

# Compunnel Staffing

Response to Invitation to Negotiate (ITN) # 2021-03TCSA  
Title: Temporary Labor Services

Issued by: University of Central Florida (UCF)  
Due date: January 27, 2022

## Submitted To

University of Central Florida  
Attention: Trinh Nguyen  
Procurement Services Department  
Phone: (407)-823-2661  
Email: [trinh.nguyen@ucf.edu](mailto:trinh.nguyen@ucf.edu)

## Submitted By

Compunnel Inc.,  
1200 South Pine Island Road Plantation,  
Florida, 33324  
Phone: 609-606-9010 | Fax: 609-750-0981  
E-mail: [Govt@compunnel.com](mailto:Govt@compunnel.com)



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# Cover Letter

**Date:** 01/27/2022

**Attention:** Trinh Nguyen

**Subject:** Compunnel's response for Invitation to Negotiate (ITN) Number: 2021-03TCSA for providing Temporary Labor Services.

With reference to the above subject, Compunnel Software Group, Inc. DBA as Compunnel, Inc. (referred to as "Compunnel") is pleased to submit this response to University of Central Florida (UCF) to enter its pool of qualified vendors for providing the desired range of Temporary Labor Services.

Established in 1994, Compunnel is a certified **MBE, CMMI level 3 and ISO 9001:2015** staffing company providing temporary labor services (Contingent Staffing, Contract Staffing, Contract-to-Hire, Full-time, SOW/Project based Staffing) to diverse industry verticals. We have been recognized as– 'Largest Staffing Firm in US' and '5000 Fastest-Growing Private Companies' in America, to name a few. With **footprints in 29 states**, Compunnel manages a highly dedicated and competent team of technical experts, who can deliver a wide spectrum of temporary labor services. *We are certified technological partners with Microsoft, Salesforce, Adobe, Drupal, Tableau, AWS, Snowflake, Liferay, Dori, 0Downtime, Profisee and many more companies.*

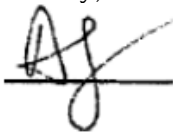
## Compunnel's Commitment to UCF

- ✓ **27+ years' experience** of providing similar IT Professional Resources to various **educational institutions**, Fortune 500 and public clients.
- ✓ 6 million pre-vetted resumes in resume database.
- ✓ **7000+** working IT professionals on various projects in the USA.
- ✓ 400+ internal IT recruiters and 2000+ virtual Recruiters.
- ✓ **Hiring flexibility** as per business needs that reduces risk and improves service quality
- ✓ **Quick turnaround for substituting** qualified key personnel within 8 hours lead time
- ✓ **Over 97% retention rate** backed with industry-leading Employee Retention practices
- ✓ **Dedicated Local Account Team** aligning business strategies to maximize ROI
- ✓ **Satisfaction guaranteed** as we stand by our quality, we guarantee your satisfaction with our services.
- ✓ **24X7** project support.

We understand this contract would result into an establishment of a vendor pool and execution of subsequent Service Requests that would be supported by Compunnel staff. We are part of **350+ similar** multi-year similar contracts and have supported leading **public sector agencies** such as *State of Minnesota, State of Massachusetts, Florida Department of Transportation, State of New Jersey, University of California* to name a few, in achieving their temporary labor services goals.

We have carefully read and examined the Request for Qualifications, including the addendums, and have conducted such other investigations as were prudent and reasonable in preparing the response. The representative mentioned below is fully authorized to discuss and negotiate any and all aspects of the contract with UCF. We agree to be bound by statements and representations made in our response. If you have any questions regarding our proposal, please do not hesitate to contact me directly.

Sincerely,



**Ashish Yadav, Contracts Manager**

1200 South Pine Island Road Plantation, Florida, 33324

Phone: 609-606-9010 | Fax: 609-750-0981

E-mail: [Govt@compunnel.com](mailto:Govt@compunnel.com)

Compunnel, Inc.

Phone: 609-606-9010 | Fax: 609-750-0981 | E-Mail: [Govt@compunnel.com](mailto:Govt@compunnel.com) | Website: [www.compunnel.com](http://www.compunnel.com)

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<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>		<b>University of Central Florida</b>  <b>INVITATION TO NEGOTIATE</b>  <b>Contractual Services</b>  <b>Acknowledgement Form</b>	
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.			
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 58-2137105			
SUPPLIER NAME <b>COMPUNNEL SOFTWARE GROUP, INC.</b>		REASON FOR NO OFFER: <b>Not Applicable</b>	
SUPPLIER MAILING ADDRESS <b>103 Morgan Lane, Suite 102, Plainsboro, New Jersey, 08536; County: Middlesex</b>			
CITY - STATE - ZIP CODE <b>Plainsboro, New Jersey, 08536;</b>			
AREA CODE	TELEPHONE NUMBER 609-606-9010	<b>POSTING OF PROPOSAL TABULATIONS</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: 609-750-0981		
	EMAIL: Govt@compunnel.com		

### Government Classifications

Check all that apply

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

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the 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.

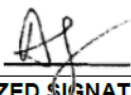
### GENERAL CONDITIONS

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.

  
**AUTHORIZED SIGNATURE (MANUAL)**

Ashish Yadav, Vice President

**AUTHORIZED SIGNATURE (TYPED), TITLE**

**4. PRICES, TERMS AND PAYMENT:** Firm prices shall be negotiated and include all services rendered to the purchaser.

**(a) DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for offer evaluation purposes.

**(b) MISTAKES:** Proposers are expected to examine the conditions, scope of work, offer prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the Proposer's risk.

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

Suppliers shall submit properly certified original invoices to:

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

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available at <https://fa.ucf.edu/travel-payables-forms/>.

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

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

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

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



## A. 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.**

### Response:

We bring a wealth of experience for providing oversight programs for complex temporary labor and staffing solutions to governmental, commercial, educational, and non-profit entities, and have done so for over 27 years. Compunnel understands the purpose of the University's temporary labor needs and is ready to support high quality talent from day one. Compunnel has hundreds of vetted local professionals within the State of Florida and thousands of employees nation-wide, available to meet immediate needs. Compunnel's temporary labor services help customers find temporary, temp to hire, and direct hires through a streamlined hiring process optimized for quick and cost-effective recruitment, as well as on-site team management and payroll services. Our trained personnel spread nationwide along with our use of cutting-edge technology will equip UCF's business with cost-effective temp staffing solutions that maximize efficiency, improve productivity and maintain compliance across skill sets.

### Our Key Value Proposition to Support UCF.

- Proven success in supporting customers of IT segments.
- Dedicated technology recruitment groups with wider access IT talent.
- Scalable recruitment model with focus on faster turn-around-time & cost-efficiency.
- National service support along with regional service delivery centers across US.
- In-house ATS & talent analytics engine for process efficiency & compliance assurance.
- Multi-tier candidate screening through online skill assessments, SMEs & AI-based scoring to ensure talent quality.
- Dedicated account management support with flexibility of centralized/branch-based local Support.
- Omni-channel sourcing channels backed by referral-based talent networks, open recruitment marketplace.
- Dedicated On-boarding team to ensure candidate engagement & retention.

Our qualified recruiters are experts in the State of Florida local labor market and can work with UCF to understand your business and your needs. We utilize latest technologies to source talent and put their people skills to good use to ensure the right talent comes to you. This is how we support you in taking your business forward. We have partnered with ISVs, and sub-contractors across the globe to build innovative, sustainable, and secured recruitment methodologies & procedures to connect the dots between people, products, and opportunities. We have automated our recruitment processes to unlock the power of digital transformation for re-imagining the business values by deploying emerging technologies Artificial Intelligence, and data science.

Compunnel has proven track record of successfully providing right talent to augment the capabilities of our clients ranging from **educational institutions**, public agencies, and Fortune 500 companies. Our teams have hugely contributed to efficiency, turnaround speed and upskill requirements that resulted in savings of **multi-million dollars** for our customers. Compunnel team will make sure to

provide technical support and guidance with the **right talent** at the right time. Our client-centric hiring models helps you quickly build up your team and meet your objectives. **The Outcome? Your Success!**

**Below we have highlighted our key differentiators that offer us an edge over the competition.**

- **Tailored Approach:** We recognize that every project has a set of unique strategic objectives, business needs, operational considerations, and organizational challenges. As a result, we believe in a collaborative, well-communicated, and consultative approach. We will tailor our mature processes to provide UCF on-time, high-quality, temporary labor services on as needed basis.
- **Qualified Recruiters:** Compunnel maintains a large global recruiting team of **400+ qualified recruiters** that are based in strategic locations not only in the U.S. but across the globe to allow us access to the best possible talent and strong mix of skill sets required in today's market. Our recruitment team works closely with Account Manager to understand the customer's requirements in order to provide the best match. The core and strength of our services lie in our ability to provide high-quality staff through a proven intake process and validated assessments to our customers such as UCF.
- **Large Database of Vetted Professionals:** Compunnel's deep pool of local consultants are ready to provide assistance when you need it, ensuring you always have an on-call selection of experts as your situation dictates. In addition, we also maintain a strong database of more than 6M resources (nationwide) by aggregating technically screened resources classified by various parameters like skills, years of experience, location preference, communication rating, availability, visa status, compensation and so on. We offer scalability to supply temporary labors at any scale, whether a single highly specialized resource or hundreds of contingent workers. Our cost structure is aligned with the needs of our customers, reducing spend, improving compliance and on-boarding the highest quality talent.
- **Empowering Educational Institutions:** Compunnel has a proven track record in supporting educational institutions and public agencies with on-budget/on-schedule temporary labor services and, more importantly, achieving customer-responsive business results for organizations like the UCF all across the United States. We deliver temporary labor services to projects at the University, Schools, and educational institutions across the nation. Consistent with our approach, our goal is to use our proven plan of success that was forged from our many experiences with the skills categories requested in this RFP.
- **Dedicated Local Account Management Team:** The team we have assembled is agile, responsive and brings expertise in supporting similar contracts for multiple public agencies. We will also assign a dedicated Account Manager to act as a SPOC with UCF's stakeholders to analyse the requirements and craft the strategy which will best fulfil those needs. Our teams of experts are dedicated to ensuring that you are on the right path to get the most out of your investment while minimizing any potential stress or discomfort that may exist when adopting any change into UCF's ecosystem. Our dedicated team has proven success in helping other organizations fulfil their temporary labor services goals and make them a reality.

**Key benefits of local branch-based service delivery model:**

- Extended service support with access to local talent pool.
- Scalable recruiting capacity - easy to ramp-up/down & reduced cost-per-hire.
- On-demand talent supply, enhanced support for volume demands.
- Quick response, faster turn-around-time.
- A direct communication with talent for faster screening, and onboarding processes.
- More engaged candidates with an average employee retention rate over 99%.

- **Tools and Methodologies:** As a value proposition, we will offer services of our proprietary tools at no cost to UCF, throughout the contract duration. We have developed multiple technology platforms and workforce management solutions empowered with AI that offer us an edge to deliver an uninterrupted, seamless and personalized experience. Our proprietary tools enable our workforce, business partners and customers to work as a unified force. This enables us to achieve superior results by sharing expertise, insights and real-time collaboration. Below we have highlighted our proprietary tools to support UCF with best of our temporary labor services.

**Below we have highlighted our major features that offer us an edge over the competition.**

- **Automated Attendance Tracking process:** StafflinePro is integrated with all leading VMS tools like SAP Fieldglass, Beeline, VectorVMS, Bullhorn, Wand, and IQNavigator to capture attendance data without any manual intervention. Compunnel understands the importance of using technology and automation for attendance tracking process to ensure seamless payroll operations and high-quality service delivery. Compunnel's automated attendance tracking process helps to
    - reduce time in verifying attendance/timesheets
    - improve efficiency by eliminating human errors and
    - avoid mismatch of attendance data by eliminating timesheet submission by consultants to Compunnel for billing
    - to avoid breaching overtime and other FLSA compliance mandates
    - improve transparency of billing among stakeholders: clients, and consultants
  - **Program Quality report:** Weekly meetings are conducted by the recruitment leads with the following reports:
    - Requisition Tracking report:
      - Job requisitions
      - Vendor responsiveness
      - Shortlist rate
      - submit to interview
      - Submit-to-hire
      - interview-to-hire,
      - Number of starts,
      - Dropouts/No starts
    - Contractor quality and performance review: Feedback from hiring managers about candidate quality and performance, adherence to workplace guidelines
    - Timekeeping Report: Gives insights about contractor performance, pay rate justification
    - Spend analytics report:
      - Bill rate adherence
      - marketing cost
      - expense management
      - Cost per hire
      - Location and category wise spend
  - Escalation and resolution report- Presents information on any customer quality issues and the follow up action taken
- Financial and Accounting Reports**
- Expense Report
  - Payroll & Timesheet report- State-wise payroll report, pending & processed transactions, payment cycle, approved timesheet report, pending timesheet report,



- Invoicing
- Accounts Receivable
- Quarterly Spend Analysis Report

### **Compliance Reports**

- Markup and pay rate compliance reports
- Compliance Audit reports

### **Quarterly Business Review & Annual Review Report**

Account managers are responsible for conducting quarterly and annual business review meetings with the clients

- Program objective analysis report: Tracks the progress of the overall account management performance, spend and volume analysis in achieving the program objective
  - Program Quality Analysis report: Analyzes quality of consultants, temp to perm conversions, assignment completion rates
  - SLA review report: Compunnel has a track record of meeting 100% SLA KPIs. This report analyses the improvement areas regarding the future labor program objectives
- **The Right Blend of Automation and Human Expertise (Online Assessments & Technical Evaluations):** Compunnel follows a stringent screening process to find the best of the talent from its engineering and technology talent pool.
    - The AI/Machine-learning based screening process within the candidate pool filters out irrelevant profiles at initial phase of the process itself.
    - The use of online assessment mechanisms produces the unbiased/accurate screening results and filters the most eligible candidate profile. We conduct online assessments of technical skills for every candidate before submission.
    - One-to-one interaction (telephonic/video/in-person) with a panel of subject matter experts and account manager adds additional value to candidate screening process and ensure the quality submissions.
  - **Integrations with Leading Online Assessment Platforms:** Our ATS Staffline is integrated with online assessment platforms like Interviewmocha.com and Glider.ai (Ai-driven platform) to conduct the online skill tests for the candidates. The online test reports are also made available to the clients during the submission. The test is designed under the supervision of our experienced subject matter experts. We will be leveraging our partnership with these tools to assess candidates on the following (but not limited to) technology skill sets:
    - **Wide Range of Assessments for Technology Skills:**
      - Java, .NET, C, C++, Python, SQL, C#, PHP, Perl,
      - Frontend/Backend Software Technologies, Server-side technologies
      - Cloud Security/Application Security, Content Management Systems
      - DevOps, Data Analytics, Project Management
      - Cloud technologies (AWS, Azure, GCP), and others.
    - **Other Areas of Assessments:**
      - Aptitude / Cognitive Skills
      - Behavioural Skills
      - Communication Skills
  - **Key Benefits of Our Screening Process**
    - Faster turn-around-time. 20% faster screening process.
    - Most accurate & unbiased results with no manual errors.
    - Ability to screen wider pool of talent across diverse skill sets.
    - Comprehensive assessment reports with detailed analysis for enhanced decision making.

