



A & Associates, Inc.
"Quality in Everything We Do"

PREPARED FOR:



UNIVERSITY OF CENTRAL FLORIDA
PROCUREMENT SERVICES DEPARTMENT
12424 RESEARCH PARKWAY, SUITE 300
ORLANDO, FLORIDA 32826

**INVITATION TO NEGOTIATE
FOR TEMPORARY LABOR SERVICES
ITN NO.: 2021-03TCSA**

PRESENTED BY:

A & ASSOCIATES, INC.

Ms. Evelyn Looney, EVP
Orlando Branch Office:
5401 South Kirkman Road
Orlando, FL 32819
Phone: (888) 402-2950
Fax: (888) 402-2951
www.AAServices.co



SUBMITTED:

On or Before Thursday, January 27, 2022
At 2:00 PM

**A & ASSOCIATES RESPONSE TO
UNIVERSITY OF CENTRAL FLORIDA
INVITATION TO NEGOTIATE FOR
TEMPORARY LABOR SERVICES
ITN NO.: 2021-03TCSA**

BIDDER INFORMATION SHEET

TODAY'S/PREPARATION DATE:

Wednesday, January 26, 2022

ITN INFORMATION

ITN Subject: Temporary Labor Services

ITN No.: 2021-03TCSA

ITN Due Date & Time: Thursday, January 27, 2022, on or before 2:00 PM

PREPARED FOR:

University of Central Florida

Procurement Services Department

12424 Research Parkway, Suite 300

Orlando, Florida 32826

United States

PREPARED BY (Proposal Point of Contact Information):

A & Associates, Inc.

Ms. Evelyn Looney, Executive Vice President

Orlando Branch Office:

5401 South Kirkman Road

Orlando, FL 32819

Phone (888) 402-2950

Fax: (888) 402-2951

Email: Evelyn@AAServices.Co

January 25, 2022

University of Central Florida
Procurement Services Department
12424 Research Parkway, Suite 300
Orlando, FL 32826
United States

Subject: **LETTER OF TRANSMITTAL**

Dear University of Central Florida:

A & Associates is pleased to present the University of Central Florida (hereinafter referred to as “the University”) with this proposal for Temporary Labor Services. We understand the personnel and staffing requirements the University faces and we recognize the unique opportunity to provide affordable solutions. While you assess the contents of our bid, you will recognize that we declare and undeniably aspire to obtain this business. We encompass the dedication and capacity to provide you with world-class services you will be pleased with.

We are just the right size to implement and direct your specific staffing program initiatives. Essentially, we have extensive experience with local municipalities. Our clients include similar organizations nationwide, such as: Valencia College, Orange County Public Schools and Florida Atlantic University. Organized under professional administration as a monetarily secure corporation; trust the enclosed proposal to confirm with conviction our capacity to provide services to the University. By duly examining your requirements, we are confident our proposed services will effectively address your needs.

Our goal is to fulfill the specific responsibilities outlined in the ITN at an incredibly competitive cost. A & Associates will put your payroll and staffing arrangements into action without wasting time, money, or manpower. We will supply the skilled staff you demand with proficiently qualified, accountable, professionals who execute the functions you expect with a professional approach.

Please ponder this response delicately to validate our ability to fulfill the specific items the University is seeking. Additional inquiries which develop subsequent to the evaluation of this response should be directed to our contracts and administration office. We will be delighted to address your questions or submit to you any requested supplementary information. Please submit your inquiries to the authorized representative below:

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY
PLEASE CONTINUE TO THE FOLLOWING PAGE

Ms. Evelyn Looney, Vice President

Orlando Office Branch

5401 South Kirkman Road
Orlando, FL 32819

Phone: (888) 402-2950
Fax: (888) 402-2951
Cell Phone: (214) 425-9595

Email: Evelyn@AAServices.Co

We acknowledge no addendums were issued by the University with this ITN. In addition, we agree and will perform in accordance with all terms, conditions, and provisions included in the ITN.

This proposal is made without collusion with any other person or entity submitting a proposal pursuant to this ITN. Furthermore, this proposal is valid until the University awards a contract as a result of this solicitation (45 days).

With Kindest Regards, I Am,



Ms. Evelyn Looney, Executive Vice President
A & Associates, Inc.

BACKGROUND/HISTORY OF YOUR COMPANY

Organizational History

Founded in 2003, A & Associates is an American-owned national staffing agency. We currently employ over thousands of temporary employees through our privately held and managed corporation. Our original business model was based on strong core values, a high level of professionalism, and the dedication to providing excellent service. Since commencement of our staffing agency, A & Associates has been focused on developing long-term partnerships with clients like the University of Central Florida. Counties, cities, and educational institutions have hired A & Associates to assist with successfully supplementing the permanent workforce with temporary employees.

Thanks to our quality services, competitive rates and experienced staff, A & Associates expanded in 2009. Building on our proven business model, we successfully opened branch offices in Florida, New York, Texas, Ohio, Missouri, and Colorado. The success of each office in their respective regional locations led A & Associates to expand for a third time in 2010. We opened a 501c3 (non-profit), A&A Workforce, which has provided clothing and transportation to low-income individuals so they can work. In addition, A&A Workforce provides a myriad of employment services, including, but not limited to, work readiness and job placement. Many of the individuals we serve, through this nonprofit, are from underserved communities with limited education and resources. We do this as a give back to our community.

Over the years, A & Associates has strengthened its task force and acquired an extensive portfolio of diverse staffing projects including services rendered to government agencies and school districts. Our management team is phenomenal in keeping careful surveillance and providing adequate support and feedback to staff. Our relationships with local, state, and federal agencies make for a less stressful licensure process as we keep current with the latest regulations with respect to such issues that impact all of our clients. A & Associates has the expertise that encompasses all phases of providing quality staffing services our customers can depend on – from the initial recruiting stage through training, placement and on-going management and development.

We competently and successfully complete projected goals by first taking the time to understand and simplify the complex staffing administration of our client programs. We educate our team regularly and keep them abreast the intimate knowledge of safety methods, technology, and historical human resource-related scenarios for a wide range of individual activities. We also take cost-cutting measures into account, allowing us to make adequate preparations for conducting multiple activities concurrently. Furthermore, we never neglect to account for the impact of weather, labor relations, subcontractor qualifications and productivity, personnel availability, and a host of other factors, as our goal is to reduce the potential risk of having to correct or account for deficits.

As you can see, we bring innovation, competency, and extraordinary talent to the table.

