

1. An AppleOne Account Executive will make an arrival time telephone call to the UCF Authorized Representative who placed the request to the contract within 30 minutes of the candidate's scheduled arrival time. He/She also will make a quality control call to the UCF Authorized Representative who placed the request on the first day of each new assignment to confirm that the AppleOne employee(s) is performing up to your expectations.
2. The Account Executive will continue to check weekly (or more frequently, if necessary) with UCF to ascertain the quality of the employee's performance.

3. After the assignment is complete, we will evaluate the overall quality of the associate's performance and productivity by distributing a performance evaluation form to the appropriate UCF personnel. AppleOne retains only those associates who meet or exceed our high performance standards.

Using the Triple Check System, we will monitor all aspects of a contractor's performance, including, but not limited to:

- Attendance
- Punctuality
- Proficiency in Required Skills
- Ability to Adapt to the Work Environment
- Ability to Follow Instructions
- Ability to Solve Problems
- Ability to follow established policies and procedures
- Verbal Communication Skills
- Written Communication Skills
- Quality of Work
- Productivity
- Dress Attire
- Ability to maintain effective working relationships

By using the Triple Check System, we will ensure that the AppleOne employees meet and exceed all of UCF's requirements. Poor workplace performance is handled through a process of progressive discipline. Employees are coached and counseled on their performance on a continual basis. Additional training or instruction is provided when appropriate. Failure to meet or exceed AppleOne standards results in the employee's termination for non-performance. This information is noted in AppleOne's internal tracking system, which has a "no recall" function that is activated when necessary. AppleOne's Account Executives are empowered to make judgment calls regarding employee performance, which allows us to replace an unsatisfactory employee immediately.

QUALITY ASSURANCE SURVEYS

AppleOne maintains its standards of excellence through a variety of quality assurance surveys, including:

1. Performance Surveys—The UCF department and hiring managers will have the opportunity to gauge AppleOne on our performance with regard to our responsiveness on job orders, the selection of contractor personnel relevant to the assignment, and the levels of communication between UCF and AppleOne.
2. Service Reports—Results from various quality reviews will be compiled and presented to UCF, which provides statistical information regarding job orders received versus job orders filled, job order replacement ratio, and average response time. The data will be reflected in informative graphs and charts that display satisfaction and performance levels, as well as other measured parameters. These reports can be provided weekly, monthly, or for any other time span that UCF may desire.
3. Employee Assignment Satisfaction Surveys—Measure the satisfaction level of our currently working personnel at client work locations. This tool assists our Employee Monitoring Program that will allow proactive measurement activities to minimize turnovers and the overall quality of our placements.
4. Employee Exit Interview Surveys—Measure and probe the reasons behind assignment separations from the employee's perspective. This information is shared with customers to minimize the turnover and to create assignment longevity from our personnel.

AppleOne's Quality Control Program, developed with the appropriate UCF representative(s), will guarantee that UCF receives top-caliber service. For your reference, we have included copies of the surveys within Section II: Required Forms & Attachments of this Proposal.

C. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

- 1. Describe your company's capacity in providing services in all temporary labor areas, including non-management, management and technical categories. Also, how do you propose to deliver these services to UCF in a timely manner?**

CAPACITY IN PROVIDING SERVICES – SPECIALIZED STAFFING SERVICES & DIVISIONS

AppleOne is comprised of the following Specialized Services divisions that deliver a multitude of staffing solutions. Each division's area of expertise delivers unparalleled results for our government clients.

GOVERNMENT SOLUTIONS DIVISION

In order to ensure that government entities such as UCF receive exemplary service, AppleOne developed our Government Solutions Division to fulfill the specific needs of our public sector clients. This division consistently tracks milestones and deliverables, addresses all quality control issues, adheres to budgeting cycles, and maintains constant lines of open communication in order to remain proactive with regard to all contractual and service issues. In turn, AppleOne's team members work diligently to provide this specialized client base with high-quality staffing solutions while remaining cognizant of the taxpayer's dollar.

Through this division, AppleOne currently supports over 250 public sector entities at the Local, State, and Federal levels, including over 35 educational institutions. The Government Solutions Division works closely with the following additional organizational units to deliver quality solutions to our clients:

TEMPORARY AND DIRECT-HIRE SERVICES

As AppleOne's core department, Temporary Services handles multiple job classifications, which encompasses a wide range of skills such as Administrative/Clerical, Professional (both management and non-management categories), and Customer Service. AppleOne's direct-hire placement division takes the risk out of hiring direct-hire employees with a variety of innovative and cost-effective programs that offers financial flexibility. AppleOne can recruit for virtually any position need.

AppleOne remains committed to creating "*client-for-life*" relationships. With our multitude of effective recruitment techniques, state-of-the-art testing programs, and technological capabilities, AppleOne provides quality clerical and administrative candidates to its customers. AppleOne's recruitment methods include a vast database with over 120,000 candidates who are ready to start assignment at a moment's notice. In addition, our skill assessment program has been designed to test a variety of skill sets, which increases client productivity. Our technological capabilities are user-friendly and they allow our clients to browse hundreds of resumes so that our clients may choose the right candidate.

IT STAFFING DIVISION

From its inception, AppleOne has been providing reliable temporary staffing in a variety of professional and technical areas. In the early 1990s, AppleOne established a dedicated IT division: At-Tech. At-Tech is focused on meeting MIS and IT support service requirements for its client base, which includes both large and small business enterprises, as well as public sector entities on the Local, State, and Federal levels. AppleOne provides corporate high-tech businesses and government entities with cost-effective solutions, and places high-end technical and IT candidates in areas including: Microcomputer Specialists, Telecommunications Coordinator, Network Planning Analysts, Network Services Technicians, Data Network Specialists, Network Systems Engineers/Architects, Programmer Analysts, Database Architects and Administrators, Web Developers, System Administrators, Business Objects Administrators, FileNet

Specialists, IS Business Analysts, IS Project Managers, Application Developers, Helpdesk Analysts, and Technical Writers.

COMMITMENT TO GOVERNMENT

AppleOne is dedicated to fulfilling the unique requirements of public sector entities. As we aid UCF by providing highly-qualified temporary personnel, we will help our South Orlando branch associates achieve their career goals. We also help uplift communities by assisting and teaming with minority, woman-owned, and small disadvantaged businesses.

AppleOne's Government Solutions Division also has dedicated departments staffed with specialists to provide support for our Government clients. These departments include the following:

- Quality Assurance Team
- ISO Certification and Compliance Team
- Invoicing and Payroll Department
- Risk Management Department
- Legal Department
- Training and Implementation Department
- HR and Benefits Department.

PROCEDURES FOR DELIVERY OF SERVICE – JOB ORDER FULFILLMENT PROCESS

AppleOne's job order filling procedures are based on our in-depth knowledge of the needs of Government entities. Based on knowledge of your requirements and using proprietary software systems, our South Orlando account management team, led by Ms. Gina Rosa, will quickly fill your staffing needs from AppleOne's large pool of pre-qualified candidates. In addition, AppleOne can customize its recruitment and matching processes according to projected staffing requirements. Ms. Rosa will discuss current and upcoming staffing requirements with UCF's representatives in order to minimize potential disruptions from employee turnover.

Step 1 – Job Order Process

Job Order is submitted by the UCF authorized representative to an AppleOne account management team member via your preferred method (phone, fax, or the Internet). Ms. Rosa will act as the primary point of contact for UCF. The AppleOne OANet software can alternatively be utilized to automate the procurement process.

Step 2 – Acceptance of Order and Initial Response

The South Orlando account management team accepts the order and enters it into AppleOne's internal Office Automation (OANet) database. Ms. Rosa or another authorized team member will then respond to you within 30 minutes to confirm that they received the order and to provide a status update. Further information may be requested at this stage from the contracting officer or department head at UCF.

Step 3 – Job Order is Sent Out

The South Orlando account management team will then utilize AppleOne's web-based accounting management and monitoring system, OANet, to send out the job order to all of our supporting offices within the region in order to identify the best candidates (if new recruits are required).

Step 4 – Evaluation Process

Once a qualified candidate is identified, AppleOne completes a customized evaluation process for UCF. This may include criminal and drug screening, as well as an in-depth review of job requirements and expectations. If the candidate meets all requirements and accepts the positions, we will move onto the next step. If not, the previous step is repeated until a qualified candidate match is made.

Step 5 – Interview/Final Approval

The candidate is then interviewed or presented for a final approval by UCF. If approved, the candidate is confirmed for a start date.

Step 6 – Orientation

Prior to the start date, AppleOne will provide the candidate with a full job orientation. This orientation program includes information regarding the UCF environment, how to complete employee timecards, and/or to assign them a badge/password for AppleOne's Web Time Capture software (if UCF decides to use this software).

Step 7 – Quality Control

On the first day of assignment, a member of the account management team will conduct a quality control call to the candidate's supervisor. At the end of the first week, another quality control check will be completed. Afterwards, the team will conduct ongoing quality checks to ensure that the candidate is performing up to, or better than, expectations for UCF.

PROPOSAL TO DELIVER TIMELY SERVICES – MANAGEMENT PLAN

AppleOne offers effective processes and procedures that provide professional staffing services for our public sector clients. The critical component to all of AppleOne's personnel support and supervision efforts is continued communication. Upon contract award, the AppleOne management team will request a meeting with the UCF representative(s) to discuss requirements and to plan future meetings.

AppleOne will provide the following corporate support program to ensure that total quality service is provided to UCF:

- We have an effective and comprehensive plan for regular communication between the appropriate UCF representative(s) and AppleOne's corporate managers to address issues before they become problems.
- We have developed a professional support network for AppleOne's personnel to utilize who will assist in providing solutions to situations that may be unique or require additional areas of expertise. This will provide "value-added support" to UCF.
- We ensure timely and accurate reporting of invoiced services.
- We provide a corporate support system that ensures all of AppleOne's on-site personnel can focus entirely on UCF's mission.

AppleOne offers a responsive, comprehensive, and efficient methodology to meet all of UCF's needs. We will conduct regular meetings with appropriate UCF representative(s) to emphasize careful and frequent planning and feedback, periodic corporate and quality reviews, and regular project meetings. The AppleOne management methodology ensures in-depth coverage and responsiveness to all of UCF's requirements. Our management approach allows us to forecast resource requirements throughout the life of the project, assess the quality of work performed, monitor and evaluate execution against milestones or specific standards, identify problems quickly with timely resolutions, and evaluate personnel performance.

AppleOne's corporate philosophy extends to all levels of the company. Corporate and project personnel are committed to providing customer-oriented support and operations to assure performance of all contract requirements.

2. Describe how urgent requests are handled.

URGENT REQUESTS – RESPONSE & TURNAROUND TIME

UCF's Primary Point of Contact/Project Manager for day-to-day management, Ms. Gina Rosa, or an alternate point-of-contact at the AppleOne South Orlando branch, will promptly respond to all standard requests (including those received by email or voice mail) within 30 minutes with a confirmation that the Job Order Request was received. These responses will also include a progress report. After receiving an order from UCF, the turnaround time to place a qualified temporary employee is typically four (4) hours. Specialty positions require a 24 to 48-hour turnaround, and ASAP orders generally can be filled within two (2) hours. For technical positions, the turnaround time for placement is five (5) days.

3. Provide an explanation of how background checks will be processed.

BACKGROUND CHECKS

All temporary employees' references and backgrounds can be checked before AppleOne will consider placing an employee with a client. Additionally, AppleOne will work with UCF to provide supplementary screening specific to particular job positions.

REFERENCE CHECKS

AppleOne's standard process requires all candidates to provide a minimum of two (2) positive supervisor references and one (1) peer reference to verify their skillset levels from past positions. Based on each reference, candidates are rated on a scale of 1-5 on each task performed. Our reference evaluations are based on the SWACER method, which considers each employee's strengths, weaknesses, attendance, coaching ability, environment suitability, and eligibility for rehire.

BACKGROUND CHECKS & DRUG SCREENINGS

Prior to sending an employee to work for UCF, AppleOne's South Orlando account management team, in conjunction with the appropriate UCF representative(s), will evaluate what pre-employment background screening will be utilized. To assure that our clients efficiently work with the best candidates, AppleOne utilizes our affiliate, *A-Check Global*, to conduct extensive pre-employment screening. In addition to references and education verification, pre-screening may include drug screens, criminal background checks, social security checks, and DMV verifications. A-Check's services are available for AppleOne's temporary associates as well as UCF's permanent employees. The following is a description of the services that can be provided by A-Check America:

FIGURE XI. BACKGROUND CHECKS & DRUG SCREENS TABLE

BACKGROUND CHECK	
Criminal Felony/Misdemeanor – Seven (7) years	This includes a one (1)-county, one (1)-name criminal court record search of felony records and will include misdemeanor records when available. All information will be obtained at the courthouse by a court researcher unless an electronic connection to the courthouse is established. *Five (5) and 10 year options also available, please contact A-Check for pricing.
Criminal Search – National Federal – Seven (7) years	This search includes a one (1)-name national federal criminal record search of federal records. All information will be obtained through the Federal P.A.C.E.R. system with on-line direct connection to records and dispositions. *Five (5) and

	10 year options also available, please contact A-Check for pricing.
National Criminal Database Search – Seven (7) years	This search includes one (1) name. A-Check America’s National Criminal Database search (NATCRIM) includes over 250 million criminal records from all 50 states, the District of Columbia and Puerto Rico. This database search perfectly compliments county courthouse searches by increasing the chances of catching additional criminal data from places of work or residence not disclosed during the application process. Results are available within minutes when ordered via A-Check Direct™ and all information reported is FCRA compliant. *Five (5) and 10 year options also available, please contact A-Check for pricing.
National Sex Offender Registry	While convictions for sexual offenses will appear upon the criminal record in the county or state where the offense was committed, oftentimes sexual offenders will relocate where their criminal records will not reflect the offense. Information returned from sexual offender registry inquiries may include; name, AKA name, physical characteristics, date of birth, residential address, employer, county, state of conviction, date of conviction, and offense(s).
County Civil Record Search	This includes one (1)-county, one (1)-name search obtained by a court researcher at the county courthouse. Information obtained may include plaintiff and defendant’s actions and case outcome.
Criminal Statewide Search – Seven (7) years	The Statewide Criminal Search accesses individual states and the District of Columbia’s’ Department of Justice criminal repository information.
Compliance Link Search	Comprehensive list of Compliance searches available upon request.
Motor Vehicle Records – Driver’s Report	Depending on state law, this search will reveal a three (3) to five (5) year driving history. Reported information will include type of license, any violations, disciplinary actions, convictions, issue date, expiration date, revocations, suspensions, accidents, status and restrictions.
Professional Reference	A-Check will verify a professional reference by seeking answers to predetermined questions including information on communication skills, work attitude, professionalism and punctuality. This information will be obtained through a phone interview with the former supervisor or personnel department.
Employment Verification – Plus	<i>Contact up to three times daily, will be made for up to three (3) Days. Documentation will be requested from the applicant for any verifications of employment not obtained.</i> A-Check will verify present or past employment to include position(s) held, dates of employment, salary, confirmation of specific job duties, reason for leaving, eligibility for re-hire, and overall job performance. Information will be obtained through phone interviews with former supervisor or

	personnel department. Pricing is per individual screened. <i>**Additional fee may apply if previous employer charges a fee for release information or uses a records clearinghouse.</i>
Education Verification – Basic	<i>Contact up to three times daily, will be made for up to three (3) Days.</i> This search verifies Colleges/Universities attended with dates of enrollment, Major/Degrees obtained, Grade Point Average, and professional certification. Pricing is per individual screened. <i>**Additional fee if transcripts are requested. Additional fee may apply if educational institution requires use of a records clearinghouse.</i>
Professional License Verification	This search verifies a professional license or professional certification. Additional fee if transcripts are requested or if educational institution / Licensing body requires use of a records clearinghouse.
Credit Report	This report provides information into a person's financial background. It also provides present and past addresses, current and past employers, and verifies and identifies users of the social security number provided.
Social Security Trace	This search verifies the Social Security number provided is valid, the person/people associated with the number, current and past addresses, and current and past employers.
DRUG SCREENING	
Oral Detect Drug Screen	Available upon request.
NON D.O.T Five (5)-Panel Drug Screening	This includes screening for five (5) categories of drugs including Amphetamines, Cocaine, Marijuana (THC), Opiates, Phencyclidine (PCP).
NON D.O.T Seven (7)-Panel Drug Screening	This includes screening for seven (7) categories of drugs including Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Opiates, Phencyclidine (PCP) and Marijuana (THC).
NON D.O.T Nine (9)-Panel Drug Screening	This includes screening for nine (9) categories of drugs including Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana (THC), Methadone, Opiates, Phencyclidine (PCP) and Propoxyphene.
NON D.O.T Nine (9)-Panel Plus Alcohol Drug Screening	This includes screening for nine (9) categories of drugs including Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana (THC), Methadone, Opiates, Phencyclidine (PCP), Propoxyphene and Alcohol.
NON D.O.T 10-Panel Drug Screening	This includes screening for ten (10) categories of drugs including Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana (THC), Methadone, Methaqualone, Opiates, Phencyclidine (PCP) and Propoxyphene.
NON D.O.T 10-Panel Plus Extended Opiates Drug Screening	This includes screening for ten (10) categories of drugs including Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana (THC), Methadone, Methaqualone, Opiates, Phencyclidine (PCP), Propoxyphene and Extended

	Opiates.
Medical Review Officer (MRO)	This includes a licensed physician reviewing the result, speaking with the donor if necessary, and reporting the results within two (2) hours of receiving it from the laboratory.
Drug Screen (D.O.T.)	This includes screening for five (5) categories of drugs including Amphetamines, Cocaine, Marijuana (THC), Opiates, and Phencyclidine (PCP). Includes in-network collection and MRO. Includes proper D.O.T. chain of custody paperwork, collection at a A-Check site, overnight courier to a S.A.M.H.S.A./N.I.D.A. Certified laboratory, pre-screen by E.M.I.T. and confirmation by G.C./M.S.. Negative results returned the next business day with positives returned within 48 hours.

TURNAROUND TIME

The turnaround time for Background Check services is 48 to 72 hours, depending on the particular check. All results for Drug Testing will be returned by the next business day. A delay may occur if the sample has to go for further testing or the sample was considered troubled. Additional information on A-Check is available upon request.

IMMIGRATION REFORM & CONTROL ACT POLICY STATEMENT

It is AppleOne's policy to comply with all laws, including anti-discrimination and immigration laws. In compliance with the Immigration and Control Act of 1986, AppleOne examines the required documentation presented to us under oath by applicants, and we certify that, to the best of our knowledge, the applicants being referred to our clients are authorized to work in the United States.

I-9 Verification - E-Verify Program Requirement

A new regulation from the Immigration and Customs Enforcement (ICE) has been issued and it sets forth "Safe Harbor" procedures that provide employers guidance as to actions that need to be taken upon receipt of so-called Tentative Nonconfirmation (TNC) notifications from the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

If AppleOne receives a "TNC" from E-Verify, AppleOne **does not deny employment** to the applicant. The mismatch may be due to one (1) of the following:

- A clerical error when entering the number into the E-Verify Program
- The applicant transposing the number when writing it on the I-9 Form
- The number not belonging to the applicant (fraud).

To resolve a TNC, AppleOne conducts the following steps in response to the specific type of TNC that the temporary candidate receives:

Social Security Administration (SSA) Tentative Nonconfirmation (TNC):

1. The AppleOne Account Executive immediately notifies the applicant about the SSA TNC Notice sent by E-Verify.
2. The Account Executive will review the notification with the applicant and have him/her decide whether he/she wants to contest this result.

3. If the applicant chooses to contest, the Account Executive refers the case to SSA in E-Verify by clicking on Initiate SSA Referral. This gives SSA electronic access to the case when the applicant visits the SSA field office to resolve his/her case. If he/she chooses not to contest the TNC, the Account Executive does not have to place him/her on assignment.
4. The Account Executive gives the applicant the SSA Referral Letter received from E-Verify and he/she will need this letter when he/she visits an SSA office.
5. The applicant will have eight (8) federal government workdays from the date of referral to visit an SSA office to contest his/her case.
6. During this time, the applicant is not terminated and should continue to work.
7. After the applicant visits SSA, SSA will update his/her case status in E-Verify. The Account Executive will check E-Verify daily to see if the case status has been updated.

Department of Homeland Security (DHS) Tentative Nonconfirmation:

1. The AppleOne Account Executive immediately notifies the applicant about the DHS TNC Notice sent by E-Verify.
2. The Account Executive will review the notification with the applicant and have him/her decide whether he/she wants to contest this result.
3. If the applicant chooses to contest, the Account Executive refers the case to DHS in E-Verify by clicking on Initiate DHS Referral. If he/she chooses not to contest the TNC, the Account Executive does not have to place him/her on assignment.
4. The Account Executive gives the applicant the DHS Referral Letter received from E-Verify and he/she will need this letter when he/she contacts the DHS.
5. The applicant will have eight (8) federal government workdays from the date of the referral to contact DHS and to contest his/her case.
6. During this time, the applicant is not terminated and should continue to work.
7. After the applicant contacts DHS, DHS will update his/her case status in E-Verify. The Account Executive will check E-Verify daily to see if the case status has been updated.