Value Adds – At Zero Cost		
#	Proprietary Recruitment Tools	Description and URL
1	<b>Staffline</b>	ATS integrated with cutting-edge data intelligence ( <a href="http://portal.compunnel.com">http://portal.compunnel.com</a> )
2	<b>iEndorseU.com:</b>	Mobile App-based Referral Recruitment Platform ( <a href="http://www.iendorseu.com">www.iendorseu.com</a> )
3	<b>JobHuk.com:</b>	Crowd-sourcing based open recruitment marketplace ( <a href="http://www.jobhuk.com">www.jobhuk.com</a> )
4	<b>WillHire:</b>	Direct Sourcing Recruitment Platform ( <a href="http://www.willhire.co">www.willhire.co</a> )
5	<b>Jobletics:</b>	Recruitment app focused for on-demand staffing app ( <a href="http://www.jobletics.com">www.jobletics.com</a> )
6	<b>Nursedeck.com:</b>	Talent community for nurses – ( <a href="http://www.nursedeck.com">http://www.nursedeck.com</a> )
7	<b>StafflinePro:</b>	Candidate engagement platform ( <a href="http://www.stafflinepro.com">www.stafflinepro.com</a> )

Compunnel team is committed towards delivering excellence and passionate about helping UCF scale to new heights. Our SMEs can work in tandem with UCF to offer the best possible quality with market relevancy. The flawless assimilation of our values makes us a significant partner for this contract, ensuring a nonpareil experience.

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

**Response:**

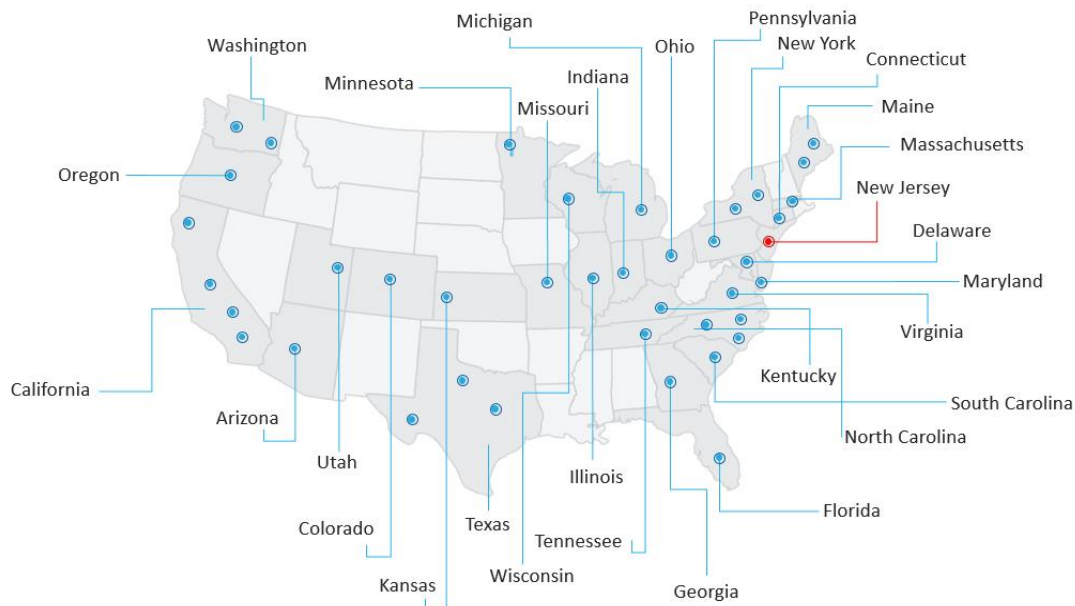
### Company Overview

Compunnel is a private corporation, headquartered in New Jersey. We have built our excellent competency in providing similar temporary labor services for various **public agencies** and **educational institutions** across nation. We have strong experience in identifying quality professionals with the right skills, attitude and cultural alignment with our customer's organizational value.

Compunnel has been recognized as one of the 10 “*Most Promising Business Intelligence (BI) Consulting/Service Companies – 2020*” by CIO Review, a global technology magazine. We are also pleased to mention that we are a certified *Minority & Women owned Business Enterprise*. Compunnel has been recognized as a ‘*Largest Staffing Firms in US*’ by Staffing Industry Analysts (SIA).

A major focus of Compunnel during the last two decades has been providing temporary labor resources and leading staffing initiatives for public agencies and **educational institutions** including **Universities**, and **K-12 Schools**. This has lead us to gain **over 200 public agencies** at the Local, State, and Federal levels. We **tailor our processes** to each project and team, as the specific communication and coordination needs vary based on the size of team, the scope of the project and the availability of the project stakeholders. In all cases, our processes are focused on **facilitating clear communication** and coordination, both with the project team members and with the stakeholders.

### OUR PRESENCE IN USA



We can proudly state that in the past years we have worked with organizations in every shapes and sizes coming in from various industries. We have developed astonishing individuality for our clients that people fall in love with our services. We combine brilliantly designed methodologies with strictly tested procedures to build a masterpiece for our customers. With our “Think **global**, act **local**” mind

set, we are driven to create and deliver business value by orchestrating a seamless experience for our clients.

Certifications or Awards Received		
Awards	Agency	Year
Inc. 5000 Fastest-Growing Private Companies in America (Hall of Fame – 8 Times Honoree)	Inc. 5000	2021, 2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013, 2012
Largest Staffing Firms in US	Staffing Industry Analysts	2021, 2020, 2019, 2018, 2017, 2016
Top Diversity Firms in US	Staffing Industry Analysts	2021, 2020, 2019, 2018, 2017, 2016, 2014, 2013
Fastest 50 NJ Business	NJBZ	2020, 2019, 2018, 2017, 2016, 2015, 2014, 2013
AgileOne Best of the Best Supplier Excellence	AgileOne	2019
Workforce Logiq Proven Performers	Workforce Logiq	2019
Ranked #1 TAPPRINTalentOnDemand Program	TAPPRIN	2020

At Compunnel, **diversity, equity, inclusion** and **accessibility** are at the core of who we are. Our commitment to these values is unwavering - across all of our work around the globe. They are central to our mission and to our impact. We know that having varied perspectives helps generate better ideas to solve the complex problems of a changing—and increasingly diverse world. We believe that diversity is a mission-critical piece of our culture, and that without equity and inclusion, it would be impossible for our diverse staff to do their best work. We have developed policies focussing on gender, economic diversity, physical ability, sexual orientation and gender identity; and cascaded throughout the organization. Leadership at Compunnel has invested time, and resources to create an inclusive environment that respects and values individual difference along varying dimensions.

We believe in delivering high quality temporary labor services to our customers. Our legacy of quality service has remained at the forefront of our customer contracts. We have kept our commitment to "service with quality" and implemented a quality control plan that addresses customer-specific quality standards, benchmarks and goals. Our quality initiative ensures that all project activities are tracked, monitored and documented throughout the contract term. We facilitate regular meetings and present regular reports to the stakeholders. All information requested by our customers has been delivered by Compunnel on time and in the required format.

Whether it's a customer complaint or a disagreement among peers, we take quick and decisive action to fix the issues. Our team of experts effectively handle customer complaints/or problems and provide outstanding customer experience throughout the escalation process.

### Organizational History

Compunnel Software Group, Inc., established in 1994; is a leading provider of Staffing services to diverse business segments. Over the last 27 years, we have been providing customized staffing services (Contingent Staffing, Contract Staffing, SOW/Project Based Staffing and Pay-rolling) to diverse industry verticals - **Education**, Technology, BFSI, Healthcare/Pharma, Telecom, Retail, Manufacturing, Energy, Govt. etc.

We have a proven history in helping public agencies and educational institutions to uncover sustainable growth opportunities by harnessing our temporary labor services. We have implemented AI powered recruitment procedures that improve enterprise resilience and create the foundations for powering business growth now and beyond. This has enabled Compunnel to co-create high-speed innovation and bring sustainable value to educational institutions and public agencies. In all these years, we have placed thousands of temporary staff with year on year growth as shown here:

Year	2017	2018	2019	2020	2021
Consultant Placed	2108	2980	4413	5011	75011

Compunnel has been providing its staffing services under all popular engagements (MSP-based, VMS-based, preferred supplier/Tier-1, Vendor-On-Premise) to all size/scale of corporations including Fortune 500/1000 companies. Our regional service delivery centres spread over 50 states across US are backed with large team of qualified professionals from recruitment, account management, HR and operations team, through which we provide best-in-class temporary labor services for IT, engineering, manufacturing, industrial, admin/clerical, finance, and healthcare job categories along with the extended local support.

### Guiding Public Agencies

We have built strong competency in providing similar temporary staffing and labor services on as-needed basis to various public agencies. Our capabilities in providing high quality on-demand IT staffing and consulting services in niche skill areas across the spectrum of industries has resulted in hundreds of successful projects. Currently we are supporting **over 200 similar contracts** for government agencies at the Local, State, and Federal levels.

Below we have highlighted few of the public agencies we are supporting at present.

• State of Minnesota	• CA Department of General Services
• State of Arizona	• NY Department of Information Technology & Telecommunications (DoITT)
• State of Massachusetts	• State of Florida
• Utah Transit Authority Community Transit	• State of Washington
• Sound Transit, WA	• State of Maryland
• City of Minneapolis	• MI Department of Transportation
• NC Department of Health and Human Services	• NJ Department of Agriculture
• NJ Department of Labor & Workforce Development	• Michigan Office of Retirement Services
• FL Department of Lottery	• FL Department of Revenue
• CO Office of Information Technology (OIT)	• OR Judicial Department
• Community Transit, WA	• MT Department of Administration
• MI Department of Health and Human Service	• SC Department of Health and Human Services
• NY Department of Correction (DOC)	• WA Department of Transportation
• GA Public Service Commission	• NC Dept. Of Public Instruction (DPI)
• Iowa- Information Technology Services	• MI-Department of Technology
• Miami Dade County public Schools, FL	• NC Department of Revenue
• MI Department of Military & Veterans Affairs	• NC Department of Transportation
• MI Department of Corrections	• NJ Department of Children & Families
• NJ Department of Health	• NJ Department of Community Affairs
• PA Department of Community and Economic Development	• MA Department of Housing and Community Development (DHCD)
• PA Department of Education	• PA Department of Labor and Industry
• PA Public Utility Commission	• PA Employees' Retirement System

With our existing contracts, we have gained strong understanding of public agencies business processes, technology landscape and the expectation from their partners, which helped us in putting together the right team to execute small to complex engagements with great quality.



### Local Presence in State of Florida

We are committed to work with the UCF and have demonstrated this in past in many successful engagements with public sector agencies in the Florida region. From our previous engagements with State of Florida agencies, we have gained strong understanding of the local talent market, business processes and organizational values. We can leverage this knowledge to help UCF quickly ramp up your team to meet your organizational and business objectives. With our client-centric model we can offer dedicated teams, domain and skill-specific recruiting with our robust talent acquisition and recruiting engine.

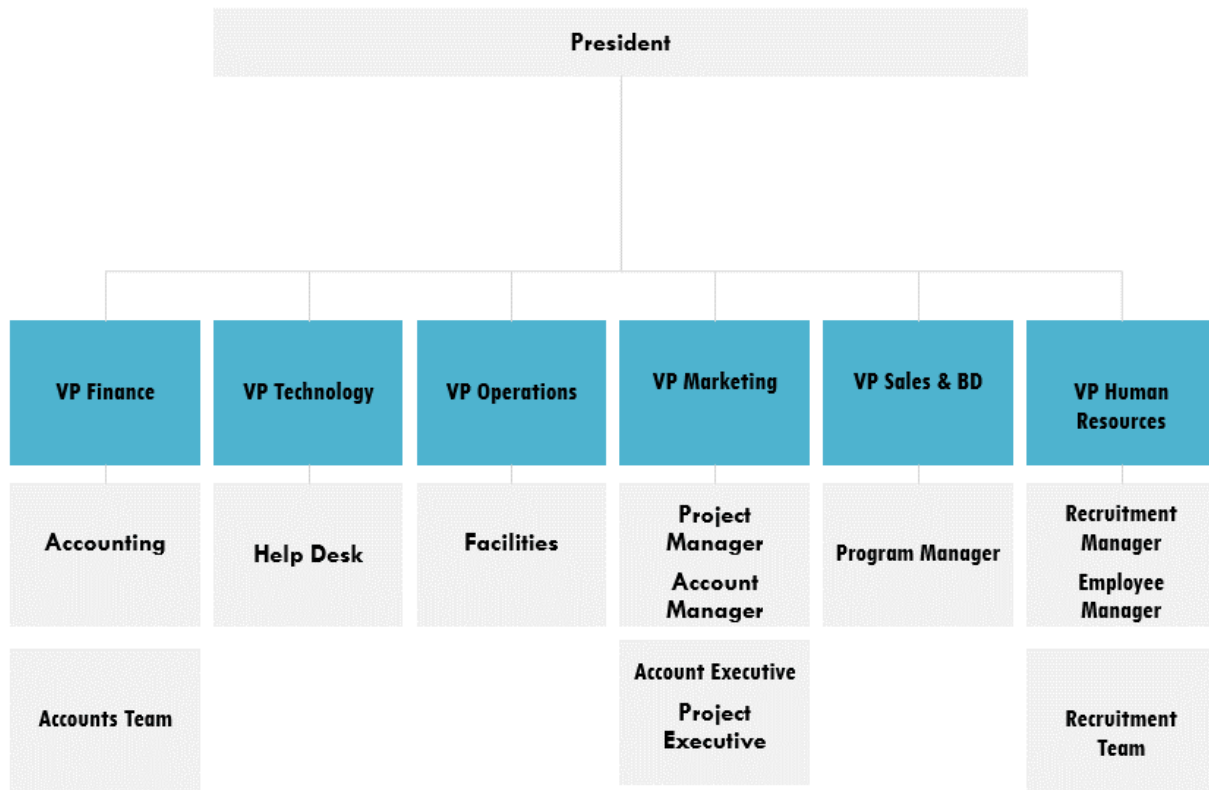
After passing a competitive review process, Compunnel is honored to be named by Florida Department of Transportation (FDOT) as a service provider on its newly awarded contract. This contract award builds upon Compunnel's long-standing history of providing temporary labor services to Florida government. Recently, we have successfully facilitated the transition of more than 295 consultants with FDOT.



