



MAXIM HEALTHCARE STAFFING SERVICES, INC.

Proposal to University of Central Florida for Temporary Labor Services

ITN No. ITN2021-03

Due by: January 27, 2022 @ 2:00 PM



Submitted by:

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Submitted to:

Trinh Nguyen, Buyer
12424 Research Parkway, Suite 300
Orlando, Florida, 32816
Phone: 407.823.2661
E-mail: trinh.nguyen@ucf.edu

TRANSMITTAL LETTER

7227 Lee Deforest Drive
Columbia, Maryland 21046
Phone: 410.910.1500
bramcgee@maximstaffing.com

January 27, 2022

Trinh Nguyen
12424 Research Parkway, Suite 300
Orlando, Florida 32816

Re: ITN No. ITN2021-03: Proposal to University of Central Florida for Temporary Labor Services

Dear Ms. Nguyen,

Maxim Healthcare Staffing Services, Inc. (Maxim) appreciates this opportunity to submit a bid to University of Central Florida to provide Temporary Labor services. Maxim provides medical, administrative, and educational personnel to educational institutions that exceed our clients' expectations, raising the standard level of care. As a result, Maxim has grown into one of the nation's largest healthcare staffing organizations. We are confident, capable and fully equipped to successfully satisfy all of the requirements set forth in the ITN.

Maxim's local offices in Florida, including our Jacksonville office, are dedicated to supporting UCF and meeting their Temporary Labor needs. UCF will also have at its disposal a dedicated Business Development Manager and a Local Regional Director of Business Development. Additionally, our local office is supported by our corporate headquarters in Columbia, Maryland and other healthcare service lines, providing additional recruitment, administrative and clinical resources.

As we move forward in the solicitation process, I am confident that our team's commitment to quality, our robust experience as Temporary Labor providers, and the scalability and flexibility of our services offerings demonstrates our ability to provide the highest levels of service for UCF.

I am hereby authorized to contractually obligate Maxim and may be contacted at the phone number and email address in our letterhead above. We appreciate the opportunity to assist UCF to achieve their wellness mission and goals.

Sincerely,



Brandan McGee
Assistant Controller

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A. EXPERIENCE AND QUALIFICATIONS OF PROPOSER

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

Maxim is confident, capable and fully equipped to successfully satisfy all of the requirements set forth in the ITN.

With more than 80 brick and mortar staffing offices nationwide, Maxim is able to attract nursing, administrative, and related services professionals in Florida as well as throughout the country to work for the UCF. Maxim employs more than 27,000 healthcare professionals across a variety of modalities and specialties, enabling UCF to access the necessary personnel resources to deliver services for your educational program.

Maxim's structured educational services approach has the distinct advantage of being rooted in our company-established business model that enables us to **currently serve over 2,100 education institutions successfully nationwide, including University of South Florida, Florida State University, and Georgia State University.**

Quality care starts with our commitment to truly understanding the dynamics of UCF and your students. Because we are closely connected to the community, and have a local presence, we understand how to attract and retain qualified providers who are the perfect fit for your education needs, your culture, and the local community and students you serve.

Maxim is one of only a few US companies with comprehensive experience servicing all areas of staffing personnel including administrative and medical staff. Maxim's core competences in this sector include but are not limited to:

Adjunct professors	C COVID-19 Services (testing, tracing, and vaccinations)
Nursing Staff	Administrative Personnel
Diabetic assistance	Psychologists and other mental health staffing
Diastat training	Behavioral Technicians
Special Education teachers	Comprehensive ABA service
Speech Language Pathologists	Audiology/vision screenings
Occupational and Physical Therapists	Immunizations
Licensed Clinical Social Workers	Sign Language Pathologists

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

Historically, Maxim Healthcare Services, Inc. ("Maxim Healthcare") has provided home healthcare and healthcare staffing services. Until 2019, Maxim Healthcare provided healthcare staffing services through either Maxim Staffing Solutions or Maxim Government Services, two "doing business as" entities. In 2019, Maxim Healthcare restructured itself so that Maxim Healthcare Services Holdings, Inc. ("Maxim Holdings") is the parent, and Maxim Healthcare

