



Response To



ITN Number 2021-03TCSA

for

Temporary Labor Services

January 27, 2022



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Executive Summary

Visium Resources, Inc. is pleased to respond to the University of Central Florida's ITB ITN2021-03, Temporary Labor Services.

Visium Resources Inc., formerly named Alltech Resources Inc., was established in 1994. During February 2004, the Corporation was re-branded to Visium Resources, Inc. At that same time the company was re-incorporated as a Florida Corporation with the same core ownership and staff. Visium Resources' Management and Staff bring to the table a wealth of over (225) years combined experience within the Temporary Staffing Industry.

This extensive experience in staffing a wide variety and scope of projects engenders a thorough and complete understanding of professional recruiting strategies and people management required to meet our clients' high standards of safety, quality and "first class" customer service to both employee and client. Our service offerings include contract, contract-to-hire, direct placement, and payrolling options.

Visium has enjoyed working within the public sector over the last twelve years. Our client base has included working with the University of Central Florida, Orange County Public Schools, Osceola County School District, Seminole County Board of County Commissioners, Hillsborough County Public Schools, Orange County Board of County Commissioners, Orange County Clerk of the Courts, Orange County Utilities, Orange County Public Works, and various agencies at the State of Florida including Department of Transportation, Florida Senate, Department of Children & Families, Department of Health and Department of Environmental Protection, Department of Financial Services, and Citizens Property Insurance. Our team has provided skill sets across the spectrum including (but not limited to) Administrative Support, Customer Service, Accounting & Finance, all areas of IT including Applications Developers, SAP Specialists, Project Managers, Project Coordinators, Business Analysts, QA Analysts/Testers, Desktop Support Technicians, Service Desk Analysts, Network Analysts/Engineers, GIS Analysts/Technicians, Systems Administrators, Systems Analysts, and Telecommunications Engineers & Technicians, Technical Writers, Cyber Security Engineers/Analysts, Systems Architects, and more.

Collectively, our recruiters and account managers bring over 95 years' specific experience supporting IT needs within the public sector. These individuals have also worked with Duval County Public Schools, Seminole County Property Appraiser, Lake County Property Appraiser, Volusia County Property Appraiser, City of North Port, FL, Sarasota County Government and the Greater Orlando Aviation Authority.



Visium Resources is not your average staffing firm. While most staffing firms solely focus on the end client, Visium goes a step beyond what may be that staffing industry norm to regularly communicate with and provide special recognition to our employees throughout the year, be it for a birthday, or an anniversary, or when we learn of an individual contribution to the work team that deserves attention. For these small gestures we have received much appreciation and no doubt a stronger job satisfaction and commitment from our contract employees assigned to our clients.

Our team looks forward to serving you should we be selected to support UCF's temporary staffing needs, using the experience and gained knowledge to continually build upon the successes and achievements that have been forged over the past decades. Our goals and mission are consistent: provide dependable, value add and cost-effective staffing solutions to our customers and give the highest quality support to our contract employees who represent Visium Resources within our clients' facilities. It is in meeting these goals that our rate of repeat customers consistently exceeds 85% year over year.

As you evaluate the following response, please understand that Visium Resources has carefully and thoroughly analyzed the needs of the University of Central Florida. Based upon this analysis, it is our belief that our firm is eminently qualified to provide cost effective, best-in-class consultants and account management services to your organization.

Your consideration of this proposal is very much appreciated. We feel our response to this ITN is a full and encompassing offering. Visium Resources' ownership and management are in full support of its team to continue to demonstrate value and unparalleled commitment to customer service and success at the University of Central Florida.

Sincerely,

Robert A. Johns

Robert A. Johns
Vice President



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.**

Visium Resources' all local management and staff bring to the table a wealth of over (225) years combined experience within the Technical Staffing Industry.

Visium's management and staff's guiding principal is that is our duty to support TWO customers on a consistent basis. Both the client who has trusted us to provide solutions to their needs, as well as our employees who through the utilization of their talent fulfills those needs. We believe our company's philosophy has proven to be the right track for our success. It has allowed our organization to grow and prosper, with an exceptional record of client and employee satisfaction and retention. Through the application of this methodology, Visium routinely ranks as having the lowest turnover and highest job satisfaction rates among competitive providers. Our reduced turnover rate of contractor employees has a clear correlation to reduced costs, retained group project knowledge, and therefore increased project throughput for our clients' projects.

Experience in Serving Clients of all Sizes/Scope

Visium Resources is classified a Veteran Owned Small Business, but is an organization that has the know-how and experience that only can come from many decades of total immersion in the contract staffing industry. Extensive experience staffing large numbers of employees for NASA (college recruiting internship program), as one example and many other very high profile national and local corporations to supporting clients that are small businesses has given our management team the confidence to promote Visium Resources as the ideal choice to meet the current needs addressed in the ITN.

Highlights

- Experienced in staffing large and small projects.
- Proven technology solutions in place for quick ramp-up.
- Unique high-tech media solutions to attract qualified candidates.
- Strong all local hands-on management capability.
- Extensive Public Sector client experience.



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

Visium Resources, Inc. was established in 2004 to service the staffing needs of commercial and government organizations throughout Florida and the Southeastern USA, and how it came to be is an interesting story. The company was founded by a very experienced team of staffing industry professionals whose roots in the temporary staffing industry extend all the way back to the 1950's and 60's.

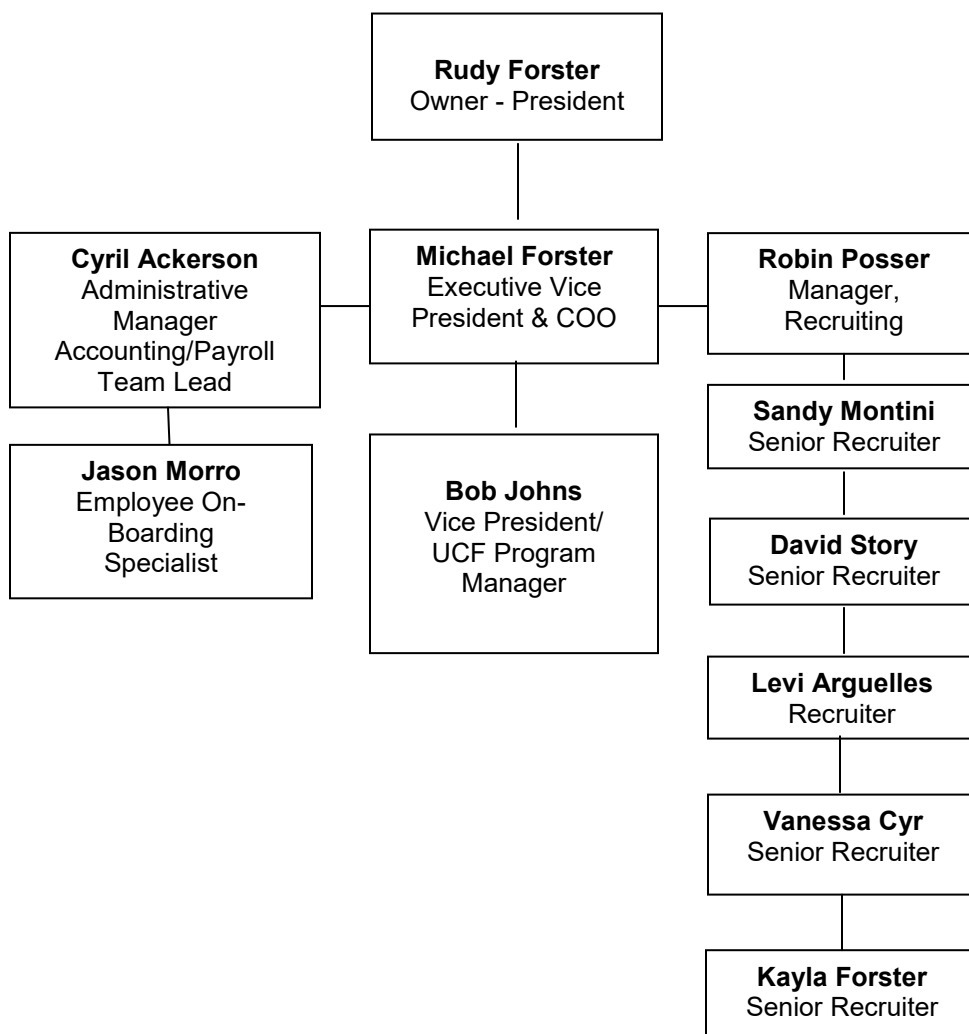
After individually creating, building, and managing their respective staffing organizations, the two founders ultimately sold their organizations in the late 90's and retired to what they thought would be the "Good Life". Having spent many years serving together as Directors of a national industry Trade Organization they stayed in touch, and when retirement lost its luster, they decided to meld their skills and actively go back into the industry they both knew and loved. From that decision flowed Visium Resources Inc., a new organization that would take advantage of the industries newest technologies for the sake of efficiency, but had at its core, the principle of doing business on a very personal level, personal, meaning People to People. With that guiding Core Principle, Visium has imbued its staff with the concept that our way of doing business is to be based on the premise that in every business transaction, we are always serving two customers. Customer One is our Client Company, of course, but Customer Two shall always be our valued Contract Employees. Both Customers are considered a virtual extension of the Visium "Family". After nearly two decades of history behind us, it is safe to say that the application of that Core Principle has been validated.... and it shall always be so. It is Our Way.

