Proposal
Temporary Labor Services
Solicitation No. 2021-03TCSA

SUBMITTED TO

Attention: Trinh Nguyen
University of Central Florida
Email: trinh.nguyen@ucf.edu

SUBMITTED BY

Rajamani Thiyagarajan, President
MSys Inc.,
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Washington DC
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Fax 510 280 7352
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Due Date: Jan 27, 2022
Time: 2:00 PM

Transmittal Letter

Dated: Jan 27, 2021
Attention: Trinh Nguyen
University of Central Florida

In reference to Solicitation No. 2021-03TCSA for Temporary Labor Services, MSys, Inc. (hereafter referred as "MSys") is hereby submitting its technical quote, demonstrating its capability of meeting requirements of this solicitation.

MSys' strategic IT services and solutions focus on enhancing business performance of its clients by streamlining processes, reducing organizational risk and leveraging the global sourcing/ outsourcing organizational model. We have worked with clients in a wide range of industries to help them leverage the strengths of IT to optimize their business performance and produce value driven results.

MSys's quality consulting services are designed to help organizations achieve operational excellence through process solutions. We provide consulting services across three core areas:
- IT governance
- Software Engineering Infrastructure
- Operations

Key Contracts/ Clients

GSA Schedule 70 (132-51)	State of Kentucky
Department of Defense	State of Maine
Department of Education	State of Maryland
Department of Labor	State of Michigan
California Multiple Award Schedules	State of Arkansas
City of Phoenix, AZ	State of Oklahoma
County of Durham, NC	State of Oregon
Dallas Independent School District, TX	State of Pennsylvania
State of Arizona	State of South Carolina
State of Colorado	State of Minnesota
State of Delaware	State of North Carolina
State of Iowa	State of Utah
State of Virginia	State of Vermont
Sacramento Municipal Utility District, CA	Department of Labor, Licensing & Regulation, MD
Department of Justice	Administrative Office of the Courts, NC

With this submission, MSys acknowledges to receipt of Addendums and acceptance to terms and conditions detailed in this University of Central Florida (UCF).

Have any queries, feel free to reach me!

Sincerely

Rajamani Thiyagarajan, President
MSys, Inc.
Phone: (202) 629-0353 x701
Email: bw@msysinc.com

Table of Contents

1. Experience and Qualifications of Proposer

- **Company's Qualifications**

MSys, Inc. (hereafter MSys) is an IT Services and Solutions firm providing a spectrum of services in Enterprise Applications and Integrated Business Solutions. MSys mission is to emerge as a global leader in its field, while adding value to its customers through high quality and cost effective services. Our Vision is that we envisage ourselves as a company with a strong customer base, best known for our reliability, trust and integrity in all our relationships across the globe, harnessing technology at each step to stay ahead of competition.

Industry Expertise

Banking & Financial Services: The industry is constantly evolving as it deals with changing economics, regulatory pressures and the growth of mobile banking. We're here to help you stay ahead.
Life Sciences: As the life science industry continues to change, so should your way of thinking about how you manage core processes. Our tailored solutions can help.
Communications: Your business needs to move at a lightning fast speed to keep pace with technology and customer demands. Our cutting-edge solutions like network management and cloud services can adapt at the same speed.
Manufacturing: We'll help challenge the way you develop, source and distribute your products today so that you can revolutionize your performance tomorrow.
Consumer Goods: By identifying new ways to connect with customers, our solutions can help consumer products companies enhance their brands and grow market share.
Media & Entertainment: The way you create, manage and deliver your digital assets is an important part of your business. Together, we'll develop smart solutions to make it easier.
Education: The future of education is all about new ways of learning—from online tools to in-classroom courses. We offer the latest solutions to keep challenging the learning experience.
Retail: Looking for new ways to make your business more successful? Our innovations in supply chain management, merchandising, e-commerce and mobility can take your business to a whole new level.
Energy & Utilities: MSys helps challenge the way you look at your business and can help you find ways to utilize new technologies and pioneer new operating models.
Technology: While you're leading the way in the tech industry, our team is doing the same to help online companies, software vendors and hardware manufacturers define their future.
Healthcare: You're committed to the care of your patients and clients. And we're committed to helping your business improve and grow in a time of dramatic change.
Transportation & Logistics: Running a successful transportation company today means being more responsive. Our out-of-the-box thinking can help streamline your operations, improve visibility and drive business performance.
Information Services: Companies have revolutionized real-time information. To maintain and sharpen your business edge, turn to our experts.
Travel & Hospitality: Getting a competitive advantage means challenging conventional thinking. Our flexible global IT and business services helps you stay ahead.
Insurance: Moderating interest rates, higher costs and new ways of delivering service are changing insurance industry.

At MSys, our management consulting solutions and services provide clients with wide range of unsurpassed expertise and capabilities in Healthcare, Public Sector, Natural Resources, Financial Services, Enterprise Management, Governance, Infrastructure, and Privatization. We has vast experience of providing both vertical, horizontal and integrated management consulting solutions and services with tremendous return on investment. We have experience of providing Management Consulting services to MN Judiciary, Department of Labor, Licensing and Regulations MD, South Carolina Department of Human Services and South Carolina Department of Social Services.

We are able to obtain huge client satisfaction for providing exceptional services to these clients. We continue to raise level of quality, customer satisfaction, cost containment and on-time delivery as the pre-

eminent one-stop-shop provider of management consulting solutions and services. We challenge ourselves everyday - that is our ethic and commitment to be the best. Simple, we offer our best: our most senior people, a breakthrough service approach and leadership strength to ensure that end-results are the same no matter the prevailing conditions.

