

<b>SUBMIT OFFER TO:</b> <b>Via Bonfire Web Portal</b> <b>UNIVERSITY OF CENTRAL FLORIDA</b> Phone: (407) 823-2661 <a href="http://www.procurement.ucf.edu">www.procurement.ucf.edu</a> <a href="https://ucfprocurement.bonfirehub.com/opportunities/49428">https://ucfprocurement.bonfirehub.com/opportunities/49428</a>  Your submission must be uploaded, submitted, and finalized prior to the closing time on <b>January 13, 2022 @ 2:00pm</b> . We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the closing time to begin the uploading process and to finalize your submission. See <b>Appendix 4</b> for submittal instructions.		<b>University of Central Florida</b>  <b>INVITATION TO NEGOTIATE</b>  <b>Contractual Services</b>  <b>Acknowledgement Form</b>	
Page 1 of 38 Pages	OFFERS WILL BE OPENED <b>January 13, 2022 @ 2:00pm EST</b>		ITN NO. <b>ITN2021-03</b>
		and may not be withdrawn within <b>120</b> days after such date and time.	
UNIVERSITY ADVERTISING DATE: <b>November 17, 2021</b>	ITN TITLE: <b>Temporary Labor Services</b>		
FEDERAL EMPLOYER IDENTIFICATION NUMBER <b>54-1773546</b>			
SUPPLIER NAME <b>Apex Systems</b>		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS <b>225 E. Robinson Street, Suite 255</b>			
CITY - STATE - ZIP CODE <b>Orlando, FL 32801</b>		<b>POSTING OF PROPOSAL TABULATIONS</b>	
AREA CODE <b>407</b>	TELEPHONE NUMBER <b>264-7001</b>	Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to file a protest in accordance with BOG regulation 18.002 or failure to post the bond or other security in accordance with BOG regulation 18.003 shall constitute a waiver of protest proceedings.	
	FAX: <b>866-638-2739</b>		
	EMAIL: <b>csmith@apexsystems.com</b>		

### Government Classifications

**Check all that apply**

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

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

### GENERAL CONDITIONS

**1. SEALED OFFERS:** All offer sheets and this form must be executed and submitted as specified in Section 2.6. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.

**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 the Supplier 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 explaining the reason in the space provided above. Failure to respond

without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, the Supplier must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.

DocuSigned by:  
  
 4E2224E617D4479...

**AUTHORIZED SIGNATURE (MANUAL)**

**Chris Smith, Sr. Managing Director III**  
**AUTHORIZED SIGNATURE (TYPED), TITLE**



APEX  
SYSTEMS

# **Response to Request for Proposals**

**No. 2021-03TCSA**

**Temporary Labor Services**

**University of Central Florida**

**January 13, 2022**

## **Submitted by:**

**Samantha Reichardt (Taub)**  
**Apex Systems**  
**225 E. Robinson St. Suite 255**  
**Orlando, FL 32801**  
**Sreichardt@apexsystems.com**  
**407-461-2056**

January 13, 2022 University of Central Florida

University of Central Florida  
Trinh Nguyen  
Procurement Specialist III  
Phone: 407-823-5889  
Email: [trinh.nguyen@ucf.edu](mailto:trinh.nguyen@ucf.edu)



Dear Trinh Nguyen,

Apex Systems (Apex) is pleased to submit our proposal to University of Central Florida (UCF) in response to your 2021-03TCSA Temporary Labor Services Request for Proposal (RFP). Our enclosed proposal responds to your requirements for a proven solution that delivers quality professionals at a fair price. In addition, UCF will receive excellent customer service from our local Orlando account and delivery teams.

Apex will provide quality services using proven processes and methodologies; we have more than 25 years of experience providing these services. UCF will receive focused, skill-based recruiting support with higher education industry expertise requirements across all applicable IT, Professional, Support Staff, and Technical areas.

UCF will receive the following benefits from a partnership with Apex:

- Local Orlando account team with proven success and history supporting UCF
- Skill-focused recruiters trained to source, screen, and place a variety of consultants
- Proven success and expertise in placing and retaining consultants

Our firm has extensive experience developing and managing IT resources; therefore, we feel that UCF's timeframe is not only possible, but comfortable. We have a database of over two million successful, technical candidates to serve as the foundation that UCF requires, including IT, Professional, Support Staff, Technical resources, and more. These technical professionals will be managed by our formal processes, including 30/30 formal review, regular reporting of performance metrics, and frequent communication.

We look forward to taking the next step in the proposal process. If you require any clarification regarding the contents of our proposal or have questions about the service Apex provides, please contact me.

Respectfully,

Samantha Reichardt (Taub)  
Sr. Account Manager  
225 E. Robinson St. Suite 255  
Orlando, FL 32801  
Office: 407-264-7001  
Cell: 407-461-2056  
[staub@apexsystems.com](mailto:staub@apexsystems.com)

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## Experience and Qualifications of Proposer

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

Apex Systems believes we are qualified and can provide temporary labor services as described in this ITN. Apex Systems (Apex) is a world class technology services business that incorporates industry insights and experience to deliver workforce mobilization, modern enterprise, and digital innovation solutions to fulfill our clients' digital visions. We use our unique deployment model to build qualified, industry specialized fit-for-purpose teams and combine them with proven solutions and service models to achieve results.

We have more than 70 offices serving 1,900+ clients in all major industries across the US, Canada and Mexico including Orlando, Florida. We support over 350 of Fortune 500 companies as well as government entities and educational institutions. Over the past eight years, we have executed more than 8,000 statements of work (SOW) and deployed over 150,000 consultants including the resources described in the scope of this RFP.

Since 2016, Apex has placed approximately 2,000 consultants within colleges and universities nationwide. Our retention rate for these placements is 82.5%.

Additionally, a breakdown of our placements in each applicable skill area since 2016 is below.

Labor Category	Nationwide Placements	Orlando Placements
Support Staff	39,814	839
Information Technology	81,525	1,645
Professionals	33,715	363
Technical	101,660	2,031

Apex has supported UCF since 2018 and is also currently an active vendor at UCF.

We utilize specialized technology and industry practice groups to deliver the most talented and qualified technical professionals to clients within all major industries. Since 2016, Apex has placed over 9,700 consultants to more than 50 state and local public sector entities.

Apex utilizes industry best practices to maintain legacy systems, support IT modernization efforts, implement digital initiatives and manage strategic projects. This enables our state and local clients to leverage the strength and knowledge we've gained through our extensive experience supporting the public sector.

