



# University of Central Florida Invitation To Negotiate (ITN) Number 2021-03TCSA For Temporary Labor Services

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**ITN NO. ITN2021-03**

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**Due Date / Time: January 27, 2022 @ 2:00 p.m. EST**



**Submitted By:**

**INFOJINI, INC.**

**Sandeep Harjani, President**

**HQ:** 10015 Old Columbia Road, Suite B  
215, Columbia,  
MD 21046

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**Email:** [statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com)

[www.infojiniconsulting.com](http://www.infojiniconsulting.com)



**Submitted To:**

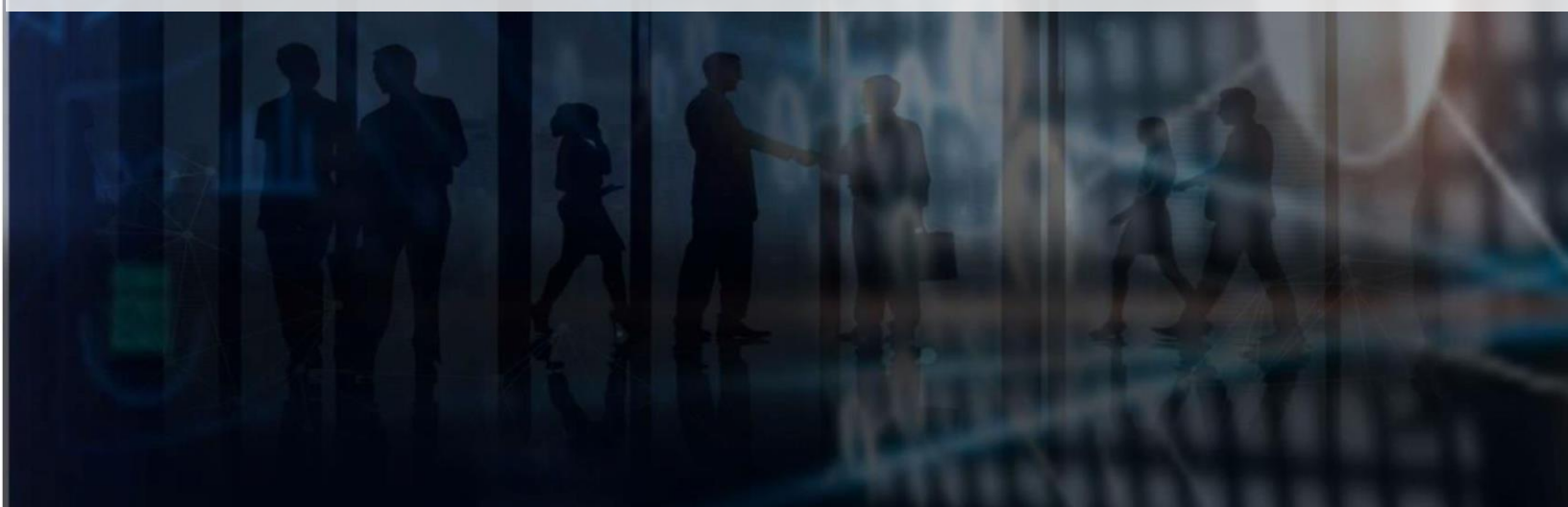
**Trinh Nguyen**

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

**Email:** [trinh.nguyen@ucf.edu](mailto:trinh.nguyen@ucf.edu)

**Phone:** 407-823-2661

**Fax:** 407-823-5551



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**COVER LETTER**

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January 27, 2022

**Attn:** Trinh Nguyen  
Procurement Services Department  
12424 Research Parkway, Suite 300  
Orlando, FL 32816-0975

**Subject:** Infojini Inc.'s response to "*Invitation to Negotiate for Temporary Labor Services TN2021-03*" issued by the University of Central Florida (UCF).

Infojini Inc. (Infojini) appreciates the opportunity to bid for this Invitation to Negotiate (ITN) issued by UCF. We understand that UCF is seeking qualified, experienced, and trusted industry partners to provide high-quality temporary staffing services across job disciplines but not limited to *Administrative, Accounting, Training, Support Staff, Information Technology, Professionals, Light Industrial, Technical, Skilled Trades, And General Maintenance*. To seamlessly support the temporary staffing requirements under this contract, Infojini will leverage its prior experience of working with UCF and its robust Staffing Approach tailored to expeditiously fill the work requisitions for the job positions provided. We aim to provide UCF with thoroughly evaluated candidate resumes with strong work history and qualifications, and rigorously scrutinized and tested candidates with desired proficiencies to meet authority's temporary staffing requirements.

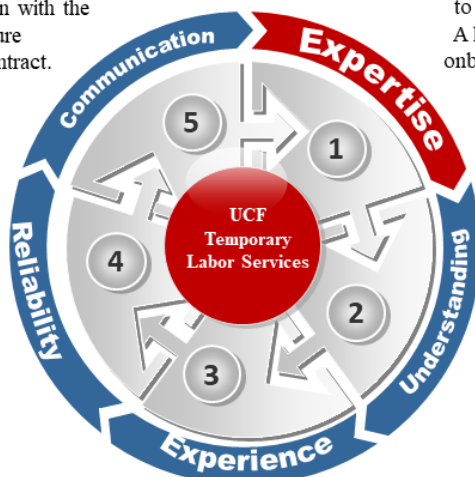
Infojini is an *ISO 9001, 20000-1 & 27001 Certified, M/S/DBE Certified* as well as *SWaM* certified business specializing in delivering qualified talent for *IT, Non-IT, Healthcare, Accounting, and Financial, Scientific, Professional, Procurement, General Services* requirements. We have been adding value with our streamlined processes to reduce the *Staffing Delivery Time, Bulk Hiring, Performance Metric & Measurement, Reduce and Control Operating Cost* to our customers' recruitment initiatives as a trusted staffing partner for their short-term; long-term projects; contract to hire and direct hire arrangements.

We have **15+** years of demonstrated experience in providing temporary staffing services to clients such as but not limited to the *State of Florida, University of Central Florida, University of Wisconsin-Madison, University of Oregon, University of Oklahoma, University of Connecticut Health Center, Miami Dade County, State of Florida - Department of Management Services, School District of Escambia County, Lee County Board of County Commissioners*. Infojini has successfully provided **8000+** qualified staff support to various government agencies including the State of Florida.

Our prior experience of working with the UCF makes us well-acquainted with the organization's mission, vision, and culture and gives us an edge over other competitors to support UCF's temporary staffing requirements across but not limited to the job disciplines mentioned in this solicitation. Infojini's rationale to deliver the best value to UCF throughout the life of the contract is based on our **5 Key Success Factors**.

Dedicated Account Management Team for transparent communication with the UCF to mitigate risk and ensure successful delivery on the contract.

Financially stable, low risk on D&B report, great PayDex score of 80, Proven Recruitment Engine on Government Contracts to provide qualified resources within the 24-48 Hours. Best Retention Plan and Employee Relations Team to reduce attrition.



Strong expertise in providing staffing to over 150+ Government Agencies. A highly experienced team in hiring, onboarding and managing employees for similar contracts.

Dedicated team of Recruiters and Quality Analysts who have in-depth understanding of the Education sector clients and has experience of more than 10 years working on similar positions and clients such as University of Central Florida, Miami Dade County, etc

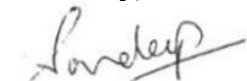
15+ Years of experience in providing recruitment services to various Education sector clients such as *University of Wisconsin-Madison, University of Oregon, University of Oklahoma, University of Connecticut Health Center, Indiana University, and more..*

Infojini's familiarity with the project requirements and thorough understanding of the UCF's temporary staffing needs would allow us to ensure seamless service delivery throughout the contract life by:

- *Leveraging our prior work experience with UCF, Florida-based, and Education Sector Clients on similar contracts.*
- *Capitalizing on our operational capabilities to deliver more consistent and reliable temporary staffing services.*
- *Working closely with the UCF's key stakeholders to achieve continuous improvement.*
- *Adhering to a robust performance management roadmap to ensure personnel performance exceeds UCF's expectations throughout the life of the contract.*

Infojini has read and understood **Addendum I** and **Addendum II** issued by UCF concerning this ITN. We assure and guarantee that this proposal in its entirety remains a valid offer for **120** days after the offer submission date. If you have any questions, require more information, or desire to negotiate this proposal, please contact the authorized individual to bind the firm to all statements and proposed services offered in this proposal, Mr. Sandeep Harjani, President, Infojini Inc.

Sincerely,



**Sandeep Harjani, President  
Infojini, Inc.**

**Principal Office.** 10015, Old Columbia Road, Suite B215, Columbia, MD 21046

**Phone:** 443-257-0086 | **Email ID:** [statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com)

**Federal Tax Identification Number:** 20-4624920





## CONTRACTUAL SERVICES ACKNOWLEDGEMENT FORM

<b>SUBMIT OFFER TO:</b> <b>Via Bonfire Web Portal</b> <b>UNIVERSITY OF CENTRAL FLORIDA</b> Phone: (407) 823-2661 <a href="http://www.procurement.ucf.edu">www.procurement.ucf.edu</a> <a href="https://ucfprocurement.bonfirehub.com/opportunities/49428">https://ucfprocurement.bonfirehub.com/opportunities/49428</a>  Your submission must be uploaded, submitted, and finalized prior to the closing time on <b>January 13, 2022 @ 2:00pm</b> . We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the closing time to begin the uploading process and to finalize your submission. See <b>Appendix 4</b> for submittal instructions.		<b>University of Central Florida</b>  <b>INVITATION TO NEGOTIATE</b>  <b>Contractual Services</b>  <b>Acknowledgement Form</b>	
Page 1 of 38 Pages	OFFERS WILL BE OPENED <b>January 13, 2022 @ 2:00pm EST</b> and may not be withdrawn within <b>120</b> days after such date and time.	ITN NO. <b>ITN2021-03</b>	
UNIVERSITY ADVERTISING DATE: <b>November 17, 2021</b>	ITN TITLE: <b>Temporary Labor Services</b>		
FEDERAL EMPLOYER IDENTIFICATION NUMBER <b>20-4624920</b>			
SUPPLIER NAME <b>Infojini Inc</b>		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS <b>10015 Old Columbia Road, Suite B 215, Columbia, MD 21046</b>			
CITY - STATE - ZIP CODE <b>Columbia, MD 21046</b>		<b>POSTING OF PROPOSAL TABULATIONS</b>	
AREA CODE	TELEPHONE NUMBER <b>443-257-0086</b>	Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to file a protest in accordance with BOG regulation 18.002 or failure to post the bond or other security in accordance with BOG regulation 18.003 shall constitute a waiver of protest proceedings.	
	FAX: <b>443-283-4249</b>		
	EMAIL: <b>statebids@infojiniconsulting.com</b>		

### 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 checked="" 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)**

Sandeep Harjani, 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.

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**A. EXPERIENCE AND QUALIFICATIONS OF PROPOSER**

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**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.**

Infojini has **15+** years of demonstrated experience of serving **200+** contracts and over **50** contracting vehicles with various Cities, Counties, and States. We have demonstrated experience and a successful track record of working with the UCF, which makes us well-acquainted with the organization's mission, vision, and culture and gives us an edge over other competitors to expeditiously support authority's temporary staffing requirements across various industry verticals such as but not limited to – **Administrative, Accounting, Training, Support Staff, Information Technology, Professionals, Light Industrial, Technical, Skilled Trades, and General Maintenance.**



*15+ Years of Industry Experience in Providing Staff Augmentation Services*



*Demonstrated Prior Experience of working with UCF, State of FL, and Education Sector Clients*



*18000+ Prescreened Candidates in the State of FL aligned with the UCF's Requirements*



*Certified Microsoft Silver Partner and Salesforce Consulting Partner*

To successfully address the temporary staffing requirements mentioned in this solicitation, we will leverage our experience of working with the government, Florida-based, and Education Sector clients on similar projects to expeditiously onboard and scale for UCF. Our rationale to provide temporary staffing services is aimed to address UCF's short-term as well long-term temporary staffing needs by leveraging our staff augmentation core capabilities and unique industry discriminators such as:

- ✓ ***Dedicated and Experienced Account Management Team*** - Infojini's Account Management Team will work diligently with the UCF to identify the contract needs and to provide the best resources. Our Account Management team possess **20+** years of collective experience in managing contracts with clients such as but not limited to the *State of Florida, University of Central Florida, University of Massachusetts, University of Oklahoma- Health Sciences Center, Purchasing Department, Northern Arizona University, North Carolina AT&T University, The University of Colorado, and more.* To maintain the current workload, Infojini will assign dedicated account management and recruitment team that will work exclusively on addressing UCF's needs.
- ✓ ***Prior Experience of Working with the University of Central Florida:*** Our prior experience of working with UCF makes us well-versed with the organization's needs, mission, vision, and culture and gives us an edge over other competitors to support UCF's temporary staffing requirements in an expedited manner.
- ✓ ***Experience Working with Education Sector Clients:*** Infojini has experience in serving **40+** Education sector clients including the *University of Central Florida, Broward College, Florida, The School Board of Broward County, Florida (SBBC), Volusia County Schools,*

California State University, University of Wisconsin-Madison, University of Oregon, University of Oklahoma, University of Connecticut Health Center, and more.

- ✓ **Experience with the State of Florida:** Infojini has proven experience in serving various agencies of the State of Florida such as the *University of Central Florida, Broward College, Florida, Miami Dade County, State of Florida - Department of Management Services, School District of Escambia County, Lee County Board of County Commissioners, The State of Florida, Department of Management Services (Department), Hillsborough County Aviation Authority, etc.*
- ✓ **Pre-vetted Resume Database:** Infojini maintains a pre-vetted database of **2M+ resumes, 80000+ prescreened candidates** across the United States, and **18000+ prescreened candidates in the state of Florida** in line with the job disciplines mentioned in this solicitation. This will enable us to provide qualified candidates expeditiously.


Infojini has been serving similar needs of its clients within and outside of the State of Florida, for the past many years which gives us the ability to provide qualified resources within **24- 48** hours. We have a strong bench of candidates who could help us to fill the urgent requirements of the UCF in the Shortest Turnaround Time possible. The following table depicts the bench capabilities of Infojini which we intend to leverage to support UCF's temporary staffing needs.

Relevant Labor Category	#Professionals Employed in last 12 months	#Resume Database Across North America	#Prescreened Candidates Across FL
Administrative	48	36404	1901
Accounting	46	32009	1850
Training	30	31999	1750
Support Staff	32	34990	1803
Information Technology	60	35000	1990
Professionals	34	31008	1890
Light Industrial	22	33783	1853
Technical	34	31675	1753
Skilled Trades	24	31675	1733
General Maintenance	22	30005	1873

We have **500+** existing professionals in the capacity of serving across the job disciplines mentioned in this solicitation. We regularly check the project completion dates and add them in our database. Such existing professionals can be utilized for meeting the urgent temporary staffing needs of the UCF.

- ✓ **Automation** – Infojini leverages automated tools that enable us to automate and manage the entire recruitment lifecycle from recruitment management, applicant tracking, contract employee management, social recruiting, employer branding, candidate assessment & engagement, employee referrals, talent identification, evaluation & engagement till onboarding. Following are the tools that we will be using:
  - **Talent Dome** – Employee Referral and Sourcing <http://talentdome.infojiniconsulting.com>
  - **JobDiva** – Timesheet Management and reporting <http://www.jobdiva.com>



- **SenseHQ & Mya Chatbot** – Employee and Client Management <http://www.sensehq.com>
  - **ADP- Payrolling**
  - **ProveIT, IKM Testing, and IBM Kenexa** – For testing the skills and capabilities of the Candidates
- ✓ **Robust Recruitment and Screening Process** - Infojini has a thorough recruitment and screening process that delivers quality and properly credentialed candidates perfectly suited to meet the needs of the UCF. Infojini has a team of **CCWP** certified Staff, highly qualified recruiters, and Subject matter experts with relevant certifications which could be an added advantage while screening and choosing the best professional for UCF's temporary staffing needs.
- ✓ **Employee Referrals** - Excellent employees know other excellent employees. Infojini has maintained a strong relationship with our consultants with the help of our Employee Care team. Our team aggregates approximately 30% of referrals from our employees every financial year. We track referrals through an Applicant Tracking System (ATS) and our inbuilt web portal TalentDome and provide excellent incentives to employees for such referrals of excellent candidates.
- ✓ **Diversity & Inclusion** - We celebrate diversity, equality, and foster inclusion through strategic community partnerships. We work with Diversity Forums: DiversityFIRST™ Program, LGBTQA, women meetup groups, and many more which helps us in diverse candidate recruitment.
- ✓ **Veteran Hiring** - Infojini undertakes veteran hiring initiatives to general employment avenues for our veterans and military spouses every year. Infojini Inc. was recognized by USDOL as a HIRE Vets Medallion Award recipient for our commitment to recruiting veterans. We are proud to support Veterans and their career goals. Moreover, we have multiple alliances with organizations focused on helping Veterans and their spouses to find civilian jobs. We also leverage "**Collaboration with Reboot**" - A dedicated Veteran Hiring app that helps Veterans find the perfect job after a thorough psychometric analysis. We also have a dedicated team of recruiters that specialize in Veteran Hiring and participate in career fairs and events organized for veterans.
- 
- ✓ **Job Fairs** - Infojini partners with various Universities and Colleges for Campus Recruiting and conducts Job Fairs. For instance, *the University of North Florida, University of South Florida, University of West Florida, Florida International University, Florida Polytechnic University, Florida State University, New College of Florida, Broward College, Chipola College, College of Central Florida, Daytona State College, Eastern Florida State College, and many more.*

- ✓ **Employee Care Program** - Infojini's Employee Care Program includes employee rewards programs, performance bonuses, comprehensive individual and family benefits, training plans, and employee development programs. Our Employee Care Program helps us attract and maintain a qualified and stable workforce, resulting in a retention rate of 97%.
- ✓ **Training** - Infojini knows the importance of keeping employees abreast with the latest technologies ensuring technical competence in a changing technological environment. We plan regular training initiatives for consultants. Our ongoing and evolving employee training process ensures that our clients' needs are incorporated into our employees' training plans. Our Employee-care department in coordination with the Account Manager will develop a training plan for each employee assigned to this contract. The training plan will be updated regularly based on client needs.
- ✓ **Financial Capability** - Infojini is a well-established financially stable company with an unused line of credit of \$1.5 million that will enable us to scale quickly when required. Infojini has a D&B Paydex score of 80, which indicates timely payments to all our contractors. Infojini is rapidly growing every year with sales of more than \$100M.

