



# Innoza, your opportunities at one glance.



## Submitted by:

Innoza Tech LLC

310 Larson Rd, North Brunswick, New Jersey, 08902  
Phone Number: 848 - 213 -2380  
Fax Number : 848 - 213 - 5480  
Email : ram@innozatech.com

## Submitted to:

**Trinh Nguyen**

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

**UNIVERSITY OF CENTRAL FLORIDA**

**INVITATION TO NEGOTIATE (ITN) NUMBER  
2021-03TCSA FOR Temporary Labor Services**



**INNOZA TECH LLC**  
www.innozatech.com

**US OFFICE:** 310 Larson RD, North Brunswick NJ 08902

## **UNIVERSITY OF CENTRAL FLORIDA**

### **INVITATION TO NEGOTIATE (ITN) NUMBER 2021-03TCSA FOR**

#### **Temporary Labor Services**

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**INNOZA TECH LLC**  
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US OFFICE: 310 Larson RD, North Brunswick NJ 08902

## Cover Letter

January 21, 2022

Attn: Trinh Nguyen

Procurement Services Department

12424 Research Parkway, Suite 300

**Orlando, FL 32816- 0975**

Thank you for providing the opportunity for INNOZA TECH LLC to participate in this bid. INNOZA TECH LLC is pleased to submit its response through this Cover letter to **University of Central Florida, Invitation To Negotiate (ITN) Number 2021-03TCSA** in response to the **Temporary Labor Services**.

Founded in 2014, INNOZA TECH LLC has been providing temporary staffing including Information Technology, Healthcare, & other Professional staffing consultants , to the Various State and local government agencies, public sector, Fortune 500 companies. INNOZA TECH LLC has built up a solution pivotal effigy with clients, consultants and third-party partners. With currently having 90000 temporary consultants details in our database throughout the nation with different IT,Non-IT & Healthcare domain knowledge. INNOZA TECH LLC has demonstrated experience of performing Staffing Services contracts at a high success rate for various state agencies and departments. We also have significant experience in working with many government entities including the **North Carolina Department of Information Technology, State of Kansas Department of Administration (Information Technology Temporary staffing), Mississippi Department Information Technology Services**, and apart from these we have signed multiple MSP contracts for Different States Such as State of Virginia, District of Columbia, State of Iowa, State of Michigan, State of Connecticut, State of Oregon for IT Temporary staffing and have developed a strong cohesiveness with various departments throughout the state by complying with all Federal, State and Local rules & regulations.

Our involvement in the project immensely increases the feasibility of an on schedule, high quality, in-budget implementation with consistent and trustworthy outcome with appraisable benchmark. We focus on our client's need, promote teamwork, and then employ innovation and creativity to a



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solution framework that will achieve your goals and realize your vision.

The attached INNOZA TECH LLC response addresses all requirements identified in the solicitation and comply with all applicable state, local laws, rules, and regulations. We acknowledge issued [addendum #1 & 2](#) and agree to all the rules, laws, procedures, terms and conditions specified in the solicitation. Should you have any questions regarding this proposal, please feel free to contact me. We look forward to a mutually rewarding partnership.

Sincerely,

Ramachandra Rao Dwarakanatha Rao

President

**INNOZA TECH LLC**

<b>Company Name</b>	INNOZA TECH LLC
<b>Address</b>	310 Larson RD, North Brunswick, NJ 08902
<b>Telephone</b>	848-213-2380
<b>Website</b>	www.Innozatech.com
<b>Binding Authority &amp; Singal point Contact</b>	Ramachandra Rao Dwarakantha Rao
<b>Title</b>	President
<b>Emai</b>	<a href="mailto:ram@innozatech.com">ram@innozatech.com</a>



**UNIVERSITY OF CENTRAL FLORIDA**

**INVITATION TO NEGOTIATE (ITN) NUMBER 2021-03TCSA**

**FOR**

**Temporary Labor Services**

<b>SUBMIT OFFER TO:</b> <b>Via Bonfire Web Portal</b> <b>UNIVERSITY OF CENTRAL FLORIDA</b> Phone: (407) 823-2661 <a href="http://www.procurement.ucf.edu">www.procurement.ucf.edu</a> <a href="https://ucfprocurement.bonfirehub.com/opportunities/49428">https://ucfprocurement.bonfirehub.com/opportunities/49428</a>  Your submission must be uploaded, submitted, and finalized prior to the closing time on <b>January 13, 2022 @ 2:00pm</b> . We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the closing time to begin the uploading process and to finalize your submission. See <b>Appendix 4</b> for submittal instructions.		<b>University of Central Florida</b>  <b>INVITATION TO NEGOTIATE</b>  <b>Contractual Services</b>  <b>Acknowledgement Form</b>	
Page 1 of 38 Pages	OFFERS WILL BE OPENED <b>January 13, 2022 @ 2:00pm EST</b>		ITN NO. <b>ITN2021-03</b>
and may not be withdrawn within <b>120</b> days after such date and time.			
UNIVERSITY ADVERTISING DATE: <b>November 17, 2021</b>	ITN TITLE: <b>Temporary Labor Services</b>		
FEDERAL EMPLOYER IDENTIFICATION NUMBER <b>47-2637904</b>			
SUPPLIER NAME <b>INNOZA TECH LLC</b>		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS <b>310 Larson RD</b>			
CITY - STATE - ZIP CODE <b>North Brunswick, NJ 08902</b>		<b>POSTING OF PROPOSAL TABULATIONS</b>	
AREA CODE <b>848</b>	TELEPHONE NUMBER <b>213-2380</b>	Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to file a protest in accordance with BOG regulation 18.002 or failure to post the bond or other security in accordance with BOG regulation 18.003 shall constitute a waiver of protest proceedings.	
<b>848</b>	FAX: <b>213-5430</b>		
EMAIL: <b>ram@innozatech.com</b>			

### **Government Classifications**

**Check all that apply**

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

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

### **GENERAL CONDITIONS**

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

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

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

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



**AUTHORIZED SIGNATURE (MANUAL)**

**Ramachandra Rao Dwarakanath Rao / President**

**AUTHORIZED SIGNATURE (TYPED), TITLE**

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

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

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

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

Suppliers shall submit properly certified original invoices to:

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

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

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

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

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

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

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## EXPERIENCE AND QUALIFICATIONS OF PROPOSER

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

A. Innoza Tech LLC primary focus is to attract the quality candidates, and this can be possible only through our assessment process that we provide to our recruiters with all the information that they start searching for the right candidates. We build important relationships with the key stakeholders in the local market in which we work to create a pipeline of resources while establishing a robust candidate pool. We not only source from traditional sourcing mechanisms such as National and Local Job Posting Boards. We have been successfully serving huge customer base with high customer satisfaction. We are currently holding more than 12 staffing contracts with various government agencies across the nation. Our commitment to be transparent and our responsibility throughout the placement process has helped us to build solid client and contractor partnership. With more than 6 years of experience in IT, Non –IT and healthcare temporary staffing experience we understand the needs of qualified staffing needs of our clients. Our specialize in the placement of professionals in direct hire, permanent hire, temp to hire, temp to permanent positions with short and long term contract assignments. Our team has been delivering in time-efficient staffing services; we are fully capable to provide the required staffing to the University as and when it is required. Our quick turn around time to hire the right quality candidates based on the client requirements with our team knowledge and experience for most competitive flexible prices structure has always been advantageous to our client and we do this with total integrity, honesty and dedication.

These are some of our current clients with whom we have been working and we have presence in 15 states and having more than 16 contracts with various governments and commercial agencies.



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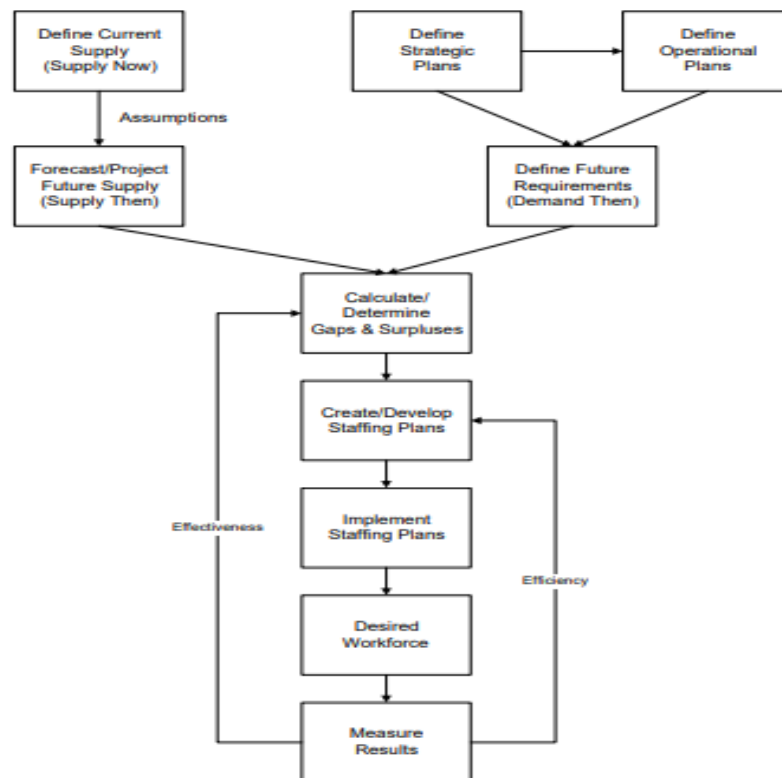
## **Our Current Staff Augmentation Services for Government Clients**

