

Proposal Submittal To
University of Central Florida

**Invitation to Negotiate ITN# 2021-03TCSA
Temporary Labor Services
Opening Date & Time: January 27, 2022 at 2:00 PM**

Submitted by:



6750 N Andrews Ave, Suite 200
Ft. Lauderdale, FL 33309
Tel: (954) 938 - 2800
Fax: (954) 938 - 2004
www.radgov.com

<p align="center">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</p> <p>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.</p>		<p align="center">University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form</p>	
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		and may not be withdrawn within 120 days after such date and time.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 20-2752989			
SUPPLIER NAME RADgov, Inc.		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS 6750 N. Andrews Ave, Suite 200			
CITY - STATE - ZIP CODE Fort Lauderdale, Florida 33309			
AREA CODE 954	TELEPHONE NUMBER 938 2800	<p align="center">POSTING OF PROPOSAL TABULATIONS</p> 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: 938 2004		
	EMAIL: clee@radgov.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 checked="" 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

- 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.
- 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.
- 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)

Clarisey Lee, Contracts Administrator

AUTHORIZED SIGNATURE (TYPED), TITLE

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

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

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

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

Suppliers shall submit properly certified original invoices to:

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

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

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

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

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

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



RADgov, Inc.
6750 N Andrews Ave, Suite 200
Ft. Lauderdale, FL 33309
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Fax: (954) 938 - 2004
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January 25, 2022

Attn: Trinh Nguyen
Procurement Services Department
12424 Research Parkway, Suite 300
Orlando, FL 32816-0975
trinh.nguyen@ucf.edu
Phone: 407-823-2661
Fax: 407-823-5551

RE: Temporary Labor Services ITN# 2021-03TCSA

Dear Ms. Nguyen,

RADgov, Inc. (henceforth referred to as RADgov) is pleased to submit a response for the ITN "Temporary Labor Services" to University of Central Florida (UCF)

RADgov, Inc. is a Certified Minority and Women Owned Small Business Enterprise (WOSB) with over sixteen (16) years of experience in providing temporary staffing services. RADgov leverages its strong experience and expertise in providing similar services to various clients to provide qualified professional, timely response and cost effective services.

RADgov has been providing similar services to clients like US House of Representatives, US Department of Army, US Department of Agriculture, Equal Employment Opportunity Commission, CA Southern California Association of Governments, CA Eastern Municipal Water District, CA University of Sunnyvale, CA Riverside County Medical Center, WA Community Transit, MD Maryland Health Benefit Exchange, WA King County, FL Broward County etc..

We meet all the requirements and will comply with Terms and Conditions set in ITN. RADgov acknowledges the receipt and review of addendum# 1 & 2.

Please find our proposal enclosed and should you need any clarification regarding our proposal, please feel free to call me at (954) 938 - 2800 or via email clee@radgov.com / contracts@radgov.com

Sincerely,

Clarisey Lee (Contracts Administrator)
RADgov, Inc.

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Experience and Qualification 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.

RADgov is best qualified to perform the services required

- More than sixteen (16) years of experience
- Strong Industry Knowledge and Experience
- Excellent Leadership
- Financial stability
- “just in time” staffing solution, with direct access to database with active profiles of more than 500k qualified IT people
- Excellent Turnaround time - With our own AI enabled applicant tracking system and different tools involved in end-to-end delivery
- Competitive rates
- Flexibility, to scale up and down and supplement employees to meet demand
- Can provide onsite representative

Contract Management and Client Satisfaction:

The RADgov proposed Project Manager will draw up a Project Administration & Quality Plan at the beginning of the contract. This will encompass all significant activities to be undertaken towards meeting the entire Customer's deliverables as specified in the RFP. It will include all phases to be carried out and the deliverables from each phase, organizational interfaces and progress control mechanisms to ensure that the project can be tracked against the defined plan.

The Project Administration & Quality Plan will specifically address all verification and validation activities (such as reviews and testing) to be carried out and the responsible persons for those activities to ensure that all deliverables meet the stated quality requirements. Project management tools such as MS-Project/Primavera for Windows are used to monitor and track the project tasks. The contract status will be reviewed on a periodic basis and updated to the client team.

RADgov has adopted various measures in tracking the performance, following are the some of them:

- We develop status reports which ensure that we are providing services within said timeframe and quality.
- We check the performance reports of our proposed candidates.
- We request our client to fill performance questionnaire for our proposed candidates periodically.
- We have frequent interactions with Client Project Coordinator and Client Staff members to know their views and inputs on our performance.

Our Project Manager will coordinate with University for any reports, meetings and reviews

- **Status Reporting:** We will formally report/Share with the client with Project Status Report (PSR) at regular intervals as mutually agreed.
- **Issue Resolution:** The purpose of the Issue Management process is to ensure that all Project issues are documented, tracked and resolved. Issues are items identified during a program that may impact the scope, timing, and the ultimate success of the program.
- **Risk Management Plan and Procedures:** Risks are inherent in any project. Risk Management is an integral part of our project management. Our project team bases their approach to Risk Management on a proactive style developed to anticipate, track, and plan for and minimize the consequence of risk factors.
- **Weekly Status Meetings** - The Account Manager participates in weekly status meetings with the recruiting staff. The goal of the meeting is to discuss and develop recruiting strategies for new requirements, and to review the status of existing requirements.
- **Monthly Account Review** – Concerned Authorized personnel (Project Manager or Director) will meet with the Account Manager on a monthly basis to review account activities. Topics include: filed orders, unfiled orders, open orders, anticipated orders, trend analysis, and skill requirements.