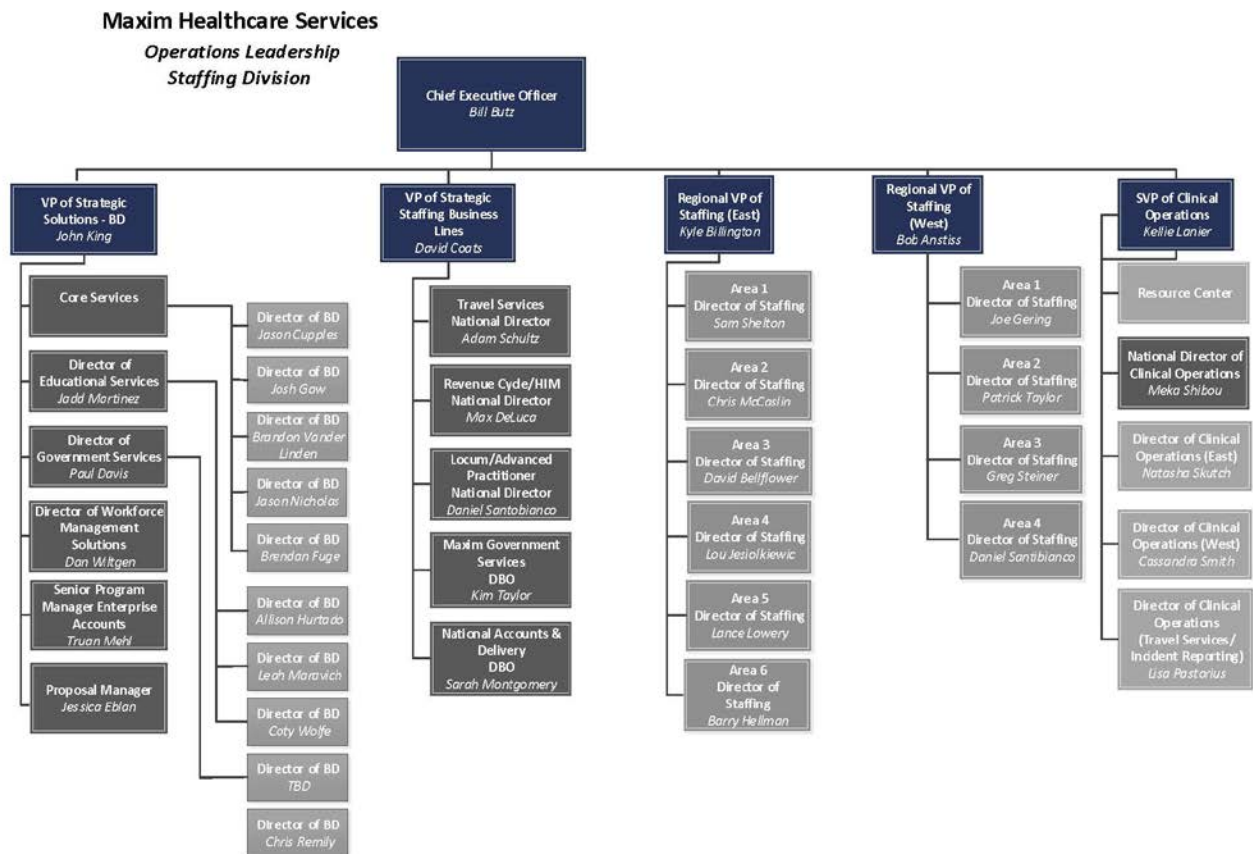
Services, Inc., Maxim Healthcare Staffing Services, Inc. ("Maxim Staffing"), Maxim Corporate Services, LLC ("Maxim Corporate") are Maxim Holdings' subsidiaries. Maxim Healthcare now provides homecare services while Maxim Staffing provides healthcare staffing services. Most of Maxim Staffing's employees previously worked for Maxim Healthcare. Both Maxim Healthcare and Maxim Staffing continue to rely on the same administrative and back-office support they always have including, but not limited to, personnel, IT, and equipment, but that support is now located in Maxim Corporate, which is also staffed mostly by former Maxim Healthcare employees.

Maxim Healthcare has retained all its homecare contracts but, as of January 1, 2020, Maxim Healthcare and Maxim Staffing executed a Contribution Agreement that transferred Maxim Healthcare's staffing assets and contracts, including past performance references, to Maxim Staffing. Maxim Staffing personnel, thus, continue to perform the same work that they always did with the same corporate support, but now under a different corporate name. Maxim Staffing is now working to novate its current Government contracts.

Our organization was established in 1988, with a focus on addressing the nursing shortage through the recruitment and staffing of nurses to healthcare organizations. Since then, Maxim has evolved along with the healthcare industry, and today we work with our customers to develop and deliver solutions centered upon highly effective healthcare delivery, clinical excellence and outstanding student experience. Our strong understanding of the educational marketplace, deep experience and expertise enables Maxim to service nearly every sector of the healthcare industry.

As a privately held organization, with more than 80 non-franchised field offices nationwide, Maxim has the scalability and flexibility to deliver unique and customized healthcare solutions for our customers. Maxim serves as a educational/healthcare partner and provider of choice to more than 6,500 clients nationwide, including state, local and federal government agencies and departments, hospitals, correctional facilities, and nursing homes.

Maxim serves customers and students with a variety of healthcare/educational needs regardless of the student's care setting. Our ability to provide services to a student from the facility to the home, across the continuum of care, makes Maxim a healthcare/educational partner and provider of choice.



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

Maxim has 850 internal employees at our corporate headquarters in Columbia, Maryland. We also have approximately 27,000 employees across all 80 of our national staffing office locations, and approximately 65,000 caregivers in our national database. In our local Jacksonville office, Maxim currently has a candidate database with over 20,000 candidates able to support UCF's Temporary Labor program.

Maxim Healthcare Services was started 34 years ago in 1988. Maxim Healthcare Staffing Services is a spinoff of Maxim Healthcare Services and has been in existence for 4 years.

Financial Statements

**Maxim Healthcare Services Holdings, Inc.
and Subsidiaries**
Consolidated Financial Statements
December 31, 2020

Confidential and Proprietary

Maxim Healthcare Services Holdings, Inc. and Subsidiaries

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December 31, 2020

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Report of Independent Auditors

To the Management of Maxim Healthcare Services Holdings, Inc.

We have audited the accompanying consolidated financial statements of Maxim Healthcare Services Holdings, Inc. and its subsidiaries, which comprise the consolidated balance sheet as of December 31, 2020, and the related consolidated statements of operations, of changes in stockholders' equity and of cash flows for the year then ended.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Company's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Maxim Healthcare Services Holdings, Inc. and its subsidiaries as of December 31, 2020, and the results of their operations and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in black ink, appearing to read 'PricewaterhouseCoopers LLP', with a stylized flourish at the end.

