

<p align="center">SUBMIT OFFER TO: PURCHASING DEPARTMENT UNIVERSITY OF CENTRAL FLORIDA 12479 RESEARCH PARKWAY, BLDG. 600 ORLANDO, FL 32826 Phone:(407) 823-2661 – Fax (407) 823-5551 https://ucfpurchasing.bonfirehub.com/projects/view/1552</p>		<p align="center">University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form</p>	
Page 1 of 38 Pages	OFFERS WILL BE OPENED September 22, 2016 @ 2:00 PM EST		ITN NO: 1602JCSA
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY MAILING DATE: August 19, 2016	ITN TITLE: Temporary Labor Services		
FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER 59-3318053			
VENDOR NAME Tews Consulting Inc.		REASON FOR NO OFFER	
VENDOR MAILING ADDRESS 1000 Legion Place suite 730			
CITY - STATE - ZIP CODE Orlando, FL. 32801		POSTING OF PROPOSAL TABULATIONS	
AREA CODE	TELEPHONE NO. 407-956-6180	Proposal tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department and our solicitation web page and will remain posted for a period of 72 hours. Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.	
	TOLL FREE NO.		
	FAX NO. 407-956-6181		
EMAIL ADDRESS: sstewart@tewscompany.com			

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 checked="" type="checkbox"/> Non-Minority |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Pride |
| <input type="checkbox"/> Small Business Federal | <input type="checkbox"/> Small Business State |

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

GENERAL CONDITIONS

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

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

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


AUTHORIZED SIGNATURE (MANUAL)

Shawn Stewart, Practice Director
AUTHORIZED SIGNATURE (TYPED), TITLE



Tews Company Response to

UNIVERSITY OF CENTRAL FLORIDA

INVITATION TO NEGOTIATE (ITN) NUMBER

1602JCSA FOR

TEMPORARY LABOR SERVICES

September 22, 2016

Tews Company appreciates the opportunity to responded to the University of Central Florida's ITN for Temporary Labor. As an established Orlando based company with significant experience and infrastructure in the staffing industry, Tews Company is excited about the prospect of partnering with the University of Central Florida on any and all Temporary Staffing requirements.

We strongly believe the attached ITN response is simply a starting point for our potential business relationship. If selected, Tews Company would diligently focus on assisting the University on identifying and resolving any and all business challenges and opportunities.

Tews Company has a twenty-year established track record of dealing with many of Central Florida's largest and most prestigious organizations and more than fifty years of combined recruiting experience. We understand the importance of being a partner as opposed to just another vendor with our client companies. This commitment permeates throughout our entire organization and we believe is one of the major reasons for our continued growth and success.

We look forward to partnering with the University of Central Florida. Should you have any questions regarding the attached information please do not hesitate to contact me directly.

Sincerely,

Charles Tews
President
Tews Company

TEWS COMPANY EXPERIENCE AND QUALIFICATIONS

Tews Company is based in Orlando and has been in the consulting and staffing business for over twenty years. We currently have three divisions Accounting, Administration and Information Technology. Each division has a dedicated team that includes, business development and recruiters, who are focused only on candidates for their specific division. In other words, our Accounting recruiters do not work on our IT jobs. The average tenure of our internal staff is seven years. The Tews organization has a sterling reputation as a great business partner with a client-centric focus. Our strength is our reputation and our relationships within the community. Our staff knows the Orlando metropolitan market because our staff has woven itself into the fabric on the Central Florida workforce. Our team members are involved in user groups and career advancement training. This allows us to network with passive as well as active candidates and learn the latest trends in our market. At Tews we view the recruiting process as a two-way street with our ultimate goal to be a win win win situation. If our client and candidate are both happy with the outcome of our process then all three parties, client, candidate and Tews, have won.

Over our twenty plus year as a privately held Orlando based company we have developed an extensive client portfolio that includes most of Central Florida's top employers. Our consultants work in many industries including healthcare, financial, hospitality, government and education (including Higher Education). We work with or have worked with the University of Central Florida, Rollins College, Orlando Health, Sanford Burnham, VisitOrlando, CNL Group, Curascript, Disney, Triad Isotopes, and many others. It is this experience that would allow us to successfully fulfill positions with the University of Central Florida.