<b>Contracting State/ Agency</b>	<b>Contract Title</b>
<b>North Carolina Department of Information Technology</b>	IT Supplemental Staffing
<b>State of Kansas – Department of Administration</b>	Information Technology Temporary Staffing
<b>City Of Phoenix</b>	Information Technology Services
<b>Mississippi Department of Information Technology Services</b>	IT Consulting Services
<b>State of Virginia /CAI</b>	IT Staffing services
<b>State of Arkansas/ CAI</b>	IT Staffing services
<b>State of Delaware/CAI</b>	IT Staffing Services
<b>State of Iowa/CAI</b>	IT Staffing Services
<b>State of DC/CAI</b>	IT Staffing Services
<b>State of CT/ Covendis</b>	IT Temporary Staffing
<b>State of Atlanta Georgia / Covendis</b>	IT Temporary Staffing
<b>State of Oregon / Covendis</b>	IT Temporary Staffing
<b>State of Colorado/ Covendis</b>	IT Temporary Staffing
<b>State of Michigan/Knowledge Sources</b>	IT Staff Augmentation Services
<b>Commonwealth of Pennsylvania</b>	IT Staff Augmentation Services Contract
<b>State of Kansas – Department of Administration</b>	Temporary Nursing Services

We have authorization to do business in State of Florida and we are ready to open a local office, which will help up to delivery services and meet all the request and issue immediately. We have registered as vendor with OCPS FL, and we are trying to build good network with local community so that we will have an edge to hire and attract local consultants. We are going to assign an exclusive account manager to delivery the services and needs of the University Central Florida is meet without delay. This manager will work closely with the University of Central Florida team member to ensure all the day-to-day requirements are met with out any delay. Our innovative culture, and approach towards latest technology will allow us to exceed the client expectations. To ensure compliance with terms and conditions laid out by UCF for this contract, we have a dedicated team to who can take care of these compliance. We also have a vast network of over 90,000 consultant details on our database for nationwide and about 9500 consultant details for State of FL (Both IT, Non IT and health care consultant details) alone that once we receive a requisition for a

position, we will immediately send out the alert. This will result in, most cases, having viable candidates in less than 24 to 72 hours.

### Our staffing model



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



A. Founded in 2014, INNOZA TECH LLC has been providing temporary staffing including Information Technology, Healthcare, & other Professional staffing consultants , to the Various State and local government agencies, public



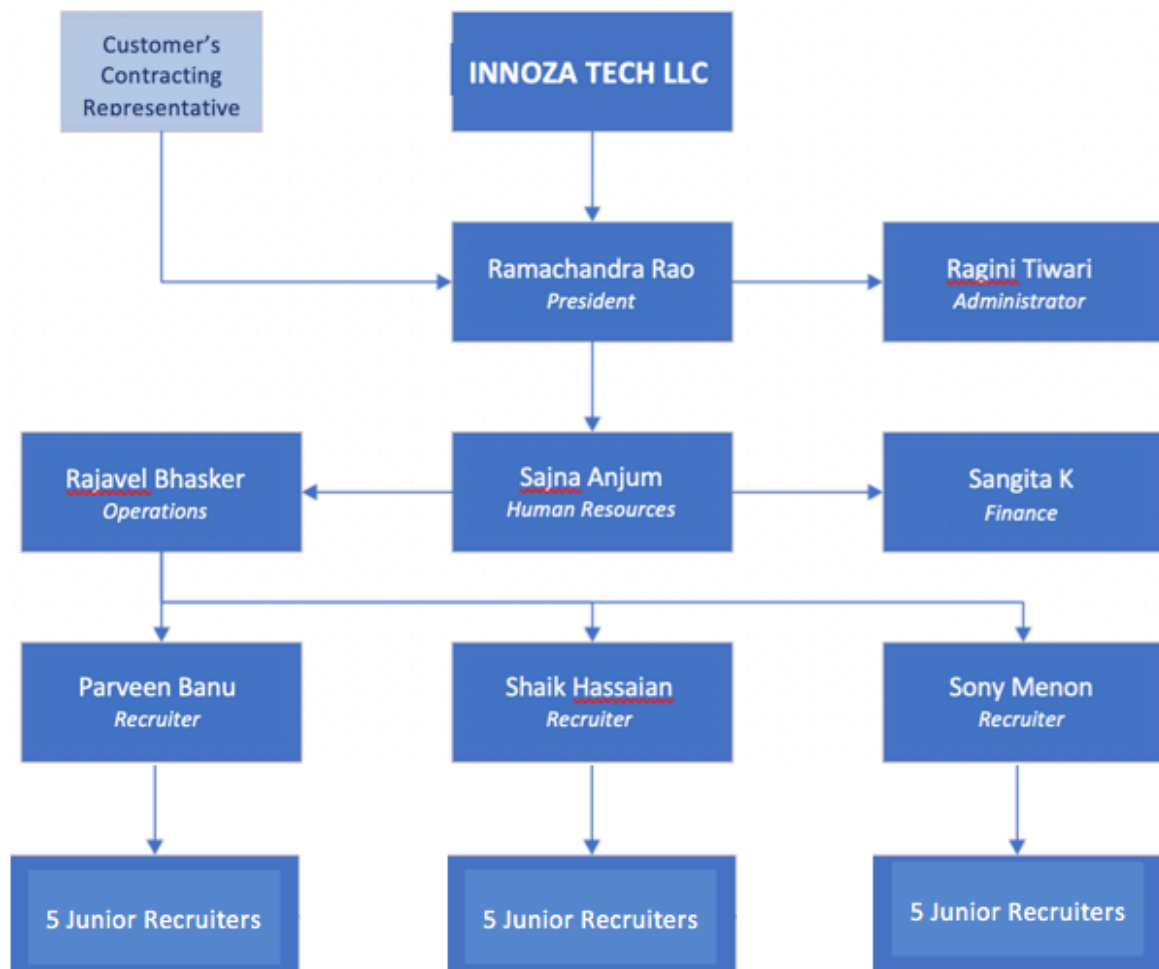
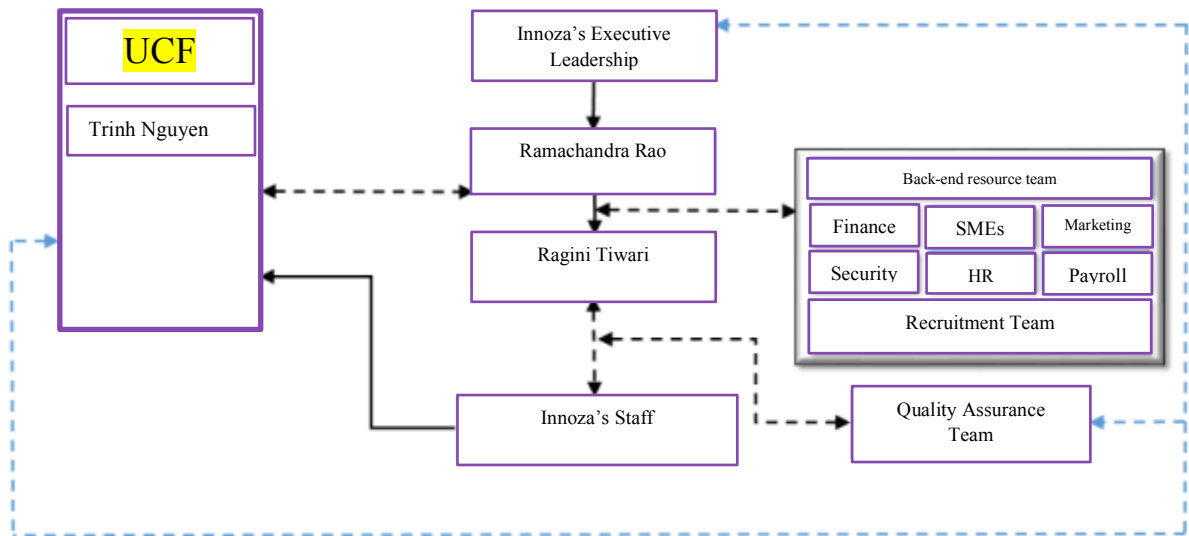
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sector, Fortune 500 companies. INNOZA TECH LLC has built up a solution pivotal effigy with clients, consultants and third-party partners. With currently having 90000 temporary consultants details in our database throughout the nation with different IT, Non-IT & Healthcare domain knowledge. INNOZA TECH LLC has demonstrated experience of performing Staffing Services contracts at a high success rate for various state agencies and departments. We also have significant experience in working with many government entities including the North Carolina Department of Information Technology, State of Kansas Department of Administration (Information Technology Temporary staffing), Mississippi Department Information Technology Services, and apart from these we have signed multiple MSP contracts for Different States Such as State of Virginia, District of Columbia, State of Iowa, State of Michigan, State of Connecticut, State of Oregon for IT Temporary staffing and have developed a strong cohesiveness with various departments throughout the state by complying with all Federal, State and Local rules & regulations.

Innoza Tech's strategic staffing model is visually portrayed with each step described in the narrative. We believe the future staffing requirements (the demand) are determined by strategic and operational planning efforts (issue identification). Simultaneously, our model takes current staff data and forecasts what the future staff (the supply) will be. These two pieces of information (the supply and the demand) are compared to determine what the gap or surplus will be. From this analysis, staffing plans are created and implemented. Finally, the results are measured for efficiency and effectiveness. The proper alignment of roles and responsibilities are significant to the model's success. We believe our line supervisors, managers, and HR professionals must share responsibility for identifying critical human resource issues in strategic and operational plans. In addition, our line managers lead the development and implementation of staffing plans while human resource staff provides consulting and technical support for data collection, analysis, measurement, and staffing activities.

**INNOZA TECH LLC TEAM FOR UNIVERSITY OF CENTRAL  
FLORIDA**





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

A. Innoza Tech LLC has been in business for more than 6 years and has employed more than 25 both offshore and onshore and has been awarded Minority owned business from State of NJ, HUB certified from State of North Carolina and Small Business certified by Pennsylvania Department of General Services. We are financially stable company with total revenue more than a million dollars from its since its inception. For the last 6 years we have worked with 15 clients and have 16 contracts in place working on IT, non-IT and Healthcare staffing. We can say that our success rate is around 80% and we are serving our clients with good customer satisfaction with good quality consultants and some of them have been hired as full time employees by the client based on their performance. We usually register our company with local employment agencies and post the job requirements on their sites. So that we can engage in hiring the local qualified candidates. Our client list speaks of our industrial track records, which we like to share with you.