Baltimore, Maryland
April 30, 2021

Maxim Healthcare Services Holdings, Inc. and Subsidiaries
Consolidated Balance Sheet (in thousands)
December 31, 2020

Assets

Current assets

Cash and cash equivalents	\$ 1,861
Accounts receivable and unbilled services, less allowance for doubtful accounts of \$27,925	453,027
Prepaid expenses	13,900
Other current assets	6,294
Total current assets	475,082

Restricted cash	33,044
Property and equipment, net	10,887
Other assets, net	6,462
Total assets	\$ 525,475

Liabilities and Stockholders' Equity

Current liabilities

Bank overdraft	\$ 3,707
Accounts payable	3,937
Accrued compensation and related costs	145,418
Due to affiliate	114
Deferred compensation	5,885
Other accrued expenses	75,827
Credit facility	122,908
Total current liabilities	357,796

Other accrued expenses	2,557
Deferred compensation	113,266
Total liabilities	473,619

Stockholders' equity

Common stock	8
Additional paid-in capital	3,824
Retained earnings	48,024
Total stockholders' equity	51,856
Total liabilities and stockholders' equity	\$ 525,475

The accompanying notes are an integral part of these consolidated financial statements.

Maxim Healthcare Services Holdings, Inc. and Subsidiaries
Consolidated Statement of Operations (in thousands)
Year Ended December 31, 2020

Revenues	\$ 2,126,760
Operating expenses	<u>1,994,890</u>
Income from operations	131,870
Other Income	2,262
Investment income	260
Interest expense	<u>(2,725)</u>
Income before provision for income taxes	131,667
Provision for income taxes	<u>3,779</u>
Income from continuing operations	127,888
Loss from discontinued operations, net of taxes	(456)
Net income	<u>\$ 127,432</u>

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The accompanying notes are an integral part of these consolidated financial statements.

Maxim Healthcare Services Holdings, Inc. and Subsidiaries
Consolidated Statement of Changes in Stockholders' Equity (in thousands)
Year Ended December 31, 2020

	Common Stock	Additional Paid-in Capital	Retained Earnings	Total
Balance, December 31, 2019	\$ 4	\$ 556	\$ 48,656	\$ 49,216
Issuance of common stock	-	3,268	-	3,268
Stock dividends on common stock	4	-	(4)	-
Cash dividends on common stock	-	-	(128,060)	(128,060)
Net income	-	-	127,432	127,432
Balance, December 31, 2020	<u>\$ 8</u>	<u>\$ 3,824</u>	<u>\$ 48,024</u>	<u>\$ 51,856</u>

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The accompanying notes are an integral part of these consolidated financial statements.

Maxim Healthcare Services Holdings, Inc. and Subsidiaries
Consolidated Statement of Cash Flows (in thousands)
Year Ended December 31, 2020

Cash flows from operating activities

Net income	\$	127,432
Adjustments to reconcile net income to net cash (used in) provided by operating activities		
Depreciation and amortization		7,978
Amortization of capitalized financing costs		273
Deferred taxes		1,992
Stock compensation expense		3,268
Deferred compensation expense		49,903
Loss on sale of fixed assets		48
Loss on sale of Orbis Clinical		456
Changes in operating assets and liabilities		
(Increase) decrease in:		
Accounts receivable and unbilled services, net		(218,225)
Prepaid expenses		(7,343)
Other current assets		910
Other non-current assets		(404)
(Decrease) increase in:		
Accounts payable		(2,614)
Accrued compensation and related costs		4,912
CARES Act social security tax deferral		61,954
Deferred compensation		(20,433)
Due to affiliate		107
Other accrued expenses		(8,834)
CARES Act grant deferred revenue		32,886
Net cash provided by operating activities		<u>34,266</u>

Cash flows from investing activities

Purchases of fixed assets	(5,091)
Proceeds from sale of assets	11
Proceeds from sale of Orbis Clinical	1,900
Net cash used in investing activities	<u>(3,180)</u>

Cash flows from financing activities

Borrowings under credit facility	1,147,446
Payments under credit facility	(1,042,196)
Payments made for financing fees	(731)
Dividends on common stock	(128,060)
Net cash used in financing activities	<u>(23,541)</u>
Net increase in cash, cash equivalents, and restricted cash	7,545

Cash, cash equivalents, and restricted cash

Beginning of year	27,360
End of year	<u>\$ 34,905</u>

Supplemental cash flow information

Cash paid for	
Interest	\$ 2,254
Taxes	1,865

The accompanying notes are an integral part of these consolidated financial statements.

**The Home Healthcare Division of
Maxim Healthcare Services, Inc.
and Subsidiaries**

**Combined Financial Statements
December 31, 2019 and 2018**

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**The Home Healthcare Division of
Maxim Healthcare Services, Inc. and Subsidiaries**
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December 31, 2019 and 2018

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Report of Independent Auditors

To the Management of Maxim Healthcare Services, Inc.

We have audited the accompanying combined financial statements of The Home Healthcare Division of Maxim Healthcare Services, Inc. and its subsidiaries, which comprise the combined balance sheets as of December 31, 2019 and 2018, and the related combined statements of operations, of changes in invested equity and of cash flows for the years then ended.

Management's Responsibility for the Combined Financial Statements

Management is responsible for the preparation and fair presentation of the combined financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of combined financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Company's preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of The Home Healthcare Division of Maxim Healthcare Services, Inc. and its subsidiaries as of December 31, 2019 and 2018, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



Emphasis of Matters

As discussed in Note 1 to the combined financial statements, the Company has entered into significant transactions with Maxim Healthcare Services, Inc. and its subsidiaries. Our opinion is not modified with respect to this matter.

