DevCare solutions

Request for Proposals

Temporary Labor Services

CMMIDEV/3 ISO 9001:2015 MBE CERTIFIED NMSDC National Minority Supplier Development Council MBE certified Certified WBENC Women's Business Enterprise Ohio WBE

salesforce silver consulting partner Microsoft Silver Partner aws partner network apigee digital partner program Red Hat ivanti

University of Central Florida
RFP # 2021-03TCSA
January 27, 2022

We make the impossible, *possible*

Table of Contents

COVER LETTER:
University of Central Florida,
01/27/2022
Procurement Services Department,
12424 Research Parkway, Suite 300,
Orlando, FL 32816-0975.

Dear Trinh Nguyen,

Sub.: Letter of Submittal for University of Central Florida – REQUEST FOR PROPOSAL (RFP) NO. 2021-03TCSA - Temporary Labor Services

DevCare Solutions Ltd is pleased to submit our response for RFP 2021-03TCSA - Temporary Labor Services. We are confident that your review of this proposal will find our response to be not only complete but also compelling regarding the depth of our experience, processes, and capabilities. DevCare Solutions accepts all the terms and conditions in this RFP.

DevCare Solutions is an ISO 9001:2015 Certified Company and CMMI Level 3 V2.0 certified Company. DevCare Solutions is also a Certified **Minority Business Enterprise (MBE)** as certified by **NMSDC and the State of Ohio** and a **Women-owned Business Enterprise (WBE)** as certified by **WBENC and the State of Ohio**. DevCare is an all-in-one consumer oriented premier IT Solutions provider, empowering customers around the world to excel in cutting edge Technology Solutions. DevCare has been providing IT Solutions for over **16 years**, presently supporting several high-volume Tier-1 contracts. We strive for excellence in every Sector we service, through competence, innovation, integrity, and one-of-a-kind executions.

DevCare was recently ranked by **Columbus Business First: 2020 Largest Minority-Owned Businesses".** We are also proud to be tagged as an **Inc. 5000**, becoming one of the fastest growing companies in the United States.

The person authorized to sign a Contract, and receive and sign all formal notices and/or addendum regarding such Contract is given below:

Contact Name	: Gayathri Prithiviraj
Title	: Business Development Manager
Phone	: 614-980-5965
Fax	: 614-867-9367
Email	: rfp@devcare.com

We certainly believe that the list of requirements specified in this solicitation can be satisfied through our extensive knowledge/expertise. DevCare Solutions will carry out all contract responsibilities in the same highly professional and successful manner to which all our clients have been accustomed.

Thank you for your time and effort in reviewing our proposal and we look forward to the opportunity to assist the University of Central Florida with this RFP initiative. Any concerns or clarification can be directed to the contact person mentioned above.

Sincerely,

_____

Gayathri Prithiviraj, Business Development Manager
DevCare Solutions Ltd

SECTION – 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.**

DevCare Solutions understands that the needs of University of Central Florida administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance.

When it comes to an organization's investment in technology, it is important to have access to candidates and expertise that can implement tools and execute projects effectively, and it's not always possible to find that experience internally. Sometimes it is not efficient to hire permanent candidates for temporary project work. This is where utilizing outside services and consultants makes sense, and providing those services is where DevCare Solutions excels. For staffing and project needs, we are the **"GO-TO"** resource for many organizations like yours.

It is vital to have a partner that understands your needs and how to provide them quickly and cost-effectively. DevCare Solutions understands our clients and we work within their framework to be the **"GO-TO"** partner that can provide *the right services, at the right time, for the right price*. Our service methodologies have been honed and perfected over many years and we constantly monitor our performance utilizing quality assurance processes and procedures to ensure we maintain the highest levels of customer satisfaction.

DevCare Solutions employs a premium recruitment methodology by utilizing employee referrals, our own talent database and vendor networks to source the ideal candidate for the requisition. The approach to deliver the proposed staff augmentation services will include:

- Understanding the requisition and assigning to a talent acquisition specialist within the service delivery team.
- Identifying the right set of candidates using sources such as our bench, employee referrals, job boards, passive/active job seeker talent communities, in-house employee talent database and lastly sub-contractors.
- Reviewing/validating the candidate profile prior to shortlisting for the position
- Pre-screening and technical evaluation prior to submission with additional emphasis on characteristic traits such as attitude, leadership qualities, team coordination, etc.
- Collection of prior experience references.
- Collection of all vital documents to ensure accuracy of the profile (Inclusive of latest photograph for identity verification purposes, soft copies of driving license, state ID, work authorization, etc.,)
- Rate / Salary Negotiation
- Coordination of Interview
- Background verification
- Joining Formalities / Client-specific orientation procedure

- Assigning a contract management personnel for communication/concerns escalation / Conflict of interest
- Employee retention
- Temp / Perm. Replacement of candidates
- Developing a dedicated talent database based on the history of requirements / Offering additional candidates as and when needed
- Workforce management / Billing reports in the format prescribed (based on agreed timelines)
- Legal Responsibility
- Exit formality

As an experienced National Staffing Company, we offer many advantages. While we always place an emphasis on recruiting locally for a job, we can and do recruit from anywhere in the country. One key to our success is that **our recruiters *are all former IT professionals* and experts in their field (ex-Developers, Business Analysts, Project Managers, or Engineers)**. 'We find the right people at the right time' is not just an empty slogan. We understand that what makes a consultant good is not just their technical knowledge and experience and soft skills, but their *commitment* and *passion* as well. They must possess a drive to excel and demonstrate a sense of teamwork and willingness to mentor and cross-train.

DevCare Solutions works especially well at providing staffing and project expertise to the Public Sector. We understand that the rules, processes, and procedures, and culture that Public Sectors operate under can be different than those found in Private Sector, and we are very adept at working within those environments and locating candidates that do have Public Sector experience.

DevCare Solutions will work closely with the requesting agency to establish well-defined process strategies that support the business objectives. A highly skilled and experienced team of talent acquisition specialists and technical managers take immense care in ensuring the Client deliverables stay uncompromised and quality-centric services are provided as promised.

Below are some Achievements and Highlights about DevCare Solutions:

- #1 TOP PERFORMING STAFF AUGMENTATION VENDOR for seven (7) consecutive years under the State of Ohio MSP IT Staff Augmentation Contract, serving over 33 State Agencies.
- Top 5 Performing STAFF AUGMENTATION Vendor for 5 years consecutive years under the State of Michigan and State of Pennsylvania under IT Staff Augmentation Contracts, serving over 12 State Agencies.
- Top 10 Performing STAFF AUGMENTATION Vendor for 3 years consecutive years under the State of North Carolina (serving over 10 State Agencies), New Jersey (serving over 15 State Agencies), Ohio Public Employees Retirement System (OPERS), WA-DOL, Baltimore City Public Schools.

- We have provided services to multiple Educational Institutes like California University, Kent State University, WA University, University of Oklahoma, MD – Montgomery College, California – LA Unified School District, Georgia – Atlanta Public School, Maryland Baltimore County Public Schools, Michigan – Detroit Public School. Ohio – Cleveland Public Schools.
- Inc. 5000: Fastest Growing Companies in America
- "Columbus Business First: 2020 #4 Largest Minority-Owned IT Businesses"

Value – adds:

University of Central Florida should expect a partner that delivers the best talent available, and that takes more than doing a quick search on a job board and sending out a few resumes. As an experienced national Staffing Company, we offer many advantages:

- **'We find the right people, at the right price, at the right** time' is not just an empty slogan. We know how to reach people. While we always emphasize recruiting locally for a job, we can also recruit from anywhere in the country. DevCare Solutions maintains a custom developed Resource Tracking System (RTS) application with a talent pool database comprising of 400,000+ candidates. A screenshot of an RTS page is included at the end of this question.
- **ALL Our recruiters are former professionals and experts in their field** (ex-Developers, Business Analysts, Project Managers, or Engineers). Candidates are evaluated and an in-depth technical interview is conducted with one of our relevant subject matter experts that know how to ask the right questions and understand what the right answers are.
- Before any recruited candidate is submitted for a client position, they are put through a vetting process that includes a formal background check using independent agencies (such as Info Cubic, Hire Right, etc.). We also speak with references and/or look at social/professional media accounts (like LinkedIn) to verify there are no inconsistencies in claims made on resumes.
- DevCare Solutions works especially well at providing staffing and project expertise to the Public Sector. We understand that the rules, processes and procedures (and even culture) that the Public Sectors operate under can be different than those found in Private Sector, and we are very adept at working within those environments and locating candidates that do have Public Sector experience if requested.
- If a replacement candidate is needed on short notice, DevCare Solutions maintains a list of previously screened candidates in a warm-lead database for numerous technical areas precisely to allow for rapid recruiting. If a candidate is not available from this list, DevCare Solutions has relationships with multiple job boards and professional networking sites and can quickly locate other quality candidates. At least two replacement candidates are typically recruited and forwarded to the Client for consideration, typically within 2-7 days.

DevCare Solutions institutes sound hiring and recruiting practices to minimize the risk of a consultant ending up being a bad fit for a role and unexpectedly leaving early or being terminated. Potential team members are carefully screened based on our AAA standard

(Attitude, Aptitude, and Availability) to ensure they remain committed and productive for the duration of the project they are hired to support.