Below we have highlighted the few of the job roles that we have offered to FDOT.

➤ Administrative Assistant	➤ Project Manager
➤ Senior Organic Chemist	➤ Utility Worker
➤ Purchasing Clerk	➤ IT Project Manager
➤ Quality Control Technician	➤ System Engineer/ Administrator
➤ Engineering Technician	➤ Receptionist
➤ Food Service Worker	➤ Research Assistant
➤ Laboratory Technician	➤ Warehouse Associate
➤ Accounting Operator	➤ Report Developer
➤ Principal Data Scientist	➤ Composite Materials Specialist
➤ Software Developer	➤ Professional Engineer
➤ HR Admin Operator	➤ Office/Administrative Support Analyst
➤ Business Analyst	➤ AWS Architect
➤ Accounts Payable Clerk	➤ Guidewire Billing Center Quality Analyst
➤ Legal On-Site Services Specialist	➤ Geotechnical Materials Specialist
➤ Database Administrators	➤ General Laborer Specialist
➤ SAP Consultant	➤ Program Coordinator
➤ Quality Assurance Operator	➤ Specialist
➤ DevOps Engineer	➤ Security Solution Architect
➤ Financial Analyst	➤ Chemical Analyst
➤ Field Ops Technician	➤ Accounting Clerk

## Organizational Structure



Our highly skilled and experienced team can effectively manage UCF temporary labor needs to ensure your success and let you focus on running the business. We have delivered thousands of projects on schedule and within budget, while ensuring that all operational requirements are safely met. We have gained expertise to deliver large size projects and program delivery management services worldwide, ensuring that results are always in line. Our experienced professionals assess and understand your priorities, while appraising the technical, environmental, and commercial issues surrounding each project. We leverage this extensive experience to plan and implement projects efficiently, with a focus on cost, schedule, quality, and safety. We are here to help guide you on your journey, from initial conceptual development through to final project delivery.

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

#### Response:

#### Company Size Overview

Founded in 1994, Compunnel has since grown to become a global leader in multiple venues including specialized Temporary Labor, Professional Staffing, and Staff Augmentation services for government – State & Local agencies, Educational Institutions, medium to enterprise level business clients. Headquartered in New Jersey, Compunnel have presence in **29+ states across US**. Our regional offices are backed with large team of qualified professionals from recruitment, account management, HR and operations team, through which we provide best-in-class talent along with the extended local support. We have employee strength of **1500+ professionals** and **7000+ active candidates** placed with various clients. We have **400+ qualified recruiters** to attract best of the talent and honour the specialized staffing requests from our customers.



#### Years in business: 27+ Years

We have proven success in identifying quality professionals with the right skills, attitude and cultural alignment with our customer's organizational value. With years of success and well established staff augmentation processes, we are able to meet most of the niche demands from our customers. Our **database comprises of over 6 M resumes** of qualified candidates with different skillsets, offering us a greater flexibility in fulfilling niche skillset in a timely fashion.

Our team of highly **qualified recruiters** and **dedicated Account Managers** partners with customers to provide the most qualified, reliable consultants in locations across the nation. This practice has established Compunnel as a leader in providing high quality specialized temporary labor services with an edge over competition.

Our local presence in Florida, makes Compunnel a potential vendor who can quickly meet your on-call Temporary labor needs with a commitment to quality. In addition, to manage this contract, we will have a dedicated local team led by an experienced Senior Account Manager (single point of contact) for sustained control and management to ensure consistent quality of customer service for the County. We believe with our local presence and our expertise in supporting similar contracts for other Fortune 500 and public agencies, we significantly outrun the competition

## Industrial Track record - Empowering Educational Institutions

With years of staffing and digital transformation experience, we have demonstrated our project capability in **over 450 projects** and have earned **250+ customers** including Fortune 500 and leading **public sector agencies** especially in State of New Jersey, **Florida Department of Transportation**, University of California, State of Texas, State of Massachusetts, State of Ohio, State of Washington, State of New York, to name a few. From our existing contracts, we have gained strong understanding of government's business processes, technology landscape and the expectation from their partners, which helped us in putting together the right team to execute small to complex engagements with great quality.

### Compunnel Industry Experience

Our extensive industry experience and technical expertise, and end-to-end staffing services enable our customers reimagining ideation into digital reality for our customers. With our next-gen staffing strategies and best practices we support our customers and deliver unique solutions to ease business operations and enhance productivity. We provide high quality talent to augment your team's capabilities to succeed in today's digital economy. We strive to move at a pace faster than the digital landscape is changing.



While offering temporary labor services to UCF, Compunnel strongly believe that UCF is not limited to it and looking for more than that. We understand the UCF's expectations about promotions and support add a crucial dimension to market segmentation.

At Compunnel, we take pride in becoming a seamless extension of your existing team to unburden you from the rigors of qualified employees. Our unique ability to produce on-demand, quality staff across niche areas has amplified our success ratio in delivering projects spanning different domains such as project management, application development, advanced analytics, business intelligence and big data, among several others.

We invest in reinventing the traditional methodologies and management practices to create value and deliver innovation for our customers. Our comprehensive services for program, project, and service and portfolio management span the recruitment lifecycle to drive high quality and predictable outcomes for UCF.

We can help UCF grow bigger by igniting business innovation with inspiration to reimagine your organization's business models. In this rapidly changing environment, we leverage our experience and domain knowledge to help educational institutions to build competitive edge. We help accelerate the delivery of innovative custom products and system applications to differentiate your brand in the market with our Agile development processes

We can create a marketing strategy to help UCF to establish brand and attract talent. Compunnel will identify the strongest needs for contracting services in the marketplace, list the main competitors and what they offer, analyze previous years' data to look for trends and determine the bottlenecks for the services. To maximize the marketing impact, we have a dedicated team of experienced professionals with accurate idea of customer support expectations and marketing to personalize the strategy with the UCF objectives.

In collaboration with UCF, we can **build a network** of qualified vetted professionals to maximize the word-of-mouth referrals and ongoing relationships. Throughout the contract term, we will send the newsletter to potential repeat candidates to increase the chances they'll send the invitations for more business opportunities. Below we have highlighted few of the educational institutions we have offered similar services as requested in this RFP.

Client	Contract name	Contract #	Duration	
<b>Baltimore County Public Schools (BCPS)</b>	<b>Technology Support Staffing Services</b>	<b>JMI-614-18</b>	<b>Feb 2018</b>	<b>June 2021</b>
The BCPS issued this RFP in order to create a list of staffing companies qualified to provide temporary staffing services to the School on a temporary basis. Compunnel is one of the successful vendors to be selected in the QVL, providing Database Admin, Network Support, and Application Development support.				
<b>Lewisville Independent School District (LISD)</b>	<b>Temporary Personnel Services</b>	<b>F1011-18</b>	<b>Feb 2018</b>	<b>Feb 2020</b>
For this contract, Compunnel identified LISD's service preferences as well as service gaps that existed in their previous program; identified requirements for ordering, approvals, screening, invoicing, reporting, communications, orientation, safety, and problem resolution. Through support of our dedicated account management team, following PMBoK based process and ISO 9001 based standards, Compunnel succeed to place 30 personnel on the admin, clerical, HR positions.				
<b>Frisco Independent School District (FISD)</b>	<b>Temporary Labor Services</b>	<b>621-2018-08-22</b>	<b>Aug 2018</b>	<b>June 2019</b>
FISD was seeking interested firms to provide Temporary Personal Services on an as needed basis for multiple locations. Compunnel is solely awarded vendor working directly with the various schools to provide quality temporary personnel in a timely manner to fulfill staffing needs for daily workflow. Compunnel is serving the state without any complaint.				
<b>University of Massachusetts Medical School (UMASS)</b>	<b>Temporary Staffing Services</b>	<b>CW-14-JD-0012-0001</b>	<b>Sep 2017</b>	<b>Aug 2019</b>
The University needed a qualified vendor who could support the IT staffing services for multiple departments. For this contract, Compunnel has provided multiple candidates working on various projects without utilizing any subcontractor.				



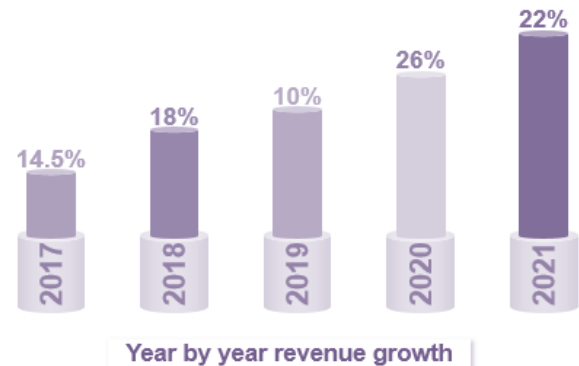
Chicago Public Schools (CPS)	Temporary Skilled Personnel Services	17-350022	Aug 2017	June 2019	
CPS has solicited proposals from firms to provide staff augmentation, project implementation, and managed services to support the implementation and maintenance of Oracle/PeopleSoft software and other technologies initiatives for both short- and long-term engagements and operations. Compunnel is providing technical staff in a variety of consulting roles.					
Harris County Department of Education (HCDE)	IT Staffing Services	17/045KC	Sep 2017	Aug 2020	
On our contract with HCDE, Compunnel assigned an Account Manager who is responsible for handling routine activities or issues related to the project with our client and ensure the smooth functioning of the project on a daily basis. As a regular practice, our Account Manager interacts with the CO/COTR by holding one to one meeting on a weekly or monthly basis with the permission of the client, and addresses problems and concerns affecting the project as well as shares other relevant information.					
Central Washington University (CWU)	IT Consulting and Support Services	12553	Sep 2016	Sep 2020	
CWU selected Compunnel to provide functional and technical consulting services in support of Microsoft Enterprise Applications and Software, Network Infrastructure, Voice over IP (VoIP), IT Security, Service Desk, and computer and fleet management. Compunnel is supporting University's primary needs which are categorized as: Functional consulting, Technical Consulting, and Project Management.					
Fairfax County Public Schools	IT Network Technical Consulting	4400008558	Jun 2018	Jun 2020	
This Statement of qualification was being solicited by the County in order to develop a list of qualified Contractors to provide Information Technology (IT) Professional Help Services to County schools. We were selected as qualified vendor to provide Network Consultants to support their IT initiatives. Compunnel has placed IT staff on a wide variety of disciplines, such as Geographical Information Systems, Software Engineering Services, Systems/Facilities Management and Maintenance.					
Fort Bend Independent School District (FBISD)	Temporary Staffing Services	17-072KB (HGAC TS06-17)	Jun 2017	May 2020	
For the FBISD project, Compunnel provides staffing services on many job profiles. Compunnel measures the satisfaction of its clients and placed talent throughout the process. Our quality control process is designed to ensure the satisfaction of our clients and placed talent. We track the issues; Identify if similar issues arise across multiple placements; Track issue resolution and Hold our team accountable for following though and resolving the issues.					
UW Medicine	IT Management and Consulting Services	UW-16-0041-3	Nov 2018	Dec 2019	
Compunnel is providing management, labor support functions and personnel necessary to provide qualified personnel with technical and non-technical skills to perform temporary employment services for UW Medicine. Compunnel have placed IT staff on positions such as, Programmer Analyst, Network Engineer, Executive Assistant, and Network Analyst.					
University of Central Florida (UCF)	Temporary Labor Services	ITN1602JCSA	Dec 2016	Nov 2019	
UCF established master agreements/contract with Compunnel to provide temporary labor services. As one of the qualified vendors, Compunnel provide temporary labor services in numerous categories including, but not limited to, administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance.					

<b>Houston Independent School District (HISD)</b>	<b>IT Consulting Services</b>	<b>13-06-01</b>	<b>Jun-2016</b>	<b>Jun-2019</b>
The contract was established to facilitate the procurement of IT supplemental staffing services in a rapidly changing environment. In order to improve efficiency when the HISD needed to secure contractors to provide certain information technology professional services. Under this Staff Augmentation program, multiple vendors have been selected for the eligible vendors list under nineteen (19) different support service categories which have been used by multiple schools participated in this contract at their option. Compunnel provides Network & Telecom Engineering, Business Process Consulting Services, Information System Security related services.				
<b>Phoenix Union High School District</b>	<b>Temporary Finance Staff</b>	<b>LL1718-02</b>	<b>Jul 2017</b>	<b>Dec 2018</b>
Compunnel provide Temporary Finance Personal Services on an as needed basis for multiple locations. Compunnel is solely awarded vendor working directly with the various schools to provide quality temporary personnel in a timely manner to fulfil staffing needs for daily workflow.				
<b>Adams 12 Five Star Schools</b>	<b>IT Staffing Services</b>	<b>C6138</b>	<b>Jul 2015</b>	<b>Jun 2019</b>
Adams 12 was seeking qualified staffing firms and consultants to assist in a comprehensive, strategic effort to provide world class temporary personnel and information technology (IT) services to meet their additional staff requests for various new IT projects. Adams 12 viewed this initiative as an effort of vital impact, which required a variety of staffing services and consulting over a protracted period of time.				
<b>Seattle Public Schools (SPS)</b>	<b>Temporary Staffing Roster</b>	<b>Q11433-11</b>	<b>Sep 2018</b>	<b>Aug 2019</b>
Compunnel provides Non-IT temporary related services for handling SPS projects. Compunnel is responsible for working with various positions related to managerial, administrative, clerical, and accounting. SPS sharpens focus on the priority areas that require significant market analysis and stakeholder coordination and communication to ensure the success of Compunnel initiatives.				

We will utilize the experiences from previous engagements with educational institutions to establish a strong foundation for success of this contract. We will collaborate with UCF's stakeholders to define systematic and efficient planning, execution, monitoring, and evaluation to ensure that both parties fulfil their contractual obligations with the ultimate goal of achieving results.

### Financial Stability

We are **financially stable firm** with registered growth in revenue on year-to-year basis. We are a stable private corporation with strong capabilities to deliver requested staff augmentation services, and maintain employment levels and manage financial risks to deliver high quality services to exceed expectations. The core focus of our services is in providing highly trained and experienced professionals in associate and consultant levels with best fit in-house projects or customer assignments. On multiple instances, our clients and consultants have recognized and appreciated our commitment to deliver best value in an efficient and ethical manner. Our **SEI CMMI** and **ISO 9001:2015 certifications** reflect the quality of services we deliver.