PricewaterhouseCoopers LLP

Baltimore, Maryland
March 2, 2020

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**The Home Healthcare Division of
Maxim Healthcare Services, Inc. and Subsidiaries**
Combined Balance Sheets (in thousands)
December 31, 2019 and 2018

	2019	2018
Assets		
Current assets		
Cash and cash equivalents	\$ 25,549	\$ 14,595
Accounts receivable, net	150,752	146,373
Prepaid expenses	1,094	1,042
Other current assets	370	337
Total current assets	177,765	162,347
Restricted cash	1,811	4,172
Property and equipment, net	4,529	5,285
Other assets, net	14,791	14,607
Total assets	<u>\$ 198,896</u>	<u>\$ 186,411</u>
Liabilities and Stockholders' Equity		
Current liabilities		
Bank overdraft	\$ 6,765	\$ 1,678
Accounts payable	563	592
Accrued compensation and related costs	46,603	35,204
Deferred compensation	4,344	1,084
Other accrued expenses	30,523	41,698
Credit facility	18,500	-
Total current liabilities	107,298	80,256
Deferred compensation	36,304	9,696
Total liabilities	<u>143,602</u>	<u>89,952</u>
Invested equity		
Net parent investment	55,294	96,459
Total invested equity	<u>55,294</u>	<u>96,459</u>
Total liabilities and invested equity	<u>\$ 198,896</u>	<u>\$ 186,411</u>

The accompanying notes are an integral part of these combined financial statements.

**The Home Healthcare Division of
Maxim Healthcare Services, Inc. and Subsidiaries**
Combined Statements of Operations (in thousands)
Years Ended December 31, 2019 and 2018

	2019	2018
Revenues	\$ 1,137,715	\$ 1,033,962
Operating expenses	<u>1,066,931</u>	<u>989,344</u>
Income from operations	70,784	44,618
Investment income	437	412
Interest expense	(1,357)	(2,518)
Net income	<u>\$ 69,864</u>	<u>\$ 42,512</u>

The accompanying notes are an integral part of these combined financial statements.

**The Home Healthcare Division of
Maxim Healthcare Services, Inc. and Subsidiaries**
Combined Statements of Changes in Invested Equity (in thousands)
Years Ended December 31, 2019 and 2018

	Parent Investment
Balance, December 31, 2017	\$ 20,641
Net income	42,512
Net transfers from the parent	33,306
Balance, December 31, 2018	<u>96,459</u>
Net income	69,864
Net transfers to the parent	(111,029)
Balance, December 31, 2019	<u>\$ 55,294</u>

The accompanying notes are an integral part of these combined financial statements.

**The Home Healthcare Division of
Maxim Healthcare Services, Inc. and Subsidiaries**
Combined Statements of Cash Flows (in thousands)
Years Ended December 31, 2019 and 2018

	2019	2018
Cash flows from operating activities		
Net income	\$ 69,864	\$ 42,512
Adjustments to reconcile net income to net cash (used in) provided by operating activities		
Depreciation and amortization	2,429	2,653
Amortization of capitalized financing costs	286	304
Deferred compensation expense	9,972	2,676
Loss on sale of fixed assets	47	46
Changes in operating assets and liabilities		
(Increase) decrease in:		
Accounts receivable, net	(4,378)	(25,091)
Prepaid expenses	(52)	(17)
Other current assets	(33)	79
Other non-current assets	-	(27)
Increase (decrease) in:		
Accounts payable	5,017	(1,252)
Accrued compensation and related costs	11,399	492
Deferred compensation	(4,792)	(747)
Other accrued expenses	(11,175)	16,188
Net cash provided by operating activities	<u>78,584</u>	<u>37,816</u>
Cash flows from investing activities		
Purchases of fixed assets	<u>(1,551)</u>	<u>(1,902)</u>
Net cash used in investing activities	<u>(1,551)</u>	<u>(1,902)</u>
Cash flows from financing activities		
Borrowings under credit facility	540,500	601,000
Payments under credit facility	(522,000)	(659,800)
Payments made for financing fees	(600)	-
Net transfers (to)/from the Parent	<u>(86,340)</u>	<u>33,306</u>
Net cash used in financing activities	<u>(68,440)</u>	<u>(25,494)</u>
Net increase in cash, cash equivalents, and restricted cash	8,593	10,420
Cash, cash equivalents, and restricted cash		
Beginning of year	<u>18,767</u>	<u>8,347</u>
End of year	<u>\$ 27,360</u>	<u>\$ 18,767</u>
Supplemental cash flow information		
Cash paid for		
Interest	\$ 1,041	\$ 2,404
Non-cash activities		
Purchases of property and equipment in accounts payable	\$ 102	\$ -
Contribution of deferred compensation obligation from Parent	\$ 24,689	\$ -

The accompanying notes are an integral part of these combined financial statements.

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

- Company/University name and address
- Services rendered and length of service
- Contact information for reference at UCF discretion

Proven performance is the best predictor of future success. Below we have provided three references who can speak to Maxim's experience in providing exemplary staffing services.

