

SUBMIT OFFER TO: Via Bonfire Web Portal UNIVERSITY OF CENTRAL FLORIDA Phone: (407) 823-2661 www.procurement.ucf.edu https://ucfprocurement.bonfirehub.com/opportunities/49428		University of Central Florida INVITATION TO NEGOTIATE Contractual Services Acknowledgement Form	
Your submission must be uploaded, submitted, and finalized prior to the closing time on January 13, 2022 @ 2:00pm . We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the closing time to begin the uploading process and to finalize your submission. See Appendix 4 for submittal instructions.		Page 1 of 38 Pages OFFERS WILL BE OPENED January 13, 2022 @ 2:00pm EST and may not be withdrawn within 120 days after such date and time. ITN NO. ITN2021-03	
UNIVERSITY ADVERTISING DATE: November 17, 2021		ITN TITLE: Temporary Labor Services	
FEDERAL EMPLOYER IDENTIFICATION NUMBER 06-1681440			
SUPPLIER NAME A.B. Closing Corporation dba Kavaliro		REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS 12612 CHALLENGER PKWY STE 400			
CITY - STATE - ZIP CODE ORLANDO, FLORIDA 32826-2759		POSTING OF PROPOSAL TABULATIONS	
AREA CODE 407	TELEPHONE NUMBER 616-8050	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.	
407	FAX: 243-6009		
EMAIL: rrestrepo@kavaliro.com			

Government Classifications

Check all that apply

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

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

GENERAL CONDITIONS

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

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

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

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


AUTHORIZED SIGNATURE (MANUAL)

Rafael Restrepo, Regional Director
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.



**A.B. Closing Corporation dba Kavaliro
Response for University of Central Florida
Invitation to Negotiate (ITN2021-03)**

A. EXPERIENCE AND QUALIFICATIONS OF PROPOSER

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

Kavaliro's commitment to UCF would be to provide extraordinarily talented consultants to fill all UCF's IT, and Administrative/Clerical staffing needs. Kavaliro would also provide a special recruiting team dedicated to covering UCF. Our team maintains a high level of candidate retention once a candidate is placed. However, in the rare instance a position must be filled again, our nationwide recruiting team provides an extremely fast response with qualified candidates for review and selection. UCF would have one point of contact within Kavaliro, available at all hours. The Account Manager we would provide for UCF is an expert in recruiting with over 15 years of experience and they will manage the recruiting team delivering for UCF.

While other staffing firms may have several different directors and recruiters responsible for different aspects of delivery, Kavaliro assigns one representative per client that has equity within our company to ensure that UCF will have a consistent point of contact that provides exceptional service on all areas of delivery.

Also, as a Minority Women-Owned Business Enterprise (MBE) certified by the Florida Minority Supplier Development Council (NMSDC), Kavaliro prides itself in fostering mutually beneficial relationships among various other equal-opportunity firms in the United States. In addition, Kavaliro has been recognized by the US Pacific Asian American Chamber of Commerce (USPAACC) as one of the 50 Fastest Growing Asian-Owned Businesses in the United States. Kavaliro prides itself in creating and maintaining a truly inclusive and diverse environment for its employees and clients alike.

Kavaliro is heavily involved with UCF including the following area's:

Board of Directors- UCF Foundation

Pro Hispanica MBA Program

Silver Sponsor- UCF College of Business Professional Selling Program

Diamond Knight Sponsorship- Golden Knights Club

Kavaliro has successfully placed temporary consultants with the following departments:

UCF Medical School

UCF IT Department

UCF Foundation

UCF IT / College of Sciences

UCF Office of or Research & Commercialization

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

Kavaliro is a national staffing services company that was founded in Orlando, Florida. We employ over 500 IT professionals, management and administrative staff and are focused on serving the staffing needs of mid-market to Fortune 500 companies across the U.S. Kavaliro was founded by 4 Directors that came from 3 of the biggest names in staffing; Technisource, Robert Half, and Teksystems. After leaving these top 3 nationally recognized staffing firms, Kavaliro's owners co-founded Skillstorm and SGIS in 2003 and sold to Salient Federal Solutions 7 years later. During those 7 years SGIS reached an annual revenue of over \$140 million in IT staffing services for the Federal Government and Department of Defense. Maintaining our commercial business, we rebranded under the name Kavaliro and built 40 billable consultants to just under 400 in less than 3 years. Our focus within staffing is on employing empowered experienced professionals internally giving them autonomy and the most innovative tools they need to succeed. We do this with an unmatched agility and at a noticeably lower cost.

