RESPONSE TO INVITATION TO NEGOTIATE—2021-03TCSA TEMPORARY LABOR SERVICES

RFP DUE DATE: JANUARY 27, 2022 BY 2:00 PM

University of Central Florida
Attn: Trinh Nguyen
Procurement Services Department
12424 Research Parkway, Suite 300
Orlando, Fl 32816-0975
Trinh.Nguyen@Ucf.Edu

PROPOSAL SUBMITTED BY:
BuzzClan LLC.
Sachin Jain | Vice President
5757 Alpha Road, Suite 340
Dallas, Texas 75240
Phone: 469-251-2899
Email: gov@buzzclan.com

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COVER LETTER

Date: January 27, 2022

University of Central Florida
Attn: Trinh Nguyen
Procurement Services Department
12424 Research Parkway, Suite 300

Subject: Response to Invitation for Negotiate – 2021-03TCSA _ Temporary Labor Services

In response to the subject procurement, BuzzClan LLC (BuzzClan) submits our offer for your review and consideration. BuzzClan is qualified to bid on the Temporary Labor Services as a TX certified Total Small Business, Minority Owned Business Enterprise, Women Owned Small Business Enterprise and Hub- Texas Business Enterprise headquartered in the State of Texas. We understand that University is seeking qualified vendors to provide temporary labor services for to satisfy the staffing needs of it departments. We confirm that BuzzClan has extensive experience with many regional and national staffing programs, and our philosophy is building close alliances with our clients that produce favorable results for both parties.

Our involvement in the project significantly increases the likelihood of an on-time, high quality, in-budget implementation with the intent and dependable outcome with measurable metrics. We focus on our client's need, cultivate teamwork, then employ innovation and creativity to a solution framework that will achieve your goals and realize your vision. In addition, we have relevant large-scale credentials in the commercial and federal space. With the required technical experience, relevant past performance, an active knowledge of business processes with State and Federal organizations, we are fully confident and committed to Temporary Labor Services to university in order to meet its Services and associated deliverables.

Company Overview

Legal Company Name	BuzzClan LLC
Corporate Address	5757 Alpha Rd. Suite 340, Dallas, TX 75240
CAGE Code	79CC6
DUNS No.	012882406
Federal Tax ID	46-2327694
TX DIR Contract Number	DIR-CPO-4568
Authorized Contact Person	**Sachin Jain** Vice President **Phone**: 469-251-2899 **Email**: gov@buzzclan.com

BuzzClan has capability of providing the Staffing services in the areas of Business, Healthcare, administrative, light industrial, professional and technical industries. As a trusted partner, BuzzClan is committed to providing a comprehensive staffing service through flexible availability, consistent engagement and tailored services to meet the developing needs of our clients. We are focused on providing our clients with quality personnel and customer service while delivering valuable training and guidance to our applicants and employees. BuzzClan is proficient with placing personnel with different backgrounds and skill sets, while adhering to the policies and procedures set forth in this RFP.

We also have significant experience in working with many government entities including the *TX DIR, University of North Texas System, University of Minnesota, US House of Representatives, NJ Department of Health, City of Phoenix, LCRA, Hennepin County, London Hyrdo, City and County of San Francisco, City of Wentzville, Missouri Department of Transportation, , USDA, United States*

Census Bureau and have developed a strong bonding with various organizations throughout the state by complying with all Federal, State and Local rules & regulations. It is our objective to provide cost effective Temporary Labor Services to the University. ***By submitting this proposal, we confirm our full compliance with the requirements and Terms and Conditions specified under this RFP and that we shall abide by them.*** All the information provided in this proposal response is correct & we are accepting all solicitation terms without any terms, conditions, or assumptions in our response.

Sincerely,

Sachin Jain (Vice President)
Phone: 469-251-2899
Email:gov@buzzclan.com

TABLE OF CONTENTS

3

EXPERIENCE AND QUALIFICATIONS OF PROPOSER

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.

BuzzClan LLC (BuzzClan) is a TX certified M/WBE, Women Owned Small Business enterprise founded in 2013. BuzzClan have been providing temporary staffing, outsourcing services and staffing support to its clients throughout the United States & Canada since its inception. There has been no change in the firm's primary business activity. BuzzClan has been providing services to its clients for more than 8 years.

Temporary and Contract staffing is our specialty - we put people to work better than anyone! We excel at recruiting, screening, testing, and placing quality temporary employees at solid, reputable companies for short and long-term assignments. Benefits of temporary staffing include: real time talent, flexibility, reducing overtime, increasing productivity, improving processes, and "Twenty-Four (24)-hours fill guarantee," and much more.

BuzzClan has helped numerous customers in real-world situations in providing the most powerful, affordable and easy-to-use staffing support services.

To provide administrative support of the recruited candidates, BuzzClan has a dedicated team at the BuzzClan Headquarters with specialists in - payroll, accounting, benefits management, training, taxation, IT systems, insurance, DoL and legal matters. This team is also responsible for the support functions associated with the transfer and support of current incumbent employees when they move from existing contractor to a new BuzzClan contract.

Our consultants have worked in environments like University of North Texas System, University of Minnesota, US House of Representatives, NJ Department of Health, City of Phoenix, LCRA, Hennepin County, London Hyrdo, City and County of San Francisco, City of Wentzville, Missouri Department of Transportation, USDA, United States Census Bureau and many more and possess extensive experience in providing support for small and complex projects. With the required technical experience, relevant past performance, effective knowledge of business processes

Staffing and Consulting Services
- ❖ Leading consulting and staff augmentation firm across the world.
- ❖ Delivering real value to our clients by providing the highest quality IT services and resources at affordable rates.
- ❖ Most trusted partner for our clients and employees.

Recruitment Staff
- ❖ Strong recruitment capability.
- ❖ Mapping of major talent resources in USA.
- ❖ Constantly growing manpower database
- ❖ Best available Administrative / IT / Clerical / Professional / Accounting/Skilled labor talent.
- ❖ Best work environment and benefits for staff.
- ❖ Reduced cost and high quality.

StaffAugmentation
- ❖ Experienced, dedicated and qualified core staffs
- ❖ Systematic and well-defined process to recruit and hire new talent
- ❖ Well planned training sessions imparted
- ❖ Project specific as well as at an individual level

Core Competencies
- ❖ **Administrative Specialties:** Secretaries and Administrative Assistants, Data Entry Operators, Receptionists, Clerks, Desktop Publishers
- ❖ **Operations Support Services:** Warehousing Operator/Manager, Inventory Instructor, Logistic Coordinator, General Labor, Maintenance, Facilities Administrator
- ❖ **Engineering Specialties:** Architects, HVAC, Plumber, Electrician, Fire Alarm, Civil, Engineers (all discipline)
- ❖ **Professional Specialties:** Analyst, Finance, Accounting, Sales, Attorney, Contract Specialist, Paralegal, Human Resource, Executives, bookkeeping, Payroll professionals etc.
- ❖ **Information Technology:** PHP Programmers, Management, Computer System Analysis, Network Engineer, Project Manager, Database Administrator, Web Developers, Customer Services Technician, System Analyst, NET Programmer/Developer, Mobile Developer etc.

with State organizations, we are committed to fill short term staffing needs for clerical, customer

service, accounting and auditing personnel to Judicial Council to meet its requirements and associated deliverables.

Our specialized recruiters connect our clients with the talent across all industries. Our devoted accounting and finance staffing Experts can fill any open positions anytime due to the access to the rich pool of prescreened candidates available that could fill the requisition raised by authority in no time. BuzzClan provides a full spectrum of services to different federal, state and commercial clients. Some of the key areas in which BuzzClan has expertise are as follows:

Our commitment to the process of identifying quality candidates has made us one of the premier staffing agencies for Temporary and Temporary to Permanent Staffing and we intend to leverage such extensive Staffing capabilities to authority. We have a strong bench of candidates who could help us to fill the urgent requirements of authority for the given Job Categories of the RFP in the Shortest TAT possible. The Bench Capability of BuzzClan will help the authority to hire prescreened Temporary consultants saving time in lengthy screening procedures.

BuzzClan professional consulting service provides business values for our customers through technology transformation that increases competitive advantage, customer loyalty and improves business performance. Our technical consultants provide exceptional technology solution based on evolving technologies to solve customer's critical business issues. We allow you to focus on your core competencies by leveraging our consultants, who are backed by an industry-leading, mobility-focused, technical organization. We offer skilled and highly qualified Professionals as per your temporary or permanent requirements. Temporary staff augmentation services available for our customers in situations where customers need complete control and ownership of projects undertaken by them. BuzzClan team is fully committed to complete client initiatives successfully. BuzzClan with its service offerings developed over years of industry experience is uniquely positioned to provide scalable Consulting/Staffing Solutions tuned specifically to meet customer's resources needs.

KEY STRENGTHS

The fact that we provide staffing services to several government agencies and commercial clients drives our policy for hiring the Account Managers. All of our Account Managers have a very good understanding of the skillset our clients require for each position and are trained on a regular basis to keep them abreast with the latest developments in the marketplace. These Account Managers will, from time to time, come up with creative suggestions to assist our clients to be at the forefront.

As a niche temporary staffing supplier servicing the Government agencies exclusively, we have developed sophisticated and dynamic processes in attracting, selecting and maintaining a core pool of on-hired employees tailored to the exact requirements of School District. Our recruiting process utilizes extensive screening procedures, personal interviews, and background checks affording us the capability to fill from one to hundreds of skilled or non-skilled temporary employees. It is this talent acquisition recruiting process that will deliver on today's corporate diversity demands and ensure success in filling School District's workforce needs ensuring we will consistently achieve and often outperform required standards. Throughout the recruiting, hiring, placement and skill matching process, we utilize best practices, procedures and policies such as those listed below:

- *Thorough key personnel interview process*
- *Comprehensive background screening (including E-Verify)*
- *Utilization of Skill Assessments (to verify skills)*
- *Use of our eDoors database search to identify right fit key personnel*
- *Selection and orientation of key personnel*
- *Arrival checks with government agency representative*
- *Assignment of a team leader or project manager to guarantee quality assurance*
- *Completion of Work Performance Status Reports (as requested)*
- *Ongoing communication with government agency representative*
- *Prompt attention to disciplinary, termination/replacement actions (if needed)*

According to general industry consensus, most staffing services fall short in these areas:

- *Vague recruitment process which promises a lot but under-delivers*
- *Inexperienced recruiters who do not stick around to actually get the hang of the recruitment process*
- *Little or no understanding of the company's values and actual needs*

Here we have attached the list of our few current clients to whom we have provided similar services:

Auto Club of South California	IT Consulting & Staffing Services	2013-2017
State Of Wisconsin	IT Consulting & Staffing Services	2015-2016
State of Utah	IT Staff Augmentation Services	July 2019 to Present
State of Idaho	Temporary Staffing Services	August 2019 to Present
State of Texas	IT Staff Augmentation Services	August 2020 to Present
State of Georgia	IT Staff Augmentation Services	July 2019 to Present
State of North Carolina	IT Temporary Staffing Services	September 2019 to Present
State of South Carolina	IT Temporary Staffing Services	September 2019 to Present
State of Minnesota	IT Staff Augmentation Services	May 2019 to Present
State of Utah	Temporary Staffing Services	September 2020 to Present
State of Kansas	Temporary Staffing Services	June 2020 to Present
State of Colorado	IT Staff Augmentation Services	July 2019 to Present
State of Oregon	IT Staff Augmentation Services	July 2019 to Present
Atlanta Public School	Staff Augmentation Services	July 2020 to Present
State of Michigan	IT Staff Augmentation Services	April 2019 to Present
State of District Columbia	IT Staff Augmentation Services	July 2019 to Present
State of Connecticut	IT Staff Augmentation Services	July 2019 to Present
State of Kansas	Temporary Information Technology Staffing Services	June 2020 to Present
University of West Virginia	Direct Hire Services for IT related positions	April 2019 to Present
RISD	Temporary Staffing Services	Aug 2019 to Present
SAISD	Temporary Staffing Services	Feb 2020 to Present
Community Transit	On-Call IT Consulting & Temporary Staffing Services	August 2020 to Present
University of North Texas System	IT Consulting & Staffing Services	January 2018 to April 2018
University of Minnesota	IT Consulting Services	2015-2016
Pro-Tek Consulting / US Census Bureau	IT Consulting & Staffing Services	2014- 2015
USDA	Staff Augmentation and Technology Implementation Services	2013-2014
NJ Department of Health	Consulting Services	2013-2014
City of Seattle	Temporary Staffing Services	2019 to Present
Hennepin County	Temporary IT Staffing Services	2019 to Present
Broward County School District	Temporary IT Staffing Services	2019 to Present

Douglas County School District	Temporary Staffing Services	2019 to Present
Beaufort County School District	Temporary Staffing Services	2019 to Present
City of Wentzville	Temporary Staffing Services	2020 to Present
MoDOT – St. Louis District	Temporary Personnel Services	April 2020 to April 2021
Community Transit	Temporary Staffing Services	Feb 2021 to Present
The School District of Greenville County	Temporary IT Professional Services	Dec 2020 to Present
Oklahoma State University & the A&M Systems	Temporary Staffing Services	June 2020 to Present
TIPS	Temporary Staffing Services	May 2020- Present
Leon County	Temporary Staffing Services	June 2021 to Present
NCTCOG	Temporary Staffing Services	May 2021 to Present
City of Santa Maria	"RFQ – IT STAFF AUGMENTATION	April 2021 to Present
MHMR	Temporary Staffing Services	April 2021 to Present
State of MO	Temporary Clerical and Laborer Personnel Services	June 2021 to Present
University of California	Temporary Staffing Services	September 2021 to Present
Georgia State University	Temporary Staffing Services	November 01, 2021 to Present
San Jacinto College	Temporary Staffing Services	October 20, 2021 to Present
City of Denton	Temporary Staffing Services	October 01, 2021 to Present
Colorado Springs	IT Staff Augmentation Services	December 15, 2021 to Present
City of New Braunfels	Temporary Staffing, Executive Searches and Recruitment Services	January 01, 2022 to Present
Metropolitan Washington Council of Governments	IT Staff Augmentation Services	January 10, 2022 to Present
Commonwealth of KY	Temporary Labor Services	January 15, 2022 to Present
State of Kansas	Temporary Nursing Services	November 01, 2021 to Present

Below attached are major features, functions, value- adds, and areas of support that differentiate our service from others and make us stand out from the competition.