Qualifications of Firm

A & Associates employs high quality, professional temps to perform duties in a manner consistent with the highest standards for staffing services prevailing in the industry. As a temporary staffing agency our focus is people. We strive to identify, screen, and support the highest quality of job seekers to then match these individuals with clients in need of personnel. Understanding the University of Central Florida unique business needs and then supplying the University of Central Florida with the right candidate is what sets us apart from the competition. Our staffing services will be tailored to the University of Central Florida and employee needs and include, but is not limited to the following:

- Temporary Staffing – A & Associates works hard to identify and meet the temporary staffing needs of the University of Central Florida and local job seekers. We fill assignments for special projects, the seasonal rush, employee vacations, unexpected job vacancies and many other circumstances that permit our assistance.
- Temp-to-Hire – The A & Associates temp-to-hire program is a great way to evaluate a candidate before making the final commitment of a new hire. This program allows candidates to experience firsthand the job requirements, environment, and unique culture of a new job opportunity. The candidate remains our employee during the trial period until the customer is ready to extend an offer.
- Direct Hire – A & Associates is fully equipped to interview, screen, conduct skill assessments, background checks, and verify references for candidates needed in permanent jobs. Direct Hire is available for the University of Central Florida to fill an opening for a regular full-time employee but does not have the resources to review countless applications and resumes. This no risk solution allows you the option to select from a narrow pool of prescreened and qualified candidates and there is never any obligation to hire.
- On-Site Management/Support – A & Associates eliminates expenses and frustration with managing a workforce. Our Recruiters and Staffing Managers will work closely with the University of Central Florida to handle the day-to-day management of all temporary employees and keep quality candidates ready to meet your needs.

Our firm can be characterized by our high operating standards, 50+ years of combined recruiting experience, flexibility, attention to details, participative management style and problem-solving orientation. As one of the finest minority-owned staffing companies in the nation, we stand behind our temporary associates and appropriately match them to specific job assignments which they are qualified for. For more than fifteen (15) years, we have worked in partnership with government agencies conducting thousands of successful placements and paying millions of dollars in wages. In this time, we have been effective in building a business that is ranked among the top five (5) MBE staffing companies (size standards) in Florida. From providing customers with additional talent during peak seasons and challenging projects, to

offering important insight on human resource matters, A & Associates has truly walked-the-walk.

Although we have not had direct experience working with the University of Central Florida, we have included a list of other clients that have trusted A & Associates to provide temporary staffing services. Please find our list below:

EXPERIENCE WITH GOVERNMENT AGENCIES:

- Broward County
- Highland County
- Manatee County
- Martin County
- Miami-Dade County
- Orange County
- Palm Beach County
- Seminole County
- The City of Boca Raton
- The City of Boynton Beach
- The City of Dallas
- The City of Delray Beach
- The City of Fort Lauderdale
- The City of Homestead
- The City of Ocala
- The City of Orlando
- The City of Palm Beach Gardens
- The City of Parkland
- The City of Riviera Beach
- The City of Titusville
- The Town of Lantana
- The Town of Palm Beach
- Volusia County

EXPERIENCE WITH EDUCATIONAL INSTITUTIONS:

- Brevard County Public Schools
- Broward County Public Schools
- Collier County Public Schools
- Escambia County Public Schools
- Florida Atlantic University
- Florida International University
- Grapevine-Colleyville Independent School District
- Hernando County School District
- Leon County Public Schools

- Miami Dade Public Schools
- Milwaukee Public Schools
- Orange County Public Schools
- Orange County Technical School
- Osceola County Public Schools
- Palm Beach Maritime Academy
- Richardson Independent School District
- School District of Palm Beach County
- Seminole County Public Schools
- St. Johns County School District
- Tulsa Public Schools
- University of Central Florida
- Valencia College

We were founded on the fundamentals of effective recruiting and staffing. A & Associates provides the best selection of fully qualified and thoroughly vetted candidates to fill vacancies efficiently, effectively and with total confidence.

Reference Information

A & Associates is proud to serve as the trusted choice of educational institutions and government agencies for temporary staffing services. With nearly twenty (20) years as a recognized industry leader, A & Associates is large enough to satisfy the needs of hundreds of temporary placements, yet small enough to give you the tailored service you expect and deserve. We have experience working with large and small school districts, county, and city municipalities as well as federal government agencies.

The School District of Palm Beach County

A & Associates worked with this District providing a variety of staff. We employed over three hundred (300) employees on a daily basis in the Nutrition, Transportation and Operations Departments

Palm Beach County Board of County Commissioners

A & Associates has been awarded general labor and clerical temporary staffing contracts with this municipal to staff employees in various County departments, including the Courthouse. We presently employ more than fifty (50) temporary employees.

Orange County Public Schools

A & Associates employs over two hundred (200) temporary staff members to work as Food Service Workers, one hundred seventy-five (175) Custodians and fifty (50) Paraprofessionals on a daily basis to this District. We are proud to have served this agency for more than ten (10) years under multiple contracts.

St Johns County School District

A & Associates recently renewed several contracts with this educational institution to provide hourly and salaried employees in a variety of long-term and short-term jobs, including sixty (60) ESE Teachers, Counselors and Paraprofessionals

Florida Association of School Administrators

A & Associates worked with FASA to recruit and staff high level educational professionals in administrative positions such as Principal, Guidance Counselor and Consultants. This is a statewide program.

The City of Delray Beach

A & Associates works with this municipal in which we create and implement temporary staffing programs for professional and industrial departments.

Cigna Corporate Services

A & Associates is a national provider for Cigna supplementing their workforce for client sites in different states and a wide-variety of capacities.

