

<b>SUBMIT OFFER TO:</b> PURCHASING DEPARTMENT UNIVERSITY OF CENTRAL FLORIDA 12479 RESEARCH PARKWAY, BLDG. 600 ORLANDO, FL 32826 Phone:(407) 823-2661 – Fax (407) 823-5551 www.purchasing.ucf.edu		<b>University of Central Florida</b>  <b>INVITATION TO NEGOTIATE</b>  <b>Contractual Services Acknowledgement Form</b>	
Page 1 of 43 Pages	OFFERS WILL BE OPENED <b>NOVEMBER 7, 2013 @ 2:00pm</b>		ITN NO: <b>1302ZCSA</b>
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY MAILING DATE: <b>8/30/2013</b>	ITN TITLE: <b>Staff Augmentation Services: Network Engineering</b>		
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER 59-2800373			
VENDOR NAME Brandt Information Services, Inc.		REASON FOR NO OFFER	
VENDOR MAILING ADDRESS 501 N. Duval Street			
CITY - STATE - ZIP CODE Tallahassee, FL 32301		<b>POSTING OF PROPOSAL TABULATIONS</b>	
AREA CODE 850	TELEPHONE NO. 577-4900	Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department, our solicitation web page and the State of Florida's Vendor Bid System and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in UCF Regulation 7.130(5) at <a href="http://regulations.ucf.edu/chapter7/index.html">http://regulations.ucf.edu/chapter7/index.html</a> shall constitute a waiver of proceedings under that regulation.	
800	TOLL FREE NO. 647-0770		
866	FAX NO 582-0574		

### Government Classifications

#### Check all applicable

- |  |  |
|--|--|
| <input type="checkbox"/> African American                  | <input type="checkbox"/> American Women                  |
| <input type="checkbox"/> Asian-Hawaiian                    | <input type="checkbox"/> Government Agency               |
| <input type="checkbox"/> Hispanic                          | <input 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 vendor and that the vendor is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the vendor offers and agrees that if the offer is accepted, the vendor will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the vendor.

### GENERAL CONDITIONS

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

**2. EXECUTION OF OFFERS:** Offers must contain a manual signature of authorized representative in the space provided above. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by vendor must be initialed. The company name and F.E.I.D. or social security number must appear on each pricing page of the proposal as required.

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

  
 AUTHORIZED SIGNATURE (MANUAL)

Director, IT Projects and Staffing  
 AUTHORIZED SIGNATURE (TYPED), TITLE



**Proposal for**  
**Invitation to Negotiate (ITN) Number 1302ZCSA**  
**for**  
**Staff Augmentation Services: Network Engineering**  
**November 5, 2013**

**Submitted by:**



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**Brandt Information Services, Inc.**

501 North Duval Street  
Tallahassee, Florida 32301  
(850) 577-4900 (phone)  
(850) 681-3952 (fax)  
[www.brandtinfo.com](http://www.brandtinfo.com)





November 5, 2013

Mr. Greg Robinson  
University of Central Florida  
Purchasing Department  
Orlando Tech Center  
12479 Research Parkway  
Orlando, FL 32826

Mr. Greg Robinson,

Brandt Information Services, Inc. (Brandt) is pleased to provide the University of Central Florida (UCF) with this proposal for Staff Augmentation Services, Network Engineering (ITN 1302ZCSA). We agree to fully comply with all of the terms and conditions listed in ITN 1302ZCSA.

Brandt has been a trusted name in enterprise consulting and information services since 1985. We have a proven, award-winning track record of delivering custom applications that result in productivity awards, cost savings, and satisfied customers. We provide high quality, time-bound, and cost effective products and services to help government and businesses manage, automate, streamline, and integrate business processes. Brandt has operated debt free and at a profit for over two decades and continues to have high Dunn and Bradstreet ratings. Financially sound, Brandt has a strong corporate reputation for providing successful consulting services to government agencies.

Brandt has successfully worked with our clients providing high quality candidates whether they working on a particular project or for IT Staffing. Brandt is currently on two of Florida's State Term Contracts, both of which offer IT Staffing options.

If you have any questions or need any additional information, please contact me. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Baran', with a long horizontal flourish extending to the right.

Gary Baran  
Director of IT Projects and Staffing  
[Gary.baran@brandtinfo.com](mailto:Gary.baran@brandtinfo.com)  
(850) 577-4942 – Office  
(813) 313-7729 – Mobile

## **Section 1: Executive Summary**

With more than twenty-eight (28) years of experience in Information Technology, Brandt Information Services, Inc. (Brandt) has supported Public and Private sector clients across a broad spectrum of technologies nationwide. Our experience has positioned Brandt to be uniquely qualified to support the University of Central Florida's (UCF) request for Staff Augmentation Services, Network Engineering as described ITN 1302ZCSA.

Our strategy is to offer an "On Demand" staffing model that leverages our experienced in-house recruiting team, proprietary database of 15,000+ candidates, focused search techniques, network of trusted partners, employee and consultant referrals, search engines, social media and other such tools in a way that fills our candidate pipeline to meet very specific technology requirements in a timely and cost efficient manner. The "On Demand" staffing concept has positioned Brandt at the forefront of staffing, recruiting and project related services for state agencies because we have established that pipeline of active candidates that have completed a technical interview, a skills matrix and reference and background checks.

Brandt offers UCF a flexible staffing approach involving contract, contract to hire and direct hire options that can be customized to meet the specific needs of the hiring authority at any point in the life cycle of a project. In addition, Brandt has experience as a Managed Service provider and can assume responsibility for entire projects on a Fixed Price or Time & Materials basis.

Specific to the ITN for IT Staff Augmentation-Network services, Brandt has provided staffing and project services supporting Technology Management, Technology Compliance, Network Security Assessments Network Topology, Network Security, Network/Server Infrastructure, Network Applications, Cloud Services, and Independent Verification and Validation engagements, among many others. In fact, we have an internal Network Engineering group to support internal systems and hosted solutions.

Brandt has experience recruiting for and placing candidates in all of the positions defined in ITN 1302ZCSA, Staff Augmentation Services-Network Engineering. These include: Network Managers, Network Architects, Network Engineers (Voice, Wireless, Security and Video), Network Technicians and Support personnel.

Brandt's client list includes the State of Florida: Agency for Health Care Administration, Agency for Persons with Disabilities, Citizens Property & Casualty Insurance, Department of Agriculture, Department of Economic Opportunity, Department of Education, Department of Financial Services, Department of Health (Escambia County Health Department, Hillsborough County Health Department, , Indian River County Health Department, Okaloosa County Health Department, Seminole County Health Department), Department of Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Revenue, Department of State, Department of Transportation, Fish and Wildlife Conservation Commission. The Florida Bar, Southwood Shared Resource Center, Department of Business and Professional Regulation, Department of Children and Families, Department of Corrections, Department of Environmental Protection, Department of Law Enforcement, Department of Management Services, Executive Office of the Governor, Office of State Courts Administrator, State



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**Section 1: Executive Summary**

Technology Office, Florida State University; and U.S. Bureau of Labor and Statistics, Deloitte, Ernst & Young, and Papa John's International among many others.

Brandt is currently on two Florida State Term Contracts. Both support Staff Augmentation across all technical disciplines and platforms.

- **IT Consulting Services Contract # 973-561-010-1**
- **Management Consulting Services Contract # 973-001-06-1**

In summary, Brandt's team of committed management, technical and business professionals is the right choice to deliver IT Staffing and Project support services for the University of Central Florida.

## Section 2: Corporate Profile

Brandt's experience dates back to our inception in 1985, when we first engaged with Florida's Department of State (DOS) to design, implement and support a licensing system. Since then, Brandt has built an organization dedicated to delivering the highest level of business and technical services to our clients and we have completed hundreds of successful IT projects and technical recruiting engagements. Our current organization has grown to include: Management Consulting, Business Continuity Planning, IT Staffing, Recruiting and Projects, Managed Services, Custom Software Development, Business Process Outsourcing and Labor Market Survey services.