### **Infojini's Demonstrated Experience of Providing Temporary Staffing Services**

Infojini has **15+** years of demonstrated industry experience in providing temporary staffing services across but not limited to **Administrative, Accounting, Training, Support Staff, Information Technology, Professionals, Light Industrial, Technical, Skilled Trades, and General Maintenance** verticals to various Education Sector clients within and outside the State of Florida such as:

University Clients	
• California State University	• West Virginia University on behalf of its Board of Governors ("BOG")
• University of Wisconsin-Madison	• West Virginia University at Parkersburg
• University of Oregon	• The Board of Regents of the University of Oklahoma (OU)
• University of Oklahoma	• University of Massachusetts
• University of Connecticut Health Center	• University of Oklahoma- Health Sciences Center, Purchasing Department
• Indiana University	• Northern Arizona University
• Clemson University	• North Carolina AT&T University
• SUL ROSS State University	• The University of Colorado
• Texas State University	• Rowan University
• SUNY Upstate Medical University	• University of Arkansas, Little Rock
Community College Clients	
• Blue Ridge Community & Technical College	• Commonwealth of Virginia- Virginia Community College System
• Lone Star College	• Austin Community College (ACC) District
• Rowan College at Burlington County	• Burlington County College
• Montgomery College	• Pima County Community College District
• Lansing Community College	• Broward College, Florida
• The County College of Morris, New Jersey	
School Clients	

• <i>The School District of Newberry County</i>	• <i>Baltimore County Public Schools</i>
• <i>The Board of Education of Baltimore County (BCPS)</i>	• <i>Board of Education of the City of Chicago (Chicago Public Schools)</i>
• <i>School District of Escambia County, FL</i>	• <i>The School Board of Broward County (SBBC), FL</i>
• <i>Volusia County Schools, FL</i>	• <i>Los Angeles county office of education</i>
• <i>Douglas County School District RE-1 ("DCSD")</i>	• <i>Houston Independent School district</i>
• <i>Shelby County Schools</i>	• <i>Harford County Public Schools</i>
• <i>Virginia Beach City Public Schools</i>	• <i>Seattle Public Schools</i>
• <i>Garland Independent School District (Garland ISD)</i>	

**Local Clients** - Infojini has demonstrated experience in providing temporary staffing services to Florida-based government, education, and commercial sector clients across different industry verticals including, but not limited to **Administrative, Accounting, Training, Support Staff, Information Technology, Professionals, Light Industrial, Technical, Skilled Trades, and General Maintenance**. Please find below a partial list of our Florida-based clients to whom we are providing temporary staffing services.

Client Name	
<i>University Of Central Florida</i>	<i>Broward College, Florida</i>
<i>Miami Dade County</i>	<i>State of Florida - Department of Management Services</i>
<i>School District of Escambia County</i>	<i>Lee County Board of County Commissioners</i>
<i>The State of Florida, Department of Management Services (Department)</i>	<i>Hillsborough County Aviation Authority</i>
<i>The School Board of Broward County, Florida (SBBC)</i>	<i>Volusia County Schools</i>
<i>Polk County</i>	

**Clients Across the United States** - Infojini has served **200+** clients from State, County, City, Commercial, Education, Healthcare, Transportation, etc. to Fortune 500 clients. Please find below a partial list of our clients to whom we are providing Temporary Staffing services:

State Clients		
<i>State of Florida</i>	<i>State of California</i>	<i>State of Arkansas</i>
<i>State of Texas</i>	<i>State of Georgia</i>	<i>State of Iowa</i>
<i>State of Maryland</i>	<i>State of Michigan</i>	<i>State of Montana</i>
<i>State of Nebraska</i>	<i>State of New Jersey</i>	<i>State of North Carolina</i>
<i>State of North Dakota</i>	<i>State of New Mexico</i>	<i>State of Nevada</i>
<i>State of Ohio</i>	<i>State of Oklahoma</i>	<i>State of Oregon</i>
<i>State of Pennsylvania</i>	<i>State of South Carolina</i>	<i>State of Illinois</i>
<i>State of Utah</i>	<i>State of Virginia</i>	<i>State of Washington</i>
<i>State of Missouri</i>	<i>State of Tennessee</i>	<i>State of Massachusetts</i>
<i>State of Kentucky</i>	<i>State of Wisconsin</i>	<i>State of Minnesota</i>
County/City Clients		
<i>Los Angeles County</i>	<i>County of Los Angeles</i>	<i>County of Placer</i>
<i>County of Sacramento</i>	<i>Westchester County, NY</i>	<i>Montgomery County, PA</i>
<i>Alleghany County, VA</i>	<i>Allegany County, Pennsylvania</i>	<i>City of Tacoma – Washington</i>
<i>The City of Phoenix</i>	<i>City of Everett, WA</i>	<i>Oklahoma City-County Health Department (OCCHD)</i>
<i>Anne Arundel County</i>	<i>Commission of Montgomery County</i>	<i>City of San Antonio</i>

<i>Prince William County</i>	<i>City of Everett, WA</i>	<i>City of Cincinnati</i>
<i>Tarrant County</i>	<i>Cook County</i>	<i>County of San Mateo</i>
<i>Prince George's County</i>	<i>City of Chesapeake</i>	<i>The County of Fresno</i>
<b>Commercial Sector Clients</b>		
<i>Siemens Healthcare</i>	<i>Citadel Investments</i>	<i>Prism Communications</i>
<i>Constellation Energy</i>	<i>Barclays Bank</i>	<i>JP Morgan Chase Bank</i>
<i>Bank of America</i>	<i>Capital One</i>	<i>US Steel</i>
<i>Polaris Wireless</i>	<i>Blue Cross Blue Shields</i>	<i>Kenexa</i>
<i>Thomson Reuters</i>	<i>Synergy Systems and Services, Inc.</i>	<i>General Electric</i>
<i>Object Edge</i>	<i>Laureate Education</i>	<i>MSA</i>
<i>Respronic</i>	<i>Caesars Entertainment</i>	<i>Pepsico</i>
<b>Healthcare Sector Clients:</b>		
<i>Maryland Health Benefit Exchange</i>	<i>SC Department of Health and Human Services (DHHS)</i>	<i>NC Dept. of Medicaid and Medicare Information System (MMIS)</i>
<i>NC Department of Health and Human Services (DHHS)</i>	<i>State of Texas Health and Human Services Commission's (HHSC)</i>	<i>Siemens Medical Solutions</i>
<i>Texas Dept. of Health and Human Services</i>	<i>Einstein Healthcare</i>	<i>Dept. of Health and Mental Hygiene</i>
<i>State of Virginia Medicaid</i>	<i>The University of Oklahoma Health Sciences Center Purchasing Department</i>	<i>Washington Health Benefit Exchange</i>
<i>Oklahoma City-County Health Department</i>		
<b>Transportation Sector Clients:</b>		
<i>Maryland Dept. of Transportation</i>	<i>Maryland State Highway Administration</i>	<i>South Carolina Dept. of Transportation</i>
<i>Washington Dept. of Transportation</i>	<i>North Carolina Dept. of Transportation</i>	<i>Maryland Motor Vehicle Administration</i>
<i>Maryland Transit Administration</i>	<i>AMTRAK</i>	<i>Community Transit</i>
<i>Texas Capital Metropolitan Transportation Authority</i>	<i>Maryland State Highway Administration</i>	<i>Maryland Port Authority</i>
<i>Utah Transit Authority</i>	<i>Metra</i>	<i>MTA</i>
<b>Other Clients:</b>		
<i>METRA</i>	<i>California Dept. of General Services</i>	<i>Superior Court of California, County of Los Angeles, CA</i>
<i>Rural Health Network of South-Central New York</i>	<i>Maryland Judiciary Department</i>	<i>Office of Management &amp; Enterprise Services</i>
<i>Oklahoma City-County Health Department</i>	<i>Consolidated Technology Services (CTS)</i>	<i>Virginia Tech</i>
<i>Charlotte Housing Authority</i>	<i>Maryland Department of State Police</i>	<i>Idaho Division of Veterans Services</i>
<i>Louisville water company</i>	<i>Port of Seattle</i>	<i>CalPERS</i>
<i>BakerRipley</i>	<i>Baltimore Metropolitan Council</i>	<i>The Sacramento Municipal Utility District</i>
<i>City of Brooklyn Park Communications</i>	<i>Office of State Courts Administrator</i>	<i>The Board of Directors of Sanitation District No. 1</i>
<i>NYCHA</i>	<i>The Board of Governors of the Federal Reserve System</i>	<i>The Metropolitan Water District of Southern California</i>
<i>Washington State Department of Licensing</i>	<i>Pennsylvania Dept. of Human Resources</i>	<i>Washington State Dept. of Labor and Industries</i>
<i>Office of Management &amp; Enterprise Services</i>	<i>NC Department of Revenue</i>	<i>NC Department of Enterprise Services</i>



We have placed professionals for similar job categories with our state clients, including the State of Florida, and such existing consultants can be utilized for meeting the urgent Temporary Staffing needs of UCF. Some of them are in our performance reference given below.

Positions	Infojini Performance References															
	Miami Dade County	The State of Florida, Department of Management	METRA	State of Florida	State of California	Polk County	Montgomery County	County of San Mateo	The City of Minneapolis	Metro-Bi- State Development	State of Ohio	Commonwealth of Massachusetts	State of Washington	State of Texas	County of Placer	Port of Seattle
Administrative	✓	✓			✓	✓	✓	✓			✓	✓		✓	✓	
Accounting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Training			✓	✓	✓	✓	✓		✓	✓		✓			✓	
Support Staff	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓
Information Technology	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Professionals		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Light Industrial	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Technical	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Skilled Trades	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
General Maintenance	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Administrative	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Our proven staff augmentation capabilities and demonstrated industry experience, as well as our commitment to delivering the best value and seamlessly addressing clients' needs, are reflected in the feedback provided by our clients. Please find below the testimonials provided by our clients:



*"We don't use temps very often but when we need temporary staff, Infojini Inc. is our go-to agency. We value our relationship with them and would definitely recommend them."*

**- Patty Torres, HR Manager, Katena Products**



*"Infojini works to accommodate contractors for travel reimbursements, payroll cycles, out of pocket expenses. I was able to get a candidate I needed to sign on with Infojini. Infojini and candidate were able to agree to rates, health benefits, logistics."*

**- Janet Hansel, Project Manager, North Carolina DHHS**



*"We have worked with Infojini Inc. for several years. The relationship is built on trust, transparency, and a solid understanding of the positions which we desire to fill. Infojini Inc. has been very responsive and partnered with us to place good talent within our organization. They are an excellent resource for our staffing needs!"*

**- Randy Sayers, Project Manager, Maryland Judicial Information Systems**



*"Infojini has been successful at meeting our staff augmentation needs and has been a thoughtful partner when we've needed their help in crafting an appropriate and cost-effective solution. In case where we've had an issue to work through with one of their staff. Infojini's management staff has been timely and effective in their response!"*

**- Ken Hale, Manager-IT Project Management, Port of Seattle**

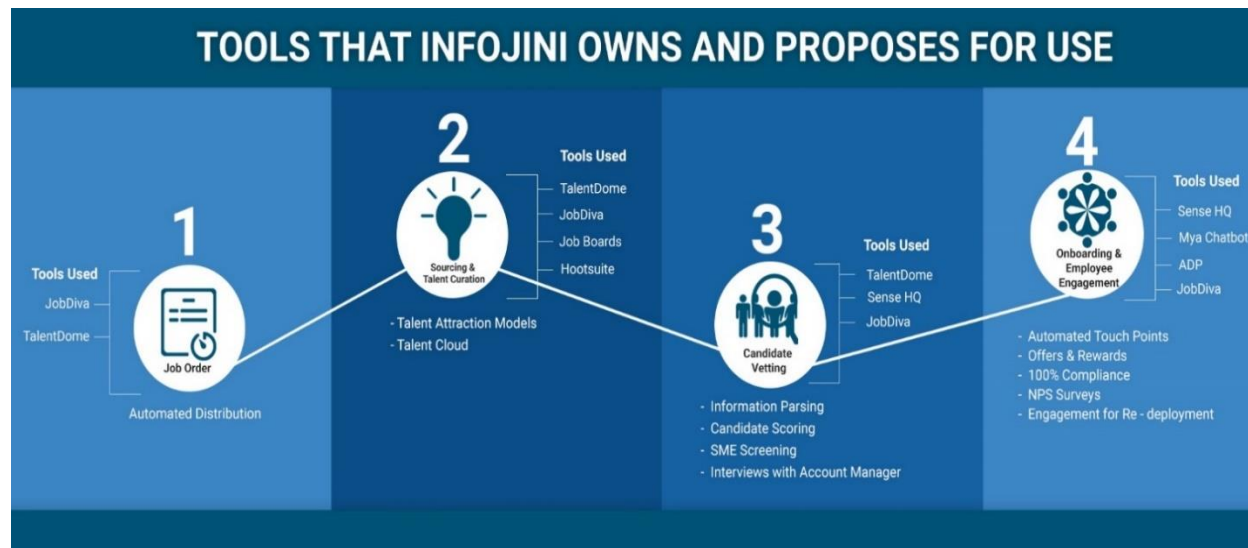
*"Infojini consistently provided the best-qualified candidates that most closely matched our requirements. Our communication with them is excellent and the few issues encountered were handled expediently and professionally!"*

**- Deborah Smith, Judicial Council of California**

## **Infojini's Proposed Value Adds to University of Central Florida**

To deliver added value to UCF and to successfully meet the staffing requirements of this contract, Infojini will leverage automated tools to automate and manage the entire recruiting lifecycle from recruitment management, applicant tracking, contract employee management, social recruiting, employer branding, candidate assessment, and engagement, employee referrals, talent identification, evaluation, and engagement up until onboarding. Infojini will utilize the following tools for obtaining highly qualified personnel and management of this contract:

1. **JobDiva** – Timesheet Management and Reporting
2. **Talent Dome** – Employee Referral and Sourcing
3. **SenseHQ** – Employee and Client Management



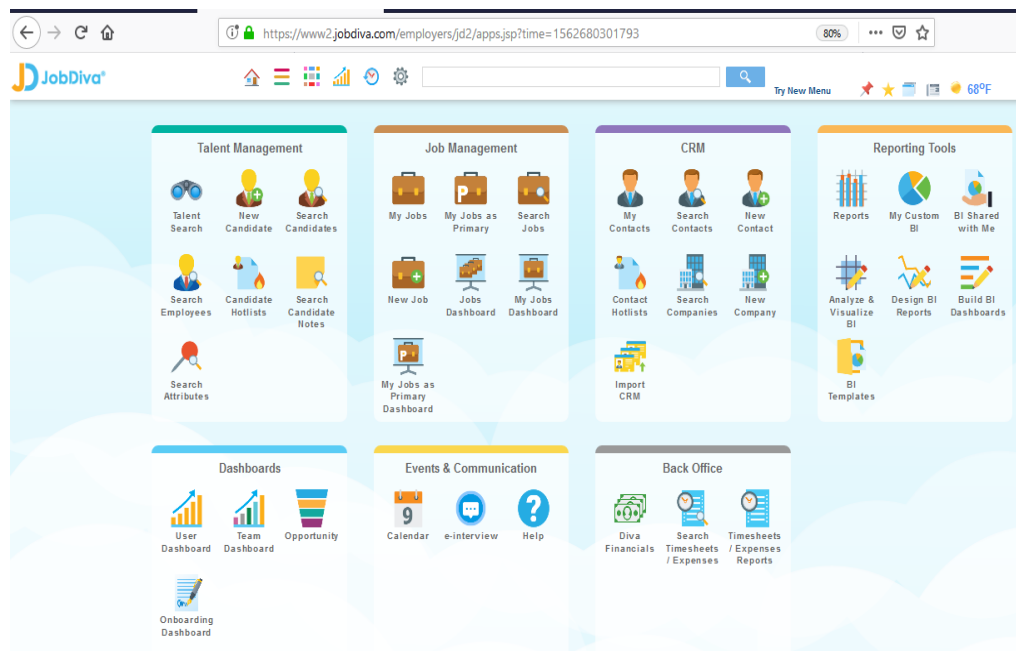
### **1. Applicant Tracking System (ATS) – JobDiva (<http://www.jobdiva.com>)**

Infojini will use JobDiva as our Applicant Tracking System. JobDiva helps us to automatically distribute jobs, search and source candidates, build talent pipelines, engage candidates with full CRM, provide personalized social and mobile candidate experiences, integrate external recruiters, manage all recruiting vendors, and measure and optimize our recruitment operations.

### **Some key features of JobDiva and its benefits:**

Features	Benefits
Internal Database of 90,000 Technical Resources	Access to a highly qualified pool of resources which would support Infojini in meeting the needs of the UCF
Video and e-interviews	Authenticity checks to avoid issues of submitting candidates showcasing fake experience
Internal SLAs and Reporting	This will enable us to check and evaluate the internal performance, find out the deviations and take corrective actions in order to provide the best service delivery to the UCF

We use JobDiva as our in-house recruitment tool to source and screen candidates. Job diva is used to track the time to fill a requirement. Recruiters then source and submit candidates for the request. The candidate submission has the date and time of submission. Candidate Evaluation Form has a checklist with the skills required by the Client, this is filled by the Recruiter, SME, and Recruitment Manager at every stage of the screening process. The consolidated evaluation form is submitted to the Account Manager. Only those candidates that match 100% of the required skills and 80% of the desired skills are forwarded to the Account Manager and he, in turn, will send it to the Client's Hiring Manager.



*Figure 1: Job Diva Screenshot*

## 2. Getting Referral Candidates – TalentDome (<http://talentdome.infojiniconsulting.com>)

TalentDome is a tool developed by Infojini for unbiased Sourcing which applies technology to effectively choose the best candidates based solely on qualifications. We will use TalentDome as an ‘Employee Referral System,’ which allows the employees to contribute to attracting the right talent for the company in exchange for a reward. Our referral network, TalentDome, consists of more than 10,000 individuals who provide referrals for the open job orders that we have. Over the last few years, Infojini has placed more than 200 resources using this solution with an average submittal to hire of 28 percent for hard-to-fill positions.

The tool helps us in creating and promoting branded talent communities by function, affinity, group, business unit, location, source, university, or event where job seekers and employer representatives, and/or other job seekers have the ability to engage with each other and share profile information. It is a platform to share and deliver content, resources, advice, and tools to job seekers.

