



MTI Moten Tate, Inc.

**MTI Proposal
To
University of Central Florida
ITN No.: 2021-03TCSA
Temporary Labor Services
Due Date: Jan 27, 2022@ 2:00 PM EST**

Submitted By:
Moten Tate Inc.
POC: Kenneth Moten, CEO
8303 Bowden Way Windermere, FL 34786
Phone: 407- 843-3277
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Submitted To:
POC: Trinh Nguyen
Procurement Services Department
12424 Research Parkway, Suite 300
Orlando, FL 32816-0975
Phone: 407-823-2661
Fax: 407-823-5551
Email: trinh.nguyen@ucf.edu

SUBMIT OFFER TO: Via Bonfire Web Portal UNIVERSITY OF CENTRAL FLORIDA Phone: (407) 823-2661 www.procurement.ucf.edu https://ucfprocurement.bonfirehub.com/opportunities/49428		University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form	
Your submission must be uploaded, submitted, and finalized prior to the closing time on January 13, 2022 @ 2:00pm . We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the closing time to begin the uploading process and to finalize your submission. See Appendix 4 for submittal instructions.			
Page 1 of 38 Pages	OFFERS WILL BE OPENED January 13, 2022 @ 2:00pm EST	ITN NO. ITN2021-03	
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY ADVERTISING DATE: November 17, 2021	ITN TITLE: Temporary Labor Services		
FEDERAL EMPLOYER IDENTIFICATION NUMBER 84-139 4733			
SUPPLIER NAME Moten Tate, Inc.		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS 8303 Bowden Way			
CITY - STATE - ZIP CODE Windermere, FL 34786			
AREA CODE	TELEPHONE NUMBER 407- 843-3277	POSTING OF PROPOSAL TABULATIONS	
	FAX: 407-843-3814	Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to file a protest in accordance with BOG regulation 18.002 or failure to post the bond or other security in accordance with BOG regulation 18.003 shall constitute a waiver of protest proceedings.	
	EMAIL: kmoten@motentate.com		

Government Classifications
Check all that apply

- | | |
|--|--|
| <input checked="" type="checkbox"/> African American | <input type="checkbox"/> American Woman |
| <input type="checkbox"/> Asian-Hawaiian | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Hispanic | <input checked="" type="checkbox"/> MBE Federal |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Non-Minority |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> PRIDE |
| <input checked="" type="checkbox"/> Small Business Federal | <input checked="" 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 Supplier and that the Supplier 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 Supplier offers and agrees that if the offer is accepted, the Supplier 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 procurement agency tenders final payment to the Supplier.

GENERAL CONDITIONS

- SEALED OFFERS:** All offer sheets and this form must be executed and submitted as specified in Section 2.6. 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.
- 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 the Supplier are to be initialed.
- NO OFFER SUBMITTED:** If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explaining 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, the Supplier must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.

**AUTHORIZED SIGNATURE (MANUAL)**

Kenneth Moten (President & CEO)

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: Proposers 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 Proposer's risk.

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

Suppliers shall submit properly certified original invoices to:

Division of Finance
12424 Research Parkway, Suite 300
Orlando, Florida 32826-3249

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 at <https://fa.ucf.edu/travel-payables-forms/>.

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

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

Vendor Ombudsman: A vendor ombudsman position has been established within the UCF Division of Finance. It is the duty of this individual to act as an advocate for Suppliers who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The vendor ombudsman can be contacted at (407) 882-1082 or by mail at the address in paragraph 4(d) above.

The ombudsman shall review the circumstances surrounding non-payment to determine if an interest payment is due, the amount of the payment; and, shall ensure timely processing and submission of the payment request in accordance with University policy.



UNIVERSITY OF CENTRAL FLORIDA

INVITATION TO NEGOTIATE (ITN) NUMBER 2021-03TCSA

FOR

Temporary Labor Services

COVER LETTER

Attn: Trinh Nguyen,
Procurement Services Department
12424 Research Parkway, Suite 300
Orlando, FL 32816-0975

Jan 22, 2022

Dear Nguyen,

Moten Tate, Inc. (MTI) is pleased to submit our proposal in response to the ***ITN NO. 2021-03 titled “Temporary Labor Services”*** to provide the University of Central Florida (UCF) with temporary labor services in numerous categories including, but not limited to, ***administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance.***

MTI is a privately held **S-corporation**, which was founded in 1997 by its President & CEO, Kenneth Moten. Since its inception, we have created an emerging market for **temporary, direct-hire, temporary-to-hire, and project staffing services**. Our firm came into being 22 years ago with the mission of ***“Helping Customers Meet and Exceed Their Objectives”***. That mission remains unchanged to this day.

MTI is a full-time specialist in the business of providing temporary and full-time Temporary staffing and consulting services to our customers. MTI’s core philosophies are reflected in our daily practices with more than 100 employees deployed around the country.

Our Profile

Agency Name	Moten Tate, Inc.
Authorized Person to Contact	Kenneth Moten (President and CEO)
Email	kmoten@motentate.com
Address	8303 Bowden Way Windermere, FL 34786
Telephone Number	(407- 843-3277)
Facsimile	(407-843-3814)

In summary, MTI’s proposal will provide UCF with a long-term Temporary Labor Services partner that has a broad network of resources throughout our local and national networks.

We will assign **a Project Manager** to serve as the single point of contact for the University. This individual will serve as your dedicated contact and will oversee the entire delivery process ensuring that all deadlines are met.

MTI makes the following certifications and guarantees regarding this proposal:

- ▶ MTI is the prime contractor and will not utilize subcontractors.
- ▶ MTI is a Florida Corporation with a solid history of providing staffing services nationwide.

-
- ▶ No attempt has been made to induce any other person or firm to submit or not to submit a proposal.
 - ▶ MTI does not discriminate in employment practices about race, color, religion, age sex, marital status, political affiliation, national origin, or disability.
 - ▶ MTI presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict.

The undersigned confirms that MTI **warrants its products and services to the requirements and objectives in this ITN.**

Services and warranties indicated within this proposal are valid for **120** days after the submission of this proposal.

If you have any questions regarding this proposal, please contact our CEO, Kenneth Moten, by phone at (407) 843-3277, or via email at kmoten@motentate.com

Sincerely,



Kenneth Moten
(President and CEO)

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1. 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.

Moten Tate, Inc. (MTI) is a full-service temporary staffing and consulting firm with a reputation for client care and business integrity. Since 1997, we have provided professional, customer-driven service to create a comprehensively successful business relationship. Our candidates are thoroughly screened and prepared to handle our clients' needs. Over the last 20 years, MTI has provided technical and non-technical staffing services supporting over 50 government entities at the Local, State, and Federal levels. MTI looks forward to building a solid and long-term relationship with UCF in providing high-quality Temporary Labor Services. Our track record makes MTI a safe and reliable choice for any customer wanting to enhance their projects by augmenting their staff with proven technical expertise.

MTI has demonstrated exceptional performance in the placement of the best qualified and available people in the mission-critical positions we are privileged to fill. Following are our unique features to support UCF:

- ▶ **Presence in FL:** Moten Tate Inc. (MTI) has a strong presence in FL. We already have placed hundreds of consultants throughout the state, our local presence includes a network of placed consultants, a huge candidate database (50K+ Prescreened resumes) local to FL, solid past performance.
- ▶ **Quality Focus:** Offer the highest quality outsourcing and staffing at a reasonable cost through the management of our own internal fixed and variable costs. Our Quality Control Program includes ***weekly quality checks*** on contractor performance. Quality Control Program will ensure that we meet the highest standards regarding the delivery of services, performance reviews, communication with and availability to the university supervisors and managers, and minimization of employee turnover.
- ▶ **Innovative Recruitment:** Our 20 years history of excellent track record in providing temporary staffing services to multiple state governments and across multiple geographic locations provide us with the un-parallel capability to deliver the necessary service and support for the Procurement Agencies. Based on our experience, MTI has formulated a knowledge base of best practices, recruiting tools and techniques, and lessons learned from our previous assignments. This knowledge base is a collection of methodologies and tools that MTI makes available to bring significant capabilities to provide temporary staffing services on time and at a competitive price.
- ▶ MTI's Recruitment and Staffing division consists of ***100+ people well equipped with all the latest sourcing, selecting, and recruitment tools and technologies.*** Our recruitment and staffing division are the combination of Recruiters, SME, Account Managers, Human resources, Trainers, support employees. MTI expresses core competencies in **IT technical staffing, Financial & Accounting Office Services, General Office Services, Skilled staffing, Professional Staffing.**

- ▶ **Resume Database:** MTI has a strong pool of pre-screened, qualified, and experienced temporary resources specifically for which we wish to offer our services. The company has developed an extensive resource database across several work areas & regions for its future staffing requirements for customers.

We pride ourselves in using a rigorous **vetting process** to gain qualified, authentic and reliable candidates, and also have valuable resources in our **pipeline** of pre-qualified candidates. **MTI** has an involved **quality assurance process** which includes steady communication with our clients and our employees. We take extensive efforts to match our candidates to the proper requisition and ensure the best service through consistent interaction with our employees and our clients. As a reliable professional service partner to support UCF with temporary labor services, MTI will drive efficiencies for UCF through **superior candidate quality, customer service, and competitive pricing.**

Our Industry-Leading Search and Recruiting Process includes:-

- ▶ **Ongoing Search:** Our recruiters are always seeking both employed and transitional candidates through the use of job boards, networks, and referrals.
- ▶ **Initial Screening:** Once a potential candidate is identified, our recruiters contact them and ask a set of proprietary questions to assess technical and cultural competency at a high level.
- ▶ **Technical Screening:** We deploy tools to assess the candidate's technical depth to help match them with the appropriate role.
- ▶ **Background Check:** We check at least three references provided by the candidate, focusing on a candidate's technical performance, character, and work ethic.

MTI's Features and Functions: -

With over 22 years of experience and thousands of deployments, we have the expertise to get the job done right. Our main features that help UCF are:

- ▶ **Remove Initial Hiring Costs:** When you work with MTI, we will use our resources to advertise and promote a job position for you, rather than your business incurring that responsibility and cost.
- ▶ **Reduce the Risk of Turnover Costs:** We know that employee turnover can cost the business 60% of that employee's wage. We provide a professional edge for our clients when selecting the right candidates. We make placements known as 'temporary, temporary to hire, and direct-hire. This style of staffing allows us to 'try out' potential permanent candidates before making a full commitment to them. In doing so, the financial risk tied to employee turnover gets diminished.
- ▶ **MTI Guaranty:** At MTI, we offer guarantees. If the candidate leaves the job within 90 days, then we will replace the candidate with another suitable one. MTI knows how to find candidates that are the right fit, both in terms of skills and culture, so their chances of a candidate leaving are low.
- ▶ **Expedited Hiring Process and Faster Candidate Placement:** At MTI, our goal is to have a fully screened and qualified candidate within just 48 hours. With this optimized hiring process that places candidates faster, our new hires can be on-boarded on a shorter timeline — meaning they can start producing value for your business sooner!