DHS Tentative Nonconfirmation (Photo Toll Non-Match):

1. The AppleOne Account Executive immediately notifies the applicant about the DHS TNC Notice sent by E-Verify.
2. The Account Executive will review the notification with the applicant and have him/her decide whether he/she wants to contest this result.
3. If the applicant chooses to contest, the Account Executive refers the case to DHS in E-Verify by clicking on Initiate DHS Referral. If he/she chooses not to contest the TNC, the Account Executive does not have to place him/her on assignment.
4. The Account Executive gives the applicant the DHS Referral Letter received from E-Verify and he/she will need this letter when he/she contacts the DHS.
5. The applicant will have eight (8) federal government workdays from the date of the referral to contact DHS and to contest his/her case.
6. During this time, the applicant is not terminated and should continue to work.
7. After referring the applicant in E-Verify, the Account Executive will immediately send a photocopy of his/her Permanent Resident Card (Form I-551) or Employment Authorization Card (Form I-766) and a photocopy of his/her DHS Referral Letter to the following address:

U.S. Citizenship and Immigration Services
Verification Division
Attn: Status Verification Unit
490 L'Enfant Plaza East, SW, Suite 8001
Washington, DC 20024-2135

8. After the applicant contacts DHS, DHS will update his/her case status in E-Verify. The Account Executive will check E-Verify daily to see if the case status has been updated.

4. Describe your process of vetting employees to meet the needs of the university; including professional appearance, reliability and workplace skills.

VETTING EMPLOYEES – WORKPLACE SKILL SCREENINGS

To enhance our ability to find qualified candidates, AppleOne uses the AppleCore Assessment Series, a validated applicant classification system that focus on customer service skills, aptitude, and attitude assessment. The content underlying these tests was carefully factored into specific job requirements. All AppleOne tests have a proven track record of success, which shows that those who take the tests have better performance on the job and significantly increases their productivity. We already have assessment tests in place for all of our proposed job categories. If needed, AppleOne's assessment series can be customized to meet UCF's specific requirements.

SITUATIONAL JUDGMENT EXERCISES

For administrative, clerical, and customer service positions, situational judgment exercises are used to assess personal characteristics that are critical for the job. The development of these tools is as follows:

Receptionist CD Simulation

Development of the Receptionist job simulation included identifying critical work activities that contribute to success on the job. For receptionists, it was found that answering multiple-line telephones and routing calls are critical elements of the job. A computerized work sample was created to simulate a receptionist receiving and routing a call. Also, receptionists were found to be a direct link to visiting customers and clients. Thus in conjunction with the job simulation, a situational-judgment exercise was created to determine an applicant's ability to respond to work situations effectively. The tool was developed using computerized technology to create a realistic portrayal of the work environment. Job incumbents, job experts, and AppleOne's personnel were responsible for the development of this assessment.

Customer Service Situations Video

A video-based situational judgment exercise was created for Customer Service Representatives and other personnel who interact with the public. Data collected during job analysis reveals that customer service representatives must respond to different types of situations relating to internal and external customer interactions. The video-based assessment provides an accurate depiction of actual situations faced on the job. Applicants are then asked to determine the most effective approach to resolve the work situation.

STRUCTURED INTERVIEW GUIDE

The structured interview guide was designed to identify how well a candidate will effectively perform as an AppleOne employee. The interview guide asks questions related to the applicant's work history (with factors such as reliability in past job titles), interpersonal and team skills, creative problem solving, professionalism (in appearance and personal conduct within a work environment), and communication skills. The applicant's responses help us assess how they have responded to past work situations, particularly in their ability to handle work within stressful environments. Questions are framed this way because research has shown that past work behavior is one of the best predictors of future work behavior.

SOFTWARE ASSESSMENTS

AppleOne extensively tests candidates on their software proficiency, which is particularly important in today's high-tech work environment. Through the use of the evaluation and training systems of *ProveIt!*,

AppleOne's staff ensures that candidates possess the necessary skills for exceptional performance. The *ProveIt!* tests provide high quality performance-based testing on virtually all of today's top office software, so that we may assess each candidate's proficiency levels on multiple operating systems. As new software is introduced to the workplace, all AppleOne candidates are encouraged to enhance their skills using the *ProveIt!* tutorial programs. Prior to assignment, AppleOne can test contractors on over 250 applications across several disciplines, with customized training and evaluation programs that simulate the work to be performed at UCF's locations. Available tests and training include:

Administrative/Office/Clerical

The *Prove It!* testing allows in-depth evaluation of the various skill sets required for administrative and clerical candidates. Test titles include:

Figure XII. Administrative/Clerical Tests Table

Administrative/Clerical Tests	
Business Writing	Microsoft Internet Explorer
Counting	Microsoft Office Suite
Customer Service Mindset Survey	Proofreader Marks
Data Entry 10 Key	Punctuation
Email Etiquette	Reading Comprehension
English as a Second Language	Recruiting Fundamentals
Filing by Name	Sales Concepts
Following Verbal Instructions [audio]	SAS 9 - Data Analyst
Following Written Instructions	Shorthand
Healthcare Benefits Knowledge	Software Quality Assurance
Human Resources Basics	Software Testing
Human Resources Benefits Knowledge	Spanish Basic Office Skills
Internet Basics	Spanish Basic Reading Comprehension
Internet Research Skills	Spanish Office Grammar and Spelling
Interviewing and Hiring Concepts	Spanish Typing – General
Listening Skills [audio]	Spanish-English Bilingual
Macintosh Basics OS 9	Technical Terminology
Mailroom Management Skills	Translation Sample - English to Spanish
Marketing Fundamentals	Translation Sample - Spanish to English
Matching (Alphanumeric, Numeric, Images)	Typing – General
Math Word Problems	Vocabulary
Microsoft Windows	Writing Sample (letters, etc.)

Accounting/Finance Knowledge Tests

For Accounting and Finance positions, AppleOne uses the *ProveIt!* Accounting and Financial Knowledge test package to evaluate core accounting and finance competencies. Testing titles include, but are not limited to:

Figure XIII. Accounting/Finance Tests Table

Accounting/Finance Tests		
Accounting Terminology	Cost Accounting	MYOB Accounting Plus
Accounts Payable	Financial Analysis	Partnership Tax Accounting
Accounts Receivable	Financial Management	Payroll Clerk

Accounting/Finance Tests		
ACCPAC Pro Series	Fixed Assets	Payroll Management
ADP - Payroll	General Accounting	Peachtree Accounting
Advanced Accounting	General Ledger Knowledge	QuickBooks Pro
Auditing	Individual Income Tax	Quicken
Bookkeeping - Professional	JD Edwards	Sage MAS 90/200
Business Income Tax	MAS 90 - Bookkeeping	Simply Accounting
Corporate Tax Accounting	Microsoft Dynamics GP	

Tests include examples and illustrations from real-world accounting environments, and cover general job categories, such as Accounting and Bookkeeping. They also include numerous specialized accounting subjects, such as Cost Accounting and Taxation. Customized test making is available.

Technical/IT Evaluation

All AppleOne Technical/IT recruiters have solid technical background experience and proven interviewing methods needed to qualify candidates. Our thorough screening process includes: in-depth interviews with trained Technical/IT consultants, technique and skills analyses, verification of degrees, and reference checks. All potential Technical/IT candidates meet with an AppleOne Technical Recruiter and Account Executive in a formal interview. The face-to-face interviews consist of candidates interviewing against the specific individual job requirements. The total two (2)-hour interview process determines experience, expertise, and suitability to a specific job and organization. An Executive Summary is then generated for your review from the information collected from the candidate. AppleOne retains a large pool of highly motivated and qualified technical professionals for the full scope of Technical/IT/MIS fields, including but not limited to:

- Application Development
- Database Development & Administration
- Desktop and Server Systems
- Information Systems
- Network Analysis & Administration
- Programming & Software Engineering
- Web Development & Administration
- Project Management
- Software Testing & Quality Analysis
- Systems, Applications and Productions (SAP) Management
- Technical Support

Tests include:

Figure XIV. Technical/IT Tests Table

TechTest Titles	
.NET Framework Microsoft Internet Information Server [IIS] 4.0	Enterprise JavaBeans [EJB] SQA Robot
.NET Programming (C#, C++, Jscript, Visual [SMS])	Ethernet Networking SQL Entry Level
A+ Microsoft Site Server 3.0	FORTAN 77/90 SQL for Client-Server Applications
ABAP/4 for SAP Microsoft Systems Management Server 2.0	GroupWise 5.x SQL for Desktop Applications
Basic, Visual J#	Gupta Centura SQL Server 2000 DBA
C Programming Microsoft Windows Programming	Hardware Troubleshooting SQL Server 2000 for Developers
C++ Programming Microsoft Windows XP Technical	HTML SQL Server 6.5
	IBM AIX 5.1 Administrator SQL Server 6.5 Developer

TechTest Titles	
Skills	
CGI Concepts Microsoft Windows XP Troubleshooting	IMS TCP/IP
CICS/COBOL MVS	iNet+ Technical Support Processes
Cisco Networking Netscape Webserver	Informix Telecommunications
Cisco Router Network Administration	Internet Security UNIX Administrator
Client/Server Fundamentals Object Oriented Programming [OOP]	J2EE UNIX Programming
COBOL 400 Oracle Developer	J2SE UNIX Users
COBOL Oracle DBA	Java VBScript
Cold Fusion MX 6.1 OS/2 for Users	JavaScript Visual Basic
COM/DCOM Development in Delphi Pascal	JCL Visual C++
COM/DCOM Development in Visual Basic PC Skills Survey	LAN Hardware Visual FoxPro
Computer Technician Skills PeopleSoft	Linux Administration Visual Interdev 6.0
COOL: Gen Perl 5	LoadRunner Visual J++
CORBA PHP	Lotus Notes VSE/DOS
Crystal Reports PL/SQL	Macintosh Technician WAN Architecture
Data Communications Concepts PowerBuilder	Microsoft Access Web Commerce Security
Data Warehousing Concepts Pro/ENGINEER	Microsoft Exchange Server Web Design Mastery
DB2 5.x DBA Project Management for IT Professionals	Microsoft Foundation Class WebLogic Portal 7.0
DB2 Developer Rational Rose	Microsoft Office Help Desk
DB2 v.8 UBD DBA Relational Database Design [RDBMS]	Siebel 7
dBASE III Plus RPG III	SQL Server
Delphi RPG IV [RPG ILE]	Sybase WinRunner
DHTML SAP Database	Transact SQL XML
DreamWeaver SCO UNIX	UML XWindow Systems
E Commerce Concepts	WebLogic Server 7.0
E Commerce Concepts: Architecture and Design	WebSphere 4.0
EDI (Electronic Data Interchange) Solaris Administrator	

ASSESSING BILINGUAL SKILLS

AppleOne can provide qualified bilingual clients to UCF if desired. To determine language skills, a bilingual AppleOne account team member will meet one-on-one with candidates to assess their bilingual proficiency. Bilingual applicants are given an AppleOne safety test in the appropriate language. After evaluating an applicant's bilingual skill level, the team member will make detailed notes in the Office Automation system. Doing so allows us to provide candidates matched to UCF's specifications. AppleOne can also evaluate bilingual candidates in their respective languages through the ProveIt! testing suites. Currently, *ProveIt!* tests are immediately available in Spanish, French, German, and Portuguese; tests in additional languages can be provided with sufficient notice.

CUSTOMIZED EVALUATIONS

AppleOne can customize candidate evaluations to meet UCF's needs. For example, this can include specific software assessments or administering UCF's tests to candidates. Test scores can also be provided and we can benchmark specific skills.

5. What is your company's fill percentage and lead time to get an employee ready to work?

COMPANY FILL PERCENTAGE

AppleOne maintains an overall national fill rate ("Fill Rate") of 91%.

However, the following information reflects our average fill rate by labor type (within three [3] days of order request):

- Administrative and Clerical (96%)
- Call Center (90%)
- Technical (93%)
- Professional (94%)

LEAD RESPONSE & TURNAROUND TIME

UCF's Primary Point of Contact/Project Manager for day-to-day management, Ms. Gina Rosa, or an alternate point-of-contact at the AppleOne South Orlando branch, will promptly respond to all standard requests (including those received by email or voice mail) within 30 minutes with a confirmation that the Job Order Request was received. These responses will also include a progress report. After receiving an order from UCF, the turnaround time to place a qualified temporary employee is typically four (4) hours. Specialty positions require a 24 to 48-hour turnaround, and ASAP orders generally can be filled within two (2) hours. For technical positions, the turnaround time for placement is five (5) days.

SECTION II TAB

SECTION II: REQUIRED FORMS & ATTACHMENTS

REQUIRED FORMS & ATTACHMENTS

AppleOne has included the following forms and attachments immediately following this page:

- Invitation to Negotiate Acknowledgement Form
- Appendix II – Supplemental Offer Sheet Terms and Conditions
- Appendix III – Certificate of Non-Segregated Facilities
- Appendix IV – Compliance and Certification of Good Standings
- Appendix V – Secure Handling of UCF Data
- Addendum No. 1
- 2014-15 Combined and Consolidated Financial Statements and Report of Independent Certified Public Accountants (referenced from page 5 of this Proposal)
- Management Team Resumes (referenced from page 8 of this Proposal)
- Sample Quality Assurance Surveys (referenced from page 10 of this Proposal)
- Business Licenses – as required from Question #83 from UCF's Addendum No. 1

INVITATION TO NEGOTIATE ACKNOWLEDGEMENT FORM

SUBMIT OFFER TO: PURCHASING DEPARTMENT UNIVERSITY OF CENTRAL FLORIDA 12479 RESEARCH PARKWAY, BLDG. 600 ORLANDO, FL 32826 Phone: (407) 823-2661 – Fax (407) 823-5551 https://ucfpurchasing.bonfirehub.com/projects/view/1552		University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form	
Page 1 of 38 Pages	OFFERS WILL BE OPENED September 22, 2016 @ 2:00 PM EST		ITN NO: 1602JCSA
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY MAILING DATE: August 19, 2016	ITN TITLE: Temporary Labor Services		
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER 95-2580864			
VENDOR NAME Howroyd Wright Employment Agency, Inc., dba: AppleOne Employment Services		REASON FOR NO OFFER N/A	
VENDOR MAILING ADDRESS 16371 Beach Blvd. Suite 240			
CITY - STATE - ZIP CODE Huntington Beach, CA 92647		POSTING OF PROPOSAL TABULATIONS	
AREA CODE (866)	TELEPHONE NO. 493-8343	Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department and our solicitation web page and will remain posted for a period of 72 hours. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.	
(800)	TOLL FREE NO. 872-2677		
(714)	FAX NO. 596-7798		
EMAIL ADDRESS: govservices@ainl.com			

Government Classifications

Check all applicable

- | | |
|--|--|
| <input type="checkbox"/> African American
<input type="checkbox"/> Asian-Hawaiian
<input type="checkbox"/> Hispanic
<input type="checkbox"/> Native American
<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Small Business Federal | <input checked="" type="checkbox"/> American Women
<input type="checkbox"/> Government Agency
<input type="checkbox"/> MBE Federal
<input type="checkbox"/> Non-Minority
<input type="checkbox"/> Pride
<input type="checkbox"/> Small Business State |
|--|--|

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the vendor and that the vendor is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the vendor offers and agrees that if the offer is accepted, the vendor will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

GENERAL CONDITIONS

1. SEALED OFFERS: All offer sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE OFFER PER ENVELOPE.) The face of the envelope should contain, in addition to the above address, the date, and time of the solicitation opening and the solicitation number. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.

2. EXECUTION OF OFFERS: Offers must contain a manual signature of the representative authorized to legally bind the Respondent to the provisions herein. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor are to be initialed.

3. NO OFFER SUBMITTED: If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, vendor must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.


AUTHORIZED SIGNATURE (MANUAL)

Linda Lindsey, Vice President of Finance
AUTHORIZED SIGNATURE (TYPED), TITLE

4. PRICES, TERMS AND PAYMENT: Firm prices shall be negotiated and include all services rendered to the purchaser.

(a) DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for offer evaluation purposes.

(b) MISTAKES: Offerers are expected to examine the conditions, scope of work, offer prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the offerer's risk.

(c) INVOICING AND PAYMENT: All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting
12424 Research Parkway, Suite 300
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

Interest Penalties: Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

Vendor Ombudsman: A vendor ombudsman position has been established within the Division of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman can be contacted at (407) 882-1040; or by mail at the address in paragraph 4, (c) above.

The ombudsman shall review the circumstances surrounding non-payment to:
























- determine if an interest payment amount is due;
- calculate the amount of the payment; and
- ensure timely processing and submission of the payment request in accordance with University policy.

APPENDIX II – SUPPLEMENTAL OFFER SHEET TERMS AND CONDITIONS
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APPENDIX II
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS

The sections set forth below are to each be initialed, as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood and agreed upon" with the intent to negotiate a change to those sections/terms and conditions after tentative award of a contract resulting from this ITN. Respondents disagreeing with any term or condition of this ITN are to act to resolve the difference prior to the deadline for inquires, as noted in this ITN. A Respondent's disagreement with any non-negotiable section of this ITN shall be automatically rejected. Failure of the university and the tentative awardee to come to an agreement with respect to terms and conditions within a time frame UCF determines to be reasonable constitutes grounds for rejection of that offer and the University shall have the right, at its sole discretion, to award the contract to the next favorable respondent.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.1 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.2 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.3 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.4	<u>✓</u>	<u> </u>	<u>JS</u>
2.5	<u>✓</u>	<u> </u>	<u>JS</u>
2.6 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.7 Section Not Used			
2.8 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.9	<u>✓</u>	<u> </u>	<u>JS</u>
2.10	<u>✓</u>	<u> </u>	<u>JS</u>
2.11 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.12	<u>✓</u>	<u> </u>	<u>JS</u>
2.13**Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.14**Non-negotiable**	<u>✓</u>	<u> </u>	<u>JS</u>
2.15	<u>✓</u>	<u> </u>	<u>JS</u>
2.16	<u>✓</u>	<u> </u>	<u>JS</u>
2.17	<u>✓</u>	<u> </u>	<u>JS</u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.18 **Non-negotiable**	✓		
2.19	✓		
2.20 **Non-negotiable**	✓		
2.21	✓		
2.22	✓		
2.23	✓		
2.24	✓		
2.25	✓		
2.26	✓		
2.27**Non-negotiable**	✓		
2.28 **Non-negotiable**	✓		
2.29	✓		
2.30**Non-negotiable**	✓		
2.31**Non-negotiable**	✓		
2.32	✓		
2.33	✓		
2.34	✓		
2.35**Non-negotiable**	✓		
2.36	✓		
2.37	✓		
2.38	✓		
2.39**Non-negotiable**	✓		
2.40	✓		

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.41	✓	_____	<u>SL</u>
2.42 **Non-negotiable**	✓	_____	<u>SL</u>
2.43	✓	_____	<u>SL</u>
2.44	✓	_____	<u>SL</u>
2.45	✓	_____	<u>SL</u>
2.46	✓	_____	<u>SL</u>
2.47	✓	_____	<u>SL</u>
2.48	✓	_____	<u>SL</u>
2.49 **Non-negotiable**	✓	_____	<u>SL</u>
2.50	✓	_____	<u>SL</u>
2.51	✓	_____	<u>SL</u>
2.52 **Non-negotiable**	✓	_____	<u>SL</u>
2.53 **Non-negotiable**	✓	_____	<u>SL</u>
3.0	✓	_____	<u>SL</u>
4.0	✓	_____	<u>SL</u>
Appendix II	✓	_____	<u>SL</u>
Appendix III	✓	_____	<u>SL</u>
Appendix IV	✓	_____	<u>SL</u>
Appendix V	✓	_____	<u>SL</u>

Company: Howroyd Wright Employment Agency, Inc., dba: AppleOne Employment Services

Authorized Representative's Name: Linda Lindsey

Authorized Representative's Signature: Linda Lindsey

Date: 9-6-16

APPENDIX III – CERTIFICATE OF NON-SEGREGATED FACILITIES
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APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Howroyd Wright Employment Agency, Inc., dba: AppleOne Employment Services certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246, amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

The Contractor and subcontractors shall abide by the requirements of 41 CFR, Section 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX III

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

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

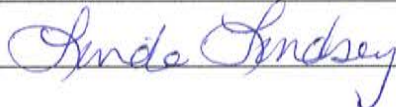
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

Company: Howroyd Wright Employment Agency, Inc., dba: AppleOne Employment Services

Authorized Representative's Name: Linda Lindsey

Authorized Representative's Signature: 

Date: 8-25-16

APPENDIX IV – COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS

APPENDIX IV
COMPLIANCE AND
CERTIFICATION OF GOOD STANDINGS

The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing. The certifications must be submitted to the UCF Purchasing Department prior to providing any goods or services required under the resulting contract.** Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

CERTIFICATION

I certify that the company submitting an offer under this solicitation in is compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: Howroyd Wright Employment Agency, Inc., dba: AppleOne Employment Services

Authorized Representative's Name: Linda Lindsey

Authorized Representative's Signature: _____

Date: _____

8-25-16

APPENDIX V – SECURE HANDLING OF UCF DATA

APPENDIX V

Secure Handling of UCF Data

Secure protection and handling of data by vendors and third parties

1. Network Security. Vendor agrees at all times to maintain network security that – at a minimum – includes: network firewall provisioning, intrusion detection, and regular third party penetration testing. Likewise Vendor agrees to maintain network security that conforms to one of the following:
 - a. Those standards that UCF applies to its own network, as found at <http://www.cst.ucf.edu/about/information-security-office/iso-policies-standards/>
 - b. Current standards set forth and maintained by the National Institute of Standards and Technology, including those at:
<http://web.nvd.nist.gov/view/ncp/repository>
 - c. Any generally recognized comparable standard (e.g., ISO/IEC 27001, etc.) that Vendor then applies to its own network.
2. Data Security. Vendor agrees to protect and maintain the security of UCF data based on the latest industry security standards and best practices. These security measures include, but are not limited to, maintaining secure segmented networks, maintaining systems that are up-to-date, and environments free of malware.
3. Data Transmission. Vendor agrees that any and all transmission or exchange of system application data with UCF and/or any other parties expressly designated by UCF – solely in accordance with Section 6 below – shall take place via secure means, e.g. HTTPS or FTPS with 128 bit key AES encryption or better.
4. Data Storage. Vendor agrees that any and all UCF data will be stored, processed, and maintained solely on designated target servers and that no UCF data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the Vendor's designated backup and recovery processes.
5. Data Encryption. Vendor agrees to store all UCF backup data as part of the its designated backup and recovery processes in encrypted form using 128 bit key AES encryption or better.
6. Data Re-Use. Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Current Agreement. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of Vendor.