This extensive experience in staffing a wide variety and scope of projects engenders a thorough and complete understanding of professional recruiting strategies and people management required to meet our clients' high standards of safety, quality and "first class" customer service to both employee and client. Our service offerings include contract, contract-to-hire, direct placement, and payrolling options.



Organization Chart Listing All Staff to Be Assigned to the UCF Account

Visium Resources is strategically organized to optimize positive and rapid response to both customer and employee needs. Every employee is valued as 'family' and has direct access to key management personnel all the way up to the company principals if necessary and can expect a prompt and efficient reply to requests and business needs. Key staff within the organization are outlined below.





Our team (many of whom are UCF alumni) consists of dedicated recruiters who have spent most of their careers in Central Florida, and offer a wide scope of recruiting experience, serving industry and government. This experience provides the intuitive “know-how” to screen candidates, not only for the typical ‘required’ skills, but also for the intangible soft skills. Their primary goal is to provide what is best for the Candidate AND for the Client.

In the true spirit of teamwork, it is an extremely common occurrence for all of our staff to voluntarily jump in and assist with recruiting or administrative functions as needed. The attitude regarding getting the job done at Visium is “whatever it takes”.

Visium Resources is strategically organized to optimize positive and rapid response to both customer and employee needs. Every employee is valued as ‘family’ and has direct access to key management personnel all the way up to the company principals if necessary and can expect a prompt and efficient reply to requests and business needs.

Rudy Forster, owner and current President of Visium Resources, was formerly an engineer and became co-owner and General Manager for 39 years of a well-known technical staffing company by the name of Advanced R&D Inc. (which later was acquired by Quantum Resources, Inc., a division of Service Master Corp.). Today, Rudy is actively involved as a Director and CEO of the Visium organization, providing his 50+ years of staffing industry experience and knowledge to guide and facilitate the continuous positive development of our formidable team of technical personnel staffing specialists.



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

Visium Resources is a veteran owned small business enterprise, based in Maitland, FL. We are proud of our accomplishments throughout our 19-year history, having provided excellent staffing and recruiting services to industry and government clients in Florida, as well as other locations outside of FL. Our client includes notables such as Orange County Public Schools, Orange County Government BOCC, Orange County Clerk of the Court, Seminole County BOCC, State of Florida, Citizens Property Insurance, Walt Disney World, Houghton, Mifflin, Harcourt, Live TV.

Visium is financially sound, having been profitable over the company's history, and have never been in default to its creditors nor employees.

3. List three accounts that have similar needs to UCF. University and/or College Accounts would be a plus.

Proposers must include:

**Company/University Name and Address
Services Rendered and Length of Service
Contact Information for Reference**

Account Reference #1

Visium won a multi-year contract to provide IT contract employees and to date have recruited skill sets including SQL Development, Project Management, EDW Development, Quality Assurance, Business Analysis, and SAP Administration.

Organization: Orange County Public Schools
Contact: Jim Pulliam, former CIO
Virginia Schneider, Assistant Director, Student Information Systems & Projects

Address: 445 W. Amelia Street, Orlando, FL 32801
Phone: Jim Pulliam – (407) 693-4900
Virginia Schneider – (407) 317-3200 x2002224

Email: JimPulliam1@live.com
Virginia.Schneider@ocps.net

Length of Service: 1/2014-present



Account Reference #2

Visium Resources provides IT consultants to support in-house custom Applications. On average Visium has had several PM's, developers/BA's working on long term projects.

Company: Children's Home Society of Florida
Contact: John Dean, Senior Director Enterprise Solutions and Architecture

Address: 5766 S. Semoran Blvd., Orlando, Florida 32822

Phone: 321-397-3000 x 13006
Email: John.Dean@chsfl.org
Length of Service: 2-1/2 years

Account Reference #3

Visium Resources, Inc. has been providing staff augmentation services to Citizens Property Insurance for nearly nine years. This contract is a multi-year agreement to provide IT, and insurance industry personnel on a contract basis at various FL locations. During these years of service, Visium Resources has been a consistent provider of quality talent and remains a proven and reliable source of a wide range of talent. This project is current and on-going.

Company: Citizens Property Insurance Co.
Contact: Kristen Kulbick, Talent Acquisition

Address: 2101 Maryland Circle, Tallahassee, FL 32303

Phone: (850) 519-4236
Email: kristen.kulbick@citizensfla.com
Length of Service: 5/2013-present



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).**

The entire staff of Visium Resources (Maitland) consists of (16) employees, and all will be called upon to support the staffing needs of UCF on an as-required basis. The number of staff assigned will be dependent upon the volume of activity at any given time. The account manager assigned to the UCF account will be Bob Johns, and supported by the service delivery team, led by Robin Posser, Recruiting Manager. Below are the resumes of these managers along with that of our COO, and recruiters whose primary responsibility will be to support UCF's needs.

(Please see following pages for Staff Resumes)



Michael Forster, our EVP & COO, has over (30) years of comprehensive experience in the staffing services industry, including the responsibility for initial planning, staffing, start-up and successful operations management of (8) staffing offices and two corporate headquarters within (5) states throughout his career. Over the years, he led a vast number of client projects; always with the strong belief in success via communication, thorough planning and flexibility, attention to details and emphasis on the complete satisfaction of both clients within the staffing equation.... the customer who needs talent, and the worker who provides their talents. A business graduate of the University of Central Florida, Mike is a native Floridian who has lived throughout the country but returned to the state of his birth to serve the Florida community in both business and personal pursuits.

SUMMARY OF QUALIFICATIONS

Over thirty years of continuous growth in the areas of sales management, sales training and new client generation within the technical contract services industry. Proven ability to mentor and coach employees to enhance their technical, customer service and teamwork skills. Successfully developed new offices from initial analysis to successful operation. Excellent interpersonal skills and communication skills.

PROFESSIONAL ACCOMPLISHMENTS

Management

- Simultaneous management of sales and recruiting staff and administrative (P&L responsibility) oversight of up to five branch offices with yearly sales in excess of \$30 million.
- Evaluated new clientele of branch offices, based upon safety and financial criteria.
- Maintained high employee satisfaction and low turnover through “Team Oriented Management”, stressing performance recognition, team decision involvement, and excellence by example.
- Developed and wrote documentation for RFI and RFP presentations for new client projects within branches.
- Conceived and developed an electronic document database using MS Access to store, track and report all client order information.

Training

- Authored new sales training program including written, audio and video components.
- Provided initial and ongoing technique training to sales representatives.
- Established and chaired regular sales meetings via teleconferencing and published follow-up documentation via sales newsletter.
- Two-year National Technical Services Association (NTSA) Committee member who authored and analyzed all legal/technical questions for the industry TSC exam.

- As President of the Florida NTSA chapter, coordinated guests to provide an education on specific topics relevant to the industry.
- Published articles in "Selling Power" and the NTSA "Reporter"

Client Generation

- Opened over 140 new client companies throughout career through personal sales efforts.
- Established, met and exceeded personal goal of establishing one new client per month, every month, through sales career.
- Began initial operations and hired/trained staff for three new branch offices located in Pensacola, Milwaukee, and Nashville.
- Built new client weekly billings within Pensacola territory from zero to over \$100k within a three-year period.
- Built personal sales volume for new business in excess of \$400k during 2001, while simultaneously managing existing large accounts and coaching 4 regional sales representatives toward consistently meeting their personal sales objectives.

PROFESSIONAL EXPERIENCE

VISIUM RESOURCES, INC., Maitland, FL 2002-present

Executive Vice President/COO

Responsible for the sales, recruiting, and administrative functions for Maitland, Pensacola, and Huntsville branches.

QUANTUM RESOURCES, Orlando, FL 1999-2002

Regional Vice President

(Corporate Acquisition of Advanced R&D by Quantum Resources, a ServiceMaster company, sold to Aramark Company in 2002)

ADVANCED R&D, Orlando, FL 1997-1999

Vice President, Sales and Marketing Manager

ADVANCED R&D, Pensacola, FL 1994-1997

Vice President, Corporate Expansion & Development

ADVANCED R&D, Pensacola, FL 1991-1994

Regional Manager



SUBIN, SHAMS, ROSENBLUTH & MORAN, Orlando, FL

1986-1988

Paralegal Assistant

VAL-JOHN ENGINEERING, Orlando, FL

1984-1986

Engineering Document Technician

EDUCATION

University of Central Florida, Orlando, FL

BSBA, Marketing

PROFESSIONAL ORGANIZATIONS

TechServ Alliance (formerly NACCB)

National Technical Services Association (NTSA)

- National Vice President (2001-2002)
- Chapter President / Chapter Director (1998-2001)
- Chair - Education Committee (2001)
- TSC Certification Committee (2000-2002)

CERTIFICATIONS

Technical Services Certified (TSC) (2000)

- Association exam testing legal knowledge relating to the technical staffing services industry



Sandy Montini, professional experience as a technology recruiter, serving clients within the defense, aerospace, banking & finance, healthcare, insurance, telecom, entertainment industries as well as State, Local & Federal Government agencies. She has an additional (12) years' experience as a software developer, prior to beginning her career in the technical staffing services industry.