Contracting State/ Agency	Contract Title
North Carolina Department of Information Technology	IT Supplemental Staffing
State of Kansas – Department of Administration	Information Technology Temporary Staffing
City Of Phoenix	Information Technology Services
Mississippi Department of Information Technology Services	IT Consulting Services
State of Virginia /CAI	IT Staffing services
State of Arkansas/ CAI	IT Staffing services
State of Delaware/CAI	IT Staffing Services
State of Iowa/CAI	IT Staffing Services
State of DC/CAI	IT Staffing Services
State of CT/ Covendis	IT Temporary Staffing
State of Atlanta Georgia / Covendis	IT Temporary Staffing
State of Oregon / Covendis	IT Temporary Staffing
State of Colorado/ Covendis	IT Temporary Staffing
State of Michigan/Knowledge Sources	IT Staff Augmentation Services
Commonwealth of Pennsylvania	IT Staff Augmentation Services Contract
State of Kansas- Department of Administration	Temporary Nursing Services

# INNOZA TECH LLC

## Balance Sheet

As of December 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Bank of America_0009	68,071.63
BOA_CHECKING_9997	0.00
Cash - TD Bank_6100	10,356.38
Hartford Insurance	5,385.16
Savings_BOA_3029	0.00
To Sterling Bank Innoza Account	0.00
<b>Total Bank Accounts</b>	<b>\$83,813.17</b>
Accounts Receivable	
Accounts Receivable	36,212.54
<b>Total Accounts Receivable</b>	<b>\$36,212.54</b>
Other Current Assets	
Inventory Asset	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$120,025.71</b>
Fixed Assets	
Accumulated Depreciation- Equipment	-1,571.83
Accumulated Depreciation- Furniture	-1,648.34
Equipment- Gross	1,571.83
Furniture & Fixtures	1,648.34
<b>Total Fixed Assets</b>	<b>\$0.00</b>
Other Assets	
Employee Advance	2,250.00
<b>Total Other Assets</b>	<b>\$2,250.00</b>
<b>TOTAL ASSETS</b>	<b>\$122,275.71</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
American Express - 31003	250.00
BOA Credit Card - 0806	15,171.37
BOA Credit Card - 2225	1,355.60
TD Bank- Credit Card	9,518.40

# INNOZA TECH LLC

## Balance Sheet

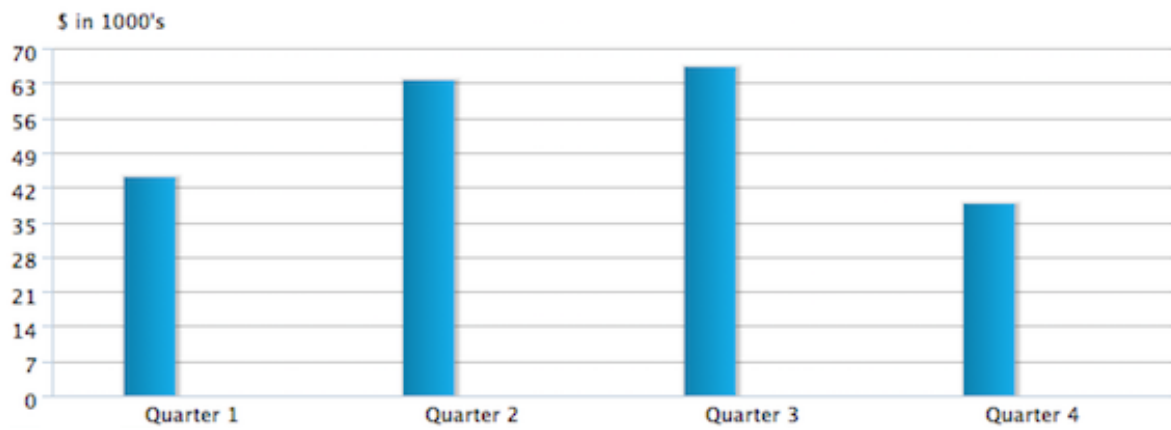
As of December 31, 2021

	TOTAL
<b>Total Credit Cards</b>	<b>\$26,295.37</b>
Other Current Liabilities	
Accrued Expenses	2,500.00
Accrued State Taxes	0.00
Bank of America- Credit Card	0.00
BOA_LINE OF CREDIT_7880	23,517.73
Loans Payable	134,345.33
<b>Total Other Current Liabilities</b>	<b>\$160,363.06</b>
<b>Total Current Liabilities</b>	<b>\$186,658.43</b>
Long-Term Liabilities	
PPP Loan	39,163.00
<b>Total Long-Term Liabilities</b>	<b>\$39,163.00</b>
<b>Total Liabilities</b>	<b>\$225,821.43</b>
Equity	
Common Stock	1,000.00
Distributions	-998.28
Retained Earnings	-104,035.86
Shareholders Distributions	0.00
Net Income	488.42
<b>Total Equity</b>	<b>\$ -103,545.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$122,275.71</b>



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INNOZA TECH LLC QUARTELY GROWTH – 2021



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

<b>State</b>	North Carolina
<b>Department</b>	North Carolina Department of Information Technology
<b>Relationship</b>	Prime Vendor
<b>Procurment Officer</b>	Kristen O Burnette
<b>Email &amp; Phone</b>	<a href="mailto:kristen.burnette@nc.gov">kristen.burnette@nc.gov</a> 919-754-6678
<b>Contract Number</b>	ITS-009440 IT Supplemental Staffing

<b>State</b>	State Of Kansas
<b>Department</b>	Information Technology Temporary Staffing
<b>Relationship</b>	Prime vendor
<b>Procurment Officer</b>	Trenice Saunders
<b>Email &amp; Phone</b>	<a href="mailto:trenice.n.saunders@ks.gov">trenice.n.saunders@ks.gov</a> 785-296-3126
<b>Contract Number</b>	Contract # 48336

<b>State</b>	State of Mississippi
<b>Department</b>	Department Information Technology Services
<b>Relationship</b>	Prime vendor
<b>Procurment Officer</b>	Susan McMichael
<b>Email &amp; Phone</b>	<a href="mailto:EPL.Team@its.ms.gov">EPL.Team@its.ms.gov</a> 601-432-8000
<b>Contract Number</b>	General RFP Number # 3850

## B. PROJECT STAFF QUALIFICATIONS/EXPERIENCE

1) List the total number of employees, include job titles and experience of individual(s) who will be assigned to the UCF account; include resume(s).

A. Innoza Tech LLC will provide a team of 8 dedicated key employees to the UCF who will manage contract with the UCF, and perform as per UCF requirements. All the proposed key employees are highly skilled and equally experienced full time employees of the Innoza Tech LLC. Our dedicated Account Manager and Account Executive will work closely with the UCF. The list of key employees illustrating their name, title and relevant experience is:

### PERSONNEL QUALIFICATIONS : Ramachandra Rao Dwarkanath Rao

Name:	Ramachandra Rao Dwarakanatha Rao
Title:	President
Proposed project role:	Point of Contact - Accounts Manager
Contact Number Details	848-213-2380
Email Id	ram@innozatech.com

### Other experience or background Information:

Around Twenty plus years of experience with a Mechanical Engineering background running both Mechanical Industry and IT staffing and product development companies in India and USA with specialization in manufacturing Injection Molding Engineering components and later into IT Product



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development Staffing & recruiting, IT Product development and enhancement. Shouldering the responsibility of operational excellence & processes, establishing budgets & plan along with the corporate strategies and identifying streams for revenue growth. Demonstrating abilities in sales & marketing activities and expanding the business growth. Resourcefully managed operational excellence through strategic alliance. Recognized by the Management/Board for many innovative concepts, strategic approach, skills & industry benchmarking over the years across the illustrious career path. Effective in a core leadership role, revitalizing internal groups, building & managing client relationships, Staffing & Recruiting and training/ mentoring teams to out perform themselves has been my core strength. I have been successful with long & Short term staffing and have provided outstanding services to all my customers. As a President of Innoza Tech LLC with my team efforts we have continued quality staffing service to all our customers. Facilitated exponential growth of state and local government business by successfully winning the bids through the State of North Carolina, State of Mississippi, State of Kansas and State of PA. Participated in several local IT networking and user groups with a goal of identifying top talent

**Personal Qualification : Ragini Tiwari**

Name:	Ragini Tiwari
Title:	Administrator /Sr. Recruiting - Account Executive
Proposed project role:	Personnel Coordinator
Contact Number Details	848-213-5430
Email Id	Ragini@innozatech.com

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### **Other experience or background Information:**

Ragini Tiwari has a Bachelor in Engineering from RGPV University of Bhopal India has 9 + years of extensive experience as a self-motivated and result oriented professional with experience in fields of Technical Recruiting, Management in field of US IT staffing and consulting.

She developed relationships with US IT staffing vendors and successful placing their consultants directly and indirectly with US IT Giants. She has developed and implemented comprehensive recruitment strategies, successfully attracting, screening, and presenting qualified candidates to hiring managers. Developed and implemented strategies for proactively building resume database. Extensive experience with multiple recruiting databases and online search tools, Proficient in US Tax terms (C2C, 1099and W2) for IT and Non –IT Staffing.

Successful track record in sourcing, identifying, attracting, securing, and closing the hard to find candidate under tight turnaround schedules.

Expert level of knowledge with various candidate sourcing methodologies, including Internet sourcing, networking, referrals, career fairs, search firms, channel marketing, advertising, and employee referral programs.

Expertise in screening candidates, interviews, sourcing strategies, personality evaluations and gauging requirement fit. Successfully recruited candidates at all levels of expertise across diverse technical skills.

Recruited for contract, contract-to-hire and permanent high-end national and local positions, for Information Technology clients all over USA.

Helped Account managers and business development managers in successfully delivering consultants for their hiring needs.