Our Proposed Project Manager will be involved in:

- Helping manage Quality Assurance & performance improvements
- Issuing reports that detail audit findings and recommendations.
- Maintaining records such as quality ratings.
- Providing Periodic updates
- Participate in meetings, presentations and other events
- Relationship building

Resource Management System

RADgov's home grown Resource Management Group (RMG) offers a unique combination of exhaustive staffing experience; diverse resource pools and extensive IT experience. Additionally, our latent resource pool enables us to quickly put together and provide large teams of consultants with expertise and appropriate skill levels as desired by University. We provide all our customers with qualified and experienced consultants in an aggressive time period. RADgov currently have 110+ employees and apart from this, RADgov has home grown proprietary Resource Management System, which has more 50k active profiles of candidates who are highly qualified in various domains. With our Resource Management System, RADgov is fully capable of deploying additional resources in a short time frame. Our RMG is reviewed and amended periodically every 6 months.

RADgov's RMS is web based staffing software which helps RADgov to streamline and efficiently manage payroll and recruitment process with a view to ensure strict compliance with a client mandated audit process.

The product offers a complete, versatile and affordable way to increase revenues and improve profitability by maintaining and tracking actual workflow in your organization. Solution includes all the productivity necessities: an applicant tracking system, a resume database, job order tracking and many other human capital management functions.

Major modules

- Resume Management – maintains candidate details and provides a quick and advanced search facility to filter candidates based on various requirements
- Job Management – maintains requirement details from various clients; candidates are sourced and submissions made against each job.
- Partner Management – maintains details of clients, vendors and MSP
- Employee Management – maintain details of staff and consultants placed; generate offer letter for selected candidates and track placement.
- Time Management – records and maintains daily timesheet for employees; the time tracked is used to calculate per hour cost for them.
- Reports – exhaustive reports, detailed as well as summary, enable the management to make important decisions as well as set goals and future plans. The lower level team members get to view their performance and improvise on it.
- Administration – enables the admin user to set various configurations and maintain the application by managing users, roles and their privileges.

Additionally, our latent resource pool enables us to quickly put together and provide large teams of consultants with expertise and appropriate skill levels as desired by University. Our RMG is reviewed and amended periodically every 6 months. We provide all our customers with qualified and experienced professional in an aggressive time period. With our Resource Management System, RADgov is fully capable of quick ramp up and deploy additional resources in a short time frame and support the University in long term projects as well.

Our unique Service Delivery Model yields superior service, accelerated delivery and significant cost savings for our customers. Our ability to consistently demonstrate these advantages enables us to build long-term partnerships with our clients.

RADgov is fully capable of providing the best qualified resources with excellent knowledge and experience to perform the services required by the University. Our trusted professionals will assist the University in delivering the services throughout the lifecycle of the project and provide proven leadership for the duration of the projects.

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

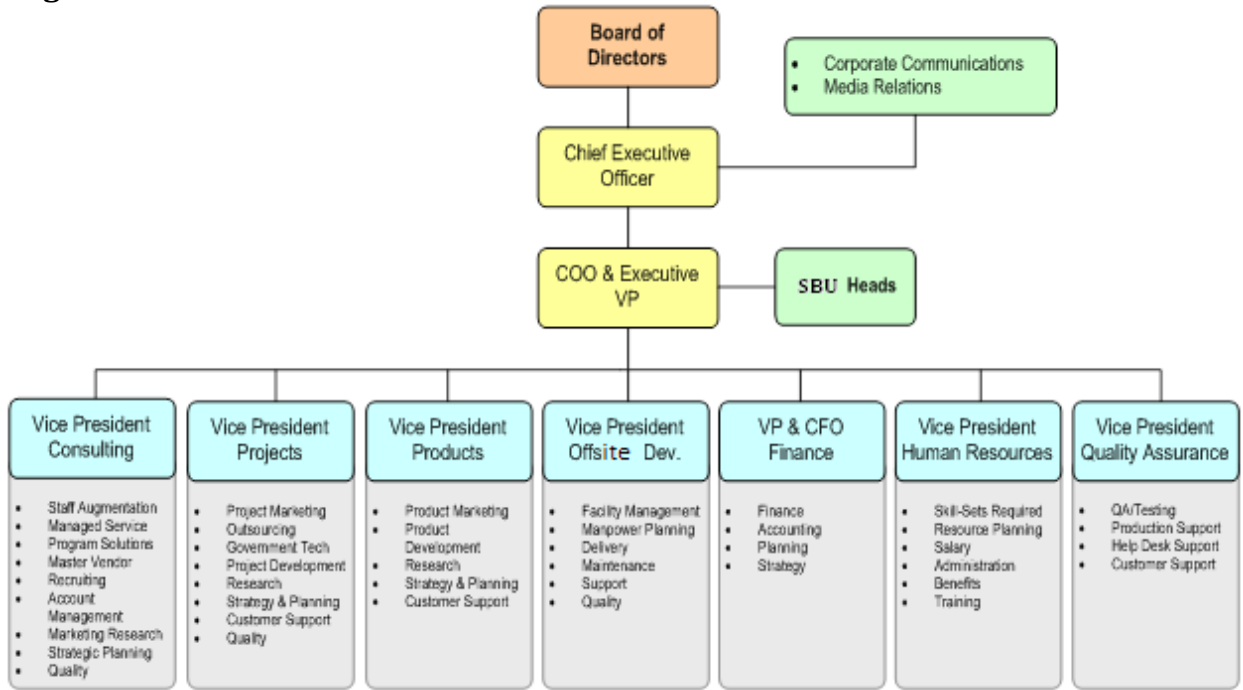
RADgov, Inc. is a certified Minority and Women Owned (M/WBE) Business Enterprise with over sixteen (16) years of experience in providing contract services to federal, state/local and various public sector clients. RADgov has built a strong client base with whom we share a strong relationship and always strive to provide our best services and long lasting support. We are serving 50+ clients all over United States with requirements similar to the requirements of this contract.