REFERENCE NO. 1:

Company Name:	The School District of Palm Beach County
Type of Business:	Educational Institution – Transportation Dept.
Contact Person:	Patricia Pitre, Transportation IT Manager
Address:	3300 Forest Hill Boulevard West Palm Beach, FL 33406
Telephone Number:	561-317-3351
Email Address:	Patricia.Pitre@PalmBeachSchools.org
Type of Temporary Associates:	300 +Clerical/Administrative, Food Service

REFERENCE NO. 2:

Company Name:	FCC Environmental
Type of Business:	Solid Waste Hauler
Contact Person:	Mr. Joseph Sandora, Operations Manager
Address:	9901 US-441 Boynton Beach, FL 33472
Telephone Number:	561-888-3033
Email Address:	Joseph.Sandora@fccenvironmental.com
Type of Temporary Associates:	Clerical/Administrative, Industrial

REFERENCE NO. 3:

Company Name:	Cigna Corporate Services
Type of Business:	Healthcare Corporation
Contact Person:	Ginger Anderson, Supplier Diversity
Address:	3500 Piedmont Road, Suite 200

Atlanta, GA 30305
Telephone Number: (404) 545-4333 or (860) 226-4550
Email Address: Ginger.Anderson@Cigna.com
Type of Temporary Associates: Clerical/Administrative, Healthcare Professionals

REFERENCE NO. 4:

Company Name: Orange County Public Schools (OCPS)
Type of Business: Educational Institution
Contact Person: Kevin Ballinger, District Manager
Address: 6501 Magic Way, Building 500
Orlando, FL 32809
Telephone Number: (757) 450-2777
Email Address: Kevin.Ballinger@ocps.net
Type of Temporary Associates: Clerical/Administrative, Custodians, Security Officers, Food Servers, Paraprofessionals

REFERENCE NO.: 5

Company Name: City Of Dallas
Type Of Business: Local Municipality
Contact Person: Mr. Clifton Gillespie, Assistant Director
Address: 3112 Canton Street
Dallas, TX 75226
Telephone Number: 214-671-5345 Or 469-577-9114
Email Address: Clifton.Gillespie@Dallascityhall.Com
Type Of Temporary Associates: 275+ Industrial

QUALIFICATIONS OF STAFF

All A & Associates consultants are professional with extensive experience in the areas which we recruit and place temporary employees. Our skill in recruiting, screening, placements and, specifically, educational institution staffing, helps ensure a positive outcome for University of Central Florida. Our success can also be measured by the repeat contracts we have been awarded by districts similar in size and service as University of Central Florida.

If awarded this contract, A & Associates would assign a dedicated team to University of Central Florida account who will maintain substantial involvement in the staffing services. The team will bring a combination of the knowledge and experience needed to successfully staff the critical positions outlined in the bid. If selected for this assignment, Mr. Andrew Luchey and Mrs. Gail Luchey will serve as the Account Manager from our firm in charge of the project. Ms. Evelyn Looney will also serve as an on-going Project Manager. As honorable human resource professionals, they are competent and predominantly capable of implementing and administering a staffing program that will exceed University of Central Florida expectations. They will be actively involved in managing and directing the services provided to University of Central Florida.

Our managerial team is professional and diverse with extensive experience working with government agencies. We assure the team outlined below represents the current team that would be assigned to this account. We will implement a procedure under the bid that requires A & Associates to submit new team members to University of Central Florida for prior approval before assigning them to the account. All team members will be available to immediately address University of Central Florida needs upon award of this contract. Other staff members and compliance associates will get involved as needed. A & Associates office staff who provide our staffing services will allot as much time necessary to complete staffing task and placement objectives.

KEY MANAGEMENT TEAM

We have a team of managers that will all play an important role in fulfilling our responsibilities for University of Central Florida under this bid. We have included their name, title, experience, and a job description for University of Central Florida review:

Mr. Andrew Luchey, Chief Executive Officer	Project Manager - Staffing Services
Mrs. Gail Luchey, President	Project Manager - Staffing Services
Ms. Evelyn Looney, Chief Development Officer/EVP	Project Manager - Compliance
Mr. David Robinson, Chief Development Officer/EVP	Project Implementation
Mr. Bill McCoy, Chief Financial Officer	Project Accounting/Technology
Mr. Shawn Inman, Vice President	Project Operations (On-going)

All of the above-mentioned staff will be involved in some phases or task of the staffing services we deliver to University of Central Florida. On-sight daily operations, however, will be the responsibility of Mr. Andrew Luchey, Mrs. Gail Luchey and Ms. Evelyn Looney. Staff will be responsible for general networking and outreach, recruiting, screening, contract development and assisting with placements.

Project Manager Contribution

A & Associates will assign three (3) Project Managers to University of Central Florida contract who will be available in the office Monday to Friday from 7:00 AM to 6:00 PM. The Project Managers will also be available by cell phone 24 hours per day, seven days per week and will return phone calls within the hour after being called by University of Central Florida. We will provide alternate Supervisory contact information that will be answered in the event the Project Managers are temporarily unable to acknowledge University of Central Florida, for example, due to illness or vacation. A & Associates will give at least two (2) weeks' notice to University of Central Florida if the Project Managers will be absent for any reason.

The Project Managers assigned to this contract will plan, budget, oversee and document all aspects of services provided to University of Central Florida. They will work closely with upper management to make sure that the scope and direction of the services provided are timely and surpass University of Central Florida expectations. They realize the responsibility to coach, support, and impel our temporary employees to achieve their maximum level of

professionalism. Mr. Luchey and Ms. Looney are highly motivated, result orientated, and self-starters with a strong professional image. They are able to work well independently and make decisions. Also, they encompass strong leadership and coaching skills, supervisory experience, and knowledge of general industry best practices through experience and education. Being comprised of a paramount managerial team has allowed us to operate in a client satisfaction orientation.

Project Manager Resumes

The A & Associates Project Managers can be scrutinized via the attached resumes:

- MR. ANDREW LUCHEY
- MRS. GAIL LUCHEY
- MS. EVELYN LOONEY

ANDREW LUCHEY



Professional Profile:

Business owner with experience growing businesses from start-up to millions in annual sales through effective business planning, creative sales techniques, and innovative marketing. Over 25 years of experience as an executive leader representing corporations and organizations in a multitude of industries, including: accounting and finance, risk management and insurance, vocational training, and employment, as well as the not-for-profit sector. In depth experience in general accounting, financial planning and reporting, fixed asset management, payroll and income tax preparation, database administration and information systems management.

Core Competencies:

- Change Management
- Continuous Improvement of Operational Processes/Standards
- Cross-Functional Team Leadership
- Customer Satisfaction
- Decision Making
- Financial Plan Development
- Multi-Site Operations
- Negotiation, Persuasion, and Communication
- Operating Infrastructure
- Operational Process Analysis
- Organizational Design and Development
- P&L Management
- Performance Management
- Planning and Deployment of Operational Assets
- Problem Solving
- Process Redesign
- Productivity and Efficiency Improvement
- Project Planning/Execution
- Revenue Goal/Growth Attainment
- Strategic Planning and Leadership
- Total Quality Management
- Training and Leadership Development

Entrepreneurial Work Experience:

A & ASSOCIATES, President/Owner

2003-Present

Staffing and Recruiting Agency with locations ten (10) states, thousands of temporary associates servicing mainly government clients.