- **Attitude –** Does the candidate possess an enthusiasm for consulting and enjoy new opportunities? Is the candidate happy with the proposed duties and compensation? Is the candidate team oriented and customer focused? Does the candidate understand the work environment and corporate culture, and will they feel comfortable in it?
- **Aptitude –** Does the candidate possess the required technical skills? Does the candidate feel comfortable with the proposed work schedule, the pace of effort required, and the level/nature of responsibilities to be assigned?
- **Availability –** Is the candidate local and/or able to relocate for the duration of the project. Does the candidate understand the time and duration requirements of the project? Is the candidate able to dedicate themselves to the project full-time?

Each pool of candidates is evaluated and graded based on metrics including work experience, technical competency, communication skills, personality, and proximity to job location and only the best are submitted for Client consideration. However, we understand that what makes a consultant good is not just their technical knowledge and experience, but their commitment and enthusiasm as well. They must be excited by new challenges and fully embrace them until their role is concluded. These are the people we look for to be part of our team and yours.

While we take great pride in understanding technology, our real strength is in understanding people. We employ hundreds of professionals, and our success comes from understanding how to match personal skills as well as technical skills. We know how to communicate with our customers to make sure we understand their needs before we start talking about any services to meet those needs. Only then do we set out to find the right combination of technical and personal skills to address those requirements.

The most important value we can offer our clients is our ability to consistently understand and respond to consulting and staffing needs promptly with quality candidates that are matched accurately to their role. DevCare Solutions will always be a cost-effective and reliable partner for University of Central Florida.

DevCare Solutions key differentiators are as follows:

- DevCare treats ALL its employees as FAMILY and its Partners as real Partners, helping them to become successful as it is a reflection on us as well. Morals, honesty, and integrity are what we are built on and have the references and reputation to back it up.
- Most of the bill rate goes straight to the candidates, as they are performing the work. This along with our FAMILY atmosphere results in an extremely low Attrition/Turnover Rate, one of the lowest in the industry. As a matter of fact, our first hired consultant is still with the company. We truly treat each person as a family member, which is very rare to find.
- With over 16 years of experience, DevCare knows the inherent details that differentiate the Public Sector from Private Sector. Knowing these details helps us in selecting the

right candidate that works well in your particular environment. Our recruiters focus on identifying candidates specific to the skillset (both technical and soft skill) / functional needs.

- DevCare Solutions provides very competitive staffing rates that are among the best in the industry.
- **We offer a satisfaction guarantee:** If the Client identifies a performance issue with a placed candidate within the first 2 weeks of work, that candidate will be replaced within 24 - 72 hours and the Client will not be billed for those days.

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

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

Overview of DevCare:

DevCare Solutions is an ISO 9001:2015 Certified Company and CMMI Level 3 V2.0 certified Company. We are also an MBE and a WBE. DevCare Solutions has been providing IT Solutions and Staffing services for over 16 years, presently supporting several high-volume Tier-1 Staff Augmentation contracts. We understand the importance of identifying and bridging the gap of supply and demand for technical and staffing services and our approach to every Client is tailor-made. *Delivering the right candidate at the right time is a major part of our proposed solution*.


Headquartered in Westerville, OH, DevCare Solutions is currently providing staff augmentation services to **38 States in the United States to 50+ Public and 20+ Private Clients. We have operational micro-technology centers and sales offices across 6 other states in the US and 2 offshore research and development centers.**

DevCare Solutions has in-depth knowledge and experience with various technologies, and we are a certified **Microsoft Silver Partner, Salesforce Consulting Partner, Amazon Web Services Consulting Partner, APIGEE Digital Partner, Ivanti Partner and RedHat Partner.**
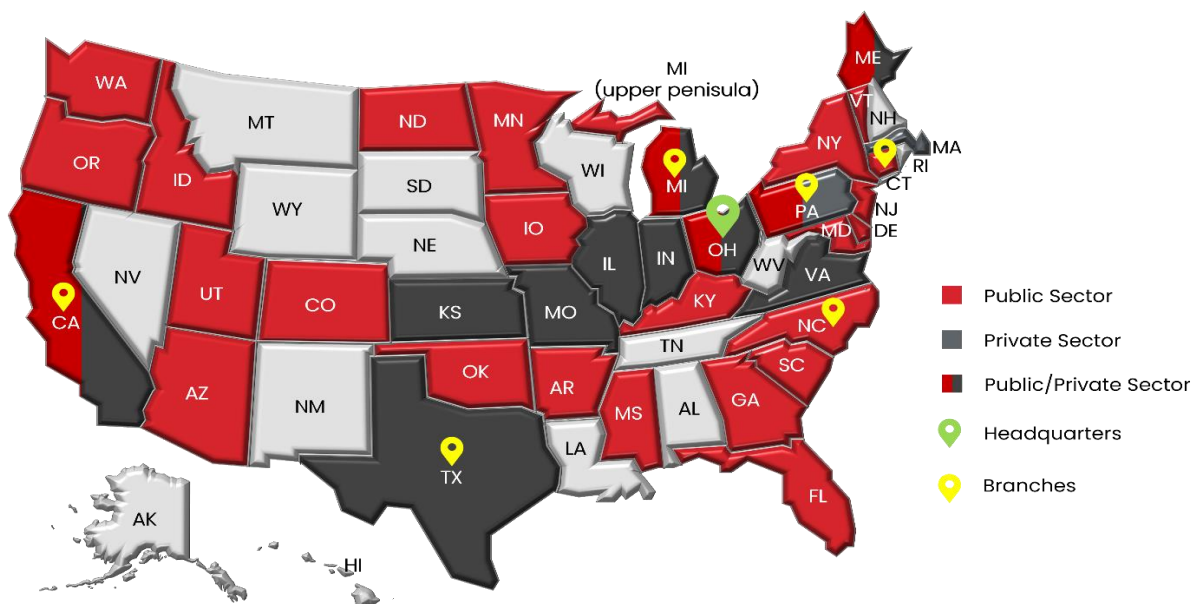
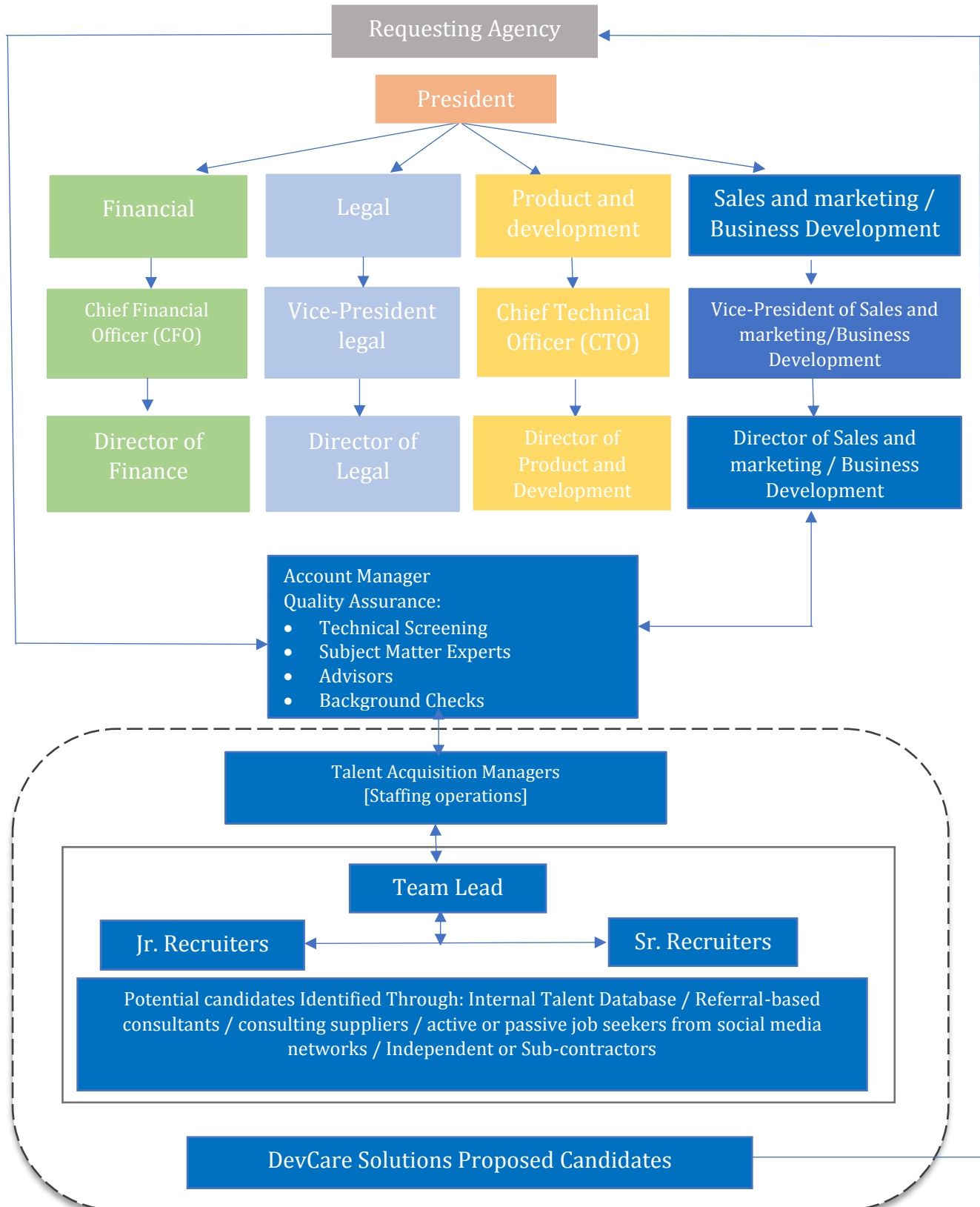| Ohio (Headquarters)		
579 Executive Campus Drive, Suite 370, Westerville-OH-43082 Tel: 614-221-2277		
California	**Connecticut**	**Michigan**
9891 Irvine Center Drive, Irvine, CA – 92618 Tel: 949-649-4048 Fax: 949-649-4047	515 Centerpoint Drive, Middletown, CT – 06457 Fax: 860-773-0317 Tel: 860-421-4119	120 N Washington Square, Suite 345, Lansing, MI – 48933 **Tel:** 517-325-5487
North Carolina	**Texas**	**Pennsylvania**
555 Fayetteville Street, Raleigh, NC – 27601 Tel: 919-964-3093 Fax: 919-964-3086	24044 Cinco Village Center Blvd., Suite 100, Katy, TX – 77494 **Tel:** 281-402-2722	2225 Sycamore Street, Harrisburg, PA – 17111 Tel: 717-906-7744 Fax: 717-906-7748