Temporary Staffing
Temporary and Contract staffing is our specialty - we put people to work better than anyone! We excel at recruiting, screening, testing, and placing quality temporary employees at solid, reputable companies for short and long-term assignments. Benefits of temporary staffing include: real time talent, flexibility, reducing overtime, increasing productivity, improving processes, and "Twenty-Four (24)-hours fill guarantee," and much more.
Experience with State clients:
Such progressive experience is making us familiar with the operational environment, business

terminologies and process that Client follows in temporary labor contracts. Such experience makes us capable to provide temporary Staffing services to the Client.

Skills Diversity:

Being a staffing company, we are providing the staffing for diverse range of over 800 skills for Professional, IT, Administrative, Skilled Labor, General Services, Utility/Maintenance, Technical and non-technical job classifications. This diversity in skill classifications make us able to full-fill any job classification and skill requirements in short time and make us able to stand ahead from competition.

Recruitment Capabilities:

BuzzClan Recruitment and Staffing division consist 100+ people well equipped with all latest sourcing, selecting and recruitment tools and technologies. Our recruitment and staffing division are the combination of Recruiters, SME, Data miners, Account Managers, Human resources, E-care Executives, Trainers, support employees. Our Recruitment and Staffing covers all major time zones and serve our 24*7.

Internal Pool:

BuzzClan has internal pool of 1000+ temporary consultants that are always ready to be deployed at client locations.

Resume Database

BuzzTAQ is an BuzzClan intranet portal powered by an exhaustive database of screened resumes (2, 000,000) on varied skill sets from classifications from Entry to executive level and experience levels that has continuously evolved over the last 8 years. The portal database is regularly updated and maintained keeping in line with our current and medium to long-range forecast of resource requirements. The portal also contains a database of labor categories that is based on industry standard salary surveys appropriate to the areas in which we do business. The requirements from various clients we have serviced also contribute to the labor category database.

Dedicated Customer Focused Organization:

We have an award-winning customer service team that go extra mile to fulfill client requirements, thus we are committed to resolve any issue quickly and efficiently that our clients are facing. We clearly define customer services process at start of contract along with backup resources for each contract. To ensure 100% satisfactory support, our executives themselves get involved in case resolution and make sure that customers' concerns are taken care immediately. We have well defined processes to ensure customer satisfaction starting from fulfilling client requirements with right resource.

Account Management:

We will provide a fully dedicated Account Management Team to dedicatedly work with Client and assuring the satisfactory performance of the candidates at the Client site.

Customer Communication:

BuzzClan believes in active and effective customer communication. County will have the access of BuzzClan 24*7 through chat, email, and call and in person meetings. Proposed Account Manager and Account Executive will remain in touch with Client assigned Project Manager for any kind of communication regarding project performance and their queries will be entertained within the defined SLA.

Personnel Replacements:

We have well-defined and documented replacement and credit policy for an inadequate performance and mitigation plan. In case, if Client asks for replacement of consultant due to his/ her inability to perform the tasks set out by Client, we have a well-defined process to handle situations.

Issue Resolution and Escalation:

With an aim to give top priority to requirements of our customers and to resolve their issues, our local staff and key management can be accessed directly. Once an issue is reported or a requirement is received, an acknowledgement mail is sent back to the customer by the Account executive within an hour. BuzzClan checks the status of an issue every hour till the issue is resolved. The issue is logged in

to BuzzClan issue Resolution System and a ticket is generated. All correspondence is logged against this ticket to provide an accurate audit trail. The ticket is closed only when the issue is resolved.
On the Job Training (OJT) to the Employees:
BuzzClan provides internal and external management and technology training for all our professionals. We recognize the importance of imparting training to its employee to lead to their personal growth and development, as well as the necessity of a highly skilled workforce in order to improve the success and efficiency of the organization. We provide on-the-job training (OJT) to the staff based upon every day's job work responsibilities with word processing, database, and spreadsheet software. It is a simple and cost-effective training method. Using such a method, proficient as well as semi- proficient staff is well trained. We train the staff in actual working scenarios. The motto of such training is "learning by doing".
Candidate Performance Evaluation:
BuzzClan administers a process to evaluate the performance of its employees, Customer Services team at BuzzClan to get in regular touch with the Client's project supervisor to get the status of employee performance during and after the assignments. We regularly send a Customer Satisfaction Assessment Report to our clients on a regular interval of time for getting it signed by them which describes our employees' performance at client site.
Regular Progress Reporting:
BuzzClan will provide all reports to Client that include weekly reports, monthly reports, top level, statistical analysis and we can also generate other reports as per the requirements of Client for no additional cost.

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

BuzzClan LLC (BuzzClan) is a TX certified M/WBE, Women Owned Small Business enterprise founded in 2013. BuzzClan has been providing temporary staffing, outsourcing services and staffing support to its clients throughout the United States & Canada since its inception. There has been no change in the firm's primary business activity. BuzzClan has been providing services to its clients for more than 8 years.

We currently have over 1000 employees located in 30+ states and work with over 50 clients in various industries including but not limited to: Government, Health, Defense, Technology, Manufacturing, Healthcare / Pharmaceutical, Transport, Finance / Banking, Supply Chain, Logistics, IT, Telecom and Government agencies.

CERTIFICATIONS WE OWN

- SBA-SDB
- Texas – HUB
- NCTRCA –M/WBE
- City of Philadelphia SBE

BuzzClan has been found on providing the highest quality possible and on we helps companies prioritize and plan initiatives to meet their objectives and goals, and successfully deliver practical solutions that drive measurable value. We have dedicated recruiting teams to focus on major technical areas. This team is responsible for searching out the right candidate according to the client requirements. The team is well versed with the most current recruiting methods and knows how to use it according to your business requirements. We have a clear understanding of employment business environment and have the capability to complete the project/ assignment within budget and ion time. Our recruitment team especially assigned for the project recruiting, support and facilitates the recruiting objective of our customers.

BuzzClan has extensive experience in providing **Temporary Staffing Services** on diverse technological and non-technological platforms to our Fortune State, Federal and commercial clients.

Our consultants have worked in environments like *State of Idaho, State of Kansas, State of Georgia, State of Connecticut, University of North Texas System, University of Minnesota, US House of Representatives, NJ Department of Health, City of Phoenix, LCRA, Hennepin County, London Hyrdo, City and County of San Francisco, Department of Education, Federal Reserve Board, USDA, United States Census Bureau, State of Michigan,* and possess extensive experience in providing support for projects whether large, small, or complex.
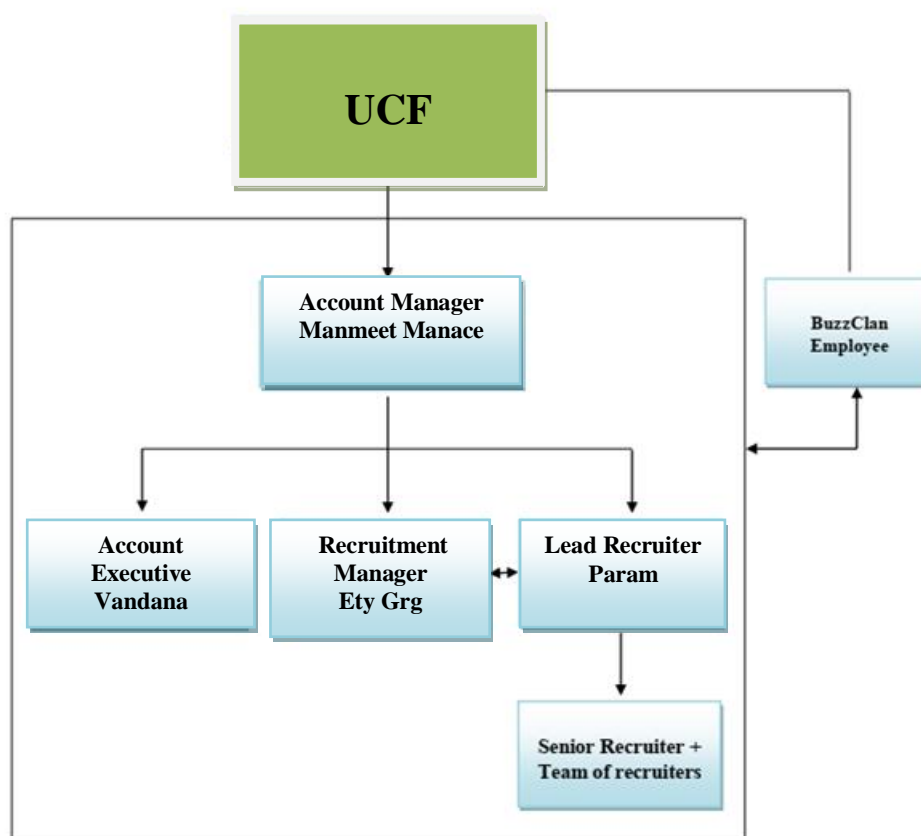
Types of Services we provide:
- **Contract Staffing Services:** We provide rapid access to highly qualified talent and a better approach to matching the right associate with the right position resulting in better business results.
- **Contract-to-Hire Staffing Services:** We can help you with a hand to hire the genuine resources with specialized skills on contract, permanent or contract to hire basis depending on your needs.
- **Team-based Staffing Services:** Our Team-Based staffing model combines the best of all our models: specialized skills you need, flexibility in hiring duration, and integrated leadership.
- **Project-based Staffing Services:** Our project-based staffing services are specifically designed to address the staffing needs of a specific role or project by providing you with talented resources that can fulfill your immediate or temporary needs.
- **Onsite/Onshore Remote and Global/offshore staffing services:** We have the right blend of technical expertise, business acumen, and soft skills to fulfill your culture and organizational requirements.

BuzzClan has an established organization structure specific to the UCF, and Temporary Labor Services project, which will enable us to provide full operation support upon award of the contract. We have amassed a team of professionals that has or who have the depth and breadth of experience so vital to any project's success. Our professionals have the right combination of experience with administrative/clerical services, financial services, project management, quality assurance, communications management, software design, testing and implementation, reengineering, maintenance and service supporting.

BuzzClan has served and continues to serve various State clients on contracts of similar size and scope as that of the UCF. Our key personnel have worked together extensively providing contract/project management support to clients like State of Oregon, State of Virginia, State of Colorado, State of Pennsylvania, State of Georgia, State of Michigan, State of Delaware, State of Arkansas, State of New Jersey, State of South Carolina, State of Iowa, State of Minnesota, State of North Carolina etc. These personnel have displayed great project management acumen in skillful managing cross-functional teams, providing leadership to technical and business experts and liaison with client representatives, all through keeping customer satisfaction as the top priority. BuzzClan has proposed the team (shown in Chart) - capable of meeting & exceeding the entire stated requirement.

BuzzClan's Organization Chart for UCF Project

UCF

Account Manager Manmeet Manace

BuzzClan Employee

Account Executive Vandana

Recruitment Manager Ety Grg

Lead Recruiter Param

Senior Recruiter + Team of recruiters

BuzzClan's General Organization Chart

President/ CEO

Vice President

Recruitment / HR Head

Business Head - Sales

Program/ Project Manager

Admin

Delievry Manager

Sales Manager

Presales Manager

Marketing

Finance

Lead Recruiters

Senior Recruiters

Sales Team

Data Mining Team

Software Development Team

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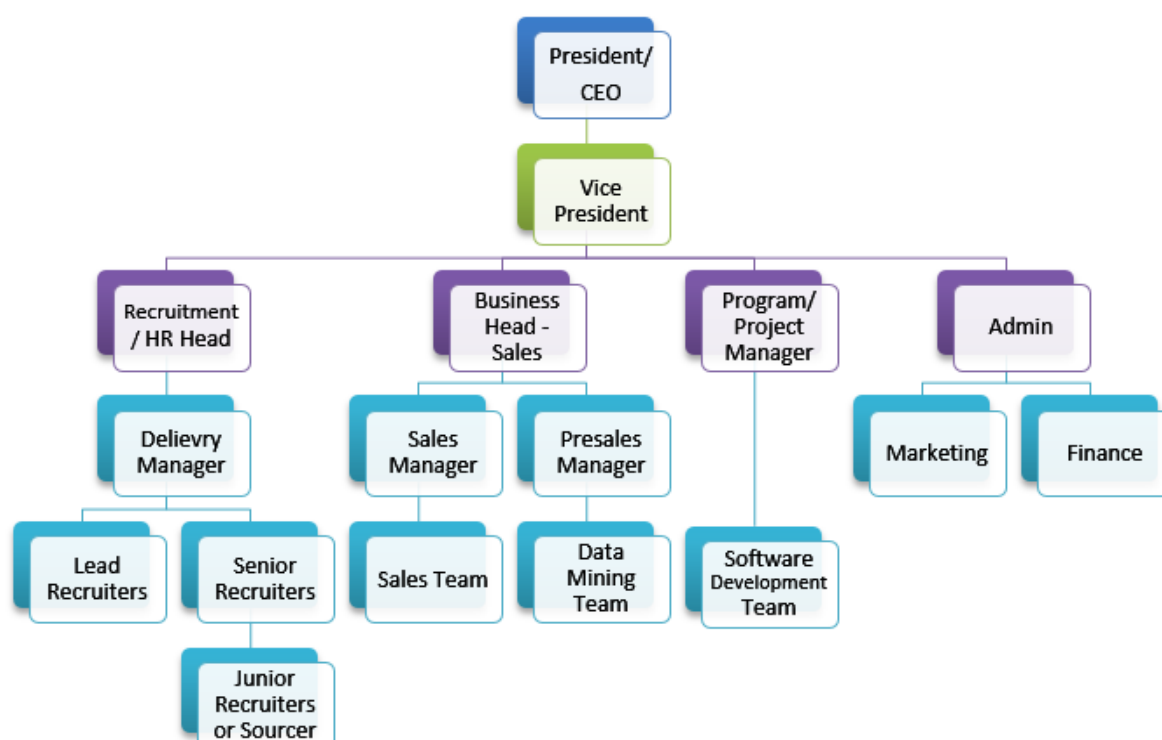
Provide information on your company size, industrial track record, financial stability, and years in business, etc.

