



# TEMPORARY LABOR SERVICES

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

**PREPARED FOR:**  
**UNIVERSITY OF CENTRAL FLORIDA (UCF)**

**Submitted via UCF's Bonfire  
Web Portal to:**

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

**ATTN:** Trinh Nguyen  
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**Submitted by:**

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2324 West Joppa Road, Suite 330  
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**Authorized Negotiator & Binder for  
Sigman & Summerfield Associates, Inc.:**

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CAGE CODE: 1RWT5; DUNS: 611246497; TIN: 52-1371301

**JANUARY 27, 2022 AT 2:00 PM EST.**

## TRANSMITTAL LETTER

**Submitted via:** University of Central Florida (UCF)'s Bonfire Web Portal

January 27, 2022

**Attn:** Ms. Trinh Nguyen  
University of Central Florida  
Procurement Services Department  
124 Research Parkway, Suite 300  
Orlando, FL 32816-0975

**Subject:** Submission Response to the University of Central Florida's Invitation to Negotiate (ITN) Number 2021-03TCSA for Temporary Labor Services.

**Include:** UCF's ITN is provided as a separate file upload and it includes the following completed, signed and dated sections: Acknowledgement Form, Appendix I, II and III.

Dear Ms. Nguyen:

The University of Central Florida will find in Sigman & Summerfield Associates, Inc. (SSA) a partner that understands the administrative and financial staffing needs of a large college.

SSA is a DBE/MBE/WBE (MDOT: 08-398; TIN: 52-1371301; SBR#12-302-04) and has been providing information systems, financial and administrative resources to local, state, and federal agencies and to commercial clients since 1983. SSA has established itself as a market leader in recruiting solutions for clients throughout the country.

Since 2005, SSA has been a prime contractor for the Baltimore City Public School System. In 2008, we became a prime contractor for the Baltimore County Public School System. In 2014, we became a prime information technology (IT) contractor for both the Montgomery County (Maryland), Public Schools and the Cleveland Metropolitan School District. In 2018, the University of Maryland, Baltimore Campus, contracted with SSA to provide the college with financial, administrative and IT personnel. In 2019 Nashville/Davidson County Government awarded SSA the contract to supply temporary IT and administrative staffing services to all of its agencies including Metropolitan Nashville Public Schools.

SSA appreciates the opportunity to bid on ITN No. 2021-03TCSA for Temporary Labor Services. We have received, reviewed, and acknowledge the complete solicitation and we unconditionally agree to the terms and conditions as set out in the solicitation documents including, but not limited to, the General Conditions and Certifications of Compliance.

SSA carries general, professional, cyber liability, automobile liability and workers compensation coverages in amounts equal to or greater than those amounts specified in the ITN. SSA is

*Sigman & Summerfield Associates, Inc.*  
(SSA)

**DUNS:** 611246497; **Cage Code:** 1RWT5  
**FEIN:** 52-1371301

**Corporate Office**

2324 West Joppa Road, Suite 330  
Lutherville, Maryland 21093  
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**Authorized Negotiator and Official**  
**Authorized to bind Sigman & Summerfield**  
**Associates, Inc.**

Carol Summerfield, President  
Ph.: 410.828.0777; Fx.: 410.828.0958  
csummerfield@sigsum.com

**Over 38 years** providing recruitment,  
placement, and payroll services

prepared to provide the University of Central Florida with Certificates of Insurance naming it as an additional insured and to furnish updated certificates as requested from time to time. Should any policy of insurance be terminated or should policy limits change, SSA agrees to obtain replacement with similar coverages as set forth in the ITN.

SSA acknowledges that any portion of the proposal that identified as proprietary or confidential is not proprietary or confidential. SSA has no proprietary or confidential information included with our submittal. We do not intend to subcontract any portion of this Proposal. We certify that all the information provided in the proposal response is accurate and to the best of our knowledge. Our proposal prices shall remain in effect for 120 days after the award date.