**APEX CLIENTS INCLUDE:**

- State, City and County Governments
- School Districts
- Colleges/Universities

**SAMPLE PROJECTS SUPPORTED:**

- Legacy maintenance and technical support
- Modernization and cloud initiatives as agencies continually seek ways to reassess current technology systems and plan for next generation updates
- Analytic projects to help local agencies to pinpoint inefficiencies and target better cost-of-delivery opportunities
- Application upgrades as agencies have invested in new eligibility/enrollment systems

**Differentiators**

Apex Systems offers a multitude of features and value-adds that differentiate us from competitors. Below is an overview of the value adds Apex will provide to the University of Central Florida (UCF).

**Apex Deployment Model:** Apex's deployment model is designed to consistently deliver on demand, fit-for-purpose, scalable teams. We leverage our skill-focused recruiting expertise to provide the right resources with the requisite skills, experience and industry expertise for each client engagement.

We build custom teams by deploying consultants from our virtual bench of over 16 million professionals within our Talent Cloud. This model allows us to provide teams tailored to fit the needs of the client at a lower cost than traditional consulting firms. Our continued success on IT solutions engagements has resulted in long-standing relationships with Fortune 1000 companies and higher education agencies that know they can rely on Apex to provide the most advanced workforce technologies and consultants available.

**Value Reimagined:** Apex has been a leader in the IT services industry for more than 20 years and continually monitors the industry for ways to improve and expand our service offerings. We now offer a robust service delivery model in which we develop and implement customized solutions for our clients in the areas of Modern Enterprise, Digital Innovation and Workforce Mobilization. By executing these solutions, we drive better results for our clients and bring them more value through our services. In 2020, we executed 1,900 client projects and programs within these three solution areas.

**Skill-Focused Recruiting:** Apex recruiters are more adept at screening high-quality candidates because of our specialized training and skill-focused recruiting approach. Clients benefit by having access to top tier consultants within 48 to 72 hours.



**Apex Elite Qualification Program:** Providing elite candidates is part of Apex's commitment to delivering high quality services to our clients. As such, we implemented our proprietary skills validation platform, the Apex Elite Qualification Program, which is intended to provide a more comprehensive skill evaluation of our candidates. On average, 'elite-qualified' candidates are 24% more likely to be selected by our clients over our competition.

**Apex Talent University:** Apex understands that there are many factors to attracting and retaining the top talent in the extremely competitive IT industry; thus, we created Apex Talent University (ATU). The mission of ATU is to provide continuing education and customized training programs to reskill or upskill our workforce.

Our consultants can continually gain new skills while working on assignment with Apex's clients.

**Geography and Size:** Apex has more than 70 offices serving 1900+ clients in all major industries across North America. With branch offices in nearly every metropolitan area in the United States, we are capable of meeting the needs of any client at a local and national level. Currently, we have 5 offices within Florida and 2 within UCF's area.

Additionally, Apex's recruiting engine includes more than 900 skill-focused recruiters, including 230 in Apex's three National Recruiting Centers. Our Recruiting Centers allow us to better meet the needs of our clients by providing surge recruiting for high volume or niche requirements.

**Industry Focus:** For each client engagement, Apex utilizes our industry experts to help us better understand the unique challenges of each client's industry and trends that impact that industry. Our national industry teams provide oversight and expertise to our local branch teams.

**Technology:** Apex proactively leverages emerging technologies to transform and support our business in preparation for the future. This includes innovative offerings and processes that add value and drive improvements within our clients' recruiting and training processes. We take pride in our innovative approach to providing IT services and our leadership's vision is to be on the bleeding edge of technological innovations within the industry. We are constantly experimenting and investing in new technologies to give our company an edge over our competition.

The industry has acknowledged our innovation and awarded Apex the Bullseye Award for Staffing Innovation: Most Innovative Use of Technology (Large Firms) in both 2017 and 2018. This award is reflective of Apex's focus and accomplishments with innovative use of technology.

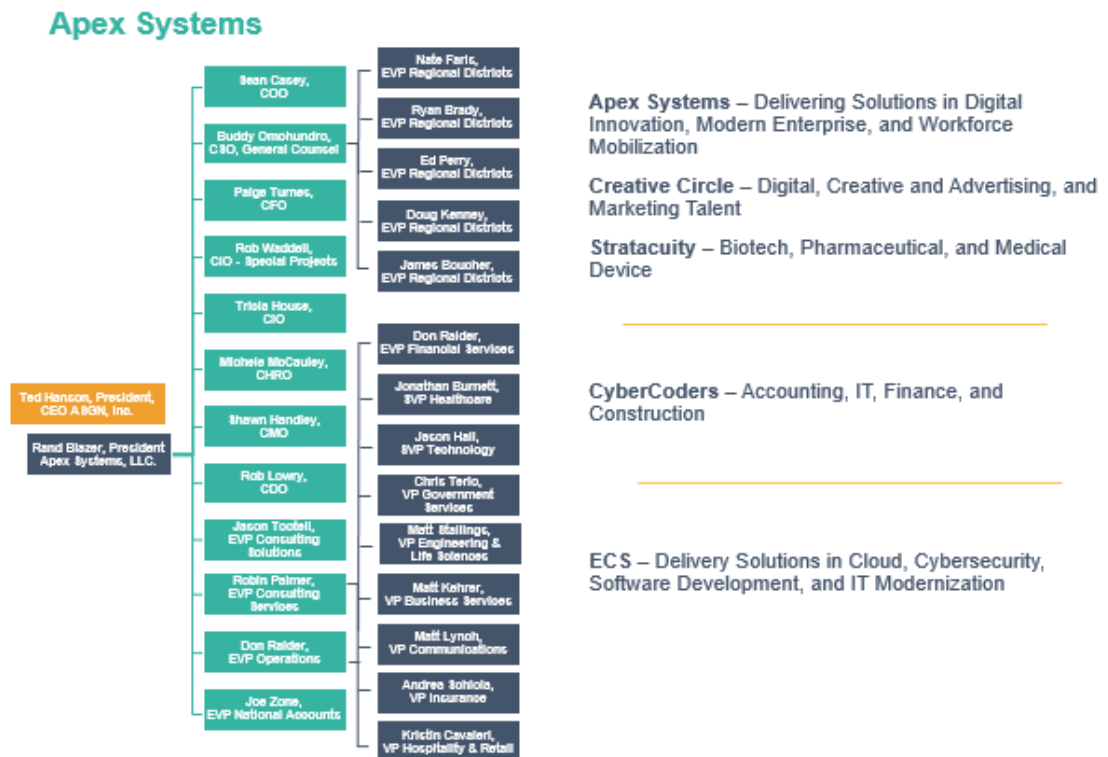
- 2. Provide an overview and history of your company. Describe the organization of your company that includes the organizational structure.**

Apex Systems was founded in 1995 in Richmond, Virginia and has been a division of ASGN, Inc. since 2012. Over the past 25 years, Apex has grown to be a leader in the IT services industry due to our ability to deliver high-quality consultants and solutions to solve our clients' issues. We serve 350 of the Fortune 500 companies and mid-market and emerging companies from a variety of industries including Government Services, Consumer and Industrial, Technology, Healthcare, Financial, Business Services, Energy, Insurance, Communications and Life Sciences.