The key features of TalentDome are:

- Quick identification of qualified candidates
- Attraction of talent through referrals
- AI-based matching resumes with the right jobs
- Outreach to diversity organizations such as Women In Tech and Veteran Organizations
- Potential integration with our transitioning Veteran Application and Freelance Management System such as UpWork

**The tool also has other recruitment marketing features that are explained below:**

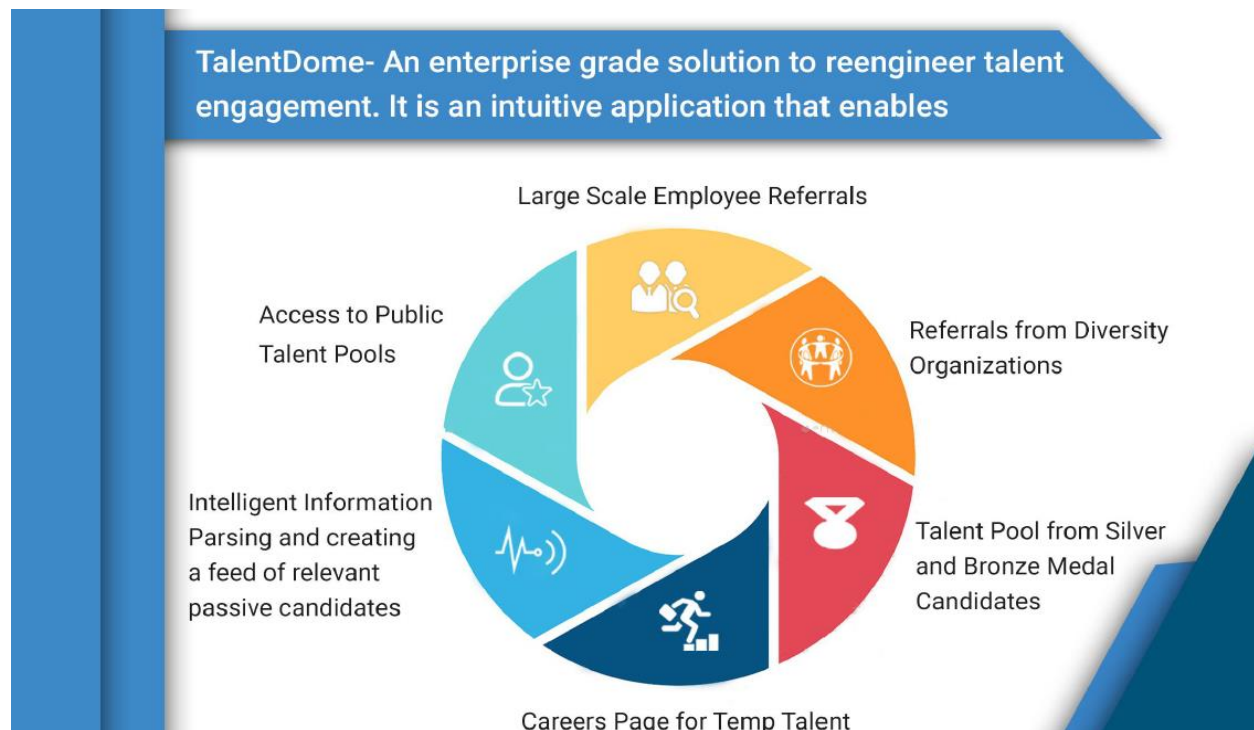
- Mobile-optimized candidate experience – personalized and curated career site content to optimize the lead’s experience
- Search Engine Optimization (SEO) – unlocks job content so that job postings housed within the system appear in search results
- Job distribution
- Semantic Job Search – smart search that improves lead job search accuracy by understanding the searcher’s intent and the contextual meaning of search terms in order to generate more relevant results.
- Predictive Marketing Intelligence – automatically tracks lead browsing history and social profiles to recommend open positions.
- SMS campaign functionality
- Automated drip email marketing campaign management
- Invite non-employees to submit referrals.
- Candidate Relationship Management (CRM)
- Configure multiple referral workflows to support different locations, geographies, programs.
- Interactive forum and blogging within the system
- Social channels and referral management

Features	Benefits
Referral Network	Enables us to create a pool of candidates through referrals received from the existing and Ex consultants who worked with Infojini. We offer a referral bonus to the members who refer qualified candidates.
Diversity in Tech	Enables to recruit diverse candidates across North America specialized in niche skills and technologies.
Talent Acquisition Tool	Works like a talent acquisition tool where we could use this proprietary data for meeting the surge staffing/project-related requirements of the UCF.

We have invested considerably in our direct sourcing platform TalentDome which gives us access to candidates who are not available on traditional mediums like job boards and social media. TalentDome uses candidate-matching algorithms to leverage large-scale employee referrals from silver & bronze candidates. By targeting users on the channels, they spend time on, TalentDome reduces the cost-to-hire considerably.

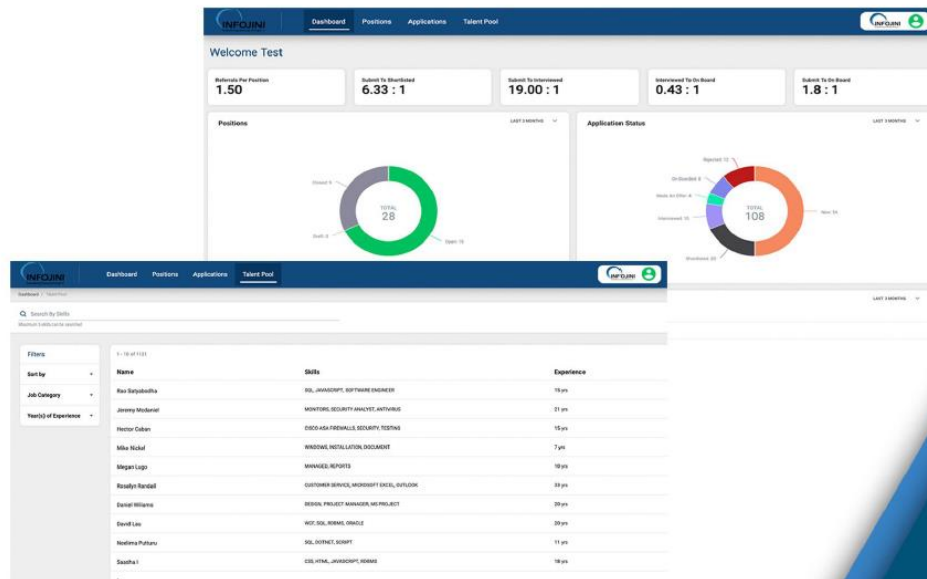


- **Robust Talent Pool of Pre-screened Professionals:** Helps us get qualified referrals from a pool of pre-vetted professionals segmented according to location & skill set.
- **Eliminates Recruiting Bias:** Assesses candidates purely on their skill sets and uses bias-free practices like blind-hiring, structured campaigns, etc.
- **Increases Diversity Outreach:** Integrated with major job boards and diversity associations, TalentDome helps us enhance our diversity outreach.
- **Reduces Time-to-hire:** Uses AI to target people based on their behavior, actions, preferred channels, and much more. Help us reduce the time-to-hire by as much as 30%.
- **Optimizes Campaign Budget:** TalentDome helps us optimize our campaign specifics and budget based on real-time results. With TalentDome we can divert budget to channels that are performing better and subsequently reduce the cost-to-hire.

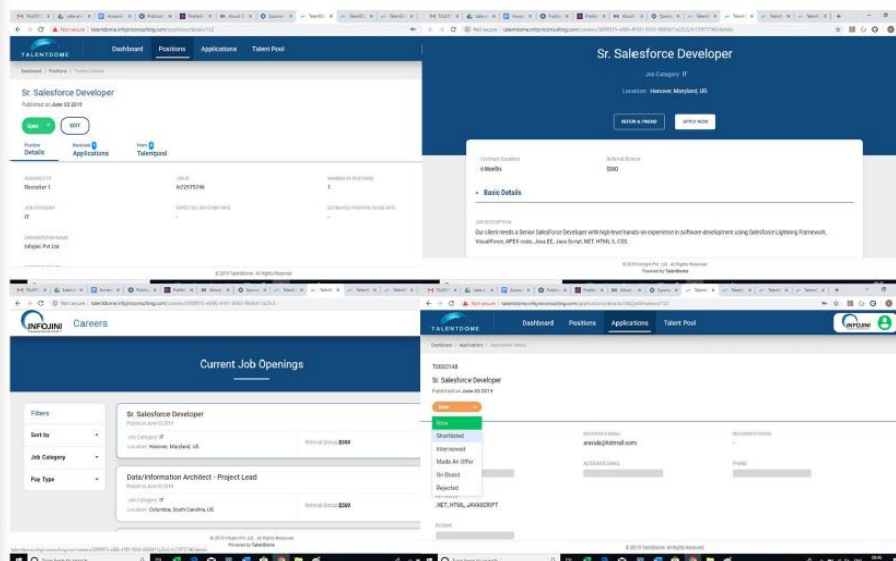


## Talent Feed from Different Channels

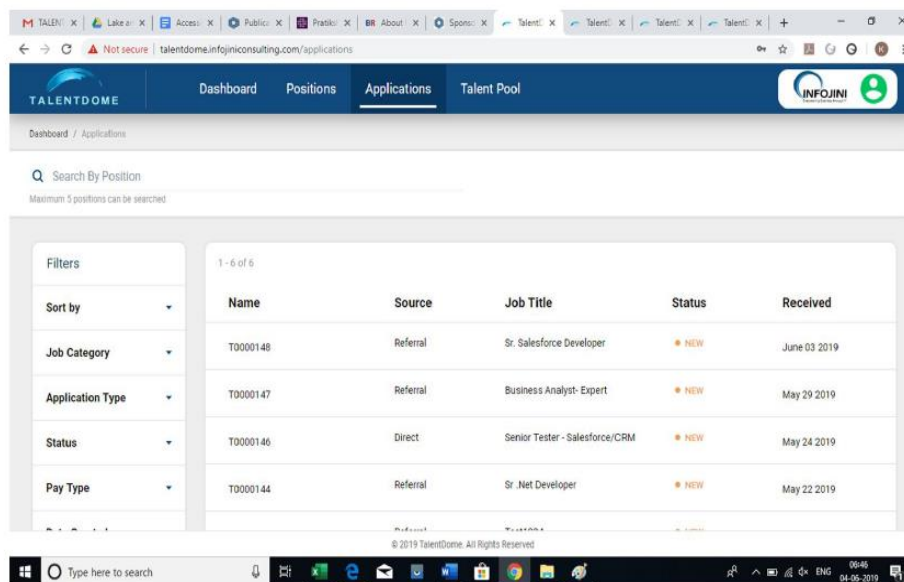
- Social Media
- Referrals
- Email Campaigns
- Careers Page etc.



## Comprehensive Reports



## Blind Hiring to Remove Subconscious Bias

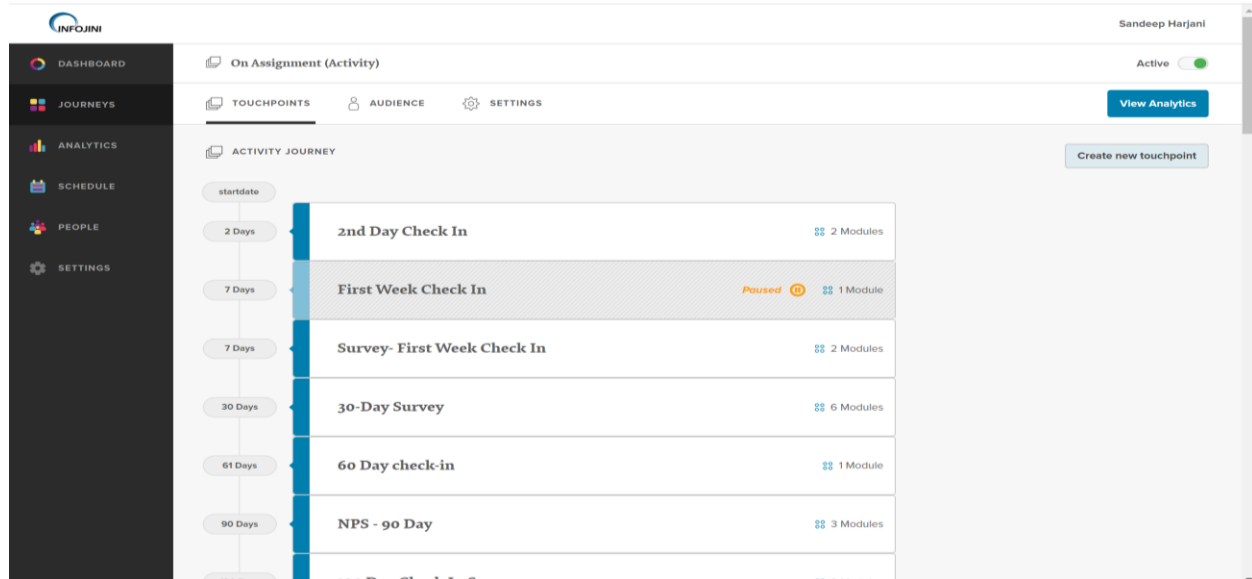


### 3. Employee and Client Management – SenseHQ (<http://www.sensehq.com>)

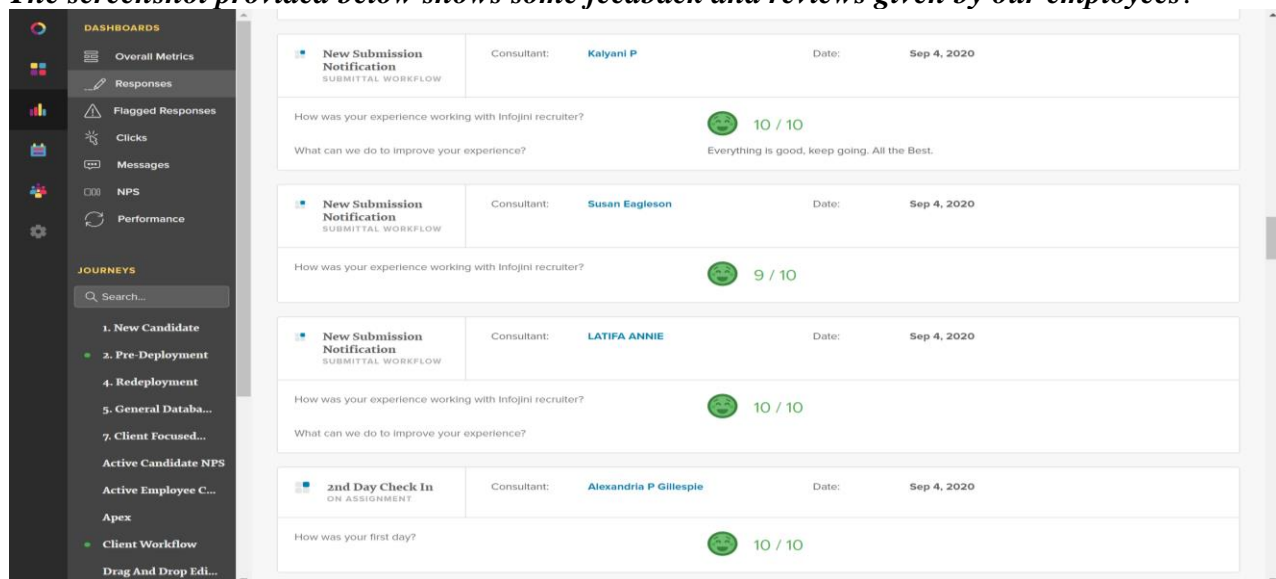
Infojini utilizes SenseHQ for employee and client engagement. We conduct frequent surveys and touchpoints with our employees and clients to send them reminders to take action, take surveys to analyze their satisfaction, ask open-ended questions to uncover any risks. This will help our account manager to uncover any risk associated with any TO Personnel. The figure below shows a screenshot from SenseHQ that Infojini utilizes to conduct employee and client surveys at a bi-weekly interval. We utilize SenseHQ for creating workflows and client surveys, the table below shows the benefits provided by the tool.

Features	Benefits
<b>Employee Surveys</b>	Will help us in taking feedback from the resources who will be placed with UCF. This will enable us to quickly solve the grievances of the consultants and motivate them to provide the best service delivery.
<b>Employee Reminders</b>	Will help us to send online reminders and share critical information with the consultants placed with UCF.
<b>Employee Follow-Ups</b>	Enables online employee follow-ups related to project reports, timesheet submission, etc.
<b>Client Surveys/feedback</b>	Enable us to take regular online feedback from the UCF related to consultants placed and Infojini's performance. This will help the UCF to provide suggestions for better service delivery accordingly.

*The screenshot provided below shows the various workflows used for our employee communication.*



The screenshot provided below shows some feedback and reviews given by our employees:





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

**Infojini Inc.** (Infojini) is a Maryland-based *ISO 9001, 20000-1 & 27001, M/S/DBE* as well as *SWaM* certified business. We are a leading strategic staffing services provider in the United States, with **15+** years of demonstrated industry experience and unparalleled capability of serving to governmental agencies including (*Local, State*) of all levels (*Citywide, Countywide, and State-wide*) as well as commercial enterprise business firm(s). Infojini has fully functional regional offices located across the state of *Maryland, Texas, New Jersey, New York, Massachusetts, Indiana, Minnesota, North Carolina, Illinois, Michigan, California, Kansas, Pennsylvania, Ohio, Georgia, Virginia, and Missouri.*

Infojini specializes in delivering qualified talent for *IT, Healthcare, Non-IT, Accounting and Financial, Scientific, Professional, Procurement, General Services* requirements and has been adding value with our streamlined processes to reduce the *Staffing Delivery Time, Bulk Hiring, Performance Metric & Measurement, Reduce and Control Operating Cost* to our customers' recruitment initiatives as a trusted staffing partner for their short-term; long-term projects; contract to hire and direct hire arrangements that we serve nation-wide.

## Overview of the Organization

**Our Vision:** Infojini's vision is to achieve global IT services leadership in providing value-added high quality IT solutions to our clients in selected horizontal and vertical segments, by combining technology skills, domain expertise, process focus and a commitment to long-term client relationships

### Infojini at Glance

- 15+ years of experience serving over 200 Staff augmentation projects.
- Microsoft Certified Silver Partner
- ISO 90001, 20000 & 27001 Certified
- Salesforce Certified Partner
- Business Presence in 42 States
- 23 Regional Offices
- Resume Database of 2M+ Candidates
- D&B Open rating score of 95
- D&B PayDex score of 80.
- High Employee Retention Rate: 97%
- Experience serving over 42 states and 100 educational institutions across the United States.
- Dedicated project management team with strong experience and full-time availability.
- 120+ certified staff with experience implementing similar projects for government & higher education clients.
- 100% client satisfaction guaranteed.

### Awards and Recognition



**Experience with the State of Florida** — School District of Escambia County, The School Board of Broward County, Florida (SBBC), Volusia County Schools, Miami Dade County, The State of Florida, Department of Management Services, Hillsborough County Aviation Authority, etc.

**Experience with University Clients** — California State University, West Virginia University on behalf of its Board of Governors ("BOG"), University of Wisconsin-Madison, West Virginia University at Parkersburg, University of Oregon, The Board of Regents of the University of Oklahoma (OU), University of Oklahoma, University of Massachusetts, University of Connecticut Health Center, University of Oklahoma- Health Sciences Center, Purchasing Department, Indiana University, The University of Colorado, Clemson University, SUL ROSS State University, University of Arkansas, Little Rock, etc.

**Experience with Education Sector Clients** — School District of Escambia County, FL, The School Board of Broward County, Florida (SBBC), FL, Volusia County Schools, FL, Blue Ridge Community & Technical College, Lone Star College, Rowan College at Burlington, County, Montgomery College, Pima County Community College District, Burlington County College, Austin Community College (ACC) District, Los Angeles county office of education, The School District of Newberry County, Baltimore County Public Schools, Board of Education of the City of Chicago (Chicago Public Schools, The Board of Education of Baltimore County (BCPS), Los Angeles Unified School District, Douglas County School District, Houston Independent School district, Texas Region 8 Education Service Center (TIPS), Harford County Public Schools, The Region One Education Service Center, Pennsylvania's State System of Higher Education Office of the Chancellor, Shelby County Schools, Shelby County Board of Education, Maryland State Department of Education, etc.