SUMMARY OF QUALIFICATIONS

- Over 30 years' professional experience with emphasis on Human Resource development including recruitment, selection, placement, and training of exempt and non-exempt personnel.
- Development and fostering of client relationships, which resulted in, expanded business base and additional revenue/profit.
- Technical experience which includes the development of systems requirements and selection of various software and hardware in both aerospace and commercial environments.
- Excellent written and verbal communication skills.

PROFESSIONAL EXPERIENCE

Visium Resources, Inc., Maitland, FL

1/2005 – Present

Sr. Technology Recruiter

- Work with a team of 10 recruiters responsible for staffing both IT and Engineering personnel in the Government, Manufacturing, Healthcare, Aerospace & Defense, and Entertainment markets.
- Partner with Executive Management in evaluating market trends, business strategies, and team building exercises.
- Maintain open line of communication with all sales staff to monitor candidate status.

ACT-1, Maitland, FL

2/2001 – 12/2004

Recruiting & Operations Manager

- Managed a team of technical recruiters responsible for developing candidate relationships including the development of a database that housed all pertinent client/candidate information.
- Trained, mentored, and conducted performance measurement of all members of the recruiting and sales teams which included the generation of billing rates.
- Work closely with Sales Manager in evaluating market trends, business strategies, financial analyses and assessments, and team building exercises.
- Maintained constant open line of communication with all sales staff in order to monitor status of submitted, interviewed, and placed candidates.

- Continued communication with client base to monitor status of contractors.
- Developed metrics to determine effectiveness/efficiency of recruiters and sales staff.

Quantum Resources, Orlando, FL

10/1999 – 1/2001

Senior Technical Recruiter

- Managed technical staffing division for a company primarily staffing for the engineering and manufacturing industry.
- Established client/candidate relationships including maintaining all pertinent information relative to both clients and candidates.
- Initiated staffing into the healthcare industry in preparation for HIPAA compliance and certification.

MIS Staffing Solutions, Orlando, FL

5/1998 – 10/1999

Branch Manager

- Managed the start-up of a technical recruiting and placement firm specializing in the healthcare industry.
- Recruited, selected and trained all sales and recruiting staff.
- Established client/candidate relationships, including the development of a database that housed all pertinent client/candidate information.

Hall Kinion & Associates, Inc. (formerly TeamAlliance, LLC), Orlando, FL

1/1994 – 4/1998

Branch Manager

- Managed the startup of a technical recruiting/placement firm.
- Recruited, selected and trained all sales and recruiting staff.
- Established client/candidate relationships, including the development of a database that housed all pertinent client/candidate information.
- Developed and obtained Executive Management concurrence on operating budgets/financial targets.
- Designed and conducted in-depth staff training which included demographic evaluation, market trends, technological developments, financial analyses and assessments and team building exercises.

Technical and Management Consultant, New York / Chicago / Los Angeles

1989 – 1994

- Consulted in the capacity of Project Manager, Project Lead, Senior Communications Consultant, GUI Designer, and PowerBuilder Developer for many Fortune 500 companies including, Nomura Research Institute, ComDisco, Goldman Sachs, Heller Financial, Northern Trust Company, Monsanto Company, Sysco Foods, Solo Cup, and Aon Reinsurance Company.

JP Morgan Bank, New York, NY

1986 – 1989

Telecommunications Officer

- Participated in the creation of a services controller and digital access unit stress tester in Oracle, SQL, and C. The system generated keystrokes to control 384 access unit screens.
- Responsible for the installation and integration of all market Data Services distributed to all trading and non-trading personnel. This included interaction with service vendors for price negotiations, contract reviews, technical reviews, and interaction with the Micrognosis system, coordination with NYNEX for data circuit installation, scheduling union labor, and establishing working relationships between union laborers and service vendors.
- Participated in the Local Area Network (LAN) traffic study to project the LAN usage for live operation and the necessary throughput for future growth.

Grumman Aerospace Corporation, Bethpage, NY

1983 – 1986

Software Engineer

- Responsible for the creation of software tools to aid electrical engineers in the establishment of Automated Test Equipment (ATE) workstations. Patent received on a System Translator coded in Pascal on VAX/VMS that converts one ATE's software system to another.
- Responsible for the design and implementation of an IBM PC Local and Wide Area Network (LAN/WAN). This task included purchasing of appropriate hardware and software, planning, scheduling, and installation of Network, establishment of company standards and training of management personnel.

EDUCATION & TRAINING

State University of New York at Plattsburgh, Plattsburgh, NY

BS in Computer Science (Minor in Business Administration)

- Lotus Notes Training
- PowerBuilder Techniques & Advanced Data Windows



Bob Johns, Vice President, will oversee the day-to-day success of the UCF account. Bob has over (40) years of comprehensive experience in the technical staffing services industry. In his career, Bob has held various positions within the industry including Recruiter, Regional Administrative Manager, Account Manager, Branch Manager, and Florida Division Manager. In addition to many client companies within the private sector, Bob has also provided account management for government/municipal clients, such as Orange County Public Schools, Orange County Government (BOCC), Orange County Public Utilities, Osceola County School District, Hillsborough County Public Schools, Orange County Clerk of the Courts, Citizens Property Insurance, Volusia County Property Appraiser, Seminole County, Lake County, Sarasota County, Duval County Public Schools, City of North Port, FL and the State of Florida.

KEY ACCOMPLISHMENTS

- Developed significant staffing business opportunities from within the public sector.
- Launched new branch office in FL, achieving revenue run rate in excess of \$6,200,000 within three years.
- Awarded a sole source \$5 million engineering staffing contract with a Power/Utilities company, growing to a \$100+ million Managed Staffing Program.
- Top sales producer in the Southeast region (CDI), generating \$6.5 million in revenue in 1997, and \$9.0 million in 1998. Exceeded year over year sales targets, from 1990 to 1998, as a Sr. Account Executive.
- Awarded consecutive Southeast Region “Recruiter of the Year” distinction from 1981-1984.

EXPERIENCE

VISIUM RESOURCES, Maitland, FL

4/2009 – present

Vice President

Responsible for the growth of new accounts and maintenance of existing accounts throughout the state of Florida market. Established focus on vendor contracts within the public sector including Orange County Public Schools, Seminole County BOCC, Osceola District Schools, Hillsborough County Public Schools, Orange County Clerk of the Courts, Orange County Board of County Commissioners, Citizens Property Insurance, State of Florida (Florida Senate, Department of Transportation, and Department of Health, Department of Children & Families and Department of Environment Protection). Oversight of the company budget/forecast process, RFX responses, and contracts administration.

VOLT TECHNICAL RESOURCES, Orlando, FL

6/2003-2/2009

Business Unit Manager

Successfully established Volt’s presence in FL, in a market with no existing branding, growing the revenue run rate from the ground to over \$6,200,000 annually. Developed existing national accounts in FL as well as opened new (non-national) accounts in the FL territory. Hired, trained, and mentored in-house staff. Appointed to national sales training team.



CDI PROFESSIONAL SERVICES, Orlando, FL

3/1980-5/2003

Florida Division Manager (3 years)

Responsible for the successful management of multiple branch offices (Orlando, Tampa, Boca Raton), including sales/recruiting, P&L management, staff training and development, client presentations, RFP/RFQ responses, business development, and management of house accounts (under national agreements).

Branch Manager (3 years)

Managed the Orlando, FL operation which included maintenance of house accounts, new account growth, sales, recruiting, and administrative team hiring, coaching, and mentoring. Responsible for managing P&L, forecasting/budgeting, and maintaining acceptable revenue/operating cost ratios.

Senior Account Executive (7 years)

Developed and managed accounts in Orlando, Tampa Bay, and Melbourne area within the Aerospace, Defense, Aircraft, Power/Utilities, Electronics, Environmental, Government, Telecommunications, Manufacturing, and Entertainment vertical markets.

Southeast Regional Administrative Manager (5 years)

Contract administration; RFP response preparation; financial reporting for regional management; fiscal budgeting/forecasting, division cost allocations, P&L analysis/reporting. Managed field employee administration including employment contracts, payroll/billing process, and accounts receivables. Responsible for the hiring, training and development of all administrative personnel.

Senior Technical Recruiter (5 years)

Sourced, screened, interviewed and hired contract engineering and technical personnel for client companies to support new and on-going projects/programs. Daily interface with clients for candidate submittal/feedback, setting interviews and candidate employment negotiations/offers. Additional duties included cold call solicitations to potential clients. Led the SE Region four consecutive years for number of placements and gross margin dollars generated.

EDUCATION/TRAINING/CERTIFICATIONS

University of Central Florida, Orlando, FL

Business Administration (Management)

Microsoft CRM Training/Certification

Six Sigma Training – Yellow Belt Certification

SPIN Selling Training

NTSA Technical Services Exam / Certification (TSC)

(Association exam testing legal knowledge relating to the technical staffing services industry)



DAVID STORY

PROFESSIONAL EXPERIENCE

Visium Resources, Orlando, FL

5/2006 – Present

Sr. Technical Recruiter

- Responsible for recruiting individuals for contract assignments in all IT, engineering and professional fields.
- Conducted negotiations between clients and contract employees.