The undersigned is the owner and the President of SSA, a Maryland company duly licensed to transact business in the State of Florida. (Refer to Appendix A). We are in good standing with all governmental agencies and taxing authorities. As President, I am authorized and designated to negotiate contracts and to bind the company thereto. We are located at 2324 West Joppa Road, Suite 330, Lutherville, MD 21093, phone: (410) 828-0777, fax: (410) 828-0958 and email address: csummerfield@sigsum.com.

If afforded the opportunity, I know that SSA will provide quality personnel and timely support services to the University of Central Florida. Should additional information be required, please feel free to contact me at your convenience.

Sincerely,

Sigman & Summerfield Associates, Inc.

*Carol Summerfield*

Carol Summerfield, President

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## 1.0 SECTION A: EXPERIENCE AND QUALIFICATIONS OF OFFEROR

### 1.1 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.

Sigman & Summerfield Associates, Inc. (SSA), a certified women-owned company, has been providing staffing solutions to our private and public sector clients for over 38 years, offering temporary, permanent placement and contract opportunities.

<b>Sigman &amp; Summerfield Associates, Inc. (SSA)</b>
<ul style="list-style-type: none"> <li>• <b>Over 38 years</b> providing recruitment, placement, and payroll services to private and public sector clients</li> <li>• <b>Longstanding partnerships</b> with similar clients and requirements as the University of Central Florida.</li> <li>• Offering <b>temporary staffing</b>, temporary to permanent placement, professional services contingent labor.</li> </ul>
<b><a href="http://www.sigsum.com">www.sigsum.com</a></b>

We address the staffing needs of our clients to solve business problems through the application of technology. We use industry experienced professionals to provide services in areas outlined in **Table 1**.

**Table 1: Service Areas. SSA use industry experienced professionals to work with our customers as we address their respective staffing needs**

<b>Applications Support</b>	<b>Technical Support</b>
We provide applications support services in a wide range of programming languages and application development tools. We provide highly qualified candidates in application development, web design and architecture, as well as documentation, maintenance, training, and quality assurance.	Our technical support services include a broad spectrum of operating system environments. We support helpdesk, systems administration, telecommunications, security, network design, and management issues. Database management support encompasses an extensive network of Oracle, SQL Server, DB2 data administration, data modeling, and DBA personnel.
<b>IT Management</b>	<b>Administrative</b>
Quality project management and director level personnel provide our clients with exceptional leadership to ensure that projects move forward with a vision toward business goals.	Experience in administrative, procurement and accounting as well as HR placement rounds out our reputation of quality staffing solutions. Our goal is to provide you with the best possible personnel to enhance and support your business needs.

Our underlying principle is based on *people helping people*. We make the extra effort to ensure that the personal goals and technical skills of our candidates match our client’s environment as well as their technical needs. This provides a win-win situation where both the client and the employee enjoy long-term successful relationships. The growth and performance of our clients and candidates is our first and foremost concern.

Sigman & Summerfield has been highly successful in staffing positions in the educational field. Since 2005, we have specialized in working with student information, financial and human resources systems. We work with schools to provide high quality network, desktop, helpdesk, application development and security resources as well as project management.

### 1.2 Company Overview and History. Describe the organization of your company that includes the organizational structure.

Sigman & Summerfield Associates, Inc. (SSA), established in 1983, has almost 40 years of experience providing IT professionals for commercial, local, state, and federal clients.

Since 2005, SSA has a very successful record of delivering IT staffing solutions to K12 school districts. Our management team and senior consultants bring many years of K-12 centric experience to provide the best talent within the budgets of the school system. We intimately understand how school systems function and have a strong appreciation for the role that each department plays to support academic achievement and efficiency within the educational environment.

Our staff is comprised of IT placement specialists who have an average of 20 years of tenure working at SSA. With virtually no turnover, our clients are assured of working with the same recruiters who understand their business requirements and have a in-depth knowledge of the candidates with whom they work.

We have in-place an automated resume retrieval system with more than 70,000 resumes of candidates we have obtained from ads, job fairs, the Internet, networking, and referrals. Using our retrieval system and recruiting network, fit the most qualified candidates with their “perfect job.” Each client gets the benefit of our entire recruiting staff rather than just one recruiter and we continually strive to ensure that our staff remains knowledgeable and up to date regarding the needs of our clients. We take pride in our record of hires to interview ratio.