- Develop and implement marketing strategies, including advertising campaigns and sales promotions
- Direct administrative activities directly related to providing services
- Direct and coordinate activities of departments concerned with the production, pricing, sales, or distribution of services
- Direct or coordinate financial or budget activities to fund operations, maximize investments, or increase efficiency
- Establish departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members
- Oversee environmental management or sustainability programs addressing issues such as recycling, conservation, or waste management
- Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits
- Perform personnel functions such as selection, training, or evaluation
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory
- Direct activities such as sales promotions that require coordination with other department managers
- Prepare staff work schedules and assign specific duties
- Recommend locations for new facilities or oversee the remodeling or renovating of current facilities
- Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement
- Set prices or credit terms for goods or services based on forecasts of customer demand

A&A WORKFORCE, Board Member/Stakeholder

2009-Present

A 501c3 focused on community development and enhancement through providing resources and support to adult low-income individuals seeking sustainable employment.

- Adopts an annual budget and provides fiscal oversight
- Attend board meetings and appropriate committee meetings
- Attend new board member orientation
- Attend special events such as fundraisers and groundbreaking ceremonies
- Be familiar with the organization's programs, policies, and operations
- Determines how the organization will carry out its mission through long and short-range planning
- Establishes policies for the effective management of the organization

- Evaluates its performance and overall performance of the organization in achieving the mission
- Identify and cultivate potential donors
- Meet with potential donors/funders to make a case for funding the organization, answer questions.
- Participate in fund raising activities and special events
- Recruit sponsors, as needed
- Recruits, orients, and develops board members
- Sell tickets to fundraising events
- Strictly adhere to conflict-of-interest policies and confidentiality policies
- Understand and promote the organization's mission

THE BMG GROUP, Managing Partner

2000-2011

Land development firm responsible of developing multiple affordable housing and community development projects for low-income households in Palm Beach County.

- Avoid or minimize delays in project completions
- Confirm if the land has any legal dues
- Ensure clear title deeds for every project
- Explain the real estate terms like carpet area, built up area, super built-up areas along with the plan and specifications of the project to their customers
- Inquire with various departments of the municipality in order to establish whether any notices or requisitions relating to the property are outstanding
- Keep the customers informed on the progress of a construction project and update them regularly
- Obtain all the legal, regulatory, and statutory clearances
- Offer homes which buyers can select based on the layout, floors, kitchen, and several other aspects
- Offer properties at fair prices and should target for the marginal profit
- Offer quality construction and services
- Plan ahead to overcome shortage of raw material
- Repay the investors' money with interest if there is any delay or a project is stopped
- Safeguard the interest of customers
- Secure the required finances from funding institutions
- Sell properties free from encumbrances

Summary of Other Executive Work Experience:

The Sun-Sentinel, Controller/Developing Business	1997-1999
Motorola, Sr. Accounting Analyst	1992-1997
South Florida Water Management District, Internal Auditor	1990-1992
Ernst and Young, Sr. Auditor	1987-1990

Education:

Niagara University, Niagara Falls, New York	1987
Bachelor of Business Administration - Minor in General Accounting	
FL-Licensed Insurance Agent	2013

Professional Affiliations:

Society for Human Resource Management	2005-Present
Urban League of Palm Beach County	2009-2012
PBC Community Relations Commission	2002-2004
Board of Directors – Big Brothers Big Sisters	1994-1997
The Institute of Internal Auditors	1990-1994

References

Available Upon Request!

GAIL LUCHEY



Hardworking, persistent, and disciplined are three important traits of a successful recruiter. Mrs. Gail Luchey thrives in her role as the Staffing Director VP because of her ability to make strategic matches while building long-term relationships with both candidates and clients. The ability to connect the right individuals to the right positions entails more than just scanning resumes and putting people in chairs. It takes a skilled recruiter who can look beyond skill sets and identify the intangible traits that will allow individuals and companies to thrive. With more than 20 years-experience in the industry, she understands exactly what her candidates and clients are in search of and matches them together to make long-term placements.

Mr. and Mrs. Luchey founded A & Associates in 2003. Gail enjoys helping companies find the talent they need in order to be successful while helping candidates find jobs that can help support their families and elevate their careers. As the

Staffing Director VP with A & Associates, Gail works with HR talent and Clients throughout the State of Florida to form synergistic partnerships. She oversees a team of recruiters while also running a full desk. Gail has considerable experience in manufacturing, consumer goods, financial services, energy, and professional services organizations, and she has built a notable track record of successful placements, from the private and public sectors. With honesty, insight, and dynamic energy she has built a remarkable Human Resources network of professionals and a recruiting expertise that benefits every client with whom she works

Investing time and listening to what a client truly wants in a position separates those who view each opportunity as a mere transaction from those who see it as the basis for a long-term relationship. Gail understands the importance of listening carefully. Her Florida location places her in a vibrant market for top talent and Gail seeks in-person meetings and interviews to move far beyond a voice on the phone or the profile in social media to truly understand client needs and candidate aspirations. Every step of the way, she employs a very candid and consultative approach to ensure that she sets appropriate expectations and provides solid advice.

Gail spends her free time mentoring with Big Brothers Big Sisters and volunteering as a Job Counselor with A&A Workforce, a 501c3 she founded in 2009

EVELYN LOONEY



Summary of Experience

Young, result-driven, and highly accomplished pacesetter, bringing over ten (10) years of business experience to the table. Proficient in written and verbal communications; capable of managing multiple tasks with competing deadlines; well-versed with handling difficult and sensitive situations professionally and adept to fostering collaborative working relationships.

Key Strengths

- Leadership and staff development
- Project management/oversight
- Contract negotiation/compliance
- Strategic business development
- Revenue and market growth
- Exceptional customer-service

Technical Skills

- Excellent troubleshooting skills with PC/Copier hardware and Microsoft Systems
- Experience using Quick Books, Applicant Tracking Systems, and other electronic databases
- Proficient with all Microsoft Office Products (Word, Excel, PowerPoint, Outlook)

Distinctive Candidate Characteristics

- Ability to learn and adapt to new situations quickly
- Capable and experienced with working independently and in a team setting
- Consistently achieve strong and complete results with practical, evidence-based approaches
- Demonstrates high quality work, attention to detail, and excellent problem-solving skills
- Highly analytical decision-maker with extensive capability in operations management
- Highly effective at working with stakeholders to research and implement new strategies
- Motivated self-starter with experience in the public and private sectors
- Provides overall commitment that infiltrates competitor markets and builds revenue

Professional Profile

A & ASSOCIATES, INC. West Palm Beach, FL

2008 - Present

Executive Vice President/Senior Recruiter:

- Address and resolve employee related issues
- Analyze and maintain compensation and benefits packages for employees
- Compile employee time, production, and payroll data from time sheets and other records
- Complete background, drug, education, and experience verifications
- Conduct new employee orientation
- Contact new and existing customers to discuss needs and propose how they can be met
- Coordinate and conduct HR training activities
- Create forms and documents for company efficiency and client needs
- Direct and coordinate business activities
- Ensure compliance with contracts as well as federal and state corporation regulations
- Establish and implement policies and procedures
- Identify vacancies for temporary jobs
- Maintain knowledge of EEOC and other local, state, and federal agency guidelines
- Manage staff, preparing work schedules, facilitate training and assigning duties
- Measure and assess customer satisfaction
- Perform difficult staffing duties such as administering disciplinary procedures
- Process paperwork for new employees and enter employee information into the payroll system
- Quote and negotiate prices as well as respond to bids and solicitations for new business
- Recruit and interview individuals while processing documentation to hire selected candidates
- Resolve customer complaints promptly and without interruption to operations
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies

Education, Licenses and Certifications

Palm Beach State College, Lake Worth, FL
AA in General Studies

December 2011

Licenses and Certifications:

Insurance License – Life, Health and Variable Annuity (2-15)

Insurance License – Customer Service Representative (440)

Notary Public – Florida

References

Available Upon Request!

KEY MANAGEMENT TEAM - QUALIFICATIONS AND EXPERIENCE

We have also included a summary of qualifications for the additional managers listed in the Key Management Team:



Mr. David Robinson, Chief Development Officer

David Robinson is the consummate team builder and client relationship manager. His past experience spans several industries, including telecommunications, healthcare, and staffing contract management. David is skilled in high volume work-flow and managing high-end client portfolios. David has a unique ability to provide creative solutions when faced with challenges to regularly meet client expectations regarding issue resolution.

In his role as EVP, David is responsible for developing strategic plans and corporate initiatives that drive business growth and maintain consistent quality service delivery and officer engagement programs. David holds a Bachelor of Science Degree in Management and Organizational Development from Bethel University.



Mr. Bill McCoy, Chief Financial Officer

Bill has applied 20 years of technology and private security experience to constantly redefine the processes and procedures that separate A & A's service delivery from the competition.

Bill has expertly managed company and client business needs – from employee management to strategic planning and development. His work enables A & A to focus on our valued clients while scaling for rapid national growth.



Mr. Shawn Inman, Vice President

Shawn Inman possesses 28+ years of law enforcement experience. He was also a Firearms Instructor/Chemical Agents Instructor Use of force and verbal de-escalation instructor for State Law Enforcement and the Special Operations Unit. He is a graduate of the State of New Jersey Police Training Academy specializing in the Department of Criminal Justice.

In his role as the VP of Operations, Shawn ensures the successful implementation of client programs and corporate training initiatives. Shawn's knowledge and experience supports our efforts to effectively manage site operations, issue resolution and client satisfaction.



Mr. Garrett Cizek, Vice President

Garrett has been working in the account management and business development field for over two and a half decades. His success in the field began while working for one of the world's largest security providers, where he earned several top awards for sales and operational impact and served as an interim Vice President.

Garrett has been responsible for the planning, training, execution, and supervision of numerous operations and projects. He is a service-driven professional with direct experience in assignments including executive protection, pharmaceutical, retail, and high-rise & building security. Garrett studied communications and marketing at St. Louis University.

TIME OF COMPLETION

Time Being Of The Essence

A & Associates will agree and be held responsible for completing the temporary staffing services outlined in this bid in the timeline the University of Central Florida has set and will expect. We understand the impact of unnecessary delays of service and will work to make sure services are delivered timely.

Timely Staffing Services

A & Associates will provide trained and capable temporary staff in accordance with bid requirements through our large pool of over five hundred (500) temporary associates ready-to-work in the positions outlined in the bid. We are equipped to provide additional staff to fill assignments within one (1) to two (2) hours following the receipt of notification by the University of Central Florida. In addition, we will supply additional staff for special or unforeseen projects as they arise. We have the ability to increase staffing levels immediately, by contacting in-reserve badged and trained associates for assignments. We are strategic in recruiting temporary associates within surrounding counties to ensure associates are available for hard-to-fill temporary assignments due to location and transportation. To guard against no shows by temporary employees, A & Associates will determine and added percentage ratio for the daily staffing needs. Staff attrition is carefully monitored by A & Associates managers and based on a variety of factors like weather, holidays, tax return payments, the University of Central Florida permanent hiring needs and special events employees work with other clients. This process helps to ensure we are not short-staffed, and it allows for the swift replacement of temporary associates, when required.

Availability of Temporary Personnel

No company understands the variable nature of the University of Central Florida staffing needs like A & Associates. We will always work with the University of Central Florida to address both last-minute increases and decreases in staffing levels. The first step to ensure adequate coverage for an account like this, is to expect the need for on-call staff and train such persons to fill this need. All temporary employees are required to be on their assigned location, in complete uniform, at the start of their assigned shift. If a staff is late or cannot arrive for their assigned shift, he or she is required to provide as much notice as possible by phone call to our office. This is immediately communicated to managers and lead supervisors so replacements can be assigned same-day. If, for any reason a replacement cannot be assigned, an A & Associates in-house manager/supervisor shall perform the functional duties of the temporary employee, including reporting to and working positions outlined in the bid (we require all in-house staff to be badged and ready-to-work).

Availability of Managerial Personnel

A & Associates will ensure each person listed in this bid is available and committed to fulfilling their assigned roles for the University of Central Florida account. Upon receiving a call from The University of Central Florida, the managerial team shall respond within one (1) hour by way of telephone and be on-site at a the University of Central Florida location within two (2) hours of

the official request. We don't see this project as being one that warrants concerns, but we always take precaution, nevertheless.

Quality Assurance Program

A & Associates monitors all placements, serving as a strong liaison between the University of Central Florida and the temporary employees. The purpose of monitoring these jobs is to make sure associates show-up when scheduled and managers are pleased with the temporary associate performance. On a daily basis we make, at minimum, the following phone calls:

FIRST CALL:

In this first stage, we assign the temporary employee to the job opening and convey assignment details, such as, department name, manager, manager phone number and directions to the location. We send a placement confirmation to the University of Central Florida displaying who is scheduled to work. All staff must physically report to the office for position reassignment within the first thirty (30) days of employment to demonstrate their continued interest to fulfill the role.