We understand our clients' needs and we work within their framework to be the **"GO-TO"** partner that can provide the **'right people, at the right time, for the right price'.**

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

History of DevCare:

2021
- *ISO 9001:2015 Certified & CMMI Level 3 V2.0 certified*
- *IT Staff Augmentation Clients: * State of Mississippi via Knowledge Services, * New York State Energy Research and Development Authority, * Huntington National Bank, * Apex Solutions, * Judicial Council of California, * Colorado Spring Utilities, * California University, * State of Wisconsin, * CBC Company Inc., * City of Sunnyvale, * State of Maine via Knowledge Services and * Kent State University*
- *IT Project Development Clients: * State of OH - SOS , * Cardinal Health, * State of CA – City of Sunnyvale, * State of MS via KS, * iMerit*

2020
- *"Awarded Columbus Business First, 2020 #4 Largest Minority-Owned IT Businesses"*
- *IT Staff Augmentation Clients: * State of WA - LCB, * State of WA - Dept of Corrections (DOC), * State of CA – LA Unified School District, * State of FL – DMS, * WA University, * State of VT - Department of Buildings & General Services * State of CA – EMWD, * Cleveland Metro Parks, * Washington D.C. via Knowledge Services, * Ohio Franklin County*
- *IT Project Development Clients: * State of MI – Lifia & Macomb County, * A.J.Boggs & Company, MI, * Molina HealthCare, * Lantel Systems, TX, * La-Z-Boy, MI.*

2019
- *IT Staff Augmentation Clients: * Florida - City of Delray Beach, * OH - Cleveland Metro Parks, * CA – Sonoma County Water Agency, * FL - Miami Dade, * GA - Gwinnett County - Department of Financial Services, * County of Santa Clara * Wayne County Airport Authority, * Arlington County Government – Department of Management and Finance, * Washington State - Department of Licensing*
- *IT Project Development Clients: * State of Ohio - The Adjutant General's Department, * State of NY - Erie County, * State of NC - Department of Information Technology IT Services, * Molina HealthCare Implementation Partner, * State of NC - Department of State Treasurer, * JoyRide, Philippines, * Washington State Patrol.*

2018
- *IT Staff Augmentation Clients: * State of Minnesota, * Georgia – Atlanta Public School – Through VMS, * California – Sacramento Requesting Agency, * California – SCAG, * Kentucky Louisville Water Company, * Maryland Health Benefits Exchange, * Maryland Baltimore County Public Schools (614-18 & 618-18), * Florida - CPIC - Internal Audit Consulting Services, * Maryland - AA County, * California - DGS – IT, * CA - Eastern Municipal Water District, * AZ – City of Phoenix, * Infosys, * CT – City of Greenwich, * MD – Montgomery College, * State of NJ*
- *IT Project Development Clients: * State of California City of Sunnyvale, Department of Information Technology Services, * State of North Carolina, Department of State Treasurer, * State of Ohio, Department of ODJFS, * State of Ohio, Department of Administrative Services, * Canon CA – Service Manager Professional Implementation partner.*

2017
- *IT Staff Augmentation Clients: * California – Sunnyvale, * California – Fresno County, * Massachusetts - Through VMS, * Michigan – Detroit Public School, * State of Arizona, * North Carolina – Through MSP (New Contract), * University of Oklahoma, * GSA - Awarded for Information Technology (IT) Professional Services, * California – CMAS.*
- *IT Project Development Clients: * State of WA - WA State Patrol, * State of OH – DAS.*

2016
- *IT Staff Augmentation Clients: * State of Oklahoma, * State of Delaware, * State of Utah, * State of Washington - Dept. of Licensing, * State of Washington - Dept. of Corrections and * State of Florida.*
- *IT Project Development Clients: * State of OH – ODRC, * Yaaman, * State of CA - Developed and Implemented the Connector project*

2015 – 2006
- *Recognized as Top 50 fastest growing companies in Columbus, OH*
- *Awarded INC 5000*
- *Certified the Minority Business Enterprise from NMSDC and State of OH*
- *Certified the Women Business Enterprise status from WBENC and State of OH*
- *Awarded for: State of Ohio, North Carolina, Georgia, Oregon, Michigan, Colorado, Pennsylvania, Delaware, Arlington, Iowa, Virginia, South Carolina – IT Department, Washington – IT Department, and Arizona's IT department – Maricopa County*
- *Job Pencil – Job Portal Developed and Implemented Project*

2005
- *Began operations on April 19th in Columbus, Ohio.*

Organization Chart:

Organization Structure:

President of the firm:
The President of the firm is the most senior member of the organization and serves as the head of accounts to oversee operations associated with documentation, statement of work-associated tasks. Direct the financial goals, objectives and budgets of the company and workforce management activities.

Vice President of Business Development:
The Vice President of Business Development handles all operations associated with business development efforts and operations pertaining to services required to identify and develop new business opportunities; develops and executes company sales and marketing plans, including implementing new ideas and tools for the company; provides direction and planning for the company and oversee the workings of the company; develops leads, helps manage Client relationship, tracks and analyzes the market trends and suggests new strategies to further develop the business.

Director of Business Development
The Director of Business Development is responsible for driving the company's business and increasing its revenue; identifying and developing new business opportunities and building and expanding the presence of the company and its brands; developing and maintaining Client relationships, identifying potential business partners and negotiating agreements; working with other departments to ensure alignment of company goals, as set by senior management.

Requirement Team Structure
DevCare Solutions is proposing the following team structure that will be assigned for servicing Client Requests. The proposed team will be customized based on the volume of requirements received and as per the Client needs.
Number of staff:
• Account Manager (1)
• Talent Acquisition Manager (1)
• Service Delivery Team
   o One (1) Team Lead
   o Four (4) to Eight (8) Recruiters
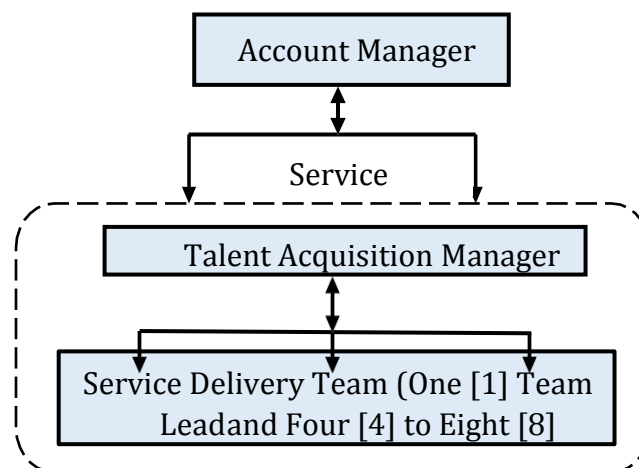
Account Manager:

The Account Manager's responsibilities include understanding the client requirements and assigning the same to the respective Service Delivery Teams and ensuring compliance and quality of deliverables; acting as a primary point of contact for the client on concerns arising out of invoices, payments, legal affairs etc.

Talent Acquisition Manager [Staffing operations]:

The Talent Acquisitions Manager oversees the entire recruitment Talent Acquisition Team by assigning the requirements received from our clients. The Talent Acquisition Manager determines staffing needs and produces forecasts; develops talent acquisition strategies and hiring plans; leads employment branding initiatives; determines path of sourcing to fill open positions and anticipate future needs; plans and conducts recruitment and selection processes (interviews, screening calls etc.), and takes steps to ensure a positive candidate experience.

Service Delivery Team:

As directed by the Talent Acquisition Manager, the Service Delivery Team will work on the required tasks/objectives associated with requirements and subsequently deliver the 'right candidate with the right skills at the right price' within the proposed timeframe.

We have Dedicated recruiters for each functional need/skillset, for example, IT Infrastructure, IT Operations, IT Application Services, Project Management Services, Cloud Services, Cyber Security Services, Database Administration Services, Administrative categories etc. between the team, for candidate submission within 12 –48 hours.