Added Value: -

For over 20 years, MTI has been a supplier of Temporary Staffing Services for state governments as well as Fortune 50 companies. Our primary business is centered on providing ***IT professionals, administrative, clerical, and office professionals*** for temporary assignments on large and small state governments' projects at all skill levels. MTI delivers well-planned, well-executed staffing services that tightly align talents, culture, and cost with customers' goals and priorities to maximize the return on investment. We offer **temporary, contract-to-hire, direct-hire, and project staffing** options to quickly increase and decrease the UCF workforce. As a reliable professional service partner to support UCF with administrative, clerical, and office professional resources, MTI will drive efficiencies for UCF through **superior candidate quality, customer service, and competitive pricing**. The UCF will receive focused, skill-based recruiting support for temporary staffing requirements.

The UCF will receive the following benefits from a partnership with MTI:

- ✓ ***Customized Workforce Solutions:*** We provide talent on a temporary, temporary to hire, and direct-hire basis across a spectrum of necessary skill sets. The expanded scope of service lines provides consistent delivery and a more well-rounded understanding of the UCF's hiring needs and cultural fit across multiple business categories.
- ✓ ***Innovative Recruiting:*** Our recruiting teams develop customized, targeted recruitment strategies including leading-edge methods to engage and attract high-quality talent that best aligns with your institution's culture and mission. With the support of skill-focused technical recruiters, MTI will provide strategic and streamlined skill-focused recruiting and customized screening that fits the UCF's needs.
- ✓ ***24-hour support:*** Available 24 hours a day, seven days a week, you will have access to our dedicated office-based consultants who can quickly access our client and candidate database; providing you with essential support just when you need it.
- ✓ ***Resume Database:*** MTI's RMS (Database) has **over 6million technical, non-technical professionals** and is supplemented with over 500 new resumes every week of potential candidates.
- ✓ ***Salary Survey:*** Working closely with our valued clients, we regularly work with local companies to gain an accurate up-to-date knowledge of the employment market and salary expectations. We frequently produce a local area survey which makes for a valuable benchmarking tool when you're looking for a current salary level.
- ✓ ***Quality Focus:*** Offer the highest quality outsourcing and staffing at a reasonable cost through the management of our own internal fixed and variable costs. Our Quality Control Program includes weekly quality checks on contractor performance. Quality Control Program will ensure that we meet the highest standards regarding the delivery of services, performance reviews, communication with and availability to UCF supervisors and managers, and minimization of employee turnover.
- ✓ ***Recruitment open days:*** We regularly hold recruitment open days throughout the year; welcoming candidates to our conveniently located offices. These are particularly beneficial if you're looking to recruit a large number of candidates at short notice. If you have an upcoming seasonal campaign, we'd be more than happy to discuss a potential recruitment open day for you at one of our centrally located branches.

Our Differentiators:

- ▶ **Research and Sourcing** – Utilization of MTI’s applicant tracking system powered by *Job Diva, proprietary databases, social media i.e., LinkedIn, Facebook, and 20 Twitter, strategic postings, print ads, and employee referrals*
- ▶ **Video Interviews** – We conduct one way or two-way candidate interviews
- ▶ **Experienced Recruiters** - Certified by the American Staffing Association as Technical Staffing Professionals
- ▶ **Background and Performance Checks** – We conduct pre-employment 10-panel drug screens, criminal, employment, educational, credit if required, and former supervisor’s performance checks.
- ▶ **Customizable Delivery Model-** that further sets us apart from other staffing firms by providing the following (Table):

<i>Phase</i>	<i>MTI Delivery Model</i>	<i>Other’s Staffing Model</i>
1. Qualify Requirement	Technical Practice lead reviews and qualifies requirements with a hiring manager	Non-technical sales lead qualifies requirements with a hiring manager
2. Screening Customization	Practice lead creates a customized screening based on requirements from the client	X
3. Initial Screening	Practice lead relays requirement information to MTI Recruiter, trained in required skills	X
4. Candidate Matching	Technical Recruiter uses local & national networks to match candidates to client requirements	Non-technical recruiter source candidates with “keyword” searches
5. Technical Evaluation	Candidates are technically screened by the MTI Practice lead ensuring skills match the requirements of the position, then are further vetted for organizational/ environmental fit once a request has been identified	X
6. Reference Check	Recruiter checks references on the candidate	Reference check on the candidate

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

Our overview and History: -

Moten Tate, Inc. (MTI) a Certified Minority-Owned Business was incorporated in **1997 in Orlando, FL**. MTI is a full-service temporary staffing and consulting firm that is responding to the University of Central Florida (UCF), ***“ITN No. 2021-03 Temporary Labor Services”***. Over 20 years of extensive experience in providing temporary staffing services for large and small state governments’ projects. MTI has placed over **750 temporary professionals to more than 50 clients nationwide**.

We have more than 20+ experience of in providing highly skilled and experienced candidates for all technical resources under various staffing categories; ***Temporary/Consultant, Direct Hire, and Temporary to Hire***.

MTI has been continuously performing the temporary Labor services required by this ITN for more than 20 years. Our principal line of business is staffing support, which includes temporary, temporary-to-hire, and direct-hire services. We provide Non-IT/Information Technology Staffing and Consulting Services to all levels of government and commercial clients. MTI expresses core competencies in temporary staffing services: ***Project Managers, Business/Systems Analysts, Software developers, System administrators, Network Administrator, Administrative Assistant, Accounting Clerks, Security Specialist, DBA’s, Programmers, Network Engineers, Receptionist, Data Entry, General Clerk I-IV, Administrative Assistant, Projecting Clerks, Projecting Clerk I-IV, Document Preparation Clerk, General Clerk I-IV, Procurement Clerk, Payroll Analysts, Payroll Clerks, HR Specialists, Financial Analysts, and General Labor***. We have developed a portfolio of success as a contractor for several federal, state, and local government agencies. We are adept at designing project solutions that demonstrate a tight congruency to each customer’s specific objectives and we are thoughtfully attuned to delivering in a way that carefully Projects for the concerns of the people we work with, as well as the customers we serve. At a high level, we start by assessing our priorities on the ***“Triple Constraint Triangle” of Quality, Time, and Cost***. We then use this understanding to design technical solutions that tightly map to our objectives.

Since 1997, we have full-service staffing firm that provides **staffing services** across several occupational categories:

- | | |
|--|---|
| ▶ <i>Information Technology (IT)/ Technical</i> | ▶ <i>Administrative/Professional</i> |
| ▶ <i>Engineering</i> | ▶ <i>Finance</i> |
| ▶ <i>Human Resources</i> | ▶ <i>Accounting/ Insurance</i> |
| ▶ <i>General Office</i> | ▶ <i>Data Entry/ Data Processing</i> |
| ▶ <i>Skilled Workers</i> | ▶ <i>Light Industrial</i> |

MTI specializes in supporting government agencies to achieve their public-based mission through delivering the required capacity and quality staff; leveraging clear communications; by understanding and serving the goals of each agency, department, and section; and matching the skills, timelines, and cultural needs of each agency. MTI has demonstrated exceptional performance in the placement of the best qualified and available people in the mission-critical positions we are privileged to fill.

To meet the demands of "public agencies, we provide outstanding, qualified and matching personnel, week -in and week -out, as well as manage the complicated requirements of each master agreement and/ or subcontract/ delivery order, including pricing requirements, start & end times, contract reporting, budget and invoicing requirements.

MTI has a presence in twelve (12) states having four (4) state staffing contracts and has served many Staffing Services contracts with various government and commercial agencies in the last ten years. Below is the demonstration of our actively placed temporary resources in the various fields across the US. **The following is a partial list of clients to whom we have provided temporary staffing services:**

MTI's Customers Temporary Staffing Contracts			
Public Sector		Commercial Sector	
▶ Baltimore County MD Public Schools	▶ US Department Navy	▶ Boeing	▶ Honeywell
▶ Florida Department of Transportation	▶ US Department of Treasury	▶ Ceridian	▶ John Deere
▶ Florida Turnpike	▶ Orange County FL. Public Schools	▶ Darden Restaurants	▶ Lockheed Martin
▶ North Carolina Depart. IT	▶ Broward County FL. Public Schools	▶ General Dynamics	▶ Northrop Grumman
▶ Saint Lucie County FL Public Schools	▶ Hillsboro County FL. IT	▶ Securance, LLC	▶ Pratt Whitney
▶ Lynx Transportation	▶ Virginia State IT	▶ Harris	▶ Raytheon

About Company Organization: -

Our CEO & President, Kenneth Moten (Project Manager), will be responsible for all coordination with the University representatives and provide overall project oversight & supervise the work and performance of our proposed temporary staff assigned to the MTI Contract.

Mr. Moten will also be the authority on all aspects related to ***contract management, including communication, risk management, issue resolution, staffing, and quality management.*** Mr. Moten will be involved in all aspects of the contract and easily assessable to the UCF. The direct line of communication and escalation allows for mistake-free communication between MTI and the UCF.