Brandt has been recognized for excellence by a number of industry sources to include:

- *Software Magazine's* List of Top 500 Software Firms in 2002, 2003, and 2005.
- *Inc. Magazine's* October 2002 List of America's 500 Fastest-Growing Private Companies.
- Florida State University Jim Moran Institute for Global Entrepreneurship Award for Entrepreneurial Excellence in March 2003.
- Small Business of the Year Award in 2005 from the Tallahassee Chamber of Commerce.
- Small Business Excellence Award in the category of Technology Business of the Year from the Tallahassee Chamber of Commerce in June 2003.
- Florida's Top Diversity-Owned Businesses listing in 2003 and the 2004 National Top Diversity-Owned Businesses listing by DiversityBusiness.com.
- In addition, over 10 customers have been awarded Florida Davis Productivity Awards after implementing systems developed by Brandt staff.

Brandt is an equal opportunity employer and has implemented a drug-free workforce program.

In 2007, Brandt was selected to develop and host a mobile solution for Papa John's International. The system was one of the first and most successful mobile and text based food ordering systems in the U.S. It changed the way restaurants and quick service locations accepted customer orders by integrating and maximizing the use of mobile devices and computer technology. In addition, Brandt was instrumental in defining the business requirements, developing and delivering an integrated email and database system. Papa John's uses the system to contact customers with targeted email campaigns to enhance revenues and maximize customer satisfaction.

In 2011, the Florida Fish and Wildlife Conservation Commission (FWC) selected Brandt as the vendor to design, construct, implement and support a new Recreational Licensing Issuance Services (RLIS) system for the state of Florida. The full featured system, incorporating over 19 million Florida driver's license records, hunter certification data and multiple external databases went "live" in October 2012 with a seamless transition that experienced no downtime. On this project, Brandt also manages the 24X7 call center and back office operation that processes and mails over 20,000 licenses weekly from our Tallahassee facility. Nick Wiley, FWC's agency director has been "elated with the system"; and Bill Hunter, Licensing Manager and Erin Rainey, Assistant Licensing Manager have written letters of reference for the work.



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In 2013, Brandt was selected by FL Department to be the Business Process Outsource (BPO) partner for the Over-Sized, Over-Weight Permitting beginning in January 2014. Brandt will be responsible for the start to finish cycle of permitting, from application to issuance, involving more than 150,000 transactions annually.

In 2013, the Bureau of Labor Statistics has selected Brandt as the vendor to support their Job Order and Labor Turnover Survey (JOLTS) program based in Atlanta, GA. The group 30+ employees is responsible for contacting thousands of business owners nationally to provide updated statistical information regarding labor markets.

## **Leadership Team**

Our Leadership team consists of John Thomas (CEO), Richard Wise (President) and JT Burnette (Director/Stockholder).

**Name:** John Thomas  
**Title:** CEO  
**Phone:** (850)577-4922  
**Email:** [john.t@brandtinfo.com](mailto:john.t@brandtinfo.com)  
**Mailing Address:** 501 North Duval Street, Tallahassee, FL 32301

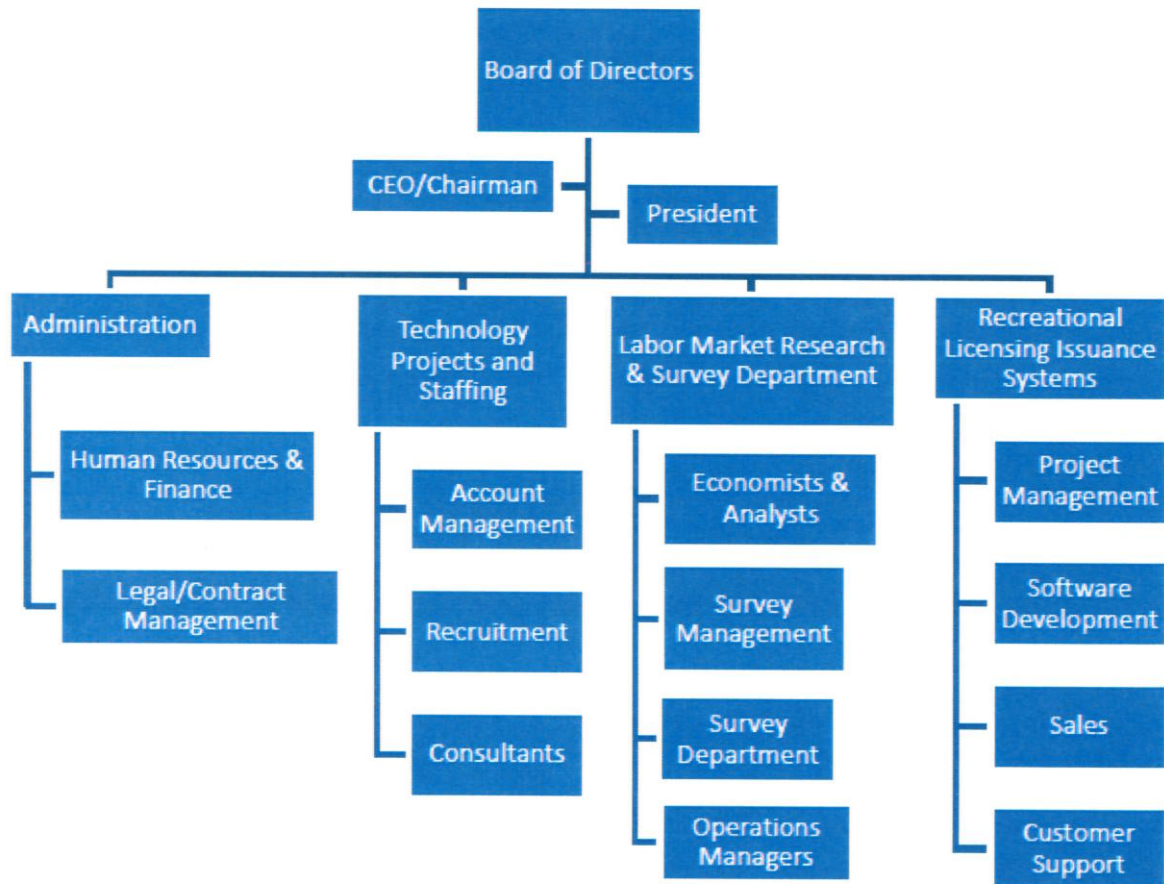
**Name:** Richard Wise  
**Title:** President  
**Phone:** (850)577-4921  
**Email:** [richard.w@brandtinfo.com](mailto:richard.w@brandtinfo.com)  
**Mailing Address:** 501 North Duval Street, Tallahassee, FL 32301

The Account Management team includes Gary Baran (Director as Primary) and Jeff Phillips (Account Manager as Secondary).

**Name:** Gary Baran  
**Title:** Director of IT Projects and Staffing  
**Phone:** (850)577-4920  
**Email:** [gary.baran@brandtinfo.com](mailto:gary.baran@brandtinfo.com)  
**Mailing Address:** 501 North Duval Street, Tallahassee, FL 32301

**Name:** Jeff Phillips  
**Title:** Account Manager  
**Phone:** (850)577-4917  
**Email:** [jeff.phillips@brandtinfo.com](mailto:jeff.phillips@brandtinfo.com)  
**Mailing Address:** 501 North Duval Street, Tallahassee, FL 32301

## Brandt Organizational Chart





# *State of Florida*

## *Department of State*

I certify from the records of this office that BRANDT INFORMATION SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on May 1, 1987.

The document number of this corporation is J70630.

I further certify that said corporation has paid all fees due this office through December 31, 2012, that its most recent annual report was filed on March 19, 2012, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the Great Seal of  
Florida, at Tallahassee, the Capital, this the  
Twenty First day of November, 2012*

*Ken Patman*

*Secretary of State*



Authentication ID: 200242021682-112112-J70630

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.  
<https://efile.sunbiz.org/certauthver.html>

### **Section 3: Company Background**

Brandt Information Services Inc. was founded in 1985 with the Home Office in Tallahassee FL, where we still reside. In 2013, the company opened a Branch Office in Atlanta, GA to expand our reach in the Southeastern market. During 2014, further office expansions are planned in Florida.