Our team of non-franchised offices include Jacksonville, FL, Charlotte, NC, Washington D.C., Orlando, FL, Honolulu, HI and Petaluma, CA. Through close coordination within our recruiting staff, Kavaliro has the capability to service needs nationwide. Additionally, thanks to our recruiting capabilities, account management strategies, and access to millions of qualified consultants through our proprietary resume database, we can fill requirements in virtually any location. Kavaliro has also grown through our marque service and support to provide staffing support for federal government clients. Our team works through federal contracting process to ensure all candidates are qualified and meet client-defined requirements. Our team adheres to the same processes for all our clients regardless of public or private sector.

Kavaliro was founded by 4 directors that bring collectively more than 50 years of experience in the Professional Services, Technical Services and Contracting Industries. Throughout our history Kavaliro has had no changes in leadership.

- **Diane Mahony** is our CEO with more than seven years of experience in the technical services and government contracting industries, as well as another eight working in various leadership capacities with Orange County Public Schools as an educator; Mahony brings a diverse professional background and a wealth of knowledge to Kavaliro. Mahony also serves as a board member for the UCF Foundation, a 501(c)(3) nonprofit organization with a mission to encourage, steward and celebrate charitable contributions from alumni and friends to support the University of Central Florida.
- **Mark Moore** is our President and has more than 15 years of experience in professional services and staffing. Serving as Managing Partner for Inc. 500 company, SGIS, for 7 years before it sold. He has transferred his expertise to Kavaliro to help them become an Inc. 5000 company for the past 6 years. He is currently Regional Education Chair for Young Presidents Organization (YPO) Orlando, and an active University of Central Florida Diamond Knight. Mark has also received the Entrepreneurial Alumni Award by the University of Central Florida's College of Business and Administration.
- **John Mahony** is our Managing Partner. John has more than 14 years of experience in the technical services, engineering, telecommunications, information technology, manufacturing and government contracting industries. He is responsible for the operations management, business development, and management of employees and contractors.
- **Bill Peppler** is our COO with more than 15 years of experience in the technology, financial staffing and consulting industries, Peppler is responsible for overseeing staff operations. Before coming to Kavaliro, Peppler worked in the Orlando, Seattle and San Diego markets for Robert Half. He has recruited for Fortune 500 clients such as Microsoft, Amazon.com, Boeing. Bill is a former member of the Board of Directors on the UCF Alumni Association.

All of our executive team are UCF graduates and remain very active in the UCF community.

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

Kavaliro currently employs over 500 IT professionals, management and administrative staff. Kavaliro provides a broad range of staffing services designed to help businesses drive value, control costs and deliver on the promise of a more efficient and productive enterprise. Our value proposition is based on our:

- 19 years of experience in the staffing industry
- Understanding of the labor market, the requirements of complex organizations and the competitive pricing and compensation rates for quality professionals
- Long-standing customer relationships
- Extensive network of qualified professionals
- Recruiting process, which allows us to source, qualify and quickly respond with professionals that meet customer requirements
- Company-wide commitment to quality in all aspects of the business

During the last 6 years we have enjoyed significant growth making the Inc. 5000 seven years in a row. This growth has almost all been organic with the addition of 2 acquisitions as well. We acquired a DC staffing firm in 2013 and in May 2015 acquired a staffing firm in Petaluma, CA. While these acquisitions have provided us with a larger staff and extensive growth our company has had no changes in leadership and we hold strong to our one of a kind culture. Our leadership team all come with vast experience within the staffing industry.