Major strengths include strong problem-solving skills, effective communication and time Management. Team worker, quick learner and possess excellent interpersonal skills. Primary focus of managing rivet client relationships through attracting new customers as well as expanding existing client base by providing top tier service.

### **Personal Qualification : Parveen Banu**

Name:	Parveen Banu
Title:	Sr. Technical Recruiter
Proposed project role:	Project Coordinator
Contact Number Details	908-242-6540
Email Id	Parveen@innozatech.com

### **Other experience or background information:**

Praveen Banu is a graduate in Engineering (computer science) from Roever Engineering College India. She has been working as a Technical Recruiter for the last 10 years having Excellent soft skills and professional approach, strong level of motivation& commitment. She has experienced in IT & Project based staffing of Permanent and Contract placements. Her ability to Effectively search jobs through Internet research, internal database, referrals, job portals and other has always been helpful client sourcing candidates. Network with local User Groups, Technical Schools and Technology Evangelists to grow and enhance the technical personnel community. Source potential candidates by utilizing INNOZA TECH proprietary database, referrals, User Groups, job boards and advertising. Maintain a best in class screening process by meeting all candidates for face- to-face interviews, conducting reference checks and administering technical tests.

### **Personal Qualification : RajaVel Bhasker**

Name:	Rajavel Bhasker
Title:	IT – Opertions
Proposed project role:	Project Coordinator
Contact Number Details	609-521-8694
Email Id	Rajavel@innozatech.com

### **Other experience or background information:**

Rajavel Bhasker has a degree in Bachelor in computer science from Madurai Kamaraj Univeristy and has been in this IT industry for the last 14 years. With years of rich experience in IT Product Development & enhacment along with Volume Hiring of IT Developer for various domain with a proven track record and achievements.

Proven track record with achievements. Good knowledge and hands on Various Activities of of IT Project Management. Skilled in Talent management, Employee engagement, Global Talent Acquisition, Recruiting and Technical Recruiting for various IT based projects.

He leads a team of archtietcs for our Mobile app development and Web based projects from project initiation to complete roll over.

His exprienece in sprint planning, product backlog grooming, agile estimation and working with business /product owner.



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Scheduling interviews with hiring manager and other panel members involved in the interview process creates interview packets and participates in interviews providing feedback and hiring recommendations. Prospects new clients, establishes relationships, and maintains current accounts. Effectively taking part in negotiation, understanding business needs, and ensuring overall client satisfaction. Participates in key role for new internal hiring, development of recruiters, and responsible for a successful the Pre-Sales Development Program

**Personal Qualification : Sajna Anjum**

Name:	Sajna Anjum
Title:	Human Resources
Proposed project role:	Project Coordinator
Contact Number Details	732-301-4691
Email Id	Sajna@innozatech.com

**Other experience or background information**

Sajna Anjum has completed her MBA from Bharathiar University Coimbatore. Responsible for evaluating business that comes in and allocating our delivery team to support including training new employees, new Account Managers, and Sales Training employees. Working with recruiters on search techniques, “lock-Up” calls, and strategies on finding available for talent for all IT requirements we take on. Take part in meetings with Managers to discuss open positions with clients and breaking down the requirements from a technical standpoint to



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understand what the client is looking for. Responsible for performance reviews and goal setting. She takes care of Analyzing performance data and putting together PowerPoint Presentations to present to C level executives. Makes job offers to selected candidates, negotiating salary as needed. Generating offer letters and schedules post-offer screenings and paperwork processing. Maintaining complete reports on recruiting and hiring activity as needed. She is well versed with HIPAA compliant.

**Personal Qualification : Sangita K**

Name:	Sangita K
Title:	Finance & Accounting
Proposed project role:	Project Coordinator
Contact Number Details	973-559-6075
Email Id	Sangita@Innozatech.com

**Other experience or background information:**

Sangita K a commerce graduate from Nagpur University India has been working with Innoza TECH LLC accounts department take care of all accounting and invoicing and payment including Healthcare benefits and insurances. She is well versed with HIPAA ,quick books and ADP payroll systems and we use qucik books also for time management of our empolyee who can submit their time sheet directly to Manager for his approval.

### **Personal Qualification : Shaik Hassaian**

Name:	Shaik Hassaian
Title:	Sr. Recruiter
Proposed project role:	Project Coordinator
Contact Number Details	681-238-4110
Email Id	<a href="mailto:Meerjashaik@innozatech.com">Meerjashaik@innozatech.com</a>

### **Other experience or background information:**

Shaik Hassaian a graduate in engineering from University of Andhra Pradesh has been working as Technical recruiter for the last 10 years. His key roles as responsibility are as follows.

Screen and vet prospective candidates to ensure their qualifications meet the client's requirements and expectations through phone screens, in person interviews, technical phone screens with seasoned experts, skills assessments, and reference checks. Present job opportunities to qualified candidates and negotiate contract terms including salary, benefits, and expected start date. Establish and maintain relationships with current contractors and large candidate pipeline through frequent communication, lunches, and networking events.



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Work directly with clients and account managers to qualify position requirements prior to deploying recruitment efforts. Act as the liaison between the candidate and the client by coordinating schedules, setting up interviews, and providing guidance.

**Personal Qualification : Sony Menon**

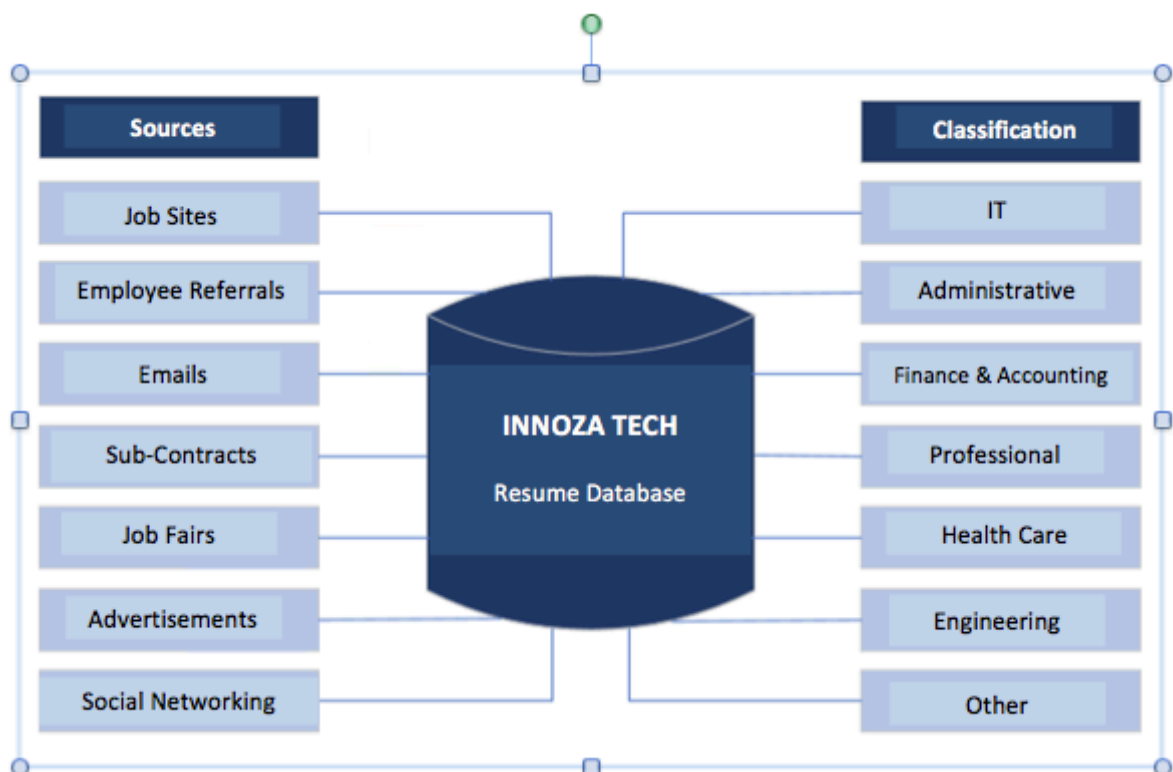
Name:	Sony Menon
Title:	Recruiter
Proposed project role:	Project Coordinator
Contact Number Details	<b>732-436-2653</b>
Email Id	Sony@Innozatech.com

**Other experience or background information:**

Sony a B.Com graduate from University of Bangalore has been working as a recruiter for both IT position and has been working as recruiter for the last 8 years. Her key roles and responsibilities are utilized established, proven recruiting resources to attract qualified professionals interested in contract, contract-to-hire and direct hire employment. Screened candidates to ensure their qualifications met open position, Conducted skills testing, office interviews, reference checks and background investigations. Presented job opportunities to qualified candidates and negotiated contract terms. Built professional relationships with contract employees through networking. Networked with professionals for new business opportunities and referrals

2. Clearly identify the skill sets your staff is capable of providing, and clearly indicate if subcontractors or sub-consultants will be used. Identify special projects they have staffed, any membership in professional organizations relevant to the performance of this contract. Also indicate how the quality of staff over the term of the agreement will be assured.

A. Innoza Tech LLC does not use subcontractors or sub-consultants in any of our recruitment efforts but if need arises we will get in touch with the UCF team and then we will take the decision which will be in the interest of UCF. We recruit everyone internally with our robust recruitment team across the country. The recruitment team that will be dedicated to the University is comprised of 8 dedicated individuals who are extremely skilled in recruiting under tight deadlines.