SECOND CALL:

On the day of the assignment, we call the associate 1-2 hours prior to the start time of the job. This allows us to confirm the associate is still on track to report to the assignment, timely and ready-to-work. In cases where we find temporary staff need to be replaced or may be running late for the assignment, A & Associates communicates this information to the University of Central Florida.

THIRD CALL:

Another call we make is to the University of Central Florida at the start time of the position to make sure the associate has arrived to work. We also make a courtesy call to the the University of Central Florida manager at the end of the first day to see how the temporary associate performed, to assess how they worked with permanent the University of Central Florida employees and to confirm if they fulfilled the temporary job duties. During this time, the University of Central Florida managers will confirm the status and duration of the assignment, as well as their satisfaction with the associate.

Please note A & Associates will continually communicate with the University of Central Florida pertaining to staff performance.

APPROACH

Methodology

A & Associates will provide University of Central Florida with the quality services University of Central Florida has come to expect under this contract. To ensure the maximum accuracy and effectiveness of our staffing services, we employ a well-documented and systematic approach to filling temporary jobs. From interviewing and training to badging and job placement, we adhere to a detailed plan in order to deliver a seamless service on-time and on-budget. We are careful to maintain confidentiality and high levels of communication to ensure clients operations are not negatively impacted by the conversion.

Outlined Management Approach

The goal of approach is to design a transition plan that is fluid and flexible and can be tailored to fit the desired time frame set forth upon award of the contract. We would sit with University of Central Florida to determine the time frame required or requested. Once that period is agreed upon, we would collectively build our transition implementation schedule to conform to that time frame. Upon identifying the contract start date, we would work backwards; creating a list of critical tasks and events, which need to occur prior to the start date and assign those tasks to the appropriate personnel.

Please note this contract conversion period will be executed at no additional cost to University of Central Florida. Important components of the implementation plan are listed below:

TRANSITION PLAN	
Contract Award	A & Associates will wait to begin any activity within the transition plan until University of Central Florida has made an official Notice of Award for this bid to our firm.
Complete Transition Plan	Pre-contract conference with stakeholders to confirm meeting of expectations in conversion.
Assign Project Management Team	Introduce A & Associates management team to University of Central Florida and establish open lines of communication.
Compliance Assessment	Re-examine all bid and contract documentation to create and outline compliance requirements, like submittal of certificate of insurance.
Payroll and Billing Software Set-up	A & Associates is implementing a web-based timekeeping system for staffing services delivered to University of Central Florida.
Recruitment	Utilization of sourcing and hiring strategies to advertise and to continue to attract a large pool of candidates for University of Central Florida open job orders.
Background Clearance	A & Associates will continue to work with candidates and refer for University of Central Florida badges evidencing clearance of

	the Level II background check. We will complete other screenings for new staff including a drug test.
Training and Orientation	Our firm will remain committed to training.
Pre- and In-Service On-Site University of Central Florida Visits	A & Associates will begin weekly unscheduled inspections to various University of Central Florida sites to engage with temporary staff and ensure their continuation in the temporary assignment

This plan focuses on key contract elements, allowing for a successful transition:

- Operations – client meetings, mapping client locations, assigning key staff, preparing job advertisements, and establishing a chain of command.
- HR/Recruiting and Training – confirming uniforms, determining staffing levels, hosting hiring events, new employee onboarding and incumbent client coordination.
- Administrative – form creation, insurance additions, payroll system set-up, billing/invoicing set-up and review of contractual obligations.

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TRANSITION TIMELINE	APPLICABLE WEEKS												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Identify Office Space and Office Needs (if applicable)													
Transition Team Meeting/Contract Review													
Transition Team Meets with Client													
Tour Sites, Acquire Locations Information													
Review/Establish Service Expectations													
Establish/Confirm Client Specific Job Descriptions													
Review Emergency Plan, P&P's, and Roles					C								
Establish Administrative Need w/ Corp Office					O								
Establish Team Member Rules/Regulations					N								
Establish Local Office					T								
Identify Key Positions (Event/Non-Event Days)					R								
Review Appearance Standards					A								
Identify Key Training Points					C								
Set Meeting Schedule for Transition Period					T								
Initialize Scheduling System (existing staff)													
Identify Potential Need for Recruiting					S								
Initialize Recruiting/Hiring Plan					T								
Identify Site Specific Training					A								
Identify and Create Training Needs/Plan					R								
Confirm Staffing Request Procedures					T								
Procure Equipment/Uniforms													
Begin Hiring Process					D								
Schedule Training Dates					A								
Hiring Process (Initial & Ongoing)					T								
Begin Training Orientations					E								
Conduct Supervisor Training and Orientations													
Quality Control Checks													
Continued New Hire Training and Venue Orientations													
Continued On-The-Job/Venue Specific Training													

We hope this plan demonstrates how important new account start-up planning is to the success of our client relationship. With nearly twenty (20) years of experience implementing transition plans for new accounts, we manage the process seamlessly.

Our Staffing Practices

A & Associates employs a professional team of account managers and recruiters who work to understand University of Central Florida need, campus cultures and job openings. We identify candidates through direct recruiting, online marketing, and job fairs. Through our Applicant Tracking System, A & Associates maintains a detailed profile on each candidate, including

screening and assessment results on skills, education, and reference checks. Do not mistake A & Associates as a simple resume source. We are natural job coaches and career builders.

Our method for service delivery begins with a strong focus on people and recruiting. We leverage resources which are immediately available, such as, a profound database of associates, strong County knowledge, and a professional network of community organizations to attract more candidates and provide the best services to University of Central Florida. This methodology will allow for a more in-depth staffing process allowing A & Associates to find the right candidate, with the right skill set, for the right job. We will place the right people to help University of Central Florida carry out operational plans while we closely manage the staffing process. Going beyond expectations is a part of our proven approach. In addition, our infrastructure for University of Central Florida account will be based on the following staffing practices:

- Hiring – Recruiting at A & Associates is about putting the right candidate in the right job. Our systems are designed around evidence-based hiring practices. We understand a good fit is critical, so we will increase our scrutiny in selecting new candidates. We know they are our product and represent our company, our values, and ultimately, our client. We recognize the importance of not only having enough team members but having enough quality team members. A quality team member would have an attitude focused on customer service. The hiring process includes, benchmarks, such as, pre-qualification for position, completion of application, individual interview, screening, onboarding, and new employee orientation.
- Screening – A & Associates fulfills a large array of pre- and in-service employment screenings on temporary associates. The ability to swiftly find and place candidates is a huge part of our success. Our recruiters fulfill advanced screening evaluations that help A & Associates achieve fast recruiting results. We administer criminal history search, credit reports, education and employment verifications, motor vehicle checks, I-9 employment verifications, workers compensation history checks, license verifications and drug testing. In addition, A & Associates agrees to comply with the background screening requirements associated with this bid and will ensure all temporary staff assigned to this contract will have a clearance badge prior to assignment into a position and kept on their physical bodies at all times while on campus.
- Communication - Optimal productivity in the workplace through effective communication that results in successful collaboration is our goal. Communication is even more critical when we have challenging results to share about temporary job openings. A & Associates is committed to high levels of verbal and written communication with temporary associates and University of Central Florida. We speak with each University of Central Florida Manager every day when there is an open job order. We administer quality assurance calls to make sure temporary associates are performing at client satisfaction levels.