Apex Systems (Apex) is a world class technology services business that incorporates industry insights and experience to deliver workforce mobilization, modern enterprise, and digital innovation solutions to fulfill our clients' digital visions. We use our unique deployment model to build qualified, industry specialized fit-for-purpose teams and combine them with proven solutions and service models to achieve results. Our agility and obsession with providing value enables us to support an ever evolving digital world. Apex is a segment of ASGN Inc. (NYSE: ASGN).

We have more than 70 offices serving 1,900+ clients in all major industries across the US, Canada and Mexico. Over the past eight years, we have executed more than 8,000 statements of work (SOW) and deployed over 150,000 consultants.

As part of ASGN, Incorporated, Apex holds alliances with the divisions of ASGN that can be leveraged in the instance that Apex cannot directly support the needs of UCF. Apex's sister companies currently include: Stratacuity, Creative Circle, Cybercoders, and ECS.





Apex currently also partners with over 50 diverse partners to provide onshore and offshore resources. Apex can engage a sub-vendor from our list of vetted, approved associate vendors if our clients have specific requirements around diversity hiring initiatives. Currently 86.5% of our national prime associate vendors are certified Minority Owned, Women Owned and/or Small Businesses.

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

As mentioned above, Apex Systems was founded in 1995 in Richmond, Virginia and has been a division of ASGN, Inc. since 2012. Over the past 25 years, Apex has grown to be a leader in the IT services industry due to our ability to deliver high-quality consultants and solutions to solve our clients' issues. We serve 350 of the Fortune 500 companies and mid-market and emerging companies from a variety of industries including Government Services, Consumer and Industrial, Technology, Healthcare, Financial, Business Services, Energy, Insurance, Communications and Life Sciences.

We have more than 70 offices serving 1,900+ clients in all major industries across the US, Canada and Mexico, including over 350 of Fortune 500 companies. Over the past eight years, we have executed more than 8,000 statements of work (SOW) and deployed over 150,000 consultants. Additionally, Apex boasted a revenue of 2.42 billion in 2020.

Our commitment to client satisfaction strengthens our relationships and ensures that we deliver a service effort designed to support UCF's organizational objectives.

**Accreditations and Associations**

Apex accolades and professional associations include, but are not limited to the following:

- Best of Staffing Talent Satisfaction 2020 Award – four years in a row
- Best of Staffing Client Satisfaction Award - nine years in a row
- Best of Staffing Diamond Award for Client Satisfaction Apex received the following awards thus in 2019:
  - Pontoon Principal Partner Award Recipient 2019
  - Best of Staffing Talent Satisfaction 2019 Award – three years in a row
  - Best of Staffing Client Satisfaction & Diamond Award for winning
  - Client Satisfaction six years running – eight years in a row
  - SIA Largest IT Staffing Firms in the US (2nd)
  - Apex President, Rand Blazer named on SIA's Staffing 100 list

- 2019 Military Friendly Employer
- 2019 Military Friendly Spouse Employer
- FlexJobs Top 100 to watch for remote-friendly contract work
- Richmond Top Workplaces Award – Third Year in a Row
- Apex CSO and General Counsel, Buddy Omohundro - Richmond Times Dispatch Leadership Award, Large Company category
- Randstad Sourceright 2020 Preferred Supplier
- Allegis Global Solutions 2019 Strategic Partner
- Apex received the following awards in 2018:
  - Professional Diversity Network (PDN) Top 10 Diversity Leading Employer – second year in a row
  - Named 2018 Bronze Level Military Friendly Employer
  - Named 2018 Bronze Level Military Friendly Spouse Employer
  - Apex CFO Paige Turnes named one of Global Power 150 – Women in Staffing
  - Apex SVP, HR Michele McCauley named to Global Power 150
  - Best of Staffing Talent Satisfaction 2018 Award
  - Best of Staffing Client Satisfaction & Diamond Award for winning Client Satisfaction five years running
  - Allegis Global Solutions 2018 Strategic Partner
  - Richmond Top Workplaces Award
  - Guidant Global Top Ranked Supplier 2017-2018
  - 2018 Bullseye Award for Staffing Innovation: Most Innovative Use of Technology – Large Firms TAPFIN Partner of the Year

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

Reference 1	
Company/University Name	Westgate Resorts
Address	7450 Sandlake Commons Blvd Orlando, FL 32819
Services Rendered and Length of Service	Partner since 2008 (13 years) Technology staffing and consulting services
Contact Name	Angel Miranda

Email	angel_miranda@wgresorts.com
Phone	407-355-1000

### Reference 2

Company/University Name	Yale University
Address	150 Munson St. New Haven, CT 06511
Services Rendered and Length of Service	IT staff augmentation services since 2013
Contact Name	Ryan Schlagheck
Email	ryan.schlagheck@yale.edu
Phone	203-436-5988

### Reference 3

Company/University Name	University of Virginia
Address	P.O. Box 400229 Charlottesville, VA 22904
Services Rendered and Length of Service	IT Staff Augmentation Services and Technology Consulting services; partner since 2013
Contact Name	Clayton Lockhart
Email	cml4sa@virginia.edu
Phone	434-924-0631