RADgov offers an unmatched cadre of qualified consultants. We have amassed a team of professionals that has or who have the depth and breadth of experience so vital to any project's success. Our professionals have the right combination of experience and expertise

with in-depth understanding and working knowledge with which can prove to be an asset to our clients project.

Our Project Manager “Pranay Mishra” will be responsible for Contract Management and supervising of all Contract activities including Client Introduction after Award, Escalation Problems and Supervision of Contract Activities. Our Project Manager will be involved in contract management and execution. Our dedicated Account Manager “Venu Jonnala” will be responsible to receiving the requirement, recruiting, submitting profiles, managing the resources working on Project, Billing, and Invoices and supervising them. Our Account Manager along with Serene Michael (Resource Delivery Manager) and his team of senior recruiters will be responsible for receiving the requirements, recruiting and submitting profiles to the client.

Organizational Chart



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

RADgov’s financial condition is very much stable to provide any high end requirements. Our annual revenue for the previous year is 14.25 Million USD. We are successfully providing services to more than 50+ Clients and have 140+ Full time employees working for our organization

Following is the partial list of clients to whom we have provided similar services:

US House of Representatives	Web Project Manager
------------------------------------	---------------------

Eastern Municipal Water Management District	Progress Developer, .NET Developer with PL/SQL Scripts, MS Access Support
Southern California Association of Governments	Software Developer, Project Manager, Business Analyst
17th Judicial Circuit of Florida	Senior Project Manager, , Senior Business Analyst, Senior Developer, Help Desk Technician, Computer Systems Analyst I-III, Computer Programmer I-IV, Drafter/Designer, Technical Writer, QA/QC Inspector, Software Tester, General Clerk and Accounting Clerk
Office of The Public Defender – 19th Judicial Circuit	Enterprise Infrastructure Services – Sr. Network Engineer, Windows Server Engineer, Network Operations Technician System Operations - Database Engineer
Northrop Grumman Corporation	Applications Support Engineer, Engineering Checker, Java Developer, Quality Assurance Specialist, PC/Network Support,
State of South Carolina	Software Development and Testing – Senior Developer, Developer, Graphics Designer, Software Tester with expertise in Microsoft Technologies System Operations - Database Engineer, Systems Engineer, Data Centre Specialist PeopleSoft Systems Analyst
State of New Jersey	Product Specialist, Project Manager
State of Arizona	Senior .NET Developer, Contract Specialist
State of Arkansas	SQL Server DBA, Help Desk Support
State of North Carolina	.NET Developer, Senior Cisco Network Engineer, GIS Technician, Senior Level C# .NET Developer, Senior LAN/WAN Engineer, Senior COBOL Specialist, Technical Architect
State of Michigan	Senior Project Manager, Senior Network Analyst
State of Ohio	SQL Server DBA, Service Desk Support, Programmer, Data Analyst
State of South Carolina	Quality Assurance/Test Specialist, Windows Administrator, Web sphere Administrator, .NET Programmer
State of Oregon	Software Quality Assurance Analyst, Network Engineer, Help Desk Support
State of Iowa	Graphic Designer, Database Administrator, SharePoint Developer, Desktop Technician
State of Colorado	.NET Solution Architect, Help Desk Support

State of Wisconsin	GIS Technician, GIS Specialist
State of Virginia	Data Classification Analyst, Technical Support, Senior .NET Programmer Analyst, Project Manager
State of Rhode Island	Microsoft .NET Developer
State of Maine	Tester, Instructional Designer, Application Development Analyst
St. John's River Water Management District	Java Developer, Software Tester/Quality Control Specialist, Database Administrator
Riverside County Regional Medical Center	Help Desk Support (Technical Support), Computer Operator, General Clerk
Montclair State University	Senior Project Manager, Project manager, Project Lead, Business Technology Consultant, Senior Business Analyst, Business Analyst
Blue Cross Blue Shield of Florida	Help Desk Technician, Computer Systems Analyst I-III, Computer Programmer I-IV, QA/QC Inspector, Software Tester, Quality Assurance
FL School Board of Broward County	Network Engineer, Windows Server Engineer, Data Centre Specialist, Linux Server Engineer, Graphics Designer, Software Tester
HP	Business Analyst, Incident Manager, PL SQL Developer, IT Support, Java/J2EE Technical Lead
Johnson & Johnson	Research Associate I - III, Scientist I -III, Validation Engineer III, Project Accountant I - III, Chemist II, Document Control Specialist I
Novartis	Business Analyst, IT Project Manager, Operations Analyst, Citrix System Administrators,
Kimberly Clark	Project Manager III, Integrated Marketing Communications Manager II, Executive Assistant II, Project Manager IV, SharePoint Designer
AstraZeneca	Administration Coordinator, Safety, Health and Environmental Resource Advisor
GE Capital	Project Manager, Data Analyst, Paralegal, Data Manager, Financial Analyst I - III, Legal Administrative Assistant
Biogen Idec	Senior Administrative Assistant, Financial Analyst, Quality Control Associate, Data Entry Operator, Associate Scientist II – Technical Development
GE Transportation	Test Engineer I – III, E-Services Analyst/Programmer, Electronic Hardware/Firmware Design Engineer, Project Administrator, Sourcing Specialist, Quality Engineer
John Deere	Customer Support Representative, Project Manager Sales/Marketing, Production Support, Data Coordinator, Product Engineer I- III