Their primary responsibility is to recruit the right candidate with the right skillsets based on information received from the Talent Acquisition Manager, requirements received from the clients, and location of the candidates, ensuring that the candidates are delivered and ready to work before the start date.

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

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

Company Size:

DevCare Solutions is a medium sized company.

Industrial Track Record:

- According to our 2020 records, among the 450+ vendors, DevCare has received over 1,600 job requisitions from the State of Ohio, out of which we have provided 2,560 candidate submissions and received 800 interview requests and made 300 job placements. Out of 2,560 candidate submissions, 687 candidates were submitted within 24 hours of the request.
- Among a field of 400+ State of Pennsylvania authorized vendors, DevCare has received over 900 job requisitions from the Commonwealth of Pennsylvania, out of which we have provided 1255 candidate submissions, and received 650 interview requests and made 140 job placements. Out of 1255 candidate submissions, DevCare has submitted 353 candidates to the Commonwealth of Pennsylvania within 24 hours of requisition notice.
- In the past 12 months, for the State of Michigan, DevCare has processed over 450 job requisitions, provided 610 candidate submissions, received 195 interview requests and made 63 job placements. Out of 610candidate submissions, DevCare has submitted 157 candidates within 24 hours of receiving a request. We are considered one of the top performers among 450+ state-authorized vendors.

Years in Business:

DevCare Solutions has been in Business for over **16 years.**

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

Financial Stability:

Confidential

	4:10 PM	DevCare Solutions	
	01/21/22	**Balance Sheet**	
	Cash Basis	As of December 31, 2021	

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
8813 Checking	14,154.12
Huntington Bank	61,030.44
Huntington Premier	983.88
3941 · Saving - 7387	1,198.24
Total Checking/Savings	77,366.68
Other Current Assets	
Urap Bldg	796,000.00
Total Other Current Assets	796,000.00
Total Current Assets	873,366.68
TOTAL ASSETS	873,366.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
8528 · Visa 1641	35,435.71
Total Credit Cards	35,435.71
Other Current Liabilities	
FSA Payable	14,284.49
Total Other Current Liabilities	14,284.49
Total Current Liabilities	49,720.20
Total Liabilities	49,720.20
Equity	
Retained Earnings	1,683,772.39
3930 · Member's Draw	-1,401,631.47
Net Income	541,505.56
Total Equity	823,646.48
TOTAL LIABILITIES & EQUITY	873,366.68

Page 1

DevCare Solutions
Profit & Loss
January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
4000 · Professional Fees	32678855.42
4100 · Interest Income	384.19
Total Income	32679239.61
Gross Profit	32679239.61
Expense	
Payroll Expenses	9,076.40
Per Diem Paychex	8,326.30
Sub Contract Expense	21030190.42
1113 · Travel	12,394.53
1114 · Meal Expenses	2,981.22
1115 · Car Expenses	8,494.01
1121 · Donation	47,258.72
1122 · Parking	84.67
1125 · Legal and Professional Exp	71,115.00
1129 · Pension Plan - 401K	0.00
6000 · Wages Expense	9,759,967.50
6100 · Payroll Tax Expense	738,612.00
6200 · Income Tax Expense	12,959.62
6300 · Rent or Lease Expense	24,378.14
6400 · Utilities Expense	7,301.51
6450 · Office Supplies Expense	70,005.33
6500 · Telephone Expense	10,929.15
6600 · Advertising Expense	1,311.90
6650 · Commissions and Fees Expe...	125,918.50
6800 · Freight Expense	3,109.49
6850 · Service Charge Expense	6,676.90
6950 · Insurance Expense	176,184.53
7050 · Depreciation Expense	10,458.21
Total Expense	32137734.05
Net Ordinary Income	541,505.56
Net Income	**541,505.56**

4:20 PM

01/21/22

DevCare Solutions

Statement of Cash Flows

January through December 2021

	Jan - Dec 21
OPERATING ACTIVITIES	
Net Income	2,215,916.04
Adjustments to reconcile Net Income	
to net cash provided by operations:	
1100 · Accounts Receivable	-1,694,796.47
Urap Bldg	-275,000.00
2000 · Accounts Payable	20,385.99
8528 · Visa 1641	23,019.41
Business Credit 3001	-112,871.17
FSA Payable	-557.73
Net cash provided by Operating Activities	176,096.07
FINANCING ACTIVITIES	
3930 · Member's Draw	-196,435.16
Net cash provided by Financing Activities	-196,435.16
Net cash increase for period	-20,339.09
Cash at beginning of period	97,705.77
Cash at end of period	77,366.68

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

Experience – 1:

Company name	: State of Ohio via OST Global Inc.
Contact Name	: Drew Ellis
Role	: MSP Manager
Email	: dmellis@ostglobal.com
Phone Number	: 717-639-8011
Address	: 2010 Corporate Ridge, Suite 1000McLean, VA 22102
Term	: 04-11-2015 to Till Date (30 June 2023)
Status	: Active
Project Name	: IT Staff Augmentation Services for the State of Ohio

Experience – 2:

Company name	: State of Michigan via Knowledge Service
Contact Name	: Julie Gerts
Role	: Program Account Manager
Email	: julieg@knowledgeservices.com
Phone Number	: 317-806-6110 Cell: 317-590-0227
Address	: 5875 Castle Creek Parkway Suite 400, Indianapolis, IN 46250
Term	: 03-18-2016 to till date
Status	: Active
Project Name	: IT Staff Augmentation Services for the State of Michigan.

Experience – 3:

Company name	: State of North Carolina via Computer Aid Inc.
Contact Name	: Krystal McGraw
Role	: Lead Business Analyst
Email	: krystal_mcgraw@compaid.com
Phone Number	: 717-651-3293
Address	: 3801 Paxton Street, Harrisburg, PA - 17111
Term	: 11/17 – Till Date (02/28/2022)
Status	: Active
Project Name	: IT Staff Augmentation Services for the State of North Carolina.

SECTION – 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).

Total number of people employed: 445+
The employees who will be assigned to University of Central Florida account are,
1. Ronald Vogel (Account Manager)
2. Don Kearley (Talent Acquisition Manager)

Ronald Vogel
Account Manager/Director of Business Development

Ronald Vogel is the Director of Business Development, holding 26+ years of experience in Business Development, IT Recruiting, IT Staff Augmentation and Vendor Management (VMS) / Managed Service Provider (MSP). Mr. Vogel also has 5 years' experience as a Sr. IT Acquisition Analyst for the State of Ohio responsible for developing RFPs, RFQs, ITBs, etc., for multiple State Agencies and managing multiple IT Vendors. His experience spans across both the public and private sectors.

EDUCATION
- COLUMBUS TECHNICAL INSTITUTE, COLUMBUS, OH
  Computer Science/Graphic Design
- MISSISSIPPI STATE UNIVERSITY, STARKVILLE, MS
  Computer Science/Graphic Design
- COMMUNITY COLLEGE OF THE AIR FORCE, MAXWELL AFB, AL
  Financial Management

DEVCARE SOLUTIONS, COLUMBUS, OH   **MAR 16 – present**
Director of Business Development Manager
- Responsible for directing/driving DevCare's business and increasing its revenue, identifying and developing new clients, business opportunities and building and expanding the presence of DevCare and its brands within both the Public and Private sectors.
- Assist with proposal development in response to RFPs, RFIs, RFQs, and ITBs and Staff Augmentation Contracts.
- Responsible for managing the Michigan and Pennsylvania Business Development Managers.
- Strong prospecting via cold calling.
- Manage consultants in the field.
- Develop teaming/partnership relationships and strategic alliances within private and government markets.

Various Clients   **Aug 94 – Feb 2012**
Sr Account Manager/ Procurement Analyst/Vendor Manager/ Sr. Business

Development Manager/ Regional Manager
Worked with the Computer Aid, Inc., Columbus, OH, Dedicated Technologies, Inc, Columbus, OH, Diversified Systems, Inc, Columbus, OH, Has, Inc., Dublin, OH, State of Ohio, **Office of Information Technology / Department of Job & Family Services**, Columbus, Ohio.

Don Kearley
Talent Acquisition Manager, IT Recruiting/Business Development

Work Summary
Senior Recruiter/Account Manager with 30+ years of diverse technical and senior managerial IT experience working in both private and public sector domains serving in capacities including employee, consultant, and service vendor.

Education
The Ohio State University College of Engineering   1978 – 1983
B.S. C.I.S. Hardware/Software Systems

Work History
DevCare Solutions   **March 2018 - current**
Responsible for overall account management and research/development of business opportunities. This includes supporting large state staff augmentation accounts and individual client managers by serving as a company liaison, resolving consultant performance or HR issues, participating in the recruiting process by recruiting/evaluating senior talent and developing QA recruiting processes for screening and managing candidates.

Various Clients   **May 88 – March 2018**
Independent Consultant/ IT Support Engineer/ Project Manager/President
Worked with MyHealthQuoter.com, Technisource, a Randstad Company in Columbus, OH, AT&T in Columbus, OH, Commercial Network Inc in Columbus, OH, Ohio Department of Human Services/MIS - Sophisticated Systems, Inc. in Columbus, OH, Bureau of Workers' Compensation in Columbus, OH, Ohio Department of Human Services/MIS/BTS in Columbus, OH, Limited Credit Services in Reynoldsburg, OH.