Vendor further agrees that no UCF data of any kind shall be transmitted, exchanged or otherwise passed to other vendors or interested parties except on a case-by-case basis as specifically agreed to in writing by an agent of UCF.
7. End of Agreement Data Handling. Vendor agrees that upon termination of this Agreement it shall erase, destroy, and render unreadable all UCF data according to the standards enumerated in DOD 5220.22 or NIST 800-88 and certify in writing that these actions have been completed at a mutually predetermined date.

8. Data Breach. Vendor agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally-identifiable information or other event requiring notification. In the event of a breach of any of Vendor's security obligations or other event requiring notification under applicable law ("Notification Event"), Vendor agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend UCF and its trustees, officers, and employees from and against any claims, damages, or other harm related to such Notification Event.

Related Documents:

- Third-Party Outsourcing (Cloud Computing) of University Data
- UCF Third Party Assurance Questionnaire
- 4-008 Data Classification and Protection

9. FERPA

If Vendor is provided access to any student personally identifiable information (as defined under FERPA), Vendor acknowledges that it will comply with the privacy regulations outlined in the Family Educational Rights and Privacy Act ("FERPA"), for the handling of such information, to the extent such regulations apply to Vendor. Vendor will not disclose or use any student information except to the extent necessary to carry out its obligations under its agreement with UCF and as permitted by FERPA.

Company: Howroyd Wright Employment Agency, Inc., dba: AppleOne Employment Services

Authorized Representative's Name: Linda Lindsey

Authorized Representative's Signature: _____

Date: _____

8-25-16

ADDENDUM NO. 1



IMPORTANT DOCUMENT – INVITATION TO BID REVISION

ITB NUMBER: 1602JCSA

OPENING DATE & TIME: September 22, 2016 @ 2:00 p.m.

ITB TITLE: Temporary Labor Services


ADDENDUM NUMBER: 1

ADDENDUM DATE: September 9, 2016

The purpose of this addendum is to answer questions submitted by vendors during the open question period.

See below addendum continuation sheet.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING IT, AND ALL OTHER REQUIREMENTS WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.



BIDDER SIGNATURE
Howroyd Wright Employment Agency, Inc.,
dba: AppleOne Employment Services
COMPANY NAME

9-15-16
DATE

Linda Lindsey

PRINT OR TYPE PROPOSER'S NAME

govservices@ainl.com

EMAIL ADDRESS

Answers to Questions
ITN 1602JCSA
Temporary Labor Services

1. What is the budget limitation of this RFP?

UCF Answer: Positions will be identified and filled on an as needed basis.

2. Is it a single or multiple award?

UCF Answer: We anticipate a multiple award.

3. Is there any service provider of the same services in the past, if yes then please share the details of the service provider along with the last year's outlay?

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

4. Present vendor(s)?

UCF Answer: This will be a new contract.

5. Award date(s)?

UCF Answer: However, we estimate approximately December 1, 2016. This is a three year contract with two additional one year renewals.

6. Hourly billing rates for each category at the time of award?

UCF Answer: We are not asking for billing rates at this time.

7. Prevailing/Living wage requirements at time of award?

UCF Answer: Since the ITN is to secure hires through a temporary staffing agency where there will not be an employer-employee relationship established with UCF, we do not feel the pay rates the institution is utilizing for the time being are applicable and agree with your suggestion that we decline to respond to this question.

8. Current billing rates?

UCF Answer: This will be a new contract.

9. Bid tabulation from current award?

UCF Answer: This will be a new contract.

10. What is the current budget for the contract?

UCF Answer: There is no budget limitation.

11. How much was spent (dollar value) on this service last year?

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

12. How much is intended to be spent once the contract is awarded?

UCF Answer: We cannot estimate how much will be spent at this time. Positions will be identified and filled on an as needed basis as determined by individual departments and work locations.

13. How many temporary employees currently work under this contract?

UCF Answer: This will be a new contract.

14. How many vendors will be awarded as a result of this solicitation?

UCF Answer: We do not know how many suppliers will be awarded.

15. The document describes a very high level of the scope of temporary service categories such as accounting, training, support staff, information technologies, etc. Can you provide a more detail list of skills or technologies required?

UCF Answer: We are looking to cover all the areas mentioned in the ITN. The list of skills and specific scope of work requirements will be provided at the time the need is identified.

16. We specialize in all IT products and services, so I wanted to get a better idea of what type of information technology services this ITN consists of?

UCF Answer: We are looking for all areas of IT.

17. Is the job order request a competitive billing rate bid for each new job request? Is it an auction for the lowest rate?

UCF Answer: Yes.

18. We will submit items to be review in the Terms & Conditions section. When can we expect a response to negotiate the terms?

UCF Answer: Please refer to Appendix II Supplemental Offer Sheet Terms and Conditions.

19. How many vendors will be selected? Our organization provides, light industrial, maintenance, clerical, contact center, administrative, finance, accounting, IT and engineering talent. Will a full service organization be weighted higher than a niche specialty or vice versa?

UCF Answer: We do not know how many suppliers will be awarded.

20. Do you require monthly invoicing?

UCF Answer: The Scope of Work in the IT says monthly invoicing and provides the details of what is to be noted on the invoice.

21. Are your payment terms 30 days?

UCF Answer: All payment terms will be addressed after an award is made.

22. What information needs to be on the invoice?

UCF Answer: See #20.

23. Does the university prefer an excel spreadsheet for billing?

UCF Answer: All billing questions will be addressed after an award is made.

24. Does the invoice need to be emailed to the Accounts Payable department?

UCF Answer: All invoice questions will be addressed after an award is made.

25. Do you have any drug testing requirements? If so do you require a 5 or 10 panel screen?

UCF Answer: We do not at this time.

26. Are all the background screens listed in the Scope of Work necessary for all positions?

UCF Answer: Yes, background checks will be required for any temporary position filled.

27. What is your payment method i.e. check, ACH, credit card?

UCF Answer: All payment terms will be addressed after an award is made.

28. Would you please provide your current contract pricing

UCF Answer: This will be a new contract since June 2011.

29. What was your 2015 spend on temporary labor?

UCF Answer: We do not have this information at this time.

30. How many temporary workers are currently assigned at UCF?

UCF Answer: We do not have this information at this time.

31. How many incumbent vendors are there?

UCF Answer: None

32. Will you be transitioning temporary employees if a new vendor is chosen?

UCF Answer: N/A

33. Are there any vendor guarantees?

UCF Answer: No.

34. Why are you going out to bid at this time?

UCF Answer: We would like to have our own contract in place for temporary labor.

35. What are your challenges today?

UCF Answer: We do not have any temporary labor challenges at the moment.

36. Can you provide job descriptions?

UCF Answer: We can provide job descriptions at the time of award.

37. Do you have M/WBE requirements or considerations?

UCF Answer: While the university supports the use of MWBEs and all small and diverse vendors, we do not have any specific requirements or considerations allotted.

38. Parking fees/rates: would the vendor's staffing associates fall under "vendor parking"? If so, please clarify if the fee of \$51.01 is paid monthly or per semester. If not, please clarify what the charge is per staffing associate.

UCF Answer: The monthly fee of \$47.89 plus tax is paid monthly. An annual costs \$478.87 plus tax, it would need to be paid as an annual lump sum. This will be confirmed with Parking Services at

time of award.

39. Can you provide job descriptions or at least job titles for the positions?

UCF Answer: We do not have a bank of job descriptions for positions that are not posted

40. Can you provide numbers on estimated usage per description? If not, do you have a budget for this service and if so what it is?

UCF Answer: We do not know the estimated usage for each job description.

41. Have you contracted for this service in the past?

UCF Answer: Yes, the last contract ended in June 2011.

42. The job descriptions will answer this one, but in lieu of them, will there be lifting over 50 lbs. required, or working at a height over 6 ft.?

UCF Answer: It's possible.

43. If many of the temporary staff will be returning each day can we buy staff permits in lieu of vendor permits?

UCF Answer: We do not have an answer at this time.

44. We are a staffing/consulting firm specializing primarily in technology-related (IT Applications/systems, etc.) skills, and I wanted to get an idea if there were any specifics or lists of technologies, skills, systems, or applications that UCF historically needs help with that we can tailor our proposal to. IT skills such as PeopleSoft, Microsoft, etc.... The list in the advertisement is a bit broad and all-encompassing.

UCF Answer: We do not have any specifics or a lists of skills at this time. When we fill an IT position, a SOW or requisition will be issued to the vendor.

45. How much labor (in dollars) was ordered on this contract annually, estimated?

UCF Answer: This will be a new contract since June 2011.

46. Will the past performance of the company in this industry be heavily weighted in the evaluation?

UCF Answer: Please refer to section 3.2 Respondent/Offer Submittal Sections.

47. Will the labor prices of the bid be negotiated after the award of the contract?

UCF Answer: Please refer to the Scope of Work paragraph 2 in the ITN.

48. What is the estimated annual spend for this contract? How much spend is budgeted for IT?

UCF Answer: We do not have an answer at this time.

49. How many vendors make the approved list? How many are specific to IT?

UCF Answer: We do not know how many suppliers will be awarded.

50. How many positions do you foresee opening within the calendar year? How many within IT?

UCF Answer: We do not have an answer at this time.

51. Are you looking for a vendor to participate in all categories or will you be selecting specialized vendors for specific categories?

UCF Answer: If you are able to participate in all categories, please make sure to state it in your proposal.

52. Will this contract replace the CS&T Vendor Program? If not, how can we bid to get on this list?

UCF Answer: No

53. Is the University under contract with a vendor right now? If so, what is the budget amount and how much has the contractor billed so far?

UCF Answer: We do not have an active contract.

54. What is the negotiated amount?

UCF Answer: We do not have an answer at this time.

55. What is the budget for this year?

UCF Answer: We do not have an answer at this time.

56. How much is left on the budgeted amount?

UCF Answer: N/A

57. How often does the University use Temporary laborers?

UCF Answer: As needed.

58. What type of temporary laborers were used the most?

UCF Answer: clerical, accounting and custodial.

59. What was the annual spend for temporary staffing in previous years for this contract?

UCF Answer: This will be a new contract since June 2011.

60. Who is the current vendor and what is their current mark up?

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

61. Would they allow the awarded vendor to have an onsite office to provide recruiting support on campus?

UCF Answer: No.

62. Do you know how many service providers you are seeking?

UCF Answer: We do not know how many suppliers will be awarded.

63. Are you seeking service providers who can provide all of the labor services as outlined in para 1.1 or should the contractor only bid against those labor categories they traditionally support (e.g., training, professionals, information technology, administrative)?

UCF Answer: If you are able to participate in all categories, please make sure to state it in your proposal.

64. Can you provide the exact labor categories you are seeking to fill with temporary labor services? Per para 1.1, it states "...to provide temporary labor services in numerous categories including, but not limited to..." Without clear delineation of the specific labor categories and the work to be performed, it will be difficult to provide a specific and relevant response to para 3.2. B. Project

Staff Qualifications/Experience.

UCF Answer: We are looking for all possible categories, in the event that a temporary employee is needed. A SOW/requisition will be issued when services are requested.

65. The required OFFER format does not include an area to expand upon our firms rates. Will rates be negotiated after vendor selection?

UCF Answer: Please refer to the Scope of Work paragraph 2 in the ITN.

66. According to Section 1. Sealed Offers of the ITN's Acknowledgment Form, "all offer sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE OFFER PER ENVELOPE.) The face of the envelope should contain, in addition to the above address, the date, and time of the solicitation opening and the solicitation number." In addition to the online submission of the proposal, is a hard copy of the proposal also required for submission?

UCF Answer: All submissions must be through Bonfire, please refer to Appendix VI: Submission Instructions for Suppliers. We will NOT accept any mailed or emailed proposals.

67. In response to Section 4. Pricing, Terms, and Payment, Subsection (c) Invoicing and Payment of the ITN's Acknowledgment Form, are Respondents required to submit a completed W-9 form in their proposals or is the W-9 only provided by the Successful Respondent upon contract award?

UCF Answer: A W-9 will be required if you are selected to fulfill a position and my submitted at the time of award.

68. Who is the incumbent(s) and how long were they in service of the contract?

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

69. When does UCF plan to make the award?

UCF Answer: See #5.

70. How many contract awards will be made?

UCF Answer: We do not know how many suppliers will be awarded.

71. What is the historical usage and yearly spend of this contract during the past three (3) years?

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

72. What specific drug screenings are required?

UCF Answer: None at this time.

73. Will Respondents be allowed to pass through the costs for background checks and drug screenings (at no additional markup) to UCF?

UCF Answer: Yes, that is correct.

74. According to Section 1.2 Contract Award and 4.0 Other Requirements of the ITN, a sample of UCF's standard terms and conditions can be viewed in the UCF website. With regard to UCF's standard terms and conditions (which is separate from this ITN), are Respondents allowed to submit exceptions to these terms to UCF?

UCF Answer: Per section 2.3 B: Respondent Communications and/or Inquiries: Any Respondent

disagreeing with any terms and conditions, not including non-negotiable terms, set forth in this ITN is to indicate on Appendix II, Terms and Conditions Supplemental Offer Sheet, the specific ITN section(s) the Respondent disagrees with and is to provide a clear and detailed reason for the disagreement and a solution to the disagreement, in his/her offer, all PRIOR TO the deadline stated in Section 2.2 "Calendar of Events. The deadline was September 2, 2016 by 2:00 p.m.

75. If so, would Respondents be disqualified or adversely impacted during the evaluation process if they were to submit exceptions to UCF's separate standard terms and conditions?

UCF Answer: A proposal will be automatically rejected if you do not agree with the non-negotiable terms of the contract.

76. If in the case that UCF accepts/rejects certain ITN redlines/exceptions from Respondents (for terms and conditions that are considered negotiable) during the Questions Period, would those accepted/rejected terms need to be mentioned again within Appendix II – Supplemental Offer Sheet, Terms and Conditions?

UCF Answer: Yes.

77. If so, would the newly UCF-accepted redlines/exceptions need to be classified by Respondents under the "No" category within Appendix II – Supplemental Offer Sheet, Terms and Conditions (due to the fact that they essentially changed the original language of the terms and conditions)?

UCF Answer: Yes – but only as it relates to Negotiable terms and conditions. Checking NO to a non-negotiable item maybe cause for rejection of your submittal.

78. What are UCF's current rates for each of the categories listed under Section 1.1 Statement of Objective of the ITN?

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

79. 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?

UCF Answer: All prices will be negotiated at the time a work request is placed. This ITN is for qualifications only.

80. With respect to Affordable Care Act (ACA) costs, would UCF prefer these charges as a separate line item on the invoices, or instead incorporated directly into each Respondent's bill rates (during the price quotation phase)? Please clarify.

UCF Answer: Please incorporate into the bill rates, while providing bill detail to show all components to the actual or proposed rates.

81. Are there any surety/bid/performance bonds required for this contract?

UCF Answer: No.

82. Could UCF provide a list detailing the laws, regulations, statutes and ordinances that regulate the performance of the resultant contract (i.e., Living Wage Ordinance, Prevailing Wage, SCA, ACA, etc.)?

UCF Answer: We do not have an answer at this time.

83. In response to Section 2.15 State Licensing Requirements of the ITN, are Respondents required to submit a copy of their licenses in their proposals or are these licenses only provided to UCF upon contract award?

UCF Answer: Please submit with your proposal.

84. According to Section 2.36 Equal Opportunity Statement, Subsection C. of the ITN, "If the Respondent anticipates receiving \$10,000 in orders during the first 12 months of the contract, if any, resulting from this ITN, Respondent must complete a Certificate of Non-Segregated Facilities form and attach the form to the offer. A sample certificate is attached as APPENDIX III." Is Appendix III – Certificate of Non-Segregated Facilities (that is included within this ITN) required to be completed and included within each proposal submittals?

UCF Answer: Yes.

85. Is there any way to understand the volume of positions or hours budgeted in each of the labor categories referred to in Section 1.1?

UCF Answer: We do not know the volume at this time.

86. In the last contract for temporary services who were the vendors and under freedom of information is it possible to see pricing that was approved and utilized?

UCF Answer: UCF Answer: We haven't had a temporary labor contract in place since June 2011. So, the information would be irrelevant.

87. What were the hours by position exercised in the last fiscal year? Reason for ask is for budgeting and resource allocation planning on our end.

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

88. Can we get a complete list of positions and job descriptions for each of the positions falling under this contract's umbrella in 1.1?

UCF Answer: See #39.

89. Can we politely refuse certain positions due to our own internal workman comp insurance restrictions yet still service a majority of positions in the bid? For example we do not cover roofers or longshoreman as a simple example.

UCF Answer: Yes.

90. Just to confirm this bid does not include pricing, as this exercise is to identify quality providers and the pricing will be handed by request as per the SOW. Correct?

UCF Answer: Yes.

91. Can you please provide in detail billing requirements? As an example, does UCF require Monthly Invoicing; Consolidated invoice; categorized by department/cost center.

UCF Answer: All billing questions will be addressed after an award is made.

92. Are the terms 30 days net?

UCF Answer: All payment terms will be addressed after an award is made.

93. Are vendors allowed to respond solely to individual labor categories or is it a requirement to respond to all, (i.e. administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance)?

UCF Answer: Please respond to the categories you are capable of providing temporary labor.

94. Please provide a breakdown of typical job categories/skillsets that would reside within each labor category?

UCF Answer: We do not have an answer at this time.

95. Please distinguish between technical vs information technology, professional, administrative, and support staff, etc.?

UCF Answer: These categories are meant to be generic and can be interchangeable (i.e., technical/IT).

96. Can UCF provide percentage of breakdown for resources in former years? If available, Can you provide the demand over the last six months by functional area?

UCF Answer: We haven't had a temporary labor contract in place since June 2011.

97. Please provide a breakdown of spend (dollar and/or percentage) by job category.

UCF Answer: We do not have an answer at this time.

98. What was last years' IT spend?

UCF Answer: We do not have an answer at this time.

99. What is the anticipated total value of the contract?

UCF Answer: We do not have an answer at this time.

100. How many IT vendors resided in the current program?

UCF Answer: None.

101. Can UCF please also provide the number of labor categories and number of vendors appointed for each?

UCF Answer: N/A.

102. How many vendors are anticipated to partake in this solicitation?

UCF Answer: We do not know how many suppliers will be awarded.

103. Is there an ideal number of vendors UCF is targeting for the program and if possible, how many will be dedicated/appointed to IT specific categories?

UCF Answer: We do not know how many suppliers will be awarded.

104. Can UCF please elaborate on the following statement pulled from the ITN: Project Manager - After contract award a liaison from the user department will oversee the Contractor's performance and report as needed to the contract administrator? The Project Manager is Renée Grigor. Specifically, what KPI's does UCF anticipate vendors to be measured? Can you share the current SLAs used to manage your suppliers?

UCF Answer: We do not have an answer at this time.

105. What are the top three challenges your managers face in your current staffing program?

UCF Answer: We do not have an answer at this time.

106. What is the current process for supplier and UCF engagement?

UCF Answer: We do not have an answer at this time .

107. Please clarify the amount and duration of required travel, if any?

UCF Answer: None.

108. How do requirements get distributed to Vendors?

UCF Answer: A SOW or a requisition.

109. Does each labor category have an independent KPI?

UCF Answer: The more global key performance indicators we would be looking for are the obvious: speed of response, time to locate candidates, time to hire, candidate fit and quality, general customer service and bill accuracy. Beyond that, to granular levels of individual department and college temporary staffing needs, there may be additional KPIs added into the scenario based on the location of the temporary hire placement and the specifics of the needed hire.

110. What motivators will be considered when selecting one vendor over another?

UCF Answer: The ITN will be evaluated in accordance with the requirements listed in the ITN.

111. Does the term "knowingly" in Section 2.34 (page 19) mean that hiring an individual who voluntarily responds to general/untargeted employment advertisements would not be a breach of this Section?

UCF Answer: UCF's prior written consent would be required in any case, during the period of this ITN and during the period of any resulting contract for those individuals who are employees during such period.

112. End of Section 2.48 Work for Hire (page 23) has language regarding: Payee will indemnify UCF for any liabilities connected with "the use or reproduction in any manner, whatsoever." This is a little unclear, can UCF please clarify?

UCF Answer: Yes, the use and reproduction is supposed to mean "use and reproduction of the Materials".

a. Is it for "The use or reproduction in any manner" of what exactly?

UCF Answer: see above.

b. The use or reproduction of the Materials?

UCF Answer: see above.

c. The use or reproduction of the contract?

UCF Answer: see above.

d. Would our indemnification obligation under this Section extend to claims that are connected with performance of a UCF order, but caused by negligence or willful misconduct on the part of UCF?

UCF Answer: The indemnification obligations should not extend to claims caused by the negligence or willful misconduct on the part of UCF

113. Regarding Appendix V – Secure Handling of Data. If we were to subcontract to another vendor would job titles, addresses etc. for UCF be considered data?

UCF Answer: Yes, that is correct.

114. 3.2 ITEM 4, exactly what financial information is needed?

UCF Answer: Annual report, 10-K, bank reference letter, etc. This is for informational purposes only.

115. 3.2 ITEM 3, Industrial track record, does this mean how many positions we have staffed and where, types of positions over the years etc. and company size, are you talking about internal staff, branches, locations or employees we place and have available for just Orlando, FL?

UCF Answer: You can include all of the above.

116. 3.2 ITEM 5, can we still bid if we do not have long term college accounts but other types of accounts that are not schools? Like airports for example?