### Certifications



### Partnerships



## Organization Structure

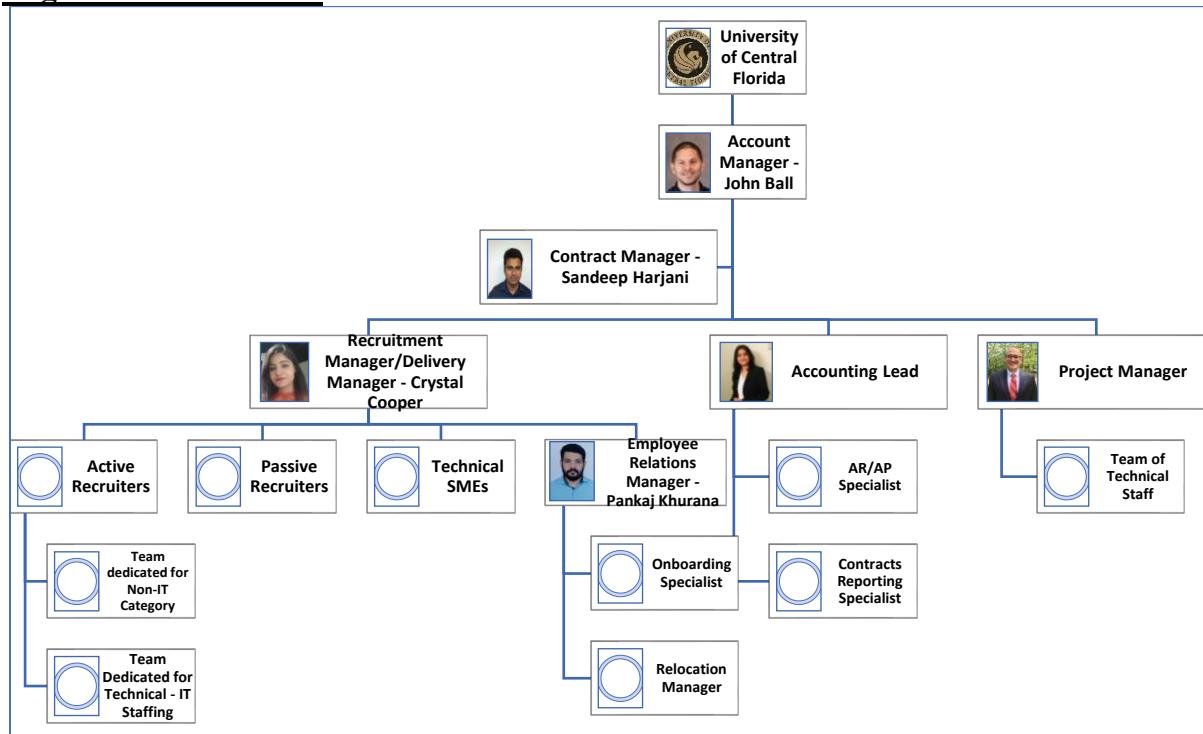


Figure 2: Infojini's Organizational Structure

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

**Years in Business:** 15+ Years

**Company Size:** 500+ Employees

**Industrial Track Record:** Infojini maintains an active business relationship with clients in more than **42** states across the United States. We have demonstrated experience in performing more than **200+** staffing contracts across domains such as **IT, General Office, Administration, Financial, Construction, Facility Management, Technical Service, and Healthcare** for various State, Local, Commercial, and Federal agencies including, but not limited to *State of Florida, University of Central Florida, California State University, West Virginia University on behalf of its Board of Governors ("BOG"), University of Wisconsin-Madison, West Virginia University at Parkersburg, University of Oregon, The Board of Regents of the University of Oklahoma (OU), Blue Ridge Community & Technical College, Commonwealth of Virginia- Virginia Community College System, Lone Star College, School District of Escambia County, FL, The School Board of Broward County (SBBC), FL., Superior Courts of California – Imperial County, Louisville Water Company, City of Chesapeake, City of Chesapeake, Missouri Veterans Commission (MVC), City of Columbia, Baltimore Metropolitan Council, West Basin Metropolitan Water District, MDOT, MDoIT, MTA, County of San Mateo, State Of Maryland -Administrative Office Of The Courts, etc.* We have successfully provided **8000+** qualified staff support to various government agencies including the State of Florida. Please find below a partial list of our ongoing projects:

Project Name	Client Name	Services Provided	Date of Performance
Temporary Staffing Services	The City of San Juan Capistrano	Senior Administrative Specialist, Public Service Administrator, Custodial Specialist, Plumber, Representative, Mail Room Clerk, Administrative Assistants, Finance/Accounting Clerk, Accounting Clerk	Jan 2019 - Present
On-Call Professional Temporary Services	University Of Connecticut Health Center	Administrative Assistant, Program Specialist, Research Analyst, Staff Development Specialist, Human Services Consultant	Aug 2017 - Present
Temporary Staffing BOA	Board of Governors of the Federal Reserve System	Senior Administrative Specialist, Public Service Administrator, Custodial Specialist, Plumber, Project Managers, IT Support Specialist	Dec 2015 - Present
Temporary Personnel & Direct Hire Placement Services	Louisville Water Company	IT Support Specialist, Engineering Technician Associate, Printer Specialist, State Auditor, Public Service Administrator, Revenue Customer Representative, Legal Assistant, Accountant, Data Entry Clerk	March 2018 - Present
Temporary Services	Maryland Department of State Police	Management Systems Analyst, Administrative Specialist, Staff Development Specialist, Program Consultant, Equipment Operator, Accounting Clerk	Jan 2018 - Present
Temporary and Temporary to Permanent Staffing Services	Charlotte Housing Authority	Senior Administrative Specialist, Public Service Administrator, Custodial Specialist, Plumber, Utility Worker, Service Assistant, Customer Service Representative	Oct 2017 - Present
Temporary Staffing Services	Burlington County College	Administrative Assistant, Program Specialist, Research Analyst, Staff Development Specialist, Human Services Consultant, Data Entry Clerk	Dec 2018 - Present
Permanent Staff Recruiting Services	New York Power Authority	Electrician Senior, Engineering Technician Associate, Printer Specialist, State Auditor, Public Service Administrator, Revenue Customer Representative, Legal Assistant, Accountant, Mailroom Clerk	Dec 2018 - Present
Professional and Technical Staffing and Services	NY MTA	Management Systems Analyst, Accounting Clerk, Administrative Specialist, Staff Development Specialist, Program Consultant, Equipment Operator, CDL Driver, Accountant	Nov 2017 - Present
Trades Staff Augmentation Services	New York City Housing Authority	Senior Administrative Specialist, Public Service Administrator, Custodial Specialist, Data Entry Clerk, Utility Worker, Service Assistant, Equipment Operator	Sept 2019 - Present
Temporary Staffing Services	Texas Capital Metropolitan Transportation Authority	Administrative Assistant, Program Specialist, Research Analyst, Accountants, Accounting Clerk, IT Support Specialist	July 2017 - Present
Staffing Services	BakerRipley	Senior Administrative Specialist, Public Service Administrator, Custodial Specialist, Mailroom Clerk, Utility Worker, Service Assistant, Equipment Operator	March 2018 - Present
Temporary Staffing Services	Austin Community College (ACC) District	Administrative Assistant, Program Specialist, Research Analyst, Staff Development	July 2018 - Present



Project Name	Client Name	Services Provided	Date of Performance
		Specialist, Human Services Consultant, IT Support Specialist	
Recruitment Services	Prince William County Service Authority	Graphic Designer Specialist, Human Services Consultant, Management Systems Analyst, Administrative Specialist, Staff Development Specialist, Program Consultant, Equipment Operator, IT Support Specialist	Aug 2018 - Present
Temporary Personnel & Staffing Services	Virginia Community College System	IT Support Specialist, Engineering Technician Associate, Printer Specialist, State Auditor, Public Service Administrator, Revenue Customer Representative, Legal Assistant, Accountant	May 2018 - Present
Temporary Staffing Services	City of Chesapeake	Administrative Assistant, Program Specialist, Research Analyst, Staff Development Specialist, Human Services Consultant	Feb 2018 - Present
Temporary Staffing Services	Board of Education of the City of Chicago	Graphic Designer Specialist, Human Services Consultant, Management Systems Analyst, Administrative Specialist, Staff Development Specialist, Program Consultant, Equipment Operator, Finance/Accounting Clerk	Aug 2019 - Present
Temporary Personnel Services	King County Procurement & Payables Section	Administrative Assistant, Program Specialist, Research Analyst, Staff Development Specialist, Human Services Consultant	Oct 2019 - Present
Temporary Technical & Temporary Clerical Support Services	Port Authority of Allegheny County	Graphic Designer Specialist, Human Services Consultant, Management Systems Analyst, Administrative Specialist, Staff Development Specialist, Program Consultant, Equipment Operator	Nov 2019 - Present
Temporary Personnel Services	Prosper Portland	Electrician Senior, Engineering Technician Associate, Printer Specialist, State Auditor, Public Service Administrator, Revenue Customer Representative, Legal Assistant, Accountant	Dec 2019 - Present
Staffing/ HR Services	Goodbuy Purchasing Cooperative	Administrative Assistant, Program Specialist, Research Analyst, Staff Development Specialist, Human Services Consultant, Finance/Accounting Clerk	June 2019 - Present
Temporary Staffing Services	Montgomery Housing Authority	Administrative/Clerical, Finance/Accounting, Information Technology Associates, Property Managers, Housing Specialist, Maintenance Mechanics	Jul 2021 - Present
Recruitment Services for the Department of Information Technology	City of Lakewood, Colorado	Project Management, Business Analysis, Software Development, Infrastructure And Networking, Telecommunications, Service Desk Support	Oct 2021 - Present
Temporary Staffing Services	Illinois Municipal Retirement Fund (IMRF)	Data Entry Clerk, Mailroom Clerk, Receptionist, Customer Service Representative, Administrative Assistant, Executive Assistant, Human Resources Clerk, Accounting Clerk, Accountant, Project Manager (Non-IT)	Nov 2021 - Present



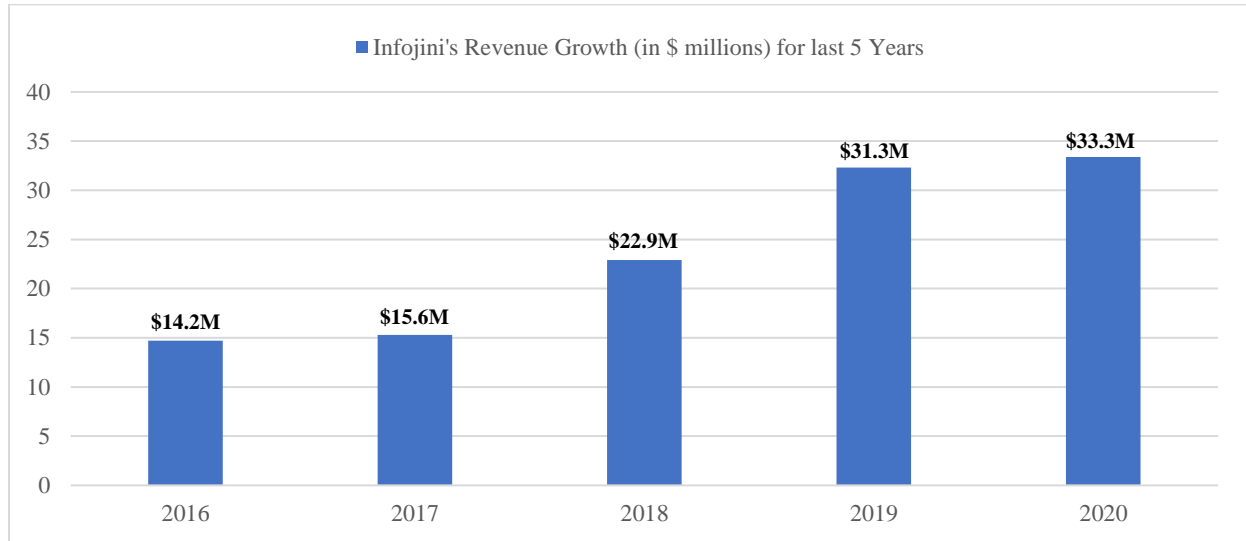
Project Name	Client Name	Services Provided	Date of Performance
Contract Labor Services	Cincinnati Metropolitan Housing Authority	Administrative/Clerical Support	Nov 2021 - Present

Please find below a partial list of our Staffing Contracts with Education Domain Clients:

Contract Name	Client	Duration
Temporary Staffing Services	University of Arkansas, Little Rock	Jan 2022 - Present
Temporary Staffing Services	Virginia Beach City Public Schools	Dec 2021 - Present
Temporary Staffing Services	Lansing Community College	Nov 2021 - Present
Temporary Employment Services	The County College of Morris, New Jersey	Oct 2021 - Present
Recruitment and Search Assistance Services	Texas Tech University Health Sciences Center	Sep 2021 - Present
Temporary Staffing Services	Seattle Public Schools	Sep 2021 - Present
Temporary Staffing Services	SUNY Upstate Medical University	Sep 2021 - Present
Temporary Staffing Services	Rowan University	Aug 2021 - Present
Temporary Personnel/Skilled Labor Services	Texas State University	Aug 2021 - Present
Temporary Staffing Services	Broward College, Florida	Aug 2021 - Present
IT Consulting & Temporary Staffing	The Region One Education Service Centre	Jan 2021 - Present
IT Temporary Services	University of Colorado	Jan 2021 - Present
Temporary Employment Services	Northern Arizona University	Mar 2020 - Present
Staffing Services	Texas Region 8 Education Service Centre (TIPS)	Nov 2020 - Present
Temporary Staffing Services	Shelby County Schools, Shelby County Board of Education	Jul 2020 - Present
Contracted Services	Harford County Public Schools	Nov 2020 - Present
Consolidated IT Services Bench	Los Angeles Unified School District	Oct 2020 - Present
IT Services	SUL ROSS State University	Mar 2020 - Present
Information Technology Temporary Personnel Services	California State University	Jun 2018 - Present
Brand Strategy, Marketing Services, Web Development, and Photography and Videography Services	University of Wisconsin-Madison	May 2018 - Present
Temporary Staffing Services	University of Oregon	Jun 2019 - Present
IT Staffing and Consulting Services as-Needed	University of Oklahoma	Jul 2017 - Present
On Call Professional Temporary Services	University of Connecticut Health Centre	Aug 2018 - Present
Temporary Services	Indiana University	Feb 2019 - Present
IT Staff Augmentation Services	University of Massachusetts	Dec 2017 - Present
Temporary Professional Services	School District of Escambia County, FL	May 2019 - Present
Temporary Staffing Services	Volusia County Schools, FL	Jun 2020 - Present
Information Technology Contracting Services	Montgomery College	Jul 2018 - Present
Temporary Personnel & Staffing Services	Temporary Personnel & Staffing Services	Jun 2018 - Present
Temporary Staffing Services	Burlington County College	Nov 2018 - Present
Temporary Information and Technology Professionals	Los Angeles county office of education	Dec 2017 - Present

Technology Support Staffing Services	Baltimore County Public Schools	Jun 2018 - Present
Information Technology Services and Consulting	Pima County Community College District	Jun 2018 - Present
Information Technology Staffing Services	The Board of Education of Baltimore County (BCPS)	Jul 2018 - Present
Information Technologies (IT) Staff Augmentation	Douglas County School District	Jul 2019 - Present
Search Services for Information Technology Positions	West Virginia University on behalf of its Board of Governors ("BOG")	Mar 2019 - Present
IT Services	West Virginia University at Parkersburg	Jan 2018 - Present
Temporary Information and Technology Professionals	Los Angeles County Office of Education	Nov 2018 - Present
Temporary Clerical and Medical Staffing Services	The Board of Regents of the University of Oklahoma (OU)	Jun 2019 - Present
Physician Search and Professional Recruitment Services	University of Oklahoma- Health Sciences Centre, Purchasing Department	Oct 2018 - Present
Technical Contract Staffing & Consulting Services	The School Board of Broward County, Florida (SBBC), FL	Sep 2019 - Present
IT Services	Blue Ridge Community & Technical College	Feb 2019 – Feb 2020
Temporary Staffing Services	Rowan College at Burlington County	Nov 2019 - Present
Temporary Staffing Services	Austin Community College (ACC) District	Dec 2018 - Present
IT Temporary Professional Services	The School District of Newberry County	Dec 2018 - Present
Temporary Staffing Services	Board of Education of the City of Chicago (Chicago Public Schools)	Dec 2019 - Present
IT Contracting Services	Houston Independent School district	Dec 2019 - Present

**Financial Stability** - Infojini is a financially stable company with an unused line of credit of 1.5 Million that will enable us to scale quickly when required. Contractor D&B Paydex score of 80 indicates timely payments to all our contractors. We are growing every year for the past 5 years and are expecting a consistent sustainable growth of around 35 percent for this year driven by client and employee referrals and new contracts.



*Figure 3: Infojini's Financial Growth Chart*

Infojini is a financially credible company with sales of more than \$100M since its inception. Please find below Infojini's Line of Credit Report.



August 23, 2019  
INFOJINI INC

Regarding:

Please accept this letter as confirmation that according to our records, the account referenced below is maintained at Bank of America, N.A. with the following information:

Account number:	#####3620
Line of credit amount	\$1,500,000
Routing number ACH/EFT	052001633
Routing number DOM. WIRES	026009593
SWIFT Code INTL WIRES	U.S. BOFAUS3N (BOFAUS6S foreign currency)
Account Name:	INFOJINI INC
Account Address:	10015 OLD COLUMBIA RD STE B215 COLUMBIA MD 21046-1865

On 12/31/18, the business checking account ending in XX8984 had a balance of \$596,418.96.

The information set forth above is as of August 23, 2019. Please note that the information provided by the Bank in this letter is given as of the date of this letter and is subject to change without notice, and is provided in strict confidence to you for your own use only, without any responsibility, guarantee, representation, warranty (expressed or implied), commitment or liability on the part of the Bank, its parents, subsidiaries or affiliates or any of its or their directors, officers or employees to you or any third party, and none of them assumes any duties or obligations to you in connection herewith. This letter is not to be quoted or referred to without the Bank's prior written consent. The Bank has no duty and undertakes no responsibility to update or supplement the information set forth in this letter.

If you have any questions, or require further assistance, please do not hesitate to contact us at 888-400-9009.

Thank you for banking with Bank of America; we appreciate your business.

Bank of America Merrill Lynch  
Treasury Fulfillment, Service & Operations

By:  
Name: Sidney Thomas  
Title: Vice President

**4. List a minimum of three accounts that have similar needs to UCF.**

**Reference #1**

<b>Company/University Name:</b> University of Colorado	
<b>Address:</b> 1800 Grant Street, Suite 500 Denver, CO 80203	
<b>Services Rendered:</b> Providing IT and Admin/Clerical Staffing Support Services.	
<b>Length of Service:</b> Nov 2020 - Present	
<b>Contact Information</b>	<b>Name:</b> Annie Becker
	<b>Phone:</b> 303.764.3405
	<b>Email:</b> annie.becker@cu.edu

**Reference #2**

<b>Company/University Name:</b> Superior Court of CA, County of Imperial	
<b>Address:</b> 939 West Main Street, El Centro, CA 92243	
<b>Services Rendered:</b> Infojini is servicing the Superior Court of CA, County of Imperial to provide Temporary Staffing Services for general and professional categories. We have placed Records Clerk and admin positions for multiple projects.	
<b>Length of Service:</b> April 2020 – Present	
<b>Contact Information</b>	<b>Name:</b> Laura E. Flores
	<b>Phone:</b> (760) 336-3528
	<b>Email:</b> <a href="mailto:lflores@imerial.courts.ca.gov">lflores@imerial.courts.ca.gov</a>

**Reference #3**

<b>Company/University Name:</b> Capital Metropolitan Transportation Authority	
<b>Address:</b> 2910 E. 5th Street, Austin, TX 78702	
<b>Services Rendered:</b> Capital Metropolitan Transportation Authority (CMTA) wanted to establish a pool of qualified vendors who can provide Temporary Staffing Services to IT, Business, and Administrative Departments. Infojini was one of the awarded vendors and has been serving Administrative, Legal, HR, Accounting/Financial, Information Technology, and other positions.	
<b>Length of Service:</b> Nov 2018 – Present	
<b>Contact Information</b>	<b>Name:</b> Juliana Harris
	<b>Phone:</b> (512) 389-7457
	<b>Email:</b> juliana.harris@capmetro.org



## 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).

Infojini's proposed team to work with UCF on this project is depicted in the organization chart below, entailing our overall reporting and hierarchical structure that will be used to ensure successful service delivery.