Brandt currently has 172 employees and consultants on-staff that are dedicated to working with our clients. A majority of our employees are currently working as consultants on projects in state agencies, higher education and commercial accounts supporting network and operations, software development, business process outsourcing and labor market survey contracts.

Our financial stability is confirmed by our two State Term Contracts selections and track record of 28 years of continuous service to the State of Florida. Our Financial Information can be viewed in the Section 4.

Brandt is a growing company with a Total Commitment from Leadership to meet or exceed client expectations. Our Management and Technical team is fully capable of identifying and delivering the necessary technical talent to satisfy the service level requirements for Network Engineering resources at UCF.

Brandt has current business insurance in place to meet or exceed the requirements listed in ITN 1302ZCSA. In addition, Brandt is bondable to \$10,000,000.



## Section 4: Financial Information

Brandt's present status and current corporate direction continues to be financially sound. Brandt has previously earned a Dun and Bradstreet Supplier Risk score of 2, the best Dun and Bradstreet rating for a company in this category. Brandt also requested that Dun and Bradstreet prepare a Supplier Performance Review. This review process includes client interviews and objective evaluations. This information is tabulated to determine Brandt's performance in areas such as reliability, cost, accuracy, timeliness, quality, business relations, personnel, customer support and responsiveness. In all categories, Brandt received an 8.5 or higher on a scale of 1 to 10. This places Brandt in the top 20% for Dun and Bradstreet Supplier Performance Reviews.

Brandt is an S-Corporation in good standing with the State of Florida. Copies of our Financial Statements are available starting on page 31 in Attachment 1.

## Section 5: Reference Accounts

### Three References

Brandt is very pleased and proud to present three (3) of our many references. Whether Brandt supplies an entire team to come in and do a project from beginning to end or whether we are supplying a few staff members to augment an existing team, Brandt consistently meets or exceeds our customers' expectations.

- REFERENCE 1:** Florida State University  
Contact Person: Dr. Glenn Mitchell  
Telephone: (850) 645-568  
[gemitchell@fsu.edu](mailto:gemitchell@fsu.edu)  
Title: Director, Claude Pepper Center Data Center  
Type of Business: Higher Education  
Description of work: Since 2009, Brandt has worked with the Claude Pepper Center in many different roles including network administration, installation and technical support. We have also assisted in database maintenance, application development and other technical support services.
- REFERENCE 2:** Florida Department of Education  
Contact Person: Mr. Ted Duncan  
Telephone: (850) 245-9828  
[ted.duncan@fldoe.org](mailto:ted.duncan@fldoe.org)  
Title: Deputy Chief Information Officer  
Type of Business: Government Agency
- REFERENCE 3:** Florida Fish and Wildlife Commission  
Contact Person: Mr. Bill Hunter  
Telephone: (850) 921-4071  
[bill.hunter@myfwc.com](mailto:bill.hunter@myfwc.com)  
Title: Director of Licensing and Permits  
Type of Business: Government Agency  
Description of work: Since 2011 Brandt has worked closely with FWC defining, constructing, implementing and supporting the Licensing and Permitting application for the agency. From the "Go Live" in October 2012, Brandt has provided Managed Services for the system including: Hosted Services for the Network and Operations, Application, Database and Help Desk/ Call Center support services.



## Section 6: Network Engineering Roles

Network Engineer Class	Responsibilities, Skill Sets, and Certifications	Describe your ability to provide.
Network Architect – the planner and standard initiator	<p>A Network Architect focuses on high-level design, planning, and standard development and solutions using current and emerging technologies. Develops and publishes network standards, Data Center standards, DMZ designs, and strategic plan(s) to be followed by the Network Engineers. Translates business requirements into network or process designs. Plans and recommends network hardware, systems management software and architecture. Approves and modifies network design and architecture to ensure compliance. Evaluates and recommends new products, maintains knowledge of emerging technologies for application to the enterprise. Monitors network performance, ensures capacity planning is performed, and is proactive in assessing and making recommendations for improvement. Performs troubleshooting procedures and designs resolution scripts. Have appropriate levels of nationally recognized network and IT certifications. Some examples of Certs may include: Cisco Certified Network Professional (CCNP), Cisco Certified Internetworking Expert (CCIE), Extreme Networks Specialist – Data Center (ENS-DC), Cisco Certified Design expert &amp; Cisco Certified Design Architect (CCAr)</p>	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt's "On Demand" staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p> <p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified resources to meet very specific technical requirements is Brandt's strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client's projects. We do work closely with our clients to understand their priorities and deliver the right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked "Extremely Urgent" or "High Priority" by a client as necessary to meet critical dates.</p>

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**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 6: Network Engineering Roles**

Network Engineer	<p>A Network Engineer designs and implements computer networks resulting in reliable and high-performing networks integrating LAN, WAN, Internet, Wireless, Voice, and intranet components. Configures and maintains routers, switches, and hubs for the network systems (including wireless and VoIP). Follows standard practices and procedures in the design of networks and analyzing situations involving readily identifiable problems. Assists in the planning of large scale systems projects through vendor comparison and cost studies. Have appropriate levels of nationally recognized network and IT certifications. Some examples of Certs may include: Extreme Networks Specialist (ENS), CCNA &amp; Extreme Networks Associate (ENA), CCENT &amp; CompTIA Network</p>	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt's "On Demand" staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p> <p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified resources to meet very specific technical requirements is Brandt's strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client's projects. We do work closely with our clients to understand their priorities and deliver the right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked "Extremely Urgent" or "High Priority" by a client as necessary to meet critical dates.</p>
Network Engineer- Senior	<p>A Network Engineer Senior designs and implements computer networks resulting in reliable and high-performing networks integrating LAN, WAN, Internet, Wireless, Voice, Data Centers, and intranet</p>	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt's "On</p>



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	<p>components. Configures and maintains routers, switches, and hubs for the network systems (including wireless and VoIP). Responsible for evaluating current systems. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects through vendor comparison and cost studies. Requires expert knowledge of LAN/WAN systems, networks, and applications. Have appropriate levels of nationally recognized network and IT certifications. Examples Certs as follows: Cisco Certified Network Professional (CCNP) &amp; CCIE, Extreme Networks Specialist (ENS), CCNA &amp; Extreme Networks Associate (ENA)</p>	<p>Demand” staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p> <p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified resources to meet very specific technical requirements is Brandt’s strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client’s projects. We do work closely with our clients to understand their priorities and deliver the right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked “Extremely Urgent” or “High Priority” by a client as necessary to meet critical dates.</p>
Network Technician - Senior	<p>Responsible for the operational support and maintenance of existing network systems (including wireless and VoIP). Performs network upgrades using previously established designs. Performs network performance analyses. Proactively monitors networks to provide stable, dependable network services across multiple platforms. Configures and troubleshoots computer networks. Maintains</p>	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt’s “On Demand” staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p>



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	<p>LAN/WAN/wireless/VoIP operations by working with network facility and hardware/software vendors to ensure timely problem resolution. Maintains and utilizes network management applications to identify network faults, to ensure the provision of data or other telecommunications access to customers, and the movement of information from one location to the other. Have appropriate levels of nationally recognized network and IT certifications. Examples Certs as follows: Extreme Networks Specialist (ENS), CCNA &amp; Extreme Networks Associate (ENA), CCENT &amp; CompTIA Network</p>	<p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified resources to meet very specific technical requirements is Brandt's strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client's projects. We do work closely with our clients to understand their priorities and deliver the right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked "Extremely Urgent" or "High Priority" by a client as necessary to meet critical dates.</p>
<p>Network Engineer          – Senior - Wireless</p>	<p>A Network Engineer – Senior with experience, training, and skills with Wireless LANs. Designs and implements computer networks resulting in reliable and high-performing wireless networks. Troubleshoot and evaluate existing wireless configurations and systems and present solutions. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects through vendor comparison and cost studies. Requires expert knowledge of LAN/WAN and wireless systems, networks, and applications. Have appropriate levels of nationally recognized network and IT</p>	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt's "On Demand" staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p> <p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified</p>