UCF Answer: Yes.

117. SCOPE OF WORK- background checks, when will driver's license checks be needed? What is the requirement on point on the license?

UCF Answer: A driver's license check is consistent with the background investigation that we run on our current employees and was one of the items we mentioned for the background check in the ITN. We are specifically looking to see if the applicant has a valid driver's license in case they would need to travel in a university vehicle/gem or in their own vehicle for university business. These checks can also reveal if there is a recent DUI.

118. How many positions are you anticipating on filling on average, weekly, monthly?

UCF Answer: We do not have an answer at this time.

119. What is the average length of the assignments?

UCF answer: It will vary.

120. Will there be any direct hire or temp to hire positions?

UCF Answer: No.

121. What is the typical time between a request for a temp from the University and the start date for the temp?

UCF Answer: We do not have an answer at this time.

122. If I gave you 20 chips to allocate the value of these 4 metrics into a bucket, how would you allocate the chips when your options are price, retention, speed, quality?

UCF Answer: We will evaluate the proposals in accordance to the ITN requirements. Vendor performance after contract award is monitored by the Contract Liaison and/or the ordering department.

**2014-15 COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS AND REPORT OF
INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**



Combined and Consolidated Financial Statements
and Report of Independent Certified Public
Accountants

THE ACT 1 GROUP OF COMPANIES

December 31, 2015 and 2014

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Report of Independent Certified Public Accountants

Board of Directors and Stockholders
The ACT 1 Group of Companies

We have audited the accompanying combined and consolidated financial statements of The ACT 1 Group of Companies, which comprise of the combined and consolidated balance sheets as of December 31, 2015 and 2014, and the related combined and consolidated statements of income, comprehensive income, stockholders' equity, and cash flows for the years then ended, and the related notes to the combined and consolidated financial statements.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these combined and consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of these combined and consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these combined and consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined and consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined and consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined and consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the combined and consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined and consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the combined and consolidated financial statements referred to above present fairly, in all material respects, the financial position of The ACT 1 Group of Companies as of December 31, 2015 and 2014, and the results of their operations and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The accompanying schedules of combining and consolidating balance sheets as of December 31, 2015 and 2014 and combining and consolidating statements of income for the years ended December 31, 2015 and 2014 are presented for purposes of additional analysis and are not a required part of the combined and consolidated financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the combined and consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the combined and consolidated financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the combined and consolidated financial statements or to the combined and consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the combined and consolidated financial statements as a whole.



Los Angeles, California
June 30, 2016

The ACT 1 Group of Companies
 COMBINED AND CONSOLIDATED BALANCE SHEETS
 December 31,

ASSETS	<u>2015</u>	<u>2014</u>
Current assets		
Cash and cash equivalents	\$ 13,818,474	\$ 17,234,169
Funds held for clients	6,692,583	9,520,925
Receivables		
Trade, net of allowance for doubtful accounts of \$2,119,164 and \$2,017,041 at December 31, 2015 and 2014, respectively	80,649,335	70,281,660
Vendor management services receivable	185,461,960	157,551,870
Receivable from affiliates	1,249,516	2,135,434
Prepaid workers' compensation	27,309,249	24,633,333
Prepaid expenses and other current assets	<u>10,421,226</u>	<u>9,081,211</u>
Total current assets	325,602,343	290,438,602
Stockholder advances and notes receivable	11,135	54,267
Cash value of life insurance	11,049,317	10,372,704
Property and equipment, net	5,773,650	5,577,459
Deferred taxes	770,332	998,596
Restricted cash	3,193,435	6,261,518
Other assets	<u>3,200,631</u>	<u>2,979,868</u>
TOTAL ASSETS	<u>\$ 349,600,843</u>	<u>\$ 316,683,014</u>

The accompanying notes are an integral part of these statements.

The ACT 1 Group of Companies
COMBINED AND CONSOLIDATED BALANCE SHEETS - CONTINUED
December 31,

	2015	2014
LIABILITIES AND STOCKHOLDERS' EQUITY		
Current liabilities		
Line of credit	\$ 32,011,956	\$ 41,500,000
Accounts payable	10,085,671	2,575,376
Vendor management services payable	129,993,790	103,207,815
Accrued payroll, benefits and related costs	22,221,829	20,538,872
Client funds obligations	-	3,741,055
Other liabilities and accrued expenses	8,920,002	10,787,737
Estimated liability for workers' compensation costs	16,751,857	15,324,120
Notes payable, stockholders	8,581,285	8,404,019
Deferred taxes	1,651,741	1,698,129
Total current liabilities	230,218,131	207,777,123
Other long-term liabilities	9,053,218	9,113,499
Total liabilities	239,271,349	216,890,622
Commitments and contingencies		
Stockholders' equity		
Common stock	687,320	687,320
Additional paid-in capital	10,439,558	10,439,558
Retained earnings	100,037,905	90,359,472
Accumulated other comprehensive loss	(2,777,591)	(2,911,946)
Total ACT 1 Group of Companies stockholders' equity	108,387,192	98,574,404
Noncontrolling interest in combined affiliates	1,942,302	1,217,988
Total equity	110,329,494	99,792,392
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	\$ 349,600,843	\$ 316,683,014

The accompanying notes are an integral part of these statements.

The ACT 1 Group of Companies
COMBINED AND CONSOLIDATED STATEMENTS OF INCOME
Years ended December 31,

	<u>2015</u>	<u>2014</u>
Revenue from services	\$1,038,013,703	\$ 971,113,334
Cost of services	<u>835,070,503</u>	<u>781,091,398</u>
Gross profit	202,943,200	190,021,936
General, selling and administrative expenses	<u>192,128,370</u>	<u>179,357,088</u>
Income from operations	<u>10,814,830</u>	<u>10,664,848</u>
Other income (expense):		
Interest expense, net	(1,114,547)	(1,001,860)
Other, net	<u>1,823,204</u>	<u>405,583</u>
Total other income (expense)	<u>708,657</u>	<u>(596,277)</u>
Income before provision for income taxes and noncontrolling interest	11,523,487	10,068,571
Provision for income taxes	<u>(1,139,709)</u>	<u>(378,927)</u>
Net income	10,383,778	9,689,644
Net income attributable to noncontrolling interest	<u>(705,345)</u>	<u>(1,090,682)</u>
Net income attributable to The ACT 1 Group of Companies	<u>\$ 9,678,433</u>	<u>\$ 8,598,962</u>

The accompanying notes are an integral part of these statements.

The ACT 1 Group of Companies
 COMBINED AND CONSOLIDATED STATEMENTS OF COMPREHENSIVE INCOME
 Years ended December 31,

	<u>2015</u>	<u>2014</u>
Net income	\$ 10,383,778	\$ 9,689,644
Other comprehensive income (loss):		
Change in additional minimum pension liability	476,565	112,827
Foreign currency translation adjustments	<u>(323,241)</u>	<u>(408,317)</u>
Total comprehensive income	10,537,102	9,394,154
Comprehensive income attributable to noncontrolling interest	<u>(724,314)</u>	<u>(1,093,500)</u>
Comprehensive income attributable to The ACT 1 Group of Companies	<u><u>\$ 9,812,788</u></u>	<u><u>\$ 8,300,654</u></u>

The accompanying notes are an integral part of these statements.

The ACT 1 Group of Companies
COMBINED AND CONSOLIDATED STATEMENT OF STOCKHOLDERS' EQUITY
Years ended December 31,

	Common Stock	Additional Paid-In Capital	Retained Earnings	Accumulated Other Comprehensive Loss	Total ACT 1 Group of Companies Stockholders' Equity	Noncontrolling Interest	Total Stockholders' Equity
Balance at January 1, 2014	\$ 712,320	\$ 10,414,558	\$ 81,760,510	\$ (2,613,638)	\$ 90,273,750	\$ 124,488	\$ 90,398,238
Net income	-	-	8,598,962	-	8,598,962	1,090,682	9,689,644
Change in additional minimum pension liability	-	-	-	110,009	110,009	2,818	112,827
Foreign currency translation adjustment	-	-	-	(408,317)	(408,317)	-	(408,317)
Merger of Apple A Day	(25,000)	25,000	-	-	-	-	-
Balance at December 31, 2014	\$ 687,320	\$ 10,439,558	\$ 90,359,472	\$ (2,911,946)	\$ 98,574,404	\$ 1,217,988	\$ 99,792,392
Net income	-	-	9,678,433	-	9,678,433	705,345	10,383,778
Change in additional minimum pension liability	-	-	-	457,596	457,596	18,969	476,565
Foreign currency translation adjustment	-	-	-	(323,241)	(323,241)	-	(323,241)
Balance at December 31, 2015	<u>\$ 687,320</u>	<u>\$ 10,439,558</u>	<u>\$ 100,037,905</u>	<u>\$ (2,777,591)</u>	<u>\$ 108,387,192</u>	<u>\$ 1,942,302</u>	<u>\$ 110,329,494</u>

The accompanying notes are an integral part of this statement.

The ACT 1 Group of Companies
 COMBINED AND CONSOLIDATED STATEMENTS OF CASH FLOWS
 Years ended December 31,

	2015	2014
Cash flows from operating activities:		
Net income attributable to The ACT 1 Group of Companies	\$ 9,678,433	\$ 8,598,962
Net income attributable to noncontrolling interest	705,345	1,090,682
Net income	10,383,778	9,689,644
Adjustments to reconcile net income to net cash provided by (used in) operating activities:		
Depreciation and amortization	5,073,884	4,404,475
Provision for doubtful accounts	102,123	150,641
Gain on sale of business assets	(361,986)	-
Net periodic benefit cost for retirement plan	363,738	-
Changes in operating assets and liabilities:		
Trade and vendor management services receivables	(38,379,888)	(24,635,178)
Funds held for clients	2,828,342	2,344,433
Receivables from affiliates, net	885,918	543,985
Prepaid expenses and other assets	(1,491,852)	(4,243,940)
Deferred taxes	181,876	(179,483)
Client funds obligations	(3,741,055)	(3,742,988)
Accounts payable, accrued expenses and other liabilities	35,591,776	15,275,849
Net cash provided by (used in) operating activities	11,436,654	(392,562)
Cash flows from investing activities:		
Change in cash value of life insurance	(676,613)	(783,825)
Proceeds from sale of business assets	361,986	-
Purchases of property and equipment and capitalized software	(5,270,075)	(5,518,650)
Net cash used in investing activities	(5,584,702)	(6,302,475)
Cash flows from financing activities:		
Net (repayments on) proceeds from line of credit	(9,488,044)	19,300,000
Proceeds from (repayments on) stockholder notes payable	220,397	(4,075,192)
Net cash (used in) provided by financing activities	(9,267,647)	15,224,808
Net change in cash and cash equivalents	(3,415,695)	8,529,771
Cash and cash equivalents at beginning of year	17,234,169	8,704,398
Cash and cash equivalents at end of year	\$ 13,818,474	\$ 17,234,169
Supplemental disclosures of cash flow information		
Cash payments for:		
Interest	\$ 1,248,020	\$ 1,186,697
Income taxes	\$ 398,609	\$ 394,002
SERP benefits	\$ 1,863,326	\$ 1,192,718
Supplemental disclosures of non-cash activity:		
Change in minimum pension liability	\$ 476,565	\$ 112,827

The accompanying notes are an integral part of these statements.

The ACT 1 Group of Companies
NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2015 and 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES

Nature of Business

The principal business of The ACT 1 Group of Companies (“ACT 1”), (collectively, the “Company” or “Companies”), is that of providing temporary and full-time personnel to businesses and industries throughout the United States and worldwide through its international subsidiaries. The Companies are comprised of employment agencies, as well as supporting service entities, which provide payroll and related human resources information processing, pre-employment background search and chemical testing services, and vendor management. In addition, the Companies include California National University for Advanced Studies, Inc., a fully accredited distance education university granting bachelor’s and master’s degrees in various fields of study.

Basis of Combination and Consolidation

The entities included in the combined and consolidated financial statements are combined based on common ownership by the Howroyd family and related trusts. All of the entities in the combined and consolidated group are listed in Note 9. Each of the entities is 100 percent owned by Howroyd family members and their trusts or one of the entities in the combined group, except Industrial Apple, Inc. and A-Check America, Inc., which have third party ownership interests of 35 percent and 36 percent, respectively, that are not part of the Howroyd family or combined group of entities. Accordingly, noncontrolling interest is reflected in the combined and consolidated financial statements for those unrelated ownership interests. All significant intercompany balances and transactions between the Companies have been eliminated in combination and consolidation.

Use of Estimates

The preparation of the accompanying combined and consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported amounts of revenue and expenses. Significant estimates include the allowance for doubtful accounts, prepaid workers’ compensation insurance and related loss reserves, defined benefit obligations, capitalized software development costs and valuation allowance on deferred income taxes. Actual results could differ from those estimates and could materially affect the reported amounts of assets, liabilities and future operating results.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES - Continued

Revenue from Services

Revenue from services is recognized upon the performance of services by temporary employees and at the time applicants begin employment for full-time (permanent) placements.

The Company uses subcontractors, including other temporary employment agencies, to meet customer service requirements. For financial reporting purposes, the revenue and corresponding costs for these subcontractor services are included in revenue from services and cost of services, respectively, on the combined and consolidated statements of income because the Company is the principal in the transaction and has the risks and rewards of ownership.

Permanent placement contracts may provide for a guarantee period (generally up to 90 days) in which the Company may replace the applicant or refund the placement fee, depending upon the terms of the agreement. The Company's obligation under the guarantee period amounted to \$358,480 and \$326,185 as of December 31, 2015 and 2014, respectively.

Revenue from human resources information processing, background search, and chemical testing services is recognized upon performance of the services.

Revenue from vendor management services where the Company does not bear the credit risks is recognized based on the net fee amount retained after receiving funds from clients and disbursing funds to the client's vendors. This fee is a fixed percentage and is earned when services are performed. The receivable and payable for vendor management services are separately included in the combined and consolidated balance sheets as current assets and liabilities, respectively. In accordance with industry practice, vendor management services receivables include certain unbilled revenue for services rendered for which the amounts have not yet been billed. As of December 31, 2015 and 2014, unbilled revenue included in vendor management services receivables totaled \$38,261,019 and \$27,433,778, respectively.

Cash and Cash Equivalents

The Company considers all highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents. The Company maintains its cash in bank deposit accounts, which at times, may exceed federally insured limits. The Company has not experienced any losses in such accounts. Cash and cash equivalents and funds held for clients include cash deposited in foreign banks amounted to \$4,814,651 and \$1,837,597 as of December 31, 2015 and 2014, respectively. The Company believes it is not exposed to any significant risk relative to its cash accounts at December 31, 2015 and 2014.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES - Continued

Trade Receivables

Trade receivables are typically due from the customer within 30-45 days after the invoice date and are carried at the original invoice amount, less an estimate made for doubtful accounts receivables based on a review of all outstanding amounts. Management determines the allowance for doubtful accounts by regularly evaluating individual customer receivables and considering the customers' financial condition, credit history, and current economic conditions. Trade receivables are written off when deemed uncollectible. Recoveries of trade receivables previously written off are recorded when received. No interest is charged on past due trade receivables.

In accordance with industry practice, trade receivables include certain unbilled revenue for services rendered for which the amounts have not yet been billed. As of December 31, 2015 and 2014, unbilled revenue included in trade receivables totaled \$8,469,334 and \$6,289,581, respectively.

Concentration of Credit Risk and Significant Customers

The Company's financial instruments that potentially subject the Company to concentration of credit risk consist principally of trade receivables and vendor management services receivable; however, concentrations of credit risk are limited due to the large number of customers comprising the Company's customer base and their dispersion across different business and geographic areas.

One customer individually represented approximately 12% of accounts receivable at December 31, 2015. One customer individually represented approximately 13% of accounts receivable at December 31, 2014. No customers accounted for more than 10% of the Company's revenues recognized during the years ended December 31, 2015 and 2014.

Cost of Services

The cost of services includes the wages and related payroll taxes and benefits of temporary employees and amounts paid to placement subcontractors.

Advertising Costs

Advertising costs are expensed as incurred. Advertising costs are charged to general, selling and administrative expenses and totaled \$1,930,668 and \$1,915,495 for the years ended December 31, 2015 and 2014, respectively.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES - Continued

Funds Held for Clients and Client Funds Obligations

Acorn Payroll Services, Inc. ("Acorn"), an affiliate included in these combined and consolidated financial statements, provides payroll processing services to customers, including the preparation of payroll checks, payroll account records and payroll tax returns. Acorn also collects funds for payroll taxes from customers' bank accounts and remits those taxes to the appropriate tax authorities on the applicable due dates. In addition to service fees paid by customers, Acorn earns interest on funds that are collected before the tax due dates and invested in cash equivalent instruments (funds held for clients) until remittance to the applicable tax authorities.

Also included in funds held for clients are funds collected from vendor management services customers. These funds are used to pay the liabilities to its vendors, which are included in vendor management services payable.

The funds held for clients and the related client funds obligations and vendor management services payable are included in the accompanying combined and consolidated balance sheets as current assets and current liabilities, respectively. These balances may vary significantly throughout the year.

Property and Equipment

Property and equipment are recorded at cost. Depreciation is generally computed using the double declining method over the following estimated useful lives:

	<u>Years</u>
Computer hardware and purchased software	3 - 5
Internally developed software	3
Office equipment	7
Furniture and fixtures	7
Vehicles	5

Leasehold improvements are amortized over the shorter of the term of the lease or their estimated useful lives, which range from five to seven years. The cost of an asset comprises of its purchase price and directly attributable costs of bringing the asset to working condition for its intended use. Expenditures for additions, improvements and renewals are capitalized; expenditures for repairs and maintenance are expensed as incurred. When assets are sold, retired, or otherwise disposed of, their cost and related accumulated depreciation and amortization are removed from the accounts and any resulting gain or loss is reflected in income for the period. Fully depreciated assets are retained in the accounts until they are disposed of and no further charge for depreciation is made with respect to those assets.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES - Continued

Capitalized Software

The Company capitalizes purchased software, as well as internal costs incurred to develop software for internal use. Business analysis, system evaluation, selection and software maintenance costs are expensed as incurred. Capitalized software development costs include payroll and software contractor costs and are amortized using the double declining balance method over the estimated useful life of the software. The Company regularly reviews the carrying value of all capitalized software and recognizes a loss when the carrying value is considered unrealizable. Net carrying value is recorded as part of property and equipment in the balance sheet.

Long-Lived Assets

The Company follows the accounting and reporting requirements for the impairment or disposal of long-lived assets which requires that long-lived assets, such as property and equipment, be reviewed for impairment whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. If the cost basis of a long-lived asset is greater than the projected future undiscounted net cash flows from such asset (excluding interest), an impairment loss is recognized. Impairment losses are calculated as the difference between the cost basis of an asset and its estimated fair value. For the years ended December 31, 2015 and 2014, management has determined that there were no indicators requiring review for impairment.

Income Taxes

All of the entities included in the accompanying combined and consolidated financial statements, except for three of the entities described below, have elected, with the consent of their stockholders, to be S corporations under the Internal Revenue Code. In lieu of corporate income taxes, the stockholders of an S corporation are taxed on their proportionate share of a company's taxable income. Therefore, no provision or liability for federal income taxes for these entities has been included in the combined and consolidated financial statements, and state taxes on the S corporations are generally at a reduced rate. Industrial Apple, Inc., A-Check America, Inc. and Act Now Personnel Services, Inc. are taxed as C corporations and accordingly, a provision for income taxes is included in the accompanying combined and consolidated financial statements.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES - Continued

Income Taxes - Continued

The entities contained within the combined and consolidated financial statements account for income taxes under the asset and liability method of accounting in which deferred tax assets and liabilities are recognized for the future tax consequences attributable to differences between the financial statement carrying amounts of existing assets and liabilities and their respective tax bases. Deferred tax assets and liabilities are measured using enacted tax rates expected to apply to taxable income in the years in which those temporary differences are expected to be recovered or settled. Under this method, the effect on deferred tax assets and liabilities of a change in tax rates is recognized as income (expense) in the period that includes the enactment date. A valuation allowance is established if it is more likely than not that all or a portion of the deferred tax asset will not be realized.

Authoritative accounting guidance for income taxes provides guidance on the financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return, and on derecognition, classification, interest and penalties, accounting in interim periods, disclosures, and transition. Under this guidance, a tax position is a position in a previously filed tax return or a position expected to be taken in a future tax filing that is reflected in measuring current or deferred income tax assets and liabilities. Tax positions shall be recognized only when it is more likely than not (likelihood of greater than 50%), based on technical merits, that the position will be sustained upon examination. Tax positions that meet the more likely than not threshold should be measured using a probability weighted approach as the largest amount of tax benefit that is greater than 50% likely of being realized upon settlement.

As of December 31, 2015, the Company has identified no uncertain tax positions for which it is reasonably possible that the amount of unrecognized tax benefits will significantly increase or decrease within 12 months. Interest and penalties related to uncertain tax positions will be recognized in provision for income tax expense when incurred. As of December 31, 2015, the Company remains subject to U.S. federal examinations for 2012 and subsequent years. For states, as well as for the foreign countries, generally, the Company remains subject to examination for 2011 and subsequent years.