UNIVERSITY OF SOUTH FLORDIA

Location:	4202 E Fowler Ave. Tampa, FL 33620
Contact Name & Title:	Jacqueline Wilkinson, RN, BSN Quality Nurse Manager
Phone Number:	813-974-1803
Email Address:	jwilkins@usf.edu
Services Offered:	Clinic/COVID testing nurse

FLORIDA STATE UNIVERISTY

Location:	600 W. College Ave, Tallahassee, FL 32306
Contact Name & Title:	Lisa Robbins, Program Manager School of Physician Assistant Practice
Phone Number:	850-644-1732
Email Address:	lisa.robbins@med.fsu.edu
Services Offered:	Clinic Nurses, COVID support staff, Medical Assistants

GEORGIA TECH UNIVERSITY

Location:	740 Ferst Dr NW, Atlanta, GA 30332
Contact Name & Title:	Ina Collins, Nursing Manager – Stamps Student Health Services
Phone Number:	404-385-3695
Email Address:	ina.collins@health.gatech.edu
Services Offered:	Clinic Nursing Staff, COVID testing/Vaccine support staff

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).

Maxim has a float pool of staff of over 20,000 candidates to staff this project. In order to confirm staff, Maxim would need to confirm specific needs with UCF. This robust database of candidates who will be contacted and confirmed once more assignment-specific information is given.

Without that information, it is difficult to get a firm commitment from our staff. Maxim will assign an account management team which will oversee this account. **Mr. Jadd Martinez, Director of Educational Services**, has over 18 years of experience developing innovative healthcare solutions for educational clients across the country. Mr. Martinez and his team will work in conjunction with **Ms. Erin Gallagher, Business Development Manager**, who will serve as the primary point of contact for the UCF during the procurement and program implementation phase. **Mr. Ryan Lamping, Regional Director of Business Development**, will serve as the backup point of contact to ensure continuity of service. **Erin** and **Ryan**, serve as the leaders of Maxim's Jacksonville Office healthcare services operations and will share responsibility in planning, implementing, and managing the services proposed to the UCF. Maxim's business leadership team is supported by Healthcare Recruiters/Staffing Coordinators, who will recruit Temporary Labor personnel, and handle UCF requests and scheduling.

Resumes for our account management team can be found below.

Jadd Martinez

National Director of Educational Services



Summary

Jadd began his career with Maxim as a Recruiter in 2003. From there he was promoted to Accounts Manager in 2005 where he spent the next four years running the Santa Maria, CA office. In 2009, he transitioned into a Director of Business Development, and in 2014 was asked to lead as the National Director of Educational Services.

Key Service Capabilities and Responsibilities

- ▶ Consultative approach
- ▶ Transparency and Accountability
- ▶ Contract Implementation
- ▶ Consistent follow up and follow through
- ▶ Focus on consistency in service delivery
- ▶ Client relationship building
- ▶ Team development
- ▶ Market strategy

Jadd's experience as a Recruiter and Accounts Manager afforded him the opportunity to learn all facets of Maxim's services, with a concentrated focus on operations and business development. In his current role, Jadd is responsible for building an overall strategy and vision for Maxim's Educational Services division. Aligning resources to effectively deliver the full complement of Maxim's services is imperative to the continued growth of this division.

Key Clients

Broward County Public Schools (1997 – present)

Maxim has been a longstanding partner with Broward County Public Schools, providing high quality LPN and RN services to over 30 school sites throughout the district. Maxim provides a wide range of healthcare services to students with various diagnoses (diabetes, G-tube's, respiratory issues, tracheotomy care, seizure monitoring, and catheterizations).

Los Angeles Unified School District (2004 – present)

Maxim provides IEP and 504-specific services to LAUSD (one-on-one nursing for medically fragile students on trach's, g- tubes and ventilators, and healthcare aides). Maxim also provides high quality staff to assist with LAUSD's diabetic assistance program, and has a school clinical supervisor in place to oversee healthcare delivery and competency.

Pittsburgh Public Schools (2010 - present)

Maxim is currently the prime vendor for healthcare services with Pittsburgh Public Schools, and currently provides over 100 healthcare professionals to schools throughout the district. Maxim has partnered with PPS to implement an ACCESS education training for healthcare providers, which has increased district Medicaid reimbursement by over \$800k.

Additional Experience

Prior to joining Maxim, Jadd worked for Premier Parks as an Operations Supervisor where he managed a team of 150+ employees, built out Standard Operating Procedures and implemented training programs to increase safety and customer service. His accomplishments at Premier Parks resulted in receipt of the Ellis & Associates highest awards for safety and training.

Educational Background and Achievements:

Pepperdine University

B.A., International Management – 2003

American Red Cross

BLS Instructor Trainer

American Heart Association

BLS Instructor

Ryan Lamping

*Regional Director of Business Development
Educational Services- Southeast Region*



Summary

Ryan began his career with Maxim as a Healthcare Recruiter in 2016. Ryan spent the last four years developing and managing the Cincinnati Schools Division, the first dedicated office in Ohio. Ryan was promoted to Business Development Manager in November of 2018, due to the increased focus and districts that Cincinnati works with. Ryan expanded his role to serve as the Regional Director of Business Development over the Southeast region, supporting local offices in their commitment to Educational Services providers.

Key Service Capabilities and Responsibilities

- ◆ Consultative and transparent approach
- ◆ Leading and managing local teams
- ◆ Contract and fiscal support
- ◆ Consistent follow up and follow through
- ◆ Ensuring consistency in service delivery
- ◆ Client relationship building

Ryan's experience as both an Educational Services Recruiter and Business Development Manager, allows him to effectively coordinate and establish working relationships with clients all over the country, as well as develop the local managers and their teams. Ryan's primary focus area has always been customer service and business development. In his current role, Ryan is responsible for providing training and resources to support local office leaders who are providing Educational Staffing services in the Southeast Region.