Quantum Resources, Orlando, FL

8/2005 – 12/2005

Account Executive

- Responsible for all sales contacts through cold calls and client visits.
- Established needs of those clients for professional, engineering, IT and skilled tradesmen.
- Presented candidates resumes scheduled interviews and completed any follow up to insure the candidate was qualified for the selected position.

Unrelated Employment

04/2003 - 08/2005

Staff Transfer Systems

04/2002 - 12/2002

Account Manager

- Responsible for sales in a Professional Employment Organization, PEO.
- Identified potential clients through cold calls to establish potential clients, determine their qualifications and interest in our services.
- Completed all follow-ups with clients.

Omne Staffing

4/2001 - 7/2001

Office Manager

- Responsible for client service during the scheduled closing of the office.

Alltech Resources

8/2000 - 3/2001

Account Manager/Recruiter

- Responsible for new business development and recruiting for engineers, designers, drafters and IT professionals.

Quantum Resources/Advanced R&D

2/1997 - 7/2000

Account Manager/Recruiter

- As an Account Manager, was responsible for cold calls, scheduled visits and maintenance of active clients.
- As a Recruiter, conducted searches for drafter, designers, professional engineers and IT professionals for both contract and permanent positions.



McGuire Executive Search

7/1995 - 2/1997

Recruiter

- Responsible for recruiting manager level positions for major hotel management companies in the hospitality industry.

E.D.D. of Florida

6/1994 - 4/1995

Technical Recruiter/Sales

- Recruited for contract assignments in the fields of professional engineering, CAD drafters and designers, computer programmers, software engineers, and various other fields.

Technical Aid Corporation

8/1993 - 4/1994

Technical Recruiter

- Responsible for recruiting individuals for contract assignments in all engineering and professional fields.
- Conducted negotiations between clients and contract employees.

Staffwise Employment Services Inc.

3/1989 - 10/1990

Recruiter

- Responsibilities included customer service, employee recruiting and placement of temporary and permanent assignments for industrial, clerical and technical positions.

Personnel Pool of America

7/1986 - 2/1989

Customer Service Representative

- Responsible for recruiting and placement of temporary employees on light industrial assignments.



VANESSA S. CYR

PROFESSIONAL SUMMARY

Degreed professional with comprehensive personnel management and recruiting experience; areas of expertise:

- Recruiting & Staffing
- Retention Programs
- Benefits Administration
- Training & Orientation
- Reporting & Tracking
- Pre-Employment Processes
- Business Development & Client Relations

PROFESSIONAL EXPERIENCE

Visium Resources, Inc., Pensacola, FL

June 2007 – Present

Advanced R&D/Quantum Resources, Pensacola, FL

Feb 2000 – June 2007

Sr. Technical Recruiter

- Manage site hiring processes ensuring compliance of company and client procedures and processes.
- Consistently met or exceed requirement goals determined by company matrices.
- Utilize and maintain industry specific records management system (SmartSearch) to document, manage and track candidates and clients.
- Well versed in utilization of various internet job boards (monster, career builder, dice, military hire, employ Florida, etc.) for the purpose of posting job requirements and performing strategic key word searches and saved searches in order to identify the best qualified candidate available in the current market.
- Perform structured interviews in person and via the telephone to qualify potential candidates for selected positions and ensure that they meet and/or exceed the job requirements.
- Experienced in recruiting various professionals (engineering, information technology, administration, and aerospace/defense) for temporary/contract, direct and temp to perm positions.
- Performed various pre-employment functions to include coordinating hire packets, initiating drug screens and background checks, verification of education and professional credentials, reference checks, and e-verify.
- Administer, integrate, assess, interpret and resolve issues related to various processes such as benefits, compensation, employee training/development and employee data management.
- Support recruiting and staffing requirements for Government and Military entities in support of various subcontracted programs/contracts/projects for the Air Force, Army, Navy and Marines.

- Administrator for several large aerospace/defense clients in management of E-Systems for contract labor requirements, submittals, hires, RFQ's, RFP's and purchase order acceptance.
- Educated in the process of initiation and conversion of security clearances and familiar with the JPAS/eQuip.
- Coordinate presentations for regional job fairs and Military Transition Assistance Programs (TAP) with local military installations; Hurlburt Field, Eglin AFB, Pensacola NAS.
- Attend Job Fairs, expos, SHRM and other economic development group meetings in the area.
- Regular "Reality 101" panel member for monthly TAP classes/briefings.

Advanced R&D /Quantum Resources, Pensacola, FL

Oct 1999 to Feb 2000

Administrative Assistant

- Coordinate, categorize, distribute and process incoming faxes and mail, including unemployment claims, employment verification, personnel inquiries, résumés, etc.
- Ensure telephones are answered professionally and promptly and inter-office messages are transmitted in a quick, efficient manner (email, IM, etc.).
- Enter time into TCE and maintain payroll register, track tenure bonus, PTO, holidays for employees.
- Perform degree verifications, reference checks and initiate drug screens/background investigations.
- Contact all new clients for credit and purchase order information and distribute Standard Form of Agreement for new client approval (SmartSearch for Windows).
- Keep Calendar of events/activities for recruiter/sales staff coordination (Outlook)
- Responsible for petty cash to include monthly reconciliation for headquarters.
- Submit expense reports for processing by payroll.
- Maintain starts/terms/gross profit & margin information for weekly meetings
- Researching client invoice issues and managing aging report for branch
- Proficient in Microsoft office products and candidate/employment databases

EDUCATION

BS in Marketing – University of West Florida, Pensacola, FL

AA in Fashion Merchandising – Pensacola Junior College, Pensacola, FL

PROFESSIONAL ORGANIZATIONS

- Local member of the Society of Human Resource Management (SHRM)
- Previously certified; Technical Services Certification from the National Technical Services Association (NTSA), currently the American Staffing Association (ASA)



Levi J. Arguelles

WORK EXPERIENCE:

Visium Resources, Inc., Maitland, Florida

10-2012 to present

Technical Recruiter

- Responsible for sourcing, prescreening, interviewing and meeting candidates for variety of technical positions.
- Responsible for negotiating compensation and extending employment offers.
- Utilized internal and external sources to source and identify candidates, including applicant tracking system, job boards, social media, etc.
- Qualify technical requirements (job orders) with internal business development staff in order to gain an in-depth understanding of the client's needs.
- Format resumes and present candidates for submission to clients.
- Coordinate with the Human Resources staff to orient and onboard candidates, which includes background screening and reference checks.

SunTrust Banks, Orlando Florida

12-2000 to 08-2011

Bank Operations Officer IV/Dormant, Escheatable Properties Coordinator

- Facilitates payment of all monetary and non-monetary items.
- Makes pay or return decision of dormant, inactive and escheatable accounts.
- Coordinated with State Officials regarding Escheatable monies and properties in a very timely manner avoiding unnecessary state penalties.
- Communicated with customers via phone/email/social media, to obtain information on missing/abandoned and dormant properties to properly address their concerns
- Quarterly review of dormant accounts and semi-annual review of abandoned property.
- Reconcile client account balances using an In-house reconciliation tools.
- Responsible for multiple ACH/Lockbox services that include the coordination of the Daily Federal Position with the Money Transfer Department.
- Liaison with the internal accounting department as it related to cash management services and ACH Bookings.
- Utilized OBIQ, Platform, G-men and other bank computer applications.
- Researched class action notices and assisted Claims Administrator with notification to clients.

EDUCATION:

- **Bachelor of Science in Commerce**
Major in Management - Manila, Philippines
- **Masters of Business Administration**
Everest University, Orlando, FL



Robin Posser

SUMMARY:

Robin, our Service Delivery Team Lead, will be responsible for directing all recruiting activities related to the UCF account, and work toward the recruiting response goals that Visium commits to. Robin's professional background includes over 19 years of experience in infrastructure, technology management, operations, and market research. Analytical problem solver able to work in dynamic, high pressure environments while meeting hard deadlines.

SKILLS:

Proficient in Microsoft PowerPoint, Word, Excel, Access and integration, SQL, Reporting Software, Predictive Software, Visual Studio, Web Expression.

EMPLOYMENT:

Visium Resources, Inc., Orlando, FL
Recruiting Manager

01/2012 – Current

- Lead the recruiting team in the support of Visium's clients' staffing requirements to deliver high quality candidates within the required timeline expectations.
- Source viable candidates utilizing various internet job boards such as ZipRecruiter, Indeed, LinkedIn, etc.
- Perform full-cycle recruiting, including researching prospects, screening resumes, conducting interviews, assign testing, and making offers for employment.
- Collaborate with Account Executives to establish priorities and assessing current needs.
- Interface with clients to understand their specific program requirements.
- Perform various pre-employment functions to include coordinating hire packets, initiate drug screens, background screening, education verification, professional credentials and reference checks.