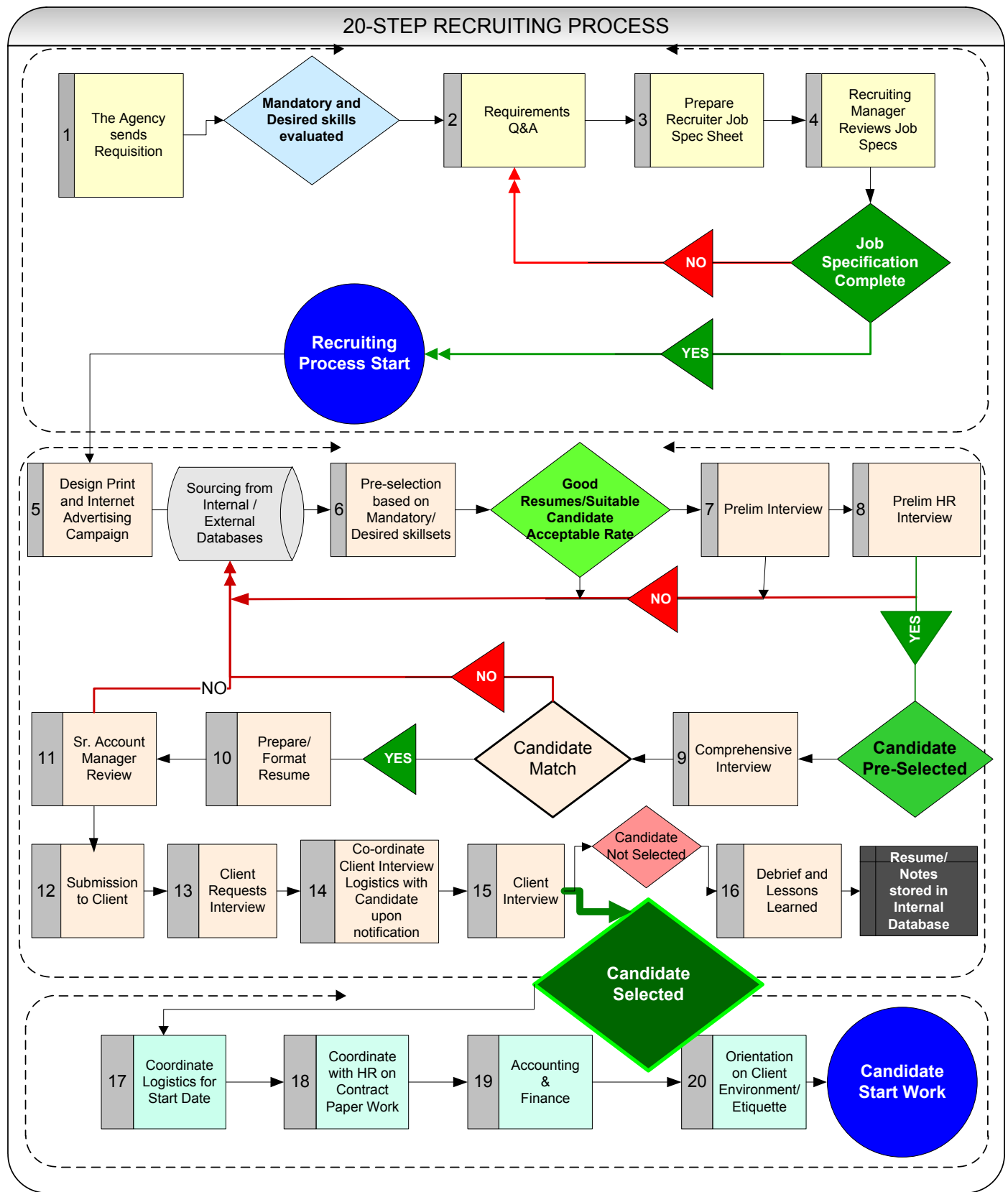
Innoza Tech's strategic staffing model is visually portrayed with each step described in the narrative. We believe the future staffing requirements (the demand) are determined by strategic and operational planning efforts (issue identification). Simultaneously, our model takes current staff data and forecasts what the future staff (the supply) will be. These two pieces of information (the



supply and the demand) are compared to determine what the gap or surplus will be. From this analysis, staffing plans are created and implemented. Finally, the results are measured for efficiency and effectiveness. The proper alignment of roles and responsibilities are significant to the model's success. We believe our line supervisors, managers, and HR professionals must share responsibility for identifying critical human resource issues in strategic and operational plans. In addition, our line managers lead the development and implementation of staffing plans while human resource staff provides consulting and technical support for data collection, analysis, measurement, and staffing activities

We also have a vast network of over 90,000 consultant details on our database for nationwide and about 9500 consultant details for State of FL (Both IT, Non IT and health care consultant details) alone that once we receive a requisition for a position, we will immediately send out the alert. This will result in, most cases, having viable candidates in less than 24 to 72 hours.

We will ensure the quality of staff hired will remain exemplary by ensuring the morale of the recruitment team is high, adjusting recruitment methods as needed by the market(s), staying on top of employment trends as well as conducting routine touch point calls with all existing hired staff working at the University to ensure they feel a part of the team. Our customized screening and interview process with local and SME support will be able to identify the top talent. Our dedicated two account managers, 3 skill-focused recruiters with the support of 15 junior recruiters, contractor support team, and an administrative assistant. Innoza Tech LLC account managers worked closely with our client's key stakeholders to understand the requirements and allow the recruiters to create a robust screening strategy. To further enhance our screening process, Innoza Tech LLC dedicated national support to find the best available talent in each market.



**INNOZA TECH LLC RECRUITING PROCESS FOR UCF**

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

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

A. To address the critical mechanisms of the scope of services of the UCF we have enormous contract vehicle, excellent experience with various counties with similar Temporary Labor Services Contracts, unique account management team, experienced recruiters & data miners and huge resume database for each geographical location which makes us fully capable and unique from other firms. If needed we are ready to open an local office so that we can service the UCF.





Innoza Tech has placed administrative Resources such as Administrative Assistants, Receptionists, HR Assistants, General Office, Data Entry Clerk, Stock Room Clerk, Administrative Clerk, and Facilities Assistants.

**Procurement Resources** & Professional Resources, such as but not limited to, Senior Buyers, Buyers, Expeditors, Purchasing Agents & Purchasing Assistants, Sales Representatives, Research & Development Specialists, Marketing Co-coordinators, Environmental Specialists.

**Technical Resources** such as but not limited to: Java Developers .NET Developers, ERP Specialists, Business Analyst, System Software Programmer, Technical Project Managers, Network Managers, BI and Data warehouse, Database Administrators, Network Operations Analysts, Principal Software Engineers, Aero E&T Engineers, Electrical Engineers, Advanced Manufacturing Engineers, Principal Engineers, Engineering Support, Technical Analysts, Applications Programmers, SAP HR Training Manager, Design Specialists, Technical Writers and Analysts, Mobile Application, Cloud computing etc.

**Medical Staffing:** LN, RN, CNA, Therapist, Physician, Radiology Technician and Pharmacist.

**Recruitment Approach:** Our experience, proven through the successful management of temporary labor contracts supporting federal, state and local clients in various states, has shown that each step is essential for recruitment success, no matter how great the hiring volume or how deep the logistical complexity. Our recruitment team consists of 15+ recruiters, data miners and research analysts, having average experience of 7+ years recruiting professionals to support our customers. We proactively recruit and maintain full pipeline preferably local qualified candidates who are readily available to start work on contracts.

**Ability to staff work request/ task order:** We understand the importance of the proposals taken by the UCF and we are committed to provide our best resources. Innoza Tech LLC has excellent resources in its resume database pool for various categories required by the UCF. Innoza Tech LLC has more than 7500 highly proficient and experienced candidates in our

resumes database as required by UCF, local to the state of FL. We keep on updating this database enabling us to meet requirements of client with short-term notice.

**Networking:** Our professional recruiters quickly identify the most qualified candidates using their industry knowledge and the extensive networks of our staffing firm. We will also use these sourcing tools to develop and maintain a UCF Pipeline of prescreened candidates. We also leverage social networking sites such as LinkedIn, Facebook, and Twitter. We use specific, technology-focused job boards and attend targeted job fairs.

**Application Tracking Systems:** We use ATS, which hosts million of resume and it are revised/ updated on a weekly basis, and also integrated with Dice, Monster and Career builder database. These streamlined processes make it possible for our team members to source the right candidate for the right position with in a short duration of time. Which is then followed Screening, background check and if the candidate is selected onboarding and compliance.

## 2. Describe how urgent requests are handled.

**A.** INNOZA TECH LLC has vast experience in handling emergency requests or situations after normal business hours, nights, weekends, and/or holidays. To overcome such situation(s), as a practice we keep a back-up pool of candidates that can be put on the project at short notices as and when demand arises. INNOZA TECH LLC uses the below 3 methods to ensure staff availability after normal business hours, holidays, and/or weekends.

**Buffer Policy:** INNOZA TECH LLC for every project holds two or three additional members as a buffer. If a current working member is on leave, then to avoid delays in the project immediate temporary replacement is carried out from the buffer, should the need arise.

**Bench Policy:** INNOZA TECH LLC provides a strong reserve of manpower by putting those employees on the required development who have either completed their projects or training and are waiting for some new assignments.

**Pool of Talents:** We have access to a high number of talented & skilled resources and are competent to provide immediate replacements.

We acknowledge the entire Client request with in 2 hour of receipt. Client service is our motto. Good service is good business for us. Every team member associated with this account can be reached by phone or email even after office hours. We can submit qualified candidates for your consideration with in 48 to 72 hours of initial request. Our team will be proactively screening qualified local & and ready to relocate candidates and keep building strong database, so that we can have steady flow of candidates for all future requirements with a short notice.

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

**A** INNOZA TECH LLC has been conducting background screening and verification for all our government clients and has been successful in smooth onboarding process and hence this will be default process provided to University of Central Florida.