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

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.

DevCare Solutions is a full-service IT solution provider capable of providing resources in all major technology domains. This includes Developers (Java/.Net/Salesforce/Dynamics) , Project Managers, Business Analysts, Database Administrators, Network Engineers, Quality and Test Analysts, Help Desk Technicians, Administrative, Training, Support Services, etc. Our in-house recruiters all have technical backgrounds relevant to the area of recruiting they are assigned to support. DevCare sometimes extends opportunities to mentor and help disadvantaged or small businesses increase their participation in the job market. When DevCare does work with selected sub-vendors, they must be preapproved and meet strict performance requirements equal to our own.

Quality Assurance processes

As a leading provider of resources, DevCare Solutions has multiple Quality Assurance mechanisms in place to constantly evaluate internal business processes and external candidate selections. To hire the right candidates, DevCare Solutions starts by hiring the right recruiters - career professionals that come from technical backgrounds so they can relate with the candidates they are interviewing, and they know what questions to ask to evaluate competency. Our recruiters are experts in their field - prior Developers, Project Managers, Business Analyst and Network Engineers - allowing us to conduct highly technical interviews and understand prospective candidate abilities based on each specific requirement.

DevCare assigns a dedicated team to each account so that they can build a relationship with that client and become familiar with the unique environment and specific needs they are recruiting for. We keep teams intact for the duration of each project, and DevCare has an extremely low turnover rate throughout all layers of the company. Our average length of employment for the consultants we place currently exceeds 3 years. The average length of employment for our internal staff currently exceeds 6 years. We have a very strong family culture at DevCare, and we rarely lose an employee or consultant to outside competition. This gives us the ability to provide a consistent level of service at all times.

In addition to being successful at retaining our workforce, we also have well-defined roles and responsibilities that are supported by our technology and tools we deploy (like our in-house requirements tracking system, RTS). This allows us to work efficiently and effectively over the long-term and respond quickly to changes as needed. We have many satisfied clients that we have served over the past two decades, as our numerous customer examples and testimonials can attest to.

Ronald Vogel who is assigned to University of Central Florida as the Account Manager, has staffed in many projects and currently he is staffing all projects in Ohio, including: Ohio – Cleveland Public Schools and Kent State University.

Don Kearley who is assigned to University of Central Florida as Talent Acquisition Manager, has staffed in many projects and currently he is managing all projects in the State of Pennsylvania.

Subcontractors Details

DevCare Solutions will use the subcontractors depending up on the requirement of the University of Florida.

Our subcontractors in Florida are:

1. Ace Applications, LLC (MBE)

2. Personnel Solutions Plus LLC (MBE)

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

SECTION – 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?**

Our Capabilities:

Our consulting services capability and performance is a unique differentiator from the competition. We have developed several practice areas and have provided client-customizable services to different public and private sector clients. Our experience in providing long-term and short-term staffing services is second to none. DevCare has also shown that it has the capability to effectively deliver staffing services to public clients. In fact, we have had successful engagements with **50+** different public entities, along with more than **20** different private corporations across **38 states** across the country. By way of example, our staffing services are very similar in size and scope to the staffing needs of the University of Central Florida.

We understand how challenging it can be to support client staffing needs, so our design and deployment methodologies focus on scalability and supportability. Our staffing practice has helped our clients consolidate their staffing networks by up to 80%.

DevCare is recognized by our peers in the industry as a leader in solution providers. A client from the State of Ohio said the following about DevCare: *"DevCare's performance and good value ensured my satisfaction and repeat business. DevCare has excellent capabilities and sought to pragmatically integrate IT staffing services into our business processes rather than just deliver people. As an experienced global company, DevCare demonstrates a strong staffing program and program management that inspires considerable repeat business. DevCare's practice focused on keeping us, the client, happy."*

DevCare has practice areas in most leading technologies. This gives our consultant professionals access to training and product information that is typically only available to Client FTE's. Through our practice areas, DevCare brings highly skilled personnel, unique assets, and accelerators that measurably reduce our cost to serve.

DevCare's Strategy Transformation practice lends its experience in bringing together teams across the organization to streamline processes, reduce silos, improve communications, and improve agility and alignment with the business.

We understand our clients' needs and we work within their framework to be the **"GO-TO"** partner that can provide the *'right people, at the right time, for the right price'.*

SERVICES OFFERED & SPECIFIC TECHNOLOGIES
Since 2005, DevCare Solutions has been providing the following wide range of IT, Administrative, Training and Support Services (including, but not limited to, Management, Non-Management and Technical Categories) to various requesting agencies.

Staff Augmentation Services supporting as-needed Temporary / Permanent contracts for various State / Private Agencies across the United States.

- **Understanding the requirement:** DevCare Solutions first takes time to understand the requirements of the Client. The requirements are assigned by the Account Manager to the designated Service Delivery Team who very experienced at understand the requirements of the Client.

- **Sourcing Strategy:** The Services Delivery Team, after analyzing the requirements, will establish suitable channels to source the right set of candidates. The sourcing channels including but are not limited to:
    1. Employee referral program
    2. Our own Internal Talent Pool of candidates
    3. Social media recruiting
    4. Job Portals
    5. Subcontracting – as a last resort

- **Initial Level Candidate Screening:** The Recruiters from the Services delivery team will reach out to the candidates who are best suited and check for their availability along as well as, resume, certifications, licenses, communication skills, experience, etc.

- **Skill Matrix:** The shortlisted candidates from the previous stage are further evaluated by developing the Skill Matrix (a table depicting the mandatory and desirable skills required), to check if the candidate meets or exceeds the minimum qualifications and if they possess the mandatory and required skills as per the Client's requirements.

- **Technical Screening:** The candidate resumes that pass the Skill Matrix stage are then subjected to one-on-one Technical Screening with experienced Technical Managers who will test the candidates' skills on their work experience and technical knowledge. The Technical Managers will be from the top of their fields and will have a full understanding of the Client Requirements.

- The best candidate resumes will be submitted to the Client within 12 -24 hours.

Service Level Agreement:

Our service methodologies have been honed and perfected over many years and we constantly monitor our performance utilizing quality assurance processes and procedures to ensure we maintain the highest levels of customer satisfaction.

We recognize that you can't manage what you can't measure. An essential tool to measure and monitor performance is a Service Level Agreement (SLA). SLA's are a critical part of a contract and at DevCare Solutions, we work with our clients to develop SLAs that clearly outline our responsibilities to ensure we meet Client needs and make sure expectations are

identified before a partnership begins. DevCare Solutions commits to setting up and reviewing SLAs regularly with Clients to guarantee that no issues arise and there are no interruptions with the work being performed.

Below are a few of the general service-level agreements typically used in our professional service contracts.

- **Response Time**
  - ➢ **Job Request Confirmation**: Time it takes for DevCare Solutions to confirm the job request receipt. DevCare Solutions is able to receive staffing requests from Client through email, web portal, or another agreed upon delivery vehicle 24 hours a day, 7 days a week.
  - ➢ **Resume Submittal**: Time it takes for DevCare Solutions to provide a named candidate resume to the Client for consideration.

- **Response Quality**
  - ➢ **Fulfilment Success**: Fulfilment of open positions resulting in successful placements.
  - ➢ **Candidate Performance/Vendor Quality**: Ability of the proposed candidate to meet and exceed the technical requirements of the request
  - ➢ **Retention**: Selected candidates remain on the job for the duration of the contract with minimal churn.
  - ➢ **Issue Resolution**: ability to respond to unexpected loss of candidate through rapid replacement or escalation process.

- **Account Review**
  - ➢ Conducting frequent review meetings with the account managers and the Client representatives to make sure the work is going as planned.
  - ➢ Addressing issues or concerns and gathering feedback from the Clients and recording them for future improvements.

- **Billing Accuracy**
  - ➢ **Invoicing Accuracy**: The guarantee that invoices will be submitted in a timely and accurate manner as agreed to in the service contract.
  - ➢ **Reporting Accuracy**: The assurance that reports and data do not have missing or inaccurate data. Reports include logs, timesheets, performance reports, etc.