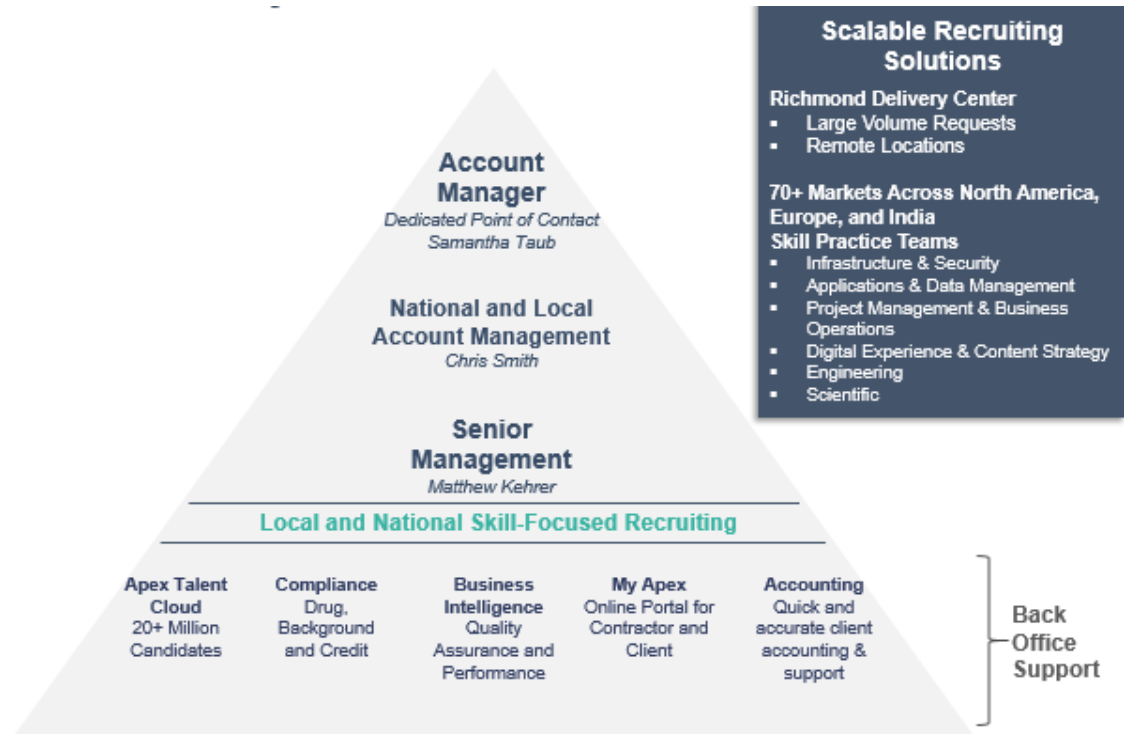
### Reference 4

Company/University Name	University of Central Florida
Address	12443 Research Pkwy Ste 202 Orlando, FL 32826
Services Rendered and Length of Service	IT Staff Augmentation Services
Contact Name	Trevor Zarnowiec
Email	Trevor.Zarnowiec@ucf.edu
Phone	407-823-0777

## Project Staff Qualifications/Experience

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

Apex will provide UCF with an account team demonstrated in the graphic below. Staff profiles are included as attachments.



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

Apex is capable of providing the information technology, professionals, and technical skill sets required for this RFP without the use of subcontractors or sub-consultants. As mentioned above, Apex has placed approximately 2,000 consultants within colleges and universities nationwide since 2016. Our retention rate for these placements is 82.5%. More information regarding our experience and capabilities in Higher Education is attached as “Higher Education Industry.pdf”.

Additionally, a breakdown of our placements in each applicable skill area since 2016 is below.

<b>Labor Category</b>	<b>Nationwide Placements</b>	<b>Orlando Placements</b>
Support Staff	39,814	839
Information Technology	81,525	1,645
Professionals	33,715	363
Technical	101,660	2,031

## **Overall Responsiveness of Proposal to Satisfy Scope/project Approach**

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

Apex Systems has a variety of experience and expertise in providing services in all temporary labor areas. Our top priority is to ensure our clients and consultants receive outstanding service. Apex’s account teams take time to ensure we fully understand our clients’ vision, mission, business goals, environment and standards of performance. A clear and complete understanding allows us to develop tailored solutions to overcome our clients’ unique business challenges. Apex’s customer focused approach includes responsive and flexible account teams that are always available to meet with clients and cultivates client relationships using the following principles:

- Frequent communication, including face-to-face meetings with local account teams to collaborate throughout our partnership
- Flexibility to adjust, given each client’s unique needs
- Ensuring the quality of our work performed, including that of our Workforce

- Partnership and transparency with clients for continuous growth and improvement

### **Account Team**

Apex has more than 70 offices throughout North America, including offices in UCF's markets. Our geographic depth at a local, regional and national level provides UCF with a comprehensive account structure to ensure that quality service is provided throughout our engagement. Our close proximity to UCF's facility is beneficial for streamlining communication and provides a more personal approach that results in focused service to meet UCF's needs. The roles and responsibilities of our UCF account team are described below.

- Account Manager – partnership development, requisition fulfillment and service consistency, first escalation point
- Managing Director – branch office management and direct account oversight, second escalation point
- Industry Team – national industry-focused teams provide oversight and industry expertise, coordinate with local teams
- Delivery Manager – coordination with account managers and recruiters, ensuring delivery of the most qualified candidates
- Skill-Focused Recruiters – local market sourcing, recruiting and skill set expertise
- Contractor Relationship Coordinator – keeps Workforce informed about available resources and helps resolve common issues or inquiries about PTO, payroll or other pertinent matters

Local account managers lead our account teams and coordinate with our national industry teams and consulting teams to help build client solutions. Account managers act as the single point of contact for efficient communication and customer feedback. The responsible account manager will ensure that we understand all program details and requirements. Account managers then capture and store the information so that it is accessible for all members of our account team. Account managers work closely with delivery managers and recruiters and serve as the primary disseminators of information to ensure we maintain a deep knowledge of our clients' needs.

Apex's UCF Account Manager, Samantha Reichardt (Taub), will serve as the main point of contact, responsible for managing the UCF partnership and providing quality service. UCF will schedule meetings with UCF's stakeholders to develop a deep understanding of UCF's teams, technical stack, programs and projects, as well as short and long-term business objectives. He/She will also discuss current challenges UCF is facing and help develop solutions to overcome those challenges. Account managers are available to meet with client stakeholders on or offsite.