1. University of Central Florida
11486 Corporate Blvd., Ste. 120
Orlando, Florida 32817
Director: Kathy Wilkes
(407) 309-4774
kwilkes@ucf-rec.org
Contract Number: 0000328078
Start Date: January 2011
Duration: On Going
Positions Filled: Administrative and Information Technology

2. BBA Aviation
201 South Orange Ave suite 1100
Orlando, FL. 32801
Director: Laurie Drachenberg
(407) 206-5343
laurie.drachenberg@bbaaviation.com
Start Date: May 2007
Duration: On Going
Positions Filled: Accounting, Administrative and Information Technology

3. Visit Orlando (formerly Orlando/Orange County Convention and Visitors Bureau)
6277 Sea Harbor Drive
Orlando, Florida 32821
VP of Human Resources: Karen Soto
(407)363-5859
Karen.soto@visitorlando.com
Start Date: 2005
Duration: On Going
Positions Filled: Accounting, Administrative and Information Technology

BALANCE SHEET
PERIOD ENDING: 12/31/2015

	ACCOUNTS RECEIVABLE	1,274,535.11	
	ADVANCES TO OFFICERS	4,000.00	
	OPERATING ACCOUNT - IBERIA	(55,031.13)	
	PAYROLL ACCOUNT - IBERIA	76,429.25	
	PREPAID EXPENSE - INSURANCE	50,949.30	
	PREPAID EXPENSE - ADVERTISING	3,075.84	
	PREPAID EXPENSE - BULLHORN	12,488.63	
	PREPAID EXPENSE - CAR LEASE	3,559.46	
	PREPAID EXPENSE - COMPUTER MAINTENANCE	5,835.00	
	PREPAID EXPENSE - DICE	2,225.94	
	PREPAID EXPENSE - MEMBER ORGANIZATIONS	3,958.33	
	PREPAID EXPENSE - MISC	30,121.36	
	PREPAY WC ASSET	37,761.18	
TOTAL CURRENT ASSETS			1,449,908.27
	CLIENT PURCHASE - FINANCIAL STAFFING	768.64	
	COMPUTER SOFTWARE	24,322.33	
	FURNITURE AND FIXTURES	26,741.83	
	LESS: ACCUMULATED AMORTIZATION	(1,284.10)	
	LESS: ACCUMULATED DEPRECIATION	(87,794.33)	
	OFFICE EQUIPMENT	72,772.84	
TOTAL LONG TERM ASSETS			35,527.21
TOTAL ASSETS			1,485,435.48
	ACCOUNTS PAYABLE	15,260.87	
	FUTA	549.41	
	LINE OF CREDIT - IBERIA	444,866.52	
	PAYROLL TAXES PAYABLE	246.16	
	STATE TAX PAYMENT	5,730.36	
	WC LIABILITY	0.02	
TOTAL CURRENT LIABILITIES			466,653.34
	LOAN PAYABLE - OLD FLORIDA NATIONAL BANK	4,691.54	
TOTAL LONG TERM LIABILITIES			4,691.54
TOTAL LIABILITIES			471,344.88
	ADDITIONAL PAID IN CAPITAL	292.50	
	CAPITAL STOCK	60,000.00	
	DISBURSEMENT OF RETAINED EARNINGS - CC	(118,828.17)	
	DISBURSEMENT OF RETAINED EARNINGS - MT	(22,396.72)	
	RETAINED EARNINGS	1,095,022.99	
TOTAL EQUITY			1,014,090.60
TOTAL LIABILITIES and EQUITY			1,485,435.48

PROJECT STAFF QUALIFICATIONS/EXPERIENCE

Our Tews team is comprised of Charles Tews (President) and Missy Wilson (Controller) at the executive level. Emily Jashinski is our Office Coordinator. The three divisions are as follows:

Accounting:

Christine Scott (Accounting Business Development) over eight years of staffing experience.

Pam Picard (Accounting Recruiter) over 16 years of staffing experience

Sarah Smeenge (Accounting Recruiter) over five years of staffing experience

Administrative

Robin Elkins (Administrative Business Development) almost two years of staffing experience

Whitney Arrow (Administrative Recruiter) over 12 years of staffing experience

Julie Caruso (Administrative Recruiter) over 12 years of staffing experience

Rebecca Fessler (Administrative Recruiter) almost three years of staffing experience

Information Technology

Susan Howells (IT Business Development) almost 21 years of staffing experience

Shawn Stewart (IT Recruiter) 21 years of staffing experience

Jacob Fessler (IT Recruiter) almost 10 years of staffing experience

Julia Porcher (IT Sourcer) one year of staffing experience

The Business Development manager from each division will be responsible for any requirements that come from the University of Central Florida.