- **Customer Satisfaction**
  - ➢ The candidate performs job functions satisfactorily with appropriate technical expertise, attendance record, and attitude towards the Client and coworkers.
  - ➢ Conducting post-completion feedback call to identify what went well and what to improve.
  - ➢ Providing a dedicated account manager for the Client, who can be reached at all times during the engagement or in case of emergencies.
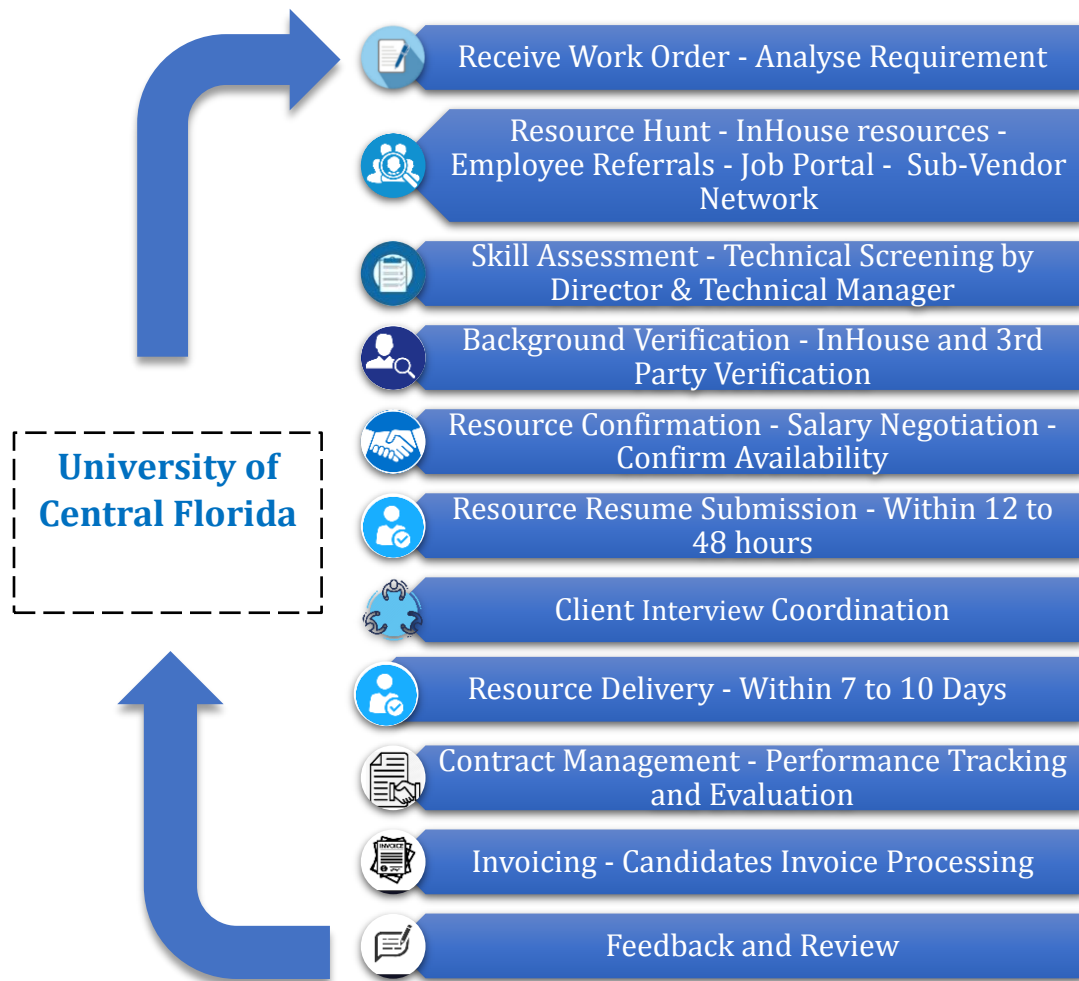
When working with DevCare Solutions, SLAs are reviewed on a regular basis with the designated Client point of contact and/or executive management to ensure compliance and confirm we have met (or exceeded) Client expectations. The following is an example of a staffing service level agreement:

SLA	Target Metric	Failure Penalty
Job Request Confirmation: DevCare Solutions will confirm receipt of job request within 1 business day of Client notification and will be able to receive staffing requests from Clients through email, web portal, or other agreed upon delivery vehicle 24 hours a day, 7 days a week.	99%	
Resume Submittal: DevCare Solutions will provide a named candidate resume to the Client for consideration typically within 3 days but no more than 7 days.	95%	
Resume Acceptance: DevCare Solutions will provide up to three candidate resumes, of which the Client will find at least one acceptable.	95%	
Candidate Performance: The candidate meets technical requirements and stays on the job for the duration of the contract.	90%	If a candidate is terminated (or becomes unavailable) within the first two weeks, the Client will not be charged.
Issue Resolution: If a candidate is terminated or otherwise becomes unexpectedly unavailable, the replacement candidate will be provided within 3-7 days.	95%	If a vacancy requires more than 10 days response time to provide an acceptable backfill resume, the rate will be discounted 10% for the duration of the contract.
Account Reviews: Conducting frequent review meetings with the account managers and the Client representatives to make sure the work is going as planned.	95%	Addressing issues or concerns and gathering feedback from the Clients and recording them for future improvements.
Billing Accuracy: DevCare Solutions guarantees that invoices will be	99%	

submitted in a timely and accurate manner as agreed to in the service contract.		
Reporting Accuracy: DevCare Solutions assures that reports and data do not have missing or inaccurate data.	99%	
Customer Satisfaction: DevCare Solutions promises that the company and its consultants will meet or exceed the performance levels set forth in the contract to the satisfaction of the Client.	99%	If the overall performance of the company or its employees is not satisfactory, DevCare will meet with the Client to discuss the remediation process and/or financial incentives. As mentioned earlier, if a candidate is terminated (or becomes unavailable) within the first two weeks, the Client will not be charged.

Recruitment Methodology

DevCare Solutions has been providing IT Staff Augmentation services for over 16 years and has gained immense knowledge on how to deliver the 'right candidate at the right time for the right price. Over these years, we have developed our own 'Go-To-Market Strategy' which enables us to deliver professionals successfully to the respective Clients through a well analyzed market channel. ALL our Recruiters *are former IT professionals* **and experts in their field (ex-Developers, Business Analysts, Administrative, Project Managers or Engineers)**. 'We find the right people at the right time for the right price is not just an empty slogan. We understand that what makes a consultant good is not just their technical knowledge and experience and soft skills, but their *commitment* and *passion* as well. The following is a description of our Go-To-Market Strategy.

Receive Work Order - Analyse Requirement

Resource Hunt - InHouse resources - Employee Referrals - Job Portal - Sub-Vendor Network

Skill Assessment - Technical Screening by Director & Technical Manager

Background Verification - InHouse and 3rd Party Verification

Resource Confirmation - Salary Negotiation - Confirm Availability

Resource Resume Submission - Within 12 to 48 hours

Client Interview Coordination

Resource Delivery - Within 7 to 10 Days

Contract Management - Performance Tracking and Evaluation

Invoicing - Candidates Invoice Processing

Feedback and Review

University of Central Florida

Based on the above Go-To-Market Strategy, DevCare Solutions' dedicated service delivery team will adhere to the following Staffing Management Plan upon successful award to satisfy the requesting agency's resource needs on an as-needed basis.

Client-Vendor Interaction:

DevCare Solutions believes that the key to delivering the right candidate at the right time is with proper Client-vendor interaction.

The designated Account Manager Ronald Vogel will be actively available from the initiation of the contract and will address any and all concerns. The Account Manager will communicate with the University of Central Florida representative to address the candidate requirements and make sure resumes are delivered to the University of Central Florida representative for evaluation. If the candidate is selected for an interview, it will be coordinated by the Account Manager.

The designated Account Manager will attend meet with the designated Hiring Manager(s) to better understand the needs of University of Central Florida and provide them with the best fit candidate resumes.

DevCare Solutions' Recruitment Methodology

Phase 1: Identify Staffing Requirements

- Identify and understand the requirement(s) from the University of Central Florida.
- Assign the requirement(s) to the Service Delivery Team.
- DevCare Solutions takes special efforts to reach out to the Clients to understand Client specific needs and preferences to obtain the best candidate possible.

Phase 2: Source/ Screen & Submit

- The Service Delivery Team understands and identifies the type of sourcing strategy needed for the requirement(s) posted.
- Qualified candidates are subjected to Technical Screening and evaluation based on the University of Central Florida requirements.
- Best candidate resumes are submitted to the UNIVERSITY OF CENTRAL FLORIDA within 12 -48 hours.
- Communicate effectively with the Service Delivery Teams for successful and on-time submission of the ideal candidate(s).

Phase 3: Organize Interviews

- Upon request for an interview, communicate with University of Central Florida regarding interview schedules, timelines, evaluation techniques, assessment details, duration of the interview, location, etc.,
- Ensure an interview checklist is developed to cross reference and acknowledge that all arrangements organized on the Client side pertaining to the interview are complied with.
- Provide feedback to the candidate(s) and take measures to proceed further based on the interview result.

Phase 4: Post Interview Coordination

- If selected for an award, initiate offer acceptance confirmation with the selected candidate(s) and inform the University of Central Florida of acceptance or rejection.
- If accepted, pre-employment checks associated with previous professional qualifications, background checks, reference checks, etc. are initiated.
- An offer is sent which is acknowledged and accepted by the candidate(s).
- Communicate with the confirmed candidate(s) any and all required pre-employment documents required from the University of Central Florida.

Phase 5: On-Board Procedure

- Confirmed candidate(s) will be informed of the project start date and a work schedule will be prepared.
- The recruiting process for the respective Work Order will be regarded as complete.

Phase 6: Contract Management

- Effective communications will be established with the Contract Management Personnel who will handle all concerns, resolve disagreements, review conflicts of interest and accordingly suggest solutions that are mutually beneficial to both party's interest.
- If there becomes a need to replace a candidate, DevCare Solutions has a Candidate replacement process in place to cater UCF in providing a replacement candidate with in 12 to 48 hours from the time of request.

Phase 7: Invoicing:

- Client billing and Invoicing processes will be established and adhered to.

DevCare Solutions tracks the requirements posted by its clientele with its in-house Resource Tracking System (RTS), where all candidate progress is recorded from receipt of the initial requirement to its submission. This tracking system also acts as a candidate database which helps us fill most of the requirements with in-house consultants.