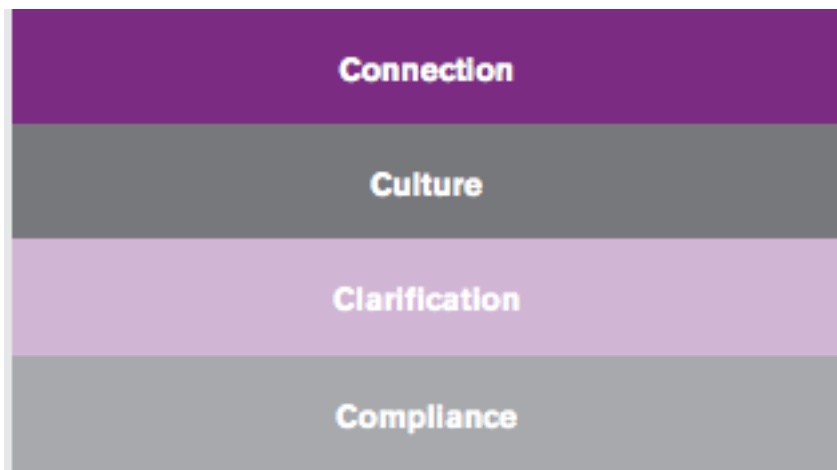
Our reference checks process includes steps that must be taken to uncover any drug problems and criminal history. Under this policy, candidates are subjected to compulsory pre-employment background checks. They as follows. Background Checks Details: Criminal Record Search, Office of Foreign Asset Control, Sexual Offender Database Search, Social Security Trace Search, Driving Record Background Checks Education Verification The candidate is notified and is required to sign a consent and authorization form as to the procedures set forth in the Background Check Policy. An independent agency is mandated the task to perform background check on the candidates. We use services of info cubic for all our background checks and for drug test we use the services of Quest Diagnostics. Along with this we use background check to get 360-degree view of the candidate.

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

**A.** First, we make sure that the vetting process is clear, concise, and standard among all applicants. So employee vetting really is a key part of our corporate governance. Doing it well involves a multi-stage process that enables recruiters to have a clear picture of the candidate from a variety of data sources. After effective recruitment and selection, one of the most important ways that

organizations can improve the effectiveness of their talent management systems is through the strategic use of onboarding.

Innoza Tech has its own version of the complex process through which new hires learn attitudes, knowledge, skills and behaviors required to function effectively.



Our recruiters rely on behavioral-based interviewing to identify each candidate's current and past accomplishments and their capabilities for future success. Recruiters conduct their interviews as in-depth and strategic conversations to gain a thorough understanding of the candidate's knowledge, skills and abilities. All of our candidates are identified in accordance and standards set forth in the contract and are thoroughly screened during phone interviews primary source verifying process confirming education level, certifications, and work history. We will share the skillsets form to the candidate and ask him fill the same. We will collect 3 work related supervisory references. We look for any past history of performance issues including attendance; drug or alcohol related incidents, based on the type of position we are hiring for. By this we will to minimize at threat at the client location. Our vetting and onboarding has 4 distant levels. 1) Compliance is the lowest level and includes teaching employees basic legal and policy-related rules and regulations. 2) Clarification refers to ensuring that employees understand their new jobs and all related expectations. 3) Culture is a broad category that includes providing employees with a sense of organizational norms— both formal and informal. 4) Connection refers to the vital interpersonal relationships and information networks that new employee must establish.

Onboarding Strategy Level	Compliance	Clarification	Culture	Connection
<b>1 Passive</b>	YES	SOME	LITTLE/ NONE	LITTLE/ NONE
<b>2 High Potential</b>	YES	YES	SOME	SOME
<b>3 Proactive</b>	YES	YES	YES	YES

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

**A** .We have filled over 85% of requisitions for our entire exclusive offers. This number or percentage will vary when client is using multiple vendors. The average lead-time to get any employee ready to work is as follows.

- 1) Accounting & Finance - 1 to 3 Business days
- 2) Administrative/Clerical Position - 1 to 3 Business days
- 3) Professional/Information Technology/Technical - 2 to 3 Business days

**APPENDIX I**  
**SUPPLEMENTAL OFFER SHEET**  
**TERMS AND CONDITIONS**

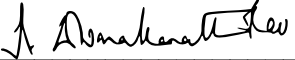
The sections set forth below are to each be initialed as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood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

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

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Dao</u>
2.17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Dao</u>
2.18 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Dao</u>
2.19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Dao</u>
2.20 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Dao</u>
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2.39 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Dao</u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.41	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.42 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
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2.46	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
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2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
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2.52 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.53 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.54	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.55	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.56 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.57 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.58 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
2.59 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
Appendix I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
Appendix II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
Appendix III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>
Appendix IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A. Rao</u>

Company: INNOZA TECH LLC Authorized Representative's Name: Ramachandra Rao Dwarakanath Rao

Authorized Representative's Signature:  Date: 01/21/2022

## APPENDIX II

### CERTIFICATE OF NON-SEGREGATED FACILITIES

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

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

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

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

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

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

## APPENDIX II

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

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

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

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

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

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

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

Company: INNOZA TECH LLC

Authorized Representative's Name: Ramachandra Rao Dwarakanath Rao

Authorized Representative's Signature: 

Date: 01/21/2022

### APPENDIX III

#### COMPLIANCE AND CERTIFICATION OF GOOD STANDINGS

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

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

#### CERTIFICATION

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

Company: INNOZA TECH LLC

Authorized Representative's Name: Ramachandra Rao Dwarakanath Rao

Authorized Representative's Signature: 

Date: 01/21/2022

## APPENDIX IV

### BONFIRE SUBMISSION INSTRUCTIONS FOR SUPPLIERS

## Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: Any	Multiple	Required

#### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### 2. Upload your submission at:

<https://ucfprocurement.bonfirehub.com/opportunities/49428>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jan 13, 2022 2:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

#### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

#### Need Help?

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>



UNIVERSITY OF CENTRAL FLORIDA

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

## ADDENDUM

### IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA

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

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I                      ADDENDUM DATE: December 15, 2021

**Purpose of this addendum is to:**

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

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

A handwritten signature in blue ink, appearing to read 'R. Dwarakanath Rao', is written over a horizontal line.

PROPOSERS SIGNATURE

**Ramachandra Rao Dwarakanath Rao**

PRINT OR TYPE PROPOSER'S NAME

**INNOZA TECH LLC**

COMPANY NAME

**ram@innozatech.com**

EMAIL ADDRESS



UNIVERSITY OF CENTRAL FLORIDA

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

## ADDENDUM

### IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

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

ITN TITLE: TEMPORARY LABOR SERVICES

ADDENDUM NUMBER: II

ADDENDUM DATE: January 13, 2022

**Purpose of this addendum is to:**

- **Answer questions submitted during the Q/A period**

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

A handwritten signature in blue ink, appearing to read 'Ramachandra Rao Dwarakanath Rao', is written over a horizontal line.

PROPOSERS SIGNATURE

**Ramachandra Rao Dwarakanath Rao**

PRINT OR TYPE PROPOSER'S NAME

**INNOZA TECH LLC**

COMPANY NAME

**ram@innozatech.com**

EMAIL ADDRESS

**Answers to Questions  
ITN 2021-03TCSA  
TEMPORARY LABOR SERVICES**

1. Does this ITN include healthcare staffing? If so, What types of positions?  
***UCF Answer: There may be situations where the university will need the assistance with healthcare staffing, particularly in our student health services areas, for RNs, LPNs, CMA, phlebotomists.***
2. Is it acceptable to respond to this ITN to support only one or two specific categories?  
***UCF Answer: Yes. This is an ITN where a pool of vendors for each category are awarded.***
3. What is the estimated budget for this ITN? If unknown, please specify previous spending.  
***UCF Answer: There is no estimated budget for this ITN. Various university departments use this contract on an as needed basis so the spend will vary. The estimated spend for previous years are:  
FY19: 1.17M  
FY20: 909K  
FY21:984K***
4. Please provide name of the current vendor providing the services with a copy of their proposal.  
***UCF Answer: The list of incumbents for ITN1602 and a copy of their proposals are available on our website: <https://procurement.ucf.edu/contracts/>.***
5. Kindly provide total number of temporary staffs on current assignment.  
***UCF Answer: We do not have visibility of the total number of temporary staffs on assignment. The positions are identified and filled on an as needed basis from various university departments.***
6. What are the most frequently used job categories in the subject matter ITN?  
***UCF Answer: This is an ITN where a pool of vendors for each category are awarded. We are looking to cover all job categories.***
7. What is the average length of the assignment?  
***UCF Answer: Various university departments use this contract on an as needed basis so the length of the assignment will vary.***
8. Is there any preference for local vendor?  
***UCF Answer: Although we would not be opposed to a non-local vendor, the university prefers candidates in the state of Florida, when at all possible. Local vendors will have a better pulse on our local employment market.***
9. Is it mandatory to utilize a sub-contractor?  
***UCF Answer: No. The preference is to award the ITN to a pool of vendors who specialize in filling temp staffing positions by category.***
10. Kindly specify total number of FTE's working and current \$ value spent.  
***UCF Answer: See Questions 4 & 5.***
11. Please provide list of sections to be answered in the technical proposal so to avoid compliance issues.  
***UCF Answer: The Respondent's response to this ITN shall be prepared in accordance with Section 3.0 "Required Offer Format."***
12. Please provide list of forms/attachments to be provided with the proposal.  
***UCF Answer: Please reference section 2.5 Written Addendum, Appendix I, Appendix II, and Appendix III.***