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

A. University of Central Florida College of Medicine

- a. Kavaliro provides IT, Finance, Accounting and administrative staffing support to all departments within the foundation.
- b. Kavaliro has been doing business with the UCF since 2010
- c. **Aaron Spies**
Associate Director, Health IT Strategy and Performance Management
12424 Research Parkway Suite 250
Orlando, FL 32826-3208
P: 407-266-1239
Aaron.Spies@ucf.edu

B. School of Law Barry University

- a. Kavaliro provides IT, Finance, Accounting and administrative staffing support to all departments within the university.
- b. Kavaliro has been doing business with Barry university since 2012
- c. **Jeannette Pena**
Assistant to Dean Leticia Diaz
6441 East Colonial Drive Orlando, FL 32807
P: (321) 206-5607
F: (321) 206-5612
jpena@barry.edu

C. Osceola County

- a. Kavaliro provides IT, Finance, Accounting and administrative staffing support Osceola County
- b. Kavaliro has been doing business with Osceola County since 2020
- c. **Levi Stanislas**

IT Infrastructure Manager
1 Courthouse Square, Kissimmee, FL 34741
P: 407-742-5723
levi.stanislas@osceola.org

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).

We will have a staff of 5 initially assigned to the UCF account, but with over 50 internal recruiters we can add staff as needed. This will include Rafael Restrepo as your one point of contact who will manage the account and the following support staff. Please see Attachment “Kavaliro Team Resumes” to view the credentials of each individual.

1. Rafael Restrepo – Regional Director
2. Bill Pepler – COO
3. Noelle Williams – Director of Recruiting
4. Rebecca White – Area Director
5. Hanna Jaddi – Senior Resource Manager

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.

Kavaliro is currently serving the staffing needs for over 100 mid-market to Fortune 500 companies across the U.S. In direct relation to UCF we have provided staffing services for the University of West Florida, Barry University, Kaiser University, as well as UCF Medical school and the UCF Foundation. While we will certainly be able to fulfill all of UCF needs in the areas of IT and Administrative/Clerical staffing, please see below a list of general types of positions we currently provide.

POSITION TITLE

- | | |
|--|---|
| <ul style="list-style-type: none"> • Application Systems Architect • Applications Engineer • Business Data Analyst • Business Intelligence Specialist • Business Process Consultant • Business Systems Analyst • Computer Aided Design (CAD) Drafter • Content Specialist • Data Security Analyst • Database Administrator • Designer - Web • Enterprise Architect • ERP/CRM Programmer • Financial Systems Analyst • GIS Analyst • Graphical User Interface (GUI) Programmer • Help Desk Support • Interface Designer – Web • Payroll Specialist • IT Project Coordinator • Network Administrator • Network Engineer • Operating Systems Programmer • Process Architect • Project Manager • Software Architect • Software Engineer | <ul style="list-style-type: none"> • Software Quality Assurance Analyst • Systems Administrator • Systems Engineer • Desktop Support • Technical Writer • Test Engineer • Web Applications Developer • Web Designer • Accounting Clerk • Accounts Payable/ Receivable • Billing Specialists • Financial Analyst • Staff Accountant • Project Managers • Business Analyst • HR Specialists • Chief Financial Officer • Credit/ Collections • Bookkeeping • Data Entry • Filling Clerks • Office Administrators • Customer Service • Controller |
|--|---|

If UCF is open to the use of subcontractors Kavaliro has contracts in place with several partners that assist in the procurement of more specialized personnel. All companies Kavaliro subcontracts to are vetted and go through a rigorous compliance review to ensure that Kavaliro is only partnering with companies that all of our clients would approve of.