The following figure shows our organizational plan for the UCF Project:

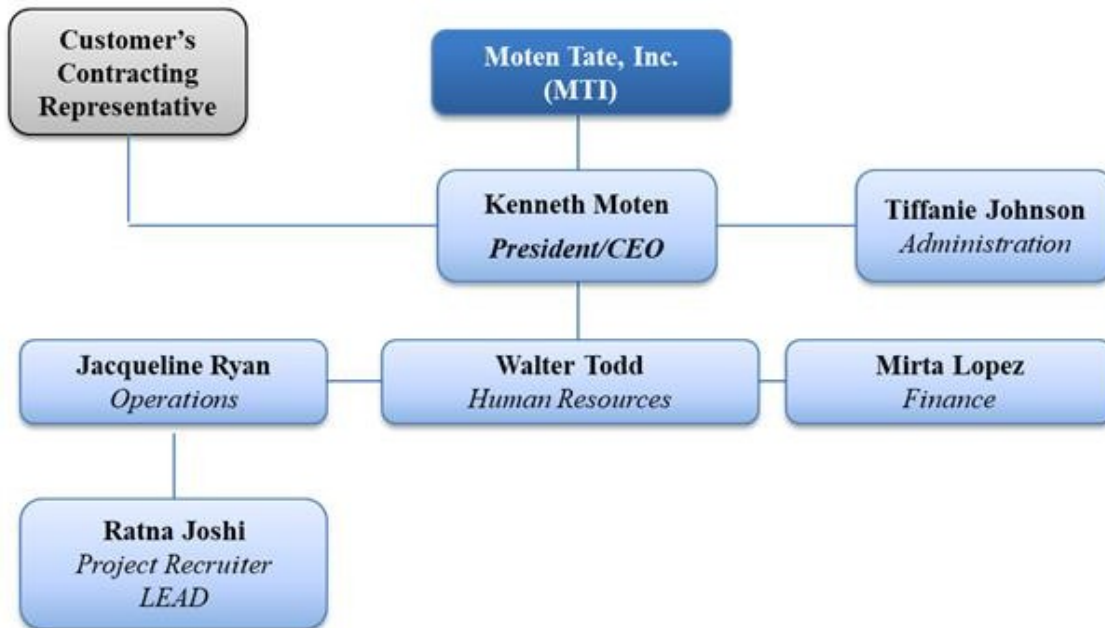


Figure 1: Corporate Organizational Structure

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

Company Size: -

MTI employs 100+ employees working together to support our clients. We have a proven track record of providing temporary staffing services to various Government and Commercial Business entities across the nation. Our staffing and recruitment division has experience working on a variety of contracts of varying degrees of complexity and is constantly trained to maintain excellence.

Moten Tate Inc. is headquartered in Windermere, FL with satellite offices in Boulder, Colorado; Rockville, Maryland, and Raleigh, NC.

<i>Corporate Headquarters</i>	<i>Field Offices</i>		
Moten Tate Inc. 8303 Bowden Way Windermere, FL 34786	4450 Arapahoe Ave. Suite 100 Boulder, CO 80303	1 Research Court, Suite 450 Rockville, Maryland 20850	555 Fayetteville Street, Suite 201 Raleigh, NC 27601

Industrial track record: -

In the past, we have filled quite a few direct and indirect contracts for various temporary positions with the State, Federal, and Commercial Sector clients throughout the nation including positions such as: Administrative Support (Including Office, Clerical and accounting), Information Technology Professional Services, and Skilled staffing services.

<i>MTI's Temporary Staffing(Non-IT)</i>
MTI continually builds our bench of general professionals who are testing in numerous skill sets. We can provide administrative support on extremely short notice. These categories include; Administrative Support (Including Office, Clerical and accountants), General Workers, and Professional Services

<i>MTI's IT/Technical Staffing</i>
MTI brings true IT expertise with our IT staffing division. MTI has an IT services division that works hand in hand with our recruiting team. This unique understanding of IT departments gives us an edge in providing our customer IT candidates have proven expertise and are pre-screened.

The volume of Clients:-

MTI has a presence in twelve (12) states having four (4) state staffing contracts and has served many temporary staffing services contracts with various government and commercial agencies in the last five years. Below is the demonstration of our actively placed temporary resources in the various fields across the US.

The following Table is a representative of candidate placements during the last ten years

<i>Area of Expertise</i>	<i>No. of Placements</i>
Temporary Resources	300
Direct Hire Resource	100
Temp-Perm Resources	25

Financial Stability: -

MTI is a financially stable and rapidly growing company having annual revenue of \$3.5M for the year 2019, with total revenue of over \$25 Million since its inception. MTI currently has a credit line of \$1M and has the required financial capacity to provide the services. We don't have any short-term or long-term debts. MTI assures the UCF that it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source.

Years in Business: -

MTI is providing temporary resources since more than 20+ Years.

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

Proposers to include:

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

MTI has extensive experience in providing Temporary Labor Services to various prestigious clients. The below table demonstrates our experience performing similar services required to those of the University.

REFERENCE#1	
Name of the Client	Lee County, FL
Address	2115 Second St 1st Floor, Fort Myers, FL
Contact Name	Lori DeLoach
Phone Number	239-533-8858
Email Address	LDeLoach@leegov.com
Description of the services provided	MTI provided administrative, technical temporary personnel support staff to Lee County, FL.
Length of Service	04/20/17 – 04/20/21

REFERENCE#2	
Name of the Client	Orange County Convention Center
Address	9800 International Dr; Orlando, FL 32819
Contact Name	Liz Frias
Phone Number	407-685-5854
Email Address	Liz.Frias@occc.net
Description of the services provided	We provided technicians in electrical, carpentry and other specialties including administrative to augment existing staff.
Length of Service	10/30/16 Through 05/30/21

REFERENCE#3	
Name of the Client	George Washington University
Address	45085 University Dr, Ashburn, VA 20147, United States
Contact Name	Debbie Wimbrow
Phone Number	(571) 553-1793
Email Address	dwimbrow@gwu.edu
Description of the services provided	MTI provides IT, Administrative and Support positions throughout the University System.
Length of Service	06/01/2016 – 06-01-2019

REFERENCE#4	
<i>Name of the Client</i>	Orange County, FL
<i>Address</i>	201 South Rosalind Avenue Orlando, Florida 32801
<i>Contact Name</i>	Kris Richarde
<i>Phone Number</i>	407-836-5640
<i>Email Address</i>	Kris.RiCharde@ocfl.net
<i>Description of the services provided</i>	We Provide information technology talent for long-term contracts throughout the county.
<i>Length of Service</i>	10/01/2014 through Present

2. 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).**

Our skilled key personnel will not only serve the UCF from the candidate search to the placement of a candidate over the UCF requirement but also serve the UCF through the project completion. Our project management team will always stay in touch with UCF's Contract Administrator throughout the project term. Below attached is a list of Key individuals that are assigned by MTI to handle the UCF Account.

<i>Representative Person</i>	<i>Function</i>	<i>Contact Information</i>	<i>Availability</i>
Kenneth Moten	Project Manager (CEO & President)	Phone No:(407) 843-3277 ext. 201 Fax 407-843-3814 Email: kmoten@motentate.com	24x7
Jacqueline H. Ryan	Service Delivery Manager	Phone No:407-843-3277 ext. 203 Fax 407-843-3814 Email: jryan@motentate.com	24x7
Ratna Joshi	Recruitment Manager	Phone No:407-843-3277 Fax 407-843-3814 Email: rjoshi@motentate.com	24x7

Table 1: Proposed Staff and their Role

Experience and Qualification of MTI's staff and technical Expertise: -
The list of key employees illustrating their names, title, qualification, and relevant experience is:-

<i>Project Team</i>	<i>Role</i>	<i>Qualification</i>	<i>Experience</i>
Kenneth Moten	Project Manager (CEO)	<ul style="list-style-type: none">▶ TSC certification▶ Project management▶ Business Development▶ Operational improvement▶ Problem resolution▶ Team management▶ Service-focused▶ Client Satisfaction Strategic▶ Technology Planning▶ Staff Management▶ Team building▶ Process improvement▶ Relationship development	<ul style="list-style-type: none">▶ 25+ years of Contract Management.▶ Experience in handling all aspects of temporary staffing services-related business with expertise in handling contracts.▶ Skilled in managing temporary staffing contracts for all kinds of positions required by the Clients.▶ Single point of contact for management-related communication and client engagements.▶ Ensures SLAs and project timelines are met and takes

			<p>corrective actions for issues identified.</p> <ul style="list-style-type: none"> ▶ Acts as Quality Manager and attends performance reviews and status meetings.
Ratna Joshi	Recruitment Manager	<ul style="list-style-type: none"> ▶ TSC, CSP certification ▶ Technical Recruiting ▶ Strategic Planning ▶ Pipeline Building ▶ Recruiters' management ▶ Client Relationship Strengthening ▶ Strategic Technology Planning ▶ MS Office Applications (Excel, Word, PowerPoint, and Outlook) ▶ Applicant Tracking System ▶ Talent Management 	<ul style="list-style-type: none"> ▶ 15+ years of rich experience in the Recruitment Life Cycle (requirement distributing/ understanding, sourcing, calling, screening, negotiation, review, submission, follow-up, feedback, and delivery) with Job Postings, Interview Scheduling, Job Offers, and Background Checks. Managing the applicant tracking system implementation and providing input into changes that will improve efficiency and candidate pool track. ▶ Proficient in hiring hourly, salaried, and subcontracting candidates. ▶ Experience in negotiating compensations with benefits packages. ▶ Well-versed from closing a candidate for a role, holding him/her for a longer time, and delivering to the client/customer.
Jacqueline H. Ryan	Service Delivery Manager	<ul style="list-style-type: none"> ▶ TSC certification ▶ Performance reviews and Goal setting ▶ Service Management ▶ Service Improvement ▶ Client Satisfaction ▶ MS Office Applications (Excel, Word, PowerPoint, and Outlook) ▶ Quality Management ▶ Talent Management 	<ul style="list-style-type: none"> ▶ 15+ years in the delivery of staffing projects. ▶ A seasoned staffing and recruitment industry professional with more than 15 years of experience. ▶ Expertise in service delivery, client service, and account management. ▶ Passionate about driving continuous improvement in client service excellence.

Our Project Management Team will perform the below activities:

- ▶ Produce results that meet expected standards for quality, accuracy, and thoroughness, i.e., high-quality resumes according to requisitions.
- ▶ Participate in weekly reviews of the SLA dashboard and all contract metrics, including evaluating upcoming onboard and offboard events. Understand and meet all SLAs associated with the contract.
- ▶ Develop positive relationships with Client Managers, thereby fostering trust and confidence in the process. The personal relationship of our Project Manager and the Client's Managers is a critical success factor for the Full-Service Model approach.

Resumes of Key Staff:**Resume for the Project Manager****Kenneth Moten**
Project Manager
Location: Orlando, Florida**Summary**

Over 25 years in leadership, strategic development, and workforce analysis. An active member of the C-Suite team driving business initiatives, culture, talent, and employee engagement strategies based on current metrics. Extensive work in all areas of human resources. Able to lead change and create positive energy through projects and transitions. Loyal and enthusiastic supervisor with the ability to build strength within a team. Skilled mediator and negotiator solving stakeholder conflicts quickly and efficiently. Versatile business leader bringing 25+ years of experience as an accomplished CEO Strategic problem solver, change manager, and visionary executive with success implementing plans to meet current and future needs.