13. Do we have to submit certificate of insurance with the proposal?  
**UCF Answer: The actual certificate is not required until after awards are made. Please reference section 2.20 Limitation of Remedies, Indemnification, and Insurance, item C, regarding proof of coverage.**
14. Do we have to submit business license with the proposal?  
**UCF Answer: Licensed to do business in the State of Florida is required.**
15. Please provide specific format for references.  
**UCF Answer: See Question 11.**
16. How much weightage is there in evaluation for a vendor providing educational references only?  
**UCF Answer: we will evaluate each vendor based on their proposal, the degree to which it satisfies the requirements the proposal sections in 3.0 and quality of references and services provided.**
17. Do you have any document that states the kind of IT resources or job titles that the University intends to hire under this Staff augmentation Master Agreement?  
**UCF Answer: No, we do have description of IT resources or job titles. The job description and specific scope of work requirements will be provided at the time the need is identified.**
18. What are the physical University of Central Florida locations where work is to be performed under this contract?  
**UCF Answer: The physical locations will be at the discretion of the various university departments doing the hiring.**
19. Are all personnel/roles involved with this project required to be available for on-site work or are some roles, such as Information Technology roles, permitted to be remote?  
**UCF Answer: See Question 18.**
20. If some personnel/roles are permitted to be remote, are you open to off-shore as well as US based remote work?  
**UCF Answer: We may be interested in offshore work based on candidate experience.**
21. Please disclose the incumbent vendor names and, if possible, please share their proposals.  
**UCF Answer: See Question 4.**
22. What service challenges are you experiencing with the current contract arrangement?  
**UCF Answer: Currently, there are no challenges that we are aware of.**
23. What is the estimated budget for this contract? If unknown, please provide the previous spend.  
**UCF Answer: See Question 3.**
24. What has been the percentage of Information Technology roles annually?  
**UCF Answer: We currently do not have this information breakdown.**
25. What has been the percentage of Information Technology spend annually?  
**UCF Answer: We currently do not have of this information breakdown.**
26. Are you seeking local vendors or are you equally open to awarding an out of state vendor?  
**UCF Answer: See Question 8.**
27. Do you have a sample list of Information Technology roles you anticipate needing sourced through this contract?  
**UCF Answer: See Question 17.**
28. Do you know what the scope of work would be for legal services?  
**UCF Answer: No. The department will define the legal services needed when they go out for quotes.**

29. How many employees currently work under (or will be anticipated to work under) this contract?  
**UCF Answer: See Question 5.**
30. Who are the present vendors?  
**UCF Answer: See Question 4.**
31. How many vendors will be awarded as a result of this solicitation?  
**UCF Answer: The number of awardees is not know yet.**
32. What are the current billable hourly rates?  
**UCF Answer: This ITN is seeking for vendors' capabilities and qualifications only and not billable hourly rates.**
33. How much was spent (dollar value) on this service last year?  
**UCF Answer: See Question 3.**
34. Is there a Prevailing/Living wage requirement associated with this project?  
**UCF Answer: No**
35. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?  
**UCF Answer: While the university supports the use of MWBEs and all small and diverse vendors, we do not have any specific requirements or considerations allotted.**
36. May we request a copy of the incumbent's contract?  
**UCF Answer: See Question 4**
37. May we request a copy of the incumbents previously submitted proposal?  
**UCF Answer: See Question 4**
38. Would you be able to provide more clarity on what qualifies as support staff and administrative positions?  
**UCF Answer: These categories are meant to be generic. The specifics will be provided when service is needed.**
39. What are they measuring to choose the winner? Is it price? Past performance? Relationships with managers?  
**UCF Answer: Please reference section 2.8 Evaluation Criteria and selection Process of the ITN.**
40. How many people are also competing on this?  
**UCF Answer: This ITN was publicly solicited. We do not know how many will participate at this time.**
41. Has a Supplier already been selected and is this a formality?  
**UCF Answer: No**
42. In the statement of **objective**, it states "ITN does not seek hourly pricing from proposers" however on the **same page it also states** that the "initial offer should contain the best terms from a cost or price and technical standpoint." What cost or price is this referring to?  
**UCF Answer: This ITN is not seeking for cost or price.**
43. Please advise on what cost or price needs to be included - is the hourly rate or an estimated cost or price for the entire duration/length of the contract?  
**UCF Answer: Hourly rate is not requested for this ITN.**
44. The duration and length of the project for all these Categories remains the same or it varies?  
**UCF Answer: It varies.**

45. It states that the "initial offer should contain the best terms from a cost or price and technical standpoint. What is it referring to? Can you please elaborate.  
**UCF Answer: See Question 42**
46. Does this solicitation require respondents to be able to fulfill positions in all categories listed or is it acceptable to respond to a specific category (i.e., Information Technology) listed in the ITN?  
**UCF Answer: It is acceptable to respond to a specific category.**
47. Section 1.1, Paragraph 1 states "This ITN does not seek hourly pricing from proposers; however, each proposer must respond with their capabilities to meet the objectives of this ITN which includes reaching agreements on terms and conditions" and paragraph 1.2.D states "Therefore, the Respondent's initial offer should contain the best terms from a cost or price and technical standpoint". Could you please clarify the desired information you would like to have included in the proposal?  
**UCF Answer: See Question 42**
48. Section 2.33 Subcontracts: It is stated that "The subcontractors and the amount of subcontract(s) shall be identified in the Respondent's response to this ITN". Since this ITN is for Temporary Labor Services, is it acceptable to simply state that subcontractors may be used in the fulfillment of the specific position(s) that are being requested? Since it is currently unknown about the various skills, position titles, etc. as well as the number of positions that may be acquired through this ITN, it is hard to identify the amount of subcontract(s) that may be used. Can you please provide guidance on what you would like to have included in the proposal to address this section?  
**UCF Answer: Vendor's proposal should address the capabilities and qualifications of your firm as it relates to the requirements of the ITN. We do not require that you list potential subcontractors in your offer. Subcontractors may be used; however, the awarded vendor has full responsibility for completion of the services.**
49. For ITN 2021-03TCSA, do you have any idea the number of staffers you are looking for, for the Temporary information technology systems or database administrators, Temporary technician staffing needs, Temporary clerical or administrative assistance, Temporary financial staffing needs, and Temporary personnel services?  
**UCF Answer: We do not know the number of staffers needed. Temporary staff positions are identified and filled on an as needed basis from various departments.**
50. What are the historical volumes of spending annually in the program?  
**UCF Answer: See Question 3.**
51. Is there any incumbent companies that currently provide these services to the agency? If yes who are they?  
**UCF Answer: See Question 4.**
52. Is there any forecasted/approved budget for this opportunity?  
**UCF Answer: No**
53. What is UCF's anticipated total spend on Temporary Labor Services for 2021 and forecasted for 2022?  
**UCF Answer: See Question 3.**
54. Based upon the skill sets highlighted in your ITN package of administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades and general maintenance, can you please share your Temporary Labor Services spend by skill classifications?  
**UCF Answer: We currently do not have this information breakdown.**
55. What is the average length of a UCF temporary request? Are there any length limitations we should be aware of?  
**UCF Answer: See Question 5.**
56. Understanding UCF is looking for a preferred supplier (multiple vendor award), can you please share the number of existing approved suppliers UCF has today?

**UCF Answer: See Question 4.**

57. Under your current model, how is UCF evaluating each of the supplier's performance?

**UCF Answer: We currently don't have a supplier's performance evaluation in place. The individual department are responsible for supervising, replacing, and removing the temporary staff members that they hire.**

58. Under your current model. How does UCF determine which supplier to seek Price Quote Request for individual requirements?

**UCF Answer: Please reference the Scope of Work (p.30) in the ITN that outlines UCF will issue Price Quote Requests via email and the number of quotes requested will depend upon the anticipated total amount of the required service.**

59. Although, UCF provided detailed ITN Evaluation of Responses criteria, when requesting Temporary Labor Services what are the 3 most important factors for the individual requesting department? (examples include: price, response time, access to quality of talent, business relationship, etc.).

**UCF Answer: All factors noted are important. The department will select the candidate who offers the best value on a case by case basis.**

60. Upon vendor selection, whom within UCF will be responsible for vendor relations? Procurement, HR, etc.

**UCF Answer: Please see section 2.32 of the ITN document. UCF's Liaison with the successful respondent(s) will be Renee Grigor (HR). Additionally, the Contract Administrator will be Trinh Nguyen (Procurement)**

61. How many max no. awards do you intend to give?

**UCF Answer: See Question 31.**

62. Can you please provide us with an estimated or NTE budget allocated for this contract?

**UCF Answer: See Question 3.**

63. What is the place of performance of the candidate?

**UCF Answer: See Question 18.**

64. Is Subcontracting allowed for this opportunity, if so, are there any specific participation goals to be met?

**UCF Answer: See Question 48. There are no specific participation goals.**

65. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name? Is the incumbent eligible to submit the proposal again?

**UCF Answer: The incumbents are eligible to submit their proposals again. Please reference question 4 for the names.**

66. Are there any pain points or issues with the current vendor(s)?

**UCF Answer: Currently there are no pain points or issues that we are aware of.**

67. Could you please share the previous spending on this contract, if any?

**UCF Answer: See Question 3.**

68. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

**UCF Answer: No**

69. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

**UCF Answer: See Question 5.**

70. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

**UCF Answer: Yes**

71. Are hourly rate ranges acceptable for proposed personnel?

**UCF Answer: Yes**

72. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

**UCF Answer: See Question 18.**

73. Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

**UCF Answer: Resumes for candidates was not requested in the ITN.**

74. How many people are currently working onsite and offsite?

**UCF Answer: We currently do not have this information breakdown.**

75. Are there any mandated Paid Time Off, Vacation, etc.?

**UCF Answer: Since they are not UCF employees, we will not have mandates. We may, however, expect candidate to observe university closure dates.**

76. What is the annual contract spend?

**UCF Answer: It varies by supplier**

77. What is the annual spend or hours by WC code category or job title?

**UCF Answer: See Question 3**

78. What are the current rates?

**UCF Answer: The rates will vary by the specific job category, job descriptions, scope of work, etc.**

79. Who are the current vendors?

**UCF Answer: See Question 4**

80. Approximately how many vendors will be chosen to service this contract?

**UCF Answer: See Question 31.**

81. Are there direct hire opportunities?

**UCF Answer: Direct hires will be considered, but final decisions will be based on university need and direct hire fees.**

82. Is a local office required?

**UCF Answer: It is not required, but highly preferred.**

83. After responding to Price Quote Request (w/in 3-5 day requirement), how soon will selected vendor be notified? How long will the chosen vendor for that order have to fill the position? How soon will qualified/accepted candidate start?

**UCF Answer: The individual department hiring will decide the above.**

84. After awarding a Price Quote Request to a vendor, will the other awarded vendors have access to the successful quote information so that they can adjust their pricing going forward?