*We provide IT solutions and temporary labor capabilities to over 300 clients globally that includes various public agencies and Fortune 1000 companies.*

*Our annual revenue in 2021 was \$337 Million - FY 2020 Provisional revenue, Compunnel group)*

We are committed to helping you maximize workforce skills, capabilities and competencies cost-effectively. At the same time, we help individuals attain their fullest potential and contribute to the organization's growth. Go beyond merely training and provide high-impact learning for performance-oriented organizations.

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

**Response:** As requested, below we have provided information of three (3) references for whom we have provided services similar to scope of this RFP.

REFERENCE 1			
<b>Name of Client Firm</b>	State Compensation Insurance Fund		
<b>Street Address</b>	900 Corporate Center Dr, Monterey Park, CA 91754, United States		
<b>Contact Person</b>	Betsy A. Crabtree	<b>Telephone Number</b>	(707) 452-7706
<b>Dates of Service</b>	June 2017- Ongoing	<b>Email</b>	<a href="mailto:BACrabtree@scif.com">BACrabtree@scif.com</a>
<b>Brief Description of Service Provided</b> Compunnel has been offering temporary personnel and skilled labor staffing services. We have placed more than 100 consultants on various positions highlighted below.			
Job Roles			
• Administrative Assistant	• Accounting Clerk	• Construction Specialist	
• Procurement Specialist	• HR Business Partner	• Financial Analyst	
• Carpenter	• Program Manager	• Facilities Maintenance Worker	
• Project Engineer	• Project Coordinator	• HR Generalist	
• Janitor	• Secretary	• Administrative Coordinator	
• Project Scheduler	• Trainer	• System Analyst	
• Support assistant	• Executive Assistant	• IT Technician	
• Clerk	• Receptionist	• Administrative Manager	

REFERENCE 2			
<b>Name of Client Firm</b>	Federal Reserve Bank		
<b>Street Address</b>	20th St. and Constitution Ave., NW Washington, DC 20551		
<b>Contact Person</b>	Elizabeth Wilson	<b>Telephone Number</b>	704- 860-5837
<b>Dates of Service</b>	May 2018- Ongoing	<b>Email</b>	<a href="mailto:bethwilliams@agile1.com">bethwilliams@agile1.com</a>
<b>Brief Description of Service Provided</b> As a prime vendor to Federal Reserve Bank, Compunnel is providing temporary staffing and payroll services for its multiple offices all across the USA. We have placed more than 150 consultants with full customer satisfaction. Below we have highlighted the types of job roles we have offered.			
Job Roles			
• Knowledge Management Specialist	• Benefits Analyst	• Financial/Reporting Analyst	
• Warehouse Worker	• Mail Clerk	• Business Analyst	

• Accounting Clerk	• Client Relations Manager	• Legal Secretary
• Administrative Assistant	• Project Coordinator	• Auditor
• Staff Assistant	• Bookkeeper	• Financial Clerk
• Construction Specialist	• Communications Spec.	• Procurement Spec.
• Support Assistant	• Information Clerk	• Office Manager
• Auditing Clerk	• Credit Clerk	• Office Support Manager
• Secretary	• Trainer	• Change Management Specialist

**REFERENCE 3**

Name of Client Firm	Beckman Coulter																										
Street Address	520 Madison Avenue 903 New York, NY 10022																										
Contact Person	Kristin Camberg	Telephone Number	(714) 961-3858																								
Dates of Service	July 2017- Ongoing	Email	<a href="mailto:kcamberg@beckman.com">kcamberg@beckman.com</a>																								
<b>Brief Description of Service Provided</b> Compunnel has been offering temporary staffing services to Beckman Coulter and placed more than 50 consultants with various positions.																											
<table><tr><th colspan="3">Job Roles</th></tr><tr><td>• Project Coordinator</td><td>• Manager</td><td>• Program Coordinator</td></tr><tr><td>• Technician</td><td>• Director</td><td>• Client relations manager</td></tr><tr><td>• Secretary</td><td>• Administrative Assistant</td><td>• HR Generalist</td></tr><tr><td>• Auditor</td><td>• Construction Specialist</td><td>• Project Scheduler</td></tr><tr><td>• Worker</td><td>• Executive Assistant</td><td>• Staff assistant</td></tr><tr><td>• Finance Analyst</td><td>• Revenue Analyst</td><td>• Systems Analyst</td></tr><tr><td>• Receptionist</td><td>• Network Support Assistant</td><td>• File Clerk</td></tr></table>				Job Roles			• Project Coordinator	• Manager	• Program Coordinator	• Technician	• Director	• Client relations manager	• Secretary	• Administrative Assistant	• HR Generalist	• Auditor	• Construction Specialist	• Project Scheduler	• Worker	• Executive Assistant	• Staff assistant	• Finance Analyst	• Revenue Analyst	• Systems Analyst	• Receptionist	• Network Support Assistant	• File Clerk
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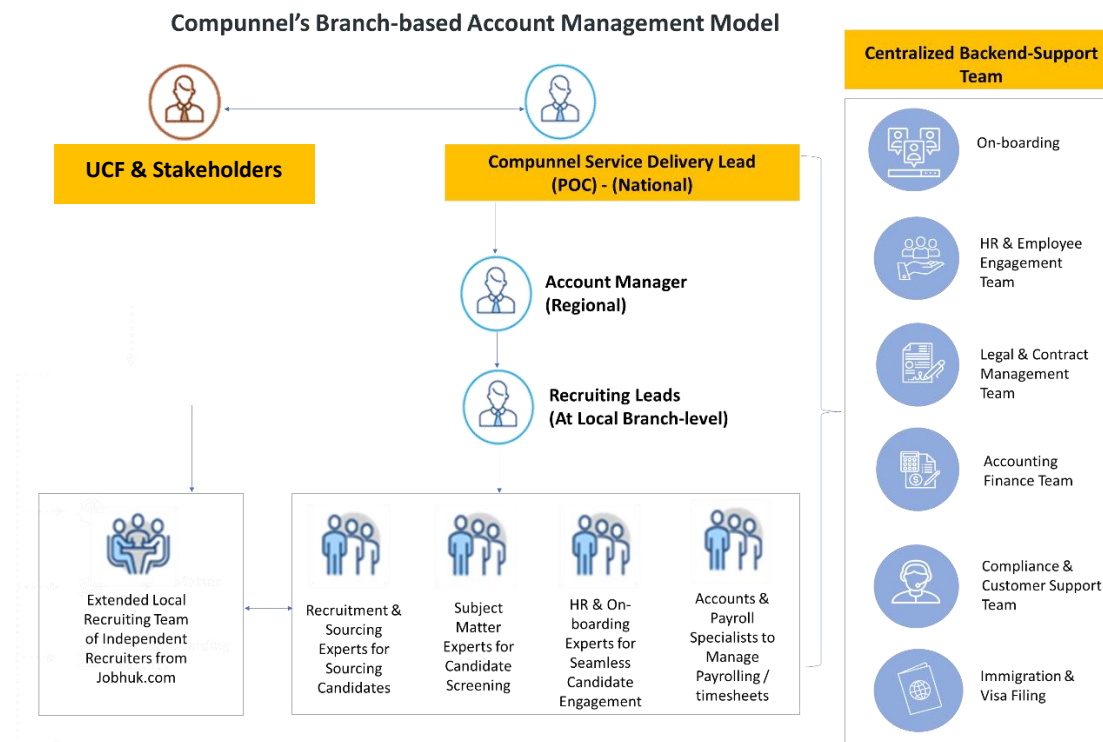


## B. Project Staff Qualifications/Experience

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).

**Response:** Compunnel is not weighed down with excessive levels of management. We maintain a dedicated account team of business development professionals. This team is led by our Engagement Executive, who will act as a highest point of escalation. Our dedicated Account Manager, Nitisha Kainthola will serve as a single point of contact for the UCF Temporary Labor Services program. This not only ensures continuity, but also reduces the chances of miss-communication and/or confusion about who to contact.

### Compunnel's Organizational structure.



Compunnel confirms that our key account executives will maintain continuity of services throughout the contract. Contract Manager, Ashish Yadav will act as a strategic partner and coordinate with UCF stakeholders to develop engagement procedures and drive engagement with established standards. Throughout the contract lifecycle, he will drive engagement with UCF's stakeholder and ensure the overall partner relationship, including: strategic planning, developing strategies to enhance customer experience and perform all operations necessary to exceed UCF's expectations.

We are a team of technical visionaries who joined forces to form a company that would gather the best and brightest talent in the world. We utilize this talent to help other organizations fulfil their technological dreams and goals to make them a reality.

Below we have provided the description of our key personnel identified to serve UCF with best of our temporary Labor resources and staffing services.

Key Personnel Name	Role Identified	Experience with public agencies	Qualifications & Key Achievements
Rakesh Shah	Program Manager	28+ Years	Rakesh brings two decade of experience in the IT Professional Resources and Staff Augmentation services with deep proficiency in public agencies and educational institutions and universities.
Ashish Yadav	Contract Manager	13+ Years	Comprehensive experience in reviewing, developing and enforcing administrative procedures for effective performance of the contract and policies approved by stakeholders. Skilled at administering Contracts, including monitoring contractor and compliance with the Contract documents.
Nitisha Kainthola	Account Manager	9+ Years	Proficiency in identifying current and future talent needs through opportunistic exploratory and analysis of market demands, and share findings with the team; execute plans to proactively consult leaders to create new roles that bring in desired talent.
Milind Naik	Recruitment Manager	20+ Years	Extensive experience in designing, developing and implementing recruitment strategies, including overall communication plan. Hands on experience in conducting all New Hire Orientation trainings and pre-employment processes of licensing, background checks, and drug testing and reference collection for new hires.
Jovy Dias	Project/Delivery Manager	25+ Years	Proven track record in tailoring IT Professional Resource services that help customers to adopt growth strategies that will lead to critical transformation. Offered project management and advisory services to help multiple public agencies in State of New Jersey, Texas State University, British Council, Georgia State University, and British Columbia to transform their businesses.

## Team Resumes

### Rakesh Shah

Mr. Shah is an IT Veteran with almost three decades of experience in the staffing and consulting industry with deep proficiency in both technical, administrative and financial domains. He has been managing business operations of Compunnel for the last 25 years and has leveraged his business acumen and leadership abilities to grow Compunnel to its present position in the industry. Prior to Compunnel, Rakesh provided consulting services to several Fortune 500 companies including AT&T, J&J, Bristol Myers Squibb and the New York Times.

During this engagement, he will work closely with UCF's stakeholders to define and deliver their demand for the talent. To complete this task, he acts as the liaison between business leaders and the client hiring team to consult, advise and guide their decisions and strategies around this generation of talent. He will partner with business leaders, HR leaders, Diversity and Inclusion leaders, to lead, influence and shepherd strong university hiring results in a very competitive talent market.

#### Education

M.S. University, Bachelor's Degree in Computer Science

#### Compunnel, Inc.

1992 to Present

#### Program Manager (Staffing)

As a Program Manager, he is responsible for account and delivery management of the following Compunnel clients.

- State of Massachusetts, IT Consulting project
- State of New Jersey, IT Professional Services project
- State of Minnesota, MNSITE project
- The State of California, Staffing project
- City of Phoenix, temporary Staffing Project
- The State of Montana, Staffing project
- The State of North Carolina, VMS project
- The State of South Carolina, MSP project
- Missouri Department of Transportation, Staffing Project
- Clemson University-SC, Staffing project
- Miami-Dade County, FL staffing project
- And Many more.

#### Responsibilities

##### Candidate Assessment and Screening

- Assessment Opportunities - leverage tools and assessment frameworks from Operations teams and Centre of Excellence to assess candidates.
- Screening - execute initial screening and assessing of candidates; identify and gather information (e.g., ability to hire, relocation, immigration, compensation) to qualify talent pool.

##### Candidate Attraction

- Candidate Engagement - elicit interest in active and potential candidates by using business stories that represent Compunnel's unique career possibilities, advantages, and rewards that are distinct from those of competitors.

##### Candidate Experience

- Hiring - maintain candidate satisfaction at all phases of the relationship by leveraging motivators and incentives to engage candidates and prepare them for next phases of the process; identify approaches to enhance candidate experience throughout hiring plans.

##### Data Analysis and Hiring Plans

- Hiring Data and Trends - review data and market research and consult with the business to recommend and implement a hiring plan that addresses both business demand and talent availability; review and analyze data to improve staffing performance.

**Operational Compliance and Excellence**

- Policy and Standards Compliance - use an understanding of the entire staffing lifecycle to apply the appropriate internal and external staffing policies, standards, and/or regulations to all stages of the staffing process; educate clients on the appropriate processes and policies to ensure that compliance requirements are met.
- Technical Documentation - maintain current documentation on candidates' qualifications and status in the appropriate staffing or tracking system, within compliance guidelines (e.g., Office of Federal Compliance Programs, General Data Protection Regulation); capture relevant data in recruiting platform and leverage data to inform meaningful insights.

**Stakeholder/Client Engagement**

- Business Impact Knowledge - execute a hiring plan within aligned business groups; balance multiple timeframes and expectations for budget, scope, and time.
- Strategic Thinking - interpret client's business and requirements to drive a staffing process to promote an optimal internal and external talent mix.
- Talent Engagement - identify differentiated and alternative types of talent (e.g., compete, diverse, non-traditional) that may not be typically considered, and provide recommendations to business area.

**Talent Sourcing**

- Candidate Relationship Management - use an understanding of talent markets and complex candidate profiles, as well as relationships with talent pools and communities, to identify, secure, and/or develop candidates for immediate and near-future needs and pipelines.
- Developing a Talent Pool - develop a pipeline that generates strategic and differentiated candidates to meet the future talent needs of the business; identify unique and non-traditional talent sources (e.g., university recruiting).

**Specialty Responsibilities**

- Market Analysis and Channel Insights - gather external market data and perform analyses to identify market trends and channel insights; identify insights and share recommendations within team. \*Applies only for employees in Sourcing
- Stakeholder/Client Engagement - bring candidates through the interview and closing process, and work with other teams to meet candidate needs (e.g. on-boarding, relocation, Visas, critical dependencies); close candidates and respond to objections from the business. \*Applies only for employees in Client Aligned Recruiting
- Stakeholder/Client Engagement - identify current and future talent needs through opportunistic exploratory and analysis of market demands, and share findings with the team; execute plans to proactively consult leaders to create new roles that bring in desired talent. \*Applies only for employees in Client Aligned Recruiting
- Workforce Analysis - gather internal data and perform analyses to identify current state of workforce talent/diversity; identify hiring needs and share recommendations. \*Applies only for employees in Client Aligned Recruiting

**Ashish Yadav – Contract Manager**

Ashish will play an important role in our overall support growth by ensuring the de-escalation of customer issues and the ongoing happiness of our customers. As part of the Customer Escalation Management (CEM) team within Compunnel's Support organization, his main task is the support account management and resolve of high priority issues that arise within the existing escalation framework. This includes but is not limited to, monitoring unresolved critical and escalated cases, working very closely with Compunnel's Contract Managers to help drive ownership and accountability both internally and externally, tracking and managing numerous support cases, and managing/maintaining accurate and thorough customer support records. Drive timely identification and resolution of customer issues by utilizing technical support and escalation processes; responsible for keeping internal and external stakeholders involved and informed.