	Assigned To	City	Client Name	Due Date	Req. Sub Title	State	Status	View	Actions
1	Hemaprab Vijay Sathi	Columbus	Huntington Bank	01-17-2022	QA Tester	Ohio	Completed	👁	⚙
2	Amarnath	Trenton	State of New Jersey - DOH	01-12-2022	Application Development	New Jersey	In Review	👁	⚙
3	Kothanada	Des Moines	State of Iowa - OCIO	01-12-2022	Systems Architect	Iowa	In Review	👁	⚙
4	Keerthana	San Jose	County of Santa Clara - TSS	01-18-2022	Project Manager	California	In Progress	👁	⚙
5	Keerthana	Lawrenceville	State of georgia - Gwinnett County - DoIT	01-17-2022	Project Financial Analyst	Georgia	In Progress	👁	⚙
6	Hemaprab Vijay Sathi	Flint	Huntington Bank	01-17-2022	service desk analyst	Michigan	In Review	👁	⚙
7	Vijay Sathi	Atlanta	State of Georgia - GDC	01-12-2022	Project Manager	Georgia	In Review	👁	⚙
8	Kothanada	Draper	State of Utah - DOC	01-13-2022	Java Developer	Utah	In Review	👁	⚙
9	Amarnath	Trenton	State of New Jersey - DOL	01-11-2022	Project Manager	New Jersey	In Review	👁	⚙
10	Vijay Sathi	Atlanta	State of Georgia - GDC	01-12-2022	System Admin	Georgia	In Review	👁	⚙

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

DevCare Solutions follows timelines to ensure the candidate is delivered at the specified time:

DevCare Solutions follows a strict schedule and set timelines to ensure timely delivery of candidates without compromising on the quality of the candidate delivered. Given below is a sample timeline that can be customized to suit the client needs.

Process	Description	Time Required
Pre-Interview	**Step 1** Receive & understand the business requirement(s) of the Client.	24 - 48 Hrs.
	Step 2 Identify suitable qualified candidates.	24 - 48 Hrs.
	Step 3 Shortlist of the candidates via technical screening and one-on-one interviews.	24 - 48 Hrs.
	Step 4 Reference checks and Background Verifications.	24 - 48 Hrs.
	Step 5 Submit the maximum number of resumes as per the Client limit.	24 - 48 Hrs.
Post-Interview	Once notification for a client interview is received, all necessary coordination is performed to ensure that the interview (as scheduled / planned) takes place. If selected for award, the legal team of DevCare Solutions will initiate the Purchase Order, Master Contractor Agreement, W9 forms, etc.	2 to 3 Days
Upon Successful On-boarding	**Step 1** A Technical orientation session in-line with the Client's expectations will be organized with the successful candidate. Upon completion, the candidate will be forwarded to the work phase of the project needs / role-specific responsibilities.	7 to 14 Days
	Step 2 A primary and a secondary point of contact is introduced from our end, to respond and resolve issues.	
	Step 3 Feedback calls/meetings at agreed intervals are followed, to ensure that the candidate's performance / deliverables match the expectations.	
	Step 4 Employee retention will be taken care to ensure the candidate delivers the set of tasks / responsibilities throughout the entire contract duration.	
	Step 5 Billing and payments related tasks will be carried out in the format and procedure as required by the requesting Client.	
	Step 6 Exit formalities / resignation procedures will be recorded in the procedure as needed.	

2. Describe how urgent requests are handled.

DevCare Solutions is fully equipped to provide screened candidates for an emergency requirement within a 12 – 48 hour time frame. As mentioned earlier, **our standard time frame for delivering the right set of candidates is 12 – 72 hours.** This is achieved by the following implementation plan:

Implementation Plan:

To meet the staffing requirements of the requesting agency and the associated class of technical skills/working titles specified, our area of expertise on Staff Augmentation services will be best utilized to satisfy the proposed scope of work. DevCare Solutions employs a premium recruitment methodology by utilizing employee referrals; our own talent database and vendor networks to source the ideal candidate for the requisition. The approach to deliver the proposed staff augmentation services will include:

· Understanding the requisition and assigning the same to a talent acquisition specialist within the service delivery team.

- Identifying the right set of candidates using sources such as referrals, job boards, passive/active job seeker talent communities, in-house employee talent database and sub-contractors.
- **Our major time saver is the pool of pre-screened candidates. DevCare Solutions maintains a list of previously screened candidates in a warm-lead database for numerous technical areas precisely to allow for rapid recruiting.**
- Reviewing/validating the candidate profile prior to short listing for the position.

· Pre-screening and technical evaluation prior to submission with additional emphasis on characteristic traits such as attitude, leadership qualities, team coordination, etc.

Our major resources for rapid recruiting and placement include:

- Internal Talent pool of pre-screened candidate database
- Employee referral program
- Social media recruiting
- Subcontracting

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

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

DevCare Solutions takes immense care to ensure the authenticity of the candidates and their documents. DevCare Solutions has a two-step process for performing background checks as depicted below. DevCare Solutions background check procedures are highly customizable as per Client needs.

- In-house Background Check.
- 3rd Party Background Check.

In-house Background Check:

- Reference checks are performed
- An In-person meeting or Webcam call is placed to verify the identification of the candidate
- Copies of important document such as state ID, Driving License, Work Authorization etc., are collected with candidate's acknowledgement.
- Resume screening verification and validation and technical assessment screening.

3rd Party Background Check:

All background checks of potential candidates are carried out by our 3rd Party Background check partners; **HireRight** (https://www.hireright.com/) and **Info Cubic LLC** (https://infocubic.com/).

3rd Party Background check will include but are not limited to the verification and validation of:

    A. Social Security Number
    B. Primary Name Searches as well as AKA's
    C. Five (5) to Seven (7) panel Drug/Alcohol Screening
    D. Education
    E. Work History (greater of minimum 5 years or last 3 employers)
    F. Professional Licenses (active)
    G. Unlimited National, State, County and Local Criminal Activity for prior 7 years
    H. 50 State Sex Offenses for prior 7 years
    I. Professional References

Things to know about HireRight:

- HireRight developed the industry's first Internet-based background screening solution and launched it in June 1997.

- HireRight was the first to develop pre-integrated background screening solutions with leading e-recruiting applications, and now offers more of these solutions than any provider in the industry.
- HireRight partners with the industry's top e-recruiting solution providers, such as Oracle, Taleo, Kenexa, SAP, ADP/VirtualEdge, SilkRoad, PeopleAdmin, HealthcareSource, and HRsmart, to co-develop unique, pre-built, pre-integrated employment screening solutions that allow organizations to leverage their recruiting solution investment for background screening.

Things to know about Info Cubic LLC:

- Since 2002, Info Cubic has provided world-class customer service, industry-leading turnaround times and accurate search results. Our tremendous Client referral rate is concrete proof of this strong commitment.
- Info Cubic is accredited through the National Association of Professional Background Screeners (NAPBS), ISO 9001:2015 certified and was named to the 2015 and 2016 HRO Today Baker's Dozen Customer Satisfaction Ratings.

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

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

Candidate Screening Process:

DevCare Solutions institutes a sound hiring and recruiting practice to minimize the risk of a candidate ending up being a bad fit for a role, unexpectedly leaving early, or being terminated. Potential team members are carefully screened based on our AAA standard to ensure they remain committed and productive for the duration of the project they are hired to support.

- **Attitude -** are they qualified for the role based on talent, ability, and communication skills?
- **Aptitude -** is the rate acceptable and is their personality a good fit for the culture and role responsibilities? and
- **Availability -** will they be happy in the work location, are they local or willing to relocate, and do their circumstances allow them to commit for the duration of the contract?

All our or Recruiters are experts in their field - prior Developers, Project Managers, Business Analyst and Network Engineers - allowing us to conduct highly technical interviews and understand prospective candidate abilities based on each specific requirement.

Skills Assessment:

Recruitment and Pre-Screening:

As a leading provider of IT candidates, DevCare Solutions has multiple Quality Assurance mechanisms in place to constantly evaluate internal business processes and external candidate selections. To hire the right candidates, DevCare Solutions starts by hiring the right recruiters. As mentioned earlier all our recruiters are experts in their field - prior Developers, Project Managers, Business Analyst and Network Engineers - allowing us to conduct highly technical interviews and understand prospective candidate abilities based on each specific requirement. Before any candidate is submitted for a client position, they are put through a vetting process that includes a formal background check and an in-depth technical and soft skills interview with a relevant subject matter expert. Each pool of candidates is evaluated and graded based on metrics including work experience (Public and Private), technical competency, communication skill, personality and proximity to job location, and only the best are submitted for Client consideration. Additionally, upon completion of staffing assignments, an exit interview is conducted with the Client and a customer satisfaction survey is requested and kept in a performance history archive.

Our pre-screening process consists of 4 checkpoints:
- *Basic competency verification through the phone interview.*
  - ➢ Ask questions related to experience from the resume to ensure they can back it up.
  - ➢ Ask questions related to each mandatory and desirable skill per the Client need, where the candidate used the skills, the comfort level with the skillset, how it was used, what they did with it and not their team, etc.