Workers' Compensation

The Company partially self-insures workers' compensation and establishes a cash reserve for estimated claims, representing the estimated ultimate cost of claims and related expenses that have been reported but not settled, and that have been incurred but not reported. The estimated ultimate cost of a claim is determined by an independent actuary by applying actuarially determined loss development factors to current claims information. These development factors are determined based upon a detailed actuarial analysis of historical claims experience of both the Company and the staffing industry. The Company commissions periodic updates of the actuarial analysis supporting the development factors utilized and revises those development factors as necessary. Adjustments to the claims reserves are charged or credited to expense in the periods in which they occur. Management believes that the Company is adequately reserved and does not expect any adjustment to have a material impact on the accompanying combined and consolidated financial statements.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 1 - NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES - Continued

Foreign Currency Translation

Assets and liabilities of a foreign subsidiary are translated from its functional currency, which is its local currency, to the reporting currency at the year-end exchange rates. The revenues and expenses of a foreign subsidiary are translated at the average exchange rate during the year. The resulting translation adjustments of the Company's foreign subsidiaries' assets and liabilities are excluded from income and reported as a separate component of stockholders' equity in accumulated other comprehensive income.

Intent to Declare Dividends

The Companies may declare distributions in amounts at least adequate to pay the personal income taxes of the stockholders arising from the flow-through earnings of the Companies.

Fair Value of Financial Instruments

Cash and cash equivalents are reported at their fair values in the accompanying combined and consolidated balance sheets. The carrying amounts reported in the combined and consolidated balance sheets for accounts receivable, receivable from affiliates, accounts payable, accrued liabilities and short-term borrowings approximate their fair values due to the short-term nature of these financial instruments.

Noncontrolling Interest

The Company establishes accounting and reporting principles requiring the identification of, and distinction between, ownership interests in subsidiaries held by the parent and ownership interests in subsidiaries held by the noncontrolling interest holders. The Company reports the noncontrolling interests held related to Industrial Apple, Inc. and A-Check America, Inc. to be separately presented as a component of stockholders' equity on the accompanying combined and consolidated balance sheets for the applicable periods presented. In addition, the consolidated net income or loss is adjusted to include the net income or loss attributed to the noncontrolling interests in the majority-owned operating affiliates on the accompanying combined and consolidated statements of income for the applicable periods presented.

Reclassifications

Certain reclassifications of accounts have been made to the prior year's combined and consolidated financial statements to be consistent with the 2015 presentation. These reclassifications did not have any impact to the 2014 net income.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 2 - PROPERTY AND EQUIPMENT

As of December 31, property and equipment consisted of the following:

	2015	2014
	<hr/>	<hr/>
Computer hardware and software	\$ 28,610,602	\$ 28,092,879
Internally developed software	17,632,307	13,140,246
Office equipment	318,363	320,968
Furniture and fixtures	789,649	808,209
Vehicles	413,458	439,057
Leasehold improvements	1,750,918	1,682,446
	<hr/>	<hr/>
	49,515,297	44,483,805
Less: accumulated depreciation and amortization	(43,741,647)	(38,906,346)
	<hr/>	<hr/>
	\$ 5,773,650	\$ 5,577,459
	<hr/>	<hr/>

Depreciation and amortization expense for the years ended December 31, 2015 and 2014 was \$5,073,884 and \$4,404,475, respectively, and is included in general, selling and administrative expenses in the statements of income.

The unamortized internally developed software costs as of December 31, 2015 and 2014 are \$4,112,875 and \$3,613,340, respectively. The amortization expense for internally developed software costs amounted to \$3,992,526 and \$3,509,457 for the years ended December 31, 2015 and 2014, respectively.

NOTE 3 - LINE OF CREDIT

In 2009, the Company entered into borrowing arrangements with certain stockholders whereby credit in an amount equivalent to what the bank was offering was extended to the Company. As of December 31, 2015 and 2014, the Company owed \$8,581,285 and \$8,404,019, respectively, to the stockholders (see Note 6).

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 3 - LINE OF CREDIT - Continued

The Company ("Borrower") has a revolving credit loan facility totaling \$50,000,000 with a commercial bank. The credit loan is secured by substantially all of the Borrower's trade receivables, intangibles, equipment and other payment rights and imposed financial reporting requirements to the Borrower. The credit agreement is guaranteed by substantially all of the Companies in these combined and consolidated financial statements, certain majority stockholders, an affiliated company not included in these combined and consolidated financial statements, and certain Howroyd family trusts. Under the agreement, the credit loan will bear interest at the Borrower's option of either (a) for a LIBOR Revolving Loan, the greater of 1% or LIBOR Interest Rate plus 1.50% per year (2.75% and 2.0% as of December 31, 2015 and 2014, respectively), or (b) for a Prime Revolving Loan, the greater of 1% or Prime Rate minus 0.75% per year (1.75% and 1.6875% as of December 31, 2015 and 2014, respectively). Interest is payable on in arrears a monthly basis and the principal is due upon expiration on June 1, 2015. On October 26, 2015, an amendment to the revolving credit loan facility was signed extending the expiration to October 1, 2016. Outstanding balance under the credit loan facility is \$32,011,956 and \$41,500,000 at December 31, 2015 and 2014, respectively.

The credit agreement requires the Company to meet certain financial ratio and financial reporting covenants. As of December 31, 2015, the Company is in compliance with these financial covenants.

NOTE 4 - INCOME TAXES

The provision for (benefit from) income taxes consists of the following:

	2015	2014
Current		
Federal	\$ 533,732	\$ (24,436)
State	229,855	314,469
Foreign	194,246	268,377
	<u>957,833</u>	<u>558,410</u>
Deferred		
Federal	160,129	(607,920)
State	21,747	364,966
Foreign	-	63,471
	<u>181,876</u>	<u>(179,483)</u>
	<u>\$ 1,139,709</u>	<u>\$ 378,927</u>

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 4 - INCOME TAXES - Continued

Income taxes (prepaid) payable as of December 31, 2015 and 2014 amounted to \$(339,561) and \$140,798, respectively, and were classified within other liabilities and accrued expenses in the combined and consolidated balance sheets.

The components of the net deferred income tax assets (liabilities) are as follows:

	2015	2014
Current deferred income tax assets (liabilities)		
Accrual to cash	\$ (1,651,741)	\$ (1,702,184)
State tax	-	4,055
	(1,651,741)	(1,698,129)
Valuation allowance	-	-
Total current deferred income tax liabilities	<u>\$ (1,651,741)</u>	<u>\$ (1,698,129)</u>
Noncurrent deferred income tax assets (liabilities)		
Depreciation	\$ 419,464	\$ 440,982
Federal net operating loss carryforward	46	274,988
Foreign net operating loss carryforward	1,158,203	519,983
State net operating loss carryforward	125,740	216,314
LARZ and enterprise zone tax credits	122,932	122,932
Work opportunity credits	206,865	66,137
Research & development credits	48,540	48,540
State taxes	(30,322)	(48,365)
	2,051,468	1,641,511
Valuation allowance	(1,281,136)	(642,915)
Total noncurrent deferred income tax assets	<u>\$ 770,332</u>	<u>\$ 998,596</u>

The Companies have various tax loss and credit carryforwards, available as of December 31, 2015. These include state net operating loss carryforwards of \$8,730,563 which expire through 2035; foreign net operating loss carryforwards of \$4,954,123 with varying expiration dates, as applicable by foreign country; federal work opportunity tax credits of \$206,865 that expire in 2035; LARZ and enterprise zone tax credits of \$122,932 that expire in 2019; and state research and development tax credits of \$48,540 that expire through 2019.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 4 - INCOME TAXES - Continued

The Company has a valuation allowance of \$1,281,136 and \$642,915 as of December 31, 2015 and 2014, respectively, against certain deferred tax assets that are not more likely than not to be realized in future periods. In evaluating the Company's ability to realize its deferred income tax assets, the Company considers all available positive and negative evidence, including operating results, ongoing tax planning, and forecasts of future taxable income on a jurisdiction by jurisdiction basis. The valuation allowance as of December 31, 2015 and 2014 relates primarily to net operating loss carryforwards, depreciation and enterprise zone tax credits for which the Company does not believe it is more likely than not to be utilized in the future.

NOTE 5 - COMMITMENTS AND CONTINGENCIES

Lease Commitments

The Company leases offices and equipment under noncancelable operating lease agreements expiring at various dates through 2030. Certain of the office lease agreements contain renewal options and escalation clauses and generally require that taxes, maintenance, insurance and other operating expenses be paid by the Company. The Company also has capital leases covering certain computer hardware and software terms ranging from two to three years. The leases provide options to purchase computer hardware and software at the end of the lease terms.

Future minimum rental payments under the leases previously described, including payments to related parties (see Note 6) and amounts related to vacant facilities for which the lease obligations have been accrued as part of the exit activities, are as follows:

<u>Years Ending December 31,</u>	<u>Operating Lease</u>		<u>Capital Lease</u>
	<u>Third Party Leases</u>	<u>Related Party Leases</u>	<u>Third Party Leases</u>
2016	\$ 6,528,210	\$ 1,867,403	\$ 735,671
2017	5,173,104	922,629	440,072
2018	3,736,667	517,497	76,892
2019	2,081,497	517,497	-
2020	935,097	517,497	-
Thereafter	851,940	4,786,847	-
	<u>\$ 19,306,515</u>	<u>\$ 9,129,370</u>	<u>\$ 1,252,635</u>

Rental expense under operating leases amounted to \$11,455,175 and \$10,464,422 for the years ended December 31, 2015 and 2014, respectively, including amounts paid to related parties, as more fully described in Note 6. The amortization of assets under capital leases is included with the depreciation expense in Note 2.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 5 - COMMITMENTS AND CONTINGENCIES - Continued

The current portion of capital lease obligations amounted to \$627,938 and \$534,230 for the years ended December 31, 2015 and 2014, respectively, included in other liabilities and accrued expenses in the combined and consolidated balance sheets. The non-current portion of capital lease obligations amounted to \$587,003 and \$832,362 for the years ended December 31, 2015 and 2014, respectively, included in other long-term liabilities in the combined and consolidated balance sheets.

Litigation

The Company is involved in litigation arising in the ordinary course of business. Management believes there are no litigation matters that may have a material adverse effect on the financial condition or results of operations of the Company.

NOTE 6 - RELATED PARTY TRANSACTIONS

Balances and Transactions

The Company enters into transactions, in the normal course of business, with stockholders and other affiliated companies not included in the accompanying combined and consolidated financial statements, but which are owned by stockholders of the Company. For the years ended December 31, 2015 and 2014, the Company incurred the following with related parties:

	2015	2014
Royalties from affiliates, included in revenue from services	\$ 1,154,688	\$ 1,232,177
Selling and administrative expenses		
Purchases from affiliates	\$ 1,202,319	\$ 1,173,085
Rent expense to related parties	3,773,801	3,353,369
Financial expense		
Interest to stockholders	\$ (314,553)	\$ (286,369)

Rental Obligations and Expenses

The Company leases several office facilities from related-party entities under operating lease agreements through 2030 (see Note 5). The office lease agreement require that taxes, maintenance, insurance and other operating expenses be paid by the Company.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 6 - RELATED PARTY TRANSACTIONS - Continued

Stockholder Advances and Notes Payable

From time to time, the Company makes loans to the stockholders of the Company in the form of stockholder advances, which are classified as noncurrent assets in the combined and consolidated balance sheets as the Company does not intend to demand repayment within the next 12 months. Stockholders also make loans to the Company in the form of notes payable, which are classified as current liabilities in the combined and consolidated balance sheets. Stockholder advances and notes payable carry interest rates of 4.0% in 2015 and 2014 based on unpaid balances. The Company has no interest receivable on stockholder advances as of December 31, 2015 and 2014. Stockholder advances and notes payable are unsecured, subordinated to all bank debt and due upon demand. Outstanding stockholder advances amounted to \$11,135 and \$54,267 at December 31, 2015 and 2014, respectively. As of December 31, 2015 and 2014, notes payable including accrued interest amounted to \$8,581,285 and \$8,404,019, respectively.

Receivable from Affiliates

Included in receivable from affiliates are amounts due from affiliates and employees for royalties, advances and other receivables totaling approximately \$1,249,516 and \$2,135,434 at December 31, 2015 and 2014, respectively. There have been no significant write-offs related to these amounts during the years ended December 31, 2015 and 2014. Management believes that these receivables are fully collectible as of December 31, 2015.

NOTE 7 - EMPLOYEE BENEFIT PLANS

The Company has a 401(k) plan which covers substantially all employees and allows participants to defer a portion of their qualified compensation on a pretax basis. The Company makes matching contributions to the plan at the rate of 25 cents per dollar contributed by the employee, up to 3.0% of the participant's salary. For the years ended December 31, 2015 and 2014, the Company contributed approximately \$332,646 and \$307,470, respectively, to the plan.

The Company provides certain health, dependent care and other benefits for employees. The Company generally contributes a fixed monthly amount for each participating employee, and employees may use a portion of their salaries to cover the balance of the benefit costs. These benefits, along with vacation benefits, are paid through a Voluntary Employee Beneficiaries Association ("VEBA") Trust. The Company funds the VEBA Trust monthly based upon the anticipated benefit payout amounts.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 7 - EMPLOYEE BENEFIT PLANS - Continued

The Company holds a nonqualified preferred savings program for certain employees. Under the plan, employees may contribute after-tax wages toward the purchase of employee-owned variable universal life insurance policies. The Company makes a discretionary matching contribution which is announced at the beginning of each year and is available to those employees employed as of December 15th each year. The Company's matching contributions for 2015 and 2014 totaled \$38,477 and \$41,062, respectively.

For a certain group of management employees, the Company has established a nonqualified Selective Employee Retirement Plan ("SERP"). Participation in the SERP is voluntary and requires no contributions from the participants. The plan is structured as a deferred compensation program and is based on the Company's promise to pay a certain level of benefits beginning at the individual participant's retirement date. In computing the benefits to be paid under the plan, a discount rate of 3.58% and 3.58% is assumed as of December 31, 2015 and 2014, respectively. Benefits are payable over 20 years beginning at age 55, or over 10 years beginning at age 65. Benefit amounts are specified fixed amounts provided in the plan for three groups of employees. While the plan is unfunded, the Company has designated certain assets to fund future benefit payments, including life insurance policies with cash surrender values of approximately \$9,161,742 and \$8,621,719, which are classified as noncurrent assets as of December 31, 2015 and 2014 respectively. As of and for the years ended December 31, other amounts related to the plan include the following:

	2015	2014
Present value of remaining obligation	\$ 10,096,079	\$ 11,073,274
Accrued liability	\$ 8,156,216	\$ 8,965,926
Accumulated other comprehensive loss	\$ 2,043,066	\$ 2,519,631
Net periodic benefit cost	\$ 1,006,927	\$ 1,084,154
Change in other comprehensive loss	\$ 476,565	\$ 112,827
Cash benefits paid	\$ 1,863,326	\$ 1,192,718

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 7 - EMPLOYEE BENEFIT PLANS - Continued

Benefit payments, which reflect expected future service, as appropriate, are expected to be paid as follows:

<u>Years Ending December 31,</u>	<u>Amount</u>
2016	\$ 273,000
2017	1,122,795
2018	273,000
2019	251,750
2020	2,385,839
2021-2025	2,196,530
Total	<u>\$ 6,502,914</u>

NOTE 8 - WORKERS' COMPENSATION INSURANCE

The Company maintains workers' compensation insurance with a \$350,000 per claim deductible and stop-loss coverage to pay individual claims in excess of the deductible up to an aggregate annual total of approximately \$12.55 million for the 2015 policy year and \$11.75 million for the 2014 policy year. The Company adjusts its insurance provision and its prepaid expense or liability for the net insurance program balance based on the experience of all premiums and claims over a cumulative program retroactive period, based on the deductible portion on its workers' compensation claims using estimates of the future cost and claims and related expenses that have been reported but not settled, including claims incurred but not reported. Losses in excess of \$12.55 million are paid by the insurer up to a total of \$5.0 million. Any losses beyond the aggregate \$17.55 million would be paid by the Company. Payments to the insurer are based on claims experience, rates, payroll and expenses. In addition, the workers' compensation insurance expense for the years ended December 31, 2015 and 2014 was \$7,949,005 and \$5,384,565, respectively. The estimated liability for partially self-insured workers' compensation costs amounted to \$16,751,857 and \$15,324,120 as of December 31, 2015 and 2014, respectively, which represents the liability for all reported open claims, as well as for incurred but not reported claims.

In addition, the Company has insurance deposits in excess of estimated reserves necessary to fund the deductible portion of its workers' compensation program which totaled \$27,309,249 and \$24,633,333 at December 31, 2015 and 2014, respectively. The Company utilizes an offshore "captive" arrangement, whereby excess funds may be held for reserves for future loss funding. At December 31, 2015 and 2014, assets held offshore in this arrangement totaled \$3,193,435 and \$6,261,518, respectively, which represent cash deposits in offshore commercial banks and is presented as restricted cash in the combined and consolidated balance sheets.

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 9 - STOCKHOLDERS' EQUITY

As of December 31, 2015 and 2014, the par value and shares authorized, issued and outstanding of the companies included in the combined and consolidated financial statements are as follows:

Company	2015			2014		
	Shares Authorized	Par Value	Shares Issued and Outstanding	Shares Authorized	Par Value	Shares Issued and Outstanding
The ACT 1 Group, Inc.	5,000	None	735	5,000	None	735
Howroyd Wright						
Employment Agency, Inc. *	10,100,000	None	6,804,071	10,100,000	None	6,804,071
AT-Tech Staffing Services, Inc. *	1,000	\$ 1	1,000	1,000	\$ 1	1,000
Act*1 Services Limited UK*	100	None	2	100	None	2
AppleOne UK *	100	None	2	100	None	2
Act 1 Group Korea *	No limit	₩1,000	50,000	No limit	₩1,000	50,000
Agile1 HongKong *	10,000	HK\$1	10,000	10,000	HK\$1	10,000
Act1 Agile1 Germany *	25,000	€ 1	25,000	25,000	€ 1	25,000
Act1 AllSource Germany *	25,000	€ 1	25,000	25,000	€ 1	25,000
Act1 Colombia *	47,500	COP\$1,000	47,500	47,500	COP\$1,000	47,500
Act1 Agile1 Mexico *	3,000	Mex\$1	3,000	3,000	Mex\$1	3,000
Act1 AllSource Mexico *	3,000	Mex\$1	3,000	3,000	Mex\$1	3,000
Act1 AllSource Hongkong *	10,000	HK\$1	10,000	10,000	HK\$1	10,000
Act 1 Agile1 Japan G.K. *	3,000,000	None	3,000,000	3,000,000	None	3,000,000
Act 1 Agile1 France *	40,000	€ 1	40,000	40,000	€ 1	40,000
Act 1 Agile1 Switzerland *	20	£1000	20	20	£1000	20
Act 1 Agile1 Belgium	100	None	100	100	None	100
AllSource PPS	1,000,000	\$ 1	400,000	1,000,000	\$ 1	400,000
ACT Now Personnel Services, Inc.	1,000,000	\$ 10	5,000	1,000,000	\$ 10	5,000
Industrial Apple, Inc.	1,000,000	None	18,750	1,000,000	None	18,750
All's Well, Inc.	1,000,000	None	50,000	1,000,000	None	50,000
ALL in 1, Inc.	10,000	None	10,000	10,000	None	10,000
California National University						
for Advanced Studies, Inc.	100,000	None	100,000	100,000	None	100,000
Acorn Payroll Services, Inc.	1,000,000	None	17,500	1,000,000	None	17,500
A-Check America, Inc.	1,000	None	546	1,000	None	600
Act 1 Services Inc. of Michigan	100,000	\$ 1	1	100,000	\$ 1	25,000
Act1 Group Agile 1 Netherlands BV	1	€ 1	1	-	-	-
Act1 Group Agile1 Ireland Limited*	100,000	€ 1	100	-	-	-

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

¹ New entities established in 2015

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 9 - STOCKHOLDERS' EQUITY - Continued

Merger of Apple A Day and Pooling of Interest

On January 1, 2014, Apple A Day was merged with Howroyd Wright Employment Agency, Inc., a wholly owned company of The ACT 1 Group, Inc. This transaction was accounted for using the pooling of interest method wherein the assets and liabilities of the business transferred were carried forward at the carrying amounts and equity accounts of the entities are combined.

Dividends

There were no dividends declared or paid in 2015 and 2014.

Buy-Sell Agreements

Some of the Companies have stockholder agreements that include buy-sell provisions whereby, in the event of death or departure from the Company, the Company will repurchase the stockholder's shares under varying terms.

NOTE 10 - ACCUMULATED OTHER COMPREHENSIVE INCOME

The components of accumulated other comprehensive income as of December 31, 2015 and 2014 are as follows:

	ACT 1 Group of Companies			Noncontrolling Interest
	Defined Benefit Pension Plan	Foreign Currency Translation Adjustment	Total	Defined Benefit Pension Plan
Balance at December 31, 2013	\$ (2,568,318)	\$ (45,320)	\$ (2,613,638)	\$ (64,140)
Current period other comprehensive income	110,009	(408,317)	(298,308)	2,818
Balance at December 31, 2014	(2,458,309)	(453,637)	(2,911,946)	(61,322)
Current period other comprehensive income	457,596	(323,241)	134,355	18,969
Balance at December 31, 2015	<u>\$ (2,000,713)</u>	<u>\$ (776,878)</u>	<u>\$ (2,777,591)</u>	<u>\$ (42,353)</u>

The ACT 1 Group of Companies

NOTES TO COMBINED AND CONSOLIDATED FINANCIAL STATEMENTS - CONTINUED

December 31, 2015 and 2014

NOTE 11 – OTHER INCOME

On June 9, 2015, the Company entered into a purchase agreement to sell the business assets of Acorn Payroll Services, Inc. to an unrelated third party for which the Company recognized a gain on disposal amounting to \$361,986 included as part of other income (expense) in the combined and consolidated statements of income.

NOTE 12 - SUBSEQUENT EVENTS

The Company evaluated subsequent events through June 30, 2016, the date the financial statements were available to be issued. The Company is not aware of any subsequent events which would require recording or disclosure in the combined and consolidated financial statements as of December 31, 2015.