Visium Resources, Inc. (Contract Assignment)
Argon ST, Orlando, FL
(*Subsidiary of The Boeing Company*)
Sr. Executive Administrator

10/2011 – 12/2011

Establish structure and organization within the administration department. Assisted staff and management with the daily operations, preparation for meetings and open commitments.

- Arrange employee International & Domestic travel using Concur platform.
- Prepare Travel Authorization and Expense Reports.



- Schedule meetings, appointments, updated and maintained corporate calendar.
- Support processing of Employment applications and new hires.
- Weekly/monthly project status reports in CostPoint.
- Manage petty cash and reimbursements.
- Open and close task/work authorization & other duties to start or finalize projects.
- Maintain contractual documentation, vendor records, process invoices, update and renew NDA's & consulting agreements.

Sunset Networks, Longwood, FL

02/2004 – 09/2011

IT Project Management Assistant

Integrated Software Design Company dedicated to meeting the needs for a more efficient platform. Responsible for infrastructure of an innovative online food ordering portal, defining user friendly functionality and liaison between developers.

- Created application design requirements for developers built in Cold Fusion.
- Developed business and usability requirements.
- Managed IT and operations support.
- Designed complex SQL statements in MySQL to pull daily/monthly/yearly progression reports, including but not limited to: Left, Right & Inner Join, Group by, Sum, Append, Update, Like, Count and all the basic SQL commands.
- Gathered market research and competitive market Intel for site enhancement.
- Overall product Quality Assurance, submitted inaccuracies & modifications to developers.
- Solicited vendor contracts & served as corporate liaison for strategic alliance with Choice Hotels International.
- Menu creations with enhancing up sell opportunities.
- Collaborated and managed competitive rates and level of importance with J2 Global Communications.
- Created Facebook and Twitter accounts, leveraged social media sites for marketing and branding strategies.
- Maintained weekly projection reports, arranged corporate travel, appointments and calendar reminders.
- Managed all aspects of convention / exhibition booth set up for the following shows:
 - Nat'l Rest Assoc.
 - Florida Rest & Lodging
 - Nat'l Rest Assoc.

International Marketing Consultants, Longwood, FL

03/2002 – 01/2004

Marketing / Business Analyst

Marketing and Consulting firm that works with an array of organizations to enhance their products and services to reach their goals and achieve their quotas.



Operated, managed and maintained predictive dialers and applications throughout the US and Canada for marketing and call center solutions. Responsible for reaching departmental goals, while maximizing productivity, utilizing system reliability, maintaining staffing levels, reporting, and call handling. Communicated with clients on current needs, cost effective options, products and services and made recommendations to new solutions that could enhance the long-term goal.

- Developed & operated touchtone voice campaigns for statistics from consumers for various products.
- Created and developed business use test cases and regression analysis.
- Designed surveys, welcome calls, medical prescription & appointment reminder voicemail scripts.
- Negotiated and managed political voice dial campaigns for presidential elections.
- Assessed and revised test sequence and scope based on test results and product design.
- Researched the data to determine the best future promotions and provided multiple reports of all statistics.
- Grew relationships with partners Verizon, MCI, and Qwest communications for consistency in priority levels and reliability.

Dainafield, Longwood, FL

04/2000 – 03/2002

Office Manager / Executive Assistant

Administration agency brought on by various companies to establish and develop enhanced structure and organization. Responsible for company infrastructure, obtaining new accounts, displaying the significance of services while remaining within their budget.

- Collaborated location and equipment.
- Managed all business operations for 50+ employees in sales and marketing for various products and services.
- Employee acquisition and placement.
- Created company infrastructure and departmental descriptions and manuals for each position.
- Developed and maintained internal database systems for administration in Microsoft Access and SQL.
- Invoicing, billing and payroll in Microsoft Money and Automatic Data Processing.

EDUCATION:

Seminole State College, Lake Mary, Florida (Degree in progress / GPA 4.0)

Computer Programming, Database Concepts/Management, Business Management, Microsoft® Office Specialist



Jason Morro

Education

University of Central Florida

Orlando, Florida

B.A. Interpersonal/Organizational Communications

Career History

Visium Resources, Maitland, FL

2015–present

Recruiter/Employee Onboarding Specialist

- Acquire talent and fulfill staffing needs for clients
- Source for talent
- Interview and vet candidates
- Maintain positive working relationships with candidates

Fields Auto Group, Orlando, FL

2014– 2015

Inventory Manager

- Manage Employees
- Responsible for New/Used Car Inventory
- Employ Strategic Inventory Foresight
- Prioritize and Manage Time Efficiently

Sea in the City, Orlando, FL

2013– 2014

Store Manager

- Recording & Balancing Daily Revenue
- Billing & Accounts Receivable
- Run Daily Store Operations
- Manage Employees
- Coordinate /Retain Customer Maintenance Accounts
- Develop Business Strategies
- Manage Social Media/E-Commerce Daily
- Company Advertising/Marketing/Sales
- Customer Service/Relations/Retention
- Supervise /Coordinate Aquarium Relocation Projects
- Vast Product Knowledge of Livestock/Equipment/Industry Terminology



Decked Out Acrylics, Sanford, FL

2010– 2013

Sales/Installation/Marketing

2003– 2008

- Estimates
- Company Advertising
- Installation and Design
- Customer Relations
- Sales Coordinator

Premier Beverage Company, Orlando, FL

2009 – 2010

Sales Consultant

- Run Effective and Efficient Sales Route
- Manage & Service
- Meet Quotas & Deadlines
- Maintain Positive Personable Customer Relationships
- Organize and Prepare Sales Presentations
- Effectively Communicate Information Daily
- Prioritize Time Management
- Accommodate Clients Needs and Concerns

Clear Channel - Internship

2008

Sales/Marketing/Advertising

- Sales Calls
- Proposals
- Sales Demographics

Skills & Attributes/Certifications

- Proficient in Microsoft & Mac Platforms including but not limited to Windows 10 and Mac OS X
- Knowledgeable in Microsoft Office /Adobe
- Excellent Communication Verbal & Written/Non-Verbal
- PADI Scuba Certified/ Basic CPR and Life Support Certified



Kayla M. Forster

EDUCATION

University of Central Florida

Bachelor of Science (B.S.) – *Psychology*, 2015

PROFESSIONAL EXPERIENCE

Visium Resources, Inc. - Orlando, FL

March 2015-Present

Sr. Technical Recruiter- *December 2015- Present*

- Provides effective and efficient sourcing of viable candidates utilizing various resources.
- Performs full-cycle recruiting, including researching potential candidates, proofing and editing resumes, conducting interviews, and making offers for employment.
- Unites clientele with the ideal candidate for their staffing needs: contract, temp-to-hire, or direct hire.
- Accurately preserves historical client and candidate records, utilizing SmartSearch database to maintain ongoing processes, following procedures and implementing standard policies.
- Performs HR functions to include coordinating hire packets, executing background screening, education verification, professional credentials and reference checks.
- Develops and executes recruiting plans.
- Networks through industry contacts, association memberships, trade groups and employees.
- On-site recruiting, including company representation at various job/career fairs.

Recruiting Assistant- *March 2015- December 2015*

- Prepared resumes and summaries for candidates to be submitted for clients' positions
- Maintained and maximized functionality of candidate management system
- Ensured data integrity in the company's candidate management system
- Assist Sr. Recruiters and Account Managers with recruiting projects as needed
- Screened candidates and applicants
- Studied open position descriptions, technologies and qualifications in order to appropriately source qualified applicants
- Sourced resumes and compared candidates against open job orders



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.**

Visium Resources is a full-service capability staffing firm. Broadly speaking, we excel in the recruitment of candidates in the areas of Information Technology, Engineering/Technical, Accounting & Finance, Administrative/Clerical, Call Center/Help Desk, and Semi-Skilled Labor. Specific skill sets that we have provided include:

Professional

Contract Administrators
Purchasing
Human Resources/Recruiters
Multimedia/Graphic Artists
Instructional Systems Designers
Technical Writers/Illustrators
Proposal Specialists
Project/Program Managers
Accountants
Real Estate Acquisition Agents
Real Estate Review Appraisers
Real Estate Title Examiners
Executive Leadership

Information Technology

Programmers/Developers
Network Engineers/Administrators
Systems Engineers/Administrators
Database Administrators/Analysts
Web Designers/Developers
Systems Analysts
Business Analysts
Project Managers
ERP Developers
QA Analysts/Testers
Desktop Support Technicians
Help Desk Support
GIS Analysts

Administrative

Accounts Payable/Receivable
Financial Analysts
Executive Assistants
Administrative Assistants
Data Entry
Customer Support
Executive Leadership

Engineering/Technical

Hardware/Software Engineers
CAD Designers/Drafters
Manufacturing/Industrial Engineers
Test Engineers
Research & Development
QA Analyst / Inspection
Technicians (Mechanical/Electronic)
Civil/Structural Engineers
Executive Leadership
Construction Inspectors
Estimators
Project Schedulers



Our team members during the course of their respective careers have been involved in the support of a variety of projects. A major NASA project was awarded to Visium Resources (joint venture with our sister company, Vis-Tech Solutions) as a Prime Contract to promote and manage the Kennedy Space Center Internship Program (Project KIP). Visium was tasked with the responsibility of creating and implementing a new, multi-phased project that would several times a year attract and recruit a wide range of diverse candidates from colleges & universities across the United States to work at the NASA facilities as Technical and Scientific Interns. To accomplish this, we had to dramatically increase the awareness of the Internship program and increase the quality, quantity and diversity of intern candidates. This was accomplished by designing a new dedicated website, creating and producing an orientation video, design the promotion plan and all associated printed media, enable the distribution of the promotional materials to hundreds of colleges/universities, and finally perform all screening and recruiting functions for the program. We then managed and provided payroll and administration for all of the resulting NASA Interns that were assigned to the KSC facility. The success of Visium's efforts resulted in the contract being re-awarded sole source to the Visium/Vis-Tech Team for the second year of the program. This program required a short window response time, and peaked at 56 interns.