GE Healthcare	Software Validation/Verification Test Engineer, Software Programmer, Project Manager, Deputy Project Manager, Quality Engineer
Yellow Pages	Business Analyst, Instructional Designer, Accounting Clerk I-IV, Software tester, Paralegal /legal assistant, Drafter/Designer, Web Support Technician
Sony Computer Entertainment America	Network Operations Administrator, IT Project Manager for Applications & Infrastructure, Business Systems Analyst, Senior Accountant
Advanced Software Systems, Inc.	Java Developer, PeopleSoft Developer
Time Inc	Marketing Assistant Manager, Admin Services Coordinator, Administrative Assistant

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

Reference # 1	
Company/University Name	US House of Representatives
Address	358 Ford Bldg. Washington DC 20515
Services rendered and length of service	RADgv has been providing web based staff augmentation services September 2015 - P
Contact Name & Title	Matthew Horn, Senior Contracts Specialist
Phone Number	(202) 226 - 0366
Email Address	matthew.horn@mail.house.gov

Reference # 2	
Company/University Name	CA Southern California Association of Governments
Address	818 West 7th Street, 12th Floor, Los Angeles, CA 90017
Services rendered and length of service	RADgv has been providing IT staffing services January 2015 - Present
Contact Name & Title	Leyton Morgan, Manager of Contracts
Phone Number	(213) 236 - 1982
Email Address	morganL@scag.ca.gov

Reference # 3	
Company/University Name	CA Eastern Municipal Water District

Address	P.O. Box 8300, 2270 Trumble Road, Perris, CA 92572 8300
Services rendered and length of service	RADgov has been providing As need computer services January 2015 - Present
Contact Name & Title	Michael Wayment, Business Systems Manager
Phone Number	(951) 928 - 3777 EXT. 4317
Email Address	waymentm@emwd.org

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).

Pranay Mishra, Project Manager
 Venu Jonnala, Account Manager
 Serene Michael, Resource Delivery Manager

Our Project Manager “Pranay Mishra” will be responsible for Contract Management and supervising of all Contract activities including Client Introduction after Award, Escalation Problems and Supervision of Contract Activities. Our Project Manager will be involved in contract management and execution. Our dedicated Account Manager “Venu Jonnala” will be responsible to receiving the requirement, recruiting, submitting profiles, managing the resources working on Project, Billing, and Invoices and supervising them. Our Account Manager will be responsible for receiving the requirements, recruiting and submitting profiles to the client.

Pranay Kumar Mishra

Project Experience

RADgov, Inc.
 Project Manager

Sep 2009 – To Date

Professional Summary:

- An overall fifteen plus (15+) years of experience in Business Development, Account Management, Contracts Management, Sales and Presales.
- Presently associated with RADgov, Inc. as Business Manager / Resource Delivery Manager
- Displayed high proficiency in achieving/exceeding targets, opening new and profitable markets for software solutions (Project Off Shoring/ Onsite/ Blended)
- Demonstrated deftness in launching new services, thereby, increasing the service portfolio and effectuating sales promotion as a part of brand building & market development efforts to enhance services awareness.

- An effective communicator with exceptional relationship management skills accompanied by the ability to relate to people at any levels of business and management across the globe
- Played a vital role in procuring & signing large deals
- Besides having mastered the art of setting up business partners in US and working in tandem to close deals, have also successfully met deadlines and targets & managed multiple accounts.
- Travelled extensively to meet prospect “CXO Level” clients in US, delivering presentations, building relationships and identifying new business opportunities.
- Have developed excellent relationships/contacts in the Business Market

Areas of Expertise/ Exposure:

Strategy Planning / Business Operations:

- Experience in managing overall business operations, inclusive of accountability for profitability & executing pre-designated targets within a given timeframe
- Experience in strategizing long-term business directions at the International Level to achieve maximum profitability in line with organizational objectives
- Experience in co-coordinating budgets, forecasts and reports & accordingly effectuating business plans to attain maximum sales and generate optimum revenue.