Skill Highlights

- Project management
- Business Development
- Operational improvement
- Problem resolution
- Team management
- Service-focused
- Communications
- Client Satisfaction
- Strategic Technology Planning
- Program oversight
- Staff Management
- Team building
- Process improvement
- Relationship development
- Customer service
- Quality Management

Experience**President and CEO - 01/2002 to Present; Moten Tate, Inc., Orlando, Florida**

- Founder and President/CEO of Moten Tate Inc. (MTI) staffing company.
- Point of contact responsibility and customer liaison interface for program activities at weekly and monthly reviews.
- Directs Project Managers to establish milestones and monitors adherence to master plans and schedules, identifies program challenges, and obtains solutions.
- Manages contracts and Task Orders
- Plans develop, organize implements, direct, and evaluate the organization's fiscal function and performance.
- Evaluates and advises on the impact of long-range planning, introductions of new programs/strategies, and regulatory action.
- MTI assists hundreds of commercial non-profit and government clients in primarily administrative, professional, general maintenance, and light industrial specialties.
- Maintained high employee satisfaction and low turnover through "Team Oriented Management", stressing performance recognition, team decision involvement, and excellence by example.

Vice President - 05/1986 - 12/2001; Lockheed Martin Space Systems Company; Denver, Colorado

- As the Vice President of Human Resources, Mr. Moten reported to the President of Astronautics. Mr. Moten had leadership responsibilities in Compensation; Staffing; Benefits; Training & Development; Labor/Employee Relations; Human Resource Management; Diversity; Safety & Health; Security; and Plant Operations which included Plant Engineering; Maintenance; Capital Investment; and Publications and Services. The HR population was around 450 employees and budgetary responsibility of \$110M.

Education and Certification**Masters of Business Administration – 1995**

Colorado State University
Fort Collins, Colorado

Resume for Senior Recruiter

Ratna Joshi
Sr. Professional Recruiter
TSC, CSP
Location: Orlando, Florida

Summary

Ms. Joshi has demonstrated through performance her ability to source, recruit, and deploy top talent to our clients. Her placements have resulted in outstanding customer service feedback.

- Talent management - attract, develop, motivate, and retain employees.
- Identify job requirements and map a candidate match effectively.
- Standardize interview and selection processes to effectively evaluate candidates and objectively analyze key competencies for roles.
- Experience with Microsoft technologies (MS Word, Excel, PowerPoint, and Outlook).
- Working knowledge of ATS (Applicant Tracking System), PeopleSoft, and Fieldglass system.

Skill Highlights

- | | |
|-------------------------------------|----------------------------------|
| • Technical Recruiting | • Strategic Technology Planning |
| • Strategic Planning | • Applicant Tracking System |
| • Operational improvement | • Talent Management |
| • Pipeline Building | • Benefits Negotiation |
| • Recruiters' management | • Quality Management |
| • Job Descriptions | • MS Office Applications (Excel, |
| • Client Relationship Strengthening | Word, PowerPoint, and Outlook) |

Experience**Sr. Technical Recruiter - 01/2017 to Present; Moten Tate, Inc.; Orlando, Florida**

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Determines applicant requirements by studying job descriptions and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules.
- Evaluate applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on a consistent set of qualifications.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.

- Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes human resources and organization mission by completing related results as needed.

IT Recruiter - 05/2016 - 12/2016; Intelli ERP Software, LLC; Lakemary, Florida

- Looking at various job sites to find the right candidate that matches the client's requirements.
- Manage project staffing current and forecast needs.
- Working with hiring managers to find qualified candidates.
- Screening profiles, salary negotiation, and arranging telephone or face-to-face interviews.
- Maintain a database of employees and candidates. Tracking and reporting requisitions.
- Manage a partnership with vendors and contract negotiation/renewal.
- Conduct periodic audits of human resource activities to ensure compliance with policies and procedures.
- Onboarding new hiring, benefits, and company policies.

IT Recruiter - 05/2016 - 12/2016; Intelli ERP Software, LLC; Lakemary, Florida

- Design and implement an overall recruiting strategy.
- Develop and update job descriptions and job specifications.
- Perform job and task analysis to document job requirements and objectives.
- Prepare and post jobs to appropriate job boards/newspapers/colleges etc.
- Source and attract candidates by using databases, social media, etc.
- Screen candidates' resumes and job applications.
- Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule.
- Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes.
- Onboard new employees to become fully integrated.
- Provide analytical and well-documented reports to the rest of the team.
- Act as a point of contact and build influential candidate relationships during the selection process.

Recruitment Consultant - 01/2016 - 05/2016; Tectrix Consulting; Orlando, Florida

- Looking at various job sites to find the right candidate that matches the client's requirements.
- Manage project staffing current and forecast needs.
- Working with hiring managers to find qualified candidates.
- Screening profiles, salary negotiation, and arranging telephone or face-to-face interviews.
- Maintain a database of employees and candidates. Tracking and reporting requisitions.
- Manage a partnership with vendors and contract negotiation/renewal.
- Conduct periodic audits of human resource activities to ensure compliance with policies and procedures.

- Onboarding new hiring, benefits, and company policies.

Recruiter/HR Assistant - 03/2014 - 05/2015; Neeya Inc.; Orlando, Florida

- Assisting consultancy and recruitment.
- Building good relationships with clients and candidates.
- Handled recruitment activities to achieve target growth.
- Salary negotiation with candidates.

Assistant IT Recruiter/ Administrative Assistant - 08/2003 - 10/2004; Baba Consulting; Pune, India

- Assisted Sr. recruiter in fulfilling all job recruitment tasks.
- Organized staff and customer data in Excel for easy lookup.
- Managing the day-to-day operations of the office.
- Organizing and maintaining files and records.

Education and Certification

Education: Masters of Science – 2004

Barkatullah University Bhopal - Bhopal, Madhya Pradesh, India

Certification- TSC/CSP Certification

A copy of the Certification of Professional Recruiter is attached below: -



American Staffing Association


*By virtue of the authority granted by its board of directors,
the American Staffing Association hereby confers upon*

Ratna Joshi, TSC, CSP
the designations of

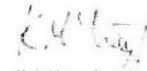
**Technical Services CertifiedSM
Certified Staffing Professional[®]**

*in recognition of having successfully completed the requisite course of study
and examination on federal and Florida labor and employment law principles
and ethical practices pertaining to the staffing industry.*

Sealed August 7, 2019


Richard A. Waligorski
President and CEO




Keith McCreight, CSP
Chairman

Resume for Service Delivery Manager

Jacqueline H. Ryan
Service Delivery Manager
SPHR
Location: Orlando, Florida

Summary

- Accomplishment has driven Service Delivery Manager with over 15 years of solid experience and expertise in managing both on-shore and off-shore operations with both in-house and remote teams. Successful in reorganizing, streamlining, and strengthening existing operations, identifying inefficient processes, and implementing reliable and cost-effective solutions to improve quality and ensure on-time delivery of release management deliverables as well as enhance department efficiencies amidst fast-paced working environments.
- Responsible for overseeing recruiting (Delivery).
- Responsible for service delivery and managing support as per the Service Levels outlined in the SLA.
- Have expertise in Service Delivery, Client Service, and Account Management.
- Passionate about driving continuous improvement in Client Service and Service Excellence.

Skill Highlights

- Performance reviews and Goal setting
- Service Management
- Operational improvement
- Develop and maintain a high performing team
- Service Improvement
- Client Relationship Strengthening
- Client Satisfaction
- MS Office Applications (Excel, Word, PowerPoint, and Outlook)
- Quality Management
- Talent Management
- Effective relationships

Experience**Director, Service Delivery Manager - 03/2004 to Present; Moten Tate, Inc.; Orlando, Florida**

- Act as the first and primary contact for the Customer, whether it is for changes, requests, or escalations
- Assist in the day-to-day management of customer accounts, taking full ownership and responsibility in terms of operations, sales, and client satisfaction
- Route requests to appropriate department for service
- The ultimate link between the services rendered and the invoices to be sent out
- Employee administration and communication
- Process new hire paperwork
- Prepare payroll report every week.
- Candidate screening & interviewing

- Process background checks on new employees
- Company interface with staff to resolve employee issues
- Recruitment: Online sourcing and recruitment of candidates for client requirements
- Administrator for recruitment management software
- Customer Service for clients and employees
- Quality Assurance: Developed and implemented a client and employee feedback system

Education and Certification**Morehouse School of Medicine** Atlanta, GA

- MPH degree, *Magna Cum Laude*
- Social and Behavioral Sciences Concentration
- Directed Study in research design and program evaluation

University of South Alabama Mobile, AL

Bachelor of Science Degree in Biomedical Sciences

Continuing Education

- SPSS Basic Course, Intermediate Course, Statistical Analysis Course
- Advanced Statistical Analysis, Regression, Anova

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 that MTI is capable to provide: -

MTI can provide the staffing for over 200+ diverse skill classifications from various domains that include Information Technology, Engineering, Professionals, Accounting and Finance, Industrial, HR, Office Support, etc. Below table represents the skill sets of our staff:

<i>Service Area</i>	<i>Roles</i>	<i>Skill Sets</i>
<i>Information Technology</i>	Web Architects, .NET Developers, iOS Developers, CRM Developers, Oracle and SQL Developers, Software developers, System administrators, Network Administrator, Senior Programmer, Microcomputer Specialist, Systems Analysts, ERP Consultants, Service desk analyst.	<ul style="list-style-type: none"> ▶ Application Development ▶ Architecture ▶ Artificial Intelligence ▶ HTML ▶ C++ ▶ C Language ▶ PHP ▶ UX Design ▶ JavaScript ▶ Java ▶ Ruby ▶ IP Setup ▶ Wireless Modems/Routers ▶ Cloud Services ▶ PHP ▶ SQL ▶ Functionality ▶ Cyber Security ▶ Information Management ▶ Cloud Systems Administration ▶ AutoCAD ▶ Azure ▶ Configure Database Software
<i>Administrative/Clerical</i>	Administrative Assistant, receptionist, Clerical, Executive Assistant, Receiving Clerks, Mailroom Operators, Inventory Control Clerks, Admissions Clerks, Records Clerks, Data Entry	<ul style="list-style-type: none"> ▶ Accounts payable/receivable ▶ Data entry ▶ Data management ▶ Data visualization ▶ Database fluency ▶ Desktop publishing ▶ Digital calendars (Google, Outlook, etc.) ▶ Email communication ▶ Microsoft Office ▶ Office machines ▶ Spreadsheets