SUPPLEMENTAL INFORMATION

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET

Year ended December 31, 2015

	The ACT1 Group, Inc.	Howroyd Wright Employment Agency, Inc. *	AT-Tech Staffing Services, Inc. *	Act*1 Services Limited *	AppleOne Services Limited *	ACT1 Global Holdings, LLC *	Act1 Agile1 Mexico*	Act1 AllSource Mexico*	Agile1 Hong Kong *	Act1 AllSource Hongkong*
Current assets										
Cash and cash equivalents	\$ 3,837,269	\$ 3,075,375	\$ 123,774	\$ 1,501,952	\$ 11,294	\$ 99,564	\$ -	\$ -	\$ 107,339	\$ -
Funds held for clients	4,198,381	-	-	1,997,885	-	-	-	-	-	-
Receivables										
Trade, net of allowance for doubtful accounts	30,075,969	38,955,507	1,592,231	501,334	-	-	-	-	7,922	-
Vendor management services receivable	178,180,007	-	-	7,281,954	-	-	-	-	-	-
Receivable from affiliates	-	38,526,815	6,026,657	136,410	62,168	-	-	-	6,810	-
Prepaid workers' compensation	203,750	26,781,519	7,500	-	-	-	-	-	-	-
Prepaid expenses and other current assets	3,644,819	4,951,605	53,882	41,800	-	-	-	-	37,804	-
Total current assets	220,140,195	112,290,821	7,804,044	11,461,335	73,462	99,564	-	-	159,874	-
Stockholder advances and notes receivable	11,135	-	-	-	-	-	-	-	-	-
Cash value of life insurance	2,540,639	3,040,770	-	-	-	-	-	-	-	-
Property and equipment, net	1,785,895	198,954	15,743	32,605	-	-	-	-	7,572	-
Deferred taxes	174,418	-	-	-	-	-	-	-	-	-
Restricted cash	-	3,193,435	-	-	-	-	-	-	-	-
Other assets	1,009,507	2,994,237	15,159	-	-	241	-	-	-	-
TOTAL ASSETS	<u>\$ 225,661,789</u>	<u>\$ 121,718,217</u>	<u>\$ 7,834,946</u>	<u>\$ 11,493,940</u>	<u>\$ 73,462</u>	<u>\$ 99,805</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 167,446</u>	<u>\$ -</u>

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2015

	The ACT1 Group, Inc.	Howroyd Wright Employment Agency, Inc. *	AT-Tech Staffing Services, Inc. *	Act*1 Services Limited *	AppleOne Services Limited *	ACT1 Global Holdings, LLC *	Act1 Agile1 Mexico*	Act1 AllSource Mexico*	Agile1 Hong Kong *	Act1 AllSource Hongkong*
Current liabilities										
Line of credit	\$ 32,011,956	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts payable	30,809,902	1,562,146	152,634	953,565	-	-	-	-	1,146	-
Vendor management services payable	126,696,251	-	-	3,297,539	-	-	-	-	-	-
Accrued payroll, benefits and related costs	2,075,910	12,592,465	232,694	119,879	-	-	-	-	-	-
Client funds obligations	-	-	-	-	-	-	-	-	-	-
Other liabilities and accrued expenses	3,348,240	2,118,515	58,213	578,673	-	-	2,090	(249)	2,841	-
Estimated liability for workers' compensation costs	-	16,751,857	-	-	-	-	-	-	-	-
Payable to affiliates	26,999,583	918,906	-	6,193,764	-	-	40,652	1,636	1,262,617	2,285
Notes payable, stockholders	-	6,131,285	-	-	-	-	-	-	-	-
Deferred taxes	1,373,004	-	-	-	-	-	-	-	-	-
Total current liabilities	223,314,844	40,075,174	443,541	11,143,420	-	-	42,742	1,386	1,266,604	2,285
Other long-term liabilities	1,826,890	928,860	42,091	-	-	-	-	-	-	-
Total liabilities	225,141,734	41,004,033	485,632	11,143,420	-	-	42,742	1,386	1,266,604	2,285
Stockholders' equity										
Common stock	5,000	25,000	25,000	160	197	-	229	232	100,000	1,289
Additional paid-in capital	1,386,607	8,400,028	-	199,840	97,634	100,000	-	-	-	-
Retained earnings (accumulated deficit)	302,757	71,460,649	7,325,731	250,772	(259)	(195)	(51,388)	(1,775)	(1,198,192)	(3,574)
Accumulated other comprehensive income (loss)	(1,174,310)	828,507	(1,417)	(100,252)	(24,109)	-	8,416	157	(966)	-
Total ACT 1 Group of Companies stockholders' equity	520,054	80,714,184	7,349,314	350,520	73,462	99,805	(42,742)	(1,386)	(1,099,158)	(2,285)
Noncontrolling interest in combined affiliates	-	-	-	-	-	-	-	-	-	-
Total equity	520,054	80,714,184	7,349,314	350,520	73,462	99,805	(42,742)	(1,386)	(1,099,158)	(2,285)
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	\$ 225,661,789	\$ 121,718,217	\$ 7,834,946	\$ 11,493,940	\$ 73,462	\$ 99,805	\$ -	\$ -	\$ 167,446	\$ -

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2015

	Act 1 Group Korea *	Act1 Agile1 Germany*	Act1 AllSource Germany*	Act 1 Agile1 Colombia *	Act 1 Agile1 Japan G.K.*	Act 1 Agile1 Switzerland*	Act 1 Agile1 France*	Act 1 Agile1 Belgium*	Act 1 Netherlands*	Act 1 Ireland Limited*
Current assets										
Cash and cash equivalents	\$ 243,638	\$ 265,580	\$ 76,259	\$ 16,665	\$ 28,777	\$ 14,656	\$ 183,116	\$ 22,427	\$ 217,611	\$ 127,451
Funds held for clients	-	-	-	-	-	-	-	-	-	-
Receivables										
Trade, net of allowance for doubtful accounts	-	3,708	-	-	4,767	(101)	-	-	2,597,435	3,224,774
Vendor management services receivable	-	-	-	-	-	-	-	-	-	-
Receivable from affiliates	-	120	-	-	16,858	-	-	-	11,343	-
Prepaid workers' compensation	-	-	-	-	-	-	-	-	-	-
Prepaid expenses and other current assets	34,540	7,383	-	757	9,048	3,861	12,745	-	3,956	15,261
Total current assets	278,178	276,791	76,259	17,422	59,450	18,416	195,861	22,427	2,830,344	3,367,485
Stockholder advances and notes receivable	-	-	-	-	-	-	-	-	-	-
Cash value of life insurance	-	-	-	-	-	-	-	-	-	-
Property and equipment, net	78,807	16,591	-	-	-	-	4,750	-	2,120	-
Deferred taxes	-	-	-	-	-	-	-	-	-	-
Restricted cash	-	-	-	-	-	-	-	-	-	-
Other assets	58,097	16,359	-	-	-	-	10,662	-	13,087	-
TOTAL ASSETS	\$ 415,083	\$ 309,742	\$ 76,259	\$ 17,422	\$ 59,450	\$ 18,416	\$ 211,273	\$ 22,427	\$ 2,845,552	\$ 3,367,485

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2015

	Act 1 Group Korea *	Act1 Agile1 Germany*	Act1 AllSource Germany*	Act 1 Agile1 Colombia *	Act 1 Agile1 Japan G.K.*	Act 1 Agile1 Switzerland*	Act 1 Agile1 France*	Act 1 Agile1 Belgium*	Act 1 Netherlands*	Act 1 Ireland Limited*
Current liabilities										
Line of credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts payable	1,677	46,607	2,056	-	-	2,730	19,154	-	2,514,444	3,763,719
Vendor management services payable	-	-	-	-	-	-	-	-	-	-
Accrued payroll, benefits and related costs	-	24,967	-	-	-	-	39,505	-	(1,273)	2,683
Client funds obligations	-	-	-	-	-	-	-	-	-	-
Other liabilities and accrued expenses	174	18,729	16,520	78	3,759	6,948	(24,054)	1,366	56,496	(555,812)
Estimated liability for workers' compensation costs	-	-	-	-	-	-	-	-	-	-
Payable to affiliates	568,207	1,837,275	116,541	56,910	130,311	73,777	690,609	18,605	594,815	237,765
Notes payable, stockholders	-	-	-	-	-	-	-	-	-	-
Deferred taxes	-	-	-	-	-	-	-	-	-	-
Total current liabilities	570,058	1,927,577	135,117	56,988	134,070	83,454	725,214	19,971	3,164,481	3,448,355
Other long-term liabilities	26,130	-	-	-	-	-	-	-	-	-
Total liabilities	596,188	1,927,577	135,117	56,988	134,070	83,454	725,214	19,971	3,164,481	3,448,355
Stockholders' equity										
Common stock	44,550	32,898	32,898	81,058	26,260	20,597	55,070	24,115	1	1
Additional paid-in capital	507,450	100,000	-	-	-	-	-	-	-	-
Retained earnings (accumulated deficit)	(741,391)	(1,913,715)	(92,927)	(148,772)	(98,761)	(86,360)	(590,383)	(17,817)	(321,540)	(81,043)
Accumulated other comprehensive income (loss)	8,286	162,982	1,171	28,149	(2,119)	724	21,372	(3,842)	2,609	172
Total ACT 1 Group of Companies stockholders' equity	(181,105)	(1,617,836)	(58,858)	(39,566)	(74,620)	(65,038)	(513,941)	2,456	(318,929)	(80,870)
Noncontrolling interest in combined affiliates	-	-	-	-	-	-	-	-	-	-
Total equity	(181,105)	(1,617,836)	(58,858)	(39,566)	(74,620)	(65,038)	(513,941)	2,456	(318,929)	(80,870)
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	\$ 415,083	\$ 309,742	\$ 76,259	\$ 17,422	\$ 59,450	\$ 18,416	\$ 211,273	\$ 22,427	\$ 2,845,552	\$ 3,367,485

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2015

	AllSource PPS	ACT Now Personnel Services, Inc.	Industrial Apple, Inc.	All's Well, Inc.	ALL in 1, Inc.	California National University for Advanced Studies, Inc.	Acorn Payroll Services, Inc.	A-Check America, Inc.	Act 1 Services Inc. of Michigan	Eliminations	Consolidated and Combined
Current assets											
Cash and cash equivalents	\$ 1,062,130	\$ 135,884	\$ 96,204	\$ 128,614	\$ 440,724	\$ 192,491	\$ 1,240,182	\$ 478,653	\$ 90,843	\$ -	\$ 13,818,474
Funds held for clients	-	-	-	-	-	-	496,317	-	-	-	6,692,583
Receivables											
Trade, net of allowance for doubtful accounts	24,523,435	117,475	4,961,261	1,845,595	2,436	121,464	25,197	3,765,957	43,619	(31,720,652)	80,649,335
Vendor management services receivable	-	-	-	-	-	-	-	-	-	-	185,461,960
Receivable from affiliates	581,433	226,219	-	2,582,409	1,209,778	-	-	-	-	(48,137,504)	1,249,516
Prepaid workers' compensation	-	-	299,831	10,000	5,000	150	750	750	-	-	27,309,249
Prepaid expenses and other current assets	185,030	33,178	144,776	40,324	667,221	23,808	67,822	434,905	6,701	-	10,421,226
Total current assets	26,352,028	512,756	5,502,073	4,606,943	2,325,159	337,913	1,830,268	4,680,266	141,163	(79,858,155)	325,602,343
Stockholder advances and notes receivable	-	-	-	-	-	-	-	-	-	-	11,135
Cash value of life insurance	671,791	-	-	-	4,234,744	-	-	561,373	-	-	11,049,317
Property and equipment, net	29,159	-	-	2,590	2,872,548	-	-	726,316	-	-	5,773,650
Deferred taxes	8,711	39	206,865	-	48,279	-	-	332,020	-	-	770,332
Restricted cash	-	-	-	-	-	-	-	-	-	-	3,193,435
Other assets	-	-	-	9,929	-	-	-	-	-	(926,648)	3,200,631
TOTAL ASSETS	\$ 27,061,689	\$ 512,796	\$ 5,708,937	\$ 4,619,462	\$ 9,480,730	\$ 337,913	\$ 1,830,268	\$ 6,299,975	\$ 141,163	\$ (80,784,804)	\$ 349,600,843

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2015

	AllSource PPS	ACT Now Personnel Services, Inc.	Industrial Apple, Inc.	All's Well, Inc.	ALL in 1, Inc.	California National University for Advanced Studies, Inc.	Acorn Payroll Services, Inc.	A-Check America, Inc.	Act 1 Services Inc. of Michigan	Eliminations	Consolidated and Combined
Current liabilities											
Line of credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,011,956
Accounts payable	1,249,566	-	5,315	17,654	477,891	9,497	(3,400)	218,712	1,311	(31,720,652)	10,085,671
Vendor management services payable	-	-	-	-	-	-	-	-	-	-	129,993,790
Accrued payroll, benefits and related costs	4,906,178	10,346	932,100	347,333	801,175	2,504	5,502	100,597	29,265	-	22,221,829
Client funds obligations	-	-	-	-	-	-	-	-	-	-	-
Other liabilities and accrued expenses	887,226	1,240	34,912	28,187	904,248	17,515	156,958	1,253,361	3,829	-	8,920,002
Estimated liability for workers' compensation costs	-	-	-	-	-	-	-	-	-	-	16,751,857
Payable to affiliates	-	-	921,814	-	65,969	4,896	3,001,531	3,487,846	21,114	(47,247,427)	-
Notes payable, stockholders	1,650,000	-	-	-	-	-	800,000	-	-	-	8,581,285
Deferred taxes	301,310	-	-	-	(22,573)	-	-	-	-	-	1,651,741
Total current liabilities	8,994,280	11,586	1,894,141	393,174	2,226,710	34,412	3,960,591	5,060,516	55,519	(78,968,079)	230,218,131
Other long-term liabilities	138,707	-	-	140,459	5,405,838	-	-	544,243	-	-	9,053,218
Total liabilities	9,132,987	11,586	1,894,141	533,633	7,632,548	34,412	3,960,591	5,604,759	55,519	(78,968,079)	239,271,349
Stockholders' equity											
Common stock	400,000	50,000	18,750	50,000	10,000	-	25,000	26,250	25,000	(392,235)	687,320
Additional paid-in capital	-	-	-	-	-	200,000	-	-	-	(552,000)	10,439,558
Retained earnings (accumulated deficit)	17,392,285	451,210	3,796,047	4,101,835	3,487,635	103,500	(2,155,324)	785,770	60,644	(1,977,514)	100,037,905
Accumulated other comprehensive income (loss)	136,417	-	-	(66,006)	(1,649,453)	-	-	(116,804)	-	(837,277)	(2,777,591)
Total ACT 1 Group of Companies stockholders' equity	17,928,702	501,210	3,814,797	4,085,829	1,848,182	303,500	(2,130,324)	695,216	85,644	(3,759,025)	108,387,192
Noncontrolling interest in combined affiliates	-	-	-	-	-	-	-	-	-	1,942,302	1,942,302
Total equity	17,928,702	501,210	3,814,797	4,085,829	1,848,182	303,500	(2,130,324)	695,216	85,644	(1,816,723)	110,329,494
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	\$ 27,061,689	\$ 512,796	\$ 5,708,937	\$ 4,619,462	\$ 9,480,730	\$ 337,913	\$ 1,830,268	\$ 6,299,975	\$ 141,163	\$ (80,784,803)	\$ 349,600,843

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET

Year ended December 31, 2014

	The ACT1 Group, Inc.	Howroyd Wright Employment Agency, Inc. *	AT-Tech Staffing Services, Inc. *	Act*1 Services Limited *	AppleOne Services Limited *	ACT1 Global Holdings, LLC *	Act1 Agile1 Mexico*	Act1 AllSource Mexico*	Agile1 Hong Kong *
Current assets									
Cash and cash equivalents	\$ 11,117,202	\$ 2,163,269	\$ 90,470	\$ 1,016,578	\$ 11,997	\$ 99,679	\$ -	\$ -	\$ 21,110
Funds held for clients	5,452,082	-	-	368,515	-	-	-	-	-
Receivables									
Trade, net of allowance for doubtful accounts	18,968,966	44,944,517	2,610,108	979,370	-	-	-	-	-
Vendor management services receivable	149,816,522	-	-	7,735,348	-	-	-	-	-
Receivable from affiliates	-	21,857,716	5,158,657	-	65,234	-	-	203	-
Prepaid workers' compensation	203,750	24,105,602	7,500	-	-	-	-	-	-
Prepaid expenses and other current assets	3,596,400	4,261,695	19,334	26,004	-	-	-	-	14,392
Total current assets	189,154,922	97,332,799	7,886,069	10,125,815	77,231	99,679	-	203	35,502
Stockholder advances and notes receivable	50,312	-	-	-	-	-	-	-	-
Cash value of life insurance	2,400,684	2,859,676	-	-	-	-	-	-	-
Property and equipment, net	1,584,558	151,082	1,157	33,404	-	-	-	-	6,985
Deferred taxes	174,118	-	-	-	-	-	-	-	-
Restricted cash	-	6,261,518	-	-	-	-	-	-	-
Other assets	831,898	2,810,807	25,339	-	-	241	-	-	-
TOTAL ASSETS	\$ 194,196,492	\$ 109,415,882	\$ 7,912,565	\$ 10,159,219	\$ 77,231	\$ 99,920	\$ -	\$ 203	\$ 42,487

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2014

	The ACT1 Group, Inc.	Howroyd Wright Employment Agency, Inc. *	AT-Tech Staffing Services, Inc. *	Act*1 Services Limited *	AppleOne Services Limited *	ACT1 Global Holdings, LLC *	Act1 Agile1 Mexico*	Act1 AllSource Mexico*	Agile1 Hong Kong *
Current liabilities									
Line of credit	\$ 41,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts payable	25,232,353	885,847	73,863	30,798	-	-	855	-	1,403
Vendor management services payable	99,304,100	-	-	3,903,715	-	-	-	-	-
Accrued payroll, benefits and related costs	2,357,756	12,143,006	381,962	58,410	-	-	-	-	1,586
Client funds obligations	-	-	-	-	-	-	-	-	-
Other liabilities and accrued expenses	4,837,553	2,384,526	59,755	807,696	-	-	(1,451)	-	-
Estimated liability for workers' compensation costs	-	15,324,120	-	-	-	-	-	-	-
Payable to affiliates	11,818,615	-	-	5,910,624	-	-	28,549	-	694,824
Notes payable, stockholders	-	5,954,019	-	-	-	-	-	-	-
Deferred taxes	1,438,367	-	-	-	-	-	-	-	-
Total current liabilities	186,488,744	36,691,518	515,580	10,711,243	-	-	27,953	-	697,813
Other long-term liabilities	1,996,642	842,870	42,091	-	-	-	-	-	-
Total liabilities	188,485,386	37,534,388	557,671	10,711,243	-	-	27,953	-	697,813
Stockholders' equity									
Common stock	5,000	25,000	25,000	160	197	-	229	232	1,297
Additional paid-in capital	1,386,607	8,400,027	-	199,840	97,634	100,000	-	-	-
Retained earnings (accumulated deficit)	5,588,456	62,725,454	7,331,310	(665,970)	(118)	(80)	(31,262)	-	(656,875)
Accumulated other comprehensive income (loss)	(1,268,957)	731,013	(1,416)	(86,054)	(20,482)	-	3,080	(29)	252
Total ACT 1 Group of Companies stockholders' equity	5,711,106	71,881,494	7,354,894	(552,024)	77,231	99,920	(27,953)	203	(655,326)
Noncontrolling interest in combined affiliates	-	-	-	-	-	-	-	-	-
Total equity	5,711,106	71,881,494	7,354,894	(552,024)	77,231	99,920	(27,953)	203	(655,326)
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	\$ 194,196,492	\$ 109,415,882	\$ 7,912,565	\$ 10,159,219	\$ 77,231	\$ 99,920	\$ -	\$ 203	\$ 42,487

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2014

	Act1 AllSource Hongkong*	Act 1 Group Korea *	Act1 Agile1 Germany*	Act1 AllSource Germany*	Act 1 Agile1 Colombia *	Act 1 Agile1 Japan G.K.*	Act 1 Agile1 Switzerland*	Act 1 Agile1 France*	Act 1 Agile1 Belgium	AllSource PPS
Current assets										
Cash and cash equivalents	\$ -	\$ 116,857	\$ 109,926	\$ 84,554	\$ 7,531	\$ -	\$ 20,210	\$ 57,772	\$ 22,548	\$ 861,039
Funds held for clients	-	-	-	-	-	-	-	-	-	-
Receivables										
Trade, net of allowance for doubtful accounts	-	3,064	-	-	-	-	-	-	-	19,378,744
Vendor management services receivable	-	-	-	-	-	-	-	-	-	-
Receivable from affiliates	1,289	-	-	-	-	25,015	-	-	-	-
Prepaid workers' compensation	-	-	-	-	-	-	-	-	-	-
Prepaid expenses and other current assets	-	35,251	3,656	-	983	-	-	9,448	-	34,001
Total current assets	1,289	155,172	113,582	84,554	8,514	25,015	20,210	67,220	22,548	20,273,784
Stockholder advances and notes receivable	-	-	-	-	-	-	-	-	-	-
Cash value of life insurance	-	-	-	-	-	-	-	-	-	659,758
Property and equipment, net	-	143,787	10,192	-	-	-	-	6,657	-	28,542
Deferred taxes	-	-	-	-	-	-	-	-	-	19,333
Restricted cash	-	-	-	-	-	-	-	-	-	-
Other assets	-	62,226	12,155	-	-	-	-	237	-	-
TOTAL ASSETS	\$ 1,289	\$ 361,185	\$ 135,929	\$ 84,554	\$ 8,514	\$ 25,015	\$ 20,210	\$ 74,114	\$ 22,548	\$ 20,981,417