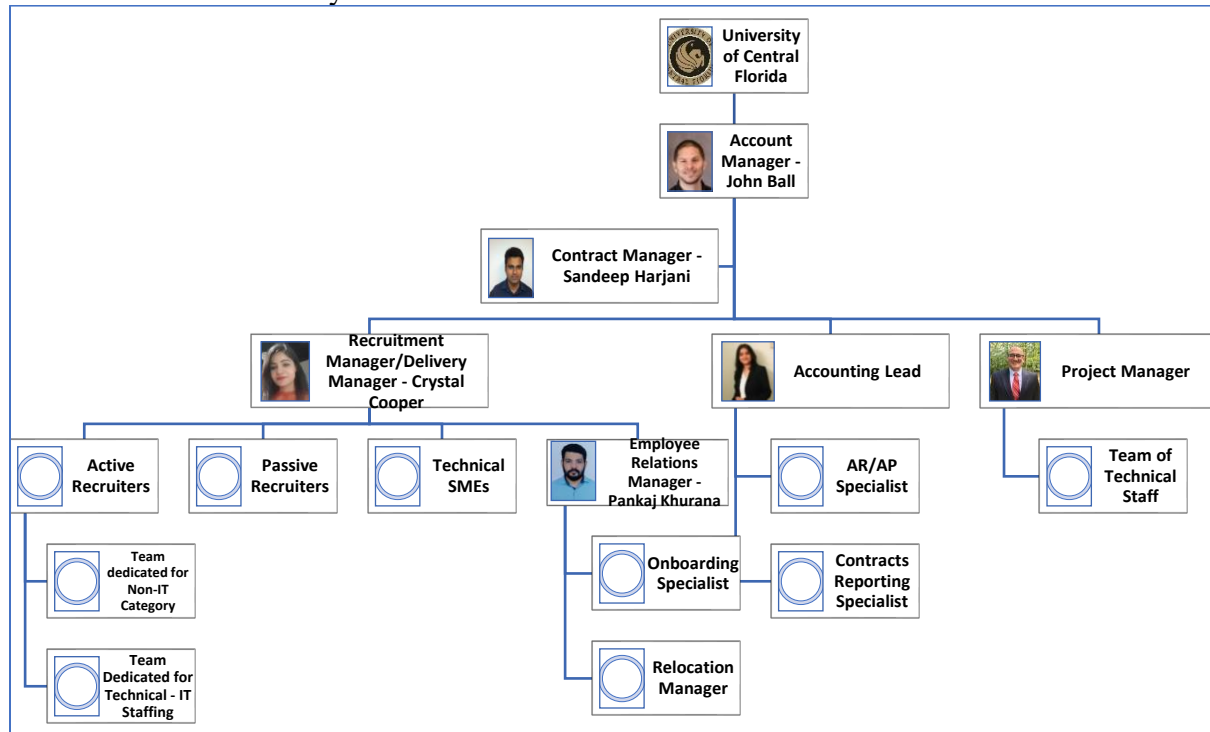


Figure 4: Infojini's Organizational Chart

The following table identifies all the resources assigned to these services and their dedication to UCF.

Management Personnel	Roles & Responsibilities
<b>John Ball (Account Manager)</b>	<ul style="list-style-type: none"> <li>Act as a Single Point of Contact for managing the UCF contract and interacting with the UCF's HR.</li> <li>Work collaboratively with UCF to monitor performance, manage risk, answer questions, and handle issues.</li> <li>Attending in-person and web-ex meetings with UCF. Coordinate cross-project activities.</li> <li>Accountable for all deliverables, contractual matters, customer satisfaction, and overall performance of the contract.</li> <li>Develop a deep understanding of the technical landscape, team culture, and future goals of the UCF.</li> <li>Provide expertise around the hiring process, market data, and trends.</li> <li>Maintain necessary communication and cadence points with involved parties to mitigate risk- both onsite and offsite.</li> <li>Gather detailed business requirements for the need at hand and set processes to increase the best outcome.</li> <li>Establish project priorities. Prepare Transition plans and oversee Transition</li> </ul>

	related activities.
<b>Sandeep Harjani / Contract Manager</b>	<ul style="list-style-type: none"> <li>• Act as a secondary point of contact in the absence of the Account Manager.</li> <li>• Will be working along with the Account Manager to ensure successful delivery.</li> <li>• Will work closely with the Account Manager to keep track of UCF contract requirements and needs.</li> <li>• Ensure timely and smooth coordination as well as the availability of the support staff.</li> <li>• Resolves issues if arise.</li> </ul>
<b>Crystal Cooper / Recruitment Manager</b>	<ul style="list-style-type: none"> <li>• Manage and track staffing requirements of UCF.</li> <li>• For each task order, our Recruitment Manager will develop a needs assessment including position requirements, job description, the scope of the project and will upload it on Job Diva.</li> <li>• Assign the requirement to the dedicated team of recruiters.</li> <li>• Assign a team of 3 technical SMEs who will screen the candidates based on the requirement and ensure that each submitted candidate meets or exceeds the job requirements. The technical SMEs will coordinate tests through IKM <a href="https://www.ikmnet.com/">https://www.ikmnet.com/</a> to test their practical technical knowledge and skills to ensure that the candidates are technically qualified before they are sent to the client.</li> </ul>
<b>Pankaj Khurana / Employee Relationship Manager</b>	<ul style="list-style-type: none"> <li>• Bi-Weekly Follow up to ensure employee satisfaction and reduce attrition.</li> <li>• Organize Quarterly team lunches and Holiday Parties.</li> <li>• Send Holiday Gift Cards to employees, Birthday and Anniversary Gift Cards.</li> <li>• Resolve any payroll-related questions.</li> <li>• Mitigate employee issues and escalate to the Account Manager.</li> <li>• Manage and coordinate training plans for the employees.</li> <li>• Handles employee relocations and travels.</li> </ul>
<b>Jas Sistla / Onboarding Specialist</b>	<ul style="list-style-type: none"> <li>• Conducting Background Checks, Documentation</li> <li>• Performing New Hire Paperwork and Orientation</li> <li>• Going through the New Employee Checklist for compliance documents.</li> <li>• Performing exit interviews.</li> <li>• Going through the Termination Checklist during employee exits.</li> <li>• Providing timely offer letters to the candidates, informing date of joining, and taking care of all the joining responsibilities</li> </ul>
<b>Monali Doshi / Relocation Manager</b>	<ul style="list-style-type: none"> <li>• Handling and coordinating employee relocations and travels.</li> </ul>
<b>Roy Tagler / Compliance Manager</b>	<ul style="list-style-type: none"> <li>• Send Monthly Reports and ensure that the monthly fee to the UCF contract is paid correctly and on time.</li> <li>• Oversee the reports from the Recruitment Team to ensure we are exceeding the Submissions, Placement requirements of the contract.</li> <li>• Verify the Onboarding checklist of each employee before (s)he starts ensuring that a proper background check was completed, and the employee is authorized to work.</li> <li>• Monitor the diversity spend and ensure that we are meeting the diversity goals as set forth by the client contract.</li> <li>• Audit the Accounting team to ensure that the invoices are submitted on time and employees and subcontractors are paid on time.</li> <li>• Manage any change requests from the UCF.</li> </ul>
<b>Steffi Iro / AR/AP Specialist</b>	<ul style="list-style-type: none"> <li>• Manages the Payroll, payments, invoices.</li> <li>• Ensure that the timecards are approved, payroll and payments are done correctly and on time and all invoices are sent correctly and timely.</li> </ul>

<b>Poonam Chawla / Contracts Reporting Specialist</b>	<ul style="list-style-type: none"> <li>Send the monthly contract report and the fee to the compliance manager for review and to be sent to the UCF.</li> </ul>
<b>Dedicated Team of 12 Active and Passive Recruiters</b>	<ul style="list-style-type: none"> <li>Searching for resumes on the company database as well as job boards and social media sites like LinkedIn.</li> <li>Using recruitment tools such as Monster, CareerBuilder, and other job boards.</li> <li>Preparing local candidate pipeline.</li> </ul>

Infojini's Account Management team will be available 24/7 and you will be able to reach us on a toll-free number **866-236-0085** that will be transferred to the on-call person during non-business hours to meet our SLAs and provide uninterrupted services. Here are our SLAs for response to UCF:

Issue Severity and Type	Mode of Communication	Resolution Time
<b>Issue/Email Acknowledgment</b>	Email/Phone	1 Hour
<b>High Priority</b>	Email/Phone/Video Conference/In Person	2 Hours
<b>Medium Priority</b>	Email/Phone/Video Conference/In Person	1 business day
<b>Low Priority</b>	Email/Phone/Video Conference	2 business day

### **Resumes for Proposed Key Staff**

#### **Key Staff Resume #1 – John Ball, Account Manager**

<b>Summary Qualifications</b>	
<ul style="list-style-type: none"> <li><b>12+ years</b> of Account Management experience directing/supervising large contract vehicles of the State, Local, Federal and Private Sectors.</li> <li>Extensive experience providing account management for large contracts with various state and local agencies such as the State of Florida, Broward College, Florida, Miami Dade County, State of Florida - Department of Management Services, School District of Escambia County, Lee County Board of County Commissioners, The State of Florida, Department of Management Services (Department), Hillsborough County Aviation Authority, The School Board of Broward County, Florida (SBBC) Volusia County Schools, Polk County, California State University, West Virginia University on behalf of its Board of Governors ("BOG"), University of Wisconsin-Madison, West Virginia University at Parkersburg, University of Oregon, The Board of Regents of the University of Oklahoma (OU), University of Oklahoma, University of Massachusetts, University of Connecticut Health Center, University of Oklahoma- Health Sciences Center, Purchasing Department, Indiana University, Northern Arizona University, State of California, State of Texas, State of North Carolina, State of South Carolina, NYCHA, NYCERS, MTA, Texas Capital Metropolitan Transportation Authority, Maryland DOT, North Carolina DOT, South Carolina DOT, Washington DOT, Metropolitan Transportation Authority (New York), Capital Metropolitan Transportation Authority (Texas), New York City Housing Authority, The Cincinnati Metropolitan Housing Authority, Charlotte Housing Authority, Superior Courts of California – Imperial County, Louisville Water Company, etc. for their temporary staffing needs.</li> </ul>	
<b>Education and Certifications</b>	
<ul style="list-style-type: none"> <li>Bachelor of Arts in Political Science &amp; Psychology, Rutgers University – May 2008</li> </ul>	
<b>Chronological Order Work Experience</b>	
<b>Infojini, Inc. Account Manager</b>	<b>Nov 2017 – Present</b>

- Handling account management for large contracts with various state and local agencies such as State of California, State of Ohio, State of Oklahoma, State of California, State of Texas, State of North Carolina, State of South Carolina, NYCHA, NYCERS, MTA, and many more.
- Serve as the main point of contact for NYCHA and stakeholders providing quality service and communication throughout the lifecycle of the business partnership.
- Develop deep understanding of the technical landscape, team culture, and future goals of the client.
- Provide expertise around the hiring process, market data, and trending.
- Maintain necessary communication and cadence points with involved parties to mitigate risk- both onsite and offsite.
- Provide market data regarding temporary resources and skill sets to help with forecasting and budget efficiency long term.
- Gather detailed business requirements for the need at hand and set process to increase the best outcome.
- Developing repeatable services and recruitment processes to ensure creative sourcing of qualified candidates through a wide variety of channels including direct sourcing, internet, employee referrals, community involvement, job fairs and internal employee database.

**Rymax Marketing, Inc.**

**Jan 2011 – Oct 2017**

**Account Manager**

- Engaged in the processing and managing of accounts involving Temporary Staffing services.
- Defined appropriate sales tactics and forecasting, build and plan relationships with vendors and distributors.
- Actively attended tradeshow and job fairs to establish and expand network of candidates and clients.
- Worked with project team and stake holders on risk analysis and mitigation strategies.

**Key Staff Resume #2 – Sandeep Harjani, Contract Manager**

**Summary Qualifications**

- **15+ Years** of Client Management and Business Development experience directing/supervising large contract vehicles of the State, Local, Federal and Private Sectors.
- Extensive experience providing account management for Contingent Staffing Services contracts with various state and local agencies such as *the State of Florida, University of Central Florida, State of Florida - Department of Management Services, School District of Escambia County, Lee County Board of County Commissioners, The State of Florida, Department of Management Services (Department), Hillsborough County Aviation Authority, California State University, West Virginia University on behalf of its Board of Governors (“BOG”), University of Wisconsin-Madison, West Virginia University at Parkersburg, University of Oregon, The Board of Regents of the University of Oklahoma (OU), University of Oklahoma, University of Massachusetts, Blue Ridge Community & Technical College, Commonwealth of Virginia- Virginia Community College System, Lone Star College, Austin Community College (ACC) District, Rowan College at Burlington County, New York Power Authority, New York City Housing Authority, NYCERS, Rural Health Network of South Central New York (RHNSCNY), MTA, MTA Capital Construction, Long Island Rail Road and Metro North Rail Road, State of Washington, State of Maryland, State of Oklahoma, State of Colorado, State of California, State of Texas, State of North Carolina, State of South Carolina, Community Transit - City of Everett, Port of Seattle, Washington Health Benefit Exchange (WAHBE), Valley Transit, King County Procurement & Payables Section, Washington State Department of Licensing, Lone Star College, Austin Community College (ACC) District, Los Angeles County Office of Education etc.*
- Excellent technical and interpersonal skills.

1. Account Management	4. Contract Negotiations	7. National Sales Development
2. Sales Management	5. Contingent Staffing	8. C-level Client Relations
3. Business Management	6. Strategic Planning	9. P & L Management
<b>Education and Certifications</b>		
<ul style="list-style-type: none"> <li>• Master of Science in Computer Science, Syracuse University 2004</li> <li>• Bachelor of Engineering in Computer Engineering, Mumbai University 2001</li> <li>• Scrum Master Certified</li> </ul>		
<b>Chronological Order Work Experience</b>		
<b>Infojini Inc</b>		<b>Aug 2019 – Present</b>
<b>Contract Manager</b>		
<ul style="list-style-type: none"> <li>• Manage government sector clients for their Contingent Staffing and Project Management needs.</li> <li>• Work collaboratively with clients to monitor performance and project delivery, manage risk, answering questions, managing escalations, and providing the resolution of issues.</li> <li>• Spearhead mitigation of any performance issues that may arise.</li> <li>• Help with government agencies technology solutions and services, respond to RFPs and develop penetration and growth plans.</li> <li>• Define appropriate sales tactics and forecasting, build and plan relationships with vendors and distributors.</li> <li>• Apply dynamic leadership talents toward training, coaching and managing sales associates.</li> <li>• Oversee and manage all the State, Local, Commercial, Federal and Fortune 500 clients and contracts.</li> <li>• Develop and maintain strategic relationships with clients and the management to fulfill client expectations and increase revenue.</li> <li>• Interact daily with project managers, resource managers, and procurement.</li> <li>• Responsible and accountable for the coordinated management of multiple related programs directed toward strategic business and other organizational objectives.</li> <li>• Monitors schedule milestones, QA reports, deliverable schedules, budgets, and expenditure reports.</li> <li>• Provide all technical and financial reporting information required by Government clients and serves as the direct point of contact to address any issues related to contract performance.</li> <li>• Involve in thorough project planning and execution and resource allocation and closely involved in interactions with internal management to discuss resource feasibility.</li> <li>• Define and initiate projects and assign Project Managers/Account Managers to manage cost, schedule, and performance of component projects, while working to ensure the ultimate success and acceptance of the program.</li> </ul>		
<b>Constellation Energy</b>		<b>Jun 2004 - Jun 2006</b>
<b>Project Manager</b>		
<ul style="list-style-type: none"> <li>• Created detailed project plans, establish timelines, and define resource requirements, critical paths and key milestones; monitor overall progress and ensure timely completion of all tasks.</li> <li>• Built cost and time requirements into project plan; successfully meet project deliverables.</li> <li>• Executed all phases of the project life cycle - analysis, design, development, testing, implementation, and post-production support for custom Corporate Security and Business Continuity systems.</li> <li>• Managed all project management activities of the implementation and document support requirements.</li> </ul>		
<b>Applications Developer, AXA Financials/MONY Group (Dec 2003 - Jun 2004)</b>		
<b>Oracle Trainer, Syracuse University, Centre for Business and Information Technology (2002)</b>		



## Key Staff Resume #3 - Ms. Crystal Cooper, Recruitment Manager

### Summary Qualifications

- 9+ years of experience in recruitment and delivery management.
- Expert in the recruitment process and resource management, sourcing strategies, recruitment process improvement, and up-gradation and compliance management.
- Proficient working on Requirements based on temporary administrative support such as administrative assistant, clerk, office assistant, receptionist, accountant, housing specialist, property managers, and many more.
- Internet Data Mining using Boolean search techniques. Excellent knowledge of Internet-based recruiting tools (Monster, DICE, CareerBuilder etc.)
- Used a wide variety of applicant tracking systems. Strong candidate networking experience, exceptional people skills, established interviewing skills, strong communication skills, demonstrated understanding of information technology industry, Retains client and corporate confidentiality, exercises sound judgment, detail-oriented and articulate.
- Proven professional networking using online social media (LinkedIn, Twitter, Facebook, blog sites), Interfaces effectively with customers, co-workers, and executive management.
- Proven record of accomplishment in developing, implementing, and championing creative \*out of the box\* recruiting strategies. Manage accounts such as the State of Florida, Broward College, Florida, Miami Dade County, State of Florida - Department of Management Services, School District of Escambia County, West Virginia University on behalf of its Board of Governors (“BOG”), University of Wisconsin-Madison, West Virginia University at Parkersburg, University of Oregon, The Board of Regents of the University of Oklahoma (OU), University of Oklahoma, University of Massachusetts, Blue Ridge Community & Technical College, Commonwealth of Virginia- Virginia Community College System, Lone Star College, Austin Community College (ACC) District, Rowan College at Burlington County, Burlington County College, The School District of Newberry County, Baltimore County Public Schools, The Board of Education of Baltimore County (BCPS), Board of Education of the City of Chicago (Chicago Public Schools), Maryland Transportation Administration, Judicial Council of California, Capital Metropolitan Transportation Authority for their General, Professional and Technical - IT Staffing and project management needs.