**University of Central Florida**  
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	<p>certifications. Example Certs as follows: CCNP &amp; CCIE Wireless, Extreme Networks Specialist Wireless (ENS-W), CCNA-wireless</p>	<p>resources to meet very specific technical requirements is Brandt's strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client's projects. We do work closely with our clients to understand their priorities and deliver the right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked "Extremely Urgent" or "High Priority" by a client as necessary to meet critical dates.</p>
<p>Network Engineer – Senior - Voice</p>	<p>A Network Engineer – Senior with experience, training, and skills with IP Telephony. Designs and implements computer networks resulting in reliable and high-performing IP Telephony service with or without unified communications applications. Troubleshoot and evaluate existing IP Telephony configurations and systems and present solutions. Works on complex problems where analysis of situation requires in-depth evaluation of various factors. Plans large scale systems projects through vendor comparison and cost studies. Requires expert knowledge of LAN/WAN and IP Telephony systems, networks, and applications. Have appropriate levels of nationally recognized network and IT certifications. Example Certs as follows: Cisco Certified Voice Professional (CCVP) &amp; CCIE – Voice, CCNP-Voice</p>	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt's "On Demand" staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p> <p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified resources to meet very specific technical requirements is Brandt's strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client's projects. We do work closely</p>



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**Section 6: Network Engineering Roles**

		with our clients to understand their priorities and deliver the right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked "Extremely Urgent" or "High Priority" by a client as necessary to meet critical dates.
Network Engineer – Senior - Security	Assists in the development and implementation of security policies, procedures and measures in a networking environment. Responsible for firewall configuration, maintenance, monitoring and other various network security measures. Performs security assessments and reviews networking initiatives for security compliance. Evaluates and recommends security products for various platforms in the networking environment. Have appropriate levels of nationally recognized network and IT certifications. Example Certs as follows: CCNP & CCIE Security & GCFW: GIAC Certified Firewall Analyst, GCIA: GIAC Certified Intrusion Analyst, GCIH: GIAC Certified Incident Handler, GCUX: GIAC Certified UNIX Security Administrator, GCWN: GIAC Certified Windows Security Administrator, GCED: GIAC Certified Enterprise Defender, GPEN: GIAC Certified Penetration Tester, GWAPT: GIAC Web Application Penetration Tester, GSLC: GIAC Security Leadership Certification, GCPM: GIAC Certified Project Manager Certification, GSSP-	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt's "On Demand" staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p> <p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified resources to meet very specific technical requirements is Brandt's strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client's projects. We do work closely with our clients to understand their priorities and deliver the right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked</p>



**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 6: Network Engineering Roles**

	<p>NET: GIAC Secure Software Programmer - .NET, GSSP-JAVA: GIAC Secure Software Programmer – Java, GSNA: GIAC Systems and Network Auditor, GCFA: GIAC Certified Forensic Analyst, GLEG: GIAC Legal Issues &amp; GAWN: GIAC, various Cisco Security Certs. Assessing Wireless Networks, GXPN: GIAC Exploit Researcher and Advanced Penetration Tester, GREM: GIAC Reverse Engineering Malware, GSE: GIAC Security Expert</p>	<p>“Extremely Urgent” or “High Priority” by a client as necessary to meet critical dates.</p>
<p>Video Network or Video Conferencing Engineer/Specialist</p>	<p>A Network Engineer (see requirements for a Network Engineer) with additional hands-on experience and training with video conferencing. This person designs, deploys, and supports analog audio-visual and Video and IP systems. Troubleshoots video issues involving interconnections, video bridges, etc. UCF primarily employ Cisco/Tandberg and PolyCom systems. We do have one (1) LifeSize unit. This engineer may have, but not required to have video centric Certs as follows: Implementing Cisco Video Devices, Part 1 and / or Part 2 (VIVND1, VIVND2), Rich Media Communications Specialist, Cisco Telepresence Solutions Specialist, Cisco Video Network Specialist, or other industry recognized training and Certs.</p>	<p>Our ability to provide the highly qualified resources listed in this section of the ITN for IT Staff Augmentation-Network Engineering would be consistent for each job classification. Let me explain why-Brandt’s “On Demand” staffing model is the perfect mechanism to identify, hire and deploy technical resources with very specific technical requirements as defined in the job description.</p> <p>Our process focuses on the experience level, technical skill set, education, certifications and specific technology a resource must have to be successful. Our investment in the infrastructure necessary to pipeline qualified resources to meet very specific technical requirements is Brandt’s strength. Therefore, we view any and all requirements in the same manner, as critical to the success of our client’s projects. We do work closely with our clients to understand their priorities and deliver the</p>

**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 6: Network Engineering Roles**

		right technical resources in a timely cost efficient manner. We can and will assign additional recruiting power to job classifications marked "Extremely Urgent" or "High Priority" by a client as necessary to meet critical dates.
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ORIGINAL

**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 7: Questions**

## Section 7: Questions

Question	Proposers Response
Provide an outline of your technical expertise and experience in network engineering	Brandt has worked with State of Florida agencies on projects that had similar technical profiles as all those described in the ITN. We've been selected the sole source supplier of services to clients like Deloitte and Ernst & Young on major Data Center, Infrastructure and Network/Operations projects for customer nationwide. In addition, we have an internal staff of network Engineering professionals that support Brandt's environment and our Managed/Hosted Services customers.
Are your personnel employed directly by your firm? Or, do you contract with individuals or other firms for personnel?	<p>Brandt had a flex model for staffing. Typically we have about a 50-50 split of W-2 employees and consultants. However, all of our consultants are provided through our trusted network, and the partners maintain all of the required insurance coverage and limits that are mandated by the client.</p> <p>Our policy is to use Green Card, H1B and other resources that have a valid right to work in the U.S. We do require copies of the current documentation and a background check before the consultant is deployed. However, there are instances when the client specifies U.S. Citizenship or Green Card only. We fully comply.</p>
Once an engineer(s) are on-board (at UCF working), UCF fully expects engineers to be on task until the work or project is finished. UCF does not expect or accept service providers arbitrarily pulling engineers away for reassignment to other customers.	Brandt's policy is to keep the consultants on assignment to term on the current contract unless specific life situations require the consultant to leave the project. Brandt will not prematurely remove a consultant from the current assignment.
UCF expects the service provider to provide UCF with a single-point of contact for the administration of the resultant agreement. UCF will want to be provided an escalation process to rectify situations, to improve timely acquisitions of engineers, etc.	Points of contact are Gary Baran-Director as (Primary) or Jeff Phillips-Account Management as (Secondary). If UCF is not satisfied with the response or needs further attention brought to resolve a pending issue, the escalation process is to contact Richard Wise, President.
Explain your knowledge transfer strategy – even though UCF engineers will/may be working alongside contracted engineers on	Brandt is very experienced in providing a path for knowledge transfer from Brandt Consulting resources to staff members. On the vast majority of assignments within State government, one of the main priorities is to work closely with full time state