Business Development:

- Reviewed and interpreted the competition after in-depth analysis of market information to fine-tune the business development strategies in the international market (US) and escalate business volumes.
- Driven business growth through identification of new business partners in the US apart from cracking into New Accounts with a view to optimize revenue & account management (cross sale and up sale).
- Planned & implemented several sales promotional strategies, participating in seminars for business development.
- Initiated and developed relationships with key decision makers in prospective organizations.
- Identified prospective clients from various subsidiaries of group clients, generating business from the existing, and thereby achieving business targets

International Sales & Marketing:

- Actively involved in business planning and executing the plans in the US Market and analysing the assessment of revenue potentials
- Delivered and managed bottom-line / top-line targets and developed various sales opportunities.
- Monitored, recorded, analysed, & reported on activities, trends, results and recommendations pertaining to economic activities of a region/country.
- Developed extensive networks of business partners in the US

Key Account Management:

- Supervised activities for marketing of products/ projects apart from handling the overall project management cycle entailing requirements, estimation and final execution of the project.
- Identified corporate/institutional accounts and strategically secure profitable business in the domain of concept / solutions selling.
- Initiated / developed relations with key decision makers in target organizations for business development and carried it to the final stages of negotiation.
- Effectively managed relationships with significant clients to ascertain the rendering of quality services and business retention/enhancement

Contracts Management:

- Was responsible for managing customer relationships and expectations
- Was responsible for the management, review and administration of Commercial and Federal Government Contracts.
- Prepared, negotiated and managed contracts, subcontracts, modifications, teaming agreements, terms and conditions, proprietary information agreements, vendor services agreements, and statements of work.
- Designated as Team Lead for various subcontracting and proposal pricing activities
- Provided support and leadership to support company data calls, accounting and auditing activities within the company
- Provided guidance and advice to the Program Management Team regarding contractual, financial and business concerns.

Career Highlights
RADgov, Inc.

Sep 2009 – To Date

Roles & Responsibilities:

- Offered end-to-end IT Services/Solutions ranging from consulting to implementation of IT Infrastructure (viz., Server, Storage & Desktop Consolidation & Virtualization, Monitoring & Management, Deployment and Brake-Fix), Business Applications (Development, Maintenance, Integration, Migration and Support, DW/BI) and Professional Services.
- Was instrumental in effectively creating the Commercial & Government (Federal & State) Business Development focus for our organization and putting them in place
- Analysed the market conditions pertaining to the service requirements of the internet and e-commerce development, systems integration, engineering and systems networks, etc. to determine the scope of the petitioner's operations in order to design appropriate operational and managerial structures resulting in smooth operations and profitability of the company
- Assumed responsibilities for all the marketing aspects of the company
- Redesigned systems for the job functions of the Marketing Department
- Oversaw the operations of the department and assigned appropriate roles and responsibilities to them. viz. selection of work locations, pricing policies, determined products to be offered to hire Marketing Staff for the company and generated

employment agreements and benefits for the concerned. Discharged inappropriate staff as and when necessary

- Coordinated with the concerned Project Managers, assigned to different projects in order to ensure timely completion of the projects resulting in minimal expenditure of the company's services
- Reviewed with customers periodically in coordination with the services/project delivery organizations to ensure complete customer satisfaction also participated in product trainings and other business meetings with clients.
- Developed and implemented plans for short-term and long-term growth, in compliance with the corporate policies, goals and objectives.
- Reviewed the contracts proposed by the Marketing Team and negotiated with third parties to obtain optimal advantage from these contracts and evaluated features, such as the objective or purpose of the project, applications from findings, costs of the project and equipment and man power resource requirements.
- Analysed contractual proposals to determine if the benefits derived and probable applications justify expenditures apart from tracking and forecasting appropriate customer needs and coordinating with the product/project delivery.
- Approved and submitted proposals considered feasible to the Top Management for consideration and allocation of funds, from the Department of Budget.
- Was responsible for managing various teams viz., Contract Management & Administration, Market Research, Business Development, Proposal Writing, Inside Sales Management, Account Management, Human Resources Coordination & Management and Consultants.

Venu Jonnala

Professional Summary:

- More than nineteen (19) years of relevant experience in IT Services Sales encompassing Business Development, Account Management, staff augmentation & Technical recruiting in the Information Technology horizontal.
- Results-oriented Business Development/Client Relationship management in staff augmentation, project based solutions, and strategic planning in a High-Tech environment.
- Have worked as an IT Recruiter/Recruiting Manager, Business Development and currently working as an Operation Manager and Operations Director.
- I have extensive experience in Transaction Processing/Backend Operations and in Project Management, Quality, MIS reporting, etc.
- Tracked records of success locating, identifying and closing top candidate talents, with a special emphasis on hard-to-fill positions (US Staffing) Permanent, Contracting & Contract to Hire positions, solid experience in full life cycle of recruiting for US market.
- Worked extensively with portals like Monster/Dice/Career Builder/Corp-Corp etc., negotiated compensation on 1099, W2 and Corp to Corp, dealt with third party vendors and approved various vendors to work.

- Experienced in utilizing innovative recruiting techniques leading to reduced cost-per-hire and skilled in utilizing direct sourcing, web recruitment, social networking sites (LinkedIn, Facebook) for additional recruitment tools Web 2.0 techniques and tactics.
- Hands on experience in US Client Interaction, US Calling, US Back Office Operations, Human Resource, Recruitment & Staffing Sales, Marketing, Promotional activities like Brand Promotions with an Ascending career growth in various roles as Sales Manager, Accounts Manager, Team Leader, Business Development Manager (BDM) etc.
- Experienced in managing international customers/clients (from a service delivery perspective).
- Experienced in operational excellence initiatives such as CMMI, ISO 9000 etc. Experienced in people management & attrition management.
- Coordinated internal training and plan and coordinate the training program with customer/clients.
- Was responsible for service delivery and managing support as per the Service Levels outlined in the SLA.