Kavaliro understands that interruptions in service during customer engagements can result in schedule delays and increased costs for both parties. We have in place a consultant services program that is designed to keep these interruptions to an absolute minimum. The key to this program is making the right match in the first place, and then keeping in touch through frequent, meaningful communications with our consultants and customers throughout the engagement. To provide the highest level of service continuity throughout customer engagements, we stay in touch with customers and consultants throughout the engagement to resolve issues before they become insurmountable. Also we respond quickly when a change is needed. Kavaliro maintains an ongoing, active pipeline of candidates who meet known customer requirements. In those very rare instances when a Kavaliro consultant must be replaced during an engagement, this pipeline is our first stop. Our off-boarding and onboarding process keeps the disruption and knowledge transfer time to a minimum. For time keeping and payroll we offer our employees weekly payroll and our subcontractors net 30 payment terms.

We offer both direct deposit options so they may receive prompt payments. Our back office team works together with our sales/recruiting team to ensure weekly timecards are approved in a timely fashion each week and all consultants are paid on time.

To ensure the quality of staff is assured, Kavaliro applies a strict quality control process called “Zero Defect Facility” to all personnel placements in a customer organization. “Zero Defect Facility” consists of numerous “screening filters” that ensure only the most qualified candidates meet our discriminators and serve our customers. Our Resource Managers strictly adhere to this required process, which includes the following screening filters:

- Verification of Certifications and Accreditations: Kavaliro verifies all certifications and accredited degrees prior to conducting a technical interview with the candidate.
- References Checks: Kavaliro checks at least three references from past supervisors for each candidate.
- In-Person Interviews: Kavaliro interviews each candidate in person.
- Technical Interviews: Kavaliro has employees available to conduct technical screening interviews as necessary.
- Technical Testing: Kavaliro has access to thousands of technical assessment tests and will further qualify candidates using these tests to ensure their résumé accurately represents their skills.

Retention: Kavaliro encourages educational advancement through both technical training and obtainment of advanced degrees. We carry an excellent and diverse benefits package offered optionally in exchange for direct compensation. We have an experienced and professional recruiting staff that has a retention rate of their own of more than 72%.

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?

At Kavaliro we know that effective recruitment and placement is based on a deep understanding of customer needs and on having the operational flexibility to tailor our services and delivery to best meet those needs. We adapt to each customer’s hiring process, and we submit only highly qualified and suitable candidates with the fastest time frame.

The Kavaliro process:

Sourcing to Each Customer’s Needs: We will work closely with UCF’s to gather customer specifications that may include educational and experience requirements, technical skills, business culture, organizational structure and environment. Our recruiters use this information to screen applicants to match each customer’s needs. We then build an active pipeline of professional talent who are pre-screened and qualified to your specifications for Administrative/Clerical and IT positions.

Extensive Talent Community: We identify candidates through our extensive internal talent community and through the Internet/Social Media, user and professional association memberships, word-of-mouth referrals, job boards, cold calling, database mining and technology fairs.

Our system automatically matches and ranks candidates from our internal recruiting database, which includes currently deployed consultants and technical applicants from coast to coast.

Screening Techniques: Screening techniques include in-person and online technical and nontechnical interviews, reference checks and verification of authority to work in the United States. Technical interviews may be conducted by Kavaliro field consultants versed in the skills required. An automated testing tool may also be used to measure skills and experience. Written and verbal communications skills are evaluated during telephone and face-to-face interviews. Upon request, we can also use tools to provide customers with video introductions of candidates before the interview process begins.

Continuous Communication: Kavaliro understands that interruptions in service during customer engagements can result in schedule delays and increased costs for both parties. We have in place a consultant services program that is designed to keep these interruptions to an absolute minimum. The key to this program is making the right match in the first place, and then keeping in touch through frequent, meaningful communications with our consultants and customers throughout the engagement.

To provide the highest level of service continuity throughout customer engagements, we:

- Gather customer requirements that extend beyond the labor category, and help us find the right match for your environment and culture as well as your technical needs. We also capture background information on your environment to share with consultants and shorten the onboarding process. This approach helps with both customer satisfaction and consultant retention which our recruiters maintain at over 72%, nearly unheard of in the staffing industry.
- Stay in touch with customers and consultants throughout the engagement to resolve issues before they become insurmountable.
- Respond quickly when a change is needed. Kavaliro maintains an ongoing, active pipeline of candidates who meet known customer requirements. In those very rare instances when a Kavaliro consultant must be replaced during an engagement, this pipeline is our first stop. Our off-boarding and onboarding process keeps the disruption and knowledge transfer time to a minimum