		<ul style="list-style-type: none"> ▶ Typing ▶ Word processing
HR	HR Coordinator, HR Assistant, HR Compensation Analysts, HR Benefits Analyst, HR Recruiter, Trainer	<ul style="list-style-type: none"> ▶ Payroll ▶ Performance Management ▶ Placement Management ▶ Pre-employment Screening ▶ Reporting ▶ Statistics ▶ Technical Recruiting
Finance/Accounting	Accountant, Accounts Payable, Accounts Receivable, Account Managers, Financial Analysts	<ul style="list-style-type: none"> ▶ Bookkeeping ▶ Budgeting ▶ Data analytics ▶ Estimation ▶ Computer Programming
Engineering	Design Engineers, Software Engineers, Quality Engineers, Data Engineers, Systems Engineer	<ul style="list-style-type: none"> ▶ Programming Languages ▶ Statistics ▶ System Design and Analysis ▶ Conceptual, Logical, or Physical Data Modeling ▶ Process Management ▶ Data Analysis ▶ Equipment Diagnostics ▶ Statistics ▶ Infrastructural Design
Light Industry/ Skill Trade	Electricians, Carpenters, Plumbers, Machine Operators, CNC Programmers, Mechatronics Technicians, Quality Managers	<ul style="list-style-type: none"> ▶ Critical thinking and problem solving ▶ Teamwork and collaboration ▶ Professionalism and strong work ethic ▶ Oral and written communications skills ▶ Leadership

Current and Past Projects: -

<i>Client Market</i>	<i>Client Name</i>	<i>Project Name</i>
State and Local Government	North Carolina State Information Technology MSP	Information Technology Staff Augmentation for North Carolina
	Pennsylvania State Information Technology MSP	Information Technology Staff Augmentation for Pennsylvania
	University of Central Florida	Information Technology Staff Augmentation for UCF
	George Washington University	Temporary Staff Augmentation for George Washington University
	Baltimore County, MD Public Schools	Temporary Staff Services for Baltimore County, MD Public Schools
	Lee County, FL	Temporary Staff Services for Lee County, FL
	Florida State Information Technology MSP	Information Technology Staff Augmentation for State of Florida
	Orange County, FL	Temporary Staff Services for Orange County, FL
Federal Government	US Army Shades of Green	Information Technology Staff Augmentation
	General Service Administration	Information Technology Staff Augmentation
Private Sectors	Launch Group	Engineering Staff Augmentation
	Lockheed Martin	Information Technology Staff Augmentation

Subcontractors or Sub-consultants: -

MTI will not use any subcontractors or Sub-consultants to meet the requirements of UCF.

To maintain the quality of staff over the agreement: -

MTI continuously strives to meet or exceed the expectations of our clients through continuous improvement of our services. Ensuring the Client's satisfaction we have a long-standing commitment to quality, both in our service offerings and in our method of doing business. To exceed service level commitments and ensure the UCF's satisfaction, we will continue leveraging a solid continuous improvement initiative. A series of strategic meetings will be established to ensure service continuity, adherence to service level commitments, ongoing communication of program objectives and to identify opportunities for efficiencies.

MTI understands the importance of hiring quality candidates for any successful engagement. Our core competency truly is **"Finding the right candidate for the right job at a value price to our client."** Therefore, we have developed various methods that help source and recruit the right-fit

quality candidates. Our team understands technical and non-technical criteria for hiring requirements and develops sourcing and recruiting strategies for each client need fulfilling them with minimum downtime. Our network seamlessly identifies high-quality candidates, ranks, categorizes, prioritizes, and submits them to our client with precision.

To ensure that MTI Recruitment achieves excellence in all its activities, we have implemented a formal **quality management system**, which satisfies the requirements of our clients and our resources. Our processes include:

Progressive Recruiting Process: - MTI's recruiters manage and operate an operational networking platform. We reach out and stay connected with our connections via LinkedIn, Twitter and, Facebook. Our recruiters utilize these platforms to source quality consultants within our huge network. ***Our focus is on local hires, i.e., individuals already located in the local geography of the position, but our recruiting team also has access to national talent willing to move to the designated location.***

Our recruitment process has been developed and designed considering the three vital elements of recruitment (***Quality, shorter turnaround, and delivery***). To make sure that our clients do receive the best quality candidates in the shortest time with guaranteed delivery, MTI utilizes the 'Progressive Recruitment Process' to address any potential recruitment challenges that a customer may face. Progressive Recruitment Process (PRP) caters to hiring quality talent helps clients efficiently manage the resources. We communicate with the client that all candidates are thoroughly pre-screened before placement with the UCF to ensure that you are presented only with quality candidates that fit your technical requirements and agency/department culture.

Training: - To provide a quality service, MTI Recruitment requires staff to be suitably trained, supervised, and supported. In particular, MTI will support the following;

- ▶ MTI's every consultant will have a personal development plan/portfolio in which their training needs are identified, and a plan made as to how much needs will be met.
- ▶ Every consultant will be offered training to meet regulations and National Standards.

Monitoring: - An important element of the quality process is management follow-up. As such, the quality policy and management system are reviewed and updated regularly to take account of changing circumstances and client requirements. This can be achieved by:

1. Establishing a timetable for management review meetings, to review progress, and to give a clear signal to clients, candidates, and staff that management is committed to improvement.
2. Ensuring that all the improvement tasks are reviewed regularly and relevant action is taken where necessary.
3. Help is given to resolve any problems that are being encountered in achieving any improvement.

Software Assessments: - MTI 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!***, MTI'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 MTI candidates are encouraged to enhance their skills using the *ProveIt!* tutorial programs. Before assignment, MTI can test contractors on over 250 applications across several disciplines, with customized training and evaluation programs that simulate the work to be performed in the University.

3. 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?*

MTI's Capacity: -

Over 20 years of extensive experience in providing temporary staffing services for large and small state governments' projects. MTI has a track record of providing consultants to clients who either don't have this skill-set in the house or who need to supplement their team for a specific project. Our consultants have experience doing this in the context of traditional waterfall processes as well as in the context of more modern agile processes. We focus on separating the definition of requirements (which define a set of problems) from solutions (what should be built or done to solve those problems), which are often muddled together. MTI has staffing services division that works hand in hand with our recruiting team. This unique understanding of HR departments gives us an edge in providing our customer quality candidates who have proven expertise and are pre-screened by SMEs.

MTI Internal Resource Pool to Provide the Resources

MTI has a strong pool of pre-screened, qualified, and experienced temporary resources specifically for which we wish to offer our services. The company has developed an extensive resource database across several work areas & regions for its future staffing requirements for customers. We have maintained an internal pool (***JobDiva***) of candidates (Internal candidate pool referred to as the pool of the temporary consultants we have placed). The recruitment team will check into our internal pool to identify if there is a perfect match available. This Pool helps us in providing replacement/ additional unexpected resources to the client well within the time during project execution so that client's timelines are not suffered.

MTI has maintained an **in-house dataset of 6 million resumes** which is growing every day based on planning & forecasting, MTI creates a roadmap for the internal pool. The pool typically consists of people covering core technology requirements necessary for client engagement. This pool can be leveraged to address immediate ramp-up for key skill sets. MTI has developed a large internal pool of candidates over the last 3-5 years. We have more than 300,000 pre-screened professionals available in our internal proprietary database which can be reached out for various assignments at any given time. This pool will be managed by the recruiting team assigned to this project.

Placed (Ready to Hire Profiles) – We maintain a pool of pre-vetted candidates that are ready to join MTI when the appropriate opportunity arises. Also, we have pre-qualified arrangements with certain subcontracting companies to assist us when our resources cannot meet the demand.

MTI's Internal Staffing Pool

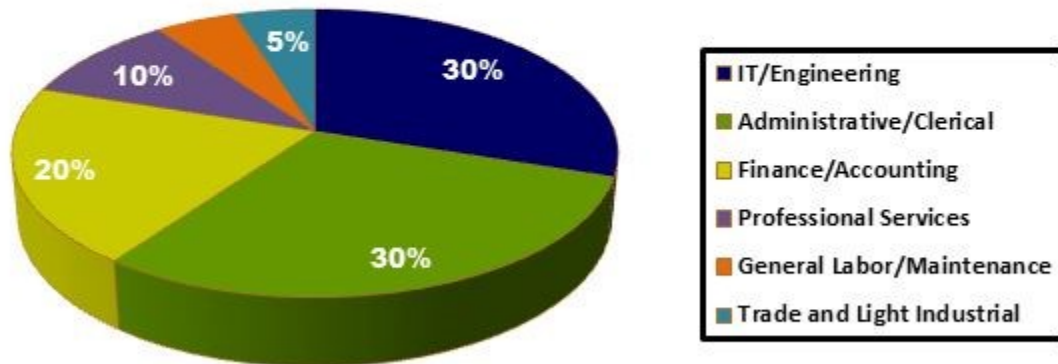


Figure 2: MTI's Internal Resource Pool

MTI has **ten (10) consecutive years** of growth which includes expanding our clientele to **twenty (20) different states**. MTI has continually expanded our **vendor network** and **pre-qualified candidate pipeline** which enables us to maintain and accelerate our rate of expansion. We have achieved substantial growth by retaining successful resources and offering to redeploy our proven consultants to potential clients. We make extensive efforts to ensure the right candidate is placed in the most appropriate position. This ensures we provide a technically sound, productive worker who is a cultural fit to the client's workplace.

Over the past ten years, MTI has placed several temporary professionals to more than 25 clients nationwide. We have over 100+ professionals on assignment with a current overall **retention rate of 85%**. We have excellent experience and a pool of highly skilled and experienced candidates for all labor categories under various service categories. ***MTI recruiting team consists of 10+ recruiters with an average of 10+ years of recruitment experience supporting government and commercial customers.*** MTI proactively recruits and maintains a full pipeline of qualified candidates ready to hire for every one of our customers. Our recruitment team works closely with our Project manager to understand our customers' requirements and predict upcoming needs to provide a perfect match.

Provide the broadest range of Candidates Timely:-

We understand the importance of timing on the projects. Our track record is testimony to on-time staff augmentation services and complex projects delivered within and even before scheduled completion. We are continuously identifying and recruiting temporary professionals proactively throughout the United States. In the process, we provide our state government agencies with an unparalleled reach to a large workforce of well-qualified and experienced temporary resources who bring relevant experience and expertise.