Additionally, the individual contributors at Visium in their respective careers have staffed positions, in rapid response mode, and managed the ramp up of a call center (for outages and technical issues) for a Florida based power company in two locations (over 40 positions filled); assembling a team of 20+ project monitors (property damage remediation) on extremely short notice in Indian River County, FL after Hurricanes Jean and Francis in 2004.

Our most recent project relative to Education involved the staffing of IT professionals to work on a multi-million-dollar SAP Student Information System. We provided Project Managers, Project Coordinators, and Applications Developers for this multi-year project.

Visium Resources has partnerships in place with several subcontract vendors that provide IT consultants to augment our efforts to ensure consistent delivery of service to our clients when certain skill sets may be in short supply at any given point in time and when we are tasked with higher than typical demand periods.

Certifications/Licensing/Professional Organizations

- Visium Resources was incorporated in 2004, in the State of Florida after having originally been formed as a company in 2002 in Maitland, FL



- Visium Resources' Fed ID# is 04-3786700
- DUNS # 878029875
- Visium Resources has been recognized as Small Business of the Month, by NASA
- Visium Resources maintains a Top Secret level facility Clearance with the U.S. Defense Security Service
- Visium Resources is "Drug/Alcohol Free Workplace" Certified
- Visium Resources is certified for FAA Antidrug/Alcohol Program, in compliance with 49 CFR part 40 and 14 CFR part 120, by the DOT
- Key Visium Resources staff members have previously received the Professional Designation of "Technical Services Certified" (TSC), while Michael Forster of Visium Resources was elected to Chair the NTSA (currently American Staffing Association) committee to research and create this certification testing, which grades the understanding of every aspect of contract labor law.
- The UCF account manager (Bob Johns) is Six Sigma Certified.

Visium Resources' Quality Assurance Process

Managing and Supervising Employees

As a staffing services firm, providing temporary employees to our clients, Visium Resources manages its employees administratively. Visium, as the administrative employer, is responsible for recruiting, on-boarding, payroll & distribution of payroll checks, performance evaluations (in coordination with our customers), pay increases, coaching and counseling, and the coordination of corrective action plans, if required. Such corrective/disciplinary action plans, with agreement from the client, include verbal warnings, written warnings, and ultimately, dismissal.

As part of the on-boarding process, our temporary employees agree to abide by all client rules, policies, and standard practices expected to be adhered to throughout the assignment. We work with our clients to ensure effective communication is present at all times concerning the performance of our employees. Visium representatives work directly with its employees to ensure a positive assignment experience and to deal with any issues that may arise. At no time is it expected that our clients will involve themselves to address any of the aforementioned activities.



Visium Resources is responsible for the timely off-boarding process, including the communication to our clients of terminations, as well as the collection and return to our clients any property, equipment and badges being utilized by our employees during the course of his/her assignment.

Measurements

Visium Resources is committed to quality and ensuring customer and employee satisfaction. We consistently track our service using a range of proven methods. Of them, we value the voice of the customer (VOC) the greatest. We solicit important feedback through Quarterly Reviews (or at any preferred time intervals), Customer Satisfaction Surveys, and Employee Surveys.

As standard procedure, a Visium Representative will reach out to the client (typically the hiring manager, or another preferred contact with the client). This occurs at various scheduled intervals to include: First day of assignment, end of first week, monthly, quarterly and at the end of the employee's assignment.

As the technical employer in a temporary staffing relationship, our clients provide the supervision of the work; i.e. day-to-day oversight of the duties assigned to our temporary employees. Our clients are asked to communicate to Visium any deviation of tasks or additional tasks since the inception of the assignment. Any work that is deemed less than meeting standards should be reported to Visium Resources, as well as any on-the-job caused injuries or illnesses, in order to complete the necessary Workers' Compensation Reports of Injury/Illness in a timely manner.

Quarterly Business Reviews

A critical component to the UCF program will be regularly scheduled business reviews, typically done on a quarterly basis. These QBR's serve as an opportunity for our customers and Visium Resources to evaluate program successes, challenges, goals, performance measurements and other specifics that impact customer productivity and overall objectives. These formal meetings provide a platform for Visium to present summarized information relative to our performance as well as staffing demographics, trends, response time, and other metrics that are of importance to our customers. QBR's also provide opportunities to establish new goals, or modify existing ones, to reflect changing business objectives, emerging industry trends and evolving work force requirements, not to mention driving continuous process improvements.

Employee quality checks will cover job performance, following rules & policies, attendance & punctuality, general behavioral traits, i.e. positive attitude, respect of supervisor and co-workers, and to address any other issues not already covered.



Customer Surveys

Upon pre-determined intervals, Visium's customers are asked to participate in scoring our overall quality of service. Criteria scored include Understanding the Customer's work force requirements, Order Process Efficiency, Accessibility & Follow-up, Billing/Reporting Capabilities/Accuracy. At this time, the customer is also provided an opportunity to add input as to how Visium could enhance its services.

Employee Surveys/Exit Interviews

At pre-determined intervals, typically quarterly as well as at employee assignment termination, client supervisors are asked to complete a Quality Evaluation form for the Visium employees he/she supervised. Employees are rated on Skill Competency, Work Ethic/Initiative, Attendance/Punctuality, and Eligibility for Reassignment, and any areas that may require improvement. These surveys can be utilized as a platform for current or future merit increase discussions as well, if applicable. Visium meets with its employees to review the surveys and to provide them the opportunity to communicate any feedback regarding their concerns, issues, work environment, etc. These interactions are critical to all parties, especially when the feedback can mitigate potential legal, work-related injuries or behavioral issues.

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?**

Visium Resources has documented experience providing technical, non-technical, management/executive, and non-management positions to our client base. We have staffed for clerical/administrative positions up to director/officer level positions. With the combined and varied experience of our staff, we are able to strategically cover virtually any skill sets required. We have recruiters with specific specialties in engineering/technical as their primary strength, and others who focus on Information Technology positions, while still others maintain expertise in accounting & finance, administrative/clerical and also in semi-skilled/laborer areas. We grow our recruitment skills from within, with heavy emphasis in cross training within our business model. This has



resulted in a high retention rate of our team members and consistency with our clients who have come to know our team very well and continue to place their confidence and trust in us to deliver high quality candidates and service to them.

Visium's project approach for UCF is based upon providing consistent service and processes, facilitated by a dedicated, centralized Account Manager. Serving as the single point of contact and primary liaison between UCF and Visium Resources, the Account Manager ensures overall program success, facilitates customized orientation and training, promotes requisition processes and reporting and hosts business reviews.

The Account Manager is supported by corporate management, along with our local service delivery team. This team will receive account specific briefings to comply with the program structure, negotiated rates and requisitioning and billing processes. Within the account structure, the team will work with the Account Manager to identify local staffing trends, requested skill sets, site-specific culture, environmental factors and individual manager preferences.

Under the direction of the Account Manager, Visium Resources' service delivery team is then responsible for ensuring that staffing requests are successfully met through our applicant resource base, measuring client service levels and conducting ongoing recruiting efforts in support of UCF needs. The Visium Resources' Account Manager provides enhanced accessibility and responsiveness, creating a streamlined program that is responsive to your concerns and objectives. Our single-point-of-contact model ensures that all program information is consolidated and shared, providing an unparalleled degree of accountability and program consistency.

With regard to our ability to deliver our services to UCF in a timely manner, we begin by practicing the following policy/procedures that ensure the successful placement and proper treatment of our contract employees.

HIRING POLICY

Visium Resources:

- Maintains an employment environment that recognizes the worth of each individual and provides equal opportunity in hiring and promotions.
- Ensures that no one is refused employment based on race, color, age, sex, religion, national origin, veteran status, sexual orientation, or disability.
- Ensures that no employee of Visium Resources is subject to discrimination based on race, color, age, sex, religion, national origin, veteran status, sexual orientation, or disability.



RECRUITMENT / HIRING PROCESS & PROCEDURES

Qualify the Requisition

Before beginning the recruiting process, Visium Resources recruiters and/or account manager will review the job order for a thorough understanding and consult with the client regarding any clarification/confirmation.

Candidate Sourcing

While our sourcing strategies vary by customer, each is always focused on matching the best employee to the customer's unique skills requirements and business culture.