BuzzClan, LLC is a small business with 86 employees and providing its services since March 15, 2013. We are providing our services to the following industries:

- ➢ *Insurance*
- ➢ *Healthcare*
- ➢ *Accounting*
- ➢ *Transport*
- ➢ *Retail and manufacturing*
- ➢ *Telecom*
- ➢ *Finance and Treasury*
- ➢ *Government*

In 2021 our revenue is 7 Million. Please refer to the credit report to review our financial stability.

We at BuzzClan, LLC are certifying that On UCF request we will provide our financial statement of 3 years.

Business Credit Report Plus

BUZZCLAN, LLC
110 JAMES ST, HINTON, WV 25951
Phone: (469) 251-2899

Experian BIN #   470059791
DUNS #   012882406

Search Inquiry: BUZZCLAN LLC / Dallas / TX / 75240

Ordered: 6/21/2021 5:19:07 PM (UTC)

Analytics

Credit Logic Score

79

High Risk   Low Risk

Key Score Factors

- CURRENT MONTH DAYS BEYOND TERMS 5 OR LESS.

Data Depth Score

3

Shallow   Deep

Data Depth Score is based on:

- Years in business
- Number of trade lines
- Number of bureaus pulled

* Indicates the volume of predictive data available on a company. Scale of 0-9 where 9 indicates greatest level of predictive data.

Business Failure Assessment   **Caution**

Assessment is based on a combination of the Credit Logic Score and Data Depth Score.

MultiMax Credit Guideline   N/A

This calculation is based on high credit amounts in recent trade payment history. Your final decision must be based upon your company's own business policies.

Highest Non-Financial Line: $600
Highest Financial Line: $20,500

Payment Summary

Average Days Beyond Terms   N/A

Experian DBT   0

No Monthly History Found

Derogatory Item Summary

Bankruptcy	No	Judgments	0	Liens	0
Collections	0	Charge-Offs	0	NSF Checks	0
Most recent derogatory	N/A			Derogatory items in previous 24 months	N/A

Balance Summary

13

Accounts	3
Total Balance	$5,700
Recent High Credit	$20,500
High 100% Current	$5,100
Average Balance	$1,900
Current	$5,700 (100%)
1-30	$0 (0%)
31-60	$0 (0%)
61-90	$0 (0%)
91+	$0 (0%)

Balance to High Credit Ratio
(Total Balance / Total High Credit)
(Data Sources: Experian)

26%
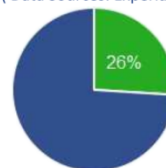
Balances At Risk (> 60 days past due)

Account Type	Recent High	Balance	Current	1-30	31-60	61-90	91+

Total Balance at Risk: N/A

Credit Utilization Summary

Business Category	Total High Credit	Balance	Utilization
Total Available Credit	**$21,600**	**$5,700**	**26%**
BANK CARD	$20,500	$5,100	25%
BUS SERVCS	$500	$500	100%
COMMUNICTN	$600	$100	17%

Credit Lines / High Credits

Credit Line Category	Accounts	Total Available Credit	Utilization
$250,000 and Over	0	$0	0%
$100,000 - $249,999	0	$0	0%
$50,000 - $99,999	0	$0	0%
$15,000 - $49,999	1	$20,500	25%
$1,000 - $14,999	0	$0	0%
Under $1,000	2	$1,100	55%

Top Recent High Credit Lines

Account Type	Recent High	Balance	Current	1-30	31-60	61-90	91+
BANK CARD	$20,500	$5,100	100%	0%	0%	0%	0%
COMMUNICTN	$600	$100	100%	0%	0%	0%	0%
BUS SERVCS	$500	$500	100%	0%	0%	0%	0%

Fraud Flags

Address Info for: BUZZCLAN, LLC, 110 JAMES ST, HINTON, WV 25951

✅ Address zone: Commercial
🚩 Data depth score < 4
✅ Corporate registration information available

Secretary of State or Corporate Registration

The following information was provided by the state of WEST VIRGINIA

State of Origin:	WV	Charter Number:	000471799
Date of Incorporation:	3/18/2019	Agent:	CALIFORNIA REGISTERED AGENTS
Current Status:	Active	Agent Address:	110 JAMES ST HINTON WV
Business Type:	Incorporated - Profit		

Firmographics (data sources: Experian[1], D&B[4])

Company Type	Custom computer programing	**National/Tax ID**	
# Employees	45	**SIC**	- 6201
Annual Sales	$5,000,000		Computer programming services - 7371
Years in Business	8		Computer processing & data preparation & processing
Date of Incorporation	3/18/2019		services - 7374
State of Incorporation	WV		

Management & Supplemental Data (data source: Dun & Bradstreet[4])

Management

CEO:	Nupur Sharma, Member
Current or Former Principals:	ARCHANA JAIN
	SACHIN JAIN

Supplemental Data

Other trade names (DBA/AKA):	BuzzClan
Line of business:	Custom computer programing
Subsidiary Status:	Not a subsidiary
Import/Export status:	Not available or none

Corporate Linkage

Linkage occurs when one business has financial and legal responsibility for another. Common linkage identifiers are used to identify these relationships. Corporate Linkage enables businesses to make better decisions through the identification of relationships within a corporate family.
Ultimate Parent — Top-most responsible member of the family tree.
Immediate Parent — Parent refers to a business with a subsidiary. The Immediate Parent is the parent company for the business that is the subject of the profile.

Type of Location	Business Name	Address	Experian BIN
ULTIMATE PARENT	BUZZCLAN, LLC	110 JAMES ST HINTON WV	470059791 *Matches inquired upon business
BRANCH	BUZZCLAN, LLC	5757 ALPHA RD STE 340 DALLAS TX Country: USA	467553071
BRANCH	BUZZCLAN, LLC	1612 HARVEST GLEN DR FLOWER MOUND TX Country: USA	978256167
BRANCH	BUZZCLAN, LLC	13601 PRESTON RD STE 660E DALLAS TX Country: USA	998182453

6-Month Days Beyond Terms Trends

No monthly history found

Quarterly Days Beyond Terms Trends (previous 5 quarters)

No quarterly history found

Legal Filings and Collections (data source: Experian[1])

Public records have been searched on county, state, and federal levels.

Filing Type	Total Filed	Total Balance	Total Collections	Original Balance	Amount Paid	Balance Remaining
Tax Liens	0	$0	0	$0	$0	$0
Judgments	0	$0				
UCC Filings	3	n/a				

Trade Payments

Business Category	Date Reported	Payment Terms	Recent High Credit	Balance	Cur	1-30	31-60	61-90	90+	Comments
		Trade Payment Experiences (Trade lines with an (*) after date are newly reported)			Account Status Days Beyond Terms					
BANK CARD	05/2021	REVOLVE	$20,500	$5,100	100%					
BUS SERVCS	01/2021	VARIED	$500	$500	100%					
COMMUNICTN	05/2018	VARIED	$600	<$100	100%					CUST 3 YR

Trade Payment Totals

Type	Lines Reported	Recent High Credit	Balance	Cur	1-30	31-60	61-90	90+	Comments
	Trade Payment Experiences			Account Status Days Beyond Terms					
Trade Lines Totals (last 12 months)	2	$20,500	$5,600	100%					
Trade Lines Totals	3	$20,500	$5,700	100%					

Collection Filings

No collection information was found after an extensive search of commercial collection agencies.

Bankruptcies

No bankruptcy information was found after an extensive search of public record data.

Tax Liens

No tax liens were found after an extensive search of public record data.

Judgments

No judgment or attachment liens were found after an extensive search of public record data.

UCC Filings

Public records have been searched on county, state, and federal levels.
There are 3 UCC filings for this company.

Date Filed	Status	Document Number	Filing Location	Secured Party	Collateral Codes
01/09/2020	CONTINUED	2000012392	SEC OF STATE TX	JPMORGAN CHASE BANK, NA KY LOUISVILLE 40232 COLLATERAL MGMT	
07/19/2019	FILED	190027494016	SEC OF STATE TX	JPMORGAN CHASE BANK, NA KY LOUISVILLE 40232 COLLATERAL MGMT	
06/25/2015	FILED	150019988899	SEC OF STATE TX	JPMORGAN CHASE BANK, NA KY LOUISVILLE 40232 COLLATERAL MGMT	EQUIP, INVENTORY, AFTER ACQUIRED PROP, UNDEFINED

OFAC Alert

Results for: BUZZCLAN, LLC (BUZZCLAN)

No OFAC hits found

16

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

SIMILAR PAST PROJECT EXPERIENCE 1	
Project Title	Statewide Temporary Staffing Services
Duration of the Project	June 2019 - Present
Specific Contact Information:	Organization Name: State of Idaho Address: 4040 W Guard St, Boise, ID 83705 Contact Person Name: Chelsea Robillard/ Megan Molumby Telephone Number: 208 - 332-1605 / 208- 334-4995 Email Address: chelsea.robillard@adm.idaho.gov / Megan.Molumby@dhw.idaho.gov
SUMMARY OF SERVICES	

State of Idaho is seeking Statewide Temporary Staffing to include qualified temporary staff to fulfill a variety of Administrative Support (Including Office, Clerical and Sales), Commercial/Industrial Workers, Healthcare Staffing Services, and Professional Services. We have provided program assistant to Idaho Office of Emergency Management under the statewide Temporary staffing services contract. We have also provided Research Analyst, Project Manager, Three Technical Records Specialist 2 to Idaho department of veteran services &feq record specialist to Idaho Department of Health and Welfare.

SIMILAR PAST PROJECT EXPERIENCE 2	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: University of California Person: Emily Weaver Telephone Number: 510-987-0463 Email: Emily.Weaver@ucop.edu
SUMMARY OF SERVICES	

We have provided a Django Developer, Reporting Platform Administrator, RDMS Report Developer, under IT Temp & IT Professional Services contract with University of California.

SIMILAR PAST PROJECT EXPERIENCE 3	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: Georgia State University Person: Kaylee Adair Telephone Number: 404-413-3159 Email: kdoyle@gsu.edu
SUMMARY OF SERVICES	

Under Temporary Staffing contract with Georgia State University we have provided Grounds Keeper, Utility Worker & Custodian to the University.

17

PROJECT STAFF QUALIFICATIONS/EXPERIENCE

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).

Key Administrative Staff Members allocated to work with the UCF:

#	Name / Job Title	Role on the Project	Experience	Responsibilities
1	Manmeet Manace / Director Sales	Sr. Account Manager	10+ Years in Public Sector Contract Management, Staffing and Project Management	• Key person for managing contract signed with the UCF and interacting with the UCF's Contract Manager or Supervisors. • Ensuring & tracking the UCF contract requirements. • Educate existing/ new Account Executive with the UCF contract requirements. • Regularly meetings with the UCF to monitor BuzzClan contract • Regularly meetings with the UCF to monitor BuzzClan contract performance • To know BuzzClan standing & performance on the contract • Weekly meeting with Back Office Staffing Operation & Employee Care • Team to give update on BuzzClan performance & upcoming activities under contract. • Ensuring that Monthly Compliance Reports are being submitted in time to the UCF and sending weekly dashboard reports to Executive Management

2	Vandana Vasudev / Account Manager	Account Manager	10+ Years in Account Public Sector Contract & Project Management	• Writing Synopsis on the UCF requisition which includes-
				   o Overview of the UCF project
				   o Domain specific skills required.
				   o Desired to have skills.
				• Working with Recruiting Manager to ensure quality of candidate selection process.
				• Coordinating consultant interviews with the UCF.
				• Monthly meeting with the UCF Management.
				   o To know about upcoming activities.
				   o To understand the UCF future needs.
				   o To know about BuzzClan staff performance

3	Ety Garg / Recruitment Manager	Recruitment Manager	10+ Years years in Public Sector Staffing and Recruitment	• Key person for managing staffing needs of the UCF requisitions. • Ensuring & track the UCF contract requirements. • Setting up milestone of each activity to complete the UCF submittal within 24 hours.