Professional Employment Experience

RADgov, Inc.
Account Manager

Sep 2013 – To date

Roles & Responsibilities:

- Performed full life cycle recruiting for Information Technology Professionals for US Staffing
- Working knowledge in contractual placement on W2 salary, W2 hourly, Corp to Corp (C2C) and 1099
- Gathered the requirements from hiring manager / accounts manager, screening the requirements and then sending it to the team members for fishing out promising profiles within time frame.
- Evaluated each job order to be certain we have all the information required to successfully recruit for positions.
- Managed the job requirements of the organization by assessing to the needs of various clients.
- Made pointers with regards to the qualified resources by collecting all the details and qualifying the resources and sending them to Sales Directors
- Coordinated in scheduling the telephonic and face to face interviews
- Collected references from the candidates for the back-ground check
- Generated the direct clients and account management / involved in bench sales

Other Organizations
Recruiting Manager / Account Manager

Mar 2001 – Aug 2013

Roles & Responsibilities:

- Performed full life cycle recruiting for Information Technology professionals for US Staffing

- Working knowledge in contractual placement on W2 salary, W2 hourly, Corp to Corp (C2C) and 1099
- Handled contract placements, contract to hire (CTH) placement and full time / permanent placements.
- Qualified candidates through interviews.
- Evaluated each job order to be certain we have all the information required to successfully recruit for positions.
- Arranged all interview steps with the client.
- Developed a technology profile for each client to include detailed information, and contact information.
- Conducted a two-week performance review with client and address concerns or issues.
- Was responsible for arranging follow-up client care contact on a frequent basis.
- Performed reference/background and suitability checks.
- Made sure all contracts are reviewed and signed with 3rd party vendors.
- Submitted weekly reports to Corporate.
- Stayed in tune with the latest market technology trends.
- Searched and Resourced IT Job boards.
- Resourced suitable candidates using different job board like Dice, Monster & Info gist.
- Trained the new comers for IT recruiting

Educational Qualifications:

- Masters in Computer Applications, Madras University, India

Serene Michael

Professional Summary:

- Over fourteen (14) years of work experience in Recruiting and IT Sales & Technical Support in different leading organizations.
- Possess excellent technical knowledge of Computer Hardware and Operating System troubleshooting and using computer applications.
- Effectively solved the queries of the customers from all over the world especially from United States of America.
- A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
- Good knowledge over computer hardware and computer applications.
- Possess excellent knowledge of recruiting and hiring processes including sourcing, interviewing, reference checking, salary negotiations, and closing.
- Effectively recruited candidates through Internet research, internal database, cold calling, referrals and other strategies.

Computer Skills:

Languages Known	C, MATLAB
Operating Systems	DOS, Windows

Application Packages	MS Office
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Technical Skills:

Simulators : PSPICE, MULTISIM, XILINX.
Design : V.H.D.L, E.W.B.

Work Experience:

RADgov, Inc. July 2011 - To Date
Role: Sr. IT Recruiter

Roles & Responsibilities:

- Effective utilization of negotiation and decision making skills, positive attitude, strong communication and inter-personal skills.
- Acquired the requirements and also submitted the resumes in MSP like (Volt, Fieldglass, IQ Navigator, Beeline, Peopleclick, Salem and Progata)
- Identified potential consultants in the US market through different job boards like Monster, Dice and Career Builder.
- Worked exclusively on requirements of State of VA, PA, NC, SC, NY, NJ, MA & FL.
- Also, worked for Federal client requirements (Northrop Grumman, & UNISYS)
- Worked for healthcare/pharmaceutical client requirements (BCBS, Johnson & Johnson, Biogen, Radys Hospital, American Red Cross)

Other Organizations May 2006 - Jul 2011
Role: Recruitment Specialist

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.

Our team is fully capable of providing following skillsets

- Administrative and Clerical Support
- HR Support
- Finance and Accounting
- Business Development Coordination
- Project Coordination & Management
- Information Technology
 - Application Development and Management
 - QA & Testing Services
 - Migration & Reengineering solutions
 - Enterprise Business Solutions
 - Knowledge Management
 - Data Management, MDM, Data Warehousing and Business Intelligence

- ERP Solutions
- E Government
- E Commerce
- Consulting
- Telecom
- IT Training

RADgov does not intend to utilize any subcontractors/subconsultant to meet the requirements of this ITN. Our team has experience working in contracts with US House of Representatives, CA Southern California Association of Governments, CA Eastern Municipal Water District, Equal Employment Opportunity Commission, US Department of Agriculture, US Department of Air Force etc... Our team will dedicated and will be available throughout the duration of the contract.

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?

When we receive a service request, we apply an enhanced understanding of finding 'the right resource(s)' for the job. Because the market for good consultants is extremely competitive, we always act with a sense of urgency to deliver the best possible resources. Our selection process has been defined and refined over many years to create the most effective system possible. Upon receipt of a request, the account manager contacts the hiring manager by close of business the same day to clarify the requirements and confirm a clear understanding of the staffing need. If the request is received during a face-to-face meeting, the account manager contacts the hiring manager with an update by close of business the next day.