- **Overview and History**

MSys Inc., established in 1994 provides IT Consulting Services, Staffing, and Software Development for Government and Fortune 500 customers. We have proven expertise in software product development and IT services. It is headquartered in North Carolina, USA and with Offices in Bedford, United Kingdom, Leiden, Netherlands, and Hyderabad, India. We are solution providers in a wide spectrum of IT and other services, with a global presence of excellent professionals located across the world. Our main focus is to provide solutions for a dynamic environment where business and technology strategies converge. Our client relationships are among our greatest competitive assets. We deepen and enrich this relationship through disciplined growth, innovation, and seamless execution. We demonstrate our commitments to clients through the firm's emphasis on excellence, integrity and ethical behavior.

Strategic Capabilities
- **Data & Analytics**: To make better business decisions, challenge your assumptions. Turn information into insight with our latest cloud, big data and predictive analytics solutions.
- **Business Process Services**: Rethink how you run your business with the help of our industry-savvy consultants. We improve performance, enhance productivity and drive growth initiatives.
- **Organizational Change Management**: Successful organizational change is a top management mandate. Our Change Management practice works with executives on strategic and transformational challenges.
- **Customer Relationship Management**: Building a strong relationship with your customers is as important to us as it is to you. Tap into expert solutions to connect with your customers.
- **Digital Transformation**: MSys enables organizations to create engaging and consistent digital experiences across every touchpoint, providing new opportunities for growth.
- **Supply Chain Optimization**: We can help you re-wire your supply chain to improve global trade, transportation, distribution, planning, collaboration and forecasting performance.
- **Business & IT Strategy**: Our consultants create business strategies that enable global companies to define new business and target operating models to maximize value and manage complex changes throughout their organizations.
- **Enterprise Architecture Services**: Maintaining business agility isn't easy when technologies and business requirements keep changing. Our approach to Enterprise Architecture ensure businesses stay current with emerging technology platforms and be able to harness new opportunities.
- **Enabling Infrastructure**: IT expectations are higher than ever. Our experts can help you build and manage an IT infrastructure that equals the demands of a changing business environment.
- **Program Management**: We help leading companies drive business transformation by providing industry-leading program management consulting services.
- **Quality Engineering and Assurance**: If you don't have the resources for testing, leave it to us. Our world-class QA team and rigorous testing processes provide the assurance your company deserves.
- MSys follows industry's best practices in performing its projects. It has established a Project Management Team for each of its contracts and tracks common business practices of its customers for successful project execution. Our approach to system implementation and support has been to apply best practices and run an effective change management program. We understand the need to have a stable team throughout the life of the project in order to ensure a high level of project performance. We accomplish this by assigning properly trained staff with the right experience and education and incentivizing them to stay through Project Completion and offering Project Retention Bonuses and Performance Awards. We also assign Shadow Resources (this is done in large projects by deploying 3-4% additional resources to cater to any unplanned attrition) that would be available to backfill vacancies on a temporary basis.
- **Key Contracts/ Clients**

GSA Schedule 70 (132-51)	State of Kentucky
Department of Defense	State of Maine

Department of Education	State of Maryland
Department of Labor	State of Michigan
California Multiple Award Schedules	State of Arkansas
City of Phoenix, AZ	State of Oklahoma
County of Durham, NC	State of Oregon
Dallas Independent School District, TX	State of Pennsylvania
State of Arizona	State of South Carolina
State of Colorado	State of Minnesota
State of Delaware	State of North Carolina
State of Iowa	State of Utah
State of Virginia	State of Vermont
Sacramento Municipal Utility District, CA	Department of Labor, Licensing & Regulation, MD
Department of Justice	Administrative Office of the Courts, NC

As a Minority Owned, Small Business (SDB), (MBE), MSys Inc. is a global service provider, delivering unmatched technology-driven business solutions that meet strategic objectives of our clients. Our solutions enable our clients to develop and execute enterprise wide deployments. MSys Inc., is certified by the NMSDC (National Minority Supplier Development Council), SAP 'Powered by Netweaver" for our SAP BW products, CPUC (for utility companies), and ISO-9001. Our contractors have various levels of security clearance, have public sector experience and are qualified in technology areas such as Middleware, SharePoint, Linux, Oracle, SAP BW, PeopleSoft, JBOSS, and Data Warehousing to name a few.

MSys has successfully delivered $10+ of temporary staffing services with more than 500K hours of contractual IT staffing. We have 20+ IT staffing contracts for providing similar IT staffing services to 10+ federal, state and local agencies. With an ISO 9001:2008 certified staffing process and 20+ IT consultants, MSys, Inc. is successfully serving various government agencies in the areas of Business Analysis, Project Management, Programming Analysis, Database Administration, Systems Administration/ Analysis, Testing, IT Security, GIS Support, Technical Writing, Network Engineering, Data Center support, Change Communication, Application Development and Maintenance, etc. The majority of the candidates offered by us are certified professionals in their domain. Through more than decade of industry experience, we have in-depth understanding of IT staffing and implementation in Government sector. We have evolved in-house methodologies and processes to handle such Government sector projects.

We are able to obtain huge client satisfaction for providing exceptional services to these clients. We continue to raise level of quality, customer satisfaction, cost containment and on-time delivery as the pre-eminent one-stop-shop provider of management consulting solutions and services. We challenge ourselves everyday - that is our ethic and commitment to be the best. Simple, we offer our best: our most senior people, a breakthrough service approach and leadership strength to ensure that end-results are the same no matter the prevailing conditions.

Special Features

MSys is one of the leading IT consulting and staffing companies with presence across US:
- Multiple state-of-the-art development centers for cost-efficient IT staff augmentation
- Wide portfolio of 150+ technical staffing clients ranging from permanent recruitment to IT contract staffing
- Commitment to quality and established engineering processes: ISO 9001:2008
- Financially stable and secure organization that has grown exclusively on internally generated funds
- **Labor Market Intelligence**: In every local market we serve, we know the top professionals, what they earn, where to find them, and when they are available. We also understand their priorities and what it takes to recruit and retain them
- **Customer Alignment:** We invest the time to understand your business and culture. Our holistic approach enables us to assess your service requirements, and we work with you to establish a compelling employee value proposition that is positioned to attract top talent.