Key Clients:

Princeton City Schools (2013 - present)

Maxim is currently the primary vendor for healthcare services and Clinic Nursing Support with Princeton City Schools, and currently provides staffing support for all of their IEP and 504-specific services.

ACCEL Schools Ohio (2017-present)

Maxim has been providing exceptional Related Services, specifically Special Education Support, to ACCEL for the last 3 years. ACCEL has over 30 schools in Ohio and we have provided over 20 Intervention Specialists across the state, specifically 5 this past year in Dayton and Columbus alone. Additionally, we have provided Certified General Education Teachers, Resident Educator Teachers, and other Related Services Personnel. We have maintained exceptional relationships, while ensuring that communication and customer service are constantly at the forefront.

Warren County Educational Service Center (2018-present)

Maxim has been a provider for the Warren County ESC for the past 3 school years. Maxim has been able to assist with staffing personnel needs in a multitude of disciplines.

Educational Background and Achievements:

Xavier University, B.A. in Business Management- 2015

Erin Gallagher

Business Development Manager



Summary

Erin began her career at Maxim 5 years ago in 2018 as a Healthcare Recruiter. This year in 2021, she transferred into her current role as Business Development Manager.

Key Service Capabilities and Responsibilities

- ▶ Team Development
- ▶ Operations Managed
- ▶ Time Management
- ▶ Client/Customer relationship building
- ▶ Recruitment
- ▶ Sales

Experience

Business Development Manager – Maxim Healthcare Staffing Services – 2021 - Present

- ▶ Assess business opportunities in the market and partner with school districts to close gaps in staff deficiencies
- ▶ Manage recruitment team to ensure delivery expectation is met on requisitions
- ▶ Consult with school districts on various solutions depending on obstacles they face

Healthcare Recruiter III – Maxim Healthcare Services – 2018 – 2021

- ▶ Recruit qualified nurses to perform in home visits with patients that include infusions, wound care, wound vac changes, injections and teachings as well as private duty nursing care.
- ▶ Communicated with referral sources at hospitals, medical offices and pharmacies to coordinate care and schedule effectively. Work with insurance providers to obtain correct authorization for services.
- ▶ Conducted weekly meetings to determine authorization statuses, order/frequency changes, discharges or other pertinent changes in conditions with patients and make proper adjustments when needed.
- ▶ Managed daily operations for a team of clinical personnel and client coordinator

Sales and Marketing Services Coordinator – Mosaic Pro North America – 2017 to 2018

- ▶ Managed internal online ordering site for equipment placed in grocers nationwide. (ie. Hormel, Crystal Farms, Kraft Heinz) and oversaw warehouse operations.
- ▶ Assisted with reoccurring monthly execution of nationwide mailing program to deliver POS items to representatives in a timely and efficient manner.
- ▶ Supported account executives by creating client presentations, proposals and purchase orders

Talent Acquisition Specialist – PLS Logistics Services – 2014 to 2016

- ▶ Performed high volume, full life cycle recruiting including: sourcing, interviewing, scheduling, overseeing orientation/onboarding process. Consistently ranking as top performer for goals.
- ▶ Organized events statewide and conducted 50-100 outbound calls/day to increase recruiting efforts.
- ▶ Developed and maintained relationships with Career Services offices at various state universities.

Nursing Admissions Coordinator – Southwest Florida College – 2013 to 2014

- ▶ Daily tasks included; 150+ outbound calls, appointment sets, student interviews, campus tours
- ▶ Facilitate enrollment process of students, making sure all requirements were met beforehand
- ▶ Coordinated with the VP of Marketing and Director of Nursing to increase enrollments.

Educational Background and Achievements:

University of Central Florida

B.S. in Business Administration, 2012

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.

Maxim staff has a skill set that includes administrative, management, and technical; thus, will not be utilizing any subcontracts for this project.

Maxim is among an elite group of organizations that have achieved Joint Commission Certification for our nurse and allied health facility staffing services. This honor is further proof that our staffing customers receive excellence in leadership, human resources management, performance measurement & improvement, and information management.

Staff is managed by the account management team above. During the term of this contract, all personnel has access to the following training to assure quality service is provided to UCF.

Maxim strives to be an Employer of Choice for nurses, mid-level professionals, physicians, therapists, administrative specialists and other specialty healthcare providers through our professional growth opportunities offered to improve care quality for our consumer and client experience. Care training allows for quality clinical care focused on specific client cases, healthcare needs, healthcare trends, as well as compliance with state, federal, local, and consumer requirements and certifications, including Medicaid, Medicare, Joint Commission and ACHC guidelines. Continuous training and evaluation boosts retention, resulting in continuity of care for clients receiving healthcare services.