**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 7: Questions**

<p>the same project, what is your plan or method of ensuring that adequate knowledge transfer has occurred?</p>	<p>employees, mentor the staff members and execute knowledge transfer activity on the applications and technology on a daily basis. Brandt will conduct structured, formal training sessions as required by UCF.</p>
<p>Provide a brief biography of a few potential engineers to be provided as a result of being a service provider</p>	<p><b>1. <u>KR-SSE ARCHITECT</u></b>  Over 15 years of IT experience. Server, desktop and application virtualization, networking, server administration, and storage management; capacity planning; risk assessment; business impact and cost analysis; healthcare and financial regulatory adherence; HA planning. Technical and professional leadership; strong business acumen as well as technical skills to work across cross-functional teams; ability to drive organizational change; proven history of successful project management within healthcare and financial environments.</p> <p><b>2. <u>WG-SSE PM</u></b>  CISSP, ITILv3, CCNA+ Security, CCAA, CCA, MCITP, MCTS, MCSE, MCSA, MCP. 20+ Years Technology Specialist utilizing computer systems to support and automate business processes, U.S. Secret Government Clearance (SSBI investigation), CISSP (Certified Information Systems Security Professional) ISC<sup>2</sup>, ITILv3 Foundation, Network, SAN and Server Class Blade &amp; Rack mount Hardware, Cisco, 3Com, Citrix, HP, EMC, Netapp, Dell, A+ Certified, 10+ years testing end user application solutions, creating system &amp; user support documentation, supporting end users. Task lead for contractors supporting and implementing systems within secure DOD networks, Strong team mentoring and knowledge transfer skills, 20+ years Project Management. Engineered the opening of 5 remote sites. The equipment for two of these sites was configured in office and shipped to location where they were then turned on by non-technical people, going directly into production without staff having to travel to the remote site, 10+ years providing tier 3 support to team engineers and help desk personnel.</p> <p><b>3. <u>HS-PM Infrastructure</u></b>  PMI/PMP, ITILv3 Foundation. Over 20 years of experience in business development, client relations, technology management and operations management. Natural leader, who consistently meets and exceeds corporate goals. Performs astute business needs assessment, and IT capacity requirements. Successfully manages business development, package customization and implementation, infrastructure, platform migrations, application</p>

**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 7: Questions**

	<p>conversions, and technical related projects. Project Oversight and Management, Network Operations (Voice/Data) support, Data Center Operations Support, Call Center Operations Support, Business process Reengineering, Crisis Management, Process Improvements, I,V&amp;V Solutions, Migrations &amp; Conversions, Operational Planning, PPM Solutions Technical Implementation &amp; Support.</p> <p><b>4. <u>RR-SSE ARCHITECT</u></b> CSSP, CCNP, MCSE, Apple Ccertified Professional. IT Project Management / Managed Services / Strategic Technology Planning / Budget Accountability / Cost/Benefit Analysis / Network Security / VOIP (Cisco &amp; Shoretel) / Windows Networking / Risk Analysis / Routing &amp; Switching (Cisco, Dell, HP, &amp; others) / Implementation &amp; Support / Windows 2012 through XP (Server &amp; Desktop) / OSX / Linux (Red Hat/Fedora, OpenSUSE, Ubuntu) / TCP-IP / Ethernet / VPN (IPSec. SSH, PPTP) / Routing (EIGRP, OSPF, BGP) / Storage &amp; SAN / UNIX Shell Scripting / C# / C++ / Visual Basic / SolarWinds Orion NPM and NetFlow / What's Up Gold / Symantec Backup / Trend Micro, Symantec, Vipre Virus Protection / IDS/IPS (Cisco &amp; Snort) / MS Office Suite / MS Project &amp; Visio / Cisco CUCM, CUCRX Applications, &amp; Unity Connection.</p> <p><b>5. <u>CR-SSE</u></b> MCITP 2008 Enterprise/Server Administrator, MCSE Windows 3.51, 4.0, 2000, 2003, MCSA+ Messaging, Exchange 2003, MCSA Windows 2000, 2003, MCTS Windows 2008 AD Applications Infrastructure, Network Infrastructure, Vista Configuration, MCP, MCT, ITILv3.0 Foundations, CompTIA Security +, CAN, CCNA (expired). Solid background in Training and Systems Engineering, skilled in analyzing hardware and software issues and recommending the most viable solutions for each situation. Possesses proven communication, management and leadership skills. Extensive knowledge in a Windows Based Operating System/Messaging environment. Active Top Secret Clearance with SCI, Tier 1, 2 and 3 Troubleshooting, Excellent Communication Skills, Technical Instructor.</p> <p><b>6. <u>PR – SR. NE</u></b> CCDP, CCIP, CCNA, CCNA Voice, CCNP, CCNP Security, CCNP Voice, MCSE Information System Professional with diversified experience in the areas of network design, implementation and support, Extensive hands-on experience in Network Infrastructure and Technology Transfer. Cisco Certified Design</p>
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**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 7: Questions**

	<p>Professional, Cisco Certified Internetwork Professional, Cisco Certified Network Associate, Cisco Certified Network Professional, Cisco Certified Network Professional Security, Cisco Certified Network Professional Voice and Microsoft® Certified System Engineer, Cisco Expert with six (6) years knowledge of LAN/WAN configurations that included experience with Routers, Switches, Unity, CUCME, CUCMBE, Call Manager 7, Wireless Access and Nexus NX-OS, 7000, 5500 and 2000 switches, Ability to plan, implement, verify, troubleshoot local and wide-area enterprise network and work collaboratively with specialist on advance security, voice and wireless solutions.</p> <p><b>7. <u>CP-SSE</u></b>  MCP, A+, Network +, Security+. Over thirteen years of experience working with and supporting Microsoft Operating systems, Windows Server Systems, Microsoft Office applications, Citrix, and VMware, possess a diverse background in server administration, troubleshooting computer hardware and software issues, office management, and customer service, extensive experience supporting Dell, IBM, and HP servers, computers, and printers</p> <p><b>8. <u>PM – Tech Support</u></b>  CompTIA A+, CompTIA Network +, CCENT. Almost five years of IT experience troubleshooting technical problems for hardware and software including application on Windows 7/8, Wireless configurations on Cisco routers and switches and Active Directory.</p>
<p>Provide a listing of all certifications (Cisco, Extreme Networks, and others) specific to the engineering classes identified in Section 3.1.2</p>	<p>Cisco CCT, CCENT, CCNA Routing and Switching, CCDA, CCNA Data Center, CCNA Security, CCNA Service provider, CCNA Service Provider Operations, CCNA Video, CCNA Wireless, CCDP, CCNP, CCNP Data Center, CCNP Security, CCNP Service Provider, CCNP Service provider Operations, CCNP Video, CCNP Wireless, CCDE, CCIE Collaboration, CCIE Data center, CCIE Routing &amp; Switching, CCIE Security, CCIE Service provider, CCIE Service Provider Operations, CCIE Voice (2/14), CCIE Wireless, CCAr; CompTIA+, CDIA+, CTT+, Convergence+, DHTI+, Linux+, Network+, PDI+, Project+, RFID+, Security+, Server+; IBM ISECP, ISMCP, ISACP, Network and security Internet Specialist, Unix, Solaris, HP-UX, AIX, Linux, Windows, Cisco Security Specialist; CISSP, SSCP, CAP,CISA, CISM, GCEIT, CRISC; CSSLP; MCP, MCITP, MCTS, MTA, MCSA, MCSE (Server Infrastructure, desktop, Cloud, Messaging, Communications, Sharepoint0, MCSM (Messaging, Communications, Sharepoint) MOS, MCSD (Windows 7,8).</p>



**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Section 7: Questions**

UCF will typically have the need to acquire engineers in a very short time frame (less than two weeks). See section 3.1.1. second paragraph. Explain your capability in meeting that need?	<p>Brandt's On Demand business model is to identify and submit a qualified candidate to a client within 3-5 business days. Therefore, we would be very comfortable working within a two week window.</p> <p>Brandt will fully comply with the Price Quote Requests received via email, and commits to responding with qualified candidates within a 5 business day window. Length of assignment information, though helpful, is not necessary for candidate submittal.</p> <p>Brandt does not require any commitment for a guaranteed level of service from UCF.</p>
In an emergency, UCF may have the need to acquire an engineer in less than what was explained in Section 3.1.1. second paragraph. In other words, UCF may need to shorten the stated one-week response time for a Request for Price Quote to 1-3 days. Explain your capability in meeting that need?	Our model is to deliver services in a 3-5 business day timeframe. If UCF requires a resource be delivered, we will assign an Urgent tag to the Job order and attached a 3 day deliverable to the order. We can't guarantee we can meet a 3 day window on all requests, but we expect to do so. We can and will assign additional resources to the Order and escalate the management process associated with delivery as necessary.
Is your company currently involved in any unsettled litigation?	Yes ____ No <u>X</u> If yes, explain
Has your company ever been issued a warning or violation by a regulatory agency for noncompliance with Federal or state regulation?	Yes ____ No <u>X</u> If yes, explain
Is your Firm capable of the following employee pre-screening requirements: Drug screening? Driver's Licenses Verification? Criminal History Review?	Drug Screens, Driver's License Verification and Criminal Background Checks are conducted as part of the regular on-boarding process at Brandt.
Provide any additional information you feel will assist UCF in determining your firm's qualifications.	In addition to the requested Network Engineering areas listed in this ITN, Brandt is able to assist the University of Central Florida with other recruiting for all IT or Management Consulting needs.