- **Strategic Sourcing Approach:** By leveraging our proprietary network of job candidates and a referral-based sourcing strategy, we increase our speed and effectiveness in finding top talent to meet your hiring needs
- **Robust Candidate Screening**: We screen all candidates through a solid qualification process, including resume matching, behavioral interviews, and supervisory reference checks. We can also perform certification verification, background checks, and more.

- **Information on Company Size, Industrial Track record, Financial Stability and Years in Business**

Company Size: Small business

Industrial Track Record

MSys follows industry's best practices in performing its projects. It has established a Project Management Team for each of its contracts and tracks common business practices of its customers for successful project execution. Our approach to system implementation and support has been to apply best practices and run an effective change management program. We understand the need to have a stable team throughout the life of the project in order to ensure a high level of project performance. We accomplish this by assigning properly trained staff with the right experience and education and incentivizing them to stay through Project Completion and offering Project Retention Bonuses and Performance Awards. We also assign Shadow Resources (this is done in large projects by deploying 3-4% additional resources to cater to any unplanned attrition) that would be available to backfill vacancies on a temporary basis.

We have successfully filled a variety of positions at MSys, although we have found that technical positions are a specialty that has been established since the inception of MSys. We have prepared our team extensively in fulfilling job orders for technical positions. It is an upmost importance for our staff to fully understand the aspect of the positions considering that it is a common request that we fulfill with our established clients. At MSys, our recruiters are trained in the art of locating the necessary talent for our clients. Each recruiter has been trained extensively on all skill sets, but they have gained additional training in the skill sets of the client's that they will be servicing. Our recruiters have been trained to fully and completely understand the requirements that are requested. By understanding the requirements (skills, education, and technical language) they can interview the candidate thoroughly to determine the candidate's capabilities to perform the tasks. Our recruiters do more than post jobs; they actively search for candidates by employee recommendations, online networks, career fairs, and minority business council referrals. Our recruiters will interview the candidate extensively on the phone to determine if the candidate is an ideal fit for the position. Our team will ask knock-out questions that will allow us to determine their experience, skills, education and their understanding of the job requirements. Once our recruiters discover candidate that best matches the position, they will forward their information to MSys's Account Manager that will then further evaluate the candidate before submitting information to our client. Table below demonstrates our experience of successfully staffing project requirements with various clients:

Name of Client	Staff Title	Duration
State of OK	Software Architect, .Net developer, Reports developer	2014 - Present
OPERS	Java developers, network engineer	2019-Present
District of Columbia	Project Manager, Security Architect. SOC analyst, Virtualization engineer, desktop support	2016-present
State of PA	.Net developer, Testers. Pl/SQL Developer	2018-Present
State of NC	.Net developer, Java developer, QA/Tester, Project Manager, AWS Architect	2015-Present
RLI Insurance	QA Analysts	2019-Present
Geico	QA Analyst, RPA Developer, Business Anlysts	2019-Present
Verizon	Software consultants	2019 - Present
State of SC	ERP Developer, EDI Analysts, SQL Server DBAs, Network Engineer, Sharepoint Developer	2015-Present

Financial Stability

The financial strength and stability of MSys, is unmatched in our industry, thanks to a conservative and disciplined long-term approach to managing our business. For more than 10 years, our owners have put earnings right back into this business – for building our operations, serving our customers and creating opportunities for our people.

Years into Business

MSys is providing temporary staffing services since 1994.

- **List of Accounts**

Reference #1	
Company Name	San Mateo County Transit District
Contact Name & Title	Shruti Ladani, Contract Administrator
Address	1250 San Carlos Avenue San Carlos, California 94070-3006
Phone Number	(650) 622-7857
Email Address	ladanis@samtrans.com
Reference #2	
Company Name	Office of Management and Enterprise Services
Contact Name & Title	Kumar Mishra
Address	3115 N Lincoln Blvd, Oklahoma City, OK 73105
Phone Number	480-747-3645
Email Address	Kumarendra.Mishra@omes.ok.gov
Reference #3	
Company Name	CalPERS
Contact Name & Title	Siva Reddy Alla
Address	400 Q Street, Sacramento, CA
Phone Number	630-362-5048
Email Address	Siva.alla@calpers.ca.gov

2. Project Staff Qualifications/ Experience

- ## List of Total Number of Employees – Job Titles and Experience

Rajamani Thiyagarajan, President, will be the single focal point (Key Personnel) for the UCF contract management.

Resume

Raj Mani, Contract Manager

Experience Summary
- Streamlined the company practices of maintaining contracts and monitoring costs, time keeping, billing, financial analysis, purchasing and compliance with the FAR by overseeing the implementation of Deltek GCS Premier from QuickBooks Premier Accountant.
- Analyze business systems to ensure functionality and cost effectiveness. Analyze contract costs for preparation on future proposals and for reporting up to Executive Management.
- Assisted in development of a streamlined proposal process from receipt of RFP through final submission. This allowed for accurate, compliant and timely submission of proposals and Basis of Estimates (BOE).
- Upon receipt of technical evaluation, determined correct labor categories for each employee, verify travel cost for GSA compliance, double checked that all material pricing is accurate with the vendor quotes and indirect rates are applied accurately.
- Redesigned company travel policy and all applicable forms to assure compliance with the FAR and ease of use by employees. Conducted a company training for all applicable employees.
- Analyzed contract requirements and special provisions to ensure compliance with appropriate laws, regulations, and corporate policies and procedures.
- Utilized train the trainer concept to funnel down manager and employee use of the system to maximize the implementation.
- Assist the Program Mangers and Executive Management with contractor and subcontractor problem resolution. For example, revising proposals to meet the customer's change in requirements.
- Reviewed and analyzed contract documents to determine the Company's obligations then communicated contract requirements to Executive Management and technical teams while also providing guidance on contract interpretation and contractual issues. For example, initiate introductory meeting upon receipt of RFP to strategize the planning process for response. Also provided monthly contract financials.
- Ensure contracts are updated with required flow-down clauses of Defense or Federal Acquisition Regulations (DFAR/FAR) and Agency FAR supplements clause changes.
- Perform full range contract administration, monitoring customers, suppliers and company contractual compliance throughout the life of the contract through closeout with DCAA audit.
- Responsible for the establishment, negotiation and administrative management of wide range of business commitments and agreements from initiation of acquisition to closure and final settlement.
- Assisted with the preparation and submission of yearly incurred cost proposals.
- Managed procurement and subcontract activities between Houston and Finland offices that fully supported a spar construction schedule.
- Bid, negotiated, and awarded major service labor contracts, and managed their execution including resolving claims.
- Provided contract support to engineering and operations teams and supported litigation and contract disputes.