- Personnel Conduct – Customer service is a key priority object for A & Associates and as such it is important that all staff follow procedures adopted and agreed by University of Central Florida. Customer service is an attitude, not a skill and it is the responsibility of all employees to ensure they provide the highest quality of service that resource levels allow. Our customers can count on reliable, efficient services because we strive to meet these demands when and where possible. We will continually strive to improve services, by ensuring good communication and a positive attitude to Managers and students. Our customer care standards will be reviewed regularly, and new standards set so that we can continue to improve services.
- Weapon Free Workplace - In order to ensure a safe environment for employees and customers, A & Associates prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities or on customer property. Any employee in possession of a firearm or other weapon while on our facilities/property or while otherwise fulfilling job responsibilities will face disciplinary action including termination. Possession of a valid concealed weapons permit authorized by the State of Texas is not an exemption under this policy.
- Uniforms and Appearance (Food Service Standards) - A & Associates will make sure each temporary employee assigned to work at University of Central Florida reports to work in a clean and pressed dress attire. Staff members assigned to work in the cafeteria will be required to wear the A & Associates uniform, which includes (but, not limited to), dark color polo shirt and pants, non-skid shoes, hair net and compliance with artificial nails and eyelashes. The complete, distinct uniform will be approved by University of Central Florida and suitable for fall, winter, and spring operations. We will place an emphasis on training staff to maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall professional appearance. Employees who report to work and fail to wear the approved attire will not be allowed to work.

Staffing Service Deliverables

A & Associates is prepared and equipped to provide a realistic employment program for University of Central Florida bid for temporary personnel staffing services. We understand and will fulfill all the contractual obligations outlined in the bid. A & Associates has reviewed University of Central Florida bid for temporary personnel services in detail and agree to meet or exceed the specifications of the project. All stated requests and requirements will be complied with 100 percent. In the following paragraphs, we will outline our service deliverables. We have customized our employment solutions to ensure the best possible services are delivered. As a response to your requirements, A & Associates is prepared to:

- Furnish stable, trained, uniformed employees for the various site locations and to fulfill various job functions. The personnel will be employees of A & Associates. We will pay all wages, expenses, payroll taxes, federal and state unemployment insurance, and other similar expenses for our employees. We will comply with all federal state and local employment laws, rules, regulations, ordinances relative to such employees, including

with limitation wage and hour laws, workers compensation laws, immigration laws, equal employment opportunity laws, and occupational health and safety laws.

- Ensure prior to site assignment, all personnel assigned to this project will possess all personal licenses, certifications, accreditations, and other credentials as required by University of Central Florida, OSHA, and the State. Skilled associates working under this contract will, at all times, while on duty, have in their possession a valid Picture Identification Card issued by A & Associates.
- Make certain skilled associates on duty conduct themselves at all times with a friendly and helpful attitude.
- Supply all staff with the support necessary to perform the services required by the contract. Associates will always demonstrate a professional appearance in the designated uniform.
- Fulfill complete comprehensive training, to meet or exceed University of Central Florida requirements, for every staff member, within the 90-day probationary period. We will use a combination of classroom and on-the-job delivery methods, which will only be conducted by a qualified training instructor.
- Provide necessary supervision of employees assigned to work at the various job site locations.
- Assign an Account Manager to act as the primary line of communication between A & Associates and University of Central Florida. The Account Manager will maintain schedules and ensure that all shifts are covered. The Account Manager will work with University of Central Florida to make scheduling recommendations if the need arises.
- Provide ongoing, attentive, and responsive local and corporate management support. The management team that will be responsible for this project and will include, but not be limited to, the President, Vice President, Controller, Account Manager, HR Manager, Training Instructor, Field Supervisors and Office Clerks.
- Maintain appropriate records for all skilled staff assigned to this project. A & Associates will permit University of Central Florida to review such records whenever required.
- In collaboration with University of Central Florida, develop comprehensive policies and procedures, and require that all personnel adhere to and execute the policies and procedures at all times. Once approved, copies of the policies and procedures will be issued to all staff.

INSURANCE DECLARATION

A & Associates warrants that we have a comprehensive program of insurance that exceeds the ITN requirements.

If awarded this contract, A & Associates will procure and will maintain, during the entire period of performance, the type of insurance specified in the ITN. In addition to the terms and conditions related to the work set forth in the ITN, A & Associates will cause insurance policies to include the University as an additional insured for claims caused in whole or in part by A & Associates acts or omissions during the performance of work. A & Associates agrees to maintain said liability coverage, at its own expense, for the entire duration of this contract. All insurance policies shall be written with financially responsible companies authorized to do business in the State of Florida.

We will submit a Certificate of Insurance giving evidence of the required coverage before commencement of work.

FINANCIAL SUSTAINABILITY

Accounting and Financial Information

A & Associates is a thoroughly structured and financially sound corporation. Our size, financial strength and business philosophies allow us to be responsive to customer needs and to adapt quickly to the ever-changing business environment. In addition, our reputation for providing trained and capable temporary associates who possess the skills needed for our client's jobs, has afforded us numerous opportunities to expand service with existing clients or invitations to submit proposals for new service. We regularly compete against much larger, publicly held, or foreign owned staffing companies and our success is evidenced by the major companies we retain us as partners.

Narrative Financial Statement

We have included important financial notes for University of Central Florida to review:

ORGANIZATION INFORMATION:

A & Associates was incorporated in 2003 under the laws of the State of Florida as an original for-profit C-Corporation. The company engages in temporary staffing services, executive recruitment, and vocational training. The company primarily works with educational institutions, state/local government and privately held firm. On January 1, 2011, A & Associates International, changed its name to A & Associates. The company has no subsidiaries and has never merged or bought another firm and is solely owned by Mr. Andrew Luchey.