University of Central Florida  
Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)  
Appendix II – Supplemental Offer Sheet

## APPENDIX II – SUPPLEMENTAL OFFER SHEET TERMS AND CONDITIONS

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

SECTION	YES	NO	RESPONDENT INITIALS
2.1 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.2 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.3 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.4	<input checked="" type="checkbox"/>		CM
2.5	<input checked="" type="checkbox"/>		CM
2.6 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.7 Section Not Used			
2.8 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.9	<input checked="" type="checkbox"/>		CM
2.10	<input checked="" type="checkbox"/>		CM
2.11 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.12	<input checked="" type="checkbox"/>		CM
2.13**Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.14**Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.15	<input checked="" type="checkbox"/>		CM
2.16	<input checked="" type="checkbox"/>		CM
2.17	<input checked="" type="checkbox"/>		CM
2.18 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.19	<input checked="" type="checkbox"/>		CM
2.20 **Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.21	<input checked="" type="checkbox"/>		CM
2.22	<input checked="" type="checkbox"/>		CM
2.23	<input checked="" type="checkbox"/>		CM
2.24	<input checked="" type="checkbox"/>		CM
2.25	<input checked="" type="checkbox"/>		CM
2.26	<input checked="" type="checkbox"/>		CM
2.27**Non-negotiable**	<input checked="" type="checkbox"/>		CM
2.28	<input checked="" type="checkbox"/>		CM

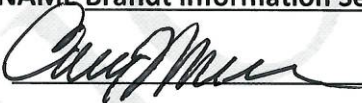


University of Central Florida  
Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)  
Appendix II – Supplemental Offer Sheet

2.29	<input checked="" type="checkbox"/>		GM
2.30**Non-negotiable**	<input checked="" type="checkbox"/>		GM
2.31**Non-negotiable**	<input checked="" type="checkbox"/>		GM
2.32	<input checked="" type="checkbox"/>		GM
2.33	<input checked="" type="checkbox"/>		GM
2.34	<input checked="" type="checkbox"/>		GM
2.35**Non-negotiable**	<input checked="" type="checkbox"/>		GM
2.36	<input checked="" type="checkbox"/>		GM
2.37	<input checked="" type="checkbox"/>		GM
2.38	<input checked="" type="checkbox"/>		GM
2.39**Non-negotiable**	<input checked="" type="checkbox"/>		GM
2.40	<input checked="" type="checkbox"/>		GM
2.41	<input checked="" type="checkbox"/>		GM
2.42**Non-negotiable**	<input checked="" type="checkbox"/>		GM
2.43	<input checked="" type="checkbox"/>		GM
2.44	<input checked="" type="checkbox"/>		GM
2.45	<input checked="" type="checkbox"/>		GM
2.46	<input checked="" type="checkbox"/>		GM
2.47	<input checked="" type="checkbox"/>		GM
2.48	<input checked="" type="checkbox"/>		GM
2.49 **Non-negotiable**	<input checked="" type="checkbox"/>		GM
2.50	<input checked="" type="checkbox"/>		GM
3.0	<input checked="" type="checkbox"/>		GM

RESPONDENT COMPANY NAME Brandt Information Services, Inc.

AUTHORIZED SIGNATURE



TITLE Director, IT Projects & Staffing

DATE November 5, 2013

## APPENDIX III CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Brandt Information Services, 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 of 24 September 1965.

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

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

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

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



**APPENDIX III**  
**CERTIFICATE OF NON-SEGREGATED FACILITIES**  
**SUBPART - CONTRACTOR'S AGREEMENTS**

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

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

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as

**University of Central Florida**  
**Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)**  
**Appendix III – Certificate of Non-Segregated Facilities**

provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

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

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

**RESPONDENT COMPANY NAME** Brandt Information Services, Inc.

**AUTHORIZED SIGNATURE** 

**TITLE** Director, IT Projects and Staffing

**DATE** November 5, 2013



## APPENDIX IV - COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS

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

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

### CERTIFICATION

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

Company: Brandt Information Services, Inc.

Authorized Representative's Name: Gary J. Baran

Authorized Representative's Signature: 

Date: November 5, 2013

**University of Central Florida  
Staff Augmentation Services, Network Engineering (ITN 1302ZCSA)  
Attachment 1 – Brandt Financials**

## **Attachment 1 – Brandt Financials**

On the following pages of the response to the ITN please find the copies of Brandt's financial documents.

Please note, the following pages are to be used only for this ITN and are not to be released to the public.

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# BRANDT INFORMATION SERVICES, INC.

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Statement of Cash Flows

Exhibit C

Notes to the Financial Statements

Exhibit D

JAMES B. WADSWORTH, JR., C.P.A.  
JOHN K. HUMPHRESS, C.P.A.  
ROBERT H. HOLLAR, C.P.A.  
KATE M. KONRAD, C.P.A.

NANCY F. HARRISON, C.P.A.  
CHERYL G. PEPPER, C.P.A.

WADSWORTH  
HUMPHRESS  
HOLLAR  
&  
KONRAD  
P.A.

CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
FLORIDA INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

February 9, 2013

Independent Accountants' Review Report

To the Board of Directors  
Brandt Information Services, Inc.  
Tallahassee, Florida

We have reviewed the accompanying balance sheets of Brandt Information Services, Inc. (Brandt) (an S Corporation) as of December 31, 2012 and 2011 and the related statements of income and retained earnings and cash flows for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Brandt's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Wadsworth Humphress Hollar & Konrad*



BRANDT INFORMATION SERVICES, INC.

Balance Sheets

December 31, 2012 and 2011

ASSETS

	<u>2012</u>	<u>2011</u>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 684,736	\$ 397,784
Accounts Receivable	995,732	924,959
Due from Related Party (Note 12)	175,000	0
Unbilled Receivable (Note 3)	0	34,560
Other Current Assets	58,286	53,266
<b>TOTAL CURRENT ASSETS</b>	<u>1,913,754</u>	<u>1,410,569</u>
 <b>BUILDINGS &amp; EQUIPMENT-NET (Note 4)</b>	 1,833,489	 1,306,122
 <b>OTHER ASSETS</b>		
Deposits	3,013	5,736
Federal Survey System, Net of Amortization (Note 5)	133,456	233,555
Recreational Licensing System, Net of Amortization (Note 5)	1,549,523	265,603
Goodwill (Note 2)	621,794	621,794
<b>TOTAL OTHER ASSETS</b>	<u>2,307,786</u>	<u>1,126,688</u>
<b>TOTAL ASSETS</b>	<u>\$ 6,055,029</u>	<u>\$ 3,843,379</u>