				• Training and skill enhancement to existing & new recruiters on the UCF's staffing requirements. • Arranging & managing interview schedules between the UCF & consultants. • Manage Day to day recruitment activities on UCF account.

4	Param / Lead Recruiter	Lead Recruiter	6+ Years in handling United States Public Sector Recruitment	• Maintaining pro-active pool of candidates ready to be deploy for vacancies within the UCF
				• Preparing Job Description for posting on the job sites & send to BuzzClan internal staff
				• Search suitable candidates using:
				  o Candidate Database (Internal Database- US-Recruit, Indeed, Monster, CareerBuilder,)
				  o Send job requirements to consultant's network in internal database
				• Formatting resumes as per the UCF requirements
				• Arranging interviews or tests using internal expert team member
				• Evaluating soft skills, inter-personnel skills & team qualities
				• Submitting qualified resumes to the Recruitment Manager
				• Assist other Recruiters in sourcing and identifying new candidates for UCF needs.
				• Manage Day to day recruitment activities on UCF account.

RESUMES OF KEY PERSONNEL

RESUME OF ACCOUNT MANAGER

Name	Manmeet Manace
Title	Senior Account Manager

Versatile and a result-oriented account executive with over   of experience in technical recruiting & management in the field Of US IT staffing and consulting. Proficient in managing full recruitment cycle independently including resource requirement gathering to negotiations and closures.

EDUCATIONAL QUALIFICATIONS

• Bachelor of Arts

PROFESSIONAL EXPERIENCE

BuzzClan LLC, TX   **March 2019- Present**
Account Manager
• Identifying and correcting performance problems, ensuring compliance with client policies
• Responsible for work flow, training of new employees, answering job-related questions in one or more areas
• Assist in reporting on performance, recommending advancements, implementing new or changed

procedures for staff

- Conduct phone and face-to-face interviews for internal staff at the Corporate Headquarters
- Improve onboarding process capability by continuous improvement of methods
- Work closely with other Account Manager's and Upper Management in the development and application of new processes to maintain accuracy and efficiency for all clients

Manager

- Accountable for performance at over 30 primary clients, managing the processes along with timeliness and quality
- Manage process of moving all administrative tasks to administrators, responsible for training employees via web and phone
- Handle all contract employee relations issues including dispute resolution, terminations, and morale
- Generate weekly reports for management to view performance on interviews and placements at clients
- Responsible for performance at clients where they used specific metric scorecards that included Service Delivery: Response Rate, Shortlisted or Rejected Candidates, Interviews, Hit Rate, Contractor Performance, Negative Turnover, Rate Competitiveness, and Stewardship

Coordinator

- Manage and maintain relationships with 30 clients using vendor management systems, phone, and email
- Act as the main contact for all client representatives and relationship managers
- Arrange interviews, job offers, background checks, and drug screens for all candidates
- Partner with Client Reps or HR to resolve escalated service issues or questions (termination, payroll, compensation, benefits)
- Responsible for enrolling all new employees into data base for payroll purposes
- Assist 15 recruiters with any questions regarding job orders, candidate submittal processes, pay/bill rates

360 IT Professionals Inc., San Jose, CA   **Nov 2018 – Mar 2019**
Manager – Proposal and Federal Sales operations

- Manage of Proposal, Lead generation, Sales and MSP Teams.
- Capture of RFPs, RFIs, RFQ, Task Orders from Public Sources and RFP Search tools
- Provide analysis of the captured Proposals and present them to Business Development team
- Checking Status of RFPs with RFP team; providing them addendums and discussing regarding the scope of the RFPs.
- Finding Sub-contractors, business partners for various business opportunities.
- Find Commercial RFP's and Client acquisition.
- Do business intelligence and business analysis of upcoming RFP, RFI and Pre-solicitation.
- Searching forecast of Federal agencies and uploading in CRM or pipe-drive.
- Registration of Vendor outreach sessions.
- Review all proposal responses before submission.
- Periodic Reporting/Meeting with seniors and management to review on-going process.
- Day to Day Monitoring/Mentoring of the team members
- Tracking on federal opportunities with Bridge players to get a sole source.
- Search Industry days of US government. Registration of events and conferences.
- Analyzing and coordinating with cross teams for proposal requirements.
- Interact with procurement officer for market intelligence and maintaining database of prospective and existing clients.
- Generating new business leads, searching and contracting subcontractors/Prime contractors.
- Searching opportunities for staffing on the commercial side to sign up new MSPs and direct customers.
- Work closely with Business Development and Proposal teams to ensure alignment and provide

daily status

Business Development and Delivery Manager   **Sept 2015 – Oct 2015**
- Handling Sales and Recruitment Team.
- Managing India recruitment and sales operation.
- Client Acquisition.
- Developing and implementing comprehensive Business, Recruitment and Sourcing Strategies.
- Handling all commercial Bids and Govt. RFP,s.
- Monitoring the submittals flow and making sure that all the open requirements are serviced on time.
- Experience of VMS (Vendor Management System) and MSP (Managed Service Provider) model.
- Designing Business and Recruitment Processes for US Staffing Operations. Generating new business leads, searching and contracting subcontractors/Prime contractors.
- Searching opportunities for staffing on the commercial side to sign up new MSPs and direct customers.
- Work closely with Business Development and Proposal teams to ensure alignment and provide daily status

Achievements: Top performer in sales and delivery.

22nd Century Technologies Inc., McLean, VA   **Aug 2014 – Aug 2015**
Business Development Manager for Public Sector
- Making up new business development tie ups and keep increasing the business.
- Search candidates through various resources Includes searching on US job portals
- Matching them against different specifications such as skill set, salary range, location, and work authorization.
- Managed hiring process including sourcing, qualifying, interviewing and negotiating salaries and hourly rates on C2C/W2/1099.
- Working closely with the Hiring managers to generate more business for the company based on the relationship with the client.

Achievements: Best account manager in 2015 for State VMS and IQ navigator for UPS.

22nd Century Technologies Inc., McLean, VA   **Aug 2011 – Aug 2014**
Business Development Executive (Pre-sales Federal)

RESUMES OF SUPPORTING STAFFS

Name	Vandana Vasudev
Title	Delivery Manager

Vandana is an accomplished professional with 10 years of broad and dynamic experience in staffing & recruiting industry. Has been through numerous phases of full life cycle of recruitment or talent acquisition, communicating with client managers to set up business relations, making sure that the delivery is on time. He possesses demonstrated reputation of setting up customer relationship, encouraged collaborative and innovative culture, fabricating and overseeing talent pipelines, and meeting/surpassing performance objectives.

EDUCATIONAL QUALIFICATIONS
- M.C.A, Punjab Technical University April 2006- April 2008
- BCA, CGC Landran Mohali Punjab Technical University April 2003- April 2006
- High Scholl, FMSSS, Naya Nangal Punjab

CERTIFICATIONS
- PMP Certified

PROFESSIONAL EXPERIENCE

BuzzClan LLC , TX   **Apr 2019 - Present**
Delivery Manager:

- Dealing with Clients- **Federal, Commercial, State clients**
- Responsible for mentoring and providing on-going training and support for new recruiters and serve as a resource for learning and navigating senior technical policies and procedures.
- Developing and maintaining the client relationships through providing quality IT employment candidates at fair market margins and rates.
- Maintaining the status reports using MS Excel- Client productivity, team recruiter performance
- Screening the submitted resumes prior forwarding them to client
- Helping the team members for sourcing the resume by providing them the relevant information. Coordinating with Clients for requirements and feedback. Maintaining the data, status reports

Ana-Data Consulting Inc.   **Oct 2017 – Apr 2018**
Role: Sr. Delivery Manager
Responsibilities:

- Responsible for Full Cycle Recruiting including online recruiting, cold calling, interviewing, and sourcing candidate as per the position requirement.provided polite Customer Service to both internal and external candidates, co-workers.
- Mentored team members. Provided staffing and recruiting support, guidance and leadership to the organization regarding all internal and external staffing needs.
- Responsible for the sourcing and recruiting of various positions in US and remote locations including: Engineering, Field Service Technicians, Financial Analyst, Contract Analyst, Management and Procurement.
- Patterned on client initiatives and find the best possible candidate. Consistently exceeded monthly recruiting matrix goals. Attracted qualified candidates by placing job advertisements.
- Recruited IT Professionals in a time-sensitive environment. Checked on Primary Verticals recruiting for: Healthcare, Manufacturing, IT Services, Banking and Insurance firms.

22nd Century Staffing/22nd Century Technologies, Mclean VA   **Sep 2016 – Sep 2017**
Recruitment Manager
State Clients: PA, NC, MI, TX, VA, MN, CA, UT etc
Federal Client: - DISA, FBI, DCMA, USDA, AFB, USMC, DOT, NAVAIR etc
Responsibilities

- Currently working as a Recruitment Manager, Head Hunter, Technology Geek with experience on State, Federal and Commercial clients.
- Responsible for mentoring and providing on-going training and support for new recruiters and serve as a resource for learning and navigating senior technical policies and procedures.
- To be Precise, I have served many IT positions for State clients including (State of TX, State of OR, State of VA, State of PA , NJ , NC , SC, PA, IA, AZ, CO) and Direct Full time roles with Federal clients including DLI, DLA, US Navy, FBI, US Army , USMC, US Air-force etc. .Sourced the best candidates through effective advertising and marketing with Technology Tools including headhunting, cold calling, networking, advertising, websites
- Screened, interviewed and recruited qualified candidates using referrals, internet searches, job postings and technical forums.
- Used job portals like Dice, Zoniac, Job Diva, Monster, CareerBuilder, etc
- Responsible for mentoring and providing on-going training and support for new recruiters and serve as a resource for learning and navigating senior technical policies and procedure

Recruitment Lead   **Apr 2013 – Sep 2016**
Federal Client: - DISA, FBI, DCMA, USDA, AFB, USMC, DOT, OSHA etc
Commercial Client: Raytheon, Rockwell Collins, Boeing, Northrop, UPS, Accenture, BD, NIH, Emid's Technologies, Bank of America

Responsibilities
- Responsible for all aspects of sourcing experienced technical employment candidates.
- Responsible for full life cycle recruiting for information technology professionals for commercial and public sector clients.
- Screened, interviewed and recruited qualified candidates using referrals, internet searches, job postings, technical forums, and networking techniques.
- Used job portals like Dice, Zoniac, Job Diva, Monster, Corp-Corp, CareerBuilder, etc
- Responsible for mentoring and providing on-going training and support for new recruiters and serve as a resource for learning and navigating senior technical policies and procedures.
- Worked closely with account managers to obtain new hires and assist with business development activities.
- Specialized in Software Engineers/Architects, Database Architects/Developers/Administrators, Network/System/Security Engineers, Web Developers, Quality Assurance/Test Engineers, Technical Program/Product/Project Managers, Development Managers, and Business Analysts.
- Placed high-end technical professionals in the Information Technology Industry in contract and full-time positions.

Sr. Recruiter   **Jan 2011 – Present**
- Responsible for all aspects of sourcing experienced technical employment candidates.
- Responsible for full life cycle recruiting for information technology professionals for commercial and public sector clients.
- Screened, interviewed and recruited qualified candidates using referrals, internet searches, job postings, technical forums, and networking techniques.
- Used job portals like Dice, Zoniac, Job Diva, Monster, CareerBuilder, Clearance jobs etc
- Responsible for mentoring and providing on-going training and support for new recruiters and serve as a resource for learning and navigating senior technical policies and procedures.
- Worked closely with account managers to obtain new hires and assist with business development activities.
- Placed high-end technical professionals in the Information Technology Industry in contract and full-time positions.

Name	Ety Garg
Title	Recruitment Manager

Ety is an accomplished professional with 10 years of broad and dynamic experience in staffing& recruiting industry. Has been through numerous phases of full life cycle of recruitment or talent acquisition, communicating with client managers to set up business relations, making sure that the delivery is on time. He possesses demonstrated reputation of setting up customer relationship, encouraged collaborative and innovative culture, fabricating and overseeing talent pipelines, and meeting/surpassing performance objectives.

EDUCATIONAL QUALIFICATIONS
- **MBA (HR and Marketing) from Institute of Management Studies**
- **B.Sc. (ZBC) from Agra University, in 2004**

CERTIFICATIONS
- **PMP Certified**

PROFESSIONAL EXPERIENCE

BuzzClan LLC , TX   **Feb 2016 - Present**
Recruitment Manager:
- Manages performance for all contractors - coaching, career development, etc.
- Manages schedules for all contractors - time off, Vacation plans etc.
- Holds regular 1-1 meetings with all contractors.