ACCOUNTING METHOD:

A & Associates uses the cash-basis accounting method for financial reporting purposes, whereby revenues are recognized when cash is received, and expenses are posted when they

are paid. The company uses QuickBooks accounting software for invoicing and payroll purposes.

INVOICING PROCEDURE:

Invoices are generated electronically on a weekly basis and sent via email to University of Central Florida. If needed, we can give University of Central Florida access to log into a portal for access to invoices. Any dispute of claim regarding invoice(s) or the services should be sent in writing to A & Associates stating the nature of the dispute and all supporting documentation. A & Associates is willing and able to adjust our invoicing procedures to accommodate University of Central Florida requirements or preferences. We have included a copy of our invoice for your records.

ACCOUNTS RECEIVABLE:

A & Associates sells services to clients on an open account transaction so, services are delivered before payment is due. Accounts receivables are due from customers normally within thirty (30) days and is generally uncollateralized. The Accounting Managers regularly monitor outstanding accounts receivables and charges to expense any balances that are determined to be uncollectible.

PROPERTY AND EQUIPMENT:

Property and equipment are recorded at their original cost. Depreciation of furniture, computer equipment, vehicles and other staffing equipment is computed using the straight-line method of accounting. Cost for repairs and maintenance of property and equipment are expensed as incurred.

C-CORPORATION TAX STATUS:

A & Associates is taxed as a C-Corporation under the Internal Revenue Code and applicable state statutes. The Company files income tax returns on a cash-basis, whereby revenue is recognized when received and expenses are recognized when paid.

USE OF ESTIMATES:

The preparation of A & Associates financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

LINES OF CREDIT:

A & Associates does not utilize any lines of credits or factoring services for the delivery of temporary staffing to clients.

Our corporate financial policy plays a key role in determining how A & Associates (private company) invests funds, obtains money to purchase assets as well as outline authorized spending for customer needs. The first priority of the firm is sustainability. Without this no

objectives and goals are attainable. The work being done to ensure our financial sustainability is an integral part of the long-term performance of the company and will contribute to our return on profitability.

A & Associates can attest to having sufficient funds to cover all expenses, foreseen and unforeseen, throughout the duration of this contract. This includes funding for the following:

- Wages and payroll taxes
- Background and Drug Screening
- Equipment and Uniforms
- Recruitment and Interviewing
- Recognition and motivation programs
- Management supervision and support services
- Creation and Implementation of Standard Operating Procedures
- Insurance and Bonds
- Cost of compliance with all licensing and certification requirements
- Orientation and Pre/In-Service Training
- Standard reporting forms
- And a many more...

Funding for this project will be immediately available for use upon award of contract to our firm. We understand the importance of being able to fund asset purchases and the daily operations of our firm. Our financial sustainability is based on our diligence in planning. We are honest and objective in accurately estimating cost to provide our quality services. In addition, we issue invoices promptly and follow-up on them regularly to ensure we retain a positive cash flow. Lastly, A & Associates has built a cash reserve that has enough capital so the firm can operate regularly, even during lean months if University of Central Florida must allocate money to other budgets.

ITN WARRANTY

A & Associates Staffing warrants that there is no action suit, proceeding, inquiry, or investigation, at law or equity, before or by a court, governmental agency, public board or body, pending or, to the best of A & Associates Staffing knowledge, threatened, which would in any way prohibit, restrain, or enjoin, the execution or delivery of A & Associates Staffing obligations or diminish A & Associates Staffing financial ability to perform the terms of the proposed contract.

INDEPENDENCE

This section shall serve as affirmation that A & Associates Staffing has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. This section shall also serve

as affirmation that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. A & Associates Staffing certifies to the best of knowledge, no one who has or will have any financial interest under this contract is an officer or employee with the University of Central Florida. It is agreed by A & Associates Staffing that in the performance of the services required under this contract, A & Associates Staffing, and any of its contractors or employees, shall at all times be considered independent contractors and not employees of the University of Central Florida.

CONFLICT OF INTERESTS

A & Associates Staffing requires all employees and corporate officers to declare any conflicts of interest that may be inherent to our proposal submissions. A conflict of interest exists when an employee or corporate officer has ties to the customer that may inappropriately influence their judgment. A & Associates Staffing does not have any relationships— professional, financial or otherwise – which the firm, any of its principals or employees, or any affiliate or subcontractor, may have with the University of Central Florida, its elected or appointed officials, its employees or agents or any of its agencies or component units. Due to the mere fact that we do not have such relationships, no conflict of interest exists for A & Associates Staffing to bid on this project. Additionally, A & Associates Staffing shall give the University of Central Florida written notice of any other relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, enters into with the University of Central Florida, its elected or appointed officials, its employees or agents or any of its agencies or component units during the period of the agreement.

LITIGATION

A & Associates maintains, and is fully committed to maintaining, strict compliance with federal, state, and local labor and employment laws, including, but not limited to, those associated with discrimination and other fair employment standards. We continually provide pre-service and in-service training to A & Associates staff members on the subject of discrimination and make in-house legal counsel available to any/all staff to deter, prevent and report violations. We recognize that the best compliance effort is a team effort, so we work with our managerial team, temporary associates, and clients to ensure the optimal compliance practices. As a business possessing considerable personnel resources, and despite adherence to applicable law, though, complaints and/or lawsuits associated with employment and labor issues are an unavoidable part of doing business in today's world.

A & Associates warrants that, to the best of A & Associates' knowledge, there is no action suit, proceeding, inquiry, or investigation, at law or equity, before or by a court, governmental agency, public board, or body, pending or threatened, which would in any way prohibit, restrain, or enjoin, the performance or delivery of A & Associates obligations or diminish A & Associates financial ability to perform the terms of the proposed bid. Additionally, A & Associates takes its allegations against it and its business practices its business reputation very seriously, and, as such, all complaints are thoroughly investigated and addressed fully. All

lawsuits are thoughtfully resolved and/or defended vigorously. A & Associates' disposition for each matter is established on a case-by-case basis.

PRESENTED BY:



A & Associates, Inc.
"Quality in Everything We Do"

MINORITY CERTIFIED ORGANIZATION

SUSTAINED FINANCIAL STABILITY

CUSTOMER SERVICE ORIENTED

PROFESSIONAL STAFF EXCELLENCE

LOCAL HIRING INITIATIVES

ITN NO.:

ITN NO.: 2021-03TCSA