Training	Course description	Hours/time	Types of staff	Occurrence of training
Orientation	Maxim provides orientation for all new healthcare professionals during their initial stages of employment. Orientations are tailored per profession, with an aim to familiarize employees with Maxim's policies and procedures. Employees must complete orientation to be eligible for assignment. A member of management signs a copy of the employee's Orientation Checklist and places it in their employee file.	Varies based on role, may be a few hours or a few days.	All newly hired staff	Upon hire
Hands on competencies	The RN/LPN must complete all tests and modules with at least a score of 80%. Upon completion and per policy hands on competency evaluation will be performed.	Varies based on job description 1 day to 1 week	All clinical hands on care employees	Upon hire and annually per policy
Compliance Training	Compliance training specifically addresses the skills needed to successfully comply with Federal	Varies bases on	All Maxim employees, including our healthcare	Initial orientation

	and Company compliance and Ethics requirements and expectations.	job description 2-8 hours	contract labor staff.	Annually there after
Biomedical Waste/OSHA Blood Borne Pathogens	BMW training includes definition around BMW, proper handling and transportation. OSHA training includes common blood borne pathogens, worker safety and proper handling	1 hour	Clinicians	Upon hire and annually
Recurring Training	As required, Maxim will conduct training sessions to appropriately disseminate and educate staff on new policies or procedures. Maxim offers our contracted staff Professional Development in-service training, based on their service modality and position.	Varies based on job description	All healthcare providers	Annually or as needed during the year

Our training sessions are complemented with our on-line resources to keep nurses and other healthcare professionals up-to-date on the latest medical practices. These resources are available, at no cost to our contracted staff, through MyMaximConnect (MMC), our training portal or through our partnered external sources, such as MedCom.

Maxim will work with the County to identify certain areas where we can provide training so that our staff is better able to work with the County patient population. These trainings, which are customized by modality and State/facility specific requirements, illustrate Maxim's commitment to the Professional Development of our contracted employees and the quality of the candidates being proposed to the County. Maxim's standard professional development training includes but is not limited to the following topics:

Professional Development Training		
Professional Development	Frequency	Duration
"In the Knows"- Maxim specific professional development materials and testing include but are not limited to the following areas:		
◆ Understanding Autism	Annually/As Needed	1 hour
◆ Ethical Dilemmas in Healthcare	Annually/As Needed	1 hour
◆ Reporting & Documenting Client Care	Annually/As Needed	1 hour
◆ Professionalism & Work Ethic	Annually/As Needed	1 hour
◆ Working with Difficult & Combative Individuals	Annually/As Needed	1 hour
◆ Infection Control & Hand Washing	Annually/As Needed	1 hour
◆ Working with a Team	Annually/As Needed	1 hour
◆ Personal/Professional Boundaries	Annually/As Needed	1 hour

Professional Development Training		
◆ Legal Issues	Annually/As Needed	1 hour
◆ Personal Safety in the Workplace	Annually/As Needed	1 hour
◆ Critical Thinking Skills	Annually/As Needed	1 hour
◆ Understanding Cultural Diversity	Annually/As Needed	1 hour
◆ General Compliance Training	Pre-Employment/Annually	1 hour
◆ Clinical Compliance Training	Pre-Employment/Annually	2 hours
◆ General Compliance Training	Pre-Employment/Annually	1 hour
◆ Clinical Compliance Training	Pre-Employment/Annually	2 hours
◆ OSHA	Pre-Employment/Annually	30 minutes
◆ Facility Staffing Guidelines	Pre-Employment/Annually	30 minutes
◆ Medicaid Reimbursement training (IEP Writer)	Pre-Employment/Annually	2 hours
Total Number of Hours:		20

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

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

Maxim has the capacity to supply UCF with the following number of local candidates in our database, as necessary.

Service Category	# of Candidates
Administrative	20,305
RN	43,452
LPN	45,682
SLP	778
PT	1,566
OT	786
BCBA	20
BT	678
Psychologists	42
Social Worker	298

Maxim proposes the following plan to ensure the fulfillment of UCF Scope of Services. It comprises the **Purpose, Approach, Scope, Plan Objectives, and Project Execution**. We have also included those major tasks and sub-tasks that we feel will be essential to optimal service execution.

Purpose

The purpose of Maxim's plan is to successfully execute a consistent, compliant, and continuous fill for the Temporary Labor positions UCF requires. Further, our plan's purpose extends to the utilization of established, internal operational mechanisms that address those staffing/statement of work variables that are distinct to school districts and exceptional education needs.

Approach

Maxim's overall approach is to create and maintain a pool of Temporary Labor personnel who are ready for assignment and placement within UCF schools in order to fulfill the expressed contract requirements. **Maxim will be placing a special emphasis on adding to an existing pool of professionals with experience providing care within schools.** We will grow this pool through a targeted, locally sourced, and ongoing recruitment campaign. This candidate pool will have met Maxim's standards and meet UCF qualifications as stated in the RFP.

Maxim's **local Jacksonville staffing office** will be continually recruiting for the required positions to ensure our services are delivered promptly and the positions consistently and continually filled.

Sourcing Strategy

The first step in Maxim's recruiting process involves sourcing high-quality professionals available to work on customer assignments. The sourcing process begins with a thorough evaluation of UCF's technical and cultural requirements for a best-fit candidate, including licensure, certification, and skills competencies as well as workplace culture, environment, and personality fit. Recruiters use this information to develop a customized sourcing strategy. We look first to our proprietary database of existing and available professionals. This system provides fast access to qualified candidates through electronic employer-to-customer matching services based on a position or student's specific requirements and candidate availability, qualification, and experience. We then engage our inactive candidates to assess availability and interest. All of our active and inactive candidates have been prescreened so they can be placed as quickly as possible when UCF needs arise.

To bolster our sourcing strategy, our dedicated recruiters also leverage the following:

- ▶ Online job board advertising
- ▶ Targeted direct mail campaigns
- ▶ Email marketing
- ▶ Search engine advertising
- ▶ Local advertising
- ▶ Strategic telephone outreach

We personally connect with local professionals through career fairs and tradeshow, professional associations, online newsletters, and social media marketing. Our recruiters are deeply entrenched in their local communities and their people. They use these connections to elicit referrals and network with local organizations with relevant talent pools.