**Education**

Bachelors in science

**Compunnel****2009 - Present****Supervisor/Program Manager**

- Establish excellent working relationships with clients, partners and key internal stakeholders
- Manage new client and partner integrations including contracting, on boarding, insurance license verification and appointments, payroll deduction billing file exchanges, general partner secure file exchanges and SharePoint sites, and other integration activities as required
- Assist in client support activities including client escalation and resolution on client billing, operational or other issues. Participate in client and partner program meetings to develop action plans to meet client and business goals. Assist in client and partner training processes as needed
- Work with internal, cross-functional teams on required projects. Assist with client and partner projects and program reporting. Maintain knowledge and understanding of Pets Best product offerings, partner programs, and compliance requirements in applicable partner channels
- Provide back-up support for the Partner Programs and Billing Coordinator. Attends and participates in trade shows, client benefit fairs, partner-hosted events, and other events as needed
- Perform other duties and/or special projects as assigned
- Responsible for leading the new business acquisition across north America.
- Defines and pursues new business growth strategies (IT Staffing, SOW, MSP/VMS, Master Vendor program) and opportunities by researching the types of business to pursue, likely competition, pricing strategy and assisting with proposal preparation.
- Track end customer activity to identify risk and work proactively with Partner on action plans to eliminate risk. Serve as a partner advocate, including collecting customer feedback on product needs, understanding customer and industry trends and articulating those back to the business.

**Nitisha Kainthola, Account Manager**

An accomplished Client Project Management Specialist with 9+ years of experience driving, managing, capturing, and executing on the full life cycle of talent acquisition, opportunity & program management. Results-driven, mid-level professional equipped with verifiable success in the areas of business development, strategic planning, marketing, and multi-unit operations management. Proven ability to strategize at program infancy to develop technical team solutions and execute seamlessly while maintaining the integrity of business and customer expectations. I lead our SLED capture, business development, account management and pricing teams. My team helps our firm win its largest public sector contracts. I carry in-depth knowledge of Presales and US State Government Acquisition Process. I am responsible for business development and account management activities within Public Sector. Focused on expanding our capabilities and presence within GSA, other Federal and Statewide Programs. Previously served as a Contract Administrator for numerous large-scale SLED Contracts and program re-competes.

**Education**

Masters in Mass Communications.

**Compunnel, Inc.****2021 to Present****Project Manager (Staffing)**

As a Project Manager, she is responsible for account management of the following Compunnel clients.

- MDOS - Michigan Department of State
- MI-Intern Placement Tracking - School of Social Work
- MI-Department of Technology,
- Management Iowa Workforce Development Center
- MORS - Michigan Office of Retirement Services
- Michigan Competitive Scholarship
- Miami-Dade County
- SC Department of Administration SC
- Retirement State of Montana
- NC Dept. Of Public Instruction(DPI)
- SC Department of Social Services



- SC Department of Employment and Workforce
- State of Minnesota
- The Department of Talent and Economic Development
- MI Department of Military & Veterans Affairs
- Utah Transit Authority Community Transit
- And Many more.

### Responsibilities

- Market Analysis and Channel Insights - gather external market data and perform analyses to identify market trends and channel insights; identify insights and share recommendations within team. \*Applies only for employees in Sourcing
- Stakeholder/Client Engagement - bring candidates through the interview and closing process, and work with other teams to meet candidate needs (e.g., on boarding, relocation, Visas, critical dependencies); close candidates and respond to objections from the business. \*Applies only for employees in Client Aligned Recruiting
- Stakeholder/Client Engagement - identify current and future talent needs through opportunistic exploratory and analysis of market demands, and share findings with the team; execute plans to proactively consult leaders to create new roles that bring in desired talent. \*Applies only for employees in Client Aligned Recruiting
- Workforce Analysis - gather internal data and perform analyses to identify current state of workforce talent/diversity; identify hiring needs and share recommendations. \*Applies only for employees in Client Aligned Recruiting
- Sourcing candidates using referrals, job boards, in-house database, internet searches, networking and user groups.
- Managed all aspects of the Technical Recruiting Lifecycle: sourcing, screening candidates, submitting resumes, presenting candidate offers, pay negotiations, maintained pipeline of qualified candidates for niche areas. Follow through of acceptance to start.
- Develop a Recruiting Plan for critical positions that outline a solid comprehensive recruiting strategy.
- Provide coaching and guidance to candidates as well as educate hiring managers of market conditions.
- Meet with hiring managers to discuss their specific needs and talk about a recruiting plan best for them.
- Lead team daily and discussed daily priorities and expectations while manager is out and while on maternity leave.
- Sourcing and screening potential IT candidates for contract, contract-to- hire and permanent openings with our clients.
- Establishing relationships with consultants/contractors in specified region.
- Interviewing prospective candidates and educating candidates on company process.
- Negotiating with candidates, extending offers, negotiating compensation, facilitating the placement of candidates and soliciting referrals of other top talent in the area.
- Updating and tracking candidates.
- Responsible for increasing number of qualified applicants in database.
- Submitting qualified candidates to open job requirements.
- Responsible for processing and contacting qualified candidates via phone, email or web.
- Maintaining working contractors, including tracking personal starts and upcoming finishes.
- Refer job order leads and hiring manager names to Account Managers.
- Meeting or exceeding weekly sales goal expectations

### Abacus Corporation Inc.

2018 ---2020

#### Project Manager

- Marketing bench & new candidates (IT) and effectively placing them on contractual projects with Tier 1 vendors and direct clients.
- Working with US Clients, Tier 1 companies to receive ongoing requirements.
- Working closely on the requirement to ensure that we meet the client's expectations.
- Perform screening of consultants to ensure they meet client's requirement and preparing them for the interviews. Driving referrals from client and consultants.
- Coordinating with clients for further requirements, scheduling interviews, feedback and follow-ups.

- Responsible for the follow-ups from the client regarding the time sheets and for delayed payments.

**22nd Century Technologies, Inc.****2012 – 2018****Project Manager**

Managed the State of New Jersey's VMS/MSP Staff Augmentation Contract as the Contract Administrator for The State. Managed the entire State Program including Professional, Administrative Support (Office and Clerical), Commercial/Industrial Workers and Healthcare domains. Served as consultative resource to management on employee relations issues, supervised recruitment and candidate selection process, worked closely with state representatives, sub-vendors, recruiters and delivery heads. Was responsible for presenting qualified resources and providing solutions to state hiring managers. Also helped the Employee Care team in reviewing company policies and benefits.

**Milind Naik – Recruitment Manager**

Milind has more than 20 years of experience in the Staffing industry, primarily in the fields of talent acquisitions, new business development and setting up of RPOs. His strong technical and academic background and vast experience in recruitment across business sectors makes him an SME in forming, training, managing and mentoring teams of recruiters, business development managers and account managers for staffing.

During this engagement, he will be responsible for setting-up sourcing plans, contract negotiations, recruitment planning, performance management, and training.

**Education**

Rutgers University, Newark, NJ — BS Zoology Major 1980-1985

**Compunnel, Inc.****2004 to Present****Recruitment Manager (Staffing)**

As a Recruitment Manager, he is responsible for account and delivery management for the following public agencies.

- The State of California, Staffing project
- City of Phoenix, temporary Staffing Project
- The State of Montana, Staffing project
- The State of North Carolina, VMS project
- The State of South Carolina, MSP project
- Missouri Department of Transportation, Staffing Project
- Clemson University-SC, Staffing project
- Miami-Dade County, FL staffing project
- And Many more.

**Responsibilities**

- Strategically lead and fully execute key initiatives that support Compunnel's vision
- Guide leaders and employees regarding company policies, values, HR program administration (benefits, compensation) and interpretation to ensure policies and procedures are handled consistently and in a timely manner
- Responsible for diagnosing organizational issues, develop solutions, and implement action plans
- Ensure activities are in compliance with all state and federal employment laws and regulations (e.g., FMLA, ADA, EEO and FLSA)
- Partner with leadership teams on performance management to developing effective pipeline and succession plans
- Design and execute staffing strategies for exempt/non-exempt hiring needs (including campus recruiting). Partner with local teams to ensure ongoing outreach activities.
- Develop and execute functional-level strategies to improve Organizational Health and culture
- Lead and participate in functional-level Diversity & Inclusion initiatives

- Effectively manage multiple projects with overlapping tasks and work independently with minimal supervision
- Participates in or leads special committees or councils to strategically develop, implement, and administer HR programs and policies for the organization.
- Manages or participates in projects as required in functional and cross-functional business and/or HR initiatives.
- Understanding of, and some experience with, most or all of the core aspects of Human Resource Management (staffing, employee relations, labor relations, performance management, leadership development, training)
- Assessment Opportunities - leverage tools and assessment frameworks from Operations teams and Centre of Excellence to assess candidates.
- Screening - execute initial screening and assessing of candidates; identify and gather information (e.g., ability to hire, relocation, immigration, compensation) to qualify talent pool.
- Stakeholder/Client Engagement - identify current and future talent needs through opportunistic exploratory and analysis of market demands, and share findings with the team; execute plans to proactively consult leaders to create new roles that bring in desired talent. \*Applies only for employees in Client Aligned Recruiting
- Workforce Analysis - gather internal data and perform analyses to identify current state of workforce talent/diversity; identify hiring needs and share recommendations.

**DEEPL****1995 ---2004****General Manager**

- Managing full-lifecycle of recruitment (full-time/permanent, contract) and hiring processes, sourcing (direct, indirect), pre-screening, interviewing, reference checking, offer negotiations and hiring documentation.
- Sourcing profiles from job boards like Monster, Dice, and Hot Jobs for specific requirements, Filtered through and reviewed completed candidate resume and evaluated applicant's work history, education and training, job skills, desired salary/hourly rate, and qualifications against open requirements.

**Jovy Dias – Project/ Delivery Manager**

Mr. Dias has more than 25 years of experience as a Project Manager. Mr. Dias is at the centre of the action. He works closely with client's hiring management teams to define and deliver their demand for the talent. To complete this task, he acts as the liaison between business leaders and the client hiring team to consult, advise and guide their decisions and strategies around this generation of talent. He partners with business leaders, HR leaders, Diversity and Inclusion leaders, and candidate closers to lead, influence and shepherd strong university hiring results in a very competitive talent market.

**Education**

Rutgers University, Newark, NJ — BS Zoology Major 1980-1985

**Compunnel, Inc.****1994 to Present****Program/Project Manager (Staffing)**

As a Project Manager, he is responsible for account and delivery management of the following Compunnel clients.

- The State of California, Staffing project
- City of Phoenix, temporary Staffing Project
- The State of Montana, Staffing project
- The State of North Carolina, VMS project
- The State of South Carolina, MSP project
- Missouri Department of Transportation, Staffing Project
- Clemson University-SC, Staffing project
- Miami-Dade County, FL staffing project
- And Many more.

**Responsibilities****Candidate Assessment and Screening**

- Assessment Opportunities - leverage tools and assessment frameworks from Operations teams and Centre of Excellence to assess candidates.
- Screening - execute initial screening and assessing of candidates; identify and gather information (e.g., ability to hire, relocation, immigration, compensation) to qualify talent pool.

**Candidate Attraction**

- Candidate Engagement - elicit interest in active and potential candidates by using business stories that represent Compunnel's unique career possibilities, advantages, and rewards that are distinct from those of competitors.

**Candidate Experience**

- Hiring - maintain candidate satisfaction at all phases of the relationship by leveraging motivators and incentives to engage candidates and prepare them for next phases of the process; identify approaches to enhance candidate experience throughout hiring plans.

**Data Analysis and Hiring Plans**

- Hiring Data and Trends - review data and market research and consult with the business to recommend and implement a hiring plan that addresses both business demand and talent availability; review and analyze data to improve staffing performance.

**Operational Compliance and Excellence**

- Policy and Standards Compliance - use an understanding of the entire staffing lifecycle to apply the appropriate internal and external staffing policies, standards, and/or regulations to all stages of the staffing process; educate clients on the appropriate processes and policies to ensure that compliance requirements are met.
- Technical Documentation - maintain current documentation on candidates' qualifications and status in the appropriate staffing or tracking system, within compliance guidelines (e.g., Office of Federal Compliance Programs, General Data Protection Regulation); capture relevant data in recruiting platform and leverage data to inform meaningful insights.

**Stakeholder/Client Engagement**

- Business Impact Knowledge - execute a hiring plan within aligned business groups; balance multiple timeframes and expectations for budget, scope, and time.
- Strategic Thinking - interpret client's business and requirements to drive a staffing process to promote an optimal internal and external talent mix.
- Talent Engagement - identify differentiated and alternative types of talent (e.g., compete, diverse, non-traditional) that may not be typically considered, and provide recommendations to business area.

**Talent Sourcing**

- Candidate Relationship Management - use an understanding of talent markets and complex candidate profiles, as well as relationships with talent pools and communities, to identify, secure, and/or develop candidates for immediate and near-future needs and pipelines.
- Developing a Talent Pool - develop a pipeline that generates strategic and differentiated candidates to meet the future talent needs of the business; identify unique and non-traditional talent sources (e.g., university recruiting).

**Specialty Responsibilities**

- Market Analysis and Channel Insights - gather external market data and perform analyses to identify market trends and channel insights; identify insights and share recommendations within team. \*Applies only for employees in Sourcing
- Stakeholder/Client Engagement - bring candidates through the interview and closing process, and work with other teams to meet candidate needs (e.g., on-boarding, relocation, Visas, critical dependencies); close candidates and respond to objections from the business. \*Applies only for employees in Client Aligned Recruiting
- Stakeholder/Client Engagement - identify current and future talent needs through opportunistic exploratory and analysis of market demands, and share findings with the team; execute plans to proactively consult leaders to create new roles that bring in desired talent. \*Applies only for employees in Client Aligned Recruiting
- Workforce Analysis - gather internal data and perform analyses to identify current state of workforce

talent/diversity; identify hiring needs and share recommendations. \*Applies only for employees in Client Aligned Recruiting

**N Gen of NJ****1989 ---1994****Project Manager**

- Responsible for building company from ground for planning and development of new computer planning, including but not limited to Client Contact Financial Issues Legal Issues, Marketing Issues Management, up and continuing growth; responsible software products.
- Responsible for day-to-day operations and management which mainly entailed corporate decisions; Involved in day-to-day operations of computer software development by company, including but not limited to Client Contact, Legal Issues Payroll Issues Employee PR





**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.**

**Response:**

Compunnel will provide overall temporary labor services necessary to the performance of this contract, including the recruitment and selection of sufficient personnel in each of the job categories to maintain a pool of qualified workers that will be continuously available to UCF, to be responsible for the discipline, hiring and firing of such personnel, and to perform sufficient proficiency testing and background and reference verification to assure the proposal of the workers to be provided under this contract.