- Ask questions related to the Candidates Visa (if applicable).
- Ask questions related to the candidate permanent resident process (if relevant).
- Ask a question related to the arrival of the USA to find out the experience in the USA (if relevant).
- Document all information. We store all answer in our Resource Tracking System (RTS) Application, an in-house application we built specifically to improve the quality of our submissions which thoroughly track the Candidate through the entire process with record of it.

- *Document Verification*
  - Verify the resume against the candidate's LinkedIn profile.
  - Verify the Photo ID document for the Candidates DOB and photo to compare against the years of listed experience and the person we are talking to.
  - Verify the Visa document with the E-verification web portal provided by USCIS.
  - Verify I-94 and check the candidate's USA experience.
  - Verify that the information collected from the phone screen and documents are matching.

- *Technical Skill Verification*
  - Ask the candidate to come to our office(s) for an in-person technical interview.
  - Perform a webcam interview if the candidate is not able to come into our office.
  - Utilize SMEs within our Technical Team to ask detailed technical and soft skill questions related to Job Description and customer expectations.
  - Cross-reference phone interview answers and in-person answers to verify that responses are consistent and suggest we are working with the same candidate.
  - Validate all documents against public records or other sources of confirmation.
  - Explain to candidates the Client expectations, culture, and work environment for each opportunity.

- *Verify previous work sample.*
  - Based on Client expectations, verify the previous work samples for proficiency (User training manual, UI design, etc.)

Skill Match Evaluation (Skill Matrix):
We evaluate candidates based on their IT skills and working knowledge against previous experience acquired over their professional careers and relate similarities with the new job requirement. Resume scoring is performed, and a skill matrix is developed to rate the candidate's overall experience as it pertains to the new requirement. An overview of experience (Public Sector and Private Sector), working habits, interpersonal skills, leadership qualities, communication skills, etc., are all assessed during this interview process prior to the submission of the profile to the requirement.

The resume scoring/skill matrix below serves as a SAMPLE only.

Name	Xxxxxxx	
Job Title	**.NET Developer**	
Mandatory Experience	**Req. Exp.**	**Actual Exp. (Yrs.)**
Must possess a bachelor's degree in information technology/computer science or minimum 8 years' experience in Information Technology	**Required**	BS (Electronics), 03/94, Nagarjuna University, India. / 8+ Yrs. Exp in IT
Minimum 6 years' experience in the last 8 years with C#	**6**	9+
Minimum 3 years' experience in the last 5 years with ASP.NET, MVC and JavaScript	**3**	5+
Minimum 5 years' experience in the last 8 years SQL Server 2012 or above.	**5**	6+
Minimum 5 years' experience in the last 8 years writing stored procedures and SQL scripts	**5**	6+
Minimum 3 years' experience in the last 5 years with Entity Framework	**3**	5+
Minimum 3 years' experience in the last 5 years with jQuery and jQuery UI.	**3**	5+
Minimum 3 years' experience in the last 5 years with ASP.NET Web API or Windows Communication Foundation Services.	**3**	6+Yrs. Exp in Web API / 15+ Yrs. Exp in WCF Server
Minimum 3 years' experience in the last 8 years with Visual Studio 2010 or above	**3**	6+
Experience with SQL Server 2014, 2016 or 2017	**Preferred**	4+
Experience developing applications with Knockout.js	**Preferred**	4
Experience with GIT source control	**Preferred**	2
Experience with Visual Studio 2017	**Preferred**	1+
Experience with TFS work items, builds and releases	**Preferred**	9+
Experience in CSS, HTML5, AJAX, and XML	**Preferred**	6+
Other Details		
Certifications	**NO**	

State/Federal Experience	Department of Transportation, Washington, DC. - 3 Years 11 Months.
Total Years' Experience	12+
Relevant Experience	9+

In-depth Technical Screening by Technical Managers:
Once the right set of the candidate(s) is/are selected the next step is an in-depth, one-on-one technical screening and soft skills screening which is done by our Technical Managers to make sure the candidate(s) are the right fit to execute the project work and ensure its completion.

Role of Technical Managers:
Our Technical Managers have extremely robust IT backgrounds, having worked in many different capacities over the years. They have extensive experience working in highly technical roles in various projects across many domains as well as Senior Management positions. They oversee rapid staffing growth and are responsible for evaluating and hiring some of the rare skill sets.

Responsibilities include the following:
- Closely coordinates with the Account Manager to understand the requirements better and select worthy candidates.
- Conducts one-on-one technical screenings for the finalized set of candidates before delivering the proposed candidate resumes to the Clients.
- If required, conducts training sessions for the candidates.

Upon thorough screening of the candidate, the Technical Manager rates the candidates' skills and the best set of candidates are forwarded to the Clients for further evaluation. Below is a sample evaluation/screening scoring sheet.

Evaluation / Screening process for candidates – using the Rating Sheeting:
A pre-submission scoring is performed to rank the candidates on their overall skills for the position. Per the required and desired skills of the job requirement, the resource candidate manager / pre-screening specialist evaluates and gives a numeric rating (see tables below), inclusive of specific job-related comments in the space provided.

The rating system is based on the following:

Score	Rating
5	Exceptional
4	Meets Expectation
3	Average
2	Satisfactory
1	Unsatisfactory

CANDIDATE EVALUATION FORM	
Candidate's Name:	**Date:**
Client Name:	
Position Applying For:	
Interviewer Name:	

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?
Rating: 1 2 3 4 5
Comments:

Prior Work Experience – Does the candidate have the necessary skills or qualifications through past work experiences?
Rating: 1 2 3 4 5
Comments:

Industry Specific Experience / Domain Knowledge – Does the candidate possess Industry's best practices/credentials necessary to carry out / demonstrate expertise required for the project needs.
Rating: 1 2 3 4 5
Comments:

Work Authorization – Does the candidate meet the norms required as part of the Work Authorization? Verifying Visa status and Documents.
Rating: 1 2 3 4 5
Comments:

Education/Training/Certifications Documents – Verification of all documents related to Education, Training underwent, Acquired Certifications, etc.
Rating: 1 2 3 4 5
Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?
Rating: 1 2 3 4 5
Comments:

Reference Checks: Current or most recent references are verified?
*Rating***:** 1 2 3 4 5
*Comments***:**

Administrative and Budgetary Experience – Does the candidate comply with the respective requirements needed for this position?
Rating: 1 2 3 4 5
Comments:

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

DevCare Solutions fill percentage stands at **20%** and lead time to get an employee ready to work ranges from **7 to 14 days.**

THE REMAINDER OF THE PAGE HAS BEEN LET BLANK INTENTIONALLY

PROPOSAL FORMS

<table>
<tr>
<td>

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.

</td>
<td>

University of Central Florida

INVITATION TO NEGOTIATE

Contractual Services

Acknowledgement Form

</td>
</tr>
</table>

| Page 1 of **38** Pages | OFFERS WILL BE OPENED **January 13, 2022 @ 2:00pm EST**

 and may not be withdrawn within **120** days after such date and time. | ITN NO. **ITN2021-03** |

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

FEDERAL EMPLOYER IDENTIFICATION NUMBER
20-2761086

SUPPLIER NAME DevCare Solutions Ltd	REASON FOR NO OFFER:
SUPPLIER MAILING ADDRESS 579 Executive Campus Drive, Suite 370	
CITY - STATE - ZIP CODE Westerville - OH - 43082	**POSTING OF PROPOSAL TABULATIONS**

AREA CODE	TELEPHONE NUMBER 614-221-2277	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: 614-867-9367	
	EMAIL: rfp@devcare.com	

Government Classifications
Check all that apply

☐	**African American**	☐	**American Woman**
☐	**Asian-Hawaiian**	☐	**Government Agency**
☐	**Hispanic**	☐	**MBE Federal**
☐	**Native American**	☐	**Non-Minority**
☐	**Non-Profit Organization**	☐	**PRIDE**
☐	**Small Business Federal**	☐	**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)

Gayathri Prithiviraj, Business Development Manager
_____
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.

APPENDIX I
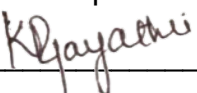## SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS

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

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

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

SECTION	YES	NO	RESPONDENT INITIALS

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

Company: _DevCare Solutions Ltd_ Authorized Representative's Name: _Gayathri Prithiviraj_

Authorized Representative's Signature: _____KGayathri_____ Date: __01/21/2022__

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We,_____DevCare Solutions Ltd_____ 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: ___DevCare Solutions Ltd_____

Authorized Representative's Name: ___Gayathri Prithiviraj_____

Authorized Representative's Signature: ___KGayathri_____

Date: ___01/21/2022_____

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: _____DevCare Solutions Ltd_____

Authorized Representative's Name: __Gayathri Prithiviraj_____

Authorized Representative's Signature: ____KGayathri_____

Date: ___01/21/2022_____

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.

_____   Gayathri Prithiviraj
PROPOSERS SIGNATURE   _____
                                PRINT OR TYPE PROPOSER'S NAME

DevCare Solutions Ltd   rfp@devcare.com
_____   _____
COMPANY NAME   EMAIL ADDRESS

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.

_____   Gayathri Prithiviraj
PROPOSERS SIGNATURE   PRINT OR TYPE PROPOSER'S NAME

DevCare Solutions Ltd   rfp@devcare.com
COMPANY NAME   EMAIL ADDRESS