Education
- BS in Electrical Engineering

Clients

MSys, Inc.	Director/ Contracts Manager	Jan 2007 – Present
MSys, Inc.	Contracts Administrator	Mar 2001 – Dec 2006

- **Available Staff Skill Sets**

Skill Set

Accounting	
Position	**Experience**
Accountant	**Education**: Bachelor's Degree from an accredited college or university in Economics, Business, Accounting, Finance, or related discipline. A Master's degree and CPA are preferred. **Experience**: A minimum of eight (8) years relevant experience as a cost analyst or involved in analysis in business-related subject areas such as accounting, finance or economics.
Audit Manager	**Education**: Bachelor's Degree from an accredited college or university in Economics, Business, Accounting, Finance, or related discipline. A Master's degree and CPA are preferred. **Experience**: At least four (4) years of telecommunications billing audit experience. Such experience must have included the supervision of other auditors engaged in the telecommunications billing audit process.
Audit Supervisor	**Education**: Bachelor's Degree from an accredited college or university in Economics, Business, Accounting, Finance, or related discipline. A Master's degree and CPA are preferred. **Experience**: At least two (2) years of telecommunications billing audit experience. Such experience must have included the supervision of other auditors engaged in the telecommunications billing audit process
IT Auditor	**Education**: CPA required. Bachelor's Degree from an accredited college or university in Accounting, Finance, Business, Computer Science, Information Systems, or related field. **Experience**: At least 10 years auditing experience.
Financial Analyst	**Education**: Bachelor's Degree from an accredited college or university in Economics, Business, Accounting, Finance, or related discipline. A Master's degree and CPA are preferred. **Experience**: At least eight (8) years progressive experience as an analyst or involved in analyst type functions in a business related subject area such as accounting, finance or economics.
Administrative	
Admin Clerk	**Education**: Equivalent combinations of post high school education and specialized experience that has equipped you with the knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position(s) to be filled **Experience**: Proficient in operating a personal computer and in using various Word Processing Software such as Microsoft Word, Microsoft Excel, Adobe Pro.
Receptionist	**Experience**: at least one year of related experience in a customer service environment. Contractor must have a working knowledge of Microsoft Windows, Microsoft Word, PowerPoint, Excel, and Publisher
Information Technology	
Systems Administrator	**Education**: An Associate's degree from an accredited college or university in Computer Science, Information Systems, Business or other related technical discipline. A Bachelor's Degree in one of the above disciplines equals one-year specialized and two (2) years general experience. An additional year of specialized experience may be substituted for the required education. **Experience**: Two (2) years of experience in a computer-related field.
Computer Software/Integration Analyst	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. **Experience**: Must have eight (8) years of progressive working experience as a computer specialist or a computer systems analyst.

Computer Systems Analyst	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. **Experience**: Must have eight (8) years of computer experience working independently or under general direction on complex application problems involving all phases of systems analysis.
Application Developer	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or five (5) years of equivalent experience in a related field. A Master's Degree is preferred. **Experience**: Must have three (3) years of computer experience in at least two of the following disciplines: system analysis, system programming, application programming, and equipment analysis.
Applications Development Expert	**Education**: Preference for a Bachelor's or Master's Degree in Computer Science, Information Systems, or other related field or equivalent work experience. **Experience**: At least seven (7) years of IT and business/industry work experience.
Applications Programmer	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. **Experience**: Must have five (5) years of computer experience in information systems design.
Application Architect	**Education**: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Mathematics or other related scientific or technical discipline. Master's degree preferred. **Experience**: At least 10 years of experience planning, designing, building, and implementing IT application systems. Must have led or been chief architect in a major IT applications implementation effort. Must have a strong background in software engineering principles and techniques.
Internet/Web Architect	**Education**: Preference for a Bachelor's Degree in Computer Science, Information Systems, or other related field or equivalent work experience. **Experience**: At least five (5) years of IT work experience.
Computer Graphics Illustrator	**Education**: High school diploma or equivalent. An additional year of specialized experience may be substituted for the required education. **Experience**: Three (3) years of experience in creating and generating graphics using computer graphics software
Computer Operations Center Specialist	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. **Experience**: This position requires a minimum of five (5) years of experience.
Computer Programmer	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. **Experience**: Must have eight (8) years of programming experience in software development or maintenance.
Computer Specialist	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. **Experience**: Must have eight (8) years of computer experience in at least two of the following disciplines: system analysis, system programming, application