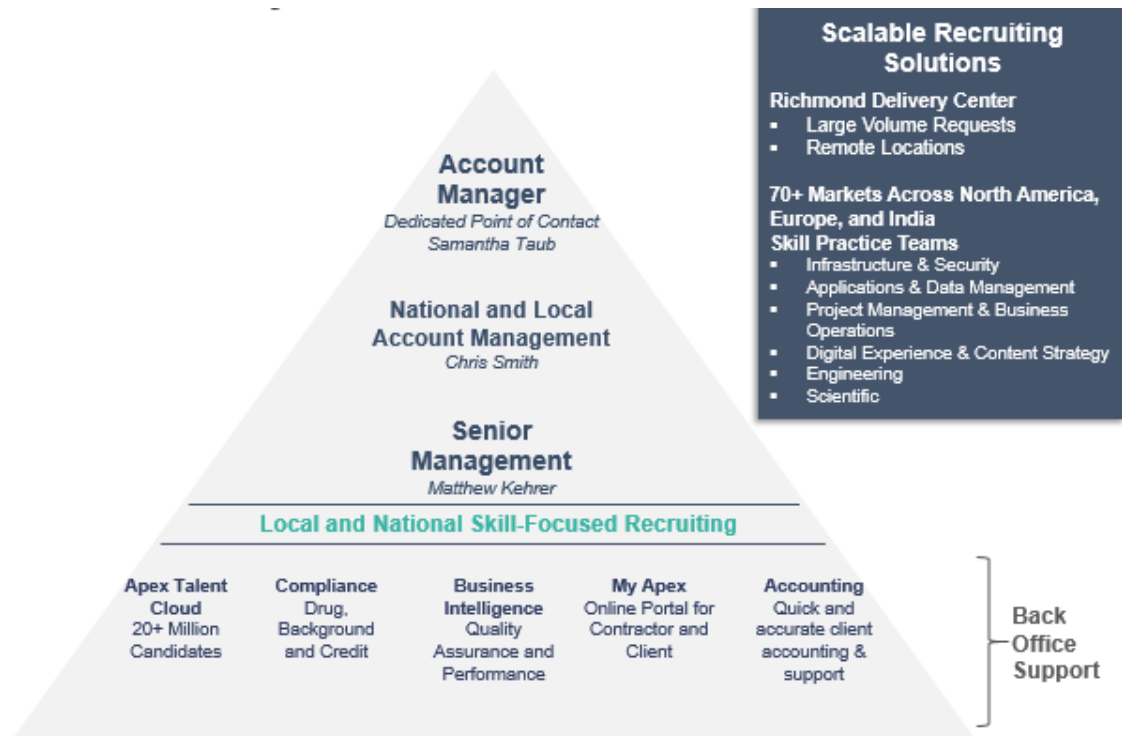
The frequent communication and monthly meetings with client stakeholders help us stay current with client initiatives and give us the opportunity to receive client feedback and have open discussions on crucial aspects of our service, such as the following:



- Pricing
- Resource requests
- Change requests
- Performance and evaluation of our service and our consultants' service
- Planning for forthcoming hiring surges
- Setting future performance metrics

We develop transparent relationships and ensure that client stakeholders and our consultants feel comfortable sharing feedback and concerns with us. Apex uses this client feedback to continually improve our service offerings. In addition to gathering client feedback for improvement, information gathered from client meetings helps account teams take a proactive approach to developing solutions. To meet current and future requirements, account teams will develop a tailored candidate pipeline for UCF.

The org chart below shows the account team structure for UCF's program.



## Recruiting Methodology

Apex's skill-focused recruiting methodology is the backbone of our organization and provides a significant advantage to our clients. We have been able to outperform our competitors by training each of our recruiters in key IT and Life Sciences skill sets, which enables them to more effectively identify and screen qualified applicants. This in-depth understanding of specific technologies has led to a 16% increase in our fill ratio over our generalist recruiting methods used prior to 2012.

Apex's skill-focused methodology provides UCF with:



- Higher Caliber Candidates - Apex's Skill Practice Teams (Practice Teams) and skill-focused recruiters have a complete understanding of technical requirements leading to better screenings
- Stronger Talent Pipelines - Our skill-focused recruiters have a greater ability to evaluate the appropriate technical aptitude of candidates
- Shorter Response Time – Skill-focused recruiters are familiar with the characteristics of strong candidates within their respective disciplines; nationally, Apex has over 930 skill-focused recruiters, with [number] located in our UCF office

### **Apex Skill Practice Teams**

Our Practice Teams source candidates for in-demand skills. With the national reach and expert qualification of our Practice Teams, UCF will receive qualified talent across all skill sets, as required for the 2020-19TCSA initiative.

Our Practice Teams also drive our ability to stay abreast of the latest technology and industry trends across all markets. These Practice Teams consist of skill-focused recruiters, practice directors, delivery leads and technical subject matter experts (SMEs).

### **Skill-Focused Recruiting**

All Apex recruiters are skill-focused and are trained within key IT and Life Sciences skill sets. Recruiters receive a base of four week training within their assigned skill focus and additional technical training courses throughout the year. On average, Apex can provide qualified candidates to our clients within 48 to 72 hours by utilizing our skill-focused recruiting approach and development of a UCF pipeline.

Each of our 750 skill-focused recruiters is trained to identify and screen candidates with specific skill sets shown in the graphic below.



### Practice Directors

Apex practice directors lead our Practice Teams and are responsible for maintaining competency in the technologies and skill sets within their respective team. Practice directors have more than 10 years of experience working within their respective technical domain. Practice directors use their expertise to qualify highly technical requirements with clients, design and develop training material for recruitment and technical evaluation of candidates and consult with clients on emerging technology and industry trends.

### Skill-Focused Delivery Leads

Apex employs skill-focused delivery leads in every major branch to support technical training and candidate sourcing for the branches in their region. Each delivery lead has over five years of skill-focused recruiting experience with continuous education designed and developed by the Practice Teams. Delivery leads oversee skill-focused recruiters and provide market research to educate our local delivery teams.

### Apex Elite and Technical SMEs

Providing elite candidates is part of Apex's commitment to delivering high quality services to our clients. As such, we implemented our proprietary skills validation platform, the Apex Elite Qualification Program, which is intended to provide a more comprehensive skill evaluation of our candidates. On average, 'elite-

qualified' candidates are 24% more likely to be selected by our clients over our competition.

Apex employs over 100 technical SMEs in the IT and Life Science skill areas, including developers, architects and engineers, to set and administer our in-depth technical testing. These tests ensure our candidates possess the requisite technical skills to meet our clients' needs. Our technical SMEs have an average of 15 years of hands-on experience in their respective disciplines.