- Tracks call and ticket metrics to manage contractors and to deliver Client leadership.
- Run technical screening of candidates - vet candidates of various roles (administration, clerical, accounting, professional, human resources, etc.).
- Run and manage training for all new hires brought on through BuzzClan LLC Training topics include orientation to the client organization, client system and tools, ITIL foundations, customer service, other technical requirements set forth by the client.
- Onboard new resources and procure equipment per clients' requirements.
- Responsible for recruitment or talent acquisition, communicating with client managers to set up business relations, making sure that the delivery is on time.
- Negotiation on overall compensation as per the client norms.
- Providing management and supervision to employees in order to attain performance goals
- Identifying and correcting performance problems, ensuring compliance with client policies
- Responsible for work flow, training of new employees, answering job-related questions in one or more areas
- Initiate structure and development among the company, providing training documents and quizzes for employees
- Assists in reporting on performance, recommending advancements, implementing new or changed procedures for staff

Strategic Resources, Gurgaon   **Sept 2014 – Jan 2017**
Senior Recruiter

- Expertise in Leadership Hiring and Niche Skills.
- JD Understanding, Finding the best fitted Candidate for the requirement via Social Networking, Job Portal, Referencing, Mapping and Head Hunting.
- Taking Preliminary Interviews and checking 360 degree relevancy of the Candidate on the basis of Client requirement.
- Understanding Business Expansion and Recruitment Plans across different divisions of the clientele organization.
- Internal Training and Induction.
- Performance Management.
- MIS

Some of the clients handled: *Top Management consulting, Samsung, Tatateleservices, Pearsons, RJ Corp, Whirlpool, Grant Thorton, Assa Abloy, OLX, Amazon and many others.*

Jobmax Total Human Capital Solutions, Abu Dhabi (UAE)   **Jun 2012-Nov 2013**
Recruiter

- Understanding various client requirements - Job specifications for respective Job openings.
- with various clients and follow up for feedback.
- Developing new business with Business and Human Resource Managers.
- Key Accounts and Client Management.

Elixir Web Solutions Pvt Ltd Corporate Office-Noida(India)   **Sep'10-March'11**
Senior Consultant

- Managed Team.
- Understanding various client requirements - Job specifications for respective Job openings.
- Key Accounts and Client Management
- Mapping organization structures with regards to client specific searches

Some of the clients handled: *Halonix, Hitech, Aditya Birla Grp, Tata Advanced System(TAS),*

Phadia India, Invista, Avana Integrated System, Aviva Life Insurance, GEMSL, Ultratech Cement, Godrej

Datawise Consultants Pvt Ltd **Feb'10–Aug'10**
Account Lead
- Handling the team of two team members.
- Understanding various client requirements - Job specifications for respective Job openings.
- Coordinating interview of candidates with various clients and follow up for feedback

Some of the clients handled: TCS eserve, Infosys, Vertex, DBS Bank, Wipro BPO, 3G,DBOI, FNIS, Fidelity Investments, Honeywell.

Unitell Executive Search Services **Aug'2006–Aug'2009**
Consultant
- Independently handling the recruitment of Banking and Financial vertical also handling the recruitment of Retail, Media, Real Estate and FMCG sectors..
- *Some of the clients handled :ICICI Bank ,HDFC Bank, Mizuho Bank ,Shinhan Bank, Metso Minerals ,XL Capital, Fullerton Financial Services, Samsung, Max India, SRF Ltd , Ansals Buildwell , Koutons Retail , Rayban etc .*

Name	Param
Title	Senior Recruiter

- Param, a skilled and dedicated expert with more than 7 years of experience in recruiting talent on online portals, checking with managers on the reqs and handling basic responsibilities as assigned.
- Demonstrated experience in interviewing, screening and evaluating external and internal candidates for job openings to identify applicants who fully meet the position requirements of posted requisitions and refers them to the hiring manager for consideration.
- Skilled in terms of sourcing talent over the online portals such as Monster, Dice, career builder, clearance jobs and Indeed.
- Plausible experience in making employment recommendations based on information developed through pre-screening, interviews, reference checks, applications, and resumes, ensuring the compensation offer is competitive, internally equitable, and affordable.
- Considerbale experience in determing eligibility to entitlements, arrange staff training and provide information or services such as employee assistance, counselling and recognition programs.
- Proficient in identifying suitable candidates quickly for client submission, screen candidates, negotiates rate, coordinate interviews, and complete relevant documentation.

EDUCATIONAL QUALIFICATIONS
- **BCA – Bachelor's In Computer Applications (GNDU),** April 2008 – April 2010 | Lyallpur Khalsa College, Jalandhar, Punjab
- **Graduate Diploma In IT (NZIM Level 7),** Feb 2011 – Jan 2012 | Whitireia Community Polytechnic, Auckland, New Zealand

PROFESSIONAL EXPERIENCE
BuzzClan LLC **Aug 2019 – Present**
Sr. Associate-Talent Acquisition Specialist
- Consults with hiring managers to understand and then post requisitions that accurately reflect the duties, responsibilities, education, training, certifications, experience and security classifications required for the positions.
- Interviews, screens and evaluates external and internal candidates for job openings to identify applicants who fully meet the position requirements of posted requisitions and refers them to the hiring manager for consideration.

25

- Coordinates and actively participates in the selection of the final candidates.
- Makes employment recommendations based on information developed through pre-screening, interviews, reference checks, applications, and resumes, ensuring the compensation offer is competitive, internally equitable, and affordable.
- Performs compensation analysis and evaluates offers with hiring managers. Then negotiates and extends offers to candidates on behalf of BuzzClan.
- Completes or coordinates all on-boarding processes.
- Ensures all phases of the recruiting process are conducted in accordance with BuzzClan Ethics, Legal and Human Resources policies.
- Ensures that BuzzClan's internal applicant tracking system is maintained and completed; internal candidates are disposition and contacted appropriately; and, interview reports are completed accurately.
- Collaborates with the Talent Acquisition team to brainstorm on hard to fill positions, pitch in on surge, etc.
- Maintains a high level of confidentiality in all tasks.
- Maintains a cooperative relationship with departments throughout BuzzClan and its clients to ensure that fair employment practices are followed.
- Serves as an internal consultant to the business regarding staffing needs and projections, and advises on the best course of action to fill open positions.
- Conducts regular follow-up with Buzzclan and Clients' personnel to determine the effectiveness of recruiting plans and implementation.
- Provides guidance and work leadership to less experienced Recruiters.
- Identifies current and prospective staffing requirements, prepare and post notices and advertisements, and collect and screen applications.
- Advises job applicants on employment requirements and on terms and conditions of employment
- Reviews candidate inventories and contact potential applicants to arrange interviews and transfers, redeployment and placement of personnel.
- Recruits graduates of colleges, universities and other educational institutions. Coordinates and participates in the selection and examination boards to evaluate candidates.
- Notifies applicants of the results of the selection process and prepare job offers. Advises managers and employees on staffing policies and procedures.
- Organizes and administers staff consultation and grievance procedures.
- Negotiates settlements of appeals and disputes and co-ordinate termination of employment process.
- Determines eligibility to entitlements, arrange staff training and provide information or services such as employee assistance, counselling and recognition programs.
- Supervises personnel clerks performing filing and record-keeping duties.

22nd Century Technologies, McLean, VA   **Apr 2017 – Jul 2019**
Federal Technical Recruiter
- Recruited and networked for DOD and Federal clients as well as providing resources for various cleared job opportunities. Providing mentorship to candidates in relation to their job search to include but not limited to interviewing techniques, resume building and emphasis on professional strengths.
- Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract to hire and permanent positions.
- Performed a needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
- Sourced candidates through searches, job postings on the Internet, employee referrals, candidate referrals, in-house database, reference and background checks, cold calling and personal Network.
- Sourced and recruited technology consultants with high level US security clearances.

- Worked specifically on Security Clearance requirements and complete knowledge of all levels of US government security clearances.
- Understanding the client's requirements, coordinating for short listing and screening including preliminary interview of the candidates.
- Followed up with the candidates before & after they join the company.
- Used job portals like Dice, Monster, Career Builder, Zip Recruiter, JobDiva Specialties: Recruitment Process Outsourcing (RPO), Full Life-Cycle Recruiting, Sourcing, Targeted Search, Executive Recruiting, and Business Development. Specialized in finding clearable candidates with different levels of clearances such as Secret, Top Secret, TS/SCI/Full Scope Poly, Public Trust, and SSBI

Zole Global INC. (commercial)	**Jun 2015 – Mar 2017**
US Technical recruiter	
Finlayson Superette, Auckland, New Zealand	**Apr 2014 – Jun 2015**
Assistant Store Manager	
Avtar Singh & Sons PVT Limited, Auckland, New Zealand	**Feb 2012 – May 2013**
Retail Manager	

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.

We are not utilizing any subcontractor or sub consultant for this project. Some of the skills sets our staffs are capable to provide:

Employment Specialty	Job Title
Information Technology	Analyst, Application Development, PMP Certified Project Manager, Big Data, Business Analytics, Business Intelligence, Business Process Modeling, Communication, Content Management, Customer support, IT Security, IT Optimization etc.
Engineering	Mechanical Engineer, Software Engineer, Technical Support Engineer, Civil Engineers, Electrical Engineer, Industrial Engineer (any discipline)
Administrative/Clerical	Receptionist, Office Manager, Executive Assistant, Personal Assistants, HR Administrator, Clerk, HR Coordinator, Bookkeeper, Collections, Property Coordinator, Sale Support Specialist, Office Secretary I, II and III, Data Entry Specialist, Inventory Procurement Clerk etc.
Finance/ accounting	Financial Planner, Financial Services Representative I, Financial Services Representative II, Account Manager, Treasury Operation Manager/ Payment Analyst, Head of Financial Supply chain, Treasury Manager, Account-Cost Manager, Credit Analyst, Auditing Manager, Auditor-I, Auditor-II, Finance Analyst-I, II, III.
Maintenance/utility workers	Electric Technician, Electrical Utility Trouble Shooter, Custodian Manager, Housekeeper, Maintenance Planner, Safety Technician, Plumber, HVAC, Welders, Painter, Material Handler, Service Specialist
Professional Services	Billing Supervisor, HR Manager, HR Generalist, Accountant-Tax, Accountant Assistant, Account Specialist, HR Assistant, Property Leasing Coordinator, Payroll Executives and Managers, Accommodation planning officer
Creative professionals	Global Business Analysis Director, International Business

	Specialist, international Manager, Marketing and Communications, Rotational International Integration Director, trade Compliance Analyst, Vice President of Global Data and Platform

Projects our key personnel have staffed:

Client Name	Project Name
State of Kansas	Temporary Information Technology Staffing Services
University of West Virginia	Direct Hire Services for IT related positions
RISD	Temporary Staffing Services
SAISD	Temporary Staffing Services
Community Transit	On-Call IT Consulting & Temporary Staffing Services
University of North Texas System	IT Consulting & Staffing Services
University of Minnesota	IT Consulting Services
Pro-Tek Consulting / US Census Bureau	IT Consulting & Staffing Services
USDA	Staff Augmentation and Technology Implementation Services
NJ Department of Health	Consulting Services
City of Seattle	Temporary Staffing Services
Hennepin County	Temporary IT Staffing Services
Broward County School District	Temporary IT Staffing Services
Douglas County School District	Temporary Staffing Services
Beaufort County School District	Temporary Staffing Services
City of Wentzville	Temporary Staffing Services
MoDOT – St. Louis District	Temporary Personnel Services
Community Transit	Temporary Staffing Services
The School District of Greenville County	Temporary IT Professional Services
Oklahoma State University & the A&M Systems	Temporary Staffing Services
TIPS	Temporary Staffing Services
Leon County	Temporary Staffing Services
NCTCOG	Temporary Staffing Services
City of Santa Maria	"RFQ – IT STAFF AUGMENTATION
MHMR	Temporary Staffing Services
State of MO	Temporary Clerical and Laborer Personnel Services
University of California	Temporary Staffing Services
Georgia State University	Temporary Staffing Services

San Jacinto College	Temporary Staffing Services
City of Denton	Temporary Staffing Services

Quality Assurance

BuzzClan has a corporate-wide quality control program with dedicated resources that collect and disseminate best practices and lessons learned. Our quality management team is the proponents of our continuous improvement efforts. This program is fully scale-able to meet the needs of each contract, whether it is a two-person or several-hundred-person effort.

At the heart of our quality control program is our Quality Management System (QMS). Regardless of type of product or service, we define quality as "Conformance with Specifications." This is a measurable approach to quality assessment. With this understanding of objective quality evaluation, we build quality into our products and services through consistent application of the following principles: Absolute clarity of task specifications and goals; Comprehensive and precise planning, including Standard Operating Procedures (SOPs) and Principal Indicators (PIs); Training and formal qualification of employees for the tasks they will perform; and Process discipline, confirmed by audits, evaluations, and trending.

BuzzClan has developed processes, procedures, templates, and checklists for each functional area. These are stored in the QMS Asset Library (QMSAL) where they are accessible to all staff. A process owner will be appointed and made responsible for development and institutionalization of the processes under the supervision of the Quality Assurance Manager.

Our Quality Assurance Manager Monitors Task Order management use of the QMSAL and adherence to the policies and QMS process. The Quality Assurance Manager works with Contract/Task Order manager to identify the functional areas that apply to their projects, and to tailor the processes and procedures as necessary. We build quality-oriented reviews into the task order schedule baseline and ensure that the quality of work is reaffirmed via the quality measure reports. Integrating the quality policy adherence procedure with the project/contract schedule ensures that Contract/Task Order manager do not overlook procedural requirements and that performance monitoring and control is governed by the overall quality process.

BuzzClan strategies and process to promote quality:
- Understand the expectations and requirements of customer
- Determine how well we and our competitors are satisfying these expectations and requirements
- Develop service standards based on our findings
- Strictly monitor the methods and frequency used to collect the client's feedback
- Continuously measure and test the client's satisfaction level at various stages in the staffing process and Communicate the survey results to the client based on their required frequency, format and content

BuzzClan believes just finding and sourcing a perfect candidate is not enough, we count ourselves responsible enough for monitoring performance of the candidate sourced by BuzzClan.