LIABILITIES AND SHAREHOLDERS' EQUITY

<b>CURRENT LIABILITIES</b>		
Accounts Payable and Other Current Liabilities	\$ 237,152	\$ 146,736
Accrued Salaries and Payroll Taxes	110,773	53,851
Unearned Revenue	35,056	33,356
Compensated Absences Liability	43,576	30,861
Capital Lease (Current Portion) (Note 7)	82,814	0
Commercial Note (Current Portion) (Note 8)	200,641	0
Mortgage Payable (Current Portion) (Note 9)	35,921	33,952
Line of Credit (Note 6)	205,000	257,394
<b>TOTAL CURRENT LIABILITIES</b>	<u>950,933</u>	<u>556,150</u>
<b>LONG TERM LIABILITIES</b>		
Capital Lease (Note 7)	344,698	0
Commercial Note (Note 8)	1,290,359	0
Long Term Portion of Mortgage Note (Note 9)	896,102	931,021
<b>TOTAL LONGTERM LIABILITIES</b>	<u>2,531,159</u>	<u>931,021</u>
<b>TOTAL LIABILITIES</b>	<u>3,482,092</u>	<u>1,487,171</u>
<b>SHAREHOLDERS' EQUITY</b>		
Common Stock, \$1 par, 1,000 shares authorized,		
Issued and Outstanding	1,000	1,000
Additonal Paid In Capital	1,157	1,157
Treasury Stock (Note 11)	(408,022)	(408,022)
Retained Earnings	2,978,802	2,762,073
<b>TOTAL SHAREHOLDERS' EQUITY</b>	<u>2,572,937</u>	<u>2,356,208</u>
<b>TOTAL LIABILITIES AND SHAREHOLDERS' EQUITY</b>	<u>\$ 6,055,029</u>	<u>\$ 3,843,379</u>

Exhibit A

See Accountants' Review Report and Notes to the Financial Statements

BRANDT INFORMATION SERVICES, INC.  
Statement of Income and Retained Earnings  
For the Years Ended December 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
REVENUES	\$ 7,196,501	\$ 6,082,529
EXPENSES		
Salaries, Wages and Benefits	3,473,607	2,603,031
Sub-Contractors	1,847,250	2,054,458
Bank Service Fees	145	1,960
Amortization	142,693	0
Depreciation	121,812	78,032
Dues and Subscriptions	42,310	12,548
Contributions	61,330	41,482
Fees and Licenses	15,794	52,295
Insurance	26,318	28,395
Lease Expense	14,001	17,229
Marketing	40,536	55,891
Public Relations	4,596	24,761
Professional Fees	180,554	200,859
Recreational Licensing Transaction Expense	119,543	0
Repairs and Maintenance	37,327	34,367
Real Estate Tax	11,039	9,904
Recruitment Expense	3,729	47,878
Rent	19,289	11,374
Sales and Use Tax	9,565	2,597
Sponsorships	4,860	5,395
Postage and Supplies	218,600	80,705
Telephone and Utilities	168,551	114,118
Training	163	7,608
Travel and Entertainment	197,822	199,040
Other Operating Expenses	32,648	11,000
TOTAL EXPENSES	<u>6,794,082</u>	<u>5,694,927</u>
OTHER INCOME (EXPENSE)		
Interest Income	3,465	3,440
Miscellaneous Income	0	3,194
Interest Expense	(69,155)	(74,453)
TOTAL OTHER INCOME (EXPENSE)	<u>(65,690)</u>	<u>(67,819)</u>
NET INCOME	336,729	319,783
RETAINED EARNINGS Beginning of the Year	2,762,073	2,442,290
Shareholders' Distributions	(120,000)	0
RETAINED EARNINGS End of the Year	<u>\$ 2,978,802</u>	<u>\$ 2,762,073</u>

Exhibit B

See Accountants' Review Report and Notes to the Financial Statements



BRANDT INFORMATION SERVICES, INC.  
Statement of Cash Flows  
For the Years Ended December 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net Income	\$ 336,729	\$ 319,783
Adjustments to Reconcile Net Income to Net Cash Provided by Operations:		
Depreciation	121,812	78,032
Amortization	142,693	62,551
(Increase) in Accounts Receivable	(70,773)	(17,827)
Decrease in Unbilled Accounts Receivable	34,560	163,728
Decrease in Prepaid Wages	0	49,093
(Increase) Decrease in Other Assets	(2,296)	13,280
Increase in Accounts Payable and Other Current Liabilities	90,416	146,736
Increase in Unearned Revenue	1,700	33,356
Increase in Compensated Absences Accrual	12,715	1,393
Increase in Accrued Salaries and Payroll Taxes	56,922	53,851
(Decrease) in Accrued Property Taxes	0	(1,015)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>724,478</u>	<u>902,961</u>
INVESTING ACTIVITIES		
Due from Related Party	(175,000)	0
Purchase of Equipment	(634,782)	(73,510)
Purchase of Building and Renovations	(14,398)	(2,419)
Capitalization of Software Development (Note 5)	(1,326,514)	(561,709)
NET CASH USED IN INVESTING ACTIVITIES	<u>(2,150,694)</u>	<u>(637,638)</u>
FINANCING ACTIVITIES		
Net Payments on Line of Credit	(52,394)	(284,897)
Net Proceeds from Commercial Note	1,491,000	0
Net Proceeds from Capital Lease	427,512	0
Payments on Mortgage Financing	(32,950)	(31,260)
Distributions to Shareholders	(120,000)	0
NET CASH USED BY FINANCING ACTIVITIES	<u>1,713,168</u>	<u>(316,157)</u>
NET INCREASE (DECREASE) IN CASH	<u>286,952</u>	<u>(50,834)</u>
CASH AND CASH EQUIVALENTS-Beginning of Year	<u>397,784</u>	<u>448,618</u>
CASH AND CASH EQUIVALENTS-End of Year	<u>\$ 684,736</u>	<u>\$ 397,784</u>
Supplemental Disclosures:		
Interest Paid	<u>\$ 69,155</u>	<u>\$ 74,453</u>

Exhibit C

See Accountants' Review Report and Notes to the Financial Statements

BRANDT INFORMATION SERVICES, INC.  
Notes to Financial Statements  
For the Years Ended December 31, 2012 and 2011

Note 1 - Summary of Significant Accounting Policies

Nature of Operations

Brandt Information Services, Inc., located in Tallahassee, Florida, provides comprehensive labor market research, outdoor recreational licensing solutions, high quality programming and consulting services primarily to federal, state and local governmental entities.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with United States of America generally accepted accounting principles.

Revenue Recognition

Revenues are recognized when the earning process is complete and the services have been performed.

Cash and Cash Equivalents

For purposes of reporting cash flows, cash and cash equivalents include cash on hand, amounts due from banks, and short-term investments with original maturities of three months or less.

Accounts Receivable

Accounts receivable are stated at net realizable value. Management believes that all accounts receivable are fully collectible; therefore, no allowance for doubtful accounts has been recorded.

Building and Equipment

Property and equipment are carried at cost. Depreciation expense is computed using the straight-line method over the useful lives of the assets ranging from three to ten years for equipment and fifteen to thirty-nine years for real property.

Compensated Absences

Brandt has a vacation policy allowing for paid time off based on years of service. Employees are allowed to accumulate and carry forward up to 80 hours of unused vacation. Amounts presented equal the accrued but unpaid vacation time due to employees.

Unearned Revenue

Unearned Revenue is from a system maintenance agreement with the federal government that is billed on a quarterly basis and recognized monthly over each three month period.

Income Taxes

Brandt has elected to be taxed as an S Corporation as provided in the Internal Revenue Code. Under this provision, the shareholders are taxed on their proportionate share of Brandt's taxable income.



BRANDT INFORMATION SERVICES, INC.  
Notes to Financial Statements  
For the Years Ended December 31, 2012 and 2011

Note 1 - Summary of Significant Accounting Policies (Continued)

Intangible Assets

FASB ACS Topic 350, *Intangibles-Goodwill and Other* addresses the initial recognition and measurement of intangible assets acquired outside a business combination and the recognition and measurement of goodwill and other intangible assets subsequent to their acquisition.

Under these rules, goodwill is not amortized but is subject to annual impairment tests.

Software Development

Software development expenses include payroll and direct costs associated with program development. Such costs are included in research and development expense until technological feasibility is reached. Technological feasibility was achieved when the company completed a detailed program design or a working model. Once technological feasibility is reached, such costs were capitalized and are amortized over the estimated lives of the respective programs.

Concentration of Credit Risk

Brandt maintains its cash in bank deposit accounts which, at times may exceed federally insured limits. Brandt has not experienced any losses in such accounts. Brandt believes it is not exposed to any significant credit risk on cash and cash equivalents.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

Note 2 - Goodwill

During 2007, Brandt purchased goodwill owned by former shareholders in the amount of \$621,794. On an annual basis, goodwill is tested for impairment and adjusted to reflect any impairment loss. No such loss was incurred in 2012 or 2011.