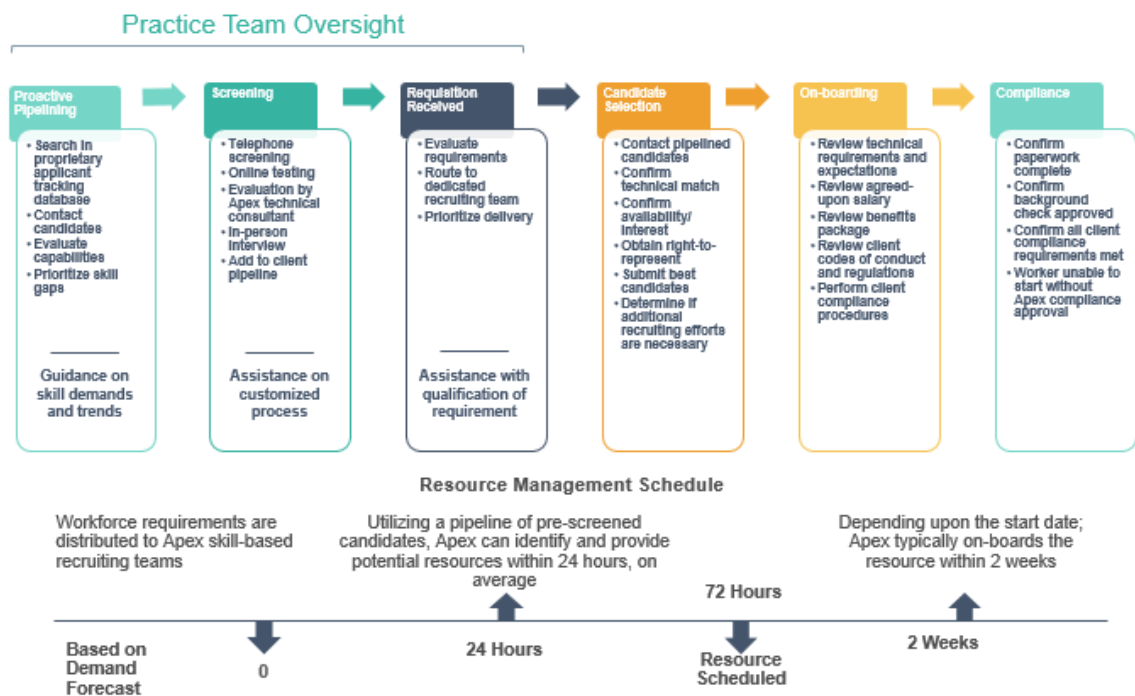
Apex presents an 'elite-qualified' candidate and corresponding test results to UCF. Test results include a detailed breakdown of the topics the candidate was assessed on, the level of proficiency within each skill area and a summary of the questions asked during the testing process.

### Recruiting Process

Apex has grown to be an industry leader by providing only the best quality to our clients. First, we take the time to understand the needs of the UCF to discover the characteristics, both technical and non-technical, that are critical for your employees to be successful. Then we use our best-in-class recruiting, screening and compliance process to ensure that the candidates we are supplying are the best fit for the client.

We use a skill-focused recruiting methodology that emphasizes technical knowledge at every level of our organization, which gives our clients the benefits of having higher caliber candidates in a shorter amount of time than our competitors.

The graphic below displays our recruiting process.



### **Qualification and Client Pipeline**

Apex is committed to sourcing and delivering top quality professionals with the skills required by UCF. To ensure that we source and pipeline the correct candidates, the local Apex account manager meets with client stakeholders to gather the technical and non-technical requirements of a position. The account manager then coordinates with the local delivery team and the appropriate Practice Team to evaluate the requirements and create a recruiting plan for the client.

Qualifying the position includes, but is not limited to the following:

- Gaining an understanding of the business driver behind the need
- Gathering the job description and critical skills required
- Discussing pre-screening questions and any required testing
- Gaining an understanding of the technical and cultural environment in which the consultant will work
- Reviewing the budget and contract duration

We also ensure that UCF's niche or hard-to-fill requirements are successfully addressed by engaging the correct Practice Team to qualify the technical requirements of the position and create screening assessments. Skill-focused recruiters in the local branch use this information to build and maintain a customized pipeline of candidates specific to UCF's program initiatives. Having a tailored pipeline ensures that we can deliver at the staffing level required and streamlines our placement and onboarding process.

### **Source and Match**

Once the candidate profile has been agreed-upon, Apex uses a variety of sourcing strategies that ensures we have sufficient talent available and respond rapidly to UCF requirements. Our sourcing strategy includes the following tools:

#### Apex Talent Cloud

Apex's Talent Cloud includes Bullhorn, our applicant tracking system (ATS) and database, Cybercoders database, as well as DaXtra Search tool and gives our recruiters access to over 16 million candidates. Additionally, our skill-focused recruiters add over 5,000 new candidate resumes to our database each week.

Bullhorn is integrated with major professional networking and employment search sites such as Monster, CareerBuilder, LinkedIn, Indeed, Dice, Clearance Jobs, Craigslist and 'ProveIT!,' our technical aptitude verification partner. DaXtra Search is used for continuous sourcing and is a candidate aggregation software that provides Apex access to over 16.2 million candidate profiles throughout North America.

To meet our clients' staffing needs, Apex skill-focused recruiters are continuously searching for candidates and contacting them to assess their job qualifications. Candidate skill and aptitude information is also tracked in Bullhorn. Our process allows us to be proactive in our pipeline search and makes it possible for our delivery teams to see similar job openings throughout North America, while viewing pre-screened candidates for those openings.

As a result, Apex already has a significant pipeline of candidates in each of the skill areas required by UCF and can provide quality professionals quickly.

#### Apex Alumni Program

The Apex Alumni Program was implemented with the purpose of redeploying our highest performing, tried and tested professionals for new assignments. With hundreds of professionals completing assignments each month, Apex places high importance on maintaining frequent communication with Apex Alumni (Alumni). Account and delivery teams stay in frequent communication with our professionals during and post-assignment. Communication can include face-to-face meetings, as well as outreach via social media, automated touch point tools and Apex's Alumni Newsletter.

Alumni are also encouraged to join our Talent Network that will automatically send them jobs based on their skill set and preferences. Furthermore, Apex's staff includes replacement coaches that have calls with delivery managers to go over the performance reviews of talent. Replacement coaches use the quarterly reviews and performance results to help identify Alumni that are a good fit for other assignments.

Accessing performance history within our ATS is valuable for identifying high quality performers and creating an Alumni pipeline. UCF will benefit by having access to skilled candidates with a proven history of performance with specific clients, skill sets and industries.

We never miss a chance for re-engaging and redeploying our highest proven professionals with Apex's Alumni Program.

#### Referrals

Apex had over 38,200 professionals on assignment in 2020, making us one of the largest employers of IT, Clinical and Scientific professionals in the United States. As a result, we have relationships with a significant percentage of the IT and Life Sciences talent available, including those who may have insight into the skills needed by UCF. We offer an attractive referral bonus program and use extensive relationships with other professionals to access professionals interested in a new career. Furthermore, many professionals referred to Apex are seeking a career change but have not posted their resumes on job boards giving our clients exclusive access to these potential candidates.

#### Social Outreach Programs and Technical Communities

Apex uses social outreach partnership programs and technical communities to develop relationships, attract talent and build knowledge around current and future job opportunities at Apex. Our approach is to be proactive and provide new or existing talent the opportunity to develop IT skills in preparation for entry-level opportunities or a change in career within IT. Apex will continue to have access to newly developed talent by being a proactive advocate and pre-sourcing this talent.

We also use specific technology-focused job boards and attend targeted, diversity-based job fairs. We use LinkedIn, Facebook, Twitter and Instagram for networking. Social outreach programs and technical communities that Apex offers and partakes in are as follows:



- Apex Toolbox Talks and User Webinars
- User Groups and Association Memberships
- Non-Profit Outreach: Code-a-Thon and GiveCamps
- Career Development Organizations: Year Up and Operation Code

Furthermore, our Delivery Teams attend pertinent networking events. At these events, we often serve as panelists in Q&A sessions to provide insight regarding skill sets, the market, working with skill-focused recruiters, resume best practices and more. We also network with the professionals who attend to gain an understanding of their skill sets and what jobs they are looking for, which often leads to placing them on assignment with one of our clients.