Tews Company's Business Development and Recruiting teams are some of the most experienced in the industry. Each division specializes in identifying and qualifying candidates with specific skills sets. Our recruiters operate in silos, which allow them to become subject matter experts in their respective fields. Our Accounting division has almost 30 years of staffing experience and the team is responsible for filling positions from entry level Accounts Payable clerks to Staff Accounts, Sr Staff Accounts, Controllers and CFO's. Our pipeline of local qualified candidates allows us to meet our client's needs timely manner with a quality candidate.

Our Administrative division is the longest standing division in the company and the practice that we were founded on. Our Administrative division operates much in the same way as our Accounting division. The division focuses on many different positions of varying levels of experience. Some of the positions they fill most often include, but is not limited to; Human Resource Executives, Office Managers, Executive Assistants, Administrative Assistants, Marketing

Coordinators, Front Desk Assistants, Account Executives, Medical Coders and Customer Service Representatives.

The Information Technology division is the “newest” division. IT was established in 2004 and has quickly grown in to a well-known name in the Orlando technology community. Our team has 50 years of combine staffing and recruiting experience. This allows us to not only understand a client’s needs but to take a consultative approach to the position. Our knowledge of the Orlando market is second to none in the industry. We have placed every level of candidate from entry level Help Desk, Network and Systems Administrators/Engineers and CIO’s. We also do considerable work on the development side of the house including Business Analysts, Project Mangers, Programmers, Database Administrators and Data Architects to name a few of the positions we have filled.

It is this level of experience and expertise that has allowed Tews to be successful on a large number of projects. One of the biggest and still on-going projects we have been successful on is the Regional Extension Center project with the University of Central Florida’s College of Medicine. This project has evolved both the Administrative and Information Technology division over the course of the last six and a half years. We worked with the REC as they opened their doors and helped them not only staff up but built one of the most recognized REC staff’s in the country. This project required us to hire more than 25 people in a short period of time, on-boarded them to Tews and work with the REC to help them acclimate into this start-up environment. We had to be able to respond quickly to requests and ensure that all billing and expenses were submitted in a University approved manner. This continues to be an outstanding working relationship for both Tews and the REC.

Tews has also partnered with Workforce central Florida on multiple projects. These projects were each unique in their structure and required Tews to be flexible not only in the approach to staffing but also with how payroll would be processed and distributed.

Our Ability to successfully staff these, as well as, other projects and our day to day positions is support by our team’s tenure and industry knowledge. Our team has an average of seven years in staffing and their singular focus on their divisional discipline provides them with a competitive advantage that our competition simply cannot match.

ROBIN ELKINS

SUMMARY

Dedicated and motivated sales professional with proven track record seeking a position within a growing organization to improve product or service bottom line and strategic goals.

EXPERIENCE

May 2016-
Present

Business Development Manager, *Tews Company, Inc.*

National Account Executive, *Healthcare Support Staffing*

November
2009-April
2015

Sales:

- National Account Executive responsible for selling staffing and recruiting services too small, medium, and large healthcare organizations throughout the United States to include physician offices, hospitals, specialty pharmacies, managed care plans, and revenue cycle management companies.
- 2014 gross sales revenue from my book of business exceeded \$1.6 million.
- Identify leads and prospects.
- Perform cold calls (phone and in-person) to initiate business ventures and partnerships.
- Nurture and solidify relationships.
- Penetrate and grow client accounts.
- Prepare, negotiate, and execute contracts.
- Mitigate cost objections.
- Maintain pipeline of prospects.
- Diversify my business to maintain growth through all quarters.
- Work remotely and travel locally and nationally to secure business.