Compunnel has the ability to recruit and hire experienced personnel to fill temporary positions and support in filling permanent positions for immediate, short-term job assignments; for a specific skill level; to temporarily fill vacant positions; to assist with clerical functions; and for temporary back-fill of existing staff assigned to a project. Compunnel has 450+ recruiters with diverse industries experience with access of various job portals, resume database of 2.5 Million resumes, and on bench candidates.

We take care of the all legal responsibility as the employer of the temporary service employee, including payment of wages and other compensation due to such persons and compliance with all Federal and State payroll tax requirements. We take care of all responsibility for the personnel administration of all temporary employees. This shall include but not be limited to the following:

- Payroll and related forms
- Payment of social security, Medicare and withholding taxes
- Benefits, if applicable
- Worker's compensation insurance
- Unemployment insurance
- Other costs required by law or ordinarily furnished by the Contractor
- Computation of all payroll records and expenses and release of pay-checks to employees
- Provide all W-2 forms as appropriate to employees
- Provide general liability insurance for each employee as required
- All personnel shall be selected and furnished by the Contractor
- The Contractor shall develop or have in place a performance monitoring system to insure reliability of each temporary employee

Below we have highlighted the type of job roles we have supported for multiple public agencies, private entities, and educational institutions.

### Types of Job Roles Supported by Compunnel

#### IT Staffing

With over two decades of experience, we have built strong competency in providing similar IT Professional Resources services on as-needed basis to various educational institutions. Compunnel's IT Professional Resource services allow customers rapidly scale their capabilities and execute complex development projects without a long-term commitment. The endeavor proceeds neatly and orderly to yield the expected outcome within the stipulated period.

Below highlighted are the type of job roles that we have supported during the multiple similar projects for various educational institutions and public agencies.

- |  |   |
|--|---|
| • <b>Project Managers</b>              | • <b>Administrators</b>                           |
| • Computer & Information Specialist    | • Information Security Analysts                   |
| • Business Solutions Analysts          | • Computer Systems Analysts                       |
| • <b>Application Developers</b>        | • <b>Data Integrator/Developers</b>               |
| • Reports Developers                   | • Technical Editor                                |
| • Trainers                             | • Finance Analyst                                 |
| • <b>Marketing Specialist</b>          | • <b>Information Research Scientists/Analysts</b> |
| • Mobile Application Developers        | • <b>Librarian</b>                                |
| • <b>UI/UX Developers</b>              | • Risk Analysts                                   |
| • QA/Test Managers                     | • Account Manager                                 |
| • <b>Automation Test Specialists</b>   | • <b>IT Security Developer</b>                    |
| • IT Security Analyst                  | • User Experience Researchers                     |
| • DevOps Engineer/Architects           | • <b>User Experience Designers</b>                |
| • <b>Information Security Officers</b> | • Interaction Designers                           |
| • Digital Marketing Analysts           | • IT Security Administrators                      |
| • <b>Application Architects</b>        | • Business Analysts                               |
| • Quality Analyst                      | • Lab Assistants                                  |
| • Technician                           | • <b>Interface Designers</b>                      |
| • Helpdesk Support Analysts            | • IT Contract Managers                            |
| • Procurement Manager                  | • Subject Matter Experts                          |
| • Electrician                          | • Drivers   |
| • Research Analyst                     | • Janitorial                                      |

### **Administrative Professional, Accounting and Finance Staffing**

Compunnel's Administrative Professional, Accounting and Finance Center understand the criticality of this function and how global rules, regulations, and reporting requirements have made it increasingly complex. Leveraging our multiple locations and specialized accounting and finance talent recruiters, we provide the right talent which is essential for productivity and bottom-line. We reduce the amount of time spent and focus on managing your departments and workload by utilizing our temporary, contract-to-hire, and direct hire accounting and financial staffing services across all industries.

**We specialize in providing contract, contract-to-hire and direct professionals in all administrative functions including**

- |                            |                                       |
|----------------------------|---------------------------------------|
| • Administration           | • Quality                             |
| • Benefits                 | • Paralegal                           |
| • Compliance               | • Creative                            |
| • Corporate affairs        | • Accounts Associate                  |
| • Investor Relations       | • Accounts Payable Analyst            |
| • Environmental/Facilities | • Accounts Payable/Receivable         |
| • Human Resource           | • CFO                                 |
| • Insurance                | • Compliance Officer                  |
| • Legal                    | • Corporate Senior Payroll Specialist |

- |                       |                                 |
|-----------------------|---------------------------------|
| • Marketing           | • Cost Accountant               |
| • Customer Support    | • Financial Analyst             |
| • Logistics           | • Mortgage Oversight Specialist |
| • Clerical            | • Payroll Accountant            |
| • Support Staff       | • Staff Accountant              |
| • Diversity/Inclusion | • Sr. Associate Project Manager |

### Light industrial staffing

At Compunnel, we understand how important it is to have quick access to light industrial talent as workloads increase. With an on-demand talent network of light industrial candidates seeking direct hire, temporary staffing or temp to hire positions, our recruiters can readily recommend candidates who match the requirements and culture. More than that, we seek out candidates who demonstrate experience through forklift and OSHA certifications, CNC machine knowledge and more, knowing that the secret to finding the right candidates lay in the details.

- |                                    |                        |
|------------------------------------|------------------------|
| • Assemblers                       | • QA/QC                |
| • General Labor                    | • Pickers & Packers    |
| • Machine Operators, including CNC | • Press Operators      |
| • Material Handlers                | • Shipping & Receiving |

### Engineering Staffing

We connect, engage, and retain the best engineering talent across telecom, manufacturing, aerospace, defence, energy, medical devices, and electronics. Compunnel has matched countless skilled engineers and technical specialists for our clients globally. Our recruiting team has a deep understanding of key industries and the business that enables us to align the right resource for the role, every time to keep you moving forward.

**Compunnel's Engineering Resources focuses on providing highly specialized engineering and support professionals across all related positions, disciplines, and industries, including:**

- |                           |                                  |
|---------------------------|----------------------------------|
| • Aerospace               | • Energy Management              |
| • Automotive              | • Health, Safety & Environmental |
| • Bio/Chemical            | • Industrial                     |
| • Civil/Structural        | • Instrumentation/Controlsrem    |
| • Designers/Drafters      | • Manufacturing/Processing       |
| • Electrical/Electronics  | • Mechanical                     |
| • Engineering Technicians | • Nuclear                        |
| • Petroleum               |                                  |

### Sub-Contractors

Compunnel does not envision to use any subcontractor for this contract.

We have also invested heavily in building strong membership, and we constantly focus on the further development of our global network. Our strategic alliance with leading technology companies such as **Microsoft, snowflake, LifeRay, Adobe, Salesforce, Profisee, AWS, dori**, and **Drupal**, to name a few, testifies our commitment towards constant enhancement of capability. Our technology strength provides us the ability to mix and match technologies to increase performance, accelerate the delivery schedule, and reduce software license/maintenance costs for our customers.

Our temporary labor services are fuelled back perseverance, backed by vast industrial experience of our consultancy experts, and are processed with truly practical and cost-efficient measures. At

Compunnel, we work in tandem with our global network for significantly enhancing productivity along with reducing response time.

### **Commitment to Quality**

Committed to providing the most qualified temporary professionals, Compunnel utilizes the most advanced and highly efficient quality control programs and policies. We utilize cutting-edge Artificial Intelligence along with recognized processes to find the best talent for our customers. Our unique recruiting platform utilizes the powerful benefits of AI to identify active and passive candidates ideally suited for our customer's requirements. This smarter sourcing system, paired with personal engagement, helps us connect with top notch talent faster than humanly possible.

Our quality management plan focuses on **defining quality parameters** for the projects and products, and keep a **track of project health** and ensure it must comply with our customer's standards and organizational policies, standards, and procedures. Our quality control programs are customized to each service line to mirror a common workplace, providing applicants with a realistic preview of the job, and Compunnel with a realistic preview of the applicant's abilities.

Once contract awarded to Compunnel, we will collaborate with the Seneca representatives for a Kick-off session to introduce our team and set the stage for our partnership. During this meeting, we will discuss County's objectives for the program to determine the services required to best meet the expectations. Also, we will determine the nature and scope of the work. We will assess the business needs/requirements in measurable goals; reviews the current operations; along with the costs and benefits, which includes creating a detail overall budget. Further steps involved in our Contract Administration Process:

### **Documentation for Contract Compliance**

We use secure document drives for documentation and incorporate information; such as contract terms and conditions, scope of work, task order, performance measurement criteria, state security policies, deliverables, job title and responsibilities, and hourly rate cards gathered from the Seneca RFP and Contract to formally establish the structure for the engagement.

### **Quality Control Plan (QCP)**

Compunnel has a quality control plan that addresses customer-specific quality standards, benchmarks and goals. Our quality initiative requires that all activities are tracked, monitored and documented throughout the contract term. Since the initial contract awards with the public sector clients, we have provided consolidated monthly reports and other required information to those clients as per their staffing service needs. To insure quality in the field, countless meetings have been held and additional data has been made readily available to any individual agency that has requested data specific to that agency. All information requested by our customers has been delivered by Compunnel on time and in the required format.

We have kept our commitment to "service with quality." We understand that most services we provide to our customers are mission critical to their day-to-day operations. Focusing on that, we have established an industry-leading Service Level Agreement (SLA) for our help desk team that defines, categorizes and prioritizes incidences based upon the overall impact to the customer's organization - the higher the impact, the lower the priority.

Touchpoints	Timeline
Response to general communication, phone calls	Immediate for urgent communication.

	2 to 8 hours for general communication 24x365x7 days
<b>Task Order Acknowledgement, Accept or Reject Position</b>	1 hour from time of release for urgent positions. 8 hours for all other positions.
<b>Resume Submission (Initial) for General Positions</b>	4 hours and up to 5 workdays
<b>Resume submission (initial) for priority positions</b>	8 working hours
<b>Resume submission (initial) for complicated positions</b>	5 business days
<b>Backup Candidates Submission</b>	2 hours and up to 8 hours
<b>Interview Acknowledgement &amp; Acceptance</b>	2 hours for urgent positions 24 hours for all other positions
<b>Confirmation Acceptance</b>	4 hours for urgent positions 24 hours for all positions.
<b>Documentation (NDA, Project Obligations Form)</b>	24 hours from date of receipt of such forms.
<b>Task Order Acceptance</b>	24 hours from date of receipt of task order and prior to start of project
<b>On-Boarding</b>	At-least 1 day before the start date and, or on client work location
<b>Time Sheet</b>	Weekly
<b>Accurate Billing</b>	Monthly
<b>Pay Period</b>	Weekly, Bi-Weekly, and Monthly
<b>Employment from temporary agency help to an extra-help employee of the County</b>	4 weeks to 6 months





## C. 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?

**Response:** We understand this requirement only focuses on providing work order based support on as needed basis. However, being a partner of choice we consider this as a professional engagement where we bring along our Proven Approach, Strong Team Capability, Established Methodologies, Quality Control and Escalation Process augmented with strong experience in delivering similar contracts in the past for various public agencies. We bring you all elements to create a successful, and secure journey for any **Task Order** which may be issued for non- management, management and technical categories.

Our temporary labor services will help UCF steer your transformation with the latest technology, **design thinking** and **agility**, while also energizing your business process—at a pace that's right for UCF. Below we have highlighted the key elements to highlight our capabilities to serve UCF with best of our temporary labor services.

### Dedicated Team of Industry Experts

Our highly skilled and experienced team can effectively manage UCF temporary labor needs to ensure your success and let you focus on running the business. We have delivered thousands of projects on schedule and within budget, while ensuring that all operational requirements are safely met. We have gained expertise to deliver large size projects and program delivery management services worldwide, ensuring that results are always in line. Our experienced professionals assess and understand your priorities, while appraising the technical, environmental, and commercial issues surrounding each project. We leverage this extensive experience to plan and implement projects efficiently, with a focus on cost, schedule, quality, and safety. We are here to help guide you on your journey, from initial conceptual development through to final project delivery.

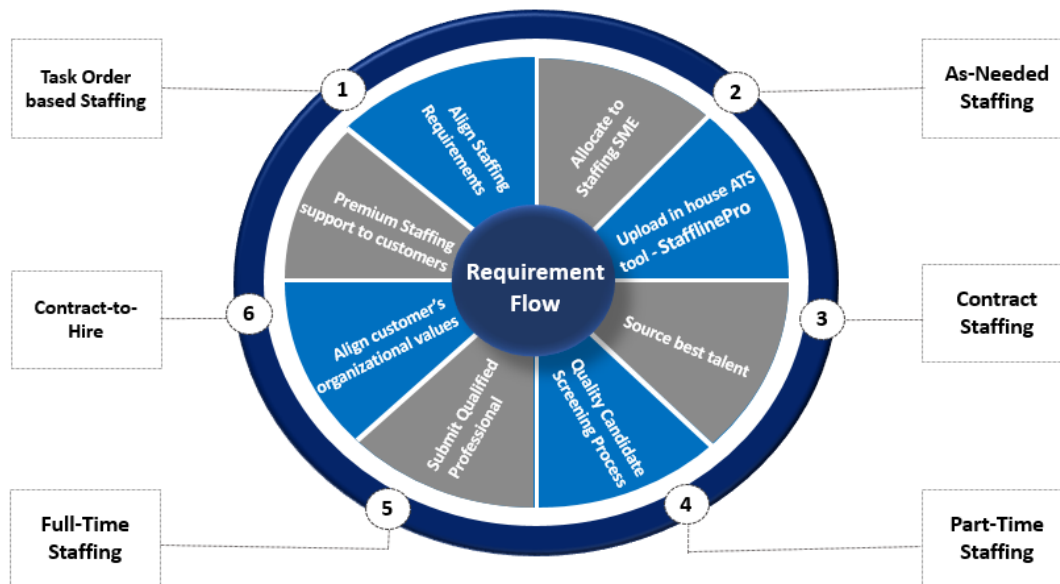
Our team combines extensive industry experience with best-in-class **project management processes**, **project governance methodologies**, **techniques**, and **tools** for success. We can help UCF with your delivery strategy, overseeing the planning, organization, and control of the work required to implement that strategy. We can also establish an appropriate and **effective assurance regime**; and identify and address any deviations from the plan as they occur.