-
- ▶ **Screened Database of local resources:** We maintain a large database of qualified candidates who are available for projects - As we are continuously identifying candidates in each State, we have a repository of candidates who are engaged on the projects, candidates about to be available as they completed the projects, and candidates who are on the bench and immediately available. We are in constant contact with candidates as we submit them to various agencies. **So, we have a pool of local resources also available to us.**
 - ▶ **Automated Tools:** We have various automated tools (*proprietary project management system, staff engagement portals, ATS software, presence on various search engines, partner networks, referral sites, job boards – Dice.com, Monster.com, CareerBuilders.com, Indeed.com, etc.*) that help our recruiting staff to identify and recruit a broad range of candidates (with experience ranging from 5-25 years) continuously. It is our policy to respond to the client's staffing requests within the defined interval of the receipt of such requests. Once a candidate is selected for the project engagement, MTI ensures the on-time availability of our candidate.
 - ▶ **Strong Recruitment and Delivery Team:** Our recruitment team consists of 20+ recruiters, data miners, and research analysts, having an average experience of 15+ years recruiting professionals to support our customers. We proactively recruit and maintain a full pipeline preferably *local qualified candidates who are readily available to start contract work.*

2. Describe how urgent requests are handled.

Our Project Manager and recruitment team have access to the **tools, technology, and resources** needed to maintain constant urgent requests around the clock, and personally respond to provide support when needed. Our mass e-mail and mass-texting programs make reaching out to relevant candidates easier and faster and allow for immediate responses from candidates.

Within six-seven hours of the UCF's initial request for personnel, MTI Project Manager will acknowledge via telephone and confirm by e-mail, receipt of the client's request and that the search has begun for acceptable candidates. Within twenty-four (24) hours of the initial request, the MTI Project Manager will respond to the UCF and will provide the UCF with resumes of all qualified candidates for review. MTI will ensure all candidates are available for interview within twenty-four (24) hours after the submittal of resumes. All candidates will be available and ready for work within a 24-48 hours' time frame after acceptance by the UCF.

The first step in our process is to recruit talent in the market to meet our client's needs. MTI will place and provide a qualified placement **within 24-48 hours** of notification. Our proven processes and experienced staff can ensure that the deadlines are met.

Two Factors that highly influence our capacity to deploy such urgent requests to our clients within hours of notification are the fact that we have:

- ▶ ***A strong database of potential candidates matching the client footprint at any one time and***
- ▶ ***The candidates we select are mostly local.***

This allows for fast communication and fast response between the account managers and the proposed staff. For each customer, we build a skill footprint by category so our recruiting teams have a resource comprised of the skills, culture, roles, etc. for each customer.

Our management team and our support team are also accessible 24 hours a day and are always prepared to respond to any situation and provide additional support when needed.

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

MTI's policy and program for drug testing and background checks:-


After a candidate is selected; MTI conducts reference checks, pre-employment background checks, and drug screenings at a cost-effective rate before onboarding every employee at client sites. Reference checks are performed to confirm the candidates' ability to perform adequately in regards to the position. After the candidate is selected, we follow the below process to obtain additional and pertinent information about the candidate:

- ▶ **Criminal background investigation process:** The selected candidates are screened using efficient and detailed employee hiring verification services. We ensure that the process is prompt, accurate, reliable, and cost-effective and that they will provide the information needed to verify qualifications and background information.
- ▶ **Credit check:** The selected candidates will pass through the credit check process to screen on credit-to-debt ratio and past bankruptcies.
- ▶ **Reference Check process:** Before submitting a candidate, we screen the references that the candidate provides to ensure that their skill set, experience, and education are an ideal match for the requested position. We check all references and verify the information provided to us by the candidates, such as; length of employment, the reason for leaving, skill level, comprehension of the job requirements, and performance. After a candidate is qualified technically, a minimum of two professional references are required and checked for each candidate. We accept only professional, managerial references.

Finally, the Recruitment Manager will submit three (3) candidates per opening.

- ▶ **I-9 verification process:** All I-9 forms will be extensively reviewed and verified by our Project Manager before onboarding the candidate.
- ▶ **E-Verify:** We conduct verification of the candidate's employment eligibility to work in the U.S.
- ▶ **Drug screening process:** Drug testing is conducted when required by the contract or desired by the client. We conduct a 10-panel pre-employment drug screen through a national agreement we have with quest laboratories. A Sample Copy of Drug Testing is attached.

24122800 AREA/ROUTE/STOP: XXXXXXXX
 MOTEN TATE INC
 KEN MOTEN
 301 E PINE ST STE 250
 ORLANDO, FL 32801

FAX
LABORATORY REPORT

Quest Diagnostics

REPRINT

DONOR ID 4245226032		DONOR NAME [REDACTED]		SPECIMEN ID AA02259018	
PAGE 1	REQUISITION NO 6541899	ACCESSION NO. 372592C	COLLECTION DATE & TIME 11162017 09:53AM	LOG IN DATE 11172017	REPORT DATE & TIME 11202017 02:42AM

REMARKS: Client Site Location:
 REASON FOR TEST: PRE-EMPLOYMENT
 DONOR ID VERIFIED: PHOTO I.D.

REPORT STATUS	FINAL	TEST	RESULTS		UNITS	REFERENCE RANGE	SITE CODE						
			IN RANGE	OUT OF RANGE									
REPORT FOR:		MOTEN TATE INC - 24122800 KEN MOTEN 301 E PINE ST STE 250 ORLANDO, FL 32801											
		*** POSITIVE/ABNORMAL REPORT ***											
Tests Ordered:		45105N (SAP 5-50+MDMA/6AM/T)											
Urine Specimen Validity Testing		Acceptable Range											
CREATININE		205.9 mg/dL				>= 20 mg/dL							
pH		8.0				4.5-8.9							
OXIDIZING ADULTERANTS		Negative											
Urine Substance Abuse Panel		<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;">Initial</td> <td style="width: 40%; text-align: center;">MS Confirm</td> </tr> <tr> <td></td> <td style="text-align: center;">Test Level</td> <td style="text-align: center;">Test Level</td> </tr> </table>							Initial	MS Confirm		Test Level	Test Level
	Initial	MS Confirm											
	Test Level	Test Level											
AMPHETAMINES		Negative		500 ng/mL		250 ng/mL							
COCAINE METABOLITES		Negative		150 ng/mL		100 ng/mL							
MARIJUANA METABOLITES		POSITIVE		50 ng/mL		15 ng/mL							
MDA-ANALOGUES				500 ng/mL		250 ng/mL							
OPIATES				2000 ng/mL		2000 ng/mL							
6-ACETYLMORPHINE				10 ng/mL		10 ng/mL							
PHENCYCLIDINE				25 ng/mL		25 ng/mL							
CERTIFYING SCIENTIST:		APEN01											
SPECIMEN RECEIVED AND PROCESSED IN THE ATLANTA		DHHS CERTIFIED LABORATORY											
LAB	Quest Diagnostics-Atlanta 1777 Montreal Circle, Floor 2 Tucker GA 30084												
		>> END OF REPORT <<											

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

MTI's Process of Vetting Candidates:-

MTI understands the purpose of the temporary labor services is to provide, on day one, the University with temporary staff in ***administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance***. We are dedicated to following systematic processes to offer end-to-end recruitment and staffing support to our client, which includes ***analysis, sourcing, screening shortlisting, interview coordination, offer management, follow-up and boarding assistance, and many more***. MTI will utilize a project delivery structure that is scalable based on the specific size and needs of our clients. MTI will use the Account Management structure as the focal point. Once MTI receives a staffing requirement, they will forward the requirement along to the Project management team, composed of an onboarding ***Project Manager, Recruitment Manager, Recruiters, and Service Delivery Manager support***. Our recruiting team will review all Internal Pipelines. This includes referrals from current/former employees, our proprietary recruiting database, MTI traffic as well as networking groups. If there are no identified candidates after reviewing the internal pipelines, we then investigate external sources such as User Groups and job boards. Once a candidate is identified to fill the MTI requirement, the candidate goes through an established and repeatable screening/ hiring methodology that is administered by our recruiting component.

Our recruitment methodology is described below:

Phase- I Understanding the Client's Requirements

The very first step in this process is that the Project Manager drafts a report about the understanding of the client's requirements. Based on this report our account and recruiting staff make concerted endeavors to thoroughly understand the job description and requirements. If there are any doubts, clarifications are sought from the client promptly.

Phase- II Sourcing Candidate (Passive and Active candidates)

MTI's recruiting team starts the proactive approach to identify the resources to build a database for the client. Our recruitment team utilizes the following sourcing methods to rapidly respond to the UCF's requirements,

- ▶ **ATS database (JobDiva):** MTI has a proprietary automated, centralized, web-based ATS (***JobDiva***), capable of receiving and processing temporary requisitions. At MTI, we pride ourselves on our ability to provide talent with the skills you need. Our efficient recruiting model staffed with experienced Recruiters and Support Members provides us with excellent capabilities in locating the right talent.
- ▶ **Internal Referrals:** In parallel, we share the requirements with our consultants by posting them on our internal website for internal referrals. This reduces the attrition rate along with cost and effort.
- ▶ **External Sources:** MTI also conducts job fairs and promotes openings in leading industry publications to cast a wider net.
- ▶ **Job Sites:** MTI has accounts with popular job websites, such as Monster, Dice, Indeed, CareerBuilder, etc. This provides access to a wide pool of resources across the nation.

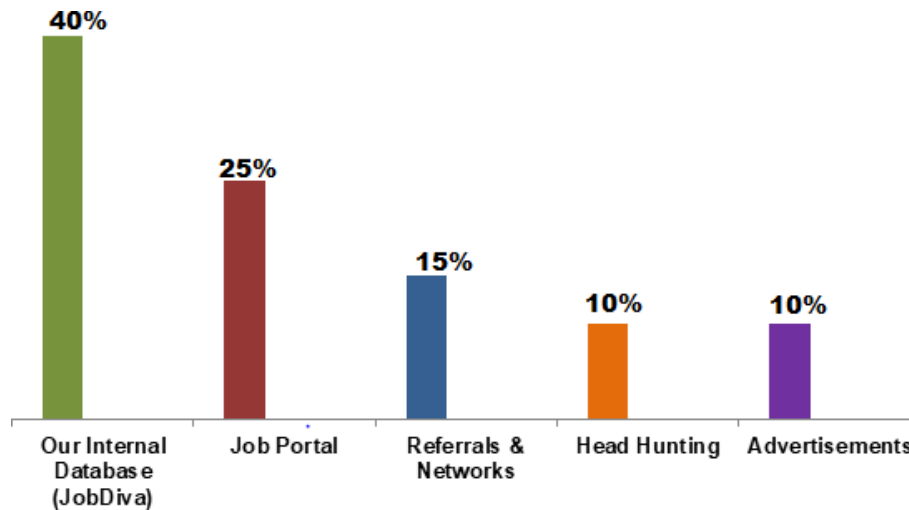


Figure 3: Sourcing Candidates from Various Channels

Phase- III: Initial Screening & Shortlisting of the Candidates

MTI has developed a well-defined multi-layer screening process to ensure we submit the best fit every time while ensuring a qualified submittal on time. MTI screening and the short-listing process involves determining which temporary staff meet the minimum key selection criteria (KSC) to perform the job duties. Our experienced recruiters interview the candidates based on the required ***skill sets, experience, education, salary, communication, behavioral, and interest level*** which are accurate and precise ways of verifying their candidates' skills. Finally, our recruitment team ranks the top-quality candidates for the client interview.