## **2. Describe how urgent requests are handled.**

Apex works to respond immediately to our clients' requests for staff augmentation, which is typically within the first hour of notification. In many cases, we can provide quality candidates within 24-48 hours; however, some positions may take longer due to the smaller talent pool of readily available candidates. We proactively source contractors with in-demand skills so that we can meet the upcoming needs of our clients. Our goal is to provide you with the best candidates as fast as possible, but not at the expense of quality.

Additionally, Apex has a vast pool of resources that can be utilized to backfill positions. A few of these tools are described below.

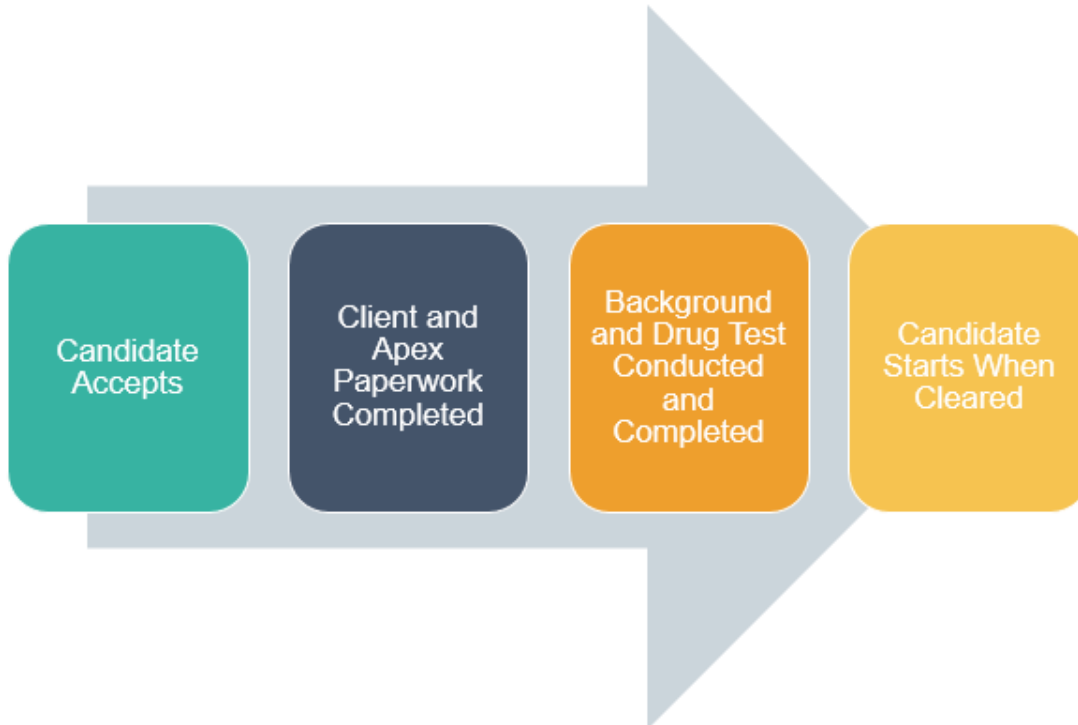
- Apex's Talent Cloud - Apex's Talent Cloud includes Bullhorn, our applicant tracking system (ATS) and database, Cybercoders database, as well as DaXtra Search tool and gives our recruiters access to over 16 million candidates.
- Apex Alumni Program - The Apex Alumni Program was implemented with the purpose of redeploying our highest performing, tried and tested professionals for new assignments. With hundreds of professionals completing assignments each month, Apex places high importance on maintaining frequent communication with Apex Alumni (Alumni).
- Referrals - Apex had over 38,200 professionals on assignment in 2020, making us one of the largest employers of IT, Clinical and Scientific professionals in the United States. As a result, we have relationships with a significant percentage of the IT and Life Sciences talent available, including those who may have insight into the skills needed by UCF.

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

Apex's back office teams are committed to ensuring that each candidate's onboarding and compliance process is as seamless as possible. Once a candidate is selected for hire, Apex recruiters engage our onboarding specialists to kick off the onboarding process. The onboarding specialists review the following elements with our candidates.

- Technical requirements and expectations
- Agreed upon salary and benefits package
- Client codes of conduct and regulations
- Client compliance procedures

Once all reviews have been completed, Apex compliance specialists assist our candidates with completing all required paperwork, background checks and any additional client compliance requirements. A worker is unable to begin a client assignment without Apex compliance approval.



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

Apex delivery teams use a thorough and proven screening process to establish a pool of viable candidates for each client. Our process is flexible and can accommodate additional client requirements. Should UCF have any special screening requests, Apex will gladly assist with implementing a customized solution.

To screen candidates, all Apex recruiters and account managers use a best practice process that includes the following elements:

- Telephone Screening--Apex uses this initial screen to verify candidates' basic skill proficiencies, availability, and overall interest in a position to establish a pool of potential candidates.

- Skill Proficiency Testing--Using the services of our technical aptitude verification partner, Aspiring Minds (formerly Provelt!), our recruiters are able to further assess a candidate's skill proficiency by testing the candidate's technical skills.
- Virtual or In-Person Interview--During this interview, our technical recruiter and/or technical screener evaluate the candidate's technical aptitude, professional demeanor, and overall commitment to the proposed assignment. The recruiter and the candidate meet for a 20 to 30 minute interview to discuss the candidate's work history and go over the results from any technical assessments that were assigned to the candidate.
- Technical Screening—Technical SMEs from our skill practice groups perform in-depth technical evaluations. These screeners ask thorough and highly technical questions that are specific to the client's job requirements.
- Technical Reference Checks--Apex recruiters verify a minimum of two technical, managerial references to verify candidates' past performance and job history.

Based on the screening steps described, if a candidate meets all of the requirements and has the professional and intangible skills required to support UCF's requirements, the Apex account manager will submit the candidate's resume to the client stakeholder and help schedule an initial client interview. We make recommendations based on three criteria:

- Does the candidate fit UCF's environment?
- Does the candidate have the skills necessary to do the job?
- Is the candidate reliable?

Our philosophy is that every candidate must meet all three of the above criteria in order to move forward in the process. This standard is essential to appropriately assess the candidate's commitment to the client and to ensure a custom fit with UCF's culture.

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

See below for information regarding three accounts we support with networks similar to UCF's needs.