BuzzClan also believes in providing Quality services and has been successfully providing quality services to our various clients. In order to achieve this goal, we follow our Quality Management Process shown in Figure:
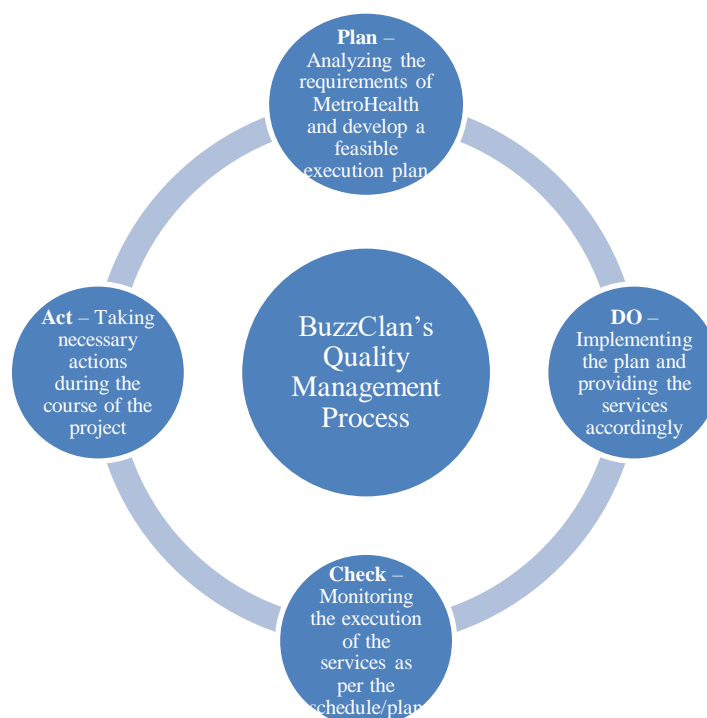
BuzzClan's Quality Management Process

BuzzClan focuses on designing practical tools and techniques that proves to be beneficial to State. In order to avoid any risks and provide best of services to State, BuzzClan uses **Quality Management Process** to fulfill all the requirements.

Plan – BuzzClan will thoroughly analyze the temporary staffing requirements released by State and develop a feasible execution plan to provide accurate service. For an instance, State requires Project managers and SME for a project. BuzzClan's Account Manager and SME will first study the requirements and then assign these requirements to a team of Recruiters to fill the required positions.

DO – BuzzClan will be implementing the plan by using a Project Activity Time Listing technique.

Project Activity Time Listing Table

Activity Code	Activity Description	Activity Duration	Activity Earliest Time		Activity Latest Time		Progress Remark
			Start	Finish	Start	Finish	

Check – In terms of providing resources to State, BuzzClan would make sure the project is on course within a given budget and a scheduled time. Our Account Manager would be in contact with the State's POC to monitor performance, manage risk, respond to questions or requests from the government, and manage our relationship with State. This person will serve as the point of contact for identifying and escalating issues should we encounter them. This person will also spearhead mitigation of any performance issues that may arise.

Act – BuzzClan's Account Manager will assess performance on a weekly basis through status meetings with project personnel and additionally with the government. The Recruitment Manager will

actively solicit intelligence on contract performance, both directly through interaction with customers and resources, and indirectly through observation. If he/she believes that there is a potential risk for substandard performance developing, he/she will take preventive action to ensure that performance remains high, and that task orders stay within schedule and budget.

Proactive Methods to Avoid deficiencies:

Our Quality Control Plan enables us to proactively anticipate, possibly avoid, and expeditiously resolve problems through the development of action plans which identify the problem as well as its cause; determine the best alternative for avoiding/resolving the problem; ascertain the individual(s) within State and BuzzClan responsible for resolving the issue; and producing a timetable for accomplishing that objective.

More than any other, "preventing deficiencies" encapsulates the dynamics of today's proactive approach to quality and is the cornerstone of Team BuzzClan's overall approach to quality management. Gone are the days of "find-and-fix" management. BuzzClan will ensure that any other corporate partners will effectively implement their respective QC Plans, and that they align with BuzzClan.

The following is the overview of team with key activities that to ensure uninterrupted, high quality performance and overall contract effectiveness

Team	Activity Performed
Key Management	➤ Contract Management and execution ➤ Quarterly meeting with State vendor management team ➤ Monthly meeting with Client Management/ Client's Customers 　　o Meet Client's customers to market contract 　　o To understand future IT needs 　　o Gather feedback on performance of ABC's On-site staff ➤ Quarterly meetings with Purchase Department to monitor Contract Performance ➤ Submit Monthly Compliance Reports ➤ Weekly dashboard reports to Executive Management
Back Office Staffing Operation Team	➤ Manage IT Staffing need of State requisitions ➤ Write Synopsis of the State requisitions ➤ Search suitable candidates ➤ Format resumes as per State requirement ➤ Screen candidates
Human Resource Management	➤ Collect periodic feedback of On-site staff working 　　o Create issue ticket and direct to respective department 　　o Monitor tickets and share updates to the concern staff 　　o Create a training request ➤ Send monthly updates of any news or any policy changes to On-site IT staff 　　Publish referral program

OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

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?

BuzzClan has proven capability of hiring and maintaining skilled staff on programs of varying scope, size, and complexity. We have a well-documented team management approach to meet the County's requirements to ensure that right candidates are hired, we are serving 60+ staffing contract. To manage the contract with the UCF, we are proposing fully dedicated team of Key personnel including Delivery Manager, Account Manager, Recruitment Manager, Sr. Recruiter with a team of 3 recruiters.

Management Capability: Team BuzzClan brings to County the most experienced and qualified personnel available to perform this effort. Based on our extensive experience in the required disciplines of staffing; BuzzClan offers an extraordinary of coverage. In organizing the optimal approach to support the UCF's Temporary Personnel requirements, BuzzClan has selected a simplified organization structure with all project personnel reporting directly to the proposed BuzzClan Onsite Account Manager which accounts for all projects functional areas. We recognize that our staff must be flexible and able to fully meet all the required IT services, even in the event of staff member illness or other unplanned absence. In our team most of the personnel have more than 8 years of working experience with public sector clients for administrative and professional staffing services.

We believe that delegation of authority goes hand-in-hand with the assignment of responsibility. Under our streamlined management process, the Account Manager controls each aspect essential to the successful completion of task orders. As a matter of corporate policy and practice, the Account Manager has the authority to determine and direct technical resources required to accomplish tasks. The key to any program's success is realistic costing which, in turn, is tied directly to program requirements and performance objectives and expectations. These expectations translate into excellent on-time deliverables within budget.

In regards to employee on boarding and management, all employees will complete an on boarding process as described in our recruitment plan. BuzzClan orientation will be achieved through a web-based system that provides the most efficient means to reach the employees across locations. All orientation and training modules include a "post-test" with open-ended questions that allows BuzzClan management to assess how well each employee understood the content as well as the application of policies. Records of completion are maintained by the AM and the HR office.

Personnel Capability: BuzzClan has provided similar temporary employment services to 100+ private and public sector customer during last 8 years and achieved 100% success. We have already placed more than 300+ during the last 2 years. BuzzClan have dedicated Account Manager working collaboratively with our eCare (Human Resources) group to assume full responsibility for managing the staff we recruit to work and ensure that the recruiting requirement are met. To ensure that the qualified candidates are hired and retained, BuzzClan uses proven approach, processes and tools practiced for 7+ Years to recruit temporary employees with skills required for the contract. We have a huge database of more than 3 million resumes and more than 50000 pre-screened candidates. We can fill any task order requirements within 24 hours.

BuzzClan has been found on providing the highest quality possible and on we helps companies prioritize and plan initiatives to meet their objectives and goals, and successfully deliver practical solutions that drive measurable value. We have dedicated recruiting teams to focus on major technical areas. This team is responsible for searching out the right candidate according to the client requirements. The team is well versed with the most current recruiting methods and knows how to use it according to your business requirements. We have a clear understanding of Non-IT & IT business environment and have the capability to complete the project/ assignment within budget and ion time. Our recruitment team especially assigned for the project recruiting, support and facilitates the recruiting objective of our customers.

We at BuzzClan work offsite and onsite and offsite at our client locations, interfacing directly and indirectly with the hiring managers/internal recruiters to conduct full life-cycle recruitment process. We facilitate mass recruitment campaigns, on-the-spot technical evaluations and in-person interviews. From job posting, resume screening, candidate interviewing, to finalizing compensation packages, our Project Staffing services becomes a high speed, high yield yet low-cost recruitment solution to our customers.

BuzzClan has dedicated recruiting teams to focus on distinct major technical areas like Administration & Project Management, Account Management, Human Resource & Support and Communication. As a result, we have deep knowledge of specific skill sets and know where to find those technical professionals in high demand. We maximize the benefits of our depth, diversity and delivery capability, ensuring adaptability to client needs, thus bringing out the most innovative solutions in every business and technology domain. By partnering with the best staffing firms, you can access the most qualified talent in your market and hire only those

BUZZCLAN KEY DIFFERENTIATORS

- Oracle Gold Cloud Standard Partner
- Microsoft Partner
- Equinix Partner
- High degree of solution ownership
- Skilled workforce covering all domains (Applications, Technology, Service Delivery and Systems)
- Proven process and a successful track record of satisfied customers
- Continuous investment in growing our existing workforce and acquiring new talent through aggressive and focused hiring
- Private cloud hosted in-house to provide POV workshops, development, test and training environments
- Ideas, knowledge and experience sharing using internal wikis, employee blogs, case studies, white papers and seminars

candidates who can and will make a long-term positive impact as an employee within your organization. To succeed in today's environment, businesses need to lead through increased complexity and volatility, drive operational excellence and enable collaboration across enterprise functions, develop higher quality leadership and talent, and manage amidst constant change.

Our Account Managers are technically and functionally experienced to understand our client needs correctly and pinpoint the right candidate accurately. We have a clear understanding of temporary staffing services business environment and have the capability to complete the project/ assignment within budget and in time. Our recruitment team especially assigned for the project recruiting, support and facilitates the recruiting objective of our customers. Our company mainly aims at:

- Delivering the top available talent
- Delivering real value to our clients by providing the highest quality administrative, professional, accounting and clerical services and resources at affordable rates.
- Delivering the best work environment and benefits for staff.
- Reduced cost and high quality
- Becoming the most trusted partner for our clients and employees.

Our specialized recruiters connect our clients with the talent across all industries. Our devoted staffing Experts can fill any open positions anytime due to the access to the rich pool of prescreened candidates available that could fill the requisition raised by Agency in no time. Below is a sample of skill sets we specialize in:

- Accountant
- Senior Accountant
- Accounting Supervisor
- Property Managers

- Accounting Clerk
- Agency Buyer
- Accounting Director
- Service Technicians

- Tax Analyst
- Administrator
- Developers/Programmers
- IT Specialist

- Accounts Payable Clerks
- Billing Clerk
- Office Administrators
- Collections
- Credit Analyst
- Office Secretary I, II and III
- Area manager, property acquisitions
- Property Coordinator
- Custodian
- Utility worker
- Property Management Officer
- Property Administrator
- Food Services Technician
- Plumber
- Electrician
- General labor
- Material Handlers etc.

- Receptionist
- Program Manager/ Project Manager
- Tax Manager
- Accounts Payable/Receivable Specialist
- Service specialist
- Billing Managers
- Billing Supervisors
- Payroll Executives and Managers
- Bookkeeper
- Data Entry Operator
- Accommodation planning officer

- Public Accounting Professionals
- Consumer Loan Collection Manager
- Property Management Agent
- Food Assistant
- Inventory Procurement Clerk
- Human Resources Assistant
- HVAC
- Fire Alarm
- Ducting

Successful working experience with some of our public sector experience:

SIMILAR PAST PROJECT EXPERIENCE 1	
Project Title	Statewide Temporary Staffing Services
Duration of the Project	June 2019 - Present
Specific Contact Information:	Organization Name: State of Idaho Address: 4040 W Guard St, Boise, ID 83705 Contact Person Name: Chelsea Robillard/ Megan Molumby Telephone Number: 208 - 332-1605 / 208- 334-4995 Email Address: chelsea.robillard@adm.idaho.gov / Megan.Molumby@dhw.idaho.gov
SUMMARY OF SERVICES	
State of Idaho is seeking Statewide Temporary Staffing to include qualified temporary staff to fulfill a variety of Administrative Support (Including Office, Clerical and Sales), Commercial/Industrial Workers, Healthcare Staffing Services, and Professional Services. We have provided program assistant to Idaho Office of Emergency Management under the statewide Temporary staffing services contract. We have also provided Research Analyst, Project Manager, Three Technical Records Specialist 2 to Idaho department of veteran services &feq record specialist to Idaho Department of Health and Welfare.	

SIMILAR PAST PROJECT EXPERIENCE 2	
Project Title	IT Consulting Services
Duration of the Project	January 2018 - Present
Specific Contact Information:	Organization Name: University of North Texas System Address: Dallas, TX Contact Person Name: Dheeraj Mishra Telephone Number: 817-735-0458 Email Address: Dheeraj.Mishra@untsystem.edu
SUMMARY OF SERVICES	

BuzzClan is working with UNT system to review its Business Intelligence reporting needs and also to review, identify and mitigate issues related to data discrepancies. A detailed Business Systems Analysis is being done on the existing system and processes to gather data in to the application. The users and executives of various divisions and departments are being interviewed to identify the potential issues in data collection, resulting reports and processes. These issues are then quantified and prioritized based on the severity and level of efforts required to fix. Various swimlanes are identified and executed to ensure fixes are designed, implemented, deployed and tested. Maintained Security in multiple environments (Dev, Test, Training, Production, etc.). We have also provided Staffing Services to support the project.