	programming, and equipment analysis.
Database Management Specialist	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. **Experience**: Must have six (6) years of experience in DBMS systems analysis and programming.
Database Manager	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A Master's Degree is preferred. **Experience**: Must have seven (7) years of experience in the development and maintenance of database systems.
Network Engineer	**Education**: A Bachelor's degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering or other related scientific or technical discipline. If applicable, shall be certified as network engineer for the specific network operating system as defined in the State task request. The certification criteria are determined by the network operating system vendor. **Experience**: Nine (9) years of experience in a computer-related field.
Network Security Engineer	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree in one of the above disciplines equals one-year specialized and two years general experience. An additional year of specialized experience may be substituted for the required education. **Experience**: This position requires a minimum of eight (8) years of computer-related experience.
Systems Engineer	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. **Experience**: Must have six (6) years of experience in systems engineering.
GIS Specialist	**Education**: 1) A Bachelor's Degree from an accredited college or university in Geography, GIS Technology, Cartography, Computer Science, or related field with at least nine (9) credit hours in courses specifically related to GIS operation/management. **Experience**: Two (2) years of professional experience is required in GIS, cartography, CADD, or a related field without the appropriate college degree.
Help Desk Specialist	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. **Experience**: This position requires a minimum of seven (7) years of experience in a business IT environment with emphasis on PC computer hardware and applications. General experience includes, but is not limited to: information systems development, work in the client/server field, or related fields..
Internet/Intranet Site Developer	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. **Experience**: Must have five (5) years of web development experience using current Web development and graphic tools, as well as, Web Server and database administration.
Network Administrator	**Education and other Requirements**: An Associate's degree from an accredited college or university in Computer Science, Information Systems, Engineering or a

	related field, or two (2) years of college or university study in Computer Science, Information Systems, Engineering or a related field. If applicable, should be certified as a network administrator for a specific network operating system as defined in the State task request. Certification criteria is determined by the network operating system vendor. Two (2) additional years of specialized experience may be substituted for the required education. **Experience**: Two (2) years of experience in a computer-related field.
Program Manager	**Education**: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, and Information Systems, Business or other related discipline. Master's degree and/or project management certification is preferred. **Experience**: At least 12 years of experience in program or project management.
Project Manager	**Education**: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, and Information Systems, Business or other related discipline. Master's degree or project management certification is preferred. **Experience**: At least five (5) years of experience in project management.
Quality Assurance Consultant	**Education**: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems or other related discipline. A Master's degree preferred. **Experience**: At least eight (8) years information systems quality assurance experience.
Subject Matter Expert	**Education**: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. A Master's Degree is preferred. **Experience**: Must have seven (7) years of experience in the IT field.
Technical Writer	**Education**: Associate's Degree in related field. A Bachelor's degree is preferred. **Experience**: A minimum of five (5) years of experience in this area.

Quality of Staff over the term of the Agreement

MSys uses a simple model that ensures we satisfy all requirements, both routine and critical, with the highest probability of successful completion and infusion of quality. As illustrated in the figure, we apply three fundamental QC approaches. First, we ensure our QC emphasizes the key performance elements of the contract and is continually updated as new and changed requirements occur. Second, we have a clearly defined focal point to implement the quality control program. Third, we recognize improved performance is the result of continuous surveillance that is a major element of our daily management activity. Our Corporate Quality Manager also conducts spot audits throughout the year to ensure adherence to our overall Corporate Quality Management System (QMS). All audits results are reported to MSys's Senior Management and any nonconformance is resolved in accordance with our Corrective Action Process.

All these Quality Control Plan mechanisms provide our managers the ability to monitor and track progress for the customer, helps us identify trends that may affect deliverables, allows us to inspect and review for high quality, and provides us the tools to anticipate potential areas where process and procedures may break down. MSys's **Culture of Quality** reinforces to all employees the need to always be vigilant for a better way; one that will result in a better product for the customer.

We work to hire only the most qualified employees available, train our resources on the latest technology, and stress the importance of forging long-lasting, personal connections with our clients. Weekly meetings with the sales force detail upcoming customer initiatives and provide guidance for the creation of the profiles recruiters use to evaluate available talent pools. The active pipeline translates into a pro-active recruiting practice, allowing for rapid response to service requests and planned technical initiatives. We encourage and support the continuing development of our employees through training and the achievement of certifications in their fields of specialty. A typical consultant has over 7 years of experience when hired. The average length of employment is more than 5 years. MSys's employee turnover rate for reasons of quality is less than 1%. For other reasons, this rate is from 1% to 3%.

3. Scope/ Project Approach

- **Special Projects Staffed and Membership in Professional Organizations, if any.**

None

- **Company's Capacity in Providing Services**

Administrative/Clerical

With MSys, organizations gain access to highly recognized experts with decades of experience who can take care of the administrative tasks that weigh heavily on your team. This partnership is more than simply gaining quality services. Working with MSys helps businesses improve organizational efficiencies and drives down costs.

Our general business support services provide end-to-end solutions for your administrative activities, data management, and secretarial work, so that you can concentrate on your core business. Our skilled team is backed by robust processes & systems developed & honed by years of experiences to meet your goals in terms of quality, time & cost. We provide services for projects of all sizes ranging from a few hours to many years of efforts as well as on-going, continuous engagements.

Our clerical support team is ably equipped to take care of all your routine administrative tasks, compose documents and presentations for your meetings, plan your travel, verify documents, manage your calendar, and maintain your electronic records and emails. Office, administrative, and clerical staff form the backbone of an organization, serving a vital role in supporting core business activities. Organizations have relied on Sparks Group, one of the top administrative staffing agencies in the US, to staff these key roles for nearly half a century. MSys has a track record of providing skilled administrative professionals that consistently and efficiently deliver top quality work in flexible, temporary/contract, contract to hire and direct hire positions.

Accounting

MSys is pleased to offer our accounting services with a personalized approach, you can expect us to work tirelessly on your behalf. We understand that no two financial portfolios are the same and that is why we speak in-depth with all our clients to determine the best tax preparation and filing strategy unique to their situation. As a result, individuals and their commercial enterprises depend on MSys to provide experienced and reliable income tax preparation and filing, as well as other financial services that are designed to optimize fiscal security and provide peace of mind.