### Education and Certifications

- Bachelor of Science

### Core Competencies

- Reduction of recruiting costs
- Decreased time to fill
- Improved quality of candidate’s pool
- Improving Hiring Response Time
- Quantify Performance Metrics
- Risk Management

### Chronological Order Work Experience

#### Infojini Inc

Aug 2019 – Present

#### Recruitment/Delivery Manager

- Manages full cycle recruiting efforts, performs project executions, and consults with executive management, Creates, designs, and implements innovative recruiting strategies in alignment with the organizational vision, mission, values, and goals.
- Leads internal and external talent acquisition activities including candidate sourcing, assessments, and management of entire recruitment processes.

- Full lifecycle recruitment and administrative responsibility starting with creation of requisition and ending with on-boarding of selected candidate (create/modify job description, build and execute sourcing strategy, preliminary interviews, reference checks, schedule interviews, negotiation of salary/offers, consult with candidate through start date/on-boarding)
- Develop and maintain pipelines to top-notch IT professionals by building and maintaining candidate relationship which contributes to decreasing time to fill.
- Work daily to identify top accounts, target skill sets and industry experience relevant for the office; to evaluate clients' current and future staffing requirements.
- Serving as the primary and secondary escalation point for clients and consultants for any project issues.
- Coordinating with project managers/leads & team members, working onsite, ensuring that they deliver a professional and high-quality responsive service experience to the client.
- Supporting the recruitment, management team to maximize positive results in area of recruitment and progress through proactive, ongoing and effectual communication.
- Sourcing the candidates from the database and existing resources working in the same domain/clients.
- Following-up with the client/manager's for getting the interview set-up, feedbacks for the candidates submitted.

**22nd Century Technologies, Inc.**  
**Delivery Manager/Account Manager**

**Sept 2012 – July 2019**

- Screened candidates sourced by the recruitment team.
- Shortlisted the best candidates to be sent to the end client after technically screening the candidate.
- Reviewed resumes created by the technical writing team to ensure it is compliant and recommending/incorporating any changes if required before sending it to the client.
- Reviewed proposals and recommended/incorporated any changes if required before sending it to the client.
- Ensured all documents required for submission is in place to present our candidate to the client.
- Co-coordinated interviews with candidates and clients.
- Co-coordinated with clients for other activities required from submission till on-boarding.
- Recommended recruitment best practices.
- Co-coordinated and worked simultaneously with the recruitment team, technical writing team, proposal writing team and Managers to ensure the smooth functioning of the entire recruitment process.
- Supported other recruitment activities as and when required.
- Build and maintain positive relationship with existing business consultants in the United States.
- Acted as a liaison between the client and consultants to ensure client satisfaction and adjust strategies as needed.
- Maintained good communication and a positive relationship with managers to promote employee satisfaction and retention.
- Developed employee relations strategies to help all levels of management solve employee relations issues.
- Ensured that all issues / concerns of the consultants are handled effectively, and timely resolution is provided.

**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.**

Infojini's recruitment experts have deep domain knowledge and understand the inner workings of talent sourcing for different industry verticals including skills, culture, and diversity. We maintain a pre-vetted database of **2M+ resumes**, **80000+ prescreened candidates** across the U.S., and **18000+ prescreened candidates in the State of Florida** in line with the job disciplines mentioned in this solicitation. We have the capability to successfully cater to UCF's temporary staffing needs across but not limited to the following job classifications:

Infojini's Capability to Serve Across Different Industry Verticals	
Information Technology	
<ul style="list-style-type: none"> <li>• Application Developer</li> <li>• Applications Engineer</li> <li>• Associate Developer</li> <li>• Application Support Analyst</li> <li>• Business Process Analyst</li> <li>• Computer Operations Technician</li> <li>• Computer and Information Research Scientist</li> <li>• Computer and Information Systems Manager</li> <li>• Computer Network Architect</li> <li>• Computer Systems Analyst</li> <li>• Computer Systems Manage</li> <li>• Customer Support Administrator</li> <li>• Customer Support Specialist</li> <li>• Data Architect / Analyst</li> <li>• Data Center Support Specialist</li> <li>• Data Quality Manager</li> <li>• Database Administrator</li> <li>• Desktop Support Manager</li> <li>• Desktop Support Specialist</li> <li>• Enterprise Asset Management</li> <li>• Electronics Technician</li> <li>• Front End Developer</li> <li>• Graphics Designer</li> <li>• Help Desk Specialist</li> <li>• Help Desk Technician</li> <li>• Information Technology Specialists</li> <li>• IT Support</li> <li>• IT Analyst</li> <li>• IT Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• IT Infrastructure Support</li> <li>• Network Administrator</li> <li>• Network Architect</li> <li>• Network and Computer Systems Administrator</li> <li>• Network Engineer</li> <li>• Network Systems Administrator</li> <li>• User Experience Designer</li> <li>• Project Manager</li> <li>• Program Manager</li> <li>• Quality Assurance Specialist</li> <li>• Senior Support Specialist</li> <li>• Senior System Administrator</li> <li>• Support Specialist</li> <li>• Software Architect</li> <li>• Software Developer</li> <li>• Software Engineer</li> <li>• Software Quality Assurance Analyst</li> <li>• System Architect</li> <li>• Systems Software Engineer</li> <li>• Systems Administrator</li> <li>• Technical Specialist</li> <li>• Technical Support Engineer</li> <li>• Technical Support Specialist</li> <li>• Tester</li> <li>• Web Administrator</li> <li>• Web Business Analyst</li> <li>• Web Developer</li> <li>• Web Designer</li> </ul>
General Office / Administration/ Financial/ Accounting	
<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Accounting Specialist</li> <li>• Accounting Technician</li> <li>• Administrative Clerk</li> <li>• Administrative Secretary</li> <li>• Administrative Staff Specialist</li> <li>• Auditor</li> <li>• Benefits Program Specialist</li> <li>• Cashier</li> <li>• Clerical Aide</li> <li>• Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Clerk</li> <li>• Accounting Specialist</li> <li>• Administrative Assistant</li> <li>• Administrative Secretary</li> <li>• Administrative Staff Assistant</li> <li>• Agency Management Analyst</li> <li>• Behavior Aide</li> <li>• Call Center Representative</li> <li>• Class Title Account Invest</li> <li>• Clerical Assistant</li> <li>• Contract Specialist</li> </ul>

<ul style="list-style-type: none"> <li>• Court Service FAPT Rep</li> <li>• Data Entry Operator</li> <li>• Education Support Assistant</li> <li>• Executive Administrative Assistant</li> <li>• File Clerk</li> <li>• General Clerk</li> <li>• General Office Worker</li> <li>• Human Resource Classification/ Compensation Analyst</li> <li>• Workforce Analyst</li> <li>• Human Resource Employee Relations Analyst</li> <li>• Human Services Social Worker</li> <li>• Lead Clerk</li> <li>• Legal Assistant</li> <li>• Office Manager</li> <li>• Office Specialist</li> <li>• Paralegal</li> <li>• Personal Assistant</li> <li>• Photo-Typesetting Specialist</li> <li>• Postal Aide</li> <li>• Procurement Officer</li> <li>• Public Relations &amp; Marketing Specialist</li> <li>• Public Relations Specialist</li> <li>• Secretary</li> <li>• Tax Administrator</li> <li>• Telephone Representative</li> <li>• Translator / Word Processor</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Service Representative</li> <li>• Education Coordinator</li> <li>• Education Support Specialist</li> <li>• Executive Secretary</li> <li>• Financial Services Specialist</li> <li>• General Office Clerk</li> <li>• Hearing and Legal Services Officer</li> <li>• Human Resource EEO Program Analyst</li> <li>• Professional/ Staff Development Training</li> <li>• Human Resource Analyst</li> <li>• Interpreter</li> <li>• Junior Service Rep</li> <li>• Library Assistant/ Specialist</li> <li>• Offices Services Assistant</li> <li>• Office Support Specialist</li> <li>• Payroll Assistant</li> <li>• Photocopy Technician</li> <li>• Policy and Planning Specialist</li> <li>• Postal Assistant</li> <li>• Program Administration Specialist</li> <li>• Public Relations Coordinator</li> <li>• Receptionist</li> <li>• Senior Legal Secretary</li> <li>• Tax Processor</li> <li>• Teller</li> <li>• Transportation Contract Administrator</li> <li>• Report Developer</li> </ul>
<b>Construction/ Facility Management/ Technical / Skilled Trades/ Light Industrial/ Maintenance</b>	
<ul style="list-style-type: none"> <li>• Assembly Specialist</li> <li>• Assembly Worker</li> <li>• Air Conditioning Refrigeration &amp; Heating Mechanic</li> <li>• Boiler Operator</li> <li>• Carpenter Assistant</li> <li>• Crew Leader (Custodian)</li> <li>• Electrician</li> <li>• Electrician Supervisor</li> <li>• Electronic Equipment Install &amp; Repair Supervisor</li> <li>• Engineer Specification Writer</li> <li>• Equipment Operator</li> <li>• Equipment Repair Technician</li> <li>• Field Service Technician</li> <li>• Food Operations Manager Assistant</li> <li>• Grounds Worker Lead</li> <li>• Groundskeeper / Landscape Senior</li> <li>• Heavy Industrial Materials Handler (Warehouseman)</li> <li>• Heavy Industrial Worker (General Laborer)</li> <li>• Housekeeping Worker</li> <li>• Hydraulic Cement Concrete Aggregate Technician</li> <li>• Hydraulic Cement Concrete Strength Technician</li> <li>• Laboratory Mechanic</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Mechanic</li> <li>• Carpenter</li> <li>• Construction Helper</li> <li>• Custodian</li> <li>• Electrician Assistant</li> <li>• Expeditor</li> <li>• Electronic Equipment Install &amp; Repair Technician</li> <li>• Electronic Technician</li> <li>• Environmental Technician Senior</li> <li>• Equipment Repair Supervisor</li> <li>• Equipment Repair Technician Senior</li> <li>• Fork Lift Operator</li> <li>• Food Operations Assistant</li> <li>• Food Production Worker</li> <li>• Grounds Worker Senior</li> <li>• Groundskeeper/ Landscaper</li> <li>• Heavy Industrial Materials Handler, Freezer (Warehouseman)</li> <li>• Housekeeping Supervisor</li> <li>• HVAC Installation &amp; Repair Assistant</li> <li>• Hydraulic Cement Concrete Field Technician</li> <li>• Inventory Worker-Light</li> <li>• Inventory Technician</li> <li>• Inventory Worker</li> </ul>

<ul style="list-style-type: none"> <li>• Light Industrial Worker</li> <li>• Maintenance Field Worker</li> <li>• Mason Plasterer</li> <li>• Packer</li> <li>• Plumber</li> <li>• Project Technician</li> <li>• Packaging Employee</li> <li>• Pick and Pack Worker</li> <li>• Precision Assembler</li> <li>• Production Operator</li> <li>• Production Specialist</li> <li>• Production Technician</li> <li>• Quality Control Inspector</li> <li>• Residential Plan Reviewer</li> <li>• Safety Engineer</li> <li>• Second Cook</li> <li>• Skilled Laborer</li> <li>• Soils Technician</li> <li>• Trades Mechanic</li> <li>• Traffic Engineer</li> <li>• Transportation Data Technician</li> <li>• Transportation Engineering Technician – Survey Senior</li> <li>• Transportation Planning Specialist</li> <li>• Transportation Technical Support Coordinator</li> <li>• Title Examiner</li> <li>• Traffic Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Laboratory Technician</li> <li>• Locksmith</li> <li>• Maintenance Worker</li> <li>• Mechanic</li> <li>• Machine Operator</li> <li>• Maintenance Technician</li> <li>• Manufacturing Operator</li> <li>• Manufacturing Technician</li> <li>• Material Handler</li> <li>• Material Handling Specialist</li> <li>• Material Handling Technician</li> <li>• Painter</li> <li>• Steamfitter</li> <li>• Refuse Collectors</li> <li>• Right of Way Technician</li> <li>• Scientist</li> <li>• Server</li> <li>• Soils Field Technician</li> <li>• Shift Activity Coordinator</li> <li>• Shipping/Receiving</li> <li>• Transportation Data Analyst</li> <li>• Transportation District utility Specialist</li> <li>• Transportation Materials Technician</li> <li>• Transportation Technical Program Coordinator</li> <li>• Warehouse Specialist</li> <li>• Welder</li> </ul>
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#### Healthcare Staffing

<ul style="list-style-type: none"> <li>• Certified Nurse</li> <li>• Psychiatrist</li> <li>• Physician Assistant</li> <li>• Cath Lab RN</li> <li>• CVICU RN</li> <li>• Medical Assistant non-acute</li> <li>• Ultrasound Technologist</li> <li>• Dialysis RN</li> <li>• Certified Medical Coder</li> <li>• High-Risk Nutritionist</li> <li>• Nutritionist/Dietician</li> <li>• Respiratory Care Practitioner</li> <li>• Physical Therapist</li> <li>• Pharmacist</li> <li>• LPN</li> <li>• Patient Care Assistant</li> <li>• Therapist</li> </ul>	<ul style="list-style-type: none"> <li>• Health Information Services Technician</li> <li>• Case Manager RN</li> <li>• Dentist</li> <li>• Nurse Practitioner</li> <li>• RN Non-Acute</li> <li>• CVOR RN</li> <li>• Pharmacist</li> <li>• Health Information Services Technician</li> <li>• Endoscopy/GI Lab RN</li> <li>• Surgical Tech/ OB Tech</li> <li>• CVOR Tech / Balloon Pump Tech</li> <li>• Cath Lab Tech/ EP Tech</li> <li>• Central Sterile Tech</li> <li>• Psychologist</li> <li>• Nursing Assistants</li> <li>• Pathologist</li> <li>• Senior Therapist</li> </ul>
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**Intent to Bid** - Infojini is fully capable of performing this contract as a Prime Contractor and we will not use any subcontractors or Sub-consultants to meet the University requirements.

**Infojini's Quality Control Plan** - To deliver best-value and ensure seamless service delivery to UCF throughout the life of the contract, Infojini will adhere to a proactive Quality Control Plan



specifically tailored to address the requirements of this contract, focused on the processes, metrics, and continuous improvement methodologies that ensure service excellence and quantifiable value.

We maintain our quality of service and the reviews in a sprint-like approach, we get feedback every 2 weeks from our clients and our employees; we audit our compliance to complete Task Order Objectives assigned to our consultants. We take lessons learned and utilize them in the next 2 weeks moving forward using the iterative and incremental model shown in **Figure 5**:

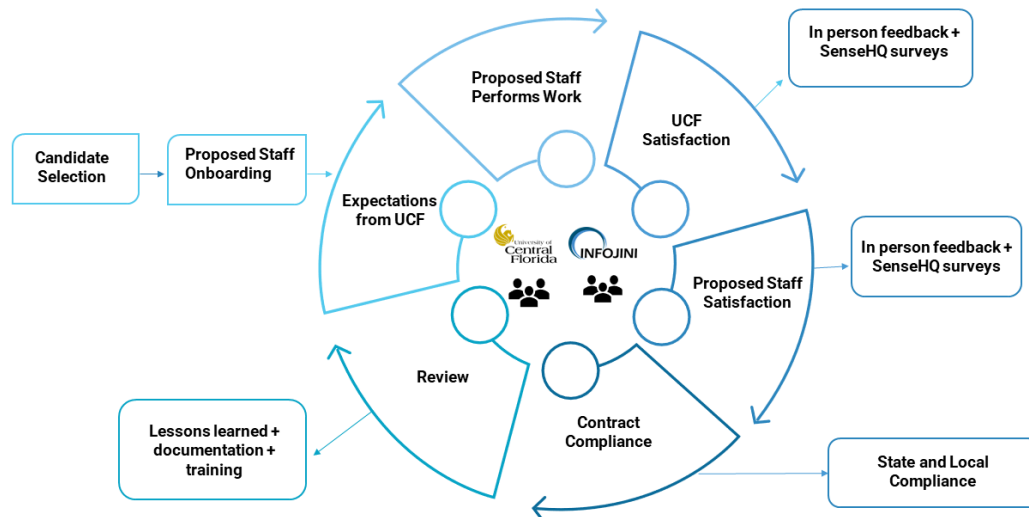


Figure 5: Infojini's Quality Control Plan

Mr. John Ball will serve as the Account Manager and liaison with UCF for overall Contract Performance. He will serve as the primary point of contact with the authority to regularly discuss the progress of tasks, upcoming tasking, historical performance, and resolution of any issues that may arise pertaining to the TO Contractor Personnel. He will be responsible for the overall performance of the team for the assigned contract. Mr. Ball will also spearhead mitigation of any performance issues that may arise. If the Account Manager believes that there is a potential risk for substandard performance developing, he will take preventive action to ensure that performance remains at high quality, and that task orders stay within schedule and budget. Should UCF contact us about any issue or otherwise, we will respond within **1 hour**, acknowledging notification. We will present an initial mitigation plan within **1 business day**. Mr. Ball will accomplish all the tasks through in-person, phone meetings, and surveys through **SenseHQ**. The figure below shows the workflows we use for SenseHQ follow-ups:

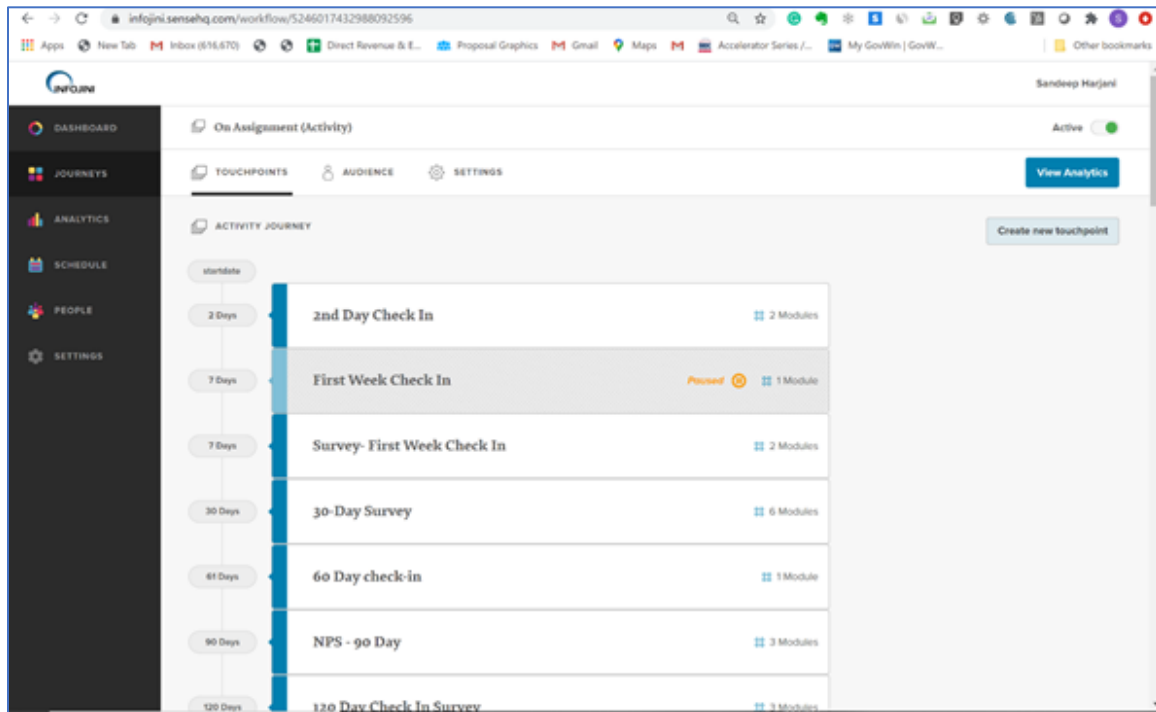


Figure 6: SenseHQ Screenshot showing various Survey timelines.