Management:

- Manage a team of five Recruiters and 30+ indirect reports, working remotely and in-office, to staff employment positions for my clients.
- Solely manage several Fortune 500 companies to include Fresenius Medical Care and Walgreens.
- Solely manage several Global 2000 companies to include DavitaRx, Florida Blue, and Omnicare.
- Train Recruiters on sales process and client expectations to become experts in the industry.
- Collaborate with Client Relationship Coordinators and Recruiting Coordinators regarding client expectations, Standard Operating Procedures, and auditing of hire requirements.
- Create incentives for Recruitment team to increase motivation, productivity, and team cohesion.
- Penetrate various healthcare verticals to include multi-specialty Physician groups, specialty pharmacies, Pharmacy Benefit Management companies, revenue cycle management companies, home health agencies, hospitals, and managed care organizations.
- Prioritize client job orders on a daily basis based on urgency, fill rates and probability, position difficulty, and recruitment resources.
- Manage 30-70+ clinical and non-clinical positions on a daily basis to include, temporary, temporary-to-permanent, and permanent hires.
- Manage full job order life cycle: open positions, create job descriptions, review and interview potential candidates, educate client on process, close business, reduce attrition and increase retention.
- Manage \$30k in Right-to-Hire (temporary-to-permanent) margin on a weekly basis.
- Manage \$30-50k in permanent margin on a monthly basis.
- Manage 150+ temporary employees daily to include weekly timesheet approval

Consulting:

- Consult with clients regarding fill expectations, job qualifications and minimum requirements, salary, recruitment and on-boarding speed, and additional courses of action.
- Assist with staffing initiatives related to mergers and acquisitions of clients
- Engage potential and current clients in conversation pertaining to market research and future endeavors.

**April 2009-
November
2009**

Recruiting Manager, Healthcare *Support Staffing*

- Screened resumes and conducted phone and personal interviews.
- Provided guidance and educated employees on best practice.
- Offer, negotiate, and terminate employees.

**May 2008-
February 2009**

Account Manager, *Insight Global*

- Managed twelve Recruiters, developing them to become future Account Managers.
- Sold IT staffing and recruiting services to Fortune 500 companies, i.e. Office Depot, AutoNation, AT&T, Verizon, and Microsoft.
- Created solid relationships with over fifty accounts.
- Maintained and grew a territory stretching from Aventura to South Boca Raton, Florida.

**January 2008-
May 2008**

Technical Recruiter, *Insight Global*

- Phone screened, personally interviewed, and presented candidates for potential job opportunities.
- Provided support to past and present contractors.

EDUCATION

December 2007 Bachelor of Science in Dietetics, *The Florida State University*

Christine Scott

WORK EXPERIENCE:

Aug. '15–present **Tews Company**, Orlando, FL
Account Manager

- Provide strategic staffing solutions for client companies while offering exceptional customer service with close attention to quality, timeliness and follow up
- Identify prospective clients within Central Florida market and reach out in various avenues to establish relationships, define needs, and gain trust
- Negotiate appropriate contract terms, pay rates, bill rates, and fees for incoming orders
- Analyze client requirements against qualifications of candidates and match the best candidate with client needs
- Determine and implement appropriate recruiting techniques for market, industry, skill set, and region
- Supervise and manage candidates on assignment; counsel and discipline candidates as needed

May '11– Aug. '15 **Stella & Dot**, www.stelladot.com
Star Stylist, Founding Leader

- Top 10% of sales and recruiting for direct marketing/social selling business named an Inc. 500 Fastest Growing Company
- Gained an average of 300 new customers each year
- Recruited over 50 new stylists on my team, while continuously training, motivating and supporting their success
- Worked within the latitudes and guidelines of the company to successfully create a customized visual merchandising platform in order to appeal to a wide variety of tastes and styles
- Presented merchandising vision to prospective clients via large group presentations and social media channels
- Relentless work ethic to keep home-based business consistent and growing while also being a stay-at-home mom to two rambunctious boys, ages 4 & 8

June '13–June '15 **Athena Medical**, Virginia Beach, VA
Clinical Consultant, Outside Sales

- Penetrated regional dental market for a small, not-well-known brand, with minimal training or support from headquarters
- Over course of 2 years, increased regional sales of product by 200%
- Created prospect lists from scratch, cold-calling on offices to market product

- Created marketing strategy to effectively identify and reach best prospects within territory

Sept '04 – June '10 **Virginia Beach City Public Schools**, Virginia Beach, VA

Classroom Teacher, Reading Resource Teacher

- Planned and implemented curriculum and lesson plans for all subject areas
- Worked closely with administration and fellow teachers to develop new ideas and ways to reach all students
- Trained teachers on new reading curriculum and developed strategies for implementation

Sept '01 – June '04 **Harmon Homes**, Virginia Beach, VA

Trade Show/Marketing Coordinator

- Managed all aspects of national trade shows for a major real estate publication
- Created and implemented overall timeline and expenses per event (7-10 per year)
- Responsible for ordering, shipping and set-up of inventory and displays at events
- Attended each event from set-up to tear-down to ensure an overall successful event
- Travelled around country to present information and training on roll-out of online marketing plan to groups of local Realtors®

Sept '99 – June '03 **Goldberg Marchesano Advertising Agency**, Washington, DC

Media Buyer

- Strategized, negotiated and executed localized media campaigns to achieve brand awareness, customer acquisition, retention, stimulation for national and local companies
- Media planning and buying across various channels: *Television, Radio*
- Provided analysis, point of view and recommendations on various media opportunities
- Daily contact with sales community – forming partnerships, negotiations, etc.