Our range of finance & accounting services allow businesses in the USA to:

- Optimize F&A Processes & Centralize Operations
- Digitize Traditional Processes & Implement Intelligent Automation
- Overcome Staffing issues with Professional Yet Flexible F&A teams
- Benefit from timely & accurate business reporting to make well-informed strategic decisions

With MSys Finance & Accounting Services, you get a dedicated team of experienced professionals for your back office finance & accounts and payroll functions. Whether you are seeking process-improvements, crave freedom from worrying about compliance, want to reduce operational costs, or wish to avail the benefits of a flexible workforce, you can rely on us.

Our Services

- **Procure to Pay (P2P) -** Procurement, or Procure to Pay (P2P), is a critical finance function that can open up room for manual errors, increase operational costs and take the focus away from value-driven initiatives. MSys offers a wide range of outsourced P2P solutions to clients. Propel your company's P2P processes, implement latest technology, reduce spends and get your onshore teams to focus on core business with MSys outsourced P2P solutions.
- **Order to Cash (O2C) -** An order-to-cash (O2C) cycle is a complex chain of processes that brings about high operation costs and makes it prone to errors, prompting finance leaders to look for ways to optimize their O2C process. MSys's outsourced O2C services allow businesses to improve efficiency by improving the workflow, leveraging intelligent automation, and adding agility to their order to cash cycles.
- **Record to Report (R2R) And Financial Planning & Analysis (FP&A) -** Increased regulatory pressures and business demands for granular data make record-to-report (R2R) and financial planning & analysis (FP&A) central functions for today's finance departments. MSys leverages process optimization, experienced staff and intelligent technology to help organizations transform their R2R and FP&A functions. Our customized approach and knowhow of the client's processes and business objectives ensures that standardization and digitization do not come at the cost of personalization.
- **Human Resource Support Services -** Modern business owners expect their HR teams to focus on finding, recruiting and retaining talent as well as contribute to company growth through strategic functions. Backed by a unique partnership approach, MSys offers a range of Human Resource Support Services that are suited for companies of all sizes, across industries.

Management Services

Our Project Management Services gives our clients a world-class project delivery with a single source of accountability, communication, and escalation from experts who understand your business and technology objectives. Working in alignment with the design and deployment team, we engage with multiple stakeholders in the organization to successfully implement an integrated solution – on time and in budget.

MSys standard Project Management techniques are advocated by a methodology developed after years of project management experience in a variety of industries, including companies large and small, and within the private and public sector, including:

- Developing detailed project plans that are continually updated and used to manage and guide the day-to-day activities.
- Identifying and defining detailed project tasks, their duration, and dependencies
- Accurately judging skills required to perform each task, and the assignment of specific resources
- Establishing checkpoints to assess changes in scope preceding or succeeding milestones that have a significant bearing on scope going forward
- Establishing and exercising quality assurance checkpoints throughout the life of the project.
- Developing formal communication channels for team members and management.
- Managing project issue resolution and coordinating all stakeholders to bring issues to resolution or develop measures for mitigation of issues
- Communicating and coordinating project activities with all customer vendors involved in the implementation project management effort
- Providing periodic status reporting to customer project team members, sponsors, and stakeholders.
- Providing overall leadership to the customer project team, including implementation planning, change and configuration management.

MSys always expects to work closely with our customer in the pursuit of a successful implementation project. While Ingenuity will assume the responsibility for the project management of our customer's internal resources and oversight of any third party vendor or contractor project implementation activities, Ingenuity has found that its customers benefit from participating in the project assessment, planning and ongoing status reporting process. By having participated throughout its key phases, there is ownership

and buy-in to the end product. MSys, in turn, will benefit from the detailed knowledge that our customer has of its operation, current systems, and business imperatives.

Our comprehensive project management practice ensures that client receives specialist project management support across every area of our technology expertise.

Here's how we help:
- De-risk your project, maximizing the chances of delivery on time, within budget, and in accordance with your business objectives optimize service delivery and execution
- provide consistency in project delivery as projects are delivered in the same way, anywhere in the world
- A single point of contact with full accountability for the project, including communication and escalation
- better organizational decision making through the inclusion of all necessary stakeholders in key decisions
- Minimal disruption to 'business as usual' as defined processes and plans adhere to strict governance for go-live
- Structured and comprehensive solution handover to operations that ensures the completed project is handed over to the operational team prior to project closure

Our services are founded on Prime Methodology, which embraces a suite of exceptional delivery services and project management capabilities. We can scale to suit the specific size and complexity of your project to enable on-time, accurate and cost-effective delivery by ensuring risk, time, and resources are managed throughout the project's lifecycle.

Technical Services

With the growth of IT organization, the demand for highly qualified IT candidates has also increased and it's becoming more competitive to acquire a talented staff. MSys, an industry leader in client partnership relationships, has in its database a biodata of 1 million candidates with around more than 150 skill sets. We have consultative expertise that allows our clients to hire highly-qualified employees who have the capability to understand the business as well as the culture of the client. MSys, no matter whether a client needs services for short-term impact or long-term goals, implements an effective staffing strategy to meet the business needs of its clients. We can get you the required talent in order to fill the empty positions of your organization quickly.

Our team of IT staff augmentation has an expertise in the tech industry and our IT staffing expert's endeavors to get you the right IT professionals irrespective of the level of employment. MSys, with a proven track record of success, uses a disciplined process and exceptional service to provide the client with a right match in the right way. Our flexibility in helping organizations in line with their workflow assists the clients in maximizing their resources and leveraging several opportunities. We aim to render our highly skilled IT resources as and when required. Our IT staffing services provide a large amount of superior candidates for the requirement of temporary hiring, contract-to-hire hiring, and permanent hiring as well.

The highly-skilled and experienced consultants of MSys are proficient enough to handle a wide range of large and small projects and offer an ideal candidate for different types of requirements. Our team of experts helps you fulfill the need of a single IT resources, a group of IT resources, or an IT resource for a month or a year. MSys, which is an augmentation staffing agency, provides you with the candidates having a direct experience in the kind of industry and technology preferred by the client.