SIMILAR PAST PROJECT EXPERIENCE 3	
Project Title	Temporary Staffing Services- Statewide
Duration of the Project	April 2020- May 2025
Specific Contact Information:	Organization Name: State of Kansas Address: 700 SW Harrison St, Topeka, KS 66603 Contact Person Name: Trenice Saunders / Jason Fizell Telephone Number: 785-296-3126 Email Address: trenice.n.saunders@ks.gov / Jason.Fizell@ks.gov
SUMMARY OF SERVICES	

The State of Kansas sought qualified contractors to support the temporary staffing needs of the government agencies throughout State of Kansas. Some of the labor positions under the contract are Accountant I, Accounting Specialist, Administrative Assistant Administrative Specialist, Graphic Designer Specialist Human Services Specialist, Human Services Consultant, Legal Assistant, Management Systems Analyst I, Management Systems Analyst II, Management Systems Analyst III, Program Consultant I, Program Specialist, Public Service Administrator, Research Analyst I, Research Analyst II Revenue Customer Representative, State Auditor, Senior Administrative Assistant, Senior Administrative Specialist, Staff Development Specialist Social Worker Specialist,General Maintenance and Repair Technician, Custodial etc… We have provided project coordinators to State of Kansas Department of Commerce and Cook to State of Kansas School for the Deaf & IT Project Manager to State Hospital and Kansas Department of Aging and Disability Services (KDADS).

SIMILAR PAST PROJECT EXPERIENCE 4	
Project Title	Temporary IT Staffing Services
Duration of the Project	March 2019- Present
Specific Contact Information:	Organization Name: State of Michigan Address: 425 West Ottawa Street, Lansing, MI 48933 Contact Person Name: State Wensko Telephone Number: 517-33-1084 / 248-449-4902 Email Address: wenskos@Michigan.gov
SUMMARY OF SERVICES	

State of Michigan through CAI is seeking IT temporary staffing services for all departments of state. We have provided project manager and multiple positions to satisfy State's need.

SIMILAR PAST PROJECT EXPERIENCE 5	
Project Title	Temporary Staffing Services
Duration of the Project	June 2019- Present
Specific Contact Information:	Organization Name: State of CT Address: 200 Walker St SW Unit B, Atlanta GA 30313 Contact Person name: Kate Mattias Phone: 203-343-9855 Email: kate.mattias@covendis.com

SUMMARY OF SERVICES
State of CT through COVENDIS is seeking IT Temporary Staffing services from qualified vendors to support the State's needs. We have provided multiple labor positions including project Manager, Project Assistant, Business Analyst and Technical support specialist to the State.

SIMILAR PAST PROJECT EXPERIENCE 6	
Project Title	Direct Placement Services
Duration of the Project	March 2019 to February 2022
Specific Contact Information:	Organization Name: University of West Virginia Address: Morgantown, WV 26506 Contact Person: Beth Taylor Telephone Number: 304-293-4493 Email: beth.taylor@mail.wvu.edu
SUMMARY OF SERVICES	
West Virginia University on behalf of its Board of Governors ("BOG") located in Morgantown, West Virginia ("WVU" or "University") is initiating this Request for Proposals ("RFP") to solicit proposals from qualified firms ("Proposers") for professional search services for Information Technology related positions. We have provided Banner Developers to University of West Virginia under this contract.	

SIMILAR PAST PROJECT EXPERIENCE 7	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: City of Seattle Address: Seattle, WA 98124-4709 Contact Person: Janice Flaagan Telephone Number: 206-684-0306 Email: janice.flaagan@seattle.gov
SUMMARY OF SERVICES	
City of Seattle is seeking Temporary Staffing services from qualified vendors to support the City's temporary staffing requirement. We have provided quality analyst to the City.	

SIMILAR PAST PROJECT EXPERIENCE 8	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: State of Oregon Address: Seattle, WA 98124-4709 Contact Person: JCedric Cooney Telephone Number: 503- 947-6094 Email: Cedric.X.Cooney@state.or.us
SUMMARY OF SERVICES	
State of OR through COVENDIS is seeking IT Temporary Staffing services from qualified vendors to support the State's needs. We have provided multiple labor positions including Software Develper& project Assistant to the State.	

SIMILAR PAST PROJECT EXPERIENCE 9	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: State of Georgia Address: 1390 Ridgeview Dr Allentown, PA 18104, USA Contact Person: Tim Brodrick Telephone Number: 678.427.3660 Email: timothy.brodrick@cai.io
SUMMARY OF SERVICES	
State of Georgia through CAI is seeking IT temporary staffing services for all departments of state. We have provided program manager, Tester and multiple positions to satisfy State's need.	

SIMILAR PAST PROJECT EXPERIENCE 10	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: State of Colorado Person: Russell Castagnaro Telephone Number: 720-551-8956 Email: russell.castagnaro@state.co.us
SUMMARY OF SERVICES	
State of Colorado through COVENDIS is seeking IT temporary staffing services for all departments of state. We have provided Application Developer, Technical Analyst and multiple positions to satisfy State's need.	

SIMILAR PAST PROJECT EXPERIENCE 11	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: State of NC Person: Scott Edwards Telephone Number: 717.651.3039 Email: Scott.Edwards@cai.io
SUMMARY OF SERVICES	
State of North Carolina through CAI is seeking IT temporary staffing services for all departments of state. We have provided Tester and multiple positions to satisfy State's need.	

SIMILAR PAST PROJECT EXPERIENCE 12	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: University of San Diego Person: Emily Weaver Telephone Number: 510-987-0463 Email: Emily.Weaver@ucop.edu
SUMMARY OF SERVICES	
We have provided a Reporting Platform Administrator under IT Temp & IT Professional Services contract with University of California.	

SIMILAR PAST PROJECT EXPERIENCE 13	
Project Title	IT Staff Augmentation
Specific Contact Information:	Organization Name: City of Santa Maria Person: Michael Haberkern Telephone Number: 661-243-7490 Email: mhaberkern@cityofsantamaria.org
SUMMARY OF SERVICES	
We have provided a Sr. Network\System Engineer to the City under our IT Staff Augmentation Services contract.	

SIMILAR PAST PROJECT EXPERIENCE 14	
Project Title	IT Staff Augmentation
Specific Contact Information:	Organization Name: State of TX Person: Susan Matthews Telephone Number: 512.475-0048 Email: susan.matthews@cpa.texas.gov
SUMMARY OF SERVICES	
We have provided multiple IT labor categories to different departments of State of TX under TX-DIR ITSAC services contract.	

SIMILAR PAST PROJECT EXPERIENCE 15	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: Georgia State University Person: Kaylee Adair Telephone Number: 404-413-3159 Email: kdoyle@gsu.edu
SUMMARY OF SERVICES	
Under Temporary Staffing contract with Georgia State University we have provided Grounds Keeper, Utility Worker & Custodian to the University.	

SIMILAR PAST PROJECT EXPERIENCE 16	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: Garland ISD Person: Diane Fields Telephone Number: 972-487-3044 Email: DFields@garlandisd.net
SUMMARY OF SERVICES	
We are providing payroll services for 209 employees for GISD.	

SIMILAR PAST PROJECT EXPERIENCE 17	
Project Title	Temporary Staffing Services
Specific Contact Information:	Organization Name: My Health My Resources of Tarrant County Person: Michelle J. McCall / HR Manager Telephone Number: 817.569.5628 Email: michelle.mccall@mhmrtc.org / mhmr.purchasing@mhmrtc.org
SUMMARY OF SERVICES	
We are providing Tempoarry Staffing services to support the temporary staffing needs for MHMR for IT, Clerical, Administrative & laborer positions. We have provided multiple labor categories including Nurse, & Administrative Assistant.	

We will utilize the following approach to deliver services to UCF in a timely manner:
In order to provide services to the Authority, we will continue to employ our current solution and service delivery model to support your Staffing needs. From recruiting top talent to ensuring the Authority's satisfaction through ongoing communication, our approach/solution is designed to ensure the Authority doesn't experience any gaps in productivity.

We are committed to delivering the right professionals, so we begin by getting to know your organization. We work with you from the beginning to define your needs and develop a complete understanding of your specific requirements, whether at a single facility or nationwide. Using our unique Staffing Resource Assessment (SRA)and job requisition process, we help identify the tangible and in tangible skill sets required for a successful fit within your organization. Our SRA approach considers your business goals, organizational structure, future staffing needs, contracts and other elements to find the RightMatch.

Making the Match: Making the match is what we do, and BuzzClan LLC aims for a superior match each and every time we place technology talent on assignment. We will work closely with the Authority to gain an in-depth understanding of your staffing and partnership requirements. Rather than simply collect a "laundry list" of requirements and skills, BuzzClan LLC asks questions that allow us to build a functional job profile, including key success milestones and attributes that allow us to match not only skills and experience, but also subtle elements such as fit with managerial style, corporate culture, etc. With this knowledge, we develop a thorough candidate profile that forms the basis of our recruitment strategy.

Recruiting Strategy: We will employ a comprehensive, State-specific recruitment strategy that examines the state of your local market(s), allowing us to understand its dynamics, including demographics, labor conditions, unemployment rate, and statistical workforce projections. Based upon labor market conditions and the types of skills the UCF requires, we identify the highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas. This includes selecting appropriate sources for talent, isolating the most effective tactics to penetrate these sources, and creating an overall market approach.

Recruiting Mediums: According to a recent CareerBuilder study, a candidate uses an average of 15 resources when searching for a job. Understanding that candidates are savvy and versatile, we have launched several large-scale sourcing initiatives to increase our company's visibility across a variety of mediums. This provides us the resources we need in order to effectively market our clients' jobs, as well as recruit the best technology talent. Our recruiting methods fall into several categories, as outlined in the following.

VIP candidate pool: This large pool of technology professionals has worked exclusively with BuzzClan LLC for years, affording us a competitive advantage in filling the UCF's requisitions. By placing the same top, reliable, qualified professionals who have worked for us before, we are able to ensure quality up front and customer satisfaction in the end. It is only after first going to this VIP pool that we will engage other sources to find a match for the State.

Referrals: Candidate referrals from our talent, our clients, and other divisions that make up Ramstad are our most successful means of sourcing candidates.

Proprietary database: We leverage a proprietary talent database of more than 2,000,000 qualified technology professionals. Our applicant tracking and customer relationship management systems are structured to allow for the vertical sourcing of talent appealing to our target markets and may be queried based on any number of criteria, including skill set, experience, certifications and location. This allows for on-demand recruitment tailored to the unique needs of the State (e.g., experience, certifications, etc.).

Job boards: Our Recruiters have access to numerous external, national, and vertical job boards and use them only to supplement our customized recruitment mediums. This is unlike other firms who generally rely on subscription databases. A sampling of websites that we utilize regularly includes:
  – Dice
  – Monster
  – CareerBuilder
  – LinkedIn
  – Facebook

Candidate Screening: According to a recent CareerBuilder study, a single bad hire could cost a company over $50,000. Therefore, we understand the importance of finding the right candidate from the very start. Our reputation is built on our ability to consistently identify and deliver qualified candidates to our clients. When suitable candidates have been identified, they undergo a rigorous screening process. This is a key step in evaluating the candidate's technical abilities and business acumen, as well as his or her professionalism and interpersonal skills. BuzzClan will collaborate with the UCF to create a thorough screening process that meets your requirements. Following, we have outlined aspects of the screening process that will be customized for the UCF.

Pre-qualification/phone interview: Pre-screening of communication, technical and interpersonal skills, as well as work history. Screening at BuzzClan initiates with the Resume evaluation. Whenever any requirement is open our Recruitment Team follow a

comprehensive approach to source the best resumes for the positions and evaluate the resumes by following the key elements and snapshot of Resume evaluation is given below.

Candidate Resume Evaluation

Resume organization	• Is the resume presented in professional manners? • Is the information organized clearly and logically?
Dates of Employments	• Is the resume up to date? • Does the personal currently have job or project? • What is the length of each job or project held? • Are there substantial gaps of the time between jobs?
Experience	• What is the nature of an overall length of candidates' projects? • Is there any explanation of previous projects and associated responsibilities? • Does the candidate have experience in particular industry, domain, tool and platform (if required any)? • Does the candidate possess all skills in previous/recent jobs that are requested by client? • Is there any Considerable carrier shift to or from requested job profile?
Education and Certification	• Does the candidate possess requested education or degree? • Does the candidate possess requested certification? • Does the candidate possess requested license?

The first step in our interview methodology is short-listing of qualified resumes by Technical Recruiters. At this stage, the Technical Recruiters conduct first level Technical Screening by just posting a Job Description with our exhaustive Question Bank. The BuzzClan proprietary Question Bank includes thousands of questions across technologies, skill-set and domains. It is also the duty of a Technical Recruiter to verify the contents of a resume for authencity by conducting reference checks and a thorough HR evaluation by virtue of an interview.

Following this, a Resourcing Manager conducts resume and candidate assessment. Depending on the skill-set and level of experience, he calls upon the Technical Screening Experts to conduct a thorough Technical Interview of the candidates in line with our understanding of a client requirement. Once a candidate is cleared by the Technical Screening Experts, the Resourcing Manager conducts a final round of discussion with the candidate before forwarding his resume to the Account Manager.

The Account Manager then conducts his own assessment of the candidate's fitment vis-à-vis a client requirement - taking into consideration the feedback (which is documented in prescribed formats – at all levels) he receives from the Technical Recruiter, Resourcing Manager, and the Technical Screening Expert. It is only once the Account Manager is completely satisfied with a resume that it is presented to the client.