**UCF Answer: The individual price quotes will not be posted, however, UCF is a public institution and follows all public records laws.**

85. Will all business lines need to be supported? For example, are we able to provide support for IT positions only?  
**UCF Answer: See Question 46**
86. Is there an MSP or VMS?  
**UCF Answer: No**
87. Is there a set mark-up? Or maximum bill rate?  
**UCF Answer: No**
88. Please provide spend by segment.  
**UCF Answer: See Question 3.**
89. What is the length of the contract duration?  
**UCF Answer: This is a 3 yrs contract with the option to renew for 5 additional years**
90. How many vendors does UCF intent to award?  
**UCF Answer: See Question 31.**
91. Will we have the ability to add service offerings if we are awarded?  
**UCF Answer: Only service offerings that are within the scope of this ITN will be included in the contract award**
92. If the Bidder has the required insurance coverage and is not “disagreeing” with the requirements, but its insurance carriers provide notice only to the policyholder, not additional insureds, and the Certificate of Insurance would not contain any notice language. As an alternative, Bidder could agree to provide the requested 30 days’ advance notice in the event of any material change or cancellation of coverage. As Section 2.20 is marked as non-negotiable, would this alternative notice be acceptable to UCF?  
**UCF Answer: Proof of insurance is required as outlined in the ITN.**
93. Can the University of Central Florida (UCF) provide total temporary labor spend for 2019, 2020, and 2021?  
**UCF Answer: See Question 3.**
94. How many staffing firms does UCF hope to align through this ITN?  
**UCF Answer: See Question 31.**
95. Can UCF provide job descriptions for the labor disciplines listed in Section 1.1 Statement of Objective?  
**UCF Answer: No, we do have job descriptions for the labor disciplines listed. These categories are meant to be generic. The specifics will be provided when service is needed.**
96. How many temporary workers commenced their assignment with UCF in 2021?  
**UCF Answer: See Question 5**
97. Can UCF provide a headcount breakdown by job title for the temporary personnel that are currently on assignment?  
**UCF Answer: We currently do not have this information breakdown.**
98. How many temporary staffing firms are currently used by UCF today?  
**UCF Answer: See Question 4**
99. When UCF has a need for a temporary worker, is the requisition released to all the approved vendors at the same time?  
**UCF Answer: No, please reference the Scope of Work in the ITN regarding quote requests from suppliers.**
100. Can UCF confirm that Appendix II Certificate of Non-Segregated Facilities, Appendix II Certificate of Non-Segregated Facilities Subpart – Contractor’s Agreements, and Appendix III Compliance and Certification of Good

Standings are provided for informational purposes only and are not required to be signed and submitted with the bid response?

**UCF Answer: The above forms are required to be signed and submitted with the bid response.**

101. Will all temporary labor positions with UCF be on-site or will there be some positions that can be worked remotely?  
**UCF Answer: See Question 18.**
102. Is this opportunity only for the recruiting and placement of temporary personnel with UCF or will there also be an opportunity to also provide payroll services?  
**UCF Answer: This ITN is for temporary staff services with UCF.**
103. If an incumbent vendor does not have its agreement renewed, will UCF consider allowing the transition of the supplier's temporary personnel to an approved supplier at a payroll services markup rate?  
**UCF Answer: When new contracts are awarded through this solicitation process, the previous contracts will expire. We do not dictate where/how the new awardees will find temp staff to offer**
104. Are suppliers of temporary personnel allowed to speak with UCF Hiring Managers directly to gather additional insight into a new temporary position?  
**UCF Answer: Yes**
105. Will there be an opportunity to provide direct placement services through this ITN?  
**UCF Answer: That is not the intention of this ITN. If there is a desire to hire temporary placements direct hire will be considered.**
106. What percentage of temporary workers convert to full-time employees of UCF?  
**UCF Answer: Unknown. Most conversions occur with UCF temporary employees.**
107. Can UCF provide any information on average length of assignment?  
**UCF Answer: See Question 7.**
108. What challenges is UCF currently facing today with the current suppliers?  
**UCF Answer: See Question 22.**
109. On this solicitation the resumes of people you want on section 3.2 is it for people assigned to work with UCF on requests or is it for specific job requirements UCF has.  
**UCF Answer: We're asking for qualifications/experience for employees that will be assigned to UCF account.**
110. If it is a multiple-award contract, how many awards will be made under this contract?  
**UCF Answer: See Question 31.**
111. Will UCF be sending Price Quote Requests to all awardees?  
**UCF Answer: No. Please reference the Scope of Work in the ITN regarding the quote requests to suppliers.**
112. Is this a new contract or renewal of an existing contract?  
**UCF Answer: This ITN is a rebid for an existing contract.**
113. If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing services to the UCF)?  
**UCF Answer: See Question 4.**
114. How many awards were made in the past?  
**UCF Answer: See Question 4.**

115. Could you please share the current Suppliers' pricing and Proposals?  
**UCF Answer: No, pricing were provided in the proposals.**
116. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?  
**UCF Answer: See Question 3.**
117. Please share the historical spend for the year 2020.  
**UCF Answer: See Question 3.**
118. Can you please share the no. of positions served in previous years under this contract?  
**UCF Answer: We currently do not have this information at this time. Various university departments use this contract on an as needed basis.**
119. Can you please share the amount of business each vendor did under this contract in previous years?  
**UCF Answer: See Question 3.**
120. Which were the job titles most commonly filled under various labor categories such as administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance in past?  
**UCF Answer: We currently don't have this detailed information.**
121. Can you please share the email id/details where we can raise the public record request for the old RFP?  
**UCF Answer: Public records can be requested through [gcounsel@ucf.edu](mailto:gcounsel@ucf.edu).**
122. Can you share details from where we can get old RFP details?  
**UCF Answer: See Question 121**
123. Can you share details from where we can see the records for the old contract?  
**UCF Answer: See Question 4.**
124. What is the expected annual budget of this contract? Please share the rough estimate?  
**UCF Answer: See Question 3.**
125. How many positions are expected to be filled under this contract?  
**UCF Answer: We do not know how many positions are to be filled. Various university departments use this contract on an as needed basis.**
126. Which are the job titles to be most commonly filled under this contract?  
**UCF Answer: See Question 6.**
127. What will be the minimum duration of work for any job position?  
**UCF Answer: See Question 7.**
128. List a minimum of three accounts that have similar needs to UCF. University and/or College accounts would be a plus.
- Is it mandatory to provide references from University and/or College accounts?
  - Will you consider references from other public sector clients?
  - Will you consider references from commercial clients?
  - Will you give preference to bidders who have references with University and/or College accounts as compared to bidders who have references with other public sector clients across the USA?

**UCF Answer:**

- Is it mandatory to provide references from University and/or College accounts? **No**
- Will you consider references from other public sector clients? **Yes**
- Will you consider references from commercial clients? **Yes**
- Will you give preference to bidders who have references with University and/or College accounts as compared to bidders who have references with other public sector clients across the USA? **Perhaps**



FLORIDA DEPARTMENT OF STATE  
Division of Corporations

October 3, 2021

RAMACHANDRA RAO DWARAKANATHA  
310 LARSON RD.  
NORTH BRUNSWICK, NJ 08902

Qualification documents for INNOZA TECH LLC were filed on September 21, 2021, and assigned document number M21000012941. Please refer to this number whenever corresponding with this office.

Your limited liability company is authorized to transact business in Florida as of the file date.

To maintain "active" status with the Division of Corporations, an annual report must be filed yearly between January 1st and May 1st beginning in the year following the file date or effective date indicated above. If the annual report is not filed by May 1st, a \$400 late fee will be added.

A Federal Employer Identification Number (FEI/EIN) will be required when this report is filed. Apply today with the IRS online at:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>.

Please notify this office if the limited liability company address changes.

Should you have any questions regarding this matter, please contact this office at the address given below.

KYLE D BRUMBLEY  
Regulatory Specialist II Supervisor  
Registration Section  
Division of Corporations

Letter Number: 621A00023919



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/08/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Fullerton Financial Services, Inc. PO Box 126  Columbus NJ 08022		<b>CONTACT NAME:</b> Stephanie McHugh <b>PHONE (A/C, No, Ext):</b> (609) 298-5666 <b>FAX (A/C, No):</b> (609) 298-5661 <b>E-MAIL ADDRESS:</b> smchugh@fullertonfinancial.net	
<b>INSURED</b>  Innoza Tech LLC 310 Larson Rd  North Brunswick NJ 08902		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> SENTINEL INSURANCE COMPANY <b>INSURER B:</b> HARTFORD FIRE & Its P&C Affiliates <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 11000 914	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	y		13SBAAB8613	06/22/2021	06/22/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			13SBAAB8613	06/22/2021	06/22/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	y		13SBAAB8613	06/22/2022	06/22/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	13WBCBX5901	01/30/2021	01/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Errors & Omissions Liability			13SBAAB8613	06/22/2021	06/22/2022	1,000,000 per occ/5,000,000 agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

University of Central Florida Procurement Services Department 12424 Research Parkway, Suite 300  Orlando FL 32816-0975	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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12/08/2021

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<b>PRODUCER</b> Fullerton Financial Services, Inc. 1200 Woodlane Rd.  Eastampton NJ 08060	<b>CONTACT NAME:</b> Stephanie McHugh <b>PHONE (A/C, No, Ext):</b> (609) 298-5666 <b>FAX (A/C, No):</b> (609) 298-5661 <b>E-MAIL ADDRESS:</b> sfullerton@fullertonfinancial.net
<b>INSURED</b>  Innoza Tech LLC 310 Larson Rd  North Brunswick NJ 08902	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> HARTFORD FIRE INSURANCE <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Bond - Fidelity			13BDDIQ9040	06/08/2021	06/08/2022	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**

University of Central Florida Procurement Services Department 12424 Research Parkway, Suite 300  Orlando FL 32816-0975	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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