The specialists, at our recruiting centers, efficiently perform the task of matching qualified candidates with several positions that are available across numerous job disciplines. Our corporate recruiters surpass the expectations and provide our clients with flexible and self-motivated workforces for all kinds of positions, job titles, and industries.

Our wide range of IT resources that can make a client succeed includes IT project managers, IT application developer, IT consultants, business system analysts, database managers EDI consultants, technical writers, and windows administrators among others.

- **Process for Urgent Requests**

A quality recruitment database is a staffing firm's lifeblood. It is an essential tool for storing and managing candidate information, matching applicants with jobs, and streamlining the recruiting process to save you time and money. The benefits of a quality candidate database are undeniable - for starters, candidates from an existing database are a recruiting firm's top source of placements.

In today's competitive job market, professional recruiters must operate at optimum efficiency in order to increase their placements and grow their business. A well-maintained database enables your recruiters to better communicate with candidates, spend less time on tasks that don't add value, and more time on relationships. Once you determine your firm's database needs, you'll be well-positioned to make more placements more efficiently in less time.

Use visual, interactive dashboards and machine learning recommendations to see what's working and where you can improve. We at MSys follow below metrics
- Track key hiring metrics, such as time to fill, and take action right from reports.
- Use benchmarks to see how you compare to your peers.
- Craft compelling offers based on peer compensation comparisons.
- Assess the behaviors of your top performers to continually improve recruiting.

- **Process for Background Checks**

Employers who use pre-employment screening as part of their hiring process are well aware of the important benefits. One of the most significant advantages is an overall improvement in the quality of candidates. This leads to far better employees, which means higher productivity and a decrease in employee turnover. Businesses that employ workers for direct service to the public are held responsible if an employee that has a criminal history does harm to another employee or a customer. Pre-employment screening helps uncover critical information about a candidate including any potential risks posed by them. Following are 6 Simple Pre-Employment Screening Steps
1. **Background Checks:** A background check is the most common pre-employment screening process.
2. **Pre-Employment Drug Screening:** We use drug testing to proactively protect the company from the negative effects of employing people with drug related issues. Drug screening is required for federally-regulated employers that hire individuals for safety-sensitive jobs.
3. **Medical Pre-Employment Screening:** The purpose of the pre-employment medical examination is to determine if a potential candidate is fit for a job that can affect public safety, and is not a risk to themselves or others.
4. **Personality Testing:** Personality tests assess the candidate's personality, cognitive ability, current and potential skills and other traits. This information can help employers find the best employees for the job and weed out potential problem hires.
5. **Credit Checks:** This screening step checks out the 7-year financial history of the candidate and includes public records, collection accounts, and bankruptcies, charge-offs, judgments, trade lines, monthly payment histories and more.
6. **Social Media Pre-Employment Screening:** Today, gaining insights into a potential employee's character can be obtained via their social media accounts. We often use platforms like Facebook and Twitter, looking for insights regarding personality traits, alcohol or drug abuse, or any other characteristics that could influence their hiring decision.

- **Process for Vetting Employees**

MSys possesses a state-of-the-art Talent Management capability that is a cornerstone to its ability to deliver the appropriate personnel with speed, agility and a high degree of efficiency. The core of this capability lies within our Talent Operations Center(s) (TOC). We have an aggressive recruiting capability, ensuring our ability to quickly meet any contingencies and/ or surge requirements. Our internal candidate database houses more than 200,000 pre-screened candidate resumes and profiles. Additionally, we have access to thousands of additional candidates through subscriptions to all major internet resume databases. We actively explore other candidate resources, including print ads in newspapers and trade journals, job fairs, trade fairs, college fairs, college placement offices, alumni associations, website

banner ads, professional user groups, trade associations and outplacement centers. We also have an extremely effective employee referral program. Due to success of these programs, we are able to secure most highly qualified candidates for customer's positions by tapping into the passive job seeker market.

MSys's recruitment methods are used on a continual basis to identify the best candidates with skills that are in demand or hard to find. Our efforts to identify the best candidates do not stop with the initial requirements; we maintain a "virtual bench" of candidates for each active contract we manage. This virtual bench is a used to refresh and provide surge for our contracts. Our goal is to insure we have a reserve of qualified candidates to fill any vacancy that occurs. MSys will bring right tools and personnel at right time to ensure Governemtn contract is successful. We offer our combined experience, innovation and professional support. We offer unique blend of management capability based upon strong team of seasoned professionals with experience in managing large and complex Federal Information technology services projects while working within the Federal Government and presently supporting similar large requirements as commercial contractor for the Federal Government.

We begin with a thorough review of the candidate's resume and a telephone interview. While the candidate has already been previously contacted and their interest and availability is confirmed, this quality filter reconfirms the intent of our Staffing Team to make a selection for the job. description. Our clients are able to quickly filter the most highly qualified candidates from the pool of potential resources we offer.

Over time, our 'lessons learned' have taught us that in order to make the best fit, the candidate must be highly involved and interested in the position. Our Team actively seeks candidates who are both experienced and educated and whose career goals and interests are the best fit. Our process to verify our customer's requirements, review the candidate's capabilities as well as confirm their interest has led to our successful placement capabilities.