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2014

	Act1 AllSource Hongkong*	Act 1 Group Korea *	Act1 Agile1 Germany*	Act1 AllSource Germany*	Act 1 Agile1 Colombia *	Act 1 Agile1 Japan G.K.*	Act 1 Agile1 Switzerland*	Act 1 Agile1 France*	Act 1 Agile1 Belgium	AllSource PPS
Current liabilities										
Line of credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts payable	-	2,568	18,816	6,293	1,972	1,432	-	6,060	-	1,075,639
Vendor management services payable	-	-	-	-	-	-	-	-	-	-
Accrued payroll, benefits and related costs	-	2,590	8,144	-	-	-	-	34,171	-	3,820,690
Client funds obligations	-	-	-	-	-	-	-	-	-	-
Other liabilities and accrued expenses	-	1,985	16,341	11,488	(1,910)	12,192	-	(755)	-	629,056
Estimated liability for workers' compensation costs	-	-	-	-	-	-	-	-	-	-
Payable to affiliates	-	67,070	867,402	68,508	75,762	-	-	153,066	-	2,482,708
Notes payable, stockholders	-	-	-	-	-	-	-	-	-	1,650,000
Deferred taxes	-	-	-	-	-	-	-	-	-	239,828
Total current liabilities	-	74,213	910,703	86,289	75,824	13,624	-	192,542	-	9,897,921
Other long-term liabilities	-	53,822	-	-	-	-	-	-	-	99,818
Total liabilities	-	128,035	910,703	86,289	75,824	13,624	-	192,542	-	9,997,739
Stockholders' equity										
Common stock	1,289	44,550	32,898	32,898	26,078	26,261	20,597	55,070	24,115	400,000
Additional paid-in capital	-	507,450	100,000	-	-	-	-	-	-	-
Retained earnings (accumulated deficit)	-	(325,028)	(977,531)	(34,551)	(103,344)	(13,671)	-	(176,184)	-	10,482,206
Accumulated other comprehensive income (loss)	-	6,178	69,859	(82)	9,956	(1,199)	(387)	2,686	(1,567)	101,472
Total ACT 1 Group of Companies stockholders' equity	1,289	233,150	(774,774)	(1,735)	(67,310)	11,391	20,210	(118,428)	22,548	10,983,678
Noncontrolling interest in combined affiliates	-	-	-	-	-	-	-	-	-	-
Total equity	1,289	233,150	(774,774)	(1,735)	(67,310)	11,391	20,210	(118,428)	22,548	10,983,678
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	\$ 1,289	\$ 361,185	\$ 135,929	\$ 84,554	\$ 8,514	\$ 25,015	\$ 20,210	\$ 74,114	\$ 22,548	\$ 20,981,417

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2014

	ACT Now Personnel Services, Inc.	Industrial Apple, Inc.	All's Well, Inc.	ALL in 1, Inc.	California National University for Advanced Studies, Inc.	Acorn Payroll Services, Inc.	A-Check America, Inc.	Act 1 Services Inc. of Michigan	Eliminations	Consolidated and Combined
Current assets										
Cash and cash equivalents	\$ 73,344	\$ 46,536	\$ 106,787	\$ 208,351	\$ 141,819	\$ 598,869	\$ 171,491	\$ 86,230	\$ -	\$ 17,234,169
Funds held for clients	-	-	-	-	-	3,700,328	-	-	-	9,520,925
Receivables										
Trade, net of allowance for doubtful accounts	191,337	3,169,117	1,660,683	2,786	120,129	4,281	3,571,964	92,311	(25,415,717)	70,281,660
Vendor management services receivable	-	-	-	-	-	-	-	-	-	157,551,870
Receivable from affiliates	131,416	147,369	2,659,909	2,202,608	-	-	-	-	(30,113,982)	2,135,434
Prepaid workers' compensation	-	299,831	10,000	5,000	150	750	750	-	-	24,633,333
Prepaid expenses and other current assets	2,536	105,807	3,641	498,333	19,939	284,275	162,581	2,935	-	9,081,211
Total current assets	398,633	3,768,660	4,441,020	2,917,078	282,037	4,588,503	3,906,786	181,476	(55,529,699)	290,438,602
Stockholder advances and notes receivable	-	-	-	-	-	-	-	3,955	-	54,267
Cash value of life insurance	-	-	-	3,939,838	-	-	512,748	-	-	10,372,704
Property and equipment, net	-	-	4,316	2,969,161	-	6,926	630,692	-	-	5,577,459
Deferred taxes	255	66,137	-	56,788	-	-	681,965	-	-	998,596
Restricted cash	-	-	-	-	-	-	-	-	-	6,261,518
Other assets	-	-	9,929	-	-	-	-	-	(772,964)	2,979,868
TOTAL ASSETS	<u>\$ 398,888</u>	<u>\$ 3,834,797</u>	<u>\$ 4,455,265</u>	<u>\$ 9,882,865</u>	<u>\$ 282,037</u>	<u>\$ 4,595,429</u>	<u>\$ 5,732,191</u>	<u>\$ 185,431</u>	<u>\$ (56,302,663)</u>	<u>\$ 316,683,014</u>

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING BALANCE SHEET - CONTINUED

Year ended December 31, 2014

	ACT Now Personnel Services, Inc.	Industrial Apple, Inc.	All's Well, Inc.	ALL in 1, Inc.	California National University for Advanced Studies, Inc.	Acom Payroll Services, Inc.	A-Check America, Inc.	Act 1 Services Inc. of Michigan	Eliminations	Consolidated and Combined
Current liabilities										
Line of credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,500,000
Accounts payable	-	3,727	7,810	531,095	900	19,915	88,915	832	(25,415,717)	2,575,376
Vendor management services payable	-	-	-	-	-	-	-	-	-	103,207,815
Accrued payroll, benefits and related costs	14,002	579,403	299,453	617,820	2,490	29,447	154,678	33,264	-	20,538,872
Client funds obligations	-	-	-	-	-	3,741,055	-	-	-	3,741,055
Other liabilities and accrued expenses	2,500	23,821	4,181	1,186,511	35,620	253,184	520,002	5,441	-	10,787,737
Estimated liability for workers' compensation costs	-	-	-	-	-	-	-	-	-	15,324,120
Payable to affiliates	-	-	-	-	4,853	2,350,023	5,114,446	41,622	(29,678,072)	-
Notes payable, stockholders	-	-	-	-	-	800,000	-	-	-	8,404,019
Deferred taxes	360	1,406	-	23,989	-	-	(5,821)	-	-	1,698,129
Total current liabilities	16,862	608,357	311,444	2,359,415	43,863	7,193,624	5,872,220	81,159	(55,093,789)	207,777,123
Other long-term liabilities	-	-	140,459	5,361,643	-	-	576,154	-	-	9,113,499
Total liabilities	16,862	608,357	451,903	7,721,058	43,863	7,193,624	6,448,374	81,159	(55,093,789)	216,890,622
Stockholders' equity										
Common stock	50,000	18,750	50,000	10,000	-	25,000	26,250	25,000	(238,551)	687,320
Additional paid-in capital	-	-	-	-	200,000	-	-	-	(552,000)	10,439,558
Retained earnings (accumulated deficit)	332,026	3,207,690	4,019,368	4,021,538	38,174	(2,623,195)	(596,428)	79,272	(1,261,785)	90,359,472
Accumulated other comprehensive income (loss)	-	-	(66,006)	(1,869,731)	-	-	(146,005)	-	(374,526)	(2,911,946)
Total ACT 1 Group of Companies stockholders' equity	382,026	3,226,440	4,003,362	2,161,807	238,174	(2,598,195)	(716,183)	104,272	(2,426,862)	98,574,404
Noncontrolling interest in combined affiliates	-	-	-	-	-	-	-	-	1,217,988	1,217,988
Total equity	382,026	3,226,440	4,003,362	2,161,807	238,174	(2,598,195)	(716,183)	104,272	(1,208,874)	99,792,392
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY	\$ 398,888	\$ 3,834,797	\$ 4,455,265	\$ 9,882,865	\$ 282,037	\$ 4,595,429	\$ 5,732,191	\$ 185,431	\$ (56,302,663)	\$ 316,683,014

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING STATEMENT OF INCOME

Year ended December 31, 2015

	The ACT1 Group, Inc.	Howroyd Wright Employment Agency, Inc. *	AT-Tech Staffing Services, Inc. *	Act*1 Services Limited *	AppleOne Services Limited *	ACT1 Global Holdings, LLC *	Act1 Agile1 Mexico *	Act1 AllSource Mexico*	Agile1 Hong Kong *	Act1 AllSource Hongkong*
Revenue from services	\$ 172,004,300	\$ 454,572,057	\$ 16,430,579	\$ 44,082,724	\$ -	\$ -	\$ -	\$ -	\$ 7,922	\$ -
Cost of services	131,495,394	335,676,656	11,331,282	41,358,878	-	-	-	-	5,679	-
Gross profit	40,508,906	118,895,401	5,099,297	2,723,846	-	-	-	-	2,243	-
General, selling and administrative expenses	47,812,940	101,471,183	4,924,861	1,855,654	144	115	20,087	1,775	526,245	949
(Loss) income from operations	(7,304,034)	17,424,218	174,436	868,192	(144)	(115)	(20,087)	(1,775)	(524,002)	(949)
Other income (expense):										
Interest income (expense), net	(290,312)	(333,241)	(3,527)	(97,103)	-	-	-	-	(13,378)	-
Other income (expense)	2,236,616	(8,326,672)	(165,329)	177,126	2	-	-	-	(112)	-
(Loss) income before (provision for) benefit from income taxes and noncontrolling interest	(5,357,730)	8,764,306	5,580	948,216	(142)	(115)	(20,087)	(1,775)	(537,492)	(949)
(Provision for) benefit from income taxes	72,031	(29,111)	(11,160)	(43,593)	-	-	-	-	-	-
Net (loss) income	(5,285,699)	8,735,194	(5,580)	904,623	(142)	(115)	(20,087)	(1,775)	(537,492)	(949)
Net loss (income) attributable to noncontrolling interest	-	-	-	-	-	-	-	-	-	-
Net (loss) income attributable to The ACT 1 Group of Companies	\$ (5,285,699)	\$ 8,735,194	\$ (5,580)	\$ 904,623	\$ (142)	\$ (115)	\$ (20,087)	\$ (1,775)	\$ (537,492)	\$ (949)

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING STATEMENT OF INCOME - CONTINUED

Year ended December 31, 2015

	Act 1 Group Korea *	Act1 Agile1 Germany *	Act1 AllSource Germany *	Act 1 Agile1 Colombia *	Act 1 Agile1 Japan G.K.*	Act 1 Agile1 Switzerland*	Act 1 Agile1 France*	Act 1 Agile1 Belgium*	Act 1 Agile1 Netherlands*	Act 1 Agile1 Ireland*
Revenue from services	\$ 126,630	\$ 3,816	\$ -	\$ -	\$ 4,719	\$ -	\$ -	\$ -	\$ 63,040	\$ 43,744
Cost of services	-	119	-	-	-	-	-	-	-	1,907
Gross profit	126,630	3,697	-	-	4,719	-	-	-	63,040	41,837
General, selling and administrative expenses	644,684	939,752	55,756	44,696	88,483	86,359	409,282	17,742	391,812	122,304
Income (loss) from operations	(518,054)	(936,055)	(55,756)	(44,696)	(83,763)	(86,359)	(409,282)	(17,742)	(328,773)	(80,467)
Other income (expense):										
Interest income (expense), net	(3,242)	(19,500)	(1,238)	(167)	(752)	-	(4,943)	(75)	(2,728)	(575)
Other income (expense)	104,933	23,572	-	-	-	-	(1)	-	9,961	(1)
Income (loss) before (provision for) benefit from income taxes and noncontrolling interest	(416,363)	(931,983)	(56,993)	(44,863)	(84,515)	(86,359)	(414,226)	(17,817)	(321,540)	(81,043)
(Provision for) benefit from income taxes	-	-	-	(430)	(576)	-	-	-	-	-
Net income (loss)	(416,363)	(931,983)	(56,993)	(45,293)	(85,091)	(86,359)	(414,226)	(17,817)	(321,540)	(81,043)
Net loss (income) attributable to noncontrolling interest	-	-	-	-	-	-	-	-	-	-
Net income (loss) attributable to The ACT 1 Group of Companies	<u>\$ (416,363)</u>	<u>\$ (931,983)</u>	<u>\$ (56,993)</u>	<u>\$ (45,293)</u>	<u>\$ (85,091)</u>	<u>\$ (86,359)</u>	<u>\$ (414,226)</u>	<u>\$ (17,817)</u>	<u>\$ (321,540)</u>	<u>\$ (81,043)</u>

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING STATEMENT OF INCOME - CONTINUED

Year ended December 31, 2015

	AllSource PPS	ACT Now Personnel Services, Inc.	Industrial Apple, Inc.	All's Well, Inc.	ALL in 1, Inc.	California National University for Advanced Studies, Inc.	Acorn Payroll Services, Inc.	A-Check America, Inc.	Act 1 Services Inc. of Michigan	Eliminations	Consolidated and Combined
Revenue from services	\$ 285,556,747	\$ 952,912	\$ 31,436,782	\$ 15,328,996	\$ -	\$ 225,796	\$ 1,004,380	\$ 24,237,101	\$ 851,306	\$ (8,919,847)	\$ 1,038,013,703
Cost of services	270,853,240	722,553	25,662,112	10,831,083	-	90,025	321,976	13,504,168	699,070	(7,483,636)	835,070,503
Gross profit (loss)	14,703,506	230,359	5,774,671	4,497,913	-	135,772	682,404	10,732,934	152,236	(1,436,211)	202,943,200
General, selling and administrative expenses	4,744,938	68,081	3,309,465	4,121,258	12,076,841	67,749	910,369	8,320,805	530,254	(1,436,211)	192,128,370
Income (loss) from operations	9,958,569	162,278	2,465,206	376,655	(12,076,841)	68,023	(227,964)	2,412,128	(378,018)	-	10,814,830
Other income (expense):											
Interest income (expense), net	(93,061)	-	(8,005)	(5,685)	(33,639)	(282)	(30,942)	(161,709)	-	(10,446)	(1,114,547)
Other income (expense)	(2,809,888)	(166)	(1,912,877)	(289,559)	11,620,116	(1,615)	727,578	69,729	359,791	-	1,823,204
Income (loss) before (provision for) benefit from income taxes and noncontrolling interest	7,055,620	162,112	544,323	81,411	(490,363)	66,127	468,671	2,320,149	(18,227)	(10,446)	11,523,487
(Provision for) benefit from income taxes	(145,541)	(42,928)	44,034	1,055	(43,539)	(800)	(800)	(937,951)	(400)	-	(1,139,709)
Net income (loss)	6,910,079	119,184	588,357	82,466	(533,903)	65,327	467,871	1,382,198	(18,627)	(10,446)	10,383,778
Net loss (income) attributable to noncontrolling interest	-	-	-	-	-	-	-	-	-	(705,345)	(705,345)
Net income (loss) attributable to The ACT 1 Group of Companies	\$ 6,910,079	\$ 119,184	\$ 588,357	\$ 82,466	\$ (533,903)	\$ 65,327	\$ 467,871	\$ 1,382,198	\$ (18,627)	\$ (715,792)	\$ 9,678,433

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING STATEMENT OF INCOME

Year ended December 31, 2014

	The ACT1 Group, Inc.	Howroyd Wright Employment Agency, Inc. *	AT-Tech Staffing Services, Inc. *	Act*1 Services Limited *	AppleOne Services Limited *	ACT1 Global Holdings, LLC *	Act1 Agile1 Mexico *	Act1 AllSource Mexico*	Agile1 Hong Kong *
Revenue from services	\$ 170,080,404	\$ 448,715,839	\$ 19,738,136	\$ 31,176,459	\$ -	\$ -	\$ -	\$ -	\$ -
Cost of services	<u>129,342,162</u>	<u>338,326,702</u>	<u>13,124,398</u>	<u>29,243,208</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Gross profit	40,738,242	110,389,137	6,613,738	1,933,251	-	-	-	-	-
General, selling and administrative expenses	<u>44,262,402</u>	<u>95,680,349</u>	<u>5,493,584</u>	<u>1,683,153</u>	<u>158</u>	<u>80</u>	<u>22,940</u>	<u>-</u>	<u>628,658</u>
(Loss) income from operations	(3,524,160)	14,708,788	1,120,154	250,098	(158)	(80)	(22,940)	-	(628,658)
Other income (expense):									
Interest income (expense), net	(180,641)	(260,685)	(61)	(162,538)	-	-	-	-	-
Other income (expense)	<u>459,897</u>	<u>(8,917,494)</u>	<u>(197,723)</u>	<u>574,242</u>	<u>(233)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,298)</u>
(Loss) income before (provision for) benefit from income taxes and noncontrolling interest	(3,244,904)	5,530,609	922,370	661,802	(391)	(80)	(22,940)	-	(629,956)
(Provision for) benefit from income taxes	<u>(677,018)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>70</u>	<u>-</u>	<u>(2,201)</u>	<u>-</u>	<u>(4,440)</u>
Net (loss) income	(3,921,922)	5,530,609	922,370	661,802	(321)	(80)	(25,141)	-	(634,396)
Net loss (income) attributable to noncontrolling interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net (loss) income attributable to The ACT 1 Group of Companies	<u>\$ (3,921,922)</u>	<u>\$ 5,530,609</u>	<u>\$ 922,370</u>	<u>\$ 661,802</u>	<u>\$ (321)</u>	<u>\$ (80)</u>	<u>\$ (25,141)</u>	<u>\$ -</u>	<u>\$ (634,396)</u>

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING STATEMENT OF INCOME - CONTINUED

Year ended December 31, 2014

	Act1 AllSource Hongkong*	Act 1 Group Korea *	Act1 Agile1 Germany *	Act1 AllSource Germany *	Act 1 Agile1 Colombia *	Act 1 Agile1 Japan G.K.*	Act 1 Agile1 Switzerland*	Act 1 Agile1 France*	Act 1 Agile1 Belgium	AllSource PPS
Revenue from services	\$ -	\$ 390,804	\$ (44,802)	\$ (1,588)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,170,738
Cost of services	-	17,827	-	-	(8)	-	-	-	-	233,113,813
Gross profit	-	372,977	(44,802)	(1,588)	8	-	-	-	-	12,056,925
General, selling and administrative expenses	-	804,773	713,601	24,192	74,086	13,622	-	176,184	-	4,228,918
Income (loss) from operations	-	(431,796)	(758,403)	(25,780)	(74,078)	(13,622)	-	(176,184)	-	7,828,007
Other income (expense):										
Interest income (expense), net	-	135	-	-	(597)	-	-	-	-	(111,623)
Other income (expense)	-	288,448	29,006	-	(146)	-	-	-	-	(2,416,484)
Income (loss) before (provision for) benefit from income taxes and noncontrolling interest	-	(143,213)	(729,397)	(25,780)	(74,821)	(13,622)	-	(176,184)	-	5,299,900
(Provision for) benefit from income taxes	-	-	537	-	(8,321)	(49)	-	-	-	(107,399)
Net income (loss)	-	(143,213)	(728,860)	(25,780)	(83,142)	(13,671)	-	(176,184)	-	5,192,501
Net loss (income) attributable to noncontrolling interest	-	-	-	-	-	-	-	-	-	-
Net income (loss) attributable to The ACT 1 Group of Companies	\$ -	\$ (143,213)	\$ (728,860)	\$ (25,780)	\$ (83,142)	\$ (13,671)	\$ -	\$ (176,184)	\$ -	\$ 5,192,501

* Wholly-owned subsidiaries of The ACT 1 Group, Inc.

The ACT 1 Group of Companies

COMBINING AND CONSOLIDATING STATEMENT OF INCOME - CONTINUED

Year ended December 31, 2014

	ACT Now Personnel Services, Inc.	Industrial Apple, Inc.	All's Well, Inc.	ALL in 1, Inc.	California National University for Advanced Studies, Inc.	Acom Payroll Services, Inc.	A-Check America, Inc.	Act 1 Services Inc. of Michigan	Eliminations	Consolidated and Combined
Revenue from services	\$ 581,015	\$ 24,346,363	\$ 13,438,689	\$ (691)	\$ 259,362	\$ 1,212,573	\$ 22,438,191	\$ 871,212	\$ (7,259,370)	\$ 971,113,334
Cost of services	441,991	20,190,794	9,690,064	22,655	99,868	413,467	12,215,544	719,431	(5,870,518)	781,091,398
Gross profit (loss)	139,024	4,155,569	3,748,625	(23,346)	159,494	799,106	10,222,647	151,781	(1,388,852)	190,021,936
General, selling and administrative expenses	85,743	2,662,212	2,444,953	11,091,724	145,818	1,369,274	8,383,215	756,301	(1,388,852)	179,357,088
Income (loss) from operations	53,281	1,493,357	1,303,672	(11,115,070)	13,676	(570,168)	1,839,432	(604,520)	-	10,664,848
Other income (expense):										
Interest income (expense), net	(12)	(15,713)	(7,214)	(15,812)	138	(32,000)	(215,242)	67	(62)	(1,001,860)
Other income (expense)	16	(1,193,071)	(253,340)	11,048,003	109	366,491	19,174	599,986	-	405,583
Income (loss) before (provision for) benefit from income taxes and noncontrolling interest	53,285	284,573	1,043,118	(82,879)	13,923	(235,677)	1,643,364	(4,467)	(62)	10,068,571
(Provision for) benefit from income taxes	(9,210)	78,867	(10,345)	(300,977)	(800)	(800)	653,226	9,933	-	(378,927)
Net income (loss)	44,075	363,440	1,032,773	(383,856)	13,123	(236,477)	2,296,590	5,466	(62)	9,689,644
Net loss (income) attributable to noncontrolling interest	-	-	-	-	-	-	-	-	(1,090,682)	(1,090,682)
Net income (loss) attributable to The ACT 1 Group of Companies	\$ 44,075	\$ 363,440	\$ 1,032,773	\$ (383,856)	\$ 13,123	\$ (236,477)	\$ 2,296,590	\$ 5,466	\$ (1,090,744)	\$ 8,598,962

MANAGEMENT TEAM RESUMES

Gina Rosa

Senior Account Executive

PROFESSIONAL BACKGROUND:

AppleOne Employment Services – South Orlando Branch, Orlando FL

Senior Account Executive

01/08 - Present

Account Executive

10/06 – 1/08

Staffing Coordinator

10/04 – 10/06

Office Coordinator

10/02 – 10/04

- Coordinate the recruiting process and accomplish the organization's recruiting goals
- Oversee staff recruitment, development, and performance evaluation of temporary and permanent employees.
- Enhance operational effectiveness, emphasizing cost containment and high quality application process of all applicants.
- Build relationships with colleges, community leader and government programs to coordinate and schedule event during prime recruiting seasons.
- Establish cost effective and efficiency method to maximize our resources with practical training and staffs involvement for the benefit of the Company and staff.
- Promote and recruit career opportunities and brand our company through attending career fairs, career services meetings and networking, events.
- Work with Hiring Managers to incorporate their needs and garner their participation for successful recruitment
- Interact with regulatory agencies and other professional and community groups.
- Communicates effectively with clients and candidates.
- Screen, interview, and recommend prospective employees for employment for entry-level, executive or senior positions
- Work with executive search firms or other placement agencies to develop and maintain a highly qualified candidate pool.