The requested information is transmitted electronically to our resource team. We include the required and desired technical skills as well as non-technical attributes needed. The account manager includes other details about the assignment that may help sell the opportunity to potential candidates (like exposure to other technologies).

The Account Manager enters the details in our database to allow recruiters from all our offices to search for resources. Our recruiters search for the candidate within our large database and also use paid job boards. Each recruiter refers to their individual "Top resource" list to check for a match to the requirement and recruiters conduct a full text resume search within our large candidate database. Our Recruitment and HR team are able to broaden the search further for candidates on paid job boards and thereby developing a bigger pool from which to pick. This creates a list of qualified candidates that will be examined further. Once the qualified candidates are shortlisted, the list will be shared with the client for review and approval. If client mandated, the necessary interview arrangements will be made by RADgov and upon approval, the selected candidates will be on-boarded.

Within four (4) hours of the University's initial request for personnel, RADgov Account Manager will acknowledge via telephone and confirm by facsimile/e-mail, receipt of the University's request. Within twenty-four (24) hours of the initial request, the RADgov Account Manager will provide the resumes of all qualified candidates for review. RADgov will ensure all candidates are available for interview within twenty-four (24) hours after submittal of resumes and notification by the University.

2. Describe how urgent requests are handled.

Any urgent requests from University will be handled on a priority basis by our dedicated team. Our account manager will be in touch with University throughout the process and provide regular updates until the request is met.

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

RADgov utilizes the services FCRA compliant 3rd party service providers like Hireright, First Advantage, Private Eyes etc... to conduct reference checks

Type of Background Check

- Identity Checks
 - Identity Verification, Social Security Number Trace, Address History
- Criminal Background Checks
 - National Criminal Background Search / Criminal Database Search
 - National Sex Offender Search:
 - County Criminal Search / County Court Search
 - Statewide Criminal Search
 - Federal Criminal Search
 - OFAC Terrorist / Watch List Search
- Credit History
 - Employee Credit History Report
 - Tenant Credit Report with Credit Score
- Motor Vehicle Records
 - Driver's License Search / MVR Records
- Verifications
 - Education Verification
 - Employment History Verification
 - Professional License Verification

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

Careful recruitment of the very best employees is RADgov's core competency. The employees selected are carefully screened and assessed for necessary functional and technical skills along with clearly demonstrating strong communication and interpersonal skills.

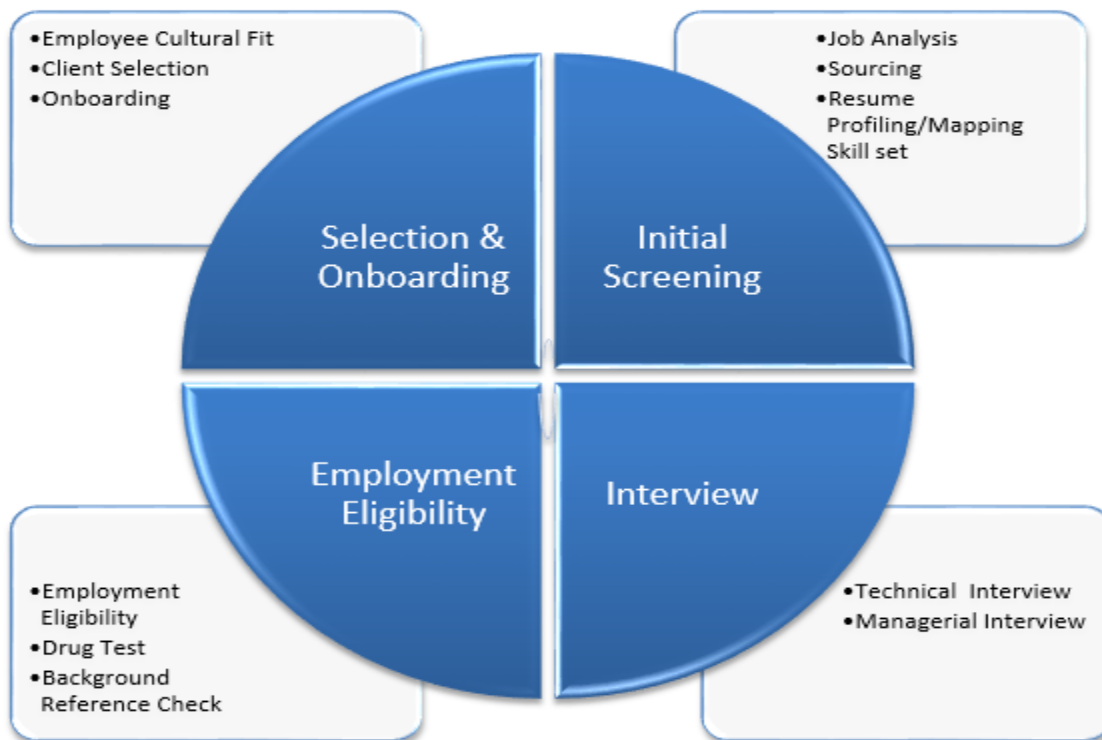
Job Analysis

RADgov applies in-depth analysis of the job requirement received from the client. RADgov performs detailed study on the requirement and gathers complete job description and specification details. RADgov's thorough examination helps in

- Obtaining first hand job-related information
- creating Right Job-Employee fit
- Establishing effective hiring strategies
- Establishing guidelines for performance evaluation and appraisal process
- Analyze training & development needs for the job
- Deciding compensation & benefits

Sourcing (Resume Profiling/ Skills Mapping)

Upon gathering Job description and specification details, RADgov's dedicated Account Manager will upload the details in the Resource Management System and assign it to a dedicated team of recruiters. RADgov recruiters begin the search for the required skill set from its internal global talent database and external sources. RADgov utilizes its proprietary Resource Management System for internal sourcing and through various marketing strategies like job boards/portals, networking etc.... externally. When sourcing externally, before creating a pool of profiles, we ensure the profiles are received from reliable external sources.