Apex Systems fill percentage for 2020 is 55.6% and our Orlando branch's fill rate is 63.8%. Our current lead time to get an employee ready to work is 10 business days. Depending on UCF's screening and background requirements, the average start time may vary.

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

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

<b><u>SECTION</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>RESPONDENT INITIALS</u></b>
2.1 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.2 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.3 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.4	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.5	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.6 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.7 Section Not Used			
2.8 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.9	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.10	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.11 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.12	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.13 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.14 **Non-negotiable**	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>
2.15	<u>  x  </u>	<u>      </u>	<sup>DS</sup> <u>CS</u>

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

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

Company: Apex Systems Authorized Representative's Name: Chris Smith

Authorized Representative's Signature: Chris Smith Date: 1/25/2022

DocuSigned by:  
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## APPENDIX II

### CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Apex Systems

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

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

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

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

**The Contractor and subcontractors shall abide by the requirements of 41 CFR Section 60-1.4(a), 60-300.5(a), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status, or physical or mental disability.**

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

## APPENDIX II

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

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

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

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

pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or Supplier. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or Supplier as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

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

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

Company: Apex Systems

Authorized Representative's Name: Chris Smith

Authorized Representative's Signature: 

Date: 1/25/2022

**APPENDIX III**

**COMPLIANCE AND  
CERTIFICATION OF GOOD STANDINGS**

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

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

**CERTIFICATION**

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

Company: Apex Systems

Authorized Representative's Name: Chris Smith

Authorized Representative's Signature: 

Date: 1/25/2022



UNIVERSITY OF CENTRAL FLORIDA

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

## ADDENDUM

### IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA

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

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I                      ADDENDUM DATE: December 15, 2021

**Purpose of this addendum is to:**

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

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

DocuSigned by:  
*Chris Smith*  
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\_\_\_\_\_  
PROPOSERS SIGNATURE

\_\_\_\_\_  
Chris Smith  
PRINT OR TYPE PROPOSER'S NAME

\_\_\_\_\_  
Apex Systems  
COMPANY NAME

\_\_\_\_\_  
cssmith@apexsystems.com  
EMAIL ADDRESS

**Attachments:**  
**Account Team Bios and**  
**Certificate of Insurance**  
**(included in separate file)**



# Samantha Taub

Orlando, Florida, United States



staub@apexsystems.com



[linkedin.com/in/samantha-taub-07383b29](https://www.linkedin.com/in/samantha-taub-07383b29)

## Experience



### Account Executive

#### Apex Systems

Dec 2021 - Present (1 month +)

- Engage in Business to Business sales with new and existing clients for supplemental staffing or long-term consulting engagements in the fields of Information Technology, Engineering, Business Applications and Telecommunications
- Act as a business partner with hospitality clients in the Orlando market on the appropriate staffing/ consulting services model (staff augmentation, SOW, RPO, MSP, VMS) based on IT goals
- Building and maintaining manager relations through consistent meetings, lunches, and out-of-office activities
- Utilize sales skills in the areas of cold calling, contract negotiating, prospecting new clients, client management, and customer service
- Work closely with Delivery (Recruiting) Team to identify, screen and place technical resources
- Coordinate timelines and deadlines with managers and recruiters to increase productivity and keep the communication channels open
- Consistently evaluate client base and future business opportunities to ensure and validate an efficient strategy, growth and profitability
- Run the pre-sales development program for the Orlando office, as well as, mentor sales trainees from beginning of sales training program through test out.

\*2021 President's Club

\*2021 Florida District Account Manager of the Year

\*2021 Apex National Emerging Leaders Graduate



### Senior Account Manager

#### Apex Systems

Jan 2020 - Dec 2021 (2 years)

\*2019 President's Club

\*2019 Florida District MVP

\*2019 Apex Regional Leadership Development Program Graduate

\*2019 Apex Young Guns Company Guest Speaker



### Account Manager

#### Apex Systems

Mar 2017 - Jan 2020 (2 years 11 months)

\*2018 President's Club

\*2018 Florida District Rising Star



### **Account Executive**

FOX 35 Orlando, WOFL-TV

May 2015 - Mar 2017 (1 year 11 months)



### **Advertising Coordinator**

Remington College

May 2013 - Jan 2015 (1 year 9 months)



### **News Producer/Anchor/Reporter**

WUFT TV

Jan 2011 - Dec 2012 (2 years)



### **News Producer**

May 2010 - Dec 2012 (2 years 8 months)

## **Education**



### **University of Florida**

Bachelor of Science in Journalism and Communications, Telecommunications- News  
Broadcast

2008 - 2012



### **Universitat Autònoma de Barcelona**

Spanish Language and Literature

2012 - 2012

## **Honors & Awards**



**Graduated Summa Cum Laude** - University of Florida College of Journalism and  
Communications

Dec 2012

Graduated at the top of my class with a 3.85 GPA.

### **Chris Smith – Sr. Managing Director II – Orlando**

As the managing director of our local Orlando office, Chris is directly responsible for all office operations including leading the account management and delivery functions. As managing director, he is actively involved in client partnerships, dedicates resources to coordinate appropriate recruiting support and leverages his knowledge to help build long term, mutually beneficial partnerships. Chris will lead the branch to ensure continuity among our sales, recruiting, and delivery efforts.

Chris is a top performer with Apex Systems serving our Orlando market clients within the industries of Hospitality, Financial Services, Consumer Industrials, Healthcare, Government Services, Engineering, and more. During his fifteen year tenure with Apex, Chris has been honored numerous times for his outstanding service to clients and ability to develop mutually beneficial business relationships.

### **Matt Kehrer, Vice President – Apex Business Services Industry**

As Vice President of Apex's Business Services portfolio, Matt's responsibilities include leadership, national oversight, guidance, and management for all of Apex's clients within the Higher Education sector. Matt is accountable for leading overall customer relationship, business development, delivery, and continuous improvement strategies to ensure Apex maintains a consistently high level of service delivery. Matt provides industry awareness and knowledge to account teams related to trends within the sector and takes a forward-thinking approach to ensure we adapt to any changing business conditions. Matt's main focus is to deliver solutions that provide business value to our Higher Education customers to reduce cost, improve productivity, and help customers achieve benefits realization from their digital transformation investments.

Throughout his career, Matt has helped establish valuable relationships with clients, across the Business Services industry, inclusive of Higher Education, Management Consulting and IT Services sectors. Matt joined Apex in 2002 as a technical recruiter. Following several successful years as an Account Executive, Matt was promoted to Industry Director and most recently promoted to Vice President responsible for business development and national oversight for specific Business Services portfolio accounts. Over the past 20 years Matt has been a valuable team member and is well-versed in the trends and factors that impact the Higher Education sector.