Here are some screenshots from SenseHQ of what our clients have to say about their experience:

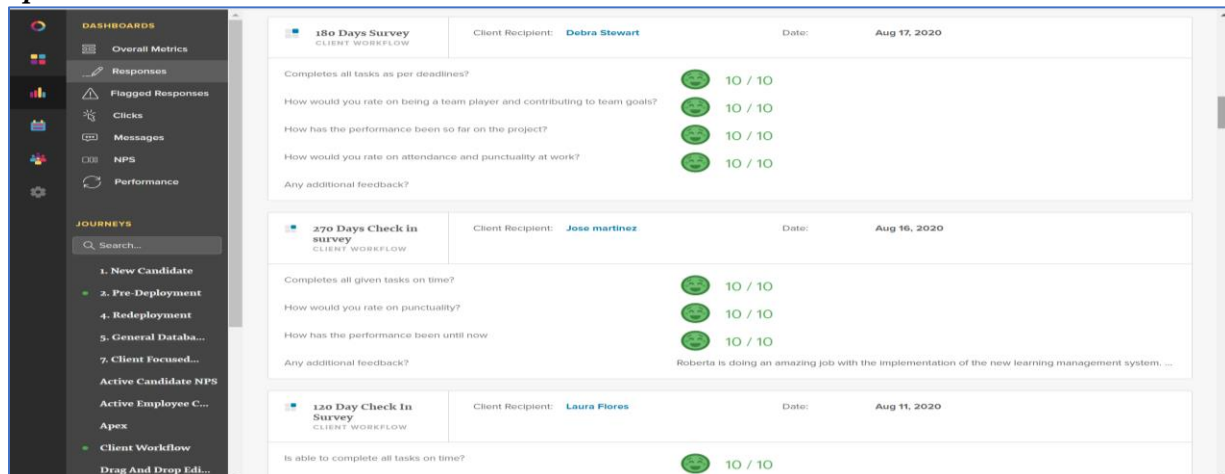


Figure 7: SenseHQ Screenshot showing Client's Feedback

We also send Customer Survey Forms to clients via emails. Please find below the sample performance survey form.



**Performance Evaluation**

Unsatisfactory (0)	Marginal (1)	Below Average (2)	Average (3)	Above Average (4)	Exceptional (5)
<b>1. Overall Knowledge of the job being performed</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1	2	3	4	5
Comments:					
<b>2. Ability to meet project deadlines</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1	2	3	4	5
Comments:					
<b>3. Attendance and Punctuality</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1	2	3	4	5
Comments:					
<b>4. Ability to communicate clearly &amp; effectively</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1	2	3	4	5
Comments:					
<b>5. Overall Performance</b>					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1	2	3	4	5
Comments:					

Additional Comments or improvements Needed:

Client Name:

Infojini, Inc.  
10015 Old Columbia Rd, Suite B215, Columbia, MD 21046  
Email: [statebids@infojiniconsulting.com](mailto:statebids@infojiniconsulting.com) Phone: 443-257-0086 Fax: 443-283-4249

Figure 8: Infojini's Customer Service Form

Infojini aims to provide rigorously screened and tested candidates with desired proficiencies to meet the temporary staffing requirements of UCF. Starting with sourcing the candidate, screening, selecting, placing, and onboarding, the Account Manager will monitor to ensure we place the right candidate and provide the best experience. The Account Management team will ensure that the grievances of the Temporary Employees are solved immediately so that they can provide the best services to the client.

The figure below shows our performance indicators at two different points of the process.

1. **Delivery Performance Indicators** – This is from the time the requisition is released to onboarding the candidate.
2. **On-boarded Performance Indicators** – This is from the time the staff is on-boarded to the time the staff completes their assignment.

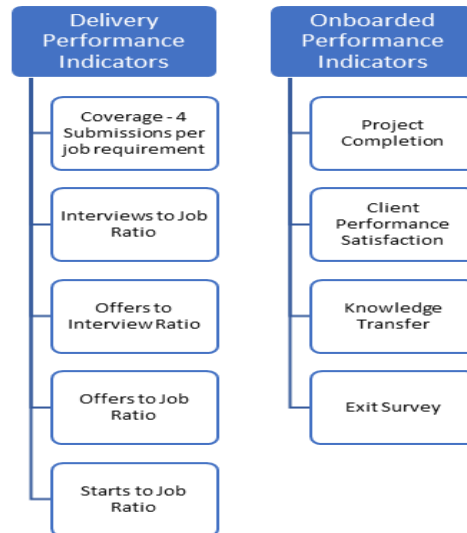


Figure 9: Infajini's Performance Indicators

**Employee Satisfaction:** Infojini will assign a dedicated Employee Relationship Manager whose responsibilities will include:

- The biweekly follow-up ensures employee satisfaction and reduces attrition.
- Organize quarterly team lunches and holiday parties.
- Send holiday gift cards to employees, as well as birthday and anniversary gift cards.
- Resolve any payroll-related questions.
- Mitigate employee issues and escalate to the Account Manager.
- Manage and coordinate training plans for the employees.

We use SenseHQ for the automation of our employee experience working with our clients.

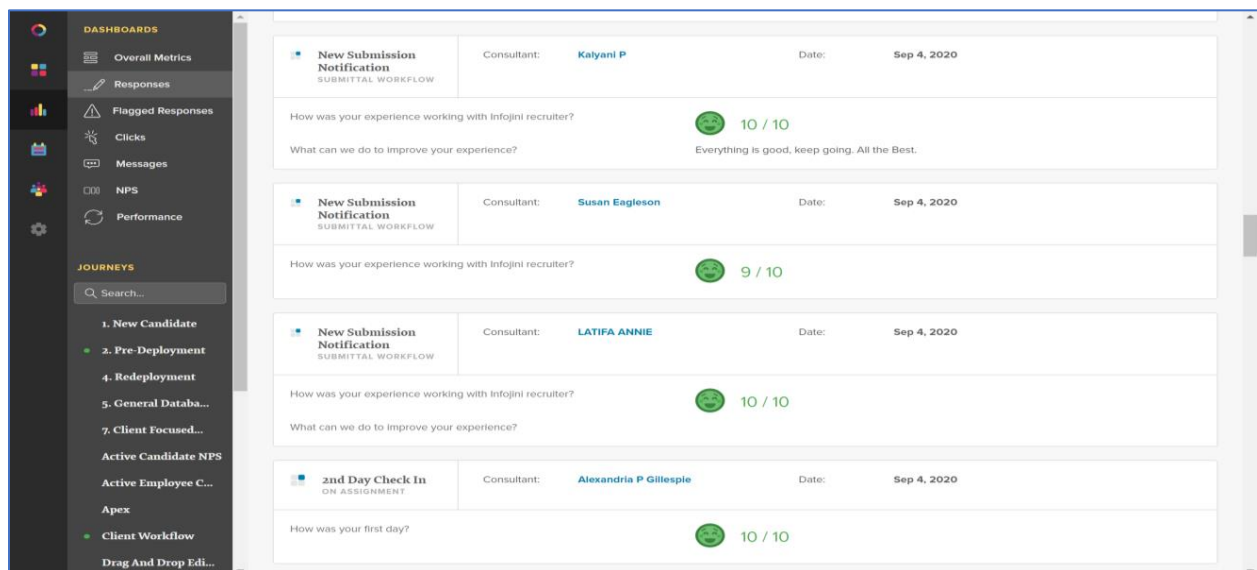


Figure 10: SenseHQ Screenshot showing the feedback and reviews given by our employees

We conduct frequent surveys and touchpoints with our employees and clients to send them reminders to act, take surveys to analyze their satisfaction, ask open-ended questions to uncover any risks. This will help our account manager to uncover any risk associated with any TO Personnel. We utilize SenseHQ for creating workflows and client surveys, the table below shows the benefits provided by the tool.

Features	Benefits
Employee Surveys	Will help us in taking feedback from the resources who will be placed with UCF. This will enable us to quickly solve the grievances of the consultants and motivate them to provide the best service delivery.
Employee Reminders	Will help us to send online reminders and share critical information with the consultants placed with UCF.
Employee Follow-Ups	Enables online employee follow-ups related to project reports, timesheet submission, etc.
Client Surveys/feedback	Enable us to take regular online feedback from UCF related to consultants placed and Infojini's performance. This will help UCF to provide suggestions for better service delivery according.

**Regular Client Feedbacks:** The Account Manager will encourage ongoing feedback for performance awareness, timely rewards & opportunities, and use positive strategies to address any performance concerns. He will assess performance every month through status meetings with Project Personnel/ HR of UCF. He will actively solicit intelligence on contract performance, both directly through interaction with customers and resources, and indirectly through observation. If the Account Manager believes that there is a potential risk for substandard performance development, he will take preventive action to ensure that performance remains high, and that requirements and budgets stay within schedule and budget. The average Client satisfaction rate of all our clients has been above **95%** for the last three years.

**Employee Relations Team:** We have an Employee Relations (ER) team who will stay in touch with the consultants for gathering feedback regularly and solving their grievances within the shortest time possible. We share an evaluation form with the consultants reporting manager monthly to get performance feedback. The completed evaluation report of a consultant's performance is used as input for the selection of the consultants for future assignments and the feedback is shared with the consultants for improvement. Our dedicated Employee Relations Team who maintains evaluation reports monthly communicates the ratings to the consultants and discusses issues (if any) and his experience working with the client.

**Internal Performance Management:** We also keep a check on the recruitment initiatives and performance. We are a performance metrics-driven organization, so we track various recruitment parameters using a software solution specifically designed for tracking recruitment metrics. The **Key Performance Indicators** (KPI) we set vary from client to client. We track metrics weekly, and review our approach monthly, making changes if required, to ensure that all ratios are improving. Our metrics include:

- The number of Resumes Submitted, Submission to Requisition Ratio: For example, our typical target KPI is to submit at least **4** qualified candidates per opening within **24-48** hours. Our typical recruitment target is to submit to at least 95% of the requirements received. We filter by resume source (social media, employment sites, our database) and determine which source



yields the greatest results. Collecting this information over time helps us target our recruitment efforts faster and predicts our ability to fill positions within a certain period.

- Number of Resumes Selected: Our KPI is that at least 95% of the resumes must be selected by the client.
- Interviewing:
  - How long does it take for a recruiter to reach out after a candidate applies or is identified?
  - Number of Interviews Conducted
  - Interviews to Submittal Ratio: Our target for the recruitment team is that we receive interviews on at least 60% of the requirements
- Rejections: Our target is to keep it as low as possible for unknown issues and to 0 for controllable issues.
- Candidate Back Outs: Our target is to keep this to 0 every month.
- Retention Rate: We always aim at achieving 100% retention

Should UCF require us to submit any monthly/quarterly reports, we would be happy to do so as we have a team that specializes in compliance and reporting. In the last 3 years, we received excellent satisfaction scores in terms of the services delivered and the result is the renewal of our contracts every year with recognitions for placing the best resources in the shortest turnaround time with an overall satisfaction rate of above **93%**.

### **C. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH**

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#### **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?**

Infojini is fully capable of providing temporary staffing services to UCF. We have a pre-vetted database of **2M+ resumes, 80000+ prescreened candidates** across the United States, and **18000+ prescreened candidates in the state of Florida** in line with the disciplines mentioned in this solicitation, including non - management, management, and technical categories. Our passive recruiters have been serving similar needs of our clients in and around the Florida area for the past many years which gives them an ability to provide qualified resumes of **Best 4 candidates** within **12 Hours**.

We will leverage our holistic recruitment approach (**Figure 11**) tailored to expeditiously fulfill the short-term as well as the long-term temporary staffing needs of UCF. Our team uses our internal database and website, electronic boards, user groups, proprietary solutions like **TalentDome**, and social media to develop the pipeline and build the local talent pool in each market. Our Service Delivery Team has more than **20+** years of recruiting experience and is trained in active and passive candidate identification and rapid recruiting. Our referral network, TalentDome, consists of more than **100,000** individuals in a Reddit-like community where people from all backgrounds interact, solve queries, discuss the latest in technology and provide referrals for the open job orders that we have. We will leverage our extensive recruitment and account

management capabilities to support UCF's temporary staffing initiatives throughout the life of the contract.

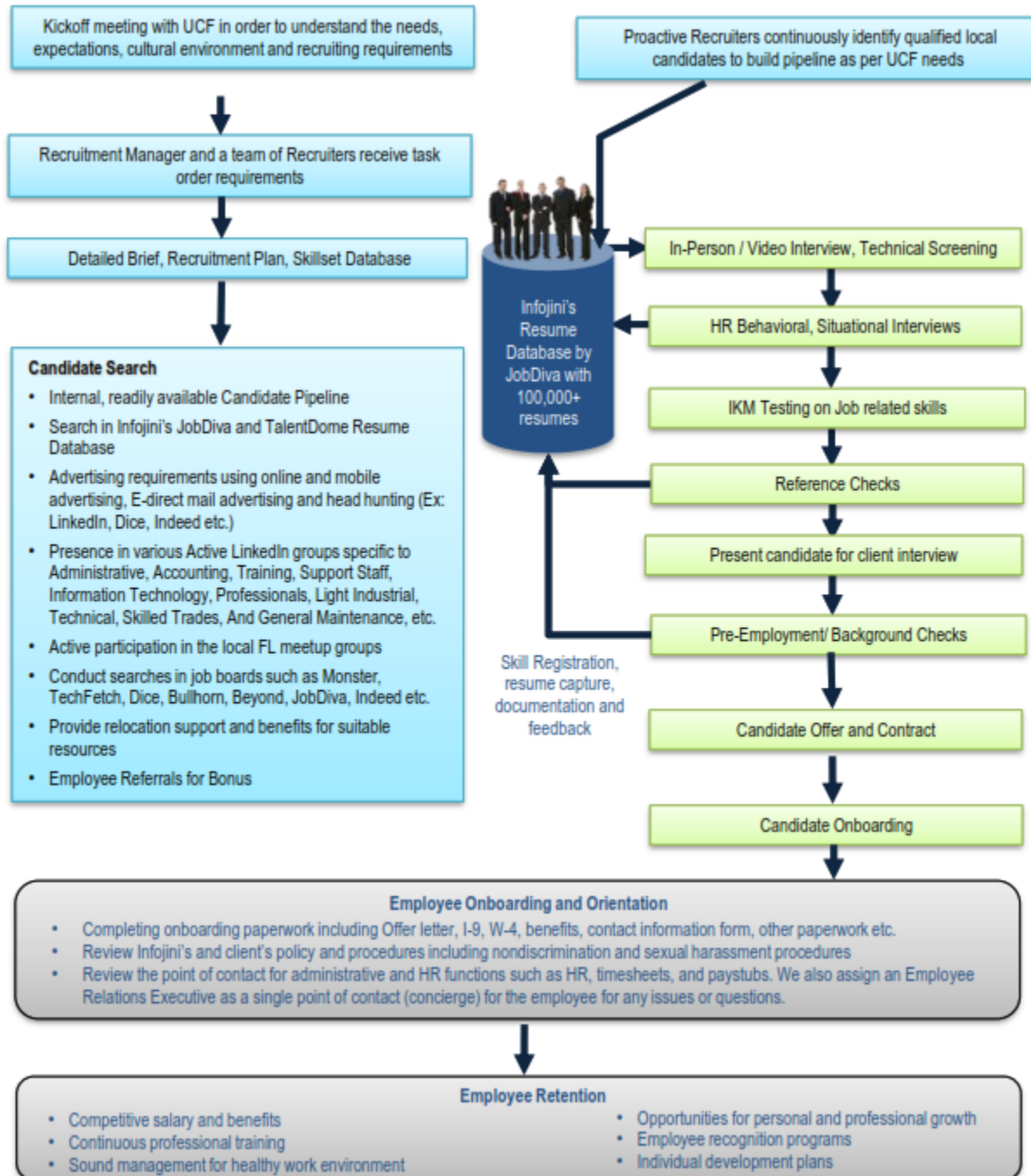


Figure 11: Infojini's Staffing Approach

Upon notification of contract award, Infojini will assign a Dedicated Account Management team of 12 **Passive/Proactive** and **Active** recruiters who will start building the pipeline of Local Personnel in line with the job disciplines mentioned in this solicitation. From the group of 12 dedicated Recruiters, we will have 4 recruiters focus on prequalifying and networking with resources for the more challenging to fill temporary positions in advance. Our proactive recruiters will pre-qualify candidates across these disciplines and enter them into our recruiting database.

Upon receipt of the Task Order, our Recruitment Manager and Account Manager develops a needs assessment including position requirements, job description, the scope of the project, and uploads on Job Diva. The Recruitment Manager assigns the requirement to recruiters and these recruiters primarily reach out to the Passive Recruiter's available pipeline based on UCF specified job disciplines and other sources listed below to find the right match to the requisition raised if needed. This helps us save time and evaluate more candidates for the same opening.

***Below mentioned is a list of sources through which we source required resources:***

- ***Existing Internal Staff:*** Checks the Passive Recruiter's available pipeline – Existing Consultants/Ex Consultants who are a good match for the requirement.
- ***Internal Resume Database:*** Checks internal database – **JobDiva** which comprises 2M+ prescreened candidates. As a part of our pro-active practice, we keep on updating our resume database enabling us to meet the requirements of the UCF with short-term notice.
- ***TalentDome:*** Use TalentDome – a proprietary Referral Tool which gives us access to diverse candidates.
- ***Employee Network:*** Our recruiters reach out to our consultants/employees to get referrals.
- ***Approved Subcontractors / Local Agencies:*** We register and partner with other local employment agencies, subcontractors and post the job requirement there to get the resumes of qualified candidates registered with that agency.
- ***Meetups*** – We are members of local technology meetup groups.
- ***Employee Referrals:*** We communicate the requirement with our consultants for referrals.
- ***Job Fairs:*** We partner with Colleges and Universities to conduct job fairs for campus recruiting.
- ***Diversity Forums:*** We are member of various Diversity Forums such as DiversityFIRST™ Program, LGBTQA, and many more which enables us to reach diverse candidates.
- ***Veteran Hiring:*** Infojini has multiple alliances with organizations focused on helping Veterans and their spouses to find civilian jobs. We leverage ***Collaboration with Reboot*** - A dedicated Veteran Hiring app that helps Veterans find the perfect job after a thorough psychometric analysis and have a dedicated team of recruiters that specialize in Veteran Hiring.
- ***Local Chamber of commerce*** – Infojini participates in events at Capital Region Chamber of Commerce, we will leverage our network to get referrals and attract the right talent.
- ***Professional Job Boards:*** Infojini posts the requirement on Professional Job Boards such as Monster, Indeed.com, TechFetch, Dice, Bullhorn, Beyond, JobDiva, NetDoc, etc. This provides access to a wide pool of resources across the nation.
- ***Social Networking Platforms:*** Infojini uses Social Networking Platforms such as LinkedIn, Facebook, Twitter, etc.
- ***Company Website:*** We post the requirement on Company Website.
- ***Advertisement:*** Advertising on job boards, local newspapers, social media, and organizational events.