Next step, we filter the profiles sourced by mapping the skillsets of the candidate profiles to the requirements received from the client and evaluation over phone. Then, shortlisted candidates are further evaluated in the Candidate Assessment process that involves profiling qualified personnel for their technical competencies and soft skills capabilities.

Interview & Qualification

RADgov conducts a series of tests that are specifically designed for that particular job requirement to evaluate to ensure the candidates aptitude, attitude and technical abilities. RADgov asks its candidates to take online skills tests that are managed through our Resource Management System. These tests are diligently aimed evaluating the candidate's ability to accomplish the tasks required of them. RADgov has a pre-set of skill tests to screen the candidate's personality traits, aptitude, attitude and behavioral skills based on nature of the job requirement.

Core Skills testing and Personality Profiling through various standard as well as proprietary assessment tools; we assess the candidates through various tests depending on the nature of the role; Ensures the candidate exhibits key skills desired broken down by level - basic, intermediate and advanced; Has been reviewed and ratified by several senior professionals; Allows recruiting managers to customize which skills are important for their environment

Skill Testing Approach

On-Line Skill Inventory and Analysis - RADgov uses proprietary testing as well as third-party testing to evaluate and select the right candidates for client projects. Examples of the test that are used are on-line technical knowledge checks and expert system tests that measure a programmer's current proficiency level, not potential ability.

Computer-Based Scenario – RADgov's Project Managers and technical interviewers (SMEs) use computer-based scenarios as key components of their technical interviewing method. These scenarios typically require candidates to create an application using, for example, a database and a GUI. Candidates are then required to write the application program and explain all calls used in the program and why they used them. Whereas the On-Line Skill Inventory and Analysis presents an accurate, comprehensive picture of a candidate's competency and key skill sets, the Computer-Based Scenario allows interviewers to see a practical application of those skills as well as measure a candidate's ability to communicate candidates knowledge in both written and oral form.

Data Analysis/Problem Solving Skills - Numeric skills, data interpretation, logical reasoning, solving business cases and forecasting skills

Information & Communication Technology – Computing skills, MS Word, MS Excel, MS PowerPoint based on the skill needs

Personality Profiling

- **Personal Work Attributes/Personality traits** - Checking motives for applying for the job, career, work experience and willingness to work in that position; Checking understanding of the job description explained and implementing the level check tests
- **Behavioral Skills** – Cultural fit, team worker, process centricity, attention to detail/thoroughness, planning and organizing, empathy/observation, team work, negotiation/influencing and managing expectation; Ability to work under pressure, future aspirations, past experiences in the work force, emotional stability, compatibility with company values, professional assertion, communication abilities

- **Attitude** - Self-motivation, commitment, energy/enthusiasm, stress handling
- **Business Communication Skills** – Both written & verbal

Client Interview:

After thorough evaluation, we share the results and the profiles of the shortlisted candidates to the clients. If client demands us to schedule an interview, we coordinate with the candidate and schedule an interview either through skype or in-person whichever is preferable by the client.

Once the client gives heads up for the candidate, we initiate our drug testing and background reference check process. Following are our default testing and reference checks we do on each candidate. Apart from this, we also do specific testing and reference checks as per the guidance/needs of our clients.

Employment Eligibility

RADgov verifies citizenship or permanent residency status, and maintains verification of employability as required by the U.S. Department of Justice through Form I-9. RADgov is also enrolled with e-verify program and we verify the candidate eligibility before submitting the profile to client for review and assessment.

Drug Testing:

All prospective temporary employees will be drug screened prior to being placed. To meet the standards of a drug free workplace, RADgov is required to give random drug tests to its entire temporary staffing population; RADgov conducts 5-panel, 6-panel, 7-panel, 8-panel, 9-panel, 10-panel, 11-panel and 12-panel drug tests based as per the client requirements.

Background and Reference Checks

Type of Background Check

- Identity Checks
 - Identity Verification, Social Security Number Trace, Address History
- Criminal Background Checks
 - National Criminal Background Search / Criminal Database Search
 - National Sex Offender Search:
 - County Criminal Search / County Court Search
 - Statewide Criminal Search
 - Federal Criminal Search
 - OFAC Terrorist / Watch List Search
- Credit History
 - Employee Credit History Report
 - Tenant Credit Report with Credit Score
- Motor Vehicle Records
 - Driver's License Search / MVR Records
- Verifications
 - Education Verification
 - Employment History Verification

- Professional License Verification

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

RADgov's fill percentage is 70% and lead time to get an employee ready to work is 48 hours.

Conformance to ITN's Preferred Conditions and Requirements

RADgov acknowledges and agrees to the ITN's preferred conditions and requirements.

End of document