The Kavaliro staffing approach emphasizes the selection of personnel with multiple skills to meet immediate staffing requirements; permitting us to use a single individual to fulfill multiple functional areas as needed. Cross-utilization ensures our ability to effectively “fill the gaps” on any vacancies that may occur as a result of new or changing task requirement, incorporation of emerging technologies into our architecture, workload surges, personnel deployments, or attrition. We apply first-hand knowledge of each position’s specific requirements to the selection of appropriate labor categories, resulting in a reasonable, realist pricing structure and a staffing plan delineating the correct experience and education base to continue operational support, without interruption. Kavaliro reviews each requirement along with evaluating our understanding of the customer and the changes that are anticipated to occur within the customer’s infrastructure over the next three to five years. We then develop our staffing plan based on those requirements.

2. Describe how urgent requests are handled.

In cases where a resource is needed immediately or within a short time period, the account manager that will be serving UCF will escalate these requests in order to be filled within 24-48 hours, while maintaining the highest level of quality. With the Kavaliro headquarters being in Orlando, we have a vast network of pre-identified candidates that are ready for projects at a moment's notice. In addition, the way Kavaliro serves each customer allows for us to have a deep understanding of each client's environment allowing for increased agility in placing consultants.

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

Kavaliro's primary background screening provider is ZeroChaos. Once a candidate completes our Background Waiver, we will start the background process based on each of our Client's requirements. ZeroChaos offers a variety of components which include the following:

- Civil County Court Report (7 yr or 10 yr)
- Criminal County Report (7 yr or 10 yr)
- Criminal State Report (7 yr or 10 yr)
- Criminal Federal Report (7 yr or 10 yr)
- Criminal International Report
- Criminal Nationwide Database Report
- Credit History Report
- Exclusions Gov't WatchList/OFAC Report
- Health Services Registry (FACIS III, GSA, OIG)
- Motor Vehicle Records (MVR)
- Sex Offender Report
- SSN Verification & Address History Report
- Certification/License Verification
- Education Verification
- Employment Verification
- Reference Check Verification
- Drug Test (7 and 10 Panel)

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

In regard to vetting employees, Kavaliro employs an active sourcing process. Rather than simply posting jobs and waiting for résumés, our Resource Managers actively use all resources at their disposal, including direct sourcing. We train our Resource Managers in direct sourcing techniques, giving them the ability to call directly into organizations that use similar skill sets required by our customers and offer these individuals potentially better opportunities.

Customer / Job Analysis: Kavaliro collects customer specifications that may include educational and experience requirements, technical skills, business culture, organizational structure and environment.

Recruitment: Our system, personnel, and recruiting process is what allows us to assimilate the massive amounts of information that is available on internet databases much faster than most other organizations. Our software allows our Resource Managers to identify a large pool of potential candidates and quickly narrow down the pool of candidates to the best matches for our customer's requirements. Utilizing the features built in our system, our Resource Managers deliver results to our customers on time and on target:

- **Web-Based System:** Our Web-based system allows all of our Resource Managers in each location to interact with our customer requirements and candidates in real time.
- **Social Media:** Kavaliro has invested heavily in both our presence within Social Media outlets and the training of our recruiting staff in all aspects of Social Media. We are convinced that these outlets are the future of recruiting and staff augmentation and we strive to remain at the forefront of this technology. No other firm in our industry of our size can claim to have the presence and internal knowledge of Social Media that Kavaliro possesses.
- **Automated Agents:** Kavaliro sets up agents in the system that continually searches our internal and external databases for candidates with skills that match our customers' most requested skill sets. Once the agent identifies a candidate, his or her résumé is delivered to the Resource Manager's desktop. From there, the Resource Manager can automatically add the candidate to the system with one click.
- **Skills Inventories:** Each candidate has a detailed skills inventory associated with their profile. Our software parses this information directly from candidate résumés into our system. We are then able to match candidate's skills directly with the customer's needs. This saves countless hours versus traditional candidate searching techniques.
- **In order to continually find those "hard to place" candidates** Kavaliro has invested heavily in technology that assists in those searches. In addition to traditional job boards, Kavaliro has created a patented software called Fyre that not only creates extreme efficiency within the day to day recruiting process but also finds the online presence of "passive" candidates through technology websites, groups, etc. If a developer has an online presence, we are able to find those people through Fyre. Kavaliro also encourages all recruiters to join technology user groups and we will sponsor their events from time to time. This allows us intimate access to many candidates that may not be looking or that don't typically post their resume on the traditional job boards. Kavaliro has also invested heavily in LinkedIn's premium search accounts. In today's marketplace almost all professionals have a LinkedIn account. The wealth of candidate access through this premium account is unparalleled. The success that we have had through a no manager contact program is attributed to the close relationships we have with the program management teams at the MSP. We will also reach out if we have questions and treat those resource managers' like they are the hiring manager and ask for their input on the role and what they feel the manager is looking for. This allows us to truly understand the position before sending over candidates.
- **Automated Postings:** If the customer allows, their job requirements are automatically posted to the Internet for potential job seekers with the click of a button.
- **Instant Communication:** Our system is equipped to allow our Resource Managers to do a broad or narrow search and then instantly contact each candidate with a personalized email message. This allows our Resource Managers to contact hundreds of candidates with the touch of a button, saving them hours upon hours in the sourcing process.
- **Patented Proprietary tools:** Kavaliro has direct access to their own Software development in house which allows us to filter through all of the big data to search, find, and retain resources. All of these aspects allow us to successfully and effectively respond to large amounts of job requisitions spanning many different skill sets.

Qualification: Following the initial screening of a candidate our Resource Manager conducts a Skype interview with the candidates. We also conduct any appropriate skills testing at this point (via ProveIT or our SME). If we feel they are a strong candidate after these screenings (and tests), we proceed with a submission adhering to the appropriate submission process for UCF. Our submissions are tailored to a format desired by the customer but typically include the following information: candidate name and resume, availability, Hourly Bill Rate, Desired Salary (if it is a contract to hire or direct hire role), candidate's location, test results (if applicable) and a summary/assessment of the candidate.

Selection: Once the ideal consultant has been selected for a position, we follow a detailed onboarding and compliance process to ensure a smooth transition and adherence to all UCF's policies and regulations.

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

Kavaliro's fill percentage is about 68% for competitive solicitations and on exclusive we fill 100% on positions. Lead time from offer to work start is one to two weeks depending on need of 2 week notice to a candidates current employer. We also have a proactive recruiting model where each recruiting member is conducting searches for non active candidates so we always have the right talent when our clients seek our help.

APPENDIX I
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS

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

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

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

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

Company: Kavaliro Authorized Representative's Name: Rafael Restrepo

Authorized Representative's Signature: Rafael Restrepo Date: 1/12/2022

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, Kavaliro 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: A.B Closing DBA Kavaliro

Authorized Representative's Name: Rafael Restrepo

Authorized Representative's Signature: *Rafael Restrepo*

Date: 1/12/2022

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: Kavaliro

Authorized Representative's Name: Rafael Restrepo

Authorized Representative's Signature: *Rafael Restrepo*

Date: 1/12/2022



UNIVERSITY OF CENTRAL FLORIDA

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

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA

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

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I ADDENDUM DATE: December 15, 2021

Purpose of this addendum is to:

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

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

Rafael Restrepo

PROPOSERS SIGNATURE

Rafael Restrepo

PRINT OR TYPE PROPOSER'S NAME

A.B Closing DBA Kavaliro

COMPANY NAME

rrestrepo@kavaliro.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.

Rafael Restrepo

PROPOSERS SIGNATURE

Rafael Restrepo

PRINT OR TYPE PROPOSER'S NAME

A.B Closing DBA Kavaliro

COMPANY NAME

rrestrepo@kavaliro.com

EMAIL ADDRESS