EDUCATION: **James Madison University**, Harrisonburg, VA

- Bachelor of Science, Major- Mass Communications, May 1999

Old Dominion University, Norfolk, VA

- Master of Science in Education, Focus- Early Childhood, December 2004

Susan Howells

Profile

Results-oriented recruiting/business development professional with more than twenty years of experience serving the executive/contingent search and human resources arenas. Offers a proven track record in providing strategic staffing solutions for client companies. Exhibits strong analytical skills and hands-on experience in assessing complex recruiting processes and translating business needs into requirements that support business objectives.

Education

Bachelor of Arts, Organizational Communications, University of Central Florida, Orlando, FL, August 1995

Professional Experience

Tews Company Consulting Orlando, FL

March 2002 to Present

Director of Business Development-Information Technology (October 2004 to Present)

- Generate \$5 million in revenue.
- Negotiate preferred vendor agreements with various organizations throughout Central Florida.
- Mentor and manage business development team that contributes 50% of company revenue.
- Participate and contribute to company's internal strategic growth initiatives.
- Attract, maintain and develop key strategic relationships with executive and management level Information Technology decision makers with in Central Florida businesses.
- Work directly with ownership to create new ways of generating revenue and identifying new target markets.

Business Development Manager (March 2002 to September 2004)

- Develop new business opportunities and manage client relationships from lead generation to close.
- Work closely with external company leaders to develop talent acquisition strategies.
- Represent the organization at various community events.
- Establish professional networking relationships, which generate new business for the organization.
- Recruit and retain talent for client base.

OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

Tews Company's more than twenty years of staffing the Orlando market has provided us with the capacity to strategically approach each position from entry level through C-level. We do this through a coordinated team effort that maximizes efficiency while ensuring quality.

Upon receiving an assignment, the respective team will meet to discuss the opportunity and the team will immediately activate their network of candidates to see who best meets the need of the client. In the event that none of the candidates are qualified or immediately available, all team members will immediately begin to work on the position. This will include utilizing our internal database numerous national recruiting databases including Dice, Indeed, Monster, CareerBuilder and LinkedIn. Upon identifying a qualified candidate, the team will divide up the prescreening duties below. As a result, we are able to fill the vast majority of our positions faster than many of our competitors who rely more heavily on a national recruiting platform. Tews Company will never submit a candidate to any client that has not been pre-qualified by a Tews Company recruiter. University of Central Florida hiring managers can be confident that all candidates have been contacted directly about the position and thoroughly prescreened before submittal. As a local organization, Tews Company is also able to quickly adapt to client requests. While some clients prefer to review multiple resumes for an opportunity, many of our client's request that we submit only our top two consultants for an open position. Our recruiters are well versed and committed to taking whatever steps necessary to provide exceptional customer service to the University of Central Florida.

- Our recruiting staff will personally interview each individual prior to submittal
 - Our IT recruiting team has over 50 years of continuous recruiting experience and recruiting trends. This helps them to properly vet all candidates to ensure they are a good technical as well as cultural fit.
- Administer appropriate Skills test through ProveIT
- Professional, Detailed Reference and Education Checks
 - Tews Consulting will get two management/supervisor references on all candidates who are considered for placement.
- Background checks on all employees (Sterling Direct)
 - Tews Consulting will run a Nationwide criminal background check including, Federal, State County and Registered Sex offender on all candidates considered for placement. Tews will also conduct education verification when requested by the client.

- Drug Test (10 panel screening)
- Non-Disclosure (When Applicable)

This allows us to provide the same quality of candidate and service to our client in a more time sensitive manner.