### Strong Competency in delivering high quality Temporary Labor Services

Compunnel has been recognized for its high-quality **temporary labor services**. We can help UCF with our flexibility to **augment staff** in quick time, enhance business processes to increase efficiency, and effective project management to deliver superior customer experience in a cost-effective manner. We can help UCF become future ready with our offerings across the temporary staffing and **digital technologies** including Data warehouse, Business Intelligence, Cloud Transformation, IoT, DevSecOPS, Business Operations, Infrastructure, Robotic Process Automation, Cybersecurity, Enterprise Data and Analytics, Quality Engineering and Automation.

As one of the largest staffing firm in USA (recognized by SIA), Compunnel delivers tailored temporary labor services and business IT support to educational institutions of any size. Our mission is solely focused on helping our customers to leverage their technology investments and enhance their business efficiency. With Compunnel as your partner, we can help lead your organization forward with highly effective IT strategies and implement innovative solutions with our IT consultancy services.

Compunnel offers a full range of IT consulting services, from strategic IT planning and budgeting to compliance reviews. We drive growth by solving complex business problems swiftly, via a design-centric, agile, and platform-driven method. With our local presence, deep resources, and exceptional expertise we can help UCF tackle the present and focus on what's next.



Compunnel's Staffing Models & Requirement Flow Management Process

We have been providing temporary labor services for more than two decades, presently, supporting **over 450 similar contracts**. We help various public agencies and fortune 500 corporations to chart their digital transformation path from start to outcome. We provide the right talent, at the right time, to help public organizations and educational institutions meet changing business and software development demands by utilizing our in-house team of vetted professionals.

### Our Nationwide Footprints

Our presence in more than 29 states across nation. This allow us to maintain a pool of 2.5M vetted professionals and to quickly respond to new staff Augmentation requests and customer demands in time to exceed customer expectations, through our agility, flexibility and resilient supply network.

With our branch offices in Florida region has helped us gain better understanding of the region and the standards followed by the public agencies. Our local presence in the region will allow us to quickly respond to the temporary labor requests from UCF and serve with the local talents. We have a strong pool of more than 15000 local candidates in our database who have strong experience of working Government including –State, Cities, Counties, Universities, Schools, & local agencies that has helped them gain better understanding of processes, standards and the expectations of government agencies.

### Our Strategic Alliances

We have established strategic partnerships and maintain a pool of vetted sub-contractors that we leverage as per the business requirement to fill a temporary skills gap and to provide the niche skills. This strategic alliance has helped us increase our reach with access of their network and database to match qualified candidates that exceed customer expectations, plus it offers other benefits as well, including flexibility and reduced potential legal risks. With proven experience and insight into the latest industry trends, Compunnel provides the talent that educational institutions need to ensure smooth business process engineering, administration, enhancement, upgrade and production support initiatives.

### Succession Planning

We have introduced processes for succession planning to identify the critical positions within your organization and developing action plans for individuals to assume those positions. This involves cross-training employees so that they develop skills, business knowledge, and a complete understanding of the organization's work ethics. Taking a holistic view of current and future goals, this type of preparation ensures that you have the right people in the right jobs today and in the years to come.

We have established a strategy for passing on leadership roles—to an employee or group of employees. We evaluate each leader's skills, identify potential replacements both within and outside the organization and, in the case of internal replacements, training those employees so that they're prepared to take over. It ensures that businesses continue to run smoothly after a crucial team member move on to new opportunities, retire, or pass away.

We have a well-planned process to capture and transfer knowledge and experience from one team to another in transitions and in hand-offs. It ensures a smooth transition in running the business, protection of your intellectual capital, accelerated team learning, better decision-making, and enhanced performance.

Below we have listed different forms of knowledge transfer methods we have introduced in our ecosystem.

- **Documentation**– following written instructions
- **Reverse engineering**– workers were given a completed assignment/project they could study to figure out how it was completed.
- **Mentoring**– During mentoring, new team member/person performs duties and the other (senior colleague) inspects the process. This is a form of mentoring. The typing person should explain what he is doing and why. This interaction is the crucial part of the process and makes it really effective to learn with fast feedback loops.
- **Team Hand-Offs** – Transfer deeply held knowledge from one group of team members to another quickly, effectively, and with minimal seepage
- **Reorganization** – Reorganization of a team or function that requires redefinition of roles, the transfer / seamless transition of existing know-how, and assessment of knowledge gaps that need to be closed
- **External or Internal Mergers, or Acquisitions** – Transfer team knowledge to the new function or team

Succession planning at Compunnel is not a one-time event; we continuously reevaluate and potentially update each year or as changes in industry dictate. This help us cultivate a new

generation of leaders, thereby providing an exit strategy to ensure to continue operating the business with no loss in productivity.

### Regular Communication to ensure Transparency

We follow a “listening” approach when it comes to our temporary labor services as it helps us internalize your vision and business needs before we can propose you the right technical solution.

We start by listening to you describe your business needs. At the start, we will not need to know every detail as we will evolve as we go. However, we will create a list of the items within your ecosystem, as we understand it. This will provide a starting point for us to have strategy discussions as we refine what you need for your business enterprise. This list gives an overview of what your company might pay for software which will be refined regularly as your management team makes digital decisions.

## 2. Describe how urgent requests are handled.

### Response:

Compunnel will assign a local account management team to handle every type of request including the urgent requirements. We will share the contact information of our local and backup account manager, so that whenever any urgent request arises, the UCF can contact them. During urgent requests times, Compunnel will utilize large pool of vetted professionals, internal staff of 7000+, resume database of 6 million, job portals, partners and many more. Our nationwide presence offers us a flexibility to provide a quick and qualified emergency staffing resolution in an 8 - 12-hour time frame. Work is initiated as soon as we get the urgent staffing requirement from the UCF. The staffing requirement is immediately entered into our centralized recruiting portal i.e. Staffline. The Account Manager understands the staffing requirement received from the State, this includes an understanding of the project requirements, SOW, environment, qualification, experience, mandatory and desirable skill set requirement. The Account Manager drafts a requisition about the requirement and submits the requirement in Staffline along with sending it to the Recruitment Manager. The Recruitment Managers assigns this requirement to the dedicated recruitment team for the State, from there recruitment team source the candidate using one of following methods:

- **Current Staff:** Compunnel has a staff of over 10000 people experienced in various skillset throughout the US with numerous consultants placed on different contracts with the State of Florida. Compunnel regularly checks the project end dates of these consultants and submit those, whose projects are going to end. This allows us to quickly validate both a skill and culture fit and reduce time to fill.
- **Employee Referrals:** One of our best sources of exceptional talent is employee referrals. These are often passive candidates who cannot be found on job boards (have not posted their resume or qualifications). Our employee referral program offers employees a cash reward for referring their friends and associates for a position for which they are qualified and eventually placed.
- **Internal Resume Database:** Compunnel has an internal resume database of more than 6M pre-screen resources across the US along with 10,000+ staff local to the State of Florida, which is growing every day as we work proactively on building database after understanding our client's requirements.
- **Local Career Source and Workforce Organizations:** Compunnel has done partnership with the number of career source, workforce organization and employment unions (like local 40), which always help us to place staff at client-site within 8-24 hours of requirement.

- **Local Employment Posting Papers and Websites:** We understand that many clerical, administrative and industrial candidates review free employment-related websites (e.g. Craigslist) and papers that can be found in local establishments and many support organizations, missions, and restaurants and we post on these sources.
- **Community Colleges:** Much skilled personnel is being trained through local community colleges and trade schools. We find that advertising and working with internal employment offices can be an excellent source of applicants who are looking for employment opportunities.
- **Local Job Fairs:** In addition to selected advertising in local media, Compunnel's recruiting/management team sponsors and participates in regular job fairs, hosts recruiting open houses, saturates local markets with recruiting and referral fliers, and works closely with state and local job-assistance agencies to ensure every possible sourcing option is pursued. Additional examples include multi-lingual job postings and diversity-based referral bonus programs.
- **Online Job Boards:** Compunnel uses all the common job boards such as Monster, Career Builder, Indeed.com, and Hot Jobs, as well as specialty job boards for niche or highly skilled positions. Our Career Builder account is cross-indexed with several newspapers throughout the nation so that both print and online advertising is created. With an initiative of placing out-processing military personnel and veterans, Compunnel solicits its services through TurboTap.org, HelmetstoHardhats.org, HireVetsFirst.gov and Military.com, etc.
- **Social Networking Sites:** As social and professional networking sites continue to gain popularity, Compunnel's proactive recruiting strategy maximizes the use of social networking sites such as LinkedIn, Facebook, and Twitter to connect with untapped pools of potential candidates. This medium is also successful in generating referrals.

Compunnel has developed a holistic approach to meet the urgent requests from UCF, which entails assessment, benchmarking, and planning elements that enable us to determine how to meet the urgent requests and ensure business continuity for our customers. Our recruiting team consists of over 450+ recruiters, data miners and research analysts, supporting Compunnel customers. Compunnel will proactively recruits and maintains a full pipeline of qualified candidates ready to hire for the UCF's temporary labor requirements.

Our long-established presence in State of Florida area has helped us better serve our educational institutions, public agencies as well as local Government departments in the area. We currently have over 100 candidates working with various private and public agencies and are within 50 miles of UCF's location. Unexpected vacancies can occur anytime during project lifecycle. Reasons can vary from premature resignation of candidate, termination due to non-performance, to unannounced absence. Compunnel team has a pre-determined 'Priority Matrix' approach to handle such unexpected vacancies as depicted in Figure below:



Requirement Priority Matrix									
Criteria		Critical Priority		Advanced Priority		High Priority		Standard Priority	
Reason for inclusion		Backfill Position		Urgent/Critical Requirements		Unique / Niche Requirements		General	
Start Date		Client specified		Client specified		Client specified		Client specified	
Search	Sourcing timeline per candidate	2 hrs	3 hrs 15 mins per requirement	4 hrs	6 hrs 30 mins per 2 requirements	8 hrs	13 hrs 00m ins per 3 requirements	16 hrs	26 hrs 00 mins per 4 requirements
Select		30 mins		1 hr		2 hr		4 hrs	
Quality Review		15 mins		30 mins		1 hr		2 hrs	
Submit		30 mins		1 hr		2 hr		4 hr	
Position Assignment		1 per recruiter		2 per recruiter		3 per recruiter		4 per recruiter	

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

**Response:** At Compunnel, we have a well-defined and documented Background Check Policy to perform as pre-employment checks. Under this policy, depending upon the customer's requirement, candidates are subjected to compulsory pre-employment background checks. If the candidate is being selected by the UCF, Compunnel's partnered third-party agency will perform a background check on the selected candidates. The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in our Background Check Policy. We notify the Client in writing regarding the result of the background checking conducted for a candidate. The candidates successfully clearing the background check to proceed to join the customer's project.

Below we have highlighted key elements of our background checks.

#### Compunnel Prior Employer Reference Checks

After having the candidate confirmation from our clients, we initiate the background check process that involves prior experience employment checks and education history checks for the candidates in order to ensure the successful placement of the best fit with our client. Compunnel's standard background checks policy is illustrated in table below. We can customize our prior employment checks process to meet the UCF specifications.

Verification/Check	Detailed Requirements
<b>Professional Reference Checks</b>	Verification of at least past two projects. References will be of immediate supervisor. A reference of peer or co-workers is not acceptable. Corporate telephone and email id of reference will be provided.
<b>Employment History</b>	Verification of the most recent seven (7) years of employment history. US employment eligibility confirmed via E-Verify system.
<b>Background Check Reverification</b>	Annually from the date of joining of contract employee.

### Compunnel Background Checks for Criminal Convictions

Criminal convictions are taken seriously at Compunnel. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense. Furthermore, conviction of a crime may result in an automatic termination. Compunnel will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well-being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination. We do SSN Trace, 7-year County/Federal Criminal Check, and National Criminal Database with Sex Offender Registry Check for all our employees.

- ✓ SSN Trace / 10-Yr Address History (This tells where the applicant has lived in the past 10 years and what aliases they've used. Vendor uses this info to build the report)
- ✓ 7-Yr County Criminal (Vendor runs a search in all State Court Systems for all aliases in all counties that come up on the SSN Trace)
- ✓ National Criminal Database with Sex Offender Registry (this is a database search of public records that are available across the country as well as Sex Offender Registries, includes all aliases per SSN Trace).

Then the following items our vendors would report on upon our request. We select the item(s) if needed depending on the employee type and their position:

- ✓ SSN Verification
- ✓ Employment Credit Report
- ✓ Employment Verification
- ✓ Education Verification

Criminal records checks will be conducted for the most recent seven (7) years or residence, work and school address history using information provided by the candidate and located on the SSN verification.

### Drug Convictions

Compunnel is committed to providing a healthy, drug-free, and safe work environment for all employees. We run all type of drug and alcohol tests once the candidate is confirmed for a project. When drug screens are required, Compunnel also offers the on-site screen to test for drug abuse. This unique, saliva-based drug test detects six drug types simultaneously – from a single saliva sample - and is administered at the personnel supervisor's desk. The on-site testing offers the following advantages:

- ✓ Professional: precludes embarrassing, observed collection of urine sample.
- ✓ Simple: applicants can be tested right at the Personnel Supervisor's desk.
- ✓ Easy to use: provides easy-to-read results without special training or equipment.
- ✓ Accurate: over 99.9% accurate from test results conducted by the manufacturer.

### Compunnel Credit Verification

Compunnel ensure that individuals who join our clients on their requirements are well qualified and to ensure that Compunnel maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks related to their Credit Verifications on all candidates who accept an offer of employment.

These credit verification checks may include verification of any information on the applicant's resume or application form and client's requirements. All offers of employment are conditioned on receipt of a credit verification checks report that is acceptable to Compunnel.

All credit verification checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

<b>Social Security Number (SSN) Verification for Resident Check</b>	Validate that the SSN is correct and issued to the corresponding party.
<b>Educational Credentials</b>	Verification of any obtained degrees where degree is required for role and the duration of assignment will exceed two (2) weeks.
<b>Employee Financial / Credit Check</b>	Verification of employee's necessary financial details in compliance with FCRA guidelines.
<b>License, Credential Verification</b>	Verification of any professional license or credential where such license or degree is required for the role, including: (a) Validation/Existence of license, and (b) Confirmation that license is in good standing.

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

**Response:** We employ a meticulous employee vetting process, combining our understanding of the requirement and experience to provide similar temporary labor services for various public agencies and educational institutions. We assign experts as and when they are needed, and we consistently review employees involved with an assignment to ensure that the right experts are working on the right project at the right time. Our engagement model empowers the client and enables projects to move forward successfully. The core strength of our services lie in our ability to provide high-quality staff through a proven intake process and validated assessments to our customers such as UCF.