Note 3 - Unbilled Receivables

Brandt has incurred expenses for work performed on certain job vacancy survey contracts. Per the terms of Brandt's agreement with their customers, clients are not invoiced for the work performed until the contract is completed. At December 31, 2012 and 2011, the total amount of work completed but unbilled was \$0 and \$34,560.

BRANDT INFORMATION SERVICES, INC.  
Notes to Financial Statements  
For the Years Ended December 31, 2012 and 2011

Note 4 - Property and Equipment

The amounts and estimated useful lives of major classifications of property and equipment at December 31, 2012 and 2011 are as follows:

	<u>Depreciable Lives</u>	<u>2012</u>	<u>2011</u>
Furniture and Fixtures	10 years	\$ 75,984	\$ 64,490
Computers and Software	3 – 5 years	866,687	287,891
Building	15 – 39 years	1,059,221	1,044,823
Land		<u>171,700</u>	<u>171,700</u>
		2,173,592	1,568,904
Less: Accumulated Depreciation		( 340,103)	( 262,782)
Building and Equipment – Net		<u>\$ 1,833,489</u>	<u>\$ 1,306,122</u>

Note 5 - Software Development

During 2011, Brandt entered into a contract to develop a survey system for maintaining and reporting requested labor market research surveys performed by Brandt for the Federal Government. The cost of developing the system is amortized over 3 years. Total capitalized development costs for this system in 2011 was \$296,106 and amortization expense related to this system for the year ended December 31, 2012 and 2011 was \$100,099 and \$ 62,551.

During 2011, Brandt also entered into a contract with the State of Florida to develop an online recreational licensing system. Costs associated with the development of this system have been capitalized. Total capitalized costs related to the development of this system in 2012 and 2011 were \$1,326,514 and \$265,603, with a total cost of \$1,592,117. Amortization expense for the year ended December 31, 2012 was \$42,594.

Estimated future amortization expenses related to intangible assets held at December 31, 2012 are as follows:

Year ended December 31,	
2013	\$ 270,475
2014	205,741
2015	170,380
2016	170,380
2017	170,380
2018 and thereafter	\$ <u>695,623</u>
Total	<u>\$1,682,979</u>



BRANDT INFORMATION SERVICES, INC.  
Notes to Financial Statements  
For the Years Ended December 31, 2012 and 2011

Note 6 - Line of Credit

During 2012, Brandt entered into a \$1,000,000 line of credit with Prime Meridian Bank. The interest rate on the line of credit is equal to Prime Rate plus 1% with a floor of 5% and ceiling of 6%. The interest rate at December 31, 2012 was 5% and the outstanding balance was \$205,000. The line of credit is collateralized with Brandt's trade receivables. The line comes up for renewal April 6, 2013. Interest expense on the line of credit for the year ended December 31, 2012 was \$2,133.

Brandt had a \$1,000,000 line of credit with Florida Bank through April 6, 2012, at which time the line of credit was paid in full and closed. The outstanding balance was \$257,394 at December 31, 2011. The line was collateralized with Brandt's trade receivables. Interest expense on the line of credit for the years ended December 31, 2012 and 2011 was \$3,560 and \$15,341.

Note 7 - Capital Lease

During 2012, Brandt entered into a capital lease with Hewlett-Packard Company for the purchase of equipment. The economic substance of the lease is Brandt financed the acquisition of the equipment through the lease. The minimum rental payment is \$8,857.49 per month for 60 months. The total amount of the equipment capitalized and included in property and equipment is \$460,236. Amortization expense for the year ending December 31, 2012 is \$31,659. Interest expense for the year ended December 31, 2012 is \$7,974. Total future minimum payments are as follows:

Year ending December 31,	
2013	\$ 106,290
2014	106,290
2015	106,290
2016	106,290
2017	65,592
2018 and thereafter	\$ <u>0</u>
Total minimum lease payments	490,752
Less amount representing interest	<u>(63,239)</u>
Present value of minimum lease payments	<u>\$ 427,513</u>

BRANDT INFORMATION SERVICES, INC.  
Notes to Financial Statements  
For the Years Ended December 31, 2012 and 2011

Note 8 - Commercial Note

During 2012, Brandt entered into a \$1,500,000 commercial note with Prime Meridian Bank to finance the development of the Florida recreational licensing information system. The interest rate on the commercial note is Prime Rate plus 1%, with a floor of 5% and a ceiling of 6%. Interest at December 31, 2012 was 5%. Interest only payments are made on the outstanding balance for the first 12 months beginning May 6, 2012 followed by 60 consecutive monthly installments of principal and interest on the outstanding balance. The outstanding balance at December 31, 2012 was \$1,491,000. Total interest paid in 2012 was \$38,320.

Commercial note maturities are as follows:

Year ending December 31,	
2013	\$ 200,641
2014	279,473
2015	293,771
2016	308,801
2017	324,600
2018 and thereafter	\$ <u>83,714</u>
Total	<u>\$1,491,000</u>

Note 9 - Building Mortgage

Brandt's office building and the renovations were financed by a mortgage held by Tallahassee State Bank. The amount borrowed was \$1,042,464 with a rate of 5.65%. The loan is paid by monthly payments in the amount of \$7,291.85, for principal and interest. The loan matures on July 1, 2024 with a balloon payment in the amount of \$385,068.24 due. Interest expense on the mortgage for the year ended December 31, 2012 and 2011 was \$56,241 and \$56,095.

Mortgage loan maturities are as follows:

Year ending December 31,	
2013	\$ 35,921
2014	38,004
2015	40,208
2016	42,539
2017	45,006
2018 and thereafter	\$ <u>730,345</u>
Total	<u>\$ 932,023</u>



BRANDT INFORMATION SERVICES, INC.  
Notes to Financial Statements  
For the Years Ended December 31, 2012 and 2011

Note 10 - Retirement Plan

Brandt adopted a 401(k) retirement plan effective during the year ended December 31, 2008. This plan covers all employees over the age of 21. Effective April 1, 2009, Brandt elected to stop guaranteed safe-harbor matching contributions and moved to discretionary matching. The retirement plan expenses for the year ended December 31, 2012 and 2011 were \$3,295 and \$174.

Note 11 - Treasury Stock

On April 11, 2007, Brandt redeemed 998 shares of stock from former shareholders for \$408,022.

Note 12 - Related Party Transactions

The shareholders of Brandt are equity owners of WiseOutlook II, LLC. Two of Brandt's shareholders are equity owners of WiseOutlookFlorida, LLC.

WiseOutlook II, LLC reimbursed Brandt for a portion of officers' compensation for the year ended December 31, 2012 in the amount of \$29,500.

Brandt entered into a master service agreement dated September 17, 2012 with WiseOutlookFlorida, LLC to outsource licensing sales, infrastructure and personnel expenses. The initial term of the master service agreement will expire October 2, 2018 and is renewable at the option of Brandt. During the year ended December 31, 2012, Brandt paid approximately \$119,500 for expenses and received revenue of approximately \$356,000 from WiseOutlookFlorida, LLC. At December 31, 2012, Brandt had a payable to WiseOutlookFlorida, LLC of approximately \$9,000.

On December 31, 2012, Brandt advanced WiseOutlookFlorida, LLC \$175,000, under a loan agreement, at a rate of 5%. The loan and accrued interest were repaid in January 2013.

Note 13 - Concentrations

Brandt derives much of its revenue from contracts with state agencies. These contracts are renewed annually. If these contracts were not renewed, or were renegotiated with significantly different terms than previous years, Brandt could experience materially different results from operations.

There are two significant concentration of credit risk related to the Federal and State Government. The balance of the amounts due from these customers at December 31, 2012 was \$391,275, representing 39% of accounts receivable.

Note 14 - Subsequent Events

Brandt did not have any other subsequent events through February 9, 2013, which is the date the financial statements were issued, for events requiring recording or disclosure in the financial statements for the year ended December 31, 2012.