Finally, the recruiters compile a **list of 3 – 4 candidates** per the requirement that are available and make arrangements for the initial interview of the candidates and maintain the resume database.

Phase- IV: Interview Scheduling & Coordination

After the candidate meets Phase- III criteria, the recruiter will move onto Phase IV of the phone screening process to determine the potential match between the candidate and the job requirement. Once the recruiter feels comfortable with the candidate's responses, a technical or professional interview is conducted based upon the candidate's resume and the Technical/Professional Checklist we have created for the most widely utilized skill sets. The focus is to ensure candidates can back up their experience listed on the resume.

The recruiter conducts an extensive review of the candidate's work history in chronological detail, noting administrative experience and odd patterns such as job-hopping, unexplained gaps between assignments, irrelevant work history, and/or a pattern of short assignments. The recruiter then screens the candidate utilizing the pre-developed, pre-qualifying skill set of questionnaires. Each candidate's technical skill evaluation is ranked on a scale from one to five, where **a ranking of one (1) is entry-level and a ranking of five (5) is expert.**

Finally, the Recruitment Manager to conduct a submittal review of the candidate. This process validates that the candidates match all of the requirements and allows for additional quality control for the best overall candidate(s) to be submitted to the University.

Phase- V: Background and Reference check

Background screening: MTI will work with the University to establish business rules and customize a background check process that meets your requirements. MTI has trusted partnerships with companies that have the resources to perform a variety of background checks at a local, county, and state level, including:

- ▶ Social Security verification
- ▶ Criminal records check
- ▶ Motor vehicle report, if applicable
- ▶ Civil records check
- ▶ Credit reports
- ▶ Customized background checks

References: Each candidate provides a minimum of two professional references. We use this information to better understand the individual's experience, skill level, and work ethic so that we place the candidate in the job best suited to his or her background. A thorough reference check allows us to assess:

- ▶ Nature of association with the candidate, including relationship and dates of employment
- ▶ Technical responsibilities
- ▶ Evaluation of technical performance
- ▶ Communication/presentation/interpersonal skills
- ▶ Reliability/punctuality/ability to meet deadlines
- ▶ Reasons for leaving
- ▶ Eligibility for rehire

Phase- VI: Offer Coordination & follow up Candidates

After technical selection and background checks, we engage in salary negotiation based on client demand to optimize the salary package to materialize the offer and its acceptance, following up with the candidate to make a successful joining.

MTI's Recruitment Methodology

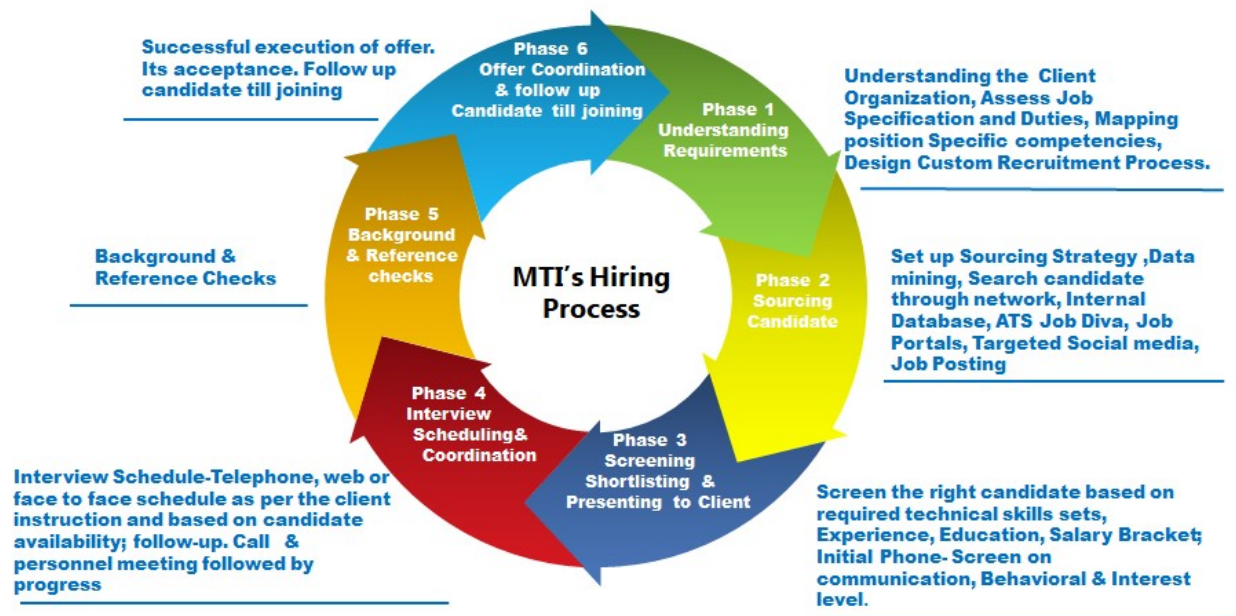
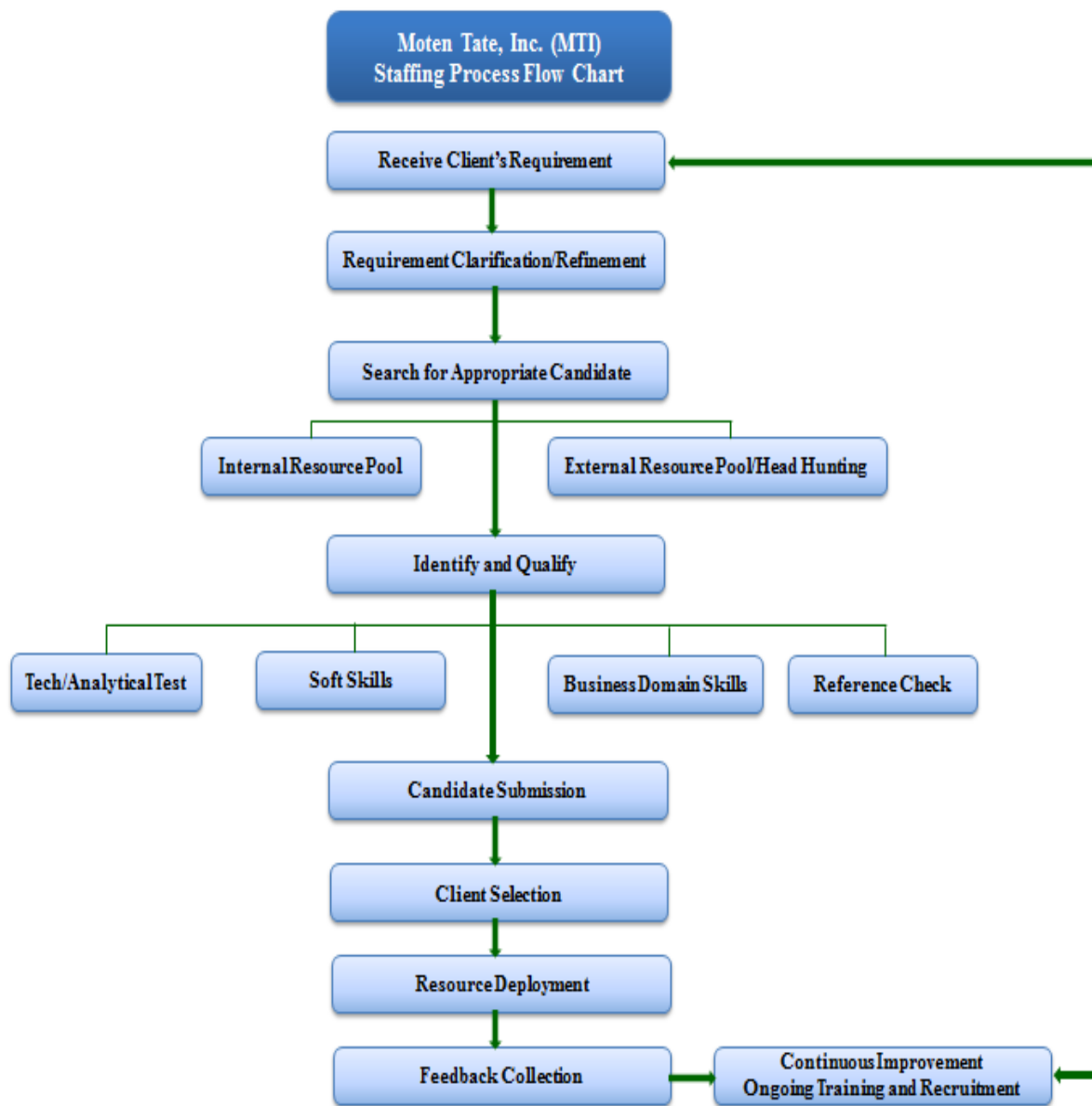


Figure 4: MTI Recruitment Methodology

Throughout its 20 years of operation, MTI has been using a proven and efficient staffing process illustrated in the following flow chart.



5. What is your company's fill percentage and lead time to get an employee ready to work?***MTI's Fill Percentage and Lead Time:-***

MTI has an excellent fill percentage of 95%. A timeline for the hiring and selection process times vary depending on the specific skills requested availability of candidates, screening requirements, and the assignment start date, among other factors. **Our estimate for the average time for locating qualified staff for these positions is no more than 3-5 days.** MTI maintains a pool of pre-screened temporary staff hard-to-fill positions ready to join your project with little more than one week's notice. **MTI** uses an **extensive pool of skilled candidates** to quickly fill our clients' needs. We anticipate our clients' needs through **constant communication** and vetting a **pipeline of candidates**.

MTI follows the below timeline to successfully hire a candidate from the client's requisition.