#### Compunnel's Employee Vetting Process

Compunnel implements a robust vetting and selection process of candidates before assigning them to any project or position and this process starts from resume qualification. Whenever any requirement received from our clients, our dedicated Account Manager (AM) collaborate with the Recruitment Manager (RM) to finalize the strategy to capture smartest and the brightest talent for our clients.

Whenever any requirement is open, our RM follows a comprehensive approach to source the best resumes for the positions and evaluate the resumes by following the key elements of resume evaluation as given below:

<b>Resume organization</b>	Is the resume presented in professional manners? Is the information organized clearly and logically?
<b>Dates of Employment</b>	Is the resume up to date? Do the personnel currently have job or project? What is the length of each job or project held? Are there substantial gaps in the time between jobs?
<b>Experience</b>	What is the nature of an overall length of candidates' projects? Is there any explanation of previous projects and associated responsibilities?

	Did the candidate have experience in a domain, tool, and platform (if required any)? Did the candidate has use of all skills in previous/recent jobs that are requested by the client? Is there any Considerable career shift to or from the requested job profile?
<b>Education and Certification</b>	Is the candidate has requested education or degree? Is the candidate has requested certification? Is the candidate has requested a license?

Once the resume is evaluated, the recruitment team starts conducting initial screening with personally sourced through the resume evaluation process. Initial screening is the process of validating the applicant's information by communicating the information provided by a candidate on their resumes. During this phase, the recruitment team tries to identify the qualified candidates through “**Must have**” framework. The must-have framework is focused on validating the information that is **Required, Desired and Essentials** for a successful placement. Standard “Must have” framework table is provided below:

Past, Current & Preferred Location	Yes	No
Industry	Yes	No
Total Experience	Yes	No
Recent Experience	Yes	No
Functional Area Responsibilities	Yes	No
Level/Role	Yes	No
Similar Projects	Yes	No
Availability	Yes	No
Education	Yes	No
Pay Rate	Yes	No

This “**Must have**” Framework is set up after a deep analysis of the requirement and it covers each part of a project for a successful placement. Job applicants who meet the “Must Have” framework only considered for the further testing process; the candidate does not meet any requirement given in “Must Have” framework we never move forward with that candidate. Recruitment Team prepare the list of top-rated candidates from Initial screening and share the report with “Testing Panel” for further testing of the candidate. “Testing Panel” is the group of Compunnel’s employees with similar experience as given in job requirements. Testing Panel focuses on the following testing as given below.

- ✓ **Experience Test:** In this testing phase, Testing Panel discuss candidates’ past experiences—accomplishments and challenges alike—to discover skills that will enable them to thrive at client project. In this phase Testing Panel identifies most important past experiences in a detailed way, focusing on the candidate’s specific role and key actions that can critical to success.
- ✓ **Skills Assessment Test (SAT):** These assessments don’t focus on knowledge or abstract personality traits. They measure actual skills, either soft skills (e.g. attention to detail) or hard skills (e.g. computer literacy). For example, a secretarial candidate may take a typing test to show how fast and accurately they can type. Other examples include data checking tests, leadership’s tests, and presentation skills or writing assignments.

- ✓ **Cognitive Ability Test:** We have introduced Cognitive ability tests to measure a candidate's general mental capacity which is strongly correlated to job performance. These kinds of tests are much more accurate predictors of job performance than interviews or experience. Workable uses a General Aptitude Test (GAT) which measures logical, verbal and numerical reasoning.
- ✓ **Problem-solving Test:** As a complement to our case interview, we ask the candidate to take a multiple-choice test to demonstrate their analytical skills. It consists of questions, based on real client cases, with no business background required.
- ✓ **Physical ability Test:** The Physical abilities tests measure strength and stamina. These traits are critical for many professions (like firefighting). So they should never be neglected when relevant. By extension, they'll help reduce workplace accidents and worker's compensation claims. And candidates won't be able to fake results as easily as with other tests.

Based on the needs of the customer's position and each candidate's reported skill sets, we administer tests carefully targeted to determine the best available match for most any customer specific position. The assessments (upon request) are administered through online testing tools such as Brainbench, IKM Teckchek, and Kenexa Prove It!

Compunnel understands the importance of a workforce capable of communicating across borders. For that reason, we offer evaluations that can assess candidates' skill proficiencies in 50+ languages. The County can have candidates complete both spoken and written tests as required by your skills sets:

- ✓ **Spoken Language Evaluation** – Assesses a candidate's ability to verbally communicate in the target language, through conversation with a certified language proficiency tester. The conversation is tape-recorded; with questions asked that assess the ability to speak the standard form of the target language without using another language or slang.
- ✓ **Written Language Evaluation** – Comprises questions that require a written response in the target language, dealing with professional writing situations that are typically encountered in formal and informal business environments.

### Candidate Technical and HR Screening

**5 Layers of Stringent Testing Mechanism:** Compunnel uses the combination of technology tools and human expertise to identify the best matching candidate profiles. The following are the series of assessment mechanisms designed by Compunnel.

- **Step 1: Machine-learning based Screening** (Built-in mechanism in Staffline ATS)
- **Step 2: Initial Screening by Recruiter:** For preliminary check of candidate's eligibility
- **Step 3: Online Assessment:** For the evaluation of domain/cognitive skills required for the job
- **Step 4: Screening by Subject Matter Experts:** For overall technical competency
- **Step 5: Screening by Project Manager:** For overall job fit & cultural fit assessment

#### Step 1: Machine-learning based Screening (Built-in mechanism in Staffline ATS)

Our machine learning based screening does the initial screening to help our recruiters reduce time considerably. The algorithm matches the job description and requirements with the candidate profile. Below are some of the key parameters that are matched by our algorithm.

- Educational qualification, skill expertise, exposure to required tools
- Total years of relevant work experience, work authorization,
- Location availability, readiness to relocate, technical certifications
- Language proficiency, exposure to work in similar domain/industry, etc.

All the above-mentioned criteria are screened by our self-learning algorithm. It filters the top 10%



percentile of candidate profiles for every job role from our talent pool sourced through traditional and modern-day sourcing channels including talent referral network, talent communities and recruitment marketplace.

### **Step 2: Initial Screening by Recruiter (Telephonic)**

The top 10 percentile profiles are further screened by our recruiters to confirm if the candidate profile matches the job requirements. The recruiter conducts a telephonic discussion to confirm the details of the candidate before allowing the candidates to proceed to technical assessment if required. **Recruiters consider multiple hiring criteria while screening the candidate as listed below:**

- Skills expertise, key job responsibilities, location preferences, communication skills
- Professional work experience, work authorization (Visa status),
- Career objective, reason for change (if already working), and others.

### **Step 3: Online Skill Assessment**

There is an online assessment test that helps us gauge the technical proficiency of the candidate for all applicable job roles. This assessment is used to determine the technical proficiency of the candidate including coding skills, if required for the job role. Compunnel has collaborated with automated online assessment platforms like Glider.ai, Interviewmocha.com to conduct technical assessment of the candidates.

### **Step 4: Screening by Subject Matter Experts (Telephonic/Virtual/In-person)**

Our experienced SMEs (10+ years of experience) of similar skill sets interact with candidate to do evaluation on various technical parameters. This process ensures that candidate is technically fit and has relevant experience/skills as per the job requirement. We have over 50+ experienced SMEs with a prior experience in working for various industries and technologies. The team collaborates with our learning and development business unit, InfoPro Learning, to decide the assessment parameters for various skill sets.

**Step 5: Screening by Project Manager (Telephonic/Virtual/In-person):** Our project manager understands the employer culture and values of our clients in the preliminary meetings to determine the cultural fit requirements of the candidate. Candidates shortlisted after SME screening are evaluated by our project managers on overall best fit and cultural alignment as per the job requirement.

### **Other Key Steps:**

- We share both the technical assessment and SME screening reports with the client during the submission.
- We also perform required professional reference checks (as per the requirement) for the candidate and attach the observation report along with the submission.

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

### Response:

#### Compunnel's Fill Rate

Compunnel's contract staffing services help employers find temporary, temp to hire, and direct hires through a streamlined hiring process optimized for quick and cost-effective recruitment, as well as on-site team management and payroll services. At Compunnel, we maintain a **success rate of over 97%** and always anticipate & manage workforce needs of our customers. We have the resources and expertise needed to support your project success and increase your business competitiveness.

Compunnel helps customers with **advisory services** to optimize their staffing needs resulting in enhanced business agility at reduced cost and risks. We provide holistic services around **staffing strategy**, planning, rationalization, **optimization**, and **governance**. Compunnel helps customers embrace change and implement technology transformation as our team possesses in-depth experience and knowledge of the current and emerging domain trends, tools and technologies.

#### Compunnel Turnaround Time

Our turnaround time for submitting the resumes is 2-3 days. Once an order is placed, the County will be presented with a preformatted proposal within 8-24 hours, of all short-listed candidates along with a brief summary of internal screening and 2 professional references. The candidates will be available for Face to Face interviews within next 8 hours and will be available to join immediately once confirmed. A more elaborated timeline of a service request that starts when an order is placed to confirmation that it is filled is given in the table below:

Activity involved	Time
<b>Requirement Gathering, Analysis &amp; Acknowledgment</b> <ul style="list-style-type: none"> <li>Acknowledgement of the request to the UCF</li> <li>Analyse the UCF staff requisition and write a synopsis of the requisition</li> <li>Submit position description and client requirements in our Applicant Tracking System (ATS) tool</li> </ul>	1-2 hour
<b>Sourcing Methodologies</b> <ul style="list-style-type: none"> <li>Assign to Compunnel team lead through Staffline tool</li> <li>Check if there is matching skilled candidate available "on the bench"</li> <li>Identify existing skill sets and candidates within Compunnel ATS database</li> <li>Share job profile to all candidates by posting it on our website and sending a mailer to approved candidates for referrals</li> <li>Post job to the external job sites (Compunnel website, Health eCareers, MedicalJobs.org, Monster.com, CareerBuilder.com, HotJobs.com, Yahoo Hot Jobs, Medzilla Dice)</li> </ul>	2-4 hour
<b>Candidate Pre-Screening</b> <ul style="list-style-type: none"> <li>Execute a comprehensive pre-screening that confirms previous experience, motivation, salary, skill level, and potential team-fit. Pre-Screening includes online test and internal tools</li> <li>Discuss salary requirements and relocation needs with candidates and update in ATS</li> <li>Evaluate attitude and aptitude by discussing team scenarios</li> <li>Provide Compunnel overview and explain benefits</li> </ul>	2-4 hour
<b>Skills Testing/Evaluation</b> <ul style="list-style-type: none"> <li>Conduct initial assessment of the candidate's qualifications</li> <li>Conduct detailed interviews based on job requirement</li> </ul>	2-4 hour
<b>Soft Skills Evaluation</b> <ul style="list-style-type: none"> <li>Evaluate candidate's communication, creativity, analytical thinking, diplomacy, flexibility, change-readiness, problem-solving, leadership, team building, and listening skills</li> </ul>	

<b>Resume Submission and Setting up Client Interview</b> <ul style="list-style-type: none"> <li>• Create skill matrix matching required skills with experience of candidates to present consistent skill summary to the UCF</li> <li>• Submit resumes with a Skill summary of the selected candidates and references to the UCF</li> <li>• Discuss interview schedule with the hiring manager for pre-qualified candidates</li> <li>• Set face to face or telephone interview depending upon the UCF requirements</li> </ul>	2-6 hour
<b>Final Background Checks</b> <ul style="list-style-type: none"> <li>• Conduct criminal, credit and background check including driving record and sexual offender database search</li> <li>• Conduct drug check for selected candidates</li> <li>• Verification of employment, education, certifications, and licenses</li> </ul>	As per request
<b>Hiring Decisions</b> <ul style="list-style-type: none"> <li>• Complete all due diligence before extending an offer to successful candidates</li> <li>• Extend the offer</li> <li>• Share candidate's decision or initial response with hiring managers</li> <li>• Submit Security Forms to the UCF</li> </ul>	As per request
<b>On-Boarding</b> <ul style="list-style-type: none"> <li>• Inform the joining date of the candidate to the UCF</li> <li>• Conduct e-Verification</li> <li>• Candidate joins the project on a specified date</li> </ul>	As per request

# Appendix I – Supplemental Offer Sheet

## APPENDIX I SUPPLEMENTAL OFFER SHEET TERMS AND CONDITIONS

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

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

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



<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.40	<u>X</u>	<u>      </u>	<u>AY</u>
2.41	<u>X</u>	<u>      </u>	<u>AY</u>
2.42 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
2.43	<u>X</u>	<u>      </u>	<u>AY</u>
2.44	<u>X</u>	<u>      </u>	<u>AY</u>
2.45	<u>X</u>	<u>      </u>	<u>AY</u>
2.46	<u>X</u>	<u>      </u>	<u>AY</u>
2.47	<u>X</u>	<u>      </u>	<u>AY</u>
2.48	<u>X</u>	<u>      </u>	<u>AY</u>
2.49 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
2.50	<u>X</u>	<u>      </u>	<u>AY</u>
2.51	<u>X</u>	<u>      </u>	<u>AY</u>
2.52 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
2.53 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
2.54	<u>X</u>	<u>      </u>	<u>AY</u>
2.55	<u>X</u>	<u>      </u>	<u>AY</u>
2.56 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
2.57 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
2.58 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
2.59 **Non-negotiable**	<u>X</u>	<u>      </u>	<u>AY</u>
Appendix I	<u>X</u>	<u>      </u>	<u>AY</u>
Appendix II	<u>X</u>	<u>      </u>	<u>AY</u>
Appendix III	<u>X</u>	<u>      </u>	<u>AY</u>
(we will provide this post award, upon request of UCF)			
Appendix IV	<u>X</u>	<u>      </u>	<u>AY</u>

**COMPUNNEL SOFTWARE GROUP, INC.**Company: \_\_\_\_\_ Authorized Representative's Name: Ashish YadavAuthorized Representative's Signature:  Date: 01-25-2022

# Appendix II – Certificate of Non-Segregated Facilities

## APPENDIX II

### CERTIFICATE OF NON-SEGREGATED FACILITIES

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

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

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

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

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

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

## APPENDIX II

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

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

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

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

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

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

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

Company: COMPUNNEL SOFTWARE GROUP, INC.

Authorized Representative's Name: Ashish Yadav

Authorized Representative's Signature: 

Date: 01-25-2022

## Appendix III – Certificate of Non-Segregated Facilities

**Response:** We will provide the updated copy of Appendix III post award, upon request of UCF.