Ark Asset Management Co., Inc. – New York, NY

Marketing Secretary/Sales and Client Services

(07/98 –

07/02)

- Assisted two Managing Directors and One Manager in all aspects of client servicing and new business development.
- Located, identified and researched potential clients utilizing the Money Market Directory, Nelson's Book of Plan Sponsors, Avenue (Access driven Database) and the Internet.
- Coordinated and managed schedule of meetings with client, prospects and consultants using Outlook.
- Compiled, organized and assembled information and presentation materials for meetings and social events.
- Prepared and distributed monthly and quarterly financial reports detailing clients' investment performance.
- Updated prospect, consultant and client lists in AVENUE.
- Prepared and submit monthly expense reports.
- Open, sort, date and distribute daily mail.
- Assisted in the dissemination of legal documents under the guidance of Managing Director and Legal Counsel.
- Arranged and coordinated all business travel (international and domestic)
- Responded to client inquiries.

Guardsmark, Inc. – New York, NY

Executive Assistant to Eastern and Southeastern Regional Vice President

(05/95 – 07/98)

Office Administrator – New York Midtown Branch

(07/93 – 5/95)

- Provided administrative support to Chief Executive Officer, Vice Presidents and Sales Managers in the Eastern Regional Office at the Rockefeller Plaza location.
- Coordinated and prepared proposals and presentation materials for prospective clients.
- Compiled weekly and monthly sales reports for monthly corporate President's Meeting in Memphis, TN.
- Organized all correspondence, confidential files and sales materials.
- Maintained daily calendar and scheduled travel arrangements for Vice Presidents, Sales Managers and Managers
- Managed and maintained adequate supplies for office operation.
- Developed Eastern Regional Procedures Manual.
- Made arrangements for meetings, special events, parties and ceremonies in the Regional Office (Christmas Tree Lighting Ceremony).
- Screened, processed, administered exams to all prospective applicants
- Implemented and maintained confidential employee and client files
- Purchased all office supplies and services.
- Performed all administrative and clerical duties.
- Conducted Department of Motor Vehicles, neighborhood and employment investigations.

- Trained office staff in use of WordPerfect 6 and Microsoft Word and Excel.
- Promoted to Regional Executive/Administrative Assistant based on excellent work performance.

EDUCATION:

York College Adult Continuing Education

- Basic Concepts in Paralegal Studies and Legal Research – January 2001 (Certificate)
- Basic Laws for the Legal Secretary, Practical Skills, Legal Secretary Critical Topics I and II - June 2002 (Certificate)

Hunter College: Bachelor of Arts Degree – Sociology, Minor Psychology

COMPUTER SKILLS:

Proficient in MS Office Suite (Excel, Word, PowerPoint, Outlook), Word Perfect 10, typing 60 wpm, Internet

AWARDS:

- AppleOne Employment Services – Southeastern Region Employee of the Month - May 2003
- AppleOne Employment Services – Southeastern Regional Office Coordinator of the Year - 2003
- Greatest Attitude Award 2005
- Founders Recipient 2004 – Los Cabos, Mexico
- Founders Recipient 2005 – Hawaii
- Highest Temporary Billing 2006 – 3rd Place
- Founders Recipient 2006 – Cancun, Mexico
- Greatest Comeback 2007

Peggy Clare, PHR

Branch Manager at AppleOne Employment Services

pclare@appleone.com

Summary

The ACT-1 Group is the largest privately held staffing firm in North America and offices currently are expanding throughout the world. ACT-1 has been in the staffing business since 1964 and began in Glendale, California. ACT-1 provides our clients the most talented professionals for Direct Hire and Temporary solutions. Providing these solutions rests on three key values: taking the time to genuinely listen to your needs, protecting your investment with unique programs, such as our 5 year guarantee, and treating the candidate as the center of the universe.

I am committed to supporting “Client for life” relationships through staffing solutions that help companies achieve their long-term goals.

Providing clients the most talented professionals for Direct Hire and Temporary solutions rests on three key values: taking the time to genuinely listen to your needs, protecting your investment with unique programs, such as our 5 year guarantee, and treating the candidate as the center of the universe.

Because my mission is “To find, understand and fulfill the needs of another”, my clients find that my tailor-made solutions lead to enhanced productivity and reduced costs.

Specialties: Recruiting for professional positions within an office environment, new business development with organizations that may need AppleOne's staffing efforts, and servicing our current applicants.

Contact me:

E: pclare@appleone.com

P: 407-248-8129

Experience

Branch Manager at AppleOne Employment Services

December 2013 - Present (10 months)

AppleOne Employment Services is a full-service employment company. Founded in 1965 and committed to building client for life relationships, AppleOne has been providing fast, high-quality staffing results for more than four decades. AppleOne is a part of the Act-1 Group of Companies.

Currently, I continue to perform the duties in a full desk setting by managing clients and finding talented candidates. In addition, I am operating an efficient, profitable branch in accordance with the projections, policies and procedures developed by the Professional Services Management Team. I assume the

multi-faceted role of driving service and sales initiatives to increase branch profitability while maintaining existing business.

1 recommendation available upon request

Senior Account Manager at AppleOne Employment Services

September 2013 - November 2013 (3 months)

Performed the duties in a full desk setting by managing clients and finding talented candidates. My goal is to provide top customer service to my candidates that are seeking other career opportunities as well as to my clients that are seeking top talent in their market. I am actively communicating with my clients on both ends to identify needs and continuously develop applicant base through recruiting, reactivating and referrals.

Senior Account Executive at AppleOne Employment Services

November 2010 - September 2013 (2 years 11 months)

I received a responsible promotion, to a senior role. This role also encompassed the ultimate candidate experience and client customer service/retention. I enjoyed a mixture of all blended desk selling activities, business development, employer compliance activities, and team job order fulfillment.

1 recommendation available upon request

Account Executive at AppleOne Employment Services

January 2009 - November 2010 (1 year 11 months)

Excited to have grown into the Account Executive role, I had gained the experience and knowledge needed to offer the ultimate candidate experience and client customer service/retention: Minimum Standards, all blended desk selling activities, business development, employer compliance activities, team job order fulfillment.

1 recommendation available upon request

Staffing Coordinator at AppleOne Employment Services

April 2008 - January 2009 (10 months)

After receiving a promotion to this role, Staffing Coordinator, I gained the opportunity to serve our external clients with their staffing needs. I transitioned from direct support of selling associates to individual selling goals and teamwork on order fulfillment: Minimum Standards, all blended desk selling activities, employer compliance activities, quality customer service of clients and candidates.

4 recommendations available upon request

Office Coordinator at AppleOne Employment Services

November 2007 - May 2008 (7 months)

As the front line to the ultimate candidate experience and the industry's best customer service, I handled the reception area, candidate new hire paperwork/testing, interview scheduling, payroll, supplies, and general office support.

Team Lead at Ferguson Enterprises

May 2006 - October 2007 (1 year 6 months)

Our team vigorously marketed company and product lines to new and potential customers via incentive

programs, a steadfast devotion to customer service, and positive two-way communication. We were responsible for more than \$300K of in stock merchandise. We routinely ordered material from a nationwide distribution center network as well as a near infinite list of vendors, researched all inventory history transactions in order to provide most accurate pricing to customers based on ever-changing commodity pricing such as copper, steel, and plastics. Our top initiative was to ensure that all overstock, surplus, and no value inventory received a return goods authorization (RGA) in a timely manner in order to eliminate any interest penalties.

Honors and Awards

Founder's Club Excellence Award

AppleOne Employment Services

2011, 2012, 2013

While primarily a sales incentive designed to drive the company's staffing business, Founders' Club brings together the best and brightest members of the organization, giving everyone the opportunity to meet and mingle with their peers, upper management and our principals, the Howroyd family.

Based on performance, employees who meet specific sales goals or performance requirements are invited to this prestigious event.

Most Valuable Player

AppleOne Employment Services

2009

Rookie of the Year

AppleOne Employment Services

2008

Skills & Expertise

Recruiting

Human Resources

New Business Development

Technical Recruiting

Talent Acquisition

New Hire Orientations

Temporary Staffing

Benefits Administration

Benefits Negotiation

Employee Relations

Temporary Placement

Internet Recruiting

Sales
Screening Resumes
Performance Management
College Recruiting
Onboarding
Permanent Placement
Executive Search
Customer Service
Account Management
Contract Recruitment
Talent Management
Applicant Tracking Systems
Sourcing
Screening
Staffing Services
Employee Benefits
Cold Calling
Resume Writing
Recruitment Advertising
Payroll
HRIS
Time Management
Hiring
Interviews
PeopleSoft

Education

University of Central Florida

Professional Human Resources Management Program, 2013 - 2013

Grade: Continuing Education

University of Central Florida

Bachelor of Arts (B.A.), Marketing, Communication, and Behavioral and Social Sciences, 2013 - 2013

Activities and Societies: PHR Certification

University of Central Florida

B.A., Liberal Arts- Marketing, Communications, and Social Sciences, 2003 - 2006

Interests

recruiting, networking, training

Peggy Clare, PHR

Branch Manager at AppleOne Employment Services

pclare@appleone.com



7 people have recommended Peggy

"I have never directly worked with Mrs. Clare as a coworker but from frequently stepping in her office for business purposes, I have had the opportunity to observe her performing her daily tasks. She is punctual, concise, has strong S.E.E (Smile, Eye Contact, and Engagement) skills with a great sense of time management which contributes significantly to her exceptional sense of urgency. Throughout my entire career, I have worked with some very skilled/talented and distinct individuals, but I have never encountered an individual with such exquisite velocity skills as Mrs. Clare. I would recommend Mrs. Clare to anyone looking for an individual that can turn his or her performance into an exhibition for how effective she is at doing her Job."

— **Edrick Clerveaux**, was Peggy's client

"I came to Peggy looking for employment help when I relocated to Florida, and let me tell you, I can not say enough good things about working with her! She was extremely proactive in finding suitable interviews for me before I arrived in Florida, so I could "hit the ground running" when I arrived. I have her to thank for listening to my needs and finding a position for me that fit everything that I was looking for! Since being on this current assignment, she has been open with her communications and is always quick to respond to any questions, comments or concerns that I have. I whole heartedly recommend Peggy and have no qualms about sending all professionals that I know to her for her assistance in finding them employment!"

— **Tim Barus PRC, CDR, CIR, CSSR**, *Talent Acquisition Specialist, Hilton Grand Vacations*, was with another company when working with Peggy at AppleOne Employment Services

"Peggy is an incredible asset to the company. She has the unique ability to see the big picture and implement it into the day to day operations of her branch. She understands the bottom line yet manages with an unrivaled compassion. She's a true visionary and an incredible leader."

— **Jason Joyner**, *Account Executive, AppleOne Employment Services*, worked directly with Peggy at AppleOne Employment Services

"Peggy's confident, up-beat, "seize-the-moment" attitude is steadfast and infectious, and when coupled with her sense of urgency, ability to communicate, and marketing savvy, all ambiguity is left behind. In my experience, Peggy possesses all of the attributes necessary to ensure her success in the Employment Services, Customer Service, Sales, and Marketing functions of an organization. Without reservation, I recommend Peggy to any employer, or unemployed jobseeker, in need of ensured success."

— **Cubbage, Charles**, *Transportation Coordinator, Entec Polymers*, was with another company when

working with Peggy at AppleOne Employment Services

"Peggy is working extremely hard in her pursuit to establish and maintain rewarding contacts in central Florida. It is a great pleasure to be working with Peggy in my career search."

— **Cherish Krisciunas, MSW**, *Student, University of Central Florida*, was with another company when working with Peggy at AppleOne Employment Services

"Peggy is a highly motivated staffing coordinator that I can undoubtedly recommend to anyone in need of recruiting assistance. Peggy is the type of person who will find a candidate that meets or exceeds all expectations no matter how challenging of a task that may be. She came and visited with us and took the time to really understand our organizational needs before sending one resume. Peggy has phenomenal communication and people skills which makes doing business with her a fantastic experience."

— **Joe Cosmano**, was Peggy's client

"Peggy was very responsive to my request. She forwarded my information on to the appropriate people immediately."

— **Michael Dunham**, was Peggy's client

[Contact Peggy on LinkedIn](#)

Rick Haggmann

PROFESSIONAL HISTORY

AppleOne Employment Services – Huntington Beach, CA**07/2007 – Present*****Director of Government Services***

- Originally hired as Manager of Government Implementation and Special Accounts, promoted to Sr. Manager of Government Services, and ultimately Director of Government Services.
- Lead teams responsible for proposals, centralized recruiting, compensation, payroll, benefits administration, employee relations, contract interpretation, performance management, program management, policy administration, and general human resource and staffing operations.
- Successfully recruit and manage all levels including: IT, Engineering, Scientific, Business Professional, Medical, Legal, Industrial and Administrative (exempt and non-exempt), for multiple government agencies, contractors and the private sector.
- Travel with unescorted access to secure federal government facilities serving as on-site Senior Program Manager, Human Resource Business Partner and main point of contact responsible for employee relations, annual reviews, staffing, onboarding, investigations, terminations and other employment/human resource functions.
- Ensure company complies and adheres with all employment rules and regulations of the federal government as well as specific state and city laws and rulings that may exceed federal requirements.
- Represent company at pre-hearing conferences of federal and state labor boards and EEOC mediations.
- Oversee staffing contract transitions, administration, implementation, compliance and quality assurance for both federal and non-federal government entities throughout the United States.

Super Color Digital – Irvine, CA**07/2006 – 03/2007*****Project Manager***

- Create and execute project work plans and revise appropriately to meet changing needs and requirements.
- Identify resources needed and assign individual responsibilities.
- Manage day-to-day operational aspects of multiple projects and scopes.
- Review quotes, orders and final products/projects prepared by team before passing to client.
- Ensure project documents are complete, current, and organized appropriately.

Solutions Industrial Innovations – Rancho Santa Margarita, CA**11/2000 – 11/2005*****National Inside Sales & Customer Service Manager***

- Responsible for hiring, training and managing Inside Sales/Customer Service departments

Regional Sales Manager, Australia, New Zealand and Asia Pacific

- Establish strong sales/distribution channels in assigned geography and managing distributor activities.

Special Projects Manager

- Design and implement inventory company-wide location system for all items.

EDUCATION

CHAPMAN UNIVERSITY, Orange, CA

- Graduate Coursework in Human Resource Management & Organizational Leadership/Development
- Bachelor of Arts, Business Communication

SAMPLE QUALITY ASSURANCE SURVEYS



Account Management Review

Survey Respondent Name	Company Name/Department

Using the following scale, please rate the level of service that AppleOne provides to you:

5	4	3	2	1
Outstanding	Exceeds Requirements	Meets Requirement	Needs Improvement	Unsatisfactory

	5	4	3	2	1
APPLEONE'S DEDICATED ACCOUNT EXECUTIVE PERFORMANCE:					
Handles my staffing needs professionally.					
Makes filling my staffing needs easy.					
Has a clear understanding of my requirements.					
Provides reliable and dependable customer service.					
Is polite and courteous.					
Responds to my questions quickly and accurately.					
Demonstrates a desire to improve their performance.					
Displays a proactive approach in attending to my needs.					
PLACEMENT PERFORMANCE: AppleOne Temporary Associates...					
Possess the skills needed for the assignment.					
Possess the attitude needed for the assignment.					
Demonstrate a good work ethic needed for the assignment.					
Understand the assignment expectations.					
Maintain good working relationships with co-workers.					
SUPPLEMENTAL SERVICES: Rate each service on how it meets your needs ...					
Pre-assignment screening services.					
Time keeping systems.					
Billing and Invoice process.					
Management reports.					
OVERALL RATING					
AppleOne's overall performance.					
COMMENTS					
What specific services could AppleOne improve and/or provide?					



Associate Performance Evaluation

Associate Name:	Department:	Supervisor Name:
Shift:	Start Date:	Last Day Worked:

Using the following scale, please rate your level of satisfaction with our associate's performance:

5	4	3	2	1
Outstanding	Exceeds Requirements	Meets Requirement	Needs Improvement	Unsatisfactory

	5	4	3	2	1
ASSOCIATE PERFORMANCE SATISFACTION:					
Attitude					
Punctuality					
Attendance					
Quality of Work					
Skills					
Teamwork					
Dependability					
Initiative					

Please provide your comments or suggestions for improvement:

Please return this survey to:

Name	Fax	Email



Please return this survey to:		
Name	Fax	Email

Associate Exit Survey

Associate Name	Department/Shift:	Supervisor Name
-----------------------	--------------------------	------------------------

Using the following scale, please rate your level of satisfaction on assignment:

5	4	3	2	1
Outstanding	Exceeds Requirements	Meets Requirement	Needs Improvement	Unsatisfactory

	5	4	3	2	1
ASSIGNMENT SATISFACTION: Please rate the...					
Overall work environment at our client.					
Working relationship with your supervisor.					
Treatment received from AppleOne.					
Training that was provided for you to perform your job duties.					

	Yes	No
General: Please answer YES or NO...		
Has this assignment met your expectations?		
Would you accept another assignment at this client?		
Would you consider referring someone to AppleOne for work at this client?		

Please provide your comments or suggestions for improvement:

REASON FOR TERMINATION: APPLEONE USE ONLY	
ASSOCIATE DECISION	CLIENT DECISION
<input type="checkbox"/> Accepted full-time work elsewhere better benefits/salary <input type="checkbox"/> Accepted full-time work elsewhere other <input type="checkbox"/> Accepted temporary assignment another vendor — better benefits/salary <input type="checkbox"/> Accepted temporary assignment another vendor – other <input type="checkbox"/> Accepted full-time work with client	<input type="checkbox"/> Excessive tardiness <input type="checkbox"/> Excessive <input type="checkbox"/> Productivity <input type="checkbox"/> Attitude/Initiative <input type="checkbox"/> Skill deficiency <input type="checkbox"/> Lack of work <input type="checkbox"/> Other: _____
<input type="checkbox"/> Pay rate <input type="checkbox"/> Did not like the work <input type="checkbox"/> Unable to work hours/shift <input type="checkbox"/> Work environment not as <input type="checkbox"/> Illness/Disability <input type="checkbox"/> Childcare <input type="checkbox"/> Transportation issues <input type="checkbox"/> Other: _____	

Please return this survey to:

Name	Fax	Email
-------------	------------	--------------

BUSINESS LICENSES

State of Florida



Department of State

I certify the attached is a true and correct copy of the application by HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC., a California corporation, authorized to transact business within the State of Florida on March 24, 1997 as shown by the records of this office.

The document number of this corporation is F97000001488.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
Twenty-fourth day of March, 1997



CR2EO22 (1-95)

Sandra B. Northam

Sandra B. Northam
Secretary of State

State of Florida

Department of State

I certify from the records of this office that HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC. is a California corporation authorized to transact business in the State of Florida, qualified on March 24, 1997.

The document number of this corporation is F97000001488.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on January 22, 2016, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of August,
2016*



Ken Ditzner
Secretary of State

Tracking Number: CU3068285048

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

2015 EXPIRES 9/30/2016 3100-0006018
3100 MISC SERV-EMPLOYMENT \$30.00 7 EMPLOYEE

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00

HOWROYD BERNARD

APPLE ONE EMPLOYMENT SERVICES
HOWROYD BERNARD
ATTN TAX DEPT
P O BOX 29048
GLENDALE CA 91209-9048

4700 MILLENIA BV #185
A - ORLANDO, 32839

PAID: \$30.00 0099-00704019 9/29/2015

Scott Randolph, Tax Collector **Local Business Tax Receipt** **Orange County, Florida**
This local business tax receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

2015 EXPIRES 9/30/2016 3100-0006018
3100 MISC SERV-EMPLOYMENT \$30.00 7 EMPLOYEE

TOTAL TAX \$30.00
PREVIOUSLY PAID \$30.00
TOTAL DUE \$0.00

4700 MILLENIA BV #185
A - ORLANDO, 32839

PAID: \$30.00 0099-00704019 9/29/2015



• HOWROYD BERNARD

APPLE ONE EMPLOYMENT SERVICES
HOWROYD BERNARD
ATTN TAX DEPT
P O BOX 29048
GLENDALE CA 91209-9048

This receipt is official when validated by the Tax Collector.