- **Company's Fill Percentage and Lead Time**
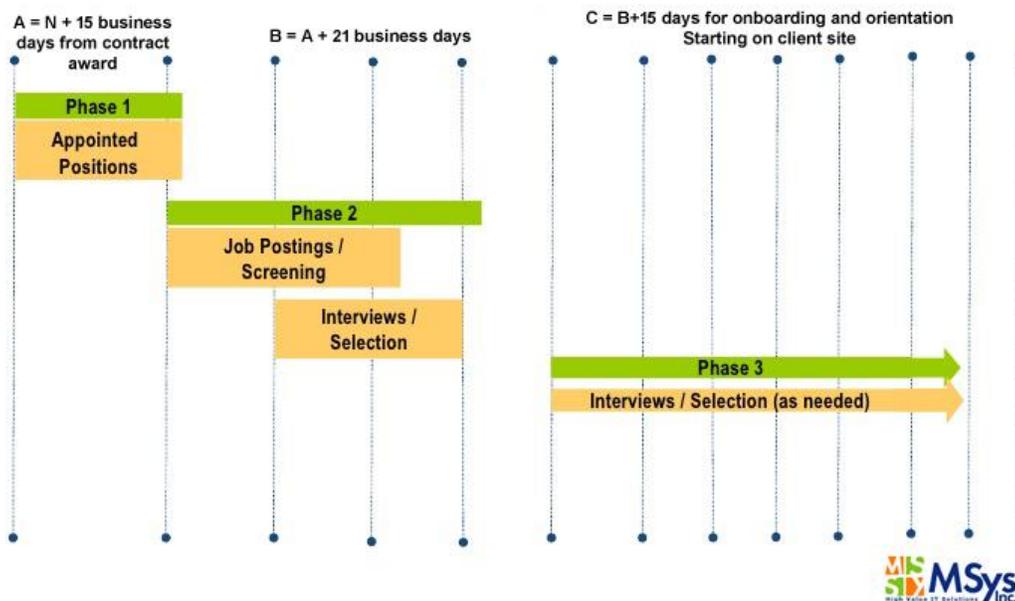
4. Certificate of Non-Segregated Facilities

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We,_____MSys, 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.

5. Certificate of Non-Segregated Facilities Subpart- Contractor's Agreements
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: _____MSys, Inc._____

Authorized Representative's Name: __Rajamani Thiyagarajan_____

Authorized Representative's Signature: _____

Date: ___Jan 27, 2022_____

6. Appendix III – Compliance and Certificate of Good Standings

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: ___MSys, Inc._____

Authorized Representative's Name: ___Rajamani Thiyagarajan_____

Authorized Representative's Signature: _____

Date: ___Jan 27, 2022_____

7. Acknowledgement to Addendum

- **Addendum I**

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.

_____   Rajamani Thiyagarajan
PROPOSERS SIGNATURE   PRINT OR TYPE PROPOSER'S NAME

MSys, Inc.   bw@msysinc.com
COMPANY NAME   EMAIL ADDRESS

- **Addendum II**

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.
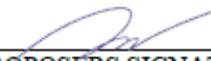
_____   Rajamani Thiyagarajan
PROPOSERS SIGNATURE   PRINT OR TYPE PROPOSER'S NAME

MSys, Inc.   bw@msysinc.com
COMPANY NAME   EMAIL ADDRESS

8. Acknowledgement Form

SUBMIT OFFER TO: **Via Bonfire Web Portal** **UNIVERSITY OF CENTRAL FLORIDA** Phone: (407) 823-2661 www.procurement.ucf.edu https://ucfprocurement.bonfirehub.com/opportunities/49428 Your submission must be uploaded, submitted, and finalized prior to the closing time on **January 13, 2022 @ 2:00pm**. 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 **Appendix 4** for submittal instructions.	**University of Central Florida** **INVITATION TO NEGOTIATE** **Contractual Services** **Acknowledgement Form**

Page 1 of 38 Pages	OFFERS WILL BE OPENED January 13, 2022 @ 2:00pm EST and may not be withdrawn within 120 days after such date and time.	ITN NO. **ITN2021-03**

UNIVERSITY ADVERTISING DATE: **November 17, 2021**	ITN TITLE: **Temporary Labor Services**	

FEDERAL EMPLOYER IDENTIFICATION NUMBER

56-1862003

SUPPLIER NAME MSys, Inc.	REASON FOR NO OFFER:
SUPPLIER MAILING ADDRESS 1025 Connecticut Ave, NW Suite 1000	
CITY - STATE - ZIP CODE Washington, DC 20036	**POSTING OF PROPOSAL TABULATIONS**
AREA CODE TELEPHONE NUMBER (202) 629-0353 x701 FAX: 510-280-7352 EMAIL: bw@msysinc.com	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.

Government Classifications
Check all that apply

- ☐ African American
- ☐ Asian-Hawaiian
- ☐ Hispanic
- ☐ Native American
- ☐ Non-Profit Organization
- ☒ Small Business Federal

- ☐ American Woman
- ☐ Government Agency
- ☐ MBE Federal
- ☐ Non-Minority
- ☐ PRIDE
- ☒ 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)

President
_____
AUTHORIZED SIGNATURE (TYPED), TITLE

9. Appendix I – Supplemental Offer Sheet

APPENDIX I
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS

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

SECTION	YES	NO	RESPONDENT INITIALS
2.1 **Non-negotiable**	✓		RT
2.2 **Non-negotiable**	✓		RT
2.3 **Non-negotiable**	✓		RT
2.4	✓		RT
2.5	✓		RT
2.6 **Non-negotiable**	✓		RT
2.7 Section Not Used			
2.8 **Non-negotiable**	✓		RT
2.9	✓		RT
2.10	✓		RT
2.11 **Non-negotiable**	✓		RT
2.12	✓		RT
2.13 **Non-negotiable**	✓		RT
2.14 **Non-negotiable**	✓		RT
2.15	✓		RT

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

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

Company: ___MSys, Inc.___ Authorized Representative's Name: ___Rajamani Thiyagarajan___
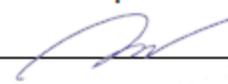
Authorized Representative's Signature: _____ Date: ___Jan 27, 2022___

10.Business License

Sunbiz.org

DIVISION of
CORPORATIONS
an official State of Florida website

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Detail by Entity Name

Foreign Profit Corporation
MSYS, INC.

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Name & Address

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Report Year	Filed Date
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