In order to focus our efforts, we utilize internal reports to track and assess the quality and effectiveness of our recruiting methods and to verify that we are employing the best sourcing strategies. Also, utilization of our technology tools yields trend data by user group, enabling our recruiters to craft and regularly update a customer-specific talent fulfillment roadmap.

Screening and Evaluation

Candidates are thoroughly screened to verify the appropriate skills required for the position. We will only submit resumes of candidate who possess the requisite skills and experience prescribed by our clients.

Technology

SmartSearch is our real-time, intuitive talent acquisition tool (internet based) that centralizes sourcing, recruiting, applicant tracking and hiring activities.

This is a highly scalable and self-configurable system that allows us to create a customized and user-friendly work environment that optimizes communication and collaboration between recruiters, hiring managers, candidates, vendor partners, job boards, sourcing tools, and existing internal processes and systems.

The following screen shots depict the capabilities of SmartSearch:



Ability for candidates to build their profile, post a resume, and apply for UCF temporary positions.

JOB SEARCH | HOME | Clients | Employees | About Us | Contact Information

[Job Search](#) | [View All Jobs](#) | [Post Resume](#) | [Member Login](#) | [Client Center](#)

Profile Information

*Last Name: *First, MI:

*Address:

*City: *Home Ph:

*State: Work Ph:

*Zip Code: Mobile Ph:

Email: Msg Ph:

Emergency Ph:

If you have been referred by an employee or friend, please provide his/her name and/or email:

First Name Last Name Email

How did you hear about us?:

Login Information

Creating a Login gives you access to the [Member Area](#). There you can apply for other positions and update your resume. After clicking Save at the bottom of this page you will automatically be logged into the Member Area for the first time. Thereafter, when you visit our Career Site again, you can go directly to the Member Area.

*New Login ID:

*New Password:

*Confirm Password:

Password Hint:

Allow recruiters to post new UCF positions, review resumes of candidates who have been screened and submitted by Visium Resources.



VISIUM RESOURCES
Staffing....with a vision for your success

JOB SEARCH						
HOME Clients Employees About Us Contact information						
View Closed Jobs						
ID#	Title	Location	Contract Type	Created	Candidates	
2149	LRU Repair Technician	Orlando,FL	Contract	7/23/2009	View Candidates	Add note
1775	Materials Supervisor	Orlando,FL	Contract to Hire	9/2/2008	View Candidates	Add note
2138	Program Manager	Melbourne,FL	Perm	8/7/2009	View Candidates	Add note
2115	Software Manager Developer	Melbourne,FL	Perm	6/3/2009	View Candidates	Add note
Enter a new job View job information Run job activity report Run on assignment report Change password Log out						

Once a candidate has accepted an offer, Visium Resources has an online process which allows the candidate to access all required pre-employment documentation (i.e. I-9 form, W4 form, Non-disclosure, Consent forms, etc....).

SmartSearch Features:

Integration

Seamlessly integrates with existing systems and applications for managing all employment related information. Facilitates the exchange of data with HRIS/ERP/payroll and billing systems. Shares data between systems via file export/import including XML or web services. Supports both internal and external applications.

Data export can include new hires, pay changes, terminations, time cards, expenses, approval routing and more.

Recruiting

Applicants can search and apply for jobs, update their profile, and complete required documentation on our corporate website. Very easy candidate registration process includes auto-populating fields directly from their resume. Features and functions include online employment application, and prescreening options. Automatic candidate acknowledgement, job agent notification and RSS feed.

Tracking

Program unique staffing and hiring processes to track candidates and recruiting activity at every step. Create unlimited new types of activities and make the events contingent on each other as desired.



Automate scheduling and notification of users and managers. Track documentation and follow up on actions, such as offer letters and approval routing. Customize on boarding to include new hire notification, orientation information and document generation.

Reporting

Create reports in a variety of formats including Excel, Word, CSV, and more.

Built-in templates for tracking metrics, analytics, performance management and regulatory compliance with the ability to select and group relevant data.

Ad hoc reporting tools allow the creation of custom reports.

Export tools provide access to all database fields with SQL command structures.

Our secure connection option supports your existing Microsoft SQL Server compatible report writing tools.

Behavioral Based Interviewing

Once the candidates have successfully met all qualifications for the positions applied for, Visium staff will conduct a behavioral based interview. Visium Resources recruiters rely on behavioral-based interviewing to identify each candidate's current and past accomplishments and their capabilities for future success. Recruiters conduct their interviews as in-depth and strategic conversations to gain a thorough understanding of the candidate's knowledge, skills and abilities. Behavioral-based interviewing supports the premise that past behavior is a predictor of future performance and has been found to have the highest predictive validity of any screening methodology. Research indicates that behavior-based interviewing is two to five times more reliable than traditional interviewing methods. This not only helps to confirm the requisite skills, but the motivation and organizational fit to be successful in the role with our client.

Candidate Submittal

Once the candidate has successfully completed the internal interviewing process, he/she is then approved to be presented to our client for review and consideration.

Client Approval

The candidates who have passed all pre-employment screenings, evaluations, and internal interviews are then submitted to the client managers for final approval. If approved, interviews are scheduled for either in-person, telephone or via video platforms such as MS Teams, or Zoom.



Finalize Selection

Our clients' hiring managers select the desired candidates and relay the decision to Visium Resources to negotiate and extend the offer.

Close the Candidate

Visium Resources recruiters will extend the contract employment offer, as well as discuss any concerns or clarification regarding details of the offer, or client expectations of the new hire. Measurable and quantifiable performance criteria set by the client are again reviewed and agreement confirmed by the candidate. The candidate's start date is established and approved by the client. A written start work confirmation is then forwarded to the candidate and client.

Onboard the Candidate

Visium Resources schedules and arranges all pre-hire background tests, drug testing, and education verification, as required by our clients. Any specialized training is also scheduled in this phase, so that new employees have no delays in starting the assignment.

Employee Orientation

The welcoming of new employees is always a very important initial stage of the work relationship for employees and is one that Visium hopes to facilitate with order, consistency and high tech. Even though Visium Resources has developed an exclusive high-tech solution to facilitate a consistent message of instruction within the orientation process, a strong sense of personal attention is retained throughout the process. Each employee is personally met very early in the employment process by the Visium Resources' on-site Rep and/or the Account Manager. This initial meeting is most likely conducted during the interview stage and definitely during the "Welcome Meeting" on the first day of assignment.

Visium has tapped into IT technology, to facilitate a high level of consistency and understanding of procedures and policies, through our exclusive Orientation Video System, which is available at www.visiumresources.com.



Through this system, new employees will be able to view a customized, consistent and easy to understand presentation of each and every procedure and policy of both UCF and Visium Resources as they relate to the Temporary Labor contract and possibly future employee training sessions. The understanding of this training is reinforced and verified through a questionnaire on each important point, which must be signed by the employee and reviewed by the appropriate Visium personnel during the “Welcome Meeting” and prior to beginning work on-site.

The advantages of completing the paperwork and orientation at the employees’ convenience, is the stress-free environment (either at

their home or within our offices) and the opportunity to more readily absorb the content of the orientation information. Should any questions arise, they can be immediately asked (by phone during office hours), through our FAQ Section on the web site or during the Welcome Meeting. In addition to any and all specialized instructions regarding UCF’s facilities (i.e. driving restrictions, badging policies) the Video Orientation will consist of:

- Explanation of benefits such as medical, available dental & disability insurances, 401K Plan, other benefits available;
- Completion of hire paperwork (Employment Agreement, W-2, I-9, etc.);
- A summary of “work related” procedures and safety policies that cover vehicle safety, attire, and OSHA safety & health;
- Time Reporting Procedures;
- Explanation that UCF has the right to decline and refuse contract personnel for purposes relating, but not limited to, unacceptable technical performance, unprofessional conduct,



failure to retain area access capability, failure to obtain and retain a valid Florida driver's license.

This Video Orientation System will individually guide each employee through the printing and signature of all required paperwork for assignment through Visium Resources. The Visium Resources representatives and/or Account Manager will review the completed paperwork with the employees and assist with any related questions or issues. Following the receipt of this paperwork, the employees are ready to start work on Visium's payroll, at the required time.

2. Describe how urgent requests are handled.

Visium Resources business model supports response times to meet urgent requests as well as traditional non-urgent needs. Upon receipt of a detailed job description for an open need, Visium puts in place recruiting procedures with a goal of a 72-hour response time for a typical non-urgent requirement. Included in the response time is the submittal to the client's requestor for evaluation, a selection of up to (3) candidates that have been thoroughly screened, interviewed and chosen as strong matches for the job criteria provided to us. Obviously, this level of response would be impacted by the type of talent required and the inventory of skills within the applicant base.

For urgent requests we have the capability to have positions filled in as little as (8) hours turn-around, but much of the ultimate time-to-hire is very dependent upon the requestor's "feedback" on candidates provided; a form of communication that we work very hard to optimize. Our target goal would be to provide the UCF job requestors a status update of the recruiting strategies implemented, and the results of those strategies within that (8-72) hour window. Turnaround times for urgent requests are also dependent upon obtaining results of any required drug tests and/or background checks of our candidates. Results typically take 1-3 days for both drug tests and background checks. After candidates are submitted, Visium will work within the oftentimes hectic schedules of the requestor to obtain feedback on candidates provided, and fine-tune if necessary our recruiting parameters to produce a match as close-to-perfect as possible.