Infojini has a project timeline plan for responding to UCF's service requests. We can meet our commitments within the assigned timeline and will be responsive to your needs because of our current resource pool, recruiting database, and highly experienced recruiting team. Infojini will be using the following timeline to provide the required temporary staffing services to UCF:

Task	Description	Timeline	Mode
Receiving Service Request from UCF	Infojini will acknowledge the Service Request received.	1 Hour	As per the UCF instructions
Distributing Requirement to the Recruiters	Our dedicated Recruitment Manager Ms. Shweta will distribute the requirement to the Recruiters for finding the best fit after proper analysis.	1-3 Hours	Internal portal- Job Diva
Candidate Sourcing	Our Active and Passive recruiters will check their pipeline of available candidates and will also source the candidates with matching skills and qualifications for preliminary interviews.	3-5 Hours	Proprietary Database, BullHorn, JobDiva, TalentDome, Job Portals, Social Media, Meetup Groups, LinkedIn Groups, etc.
Candidate Screening	Apart from the internal screenings done by the recruiters, Recruitment Manager, and SME's. We conduct online assessments using IKM Testing, ProveIT, and IBM Kenexa.	4-5 Hours	In-Person/ WebX/ Telephonic/ Online Tools such as IKM Testing, ProveIT, and IBM Kenexa.
Candidate Submission	Once the recruitment manager finds the best fit, we submit the resume to the UCF (Resumes depending on the requirement and instructions)	1-2 Hours	Email or as directed by the UCF
Candidate Selection	We receive the notification from the UCF related to candidate selection with details of the UCF that we use for further communication	Depending on the UCF	Email
Onboarding	We initiate background checks and onboarding as soon as we receive intimation from the UCF related to candidate selection. This includes releasing an offer letter collecting all the necessary forms, documents, coordinating with the UCF for the preferred joining date, and communicating the same to the candidate, etc.	Within 1-3 Hours after receiving the UCF notification	Email/ Phone
Performance evaluation	Our Dedicated Account Manager keeps a check on the performance of our candidates placed with the UCF. We regularly follow up with the client to check if the candidate is performing as per the project milestones	Monthly/ Weekly/ Quarterly	Online Tool – SenseHQ, In-person Meetings, Phone/ Email/ WebEx

## 2. Describe how urgent requests are handled.

To successfully address UCF's urgent temporary staffing requests, Infojini will leverage its readily available local pipeline of **18000** candidates across the job disciplines mentioned in this solicitation as our team of passive recruiters has been serving similar needs of our clients in and around the Florida area for the past many years. As part of our recruitment strategy to expeditiously handle urgent staffing requests, we create a backup of 5 more qualified candidates for each position which can be presented within **24 Hours** for UCF's consideration and enable us to place the candidate within **1-3** business days post-UCF's approval.

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

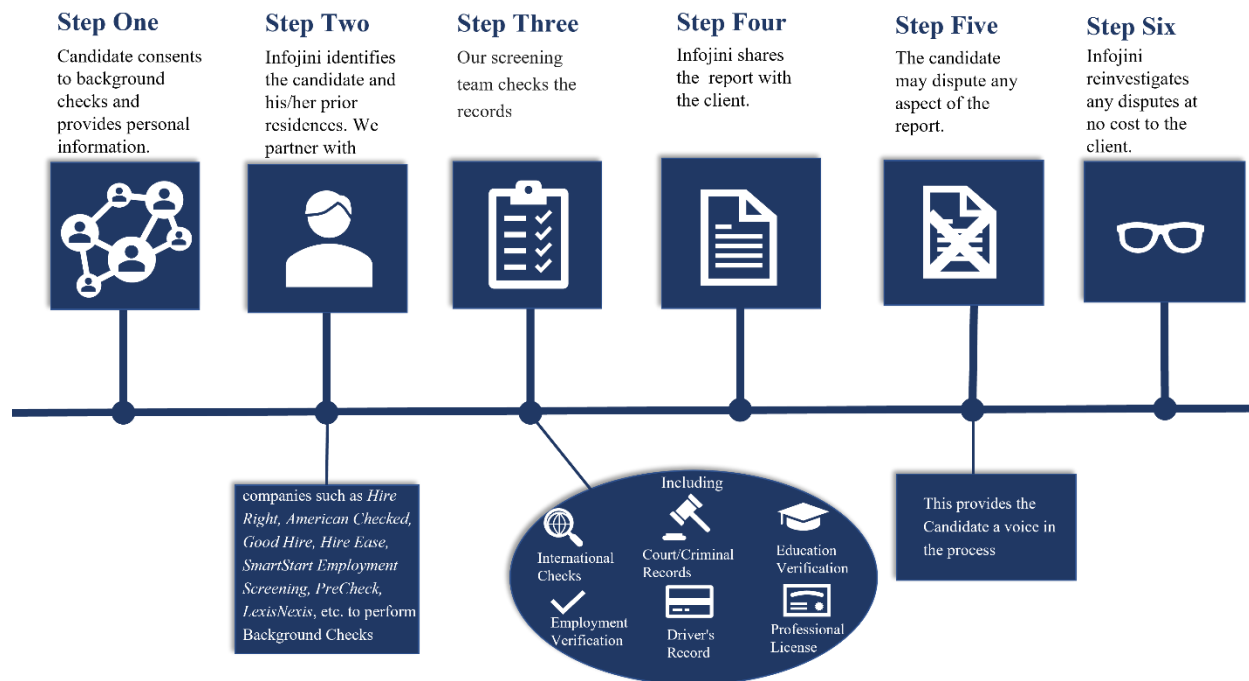


Figure 12: Infomini's Background Checks/Verification Process

Infomini verifies the information on relevant employment, education, and criminal history information by adhering to a streamlined background checks/verification roadmap shown in **Figure 12**. We conduct a variety of checks to ensure the accuracy of the information provided and the eligibility of the final applicants for each open position. Infomini usually verifies the information for parameters such as *Social Security Number Trace, National & Federal Criminal Databases Searches, State-wide Criminal Records Search, Domestic & Global Terrorist Watch List Searches, Sex Offender List Search, International Checks, Credit Reports, Drug Screening, Education & Employment Verification, Professional License Verification, Motor Vehicle Records Check, 4-panel, 5-panel, and 10-panel Drug Screening, OIG Sanctions Search, and Healthcare Sanctions Levels 1, 2 & 3*.

We partner with companies such as *Hire Right, American Checked, Good Hire, Hire Ease, SmartStart Employment Screening, PreCheck, LexisNexis*, etc. to perform Background Checks for Infomini.



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

Infojini's team of recruiters adheres to a **"4-step"** screening process that not only ensures the personnel best fitting the UCF's staffing requirements is recruited but further ensures compliance with the vetting criteria set forth by the client.

- 1. Technical Screening:** To ensure the quality of the candidate, our domain expert recruiters short-list qualified resumes matching the Skill Matrix developed by the Recruitment Manager. The Infojini proprietary Question Bank includes thousands of questions across technologies, skillsets, and domains. To shortlist potential candidates, our recruiters evaluate each candidate, and they go through a thorough interview process; with job-position specific questionnaire; their relevant experience, review of the candidate's work history, aptitude and behavioral skills, application, and resume, and competency tests appropriate for the job role.

<i>Candidate Evaluation Criteria</i>	<i>Feedback</i>	
Do they have relevant experience?	✓	<input type="checkbox"/>
Do they have the required years of experience?	✓	<input type="checkbox"/>
Are there any gaps in Job duration?	✓	<input type="checkbox"/>
Are the resume credentials correct?	✓	<input type="checkbox"/>
Is the Candidate local or ready to relocate?	✓	<input type="checkbox"/>
Does the Candidate have experience with applications involved in Job?	✓	<input type="checkbox"/>
Is the Candidate really interested in this job opportunity?	✓	<input type="checkbox"/>
Has the Candidate cleared the Technical Questionnaire Assessment?	✓	<input type="checkbox"/>
Do they understand the job description?	✓	<input type="checkbox"/>
How many skills does the Candidate have vs defined Skill Matrix?	✓	<input type="checkbox"/>
Is the candidate ready for an in-person interview?	✓	<input type="checkbox"/>
Did ex-employers provide positive references?	✓	<input type="checkbox"/>

As a second step, our recruitment team conducts various online assessments based on the nature of the job and the client's requirements. In the online job-specific assessment, the candidates are asked a series of situational questions to gauge their critical thinking skills based on the skills matrix, the work history, and depending upon the interview passing score, the candidate qualifies for the next level of screening.

At the next stage, the SMEs conduct the second level of resume screening and candidate assessment with the help of questionnaires, 3<sup>rd</sup>-party testing tools depending on the skillset and level of experience, conduct in-person or video interviews of potential candidates. These SMEs have extensive experience of 15+ years on average and check the competency of the qualifying candidate. We use the following tests to identify qualified candidates:

- IBM Kenexa
- Prove IT
- IKM Testing

What our SMEs evaluate in each qualified candidate:

- a. **Skills Assessment** – Our SMEs measure many different types of job-related skills and abilities, that are often used to assess interpersonal skills, communication skills, planning and organizing, and analytical skills. The skill assessment typically consists of exercises that reflect job content and types of problems faced on the job.
- b. **Biographical Data** - We verify the content of biographical data including such areas as leadership, teamwork skills, specific job knowledge, specific skills (e.g., knowledge of certain software, specific tool used), interpersonal skills, extraversion, creativity, etc.

Biographical data typically uses questions about education, training, work experience, and interests to predict success on the job. Some biographical data instruments also ask about an individual's attitudes, personal assessments of skills, and personality.

- c. **Cognitive Ability Tests – Our SMEs** tests typically ask questions or problems to measure the ability to learn quickly, logic, reasoning, reading comprehension, and other enduring mental abilities that are fundamental to success in many different jobs.
- d. **Integrity Tests – Our SMEs** assess attitudes and experiences related to honesty, dependability, trustworthiness, reliability, and pro-social behavior. Our SMEs check to identify individuals who are likely to engage in inappropriate, dishonest, and antisocial behavior at work.
- e. **Interviews – During the in-person interview, our SMEs** assess interpersonal skills, communication skills, teamwork skills, and job knowledge.
- f. **Job Knowledge Tests – Our SMEs** generally ask work-related and specific multiple-choice questions to evaluate technical or professional expertise and knowledge required for a specific job.
- g. **Personality Tests – We** check personality traits in work settings such as extraversion, conscientiousness, openness to new experiences, optimism, agreeableness, service orientation, stress tolerance, emotional stability, and initiative or proactivity. Personality tests we use to measure traits related to behavior at work, interpersonal interactions, and satisfaction with different aspects of work.
- h. **Work Samples and Simulations – Our SMEs** focus on measuring specific job skills or knowledge, work samples and simulations typically require the performance of tasks that are the same or like those performed on the job to assess their level of skill or competence.

**Below is our sample of scoring tests to administer the applicants that ensure skills acceptability to the requirements:**

Vendor POC Details	
Name	
Phone	
Email	
Requisition Details	
Job Title	
Manager	
Department Function	
Department	
Submission Details	
Candidate Name	
Contact Number	
Email Address	
Location	
Education Details	
Availability	
Industry Experience	
Last 3 Clients	
References	
Work Authorization Status	
Current Work Authorization	
Validity	
Employer	
Screening Results	

Minimum Skills Required	Description of skills candidate possess	Max Score	Min Score required	Candidate Score
		10	8	
		10	8	
		10	8	
		10	8	
		10	8	
		10	8	
		10	8	
		10	8	
Comments				

2. **HR Round of Screening:** We conduct this round of screening to understand whether the resource is committed to accept the opportunity with the client. We ensure that the following expectations are clearly communicated:

- Compensation Offered
- Duration of the project
- Location and travel requirements
- Work hours and any weekend or off-hours requirement
- Onsite/offsite
- Dress code (if any)

We do this to avoid any resources to back out after going through the interview process. We will ensure that the resource is willing to return to the office after the Covid-19 pandemic and offer them incentives such as project completion bonus and milestone bonus.

3. **Pre-Screen Employment/Background Checks:** We will conduct a background investigation compliant with UCF's requirements such as State of Florida Level I Background Check (Level 1) which includes National Sex Offenders Registry, State-wide criminal history background check through the Florida Department of Law Enforcement (FDLE), and Local criminal records check through locally operating law enforcement agencies. Infojini usually verifies the information for all below-listed parameters as a part of Background Checks:

- *Social Security Number Trace*
- *National & Federal Criminal Databases Searches*
- *State-wide Criminal Records Search*
- *Domestic & Global Terrorist Watch List Searches*
- *Sex Offender List Search*
- *International Checks*
- *Credit Reports*
- *Drug Screening*
- *Education & Employment Verification*
- *Professional License Verification*
- *Motor Vehicle Records Check*
- *4-panel, 5-panel, and 10-panel Drug Screening*
- *OIG Sanctions Search*
- *Healthcare Sanctions Levels 1, 2 & 3*

Furthermore, Infojini ensures that every client receives only qualified and verified individuals who are legally allowed to work in the US. We thus use E-Verify for every candidate that we place to

eliminate the liability risk that could hinder the progress of our clients. I9 and E- Verify procedures are an important part of Infojini's screening and selection process.

4. **Reference Checks:** We would carry out a thorough reference check of candidates and present them to UCF only after receiving positive feedback from all references.

PROFESSIONAL REFERENCE CHECK FORM
Candidate Name:
Company:
Name of Reference:
Title of Reference:
Phone/Email:
Date:
Reference Check Conducted by:
1. What were his/her Dates of employment?
2. What is/was your relationship w/him/her?
3. What were his/her job responsibilities?
4. How would you rate his/her work performance on a scale of 1-10 (1 being lowest score, 10 being the highest)?
5. What were his/her strengths?
6. Any recommendations for improvement?
7. How was his/her interaction with other team members?
8. How would you describe his/her overall communications skills?
9. How was his/her work attendance and punctuality to work?
10. Why did he/she leave?
11. Is he/she eligible for rehire?
12. Any additional comments?

Figure 13: Infojini's Professional Reference Check Form

**Professional Appearance** - To foster a sense of professionalism in our employees, we provide them with an "**Employee Handbook**" which entails information concerning Employment Relationship, Appearance and Grooming, Workplace Safety, Workplace Guidelines - Attendance, Job Performance, Social Media Acceptable Use, Solicitation, Computers, Internet, Email, and Other Resources, and more.

**Reliability** – Infojini will not only provide UCF with thoroughly evaluated candidates who are fully committed to work, but further, we offer a **Performance Guarantee** to our clients. If within the first 80 hours of work, UCF is not satisfied with the personnel's work, we will waive the charges for the work performed for those hours and provide you with a replacement within a short duration of time (usually within 1-5 business days). However, it is important to note that we have not yet encountered a situation where our client was unsatisfied with our personnel's performance.

**Workplace Skills** – Infojini's KPI-based recruitment process follows a systematic approach in candidate selection and review. The candidates we represent are thoroughly vetted by our Subject Matter Experts following our rigorous **4-Step** screening process to ensure that they are a technical and a cultural fit for the UCF. To ensure the quality of the personnel we conduct various tests based on the nature of the job and client's requirements using **Prove IT, Review net, IBM Kenexa**, etc. Our recruiters use the right tools and skills to verify the employees' skills and place them as per the requirements. They also provide exceptional services such as sourcing/identification,

selection, reference checks, background screening, payroll, and benefits administration, maintaining compliance with all Federal, State, and local employment laws including e-verify, risk management, and administration, and any other service that would be advantageous to UCF.

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

Infojini Inc. has an excellent fill percentage of **95%** with a lead time to get an employee ready to work even within 2 weeks if required.

**CONFORMANCE TO ITN'S PREFERRED CONDITIONS AND REQUIREMENTS**

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Attached is completed **Appendix I** from the solicitation in accordance with conformance to ITN's preferred conditions and requirements.



## APPENDIX I - TERMS AND CONDITIONS

### 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**	✓	_____	SRH
2.2 **Non-negotiable**	✓	_____	SRH
2.3 **Non-negotiable**	✓	_____	SRH
2.4	✓	_____	SRH
2.5	✓	_____	SRH
2.6 **Non-negotiable**	✓	_____	SRH
2.7 Section Not Used			
2.8 **Non-negotiable**	✓	_____	SRH
2.9	✓	_____	SRH
2.10	✓	_____	SRH
2.11 **Non-negotiable**	✓	_____	SRH
2.12	✓	_____	SRH
2.13 **Non-negotiable**	✓	_____	SRH
2.14 **Non-negotiable**	✓	_____	SRH
2.15	✓	_____	SRH

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

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

Company: Infojini Inc. Authorized Representative's Name: Sandeep Harjani

Authorized Representative's Signature:  Date: 01-27-2022

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**APPENDIX II - CERTIFICATE OF NON-SEGREGATED FACILITIES**

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**APPENDIX II**

**CERTIFICATE OF NON-SEGREGATED FACILITIES**

We, Infojini 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: Infojini Inc.

Authorized Representative's Name: Sandeep Harjani

Authorized Representative's Signature: 

Date: 01-27-2022

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**APPENDIX III - COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS**

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**APPENDIX III**  
**COMPLIANCE AND**  
**CERTIFICATION OF GOOD STANDINGS**

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

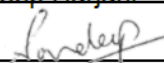
Suppliers shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing, upon request of UCF.** Noncompliance with this provision may constitute rejection of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

**CERTIFICATION**

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

Company: Infojini Inc.

Authorized Representative's Name: Sandeep Harjani

Authorized Representative's Signature: 

Date: 01-27-2022

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ADDENDUM 1

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UNIVERSITY OF CENTRAL FLORIDA

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

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA

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

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I      ADDENDUM DATE: December 15, 2021

**Purpose of this addendum is to:**

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

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

  
\_\_\_\_\_  
PROPOSERS SIGNATURE

Sandeep Harjani  
\_\_\_\_\_  
PRINT OR TYPE PROPOSER'S NAME

Infojini Inc.  
\_\_\_\_\_  
COMPANY NAME

statebids@infojiniconsulting.com  
\_\_\_\_\_  
EMAIL ADDRESS

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ADDENDUM 2

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UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services  
12479 Research Parkway, Suite 600  
Orlando, FL 32826-0050

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA    OPENING DATE & TIME: January 27, 2022 @ 2:00 p.m.

ITN TITLE: TEMPORARY LABOR SERVICES

ADDENDUM NUMBER: II    ADDENDUM DATE: January 13, 2022

**Purpose of this addendum is to:**

- Answer questions submitted during the Q/A period

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

  
\_\_\_\_\_  
PROPOSERS SIGNATURE

Sandeep Harjani  
\_\_\_\_\_  
PRINT OR TYPE PROPOSER'S NAME

Infojini Inc.  
\_\_\_\_\_  
COMPANY NAME

statebids@infojiniconsulting.com  
\_\_\_\_\_  
EMAIL ADDRESS