A sample candidate evaluation (internal screening) is depicted below.

Name		Phone			Date	9-Feb-17	Time	1415	By	Munish	Scoring Scale	
Category	Attribute	Score	Remarks	Position							Rating	Score
Soft Skills	Communication	5	Good.	Necessary Skills		Desirable Skills						10
	Attitude	5.5	Honest, alert and sincere								Outstanding	9
	Commitment	5.5										8
	Sincerity	6	Fairly sincere in his attempts to figure out things								Very Good	7
	Dependability	6?										6
	Ownership	6	Talked the talk, will he walk?								Good	5
	Team Player Skills	6	Came across as flexible and keen									4
	Learnability	6									Fair	3
	Scalability											2
	Process Orientation	5									Poor	1
Tech Enablers	Clarity of Fundamentals	6.5		Questions								
	Problem Solving Ability	6	Started at the right place	What is SOAP	Dependency Injection:							
	Potential			How do you evaluate XML or security?							Recommendation:	
	Grasp		, did not get confused	Give a simple example of polymorphism							Present after week	
	Breadth of Knowledge			What is a framework?							Contingent upon	
	Depth of Knowledge			How is a groovy class different from java class?							Conditions in notes	
Specific Tech for Position				What design patterns have you used frequently?								
	Subject knowledge		Never used AJAX	Pl explains AJAX and it's working. (How does it refresh portions of a page?)								
				Name 5 most used classes in Java framework and why are they most used?								
				Notes: Overall a good resource. Has almost no knowledge of AJAX and that is a BIG concern. Looking at his learnability, it would be worthwhile to ask him to learn AJAX and get exposed to Groovy in a week and come back when ready.								

Once the resume will be evaluated recruitment team will start conducting initial screening with personal sourced through resume evaluation process. Initial screening is the process of validate the applicant information by communicating the information provided by candidate on their resumes.

In-person interview: Secondary screening of technical, communication and interpersonal skills, along with background, credit, location preferences, job history, education, etc. During our interaction with the candidate we will ask comprehensive questions so that we place the candidate in the job best suited to his or her background.

- ✓ **Technical interview** – Subject Matter Experts rate technical skill proficiency
- ✓ **Soft skills interview** – Interpersonal skills, communication skills, location, environment and business sector preferences, and personality profiling
- ✓ **Behavioral event interview** – Designed to elicit open-ended responses based on prior employment history

Credential/education verification: BuzzClan will conduct education and credential verification checks if applicable to the specific position

Skills assessments: BuzzClan professionally developed, and validated tests not only measure a candidate's skill proficiency, but also aptitude and motivation. BuzzClan has well-defined process for skill assessment. BuzzClan uses following methods to evaluate the skills of candidates.

- ❖ **Document Check:** Candidates' self-submitted documents are analyzed and checked for authenticity.
- ❖ **Resume Checks:** After thorough evaluation by our dedicated experts, only resumes matching 90% or more of the skills required for the position move forward to the account Manager.
- ❖ **Telephone Interview:** After the submission of resume to the account manager our technical expertise takes Telephonic interview of the consultant. If the

Consultant passes in telephonic interview, then the resume moves ahead for Skype Interview.

- ❖ **Skype Interview:** After Telephonic interview our expertise organizes a skype interview for the consultant. When our expertise gets ensured about the consultant ability then the resume is finally submitted to the client.

References: Each candidate provides a minimum of two professional references. We do reference check on candidates prior to submittal to verify the information provided in the resume. Reference checks enable us to minimize the risk of frauds, thefts, industrial espionage, operation disruptions, property destruction, and reputation damage. BuzzClan recruiters get pre-approval from candidates for their reference check. We use this information to better understand the individual's experience, skill level and work ethic, so that we place the candidate in the job best suited to his or her background. A thorough reference check allows us to assess:

- ✓ Nature of association with candidate, including relationship and dates of employment
- ✓ Technical responsibilities
- ✓ Evaluation of technical performance
- ✓ Communication/presentation/interpersonal skills
- ✓ Reliability/punctuality/ability to meet deadlines
- ✓ Reasons for leaving
- ✓ Eligibility for rehire

When a candidate passed through all above mentioned criteria, we forward the resume to the hiring Manager. Hiring Manager can schedule interviews according to the requirement. Once a candidate has moved forward in the hiring process and an offer is extended, BuzzClan will conduct the following upon request:

Authorization verification: Ensure legal authorization to work (i.e., I-9, W-4 forms) in the US, which is conducted through E-Verify

Background screening: BuzzClan will work with the Authority to establish business rules and customize a background check process that meets your requirements. BuzzClan has trusted partnerships with companies that have the resources to perform a variety of background checks at a local, county, and state level, including:

- ✓ Social Security verification
- ✓ Criminal records check
- ✓ Motor vehicle report, if applicable
- ✓ Civil records check
- ✓ Credit reports
- ✓ Customized background checks
- ✓ Drug Testing

On-boarding: The on-boarding team works closely with the BuzzClan Service Delivery Team (which includes BuzzClan client dedicated Account Manager) to ensure that each step of this process is understood and completed per internal guidelines and client contract terms. BuzzClan's centralized On-boarding Team works with the Dedicated Account Manager to ensure proper on-boarding, orientation and induction. The areas covered:

- Job Overview: Job Details, Job Location, Reporting Structure, etc.
- Contingent Labor Program Overview: Roles & Responsibilities of the contract, BuzzClan (employer-of-record) and Client
- Co-employment Training
- Issue Escalation Process, Point of Contact Details, Benefits Overview, Payroll Cycle
- Acceptable Code of Conduct

- Time Sheet/Expense Entry Process
- Travel/Other Expenses Guidelines
- Facility Access/Equipment Usage Guidelines
- Information Disclosure & Confidentiality Agreement Proposed Services
- Performance Expectations
- Client Workdays/Hours

Describe how urgent requests are handled.

The following table briefs about BuzzClan's Sequencing & Management structure to handle urgent requests of Temporary Staffing Services from initial request to final invoicing:

Requirement Gathering	As Per Client Schedule	BuzzClan, Account Manager will receive the requirements from the client on their staffing needs. As per the request, we plan accordingly to fulfill the requirements. We assign an experienced resource management team for the quality output.
Review of Resumes	Within 30 minutes of Requirement Gathering	The resumes of highly qualified candidates are reviewed by our trained recruiters and then screened for efficiency by our account managers.
Resource Identification	Within 2-3 hours of Review of Resumes	Our recruiters do more than just posting jobs; they actively search for candidates by employee recommendations, on-line networks, career fairs, and minority business council referrals. BuzzClan has internal database where we maintain active resource availability information across the nation.
Screening	Within 1 hour of Resource Identification	Our recruiters will interview the candidate extensively on the phone to determine if the candidate is an ideal fit for the position by asking knock-out questions that will allow us to determine their experience, skills, education and their understanding of the job requirements.
Best Match	Within 4-5 hours after screening	Once our recruiters discover the candidate that best matches the position, they will forward their information to a BuzzClan Account Manager who will then further evaluate the candidate before submitting the information to our client.
Interview Session	Within 2-3 hours after getting the Best Match	Our recruiting methods, both targeted and broad-based, pull in a large number of candidates for each position. We rely on the expertise of our recruiters, to provide a first-pass screening to maximize the effectiveness of the hiring manager's time.
Validation	Within 4-5 hours after interviews	Our team draws on years of recruiting experience to gauge the viability of the candidate and ferret out red-flag issues. We use specific methods to ensure that the hiring managers receive only qualified resumes from the top of the stack.
Background Check	Within 1- 2 days after validation	After the candidate is selected for placement, BuzzClan's Human Resource team will perform a series of reference checks, pre-employment background checks and drug screens prior to on-boarding employee at client sites, which is a part of our standard practice. BuzzClan follows all client-specific requirements, including which background and drug testing companies they prefer to use.

On-board Information	As per client's Schedule	BuzzClan has a dedicated administrative team in place that is responsible for gathering all of the client-specific on-boarding information for our contractors. These on-boarding requirements are tailored specifically to meet each client's policies and procedures. After the new hire on-boarding checklist has been completed, it is then audited by another member on the team and is verified by our senior management team.
Invoicing	According to contract term	We will share the invoices to department according to contract term. However, we will pay the temporary employees by weekly/bi-weekly or monthly basis.
Follow & Support Services	On Weekly basis or according to client's requirement.	BuzzClan is sensitive to the need for ongoing support and provides a range of follow-on support services to its clients. In support of the specific requirements for the County, we will: • Provide written and verbal progress reports to the County 's Project Manager identifying individuals and documenting findings. • Attend and facilitate follow-up meetings between the Authority and the candidate(s) as required and make recommendations (including our reasons for such recommendation) to the County regarding candidate selection.

Provide an explanation of how background checks will be processed.

BuzzClan has well-defined and documented background check policy. Under this policy, depending upon the client requirement, candidates are subjected to compulsory pre-employment background checks.

All temporary employees' references and backgrounds can be checked before BuzzClan will consider placing an employee with a client. Additionally, BuzzClan will work with the County to provide supplementary screening specific to particular job positions. BuzzClan has trusted partnerships with companies that have the resources to perform a variety of background checks at a local, county, and state level, including:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.
- **Motor Vehicle Records (if required):** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.

> **Credit History (if required):** confirms candidate's credit history. This search will be run for positions that involve management of funds and/or handling of cash or credit cards.

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

Being a staffing company, BuzzClan has a team of Subject Metter Experts (SMEs/ Technical Panel) experienced in diverse IT & Non-IT Platforms, domains & Standards. The selection of the candidates for this contract will be based on required Skill Screening conducted by BuzzClan's Technical Panel. Technical Panel takes part in technical assessment with the candidates through phone, video conferencing and in-person meeting at BuzzClan's recruitment center. Whenever any request for resource (Candidate) will received from University, Account management, Recruitment and Technical assessment team will gather as much as information regarding the University requirement including but not limited to:

- Technical skills required
- Competencies required
- Project considerations
- Expected start/end dates
- Team/individual personality or environmental fit considerations.
- Role responsibility detail.

Based on the information received from University, BuzzClan will set the assessment criteria and will initiate the assessment. And this assessment has two phases:

- **Phase One (1):** The first round includes a 60-minute multiple-choice problem-solving test that is designed to test basic problem-solving skills. We acknowledge that this is the most impersonal part of our interview process. We use it because it has proved to be very predictive of success during the interview process, and it allows us to invite more people into interview than if we went directly to one-on-one interviews. The first round also includes an interview workshop where candidates practice case interviews with a group of their peers and a BuzzClan consultant.
- **Phase Two (II):** The second round consists of two 45-minute one-on-one interviews. Each interview will include a business case interview to test problem solving, and an experience interview to test other skill areas. Our interviewers are trained to examine candidates' past accomplishments in depth in order to determine if the skills they possess would position them well for a successful career at BuzzClan and can bring values to our closets. In this round of assessment all candidates are required need to be prepared to discuss their most important experiences in a very detailed way, focusing on their specific role and describing their actions that were critical to success. The assessment phases explained above consist all-important discussion that is required to bring t right talent for right project. Few of the example of discussions that involved in Technical assessment is given below:
  - **Experience Test:** In this interview section Technical Panel discuss candidates' past experiences— accomplishments and challenges alike—to discover skills that will enable them to thrive at client project. In this phase Technical Panel identify most important past experiences in a detailed way, focusing on candidate's specific role and key actions that can critical to success.
  - **Case Test:** BuzzClan believes that the best way to assess candidate problem-solving skills is to discuss a real Client's business problem with candidate, this case interview helps us to understand that how a candidate can:
    - Structure a tough, often ambiguous, business problem
    - Decide which issues are important to focus
    - Deal with facts and data—and their implications (numerical and otherwise)
    - Formulate conclusions and recommendations to solve the problem
    - Articulate your thoughts during a fast moving discussion

Problem-solving Test: As a complement to our case interview, we ask candidate to take a multiple-choice test to demonstrate their analytical skills. It consists of 26 questions, based on real BuzzClan's client cases, with no business background required.

Application Qualification Competencies: During this assessment process, recruitment manager assess candidate against the following competencies:
- Analysis and creative problem solving
- Technology acumen
- Product/Project management
- Approach and methodology
- Empathy and emotional intelligence
- Tools and execution

Referrals and References Check: The references and referrals provided by the prospective candidate are directly contacted by our recruiters who authenticate the information provided by the candidate. Further, the referrals and references provided are cross-checked for their true identity which is conducted by a third party vendor.

While conducting reference checks we ask following questions to the provided references:
- What is your relationship to the candidate?
- Can you confirm the candidate's job title, dates of employment and work duties?
- Can you describe the candidate's work performance?
- Was the candidate accountable in performing tasks?
- What are the candidate's strengths and weaknesses?
- What was it like to work with the candidate?
- Why did the candidate leave a position?
- Company policies aside, would you rehire this candidate?
- Is there anything else I should know about this candidate?

We make sure to follow below criteria while assessing the candidates
- Educational background
- Relevant work experience
- Specific skills or "technical skills"
- Ability to work in a team environment
- Leadership qualities
- Critical thinking and problem solving
- Communication skills
- Attitude and motivation
- Quality references
- Body language
- Social media/web presence

What is your company's fill percentage and lead time to get an employee ready to work?
Our fill percentage is 98% and lead time is 12 hours to 24 hours to get an employee ready to work.