<i>MTI Projected Deadline For Hiring And Selection</i>		
Activity	Goals To be Achieved	Projected Timeline
Temporary Personnel Request	<ul style="list-style-type: none">▶ Determine needed job position▶ Drafting, Clarifying & revising job position description	<4-6 Hours from receipt of request
Sourcing	<ul style="list-style-type: none">▶ Internal Database Search(JobDiva)▶ Outreach/Networking/Employee Referral▶ Determine Job Boards be used	2-3 Business Days
Preliminary Screening	<ul style="list-style-type: none">▶ Application/Resume Review▶ Personnel file review (if applicable)▶ Determine Interview process and participants▶ Phone interviews	1-3 Business Days
Candidate's Evaluation	<ul style="list-style-type: none">▶ Schedule/Coordinate Interviews First Round Interviews▶ Work with SME to determine an appropriate candidate▶ Determine top applicants to receive phone interviews▶ Provide 4-5 applicants to the client for a final interview	1-2 Business Days
Selection and Hire	<ul style="list-style-type: none">▶ Determine top candidates to bring in for in-person interviews.▶ Conduct in-person interviews.▶ Evaluate and rate each candidate individually on the major job responsibilities of the position.▶ Final Interview for top 3 candidates▶ Finalize Background/ reference checks	1-5 Business Days

Follow-up and Feedback	<ul style="list-style-type: none">▶ Finalists for Review▶ Offer Position-Verbally▶ Determine start date▶ Prepare new hire documents and orientation▶ New Employee Starts	3-5 Business Days
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4. CONFORMANCE TO ITN'S PREFERRED CONDITIONS AND REQUIREMENTS*Appendix I***APPENDIX I
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 negotiable term or condition of this ITN are to provide a clear and detailed reason for the disagreement and a solution to the disagreement in his/her offer. A Respondent's disagreement with any non-negotiable section of this ITN may 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>km</u>
2.2 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>km</u>
2.3 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>km</u>
2.4	<u>✓</u>	<u> </u>	<u>km</u>
2.5	<u>✓</u>	<u> </u>	<u>km</u>
2.6 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>km</u>
2.7 Section Not Used			
2.8 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>km</u>
2.9	<u>✓</u>	<u> </u>	<u>km</u>
2.10	<u>✓</u>	<u> </u>	<u>km</u>
2.11 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>km</u>
2.12	<u>✓</u>	<u> </u>	<u>km</u>
2.13 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>km</u>
2.14 **Non-negotiable**	<u>✓</u>	<u> </u>	<u>km</u>
2.15	<u>✓</u>	<u> </u>	<u>km</u>

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

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.41	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.42 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.45	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.46	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.49 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.51	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.52 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.53 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.54	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.55	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.56 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.57 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.58 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
2.59 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
Appendix I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
Appendix II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
Appendix III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km
Appendix IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	km

Company: Moten Tate, Inc. Authorized Representative's Name: Kenneth Moten

Authorized Representative's Signature:  Date: 01/12/22

Appendix II

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Moten Tate, Inc. 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, as 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 ON 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), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. 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 physical or mental 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 II**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, sexual orientation, gender identity or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
- (3) The contractor will 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 Supplier. 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 Supplier 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: Moten Tate, Inc.

Authorized Representative's Name: Kenneth Moten

Authorized Representative's Signature: 

Date: 01/12/22

*Appendix III***APPENDIX III****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.

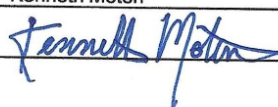
Suppliers shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing, upon request of UCF.** Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

CERTIFICATION

I certify that the company submitting an offer under this solicitation is in 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: Moten Tate, Inc.

Authorized Representative's Name: Kenneth Moten

Authorized Representative's Signature: 

Date: 01/12/22

Addendum Acknowledgement

UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services
12424 Research Parkway, Suite 300
Orlando, FL 32816-0975

ADDENDUM**IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE**

ITN NUMBER: 2021-03TCSA

OPENING DATE & TIME: ~~January 13, 2022 @ 2 p.m.~~ January 27, 2022 @ 2 p.m. EST (See below)

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I ADDENDUM DATE: December 15, 2021

Purpose of this addendum is to:

- Provide answers to questions submitted during the open Q/A period on 1/13/22.
- Extend the due date for offer submission to 1/27/22 @ 2 p.m. EST.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR OFFER. FAILURE TO SIGN AND RETURN WITH YOUR OFFER COULD RESULT IN REJECTION OF YOUR OFFER.

A handwritten signature in blue ink, appearing to read "Kenneth Moten", is written over a horizontal line.
PROPOSERS SIGNATURE

Kenneth Moten
PRINT OR TYPE PROPOSER'S NAME

Moten Tate, Inc.
COMPANY NAME

kmoten@motentate.com
EMAIL ADDRESS



UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services
12479 Research Parkway, Suite 600
Orlando, FL 32826-0050

ADDENDUM**IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE**

ITN NUMBER: 2021-03TCSA OPENING DATE & TIME: January 27, 2022 @ 2:00 p.m.

ITN TITLE: TEMPORARY LABOR SERVICES

ADDENDUM NUMBER: II ADDENDUM DATE: January 13, 2022

Purpose of this addendum is to:

- Answer questions submitted during the Q/A period

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR OFFER. FAILURE TO SIGN AND RETURN WITH YOUR OFFER COULD RESULT IN REJECTION OF YOUR OFFER.

A handwritten signature in blue ink that reads "Kenneth Moten".

PROPOSERS SIGNATURE

Kenneth Moten

PRINT OR TYPE PROPOSER'S NAME

Moten Tate, Inc.

COMPANY NAME

kmoten@motentate.com

EMAIL ADDRESS

License to do business in FL**Tax Collector Scott Randolph****Local Business Tax Receipt****Orange County, Florida**

2021 **EXPIRES 9/30/2022** 3100-0528114
3100 STAFFING-MANAGEMENT \$30.00 1 EMPLOYEE

TOTAL TAX
PREVIOUSLY PAID
TOTAL DUE

\$30.00
\$30.00
\$0.00

MOTEN KENNETH PRESIDENT

MOTEN TATE INC
301 E PINE ST STE 250
ORLANDO FL 32801-2744

301 E PINE ST #275
A - ORLANDO, 32801

PAID: \$30.00 0098-01002002 7/20/2021

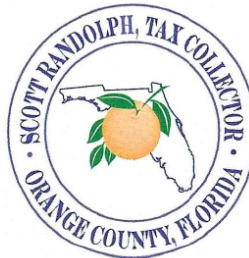
Tax Collector Scott Randolph**Local Business Tax Receipt****Orange County, Florida**

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.**

2021 **EXPIRES 9/30/2022** 3100-0528114
3100 STAFFING-MANAGEMENT \$30.00 1 EMPLOYEE

TOTAL TAX
PREVIOUSLY PAID
TOTAL DUE

\$30.00
\$30.00
\$0.00



MOTEN KENNETH PRESIDENT

MOTEN TATE INC
301 E PINE ST STE 250
ORLANDO FL 32801-2744

301 E PINE ST #275
A - ORLANDO, 32801

PAID: \$30.00 0098-01002002 7/20/2021

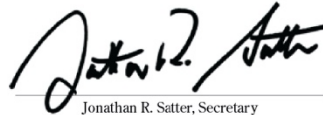
This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

State of Florida
Minority Business Certification

Moten Tate, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
08/14/2021 to 08/14/2023




Jonathan R. Satter, Secretary
Florida Department of Management Services



Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd

Insurance Proof

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 06/10/2021	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
PRODUCER Doug Jones (Oasis) c/o Artex Risk Solutions, Inc. 8840 E. Chaparral Rd.; Suite 275 Scottsdale, AZ 85250			CONTACT NAME: PHONE (A/C, No. Ext): (888) 627-4735 FAX (A/C, No.): E-MAIL ADDRESS: workcomp@oasispeo.com		
INSURED Oasis, a Paychex Company Alt. Emp: MOTEN TATE, INCORPORATED 2054 Vista Parkway Suite 300 West Palm Beach, FL 33411			INSURER(S) AFFORDING COVERAGE INSURER A: American Zurich Insurance Company NAIC # 40142 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		
COVERAGES CERTIFICATE NUMBER: 21FL075836418 REVISION NUMBER:					
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:				
	UTIMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY				
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WC 29-38-687-19	06/01/2021	06/01/2022
	Location Coverage Period: 06/01/2021 06/01/2022				Client# 10000-CORPORATE
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Coverage is provided for only those co-employees of, but not subcontractors to: MOTEN TATE, INCORPORATED 301 E PINE ST STE 250 ORLANDO, FL 32801					
Endorsements: Waiver of Subrogation					
CERTIFICATE HOLDER Orange County FL Board of County Commissioners Attn: Procurement Division 400 E. South Street, 2nd Floor Orlando, FL 32801			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 		

ACORD 25 (2016/03)

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WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE POLICY**WC 00 03 13**

(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule**IN FAVOR OF:**

Orange County FL Board of County Commissioners
Attn: Procurement Division
400 E. South Street, 2nd Floor
Orlando, FL 32801

WORK PERFORMED BY CO-EMPLOYEES OF:

MOTEN TATE, INCORPORATED
301 E PINE ST STE 250
ORLANDO, FL 32801

ON THE FOLLOWING PROJECT:**FEE FOR THIS WAIVER IS:**

Premium will be waived

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 06/10/2021

Policy No: WC 29-38-687-19

Endorsement No:

Insured: Oasis, a Paychex Company Alt. Emp: MOTEN TATE, INCORPORATED

Premium: \$

Insurance Company: American Zurich Insurance Company

Countersigned By:



Authorized Representative

WC 124 (4-84)
WC 00 03 13

Copyright 1983 National Council on Compensation Insurance.

Page 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Binger Financial Services, LLC 136 4th St N Ste 200 Saint Petersburg FL 33701		CONTACT NAME: Catherine Binger PHONE (A/C, No, Ext): 727-822-2719 FAX (A/C, No): 727-350-9882 E-MAIL ADDRESS: cschrader@bingerfinancial.com	
INSURED Moten Tate Inc 301 East Pine Street Suite 250 Orlando FL 32801		INSURER(S) AFFORDING COVERAGE INSURER A: Underwriters at Lloyds of London NAIC # 32727 INSURER B: Lloyds of London c/o Orchid Underwriters Agency LLC INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PAKP0003751	09/26/2020	09/26/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPI/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y		PAKP0003751	09/26/2020	09/26/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y		PAKP0003751	09/26/2020	09/26/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	CYBER	Y		BBR20013	09/26/2020	09/26/2021	\$1,000,000 Aggregate Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Brevard County, FL Public Schools is listed as an additional insured with respect to the General Liability policy.
This certificate holder is listed as an additional insured with respects to General Liability.

CERTIFICATE HOLDER

CANCELLATION

Brevard County, FL Public Schools 2700 Judge Fran Jamieson Way Viera FL 32940-6601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Catherine Binger</i>
--	--

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ACORD 25 (2014/01)

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Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Moten Tate, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☒ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
301E. Pine Street, Suite 250

6 City, state, and ZIP code
Orlando, FL 32801

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-				
--	--	--	---	--	--	--	--

or
Employer identification number

8	4	-	1	3	9	4	7	3	3
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ► *Jennette Moten* Date ► *10/05/21*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.