Tews Consulting understands the need to protect the client's sensitive information that our consultants maybe have access to. Tews Consulting takes security very serious and understands the potential risks involved for our clients, candidates and our company. To protect all parties involved we will conduct an extensive background check on every candidate we with a client. This will include a nationwide search of all City, County and State criminal databases as well as Federal criminal activity. We will also conduct a "Registered Sex Offender" check on all employees. We do ask all employees, at the client's request, to sign a Non-Disclosure regarding any work they do while on contract as well as check at least three references from previous employees to verify not only quality of work but any other issues that may have occurred during the candidate's time of employment. Finally, Tews is a "Drug Free" work place and will conduct a 10-panel drug screen on all consultants prior to them beginning an assignment. While no security protocol is full proof it has been our experience, in more than 20 years of operation that this system definitely helps to mitigate potential risks.

As a privately held company with local ownership, Tews empowers its recruiters with the authority to make whatever decisions necessary to quickly resolve any conflicts with our clients. In the course of doing business it is inevitable that issues will arise. The Company takes a proactive approach to make sure we rectify any problems with our consultants including crediting time towards future assignments or refunding a client's fee in those rare situations in which the client is not satisfied with the overall outcome of the project. There have been times in which one of our consultants may leave a contract role for a permanent opportunity. If this situation arises, Tews Consulting proactively steps in to discuss the issue with the client and offers a significantly reduced rate for a set period of weeks until the new consultant is cross trained and fully functional. For those extremely rare circumstances in which a client is not satisfied with a reduced rate, Tews Consulting has refunded a client's fee for a project. The ability to make quick decisions that benefit our customers has enabled our firm to retain over 90% of our total client base since the Company's inception.

Tews Consulting recruiters are responsible for maintaining the consultant relationship and helping them work through any issues related to the assignment, benefits and payroll. Our Account Managers have over 20 years of combined recruiting experience that enable them to deal with any situation. Tews Consulting also offers Health and Holiday pay to its long term consultants to help with retention and to maintain continuity and the knowledge base for the client.

It is this process that has allowed Tews Company to consistently be recognized as the premier boutique staffing and consulting company in Central Florida. It has also afforded us the ability to provide two to three candidates clients open positions and enjoy a company-wide fill ratio of 2.3:1.

We appreciate the opportunity to compete in this ITN for the University of Central Florida and feel supremely confident, based on our current experience with the University and with our many clients of similar size and scope, that we can meet the needs laid out in this ITN and continue our strong business relationship with the University of Central Florida.

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

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


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

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

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

Company: Tews Consulting Inc

Authorized Representative's Name: Shawn Stewart

Authorized Representative's Signature: 

Date: September 22, 2016

APPENDIX III

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

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

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

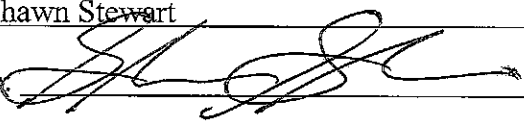
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to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

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

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

Company: Tews Consulting Inc

Authorized Representative's Name: Shawn Stewart

Authorized Representative's Signature: 

Date: September 22, 2016

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: Jews Consulting Inc.

Authorized Representative's Name: Shawn Stewart

Authorized Representative's Signature: 

Date: September 22, 2016

APPENDIX V

Secure Handling of UCF Data

Secure protection and handling of data by vendors and third parties

1. Network Security. Vendor agrees at all times to maintain network security that – at a minimum – includes: network firewall provisioning, intrusion detection, and regular third party penetration testing. Likewise Vendor agrees to maintain network security that conforms to one of the following:
 - a. Those standards that UCF applies to its own network, as found at <http://www.cst.ucf.edu/about/information-security-office/iso-policies-standards/>
 - b. Current standards set forth and maintained by the National Institute of Standards and Technology, including those at:

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

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

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

Related Documents:

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

9. FERPA

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

Company: Tews Consulting Inc

Authorized Representative's Name: Shawn Stewart

Authorized Representative's Signature: 

Date: September 22, 2016



IMPORTANT DOCUMENT – INVITATION TO BID REVISION

ITB NUMBER: 1602JCSA OPENING DATE & TIME: September 22, 2016 @ 2:00 p.m.

ITB TITLE: Temporary Labor Services

ADDENDUM NUMBER: 1 ADDENDUM DATE: September 9, 2016

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

See below addendum continuation sheet.

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



BIDDER SIGNATURE

Shawn Stewart

PRINT OR TYPE PROPOSER'S NAME

Tews Consulting

COMPANY NAME

sstewart@tewscompany.com

EMAIL ADDRESS

September 22, 2016

DATE