Screening Process

Maxim requires each candidate to complete a comprehensive screening process. Before a candidate can be considered for employment, our on-site credentialing and compliance coordinators verify education, references, prior employment, licenses and certifications, criminal history and exclusionary checks. After confirming eligibility for employment, candidates must complete a skills verification test, compliance training, OSHA training, and complete competency testing in their applied specialty.

Maxim prefers at least one year of experience for our contracted personnel. **Maxim also prefers at least an additional year of pediatric experience prior to being evaluated for school assignments, depending on services required.** We require the following:

- ▶ Completed Application/Interview
- ▶ Florida License
- ▶ Criminal Background Check
- ▶ Reference Checks
- ▶ Supporting I-9 Documentation

Employee files are audited and updated monthly, and prior to assignment, credentials are verified as current. Throughout the hiring process, expiration dates are reviewed on the following documents for each candidate:

- ▶ Applicable practitioner certificate
- ▶ CPR card
- ▶ Valid Picture ID

Staffing Approach

Once Maxim receives notification of a request, **we will respond promptly**. UCF supplemental personnel **needs are always treated as a priority and are dealt with the highest level of urgency**. Maxim will fill these needs on an “as soon as possible” basis with the appropriate professional.

Our team is on call to handle requests after hours, on weekends and during holidays. In addition, because all of Maxim’s employees have undergone a thorough credentialing process that includes criminal background checks, when presenting candidates for consideration, Maxim will be well-positioned to facilitate and advance the placement process in a timelier manner.

Scope

Maxim’s plan applies to the Temporary Labor personnel we have noted above who will be involved in the performance of the contract resulting from UCF’s RFP. The plan will require the active and compliant participation of Maxim’s Jacksonville based local account management team, and the personnel placed on assignment at UCF facilities to successfully execute the contract’s scope of work.

Plan Objectives

The objective of Maxim’s plan is to ensure that the procured services are implemented and maintained in accordance with the contract requirements. Maxim’s commitment to quality service provision and customer satisfaction has solidified our leadership position in the school staffing industry. Maxim’s service approach is designed to achieve and maintain a level of customer satisfaction that meets and/or exceeds the service performance expectations of UCF.

For this contract, the fundamental factors for maintaining quality service delivery will depend upon the effectiveness of:

- ▶ Account Management
- ▶ Maxim’s commencement of services on determined contract start date
- ▶ Staffing process
- ▶ Maxim’s ongoing recruitment and structured screening for appropriate placement of Temporary Labor personnel
- ▶ Licensure verification, reference, fingerprint, and background check activities
- ▶ Competency testing for Temporary Labor positions
- ▶ Continuing education and orientation activities
- ▶ Maintaining pool of exceptional education resources, particularly those with experience in a school setting
- ▶ Evaluation and retention of Maxim’s experienced personnel
- ▶ Managing performance outputs against contract requirements
- ▶ Consistent, open communication with designated UCF representatives

FORMS

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		ITN NO: ITN2021-03
and may not be withdrawn within 120 days after such date and time.			
UNIVERSITY ADVERTISING DATE: November 17, 2021	ITN TITLE: Temporary Labor Services		
FEDERAL EMPLOYER IDENTIFICATION NUMBER 83-2976157			
SUPPLIER NAME Maxim Healthcare Staffing Services, inc.		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS 7227 Lee Deforest Drive			
CITY - STATE - ZIP CODE Columbia, MD 21046			
AREA CODE 410	TELEPHONE NUMBER 910.1500	POSTING OF PROPOSAL TABULATIONS 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: 410.910.2077		
	EMAIL: bramcgee@maximstaffing.com		

Government Classifications

Check all that apply

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

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

GENERAL CONDITIONS

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

2. **EXECUTION OF OFFERS:** Offers must contain a manual signature of the representative authorized to legally bind the Respondent to the provisions herein. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the Supplier are to be initialed.

3. **NO OFFER SUBMITTED:** If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explaining the reason in the space provided above. Failure to respond

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



AUTHORIZED SIGNATURE (MANUAL)

Brandon McGee

AUTHORIZED SIGNATURE (TYPED), TITLE

APPENDIX I
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS

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

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

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

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

Company: Maxim Healthcare Authorized Representative's Name: Brandon McGee
 Staffing Services, Inc.
 Authorized Representative's Signature:  Date: 01/26/2022

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Maxim Healthcare Staffing Services, 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: Maxim Healthcare Staffing Services, Inc.

Authorized Representative's Name: Brandan McGee

Authorized Representative's Signature: 

Date: 01/26/2022

APPENDIX III
COMPLIANCE AND
CERTIFICATION OF GOOD STANDINGS

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

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

CERTIFICATION

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

Company: Maxim Healthcare Staffing Services, Inc.

Authorized Representative's Name: Brandan McGee

Authorized Representative's Signature: 

Date: 01/26/2022



UNIVERSITY OF CENTRAL FLORIDA

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

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA

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

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I ADDENDUM DATE: December 15, 2021

Purpose of this addendum is to:

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

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



PROPOSERS SIGNATURE

Brandon McGee

PRINT OR TYPE PROPOSER'S NAME

Maxim Healthcare Staffing Services, Inc. bramcgee@maximstaffing.com
COMPANY NAME EMAIL ADDRESS



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

Brandon McGee

PRINT OR TYPE PROPOSER'S NAME

Maxim Healthcare Staffing Services, Inc. bramcgee@maximstaffing.com

COMPANY NAME EMAIL ADDRESS