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

Assignment Offer/Acceptance

Upon notification from UCF that we are authorized to extend an offer to a Visium Resources candidate for the temporary assignment, we first begin the process by obtaining the acceptance of the offer from the candidate (with the understanding that the approval to start is contingent upon a



favorable background check result, unless he/she is authorized to begin the assignment prior to the results, with the knowledge that the temporary assignment will cease immediately if the results are unfavorable)

Work Authorization

In addition to the federally mandated Form I-9 that all new employees must complete to verify authorization to legally work in the U.S., Visium also verifies authorization via E-Verify, an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. The program was authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA). In short, employers submit information taken from a new hire's Form I-9 (Employment Eligibility Verification Form) through E-Verify to the Social Security Administration and U.S. Citizenship and Immigration Services (USCIS) to determine whether the information matches government records and whether the new hire is authorized to work in the United States.

Level One Background Check

For temporary labor employment with Visium Resources, we require a background check. This is accomplished through our vendor, PreciseHire, a trusted vendor. Our standard background screenings include National Sex Offender Registry Search, Nationwide Criminal Database Search, Statewide Criminal Search, Federal Crimes Search. To comply with UCF's background check requirements, a Driver License check will also be conducted as part of this package. These background screening contents may be modified according to the needs of our clients. Typically, we are able to obtain the results within a 2-3-day timeframe.

Drug Testing

As a self-certifying Drug Free Workplace, employment with Visium is contingent upon favorable drug test results. Visium Resources is also certified for FAA Antidrug/Alcohol Program as part of DOT requirements for staffing services.

We utilize PreciseHire to administer this process as well, and is a 10-Panel that tests for:

- Amphetamines (Abetrol, Biphphetamine)
- Cannabinoids (Marijuana, THC)
- Cocaine (Crack, Coke)
- Phencyclidine (PCP, Angel Dust)
- Opiates (Heroin, Vicodin, Morphine)
- Methaqualone



- Barbiturates
- Benzodiazepines
- Methadone
- Phopozyphen

With PreciseHire, we are able to order tests and track the entire process in real-time. Visium enters the applicants' contact information, including email address when placing our order. The applicant will be emailed a list of lab locations nearest their home address, with a reference number. At this point, the client can track when the applicant arrives at the collection site and when the testing has concluded, and they will receive results in their final report via email.

With this technology we are able to have real-time access to the drug screening process from start to finish. Convenient collection and laboratory sites are located throughout the United States making it convenient for our temporary employees working at assignments anywhere Visium has clients.

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

In Office Interviews

Prior to the Covid-19 pandemic, Visium Resources' candidates were routinely invited into our office for an in-person interview for nearly all positions in Central Florida. While we strictly follow the recommended safety protocols for in person contact, most of the in-person interviews have been replaced by video platforms such as Zoom or MS Teams. And, for candidates who possess highly technical skills needed by our clients but are not local to our offices, we utilize this format as well. It is during these interviews that Visium describes the environment (including dress code) of our client to obtain the candidates' understanding of our clients' expectations.

As was mentioned previously in Section C. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH, Visium Resources recruiters rely on behavioral-based interviewing to identify each candidate's current and past accomplishments and their capabilities for future success. Recruiters conduct their interviews as in-depth and strategic conversations to gain a thorough understanding of the candidate's knowledge, skills and abilities.

Skills Testing

Candidates are thoroughly screened to verify the appropriate skills required for the position. Visium utilizes computer-based skills assessment programs upon the requirement of our clients



who determine which skills are to be evaluated. Such assessments allow for the evaluation of an applicant's strengths and weaknesses using the following features:

- Tools to gauge applicant's experience level (novice, intermediate, expert)
- Remote testing capabilities over the Internet
- Multiple choice questions
- Immediate test results
- Feedback on test question content, questions answered, and results

The variety of programs we have administered also provide standardized instructions, automated scoring, computer-monitored time limits and printed test results with any errors noted. The systems indicate the degree of proficiency in terms of accuracy, knowledge of specific application software, speed and the ability to follow instructions. The programs we have used over the years have provided skills testing capabilities in the following areas: Clerical/Administrative, General Computer Skills, and Technical Subject Matter. Visium Resources would be happy to administer any assessment tools that UCF utilizes for specific positions, to maintain continuity.

Reference Checks

It is common practice to ask candidates to provide an average of 2-3 references from former supervisors who can attest to knowledge, skills, and abilities, and duties performed. In addition, we seek to know more about the non-technical capabilities such as attendance/punctuality, verification of employment dates, how well the employee performed under stress (crisis management), how well he/she interacted with co-workers and management, whether or not he/she works best in a team environment or as an individual contributor, confirm why he/she left the organization, and re-hire status.

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

Visium's fill percentage and lead time vary depending on a number of factors including skill set, job location, and the interview and screening requirements of the client. Overall, historically we have filled over 90+% of requisitions (when Visium has an exclusive contract). This number is obviously less when clients utilize multiple staffing firms, oftentimes as many as 10-20 or even more if the volume of contract labor is high. When 100% is not achieved, it can be attributed to cancelations



of the job requisition, due to budget cuts, no prior budgetary approval by departments, or change of direction by senior management, etc.

The key action item to ensure a satisfactory level of time to fill positions involves the maintenance of a continuous proactively managed candidate pipeline. This is achieved very easily when the same or similar skill sets/positions are required by our customers on an on-going basis. Passive recruiting, also known as reactive recruiting, will normally result in a consistent late delivery of candidates to open positions, thus also resulting in a less satisfied customer.

With a well filled candidate pipeline we have enjoyed, on average, a time to get employees ready to work as follows:

Administrative/Clerical Positions: 1-3 days

Professional/Information Technology/Technical: 2-5 days

Accounting & Finance: 2-3 days

Call Center: 1-3 days

Note: Quoted timeframes do not include turnaround time for background investigations and may be extended if hiring managers request to review resumes prior to assignment or are unable to schedule interviews (if required) within a short amount of time, etc.

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>

University of Central Florida

INVITATION TO NEGOTIATE

Contractual Services

Acknowledgement Form

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.

Page 1 of 38 Pages

OFFERS WILL BE OPENED **January 13, 2022 @ 2:00pm EST**

ITN NO. **ITN2021-03**

and may not be withdrawn within **120** days after such date and time.

UNIVERSITY ADVERTISING DATE:
November 17, 2021

ITN TITLE: **Temporary Labor Services**

FEDERAL EMPLOYER IDENTIFICATION NUMBER
04-3786700

SUPPLIER NAME

Visium Resources, Inc.

REASON FOR NO OFFER:

SUPPLIER MAILING ADDRESS

541 S. Orlando Ave., Suite 201

CITY - STATE - ZIP CODE

Maitland, FL 32751

POSTING OF PROPOSAL TABULATIONS

Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to file a protest in accordance with BOG regulation 18.002 or failure to post the bond or other security in accordance with BOG regulation 18.003 shall constitute a waiver of protest proceedings.

AREA CODE
321

TELEPHONE NUMBER
397-1016

321

FAX: **207-0040**

EMAIL: **bjohns@myvisium.com**

Government Classifications

Check all that apply

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

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

GENERAL CONDITIONS

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

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

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

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


AUTHORIZED SIGNATURE (MANUAL)

Robert A. Johns Vice President
AUTHORIZED SIGNATURE (TYPED), TITLE

APPENDIX I
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS

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

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

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

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

Company: Visium Resources, Inc. Authorized Representative's Name: Robert A. Johns

Authorized Representative's Signature:  Date: 1/24/2022

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Visium Resources, Inc. certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246, as amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS ON REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

The Contractor and subcontractors shall abide by the requirements of 41 CFR Section 60-1.4(a), 60-300.5(a), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status, or physical or mental disability.

NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued


pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or Supplier. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or Supplier as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

- (1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

Company: Visium Resources, Inc.

Authorized Representative's Name: Robert A. Johns

Authorized Representative's Signature: 

Date: 1/24/2022

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: Visium Resources, Inc.

Authorized Representative's Name: Robert A. Johns

Authorized Representative's Signature: 

Date: 1/24/2022



UNIVERSITY OF CENTRAL FLORIDA

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

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA

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

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I ADDENDUM DATE: December 15, 2021

Purpose of this addendum is to:

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

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



PROPOSERS SIGNATURE

Robert A. Johns

PRINT OR TYPE PROPOSER'S NAME

Visium Resources, Inc.

COMPANY NAME

bjohns@myvisium.com

EMAIL ADDRESS



UNIVERSITY OF CENTRAL FLORIDA

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

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

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

ITN TITLE: TEMPORARY LABOR SERVICES

ADDENDUM NUMBER: II

ADDENDUM DATE: January 13, 2022

Purpose of this addendum is to:

- Answer questions submitted during the Q/A period

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


PROPOSERS SIGNATURE

Robert A. Johns

PRINT OR TYPE PROPOSER'S NAME

Visium Resources, Inc.

COMPANY NAME

bjohns@myvisium.com

EMAIL ADDRESS