Our ability to provide qualified technical professionals, when and where needed, manage our placements, on-boarding, off-boarding, maintaining open communication, and solid analytics has ensured a superior customer service focus and has resulted in a long-standing business relationship with our clients.

**Table 2: Partial list of SSA's long-standing clients, demonstrating our desire and ability to provide outstanding resources at reasonable cost**

<b>BALTIMORE CITY PUBLIC SCHOOLS</b> • 200 E. North Ave., Baltimore, MD 21202	2005 - Present	Providing IT, administrative, human resources, and financial resources in Maryland.
<b>BALTIMORE COUNTY PUBLIC SCHOOLS</b> • 9611 Pulaski Park Dr., Middle River, MD 21220	2008 - Present	Providing IT and administrative temporary staffing in Maryland.
<b>CLEVELAND METROPOLITAN SCHOOL DISTRICT</b> • 1349 East 79 <sup>th</sup> Str, Cleveland, OH 44103	2014 - Present	Providing IT resources in Ohio.
<b>MONTGOMERY COUNTY PUBLIC SCHOOL SYSTEM</b> • 45 West Gude Dr., Rockville, MD 20850	2014 - Present	Providing IT resources in Maryland.
<b>UNIVERSITY OF MARYLAND, Baltimore</b> • 620 W. Lexington St., Baltimore, MD 21201	2018 - present	Providing IT and administrative resources in Maryland.
<b>NASHVILLE/DAVIDSON COUNTY GOVERNMENT</b> • 730 Second Avenue South, Suite 112, Nashville, Tennessee, 37219	2019 - Present	Providing IT consultants in Nashville, Tennessee

SSA has consistently demonstrated its ability to place highly qualified personnel in every position requested of us.

<b>SSA HAS BUILT A REPUTATION OF PROFESSIONALISM AND FAIRNESS.</b>	
We work hard and diligently to:	
• Provide each client with highly qualified candidates	• Provide each candidate with the best possible assignment.
By taking care to match each candidate with their assignment, we have achieved great success in turning many of our contractors into permanent employees of our clients.	

Please see SSA’s organization chart in **Section 1.5** of this submittal.

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

SSA is a small, financially stable women-owned company. We can best describe our industry track record and ability to provide temporary labor services to meet the needs of the University of Central Florida by providing references from our current contracts in **Section 1.4** of our submittal. Please see **Table 3** for a summary of our current contracts with educational institutions.

**Table 3. Summary of Current Education Institution Contracts**

EDUCATIONAL INSTITUTION IT AND ADMINISTRATIVE STAFFING EXPERIENCE
<ul style="list-style-type: none"> <li>• <b>Baltimore City Public Schools</b> – Over 16 years’ experience providing IT staffing to include project management, application development, network engineering, business intelligence, help desk support, administrative, financial analysts, accounting, and HR for BCPSS.</li> <li>• <b>Baltimore County Public Schools</b> – Over 14 years’ experience providing IT staffing services including data warehousing, application development, systems architecture, project management and business intelligence development for BCPS.</li> <li>• <b>Cleveland Metropolitan District Schools</b> – Over 7 years’ experience providing IT staffing services including project management, network engineering, application development, business intelligence reporting.</li> <li>• <b>University of Maryland (UM) Baltimore Campus</b> – In 2018, UM Baltimore contracted SSA to provide administrative staff and IT personnel.</li> <li>• <b>Nashville Metro Public Schools</b> – In 2019, MNPS contracted with SSA to provide IT staffing services</li> </ul>

SSA is, and has always been, a financially stable company. We have weathered economic downturns in 2000, 2008, and more recently, the 2020 pandemic. We have no outstanding debt of any kind and are current in all financial obligations. We pride ourselves in paying our contractors and vendors on time every time for from our inception. Although we remain financially sound, SSA has immediate access through our bank to substantial lines of credit as needed.

We are a member of Dunn and Bradstreet and our # is: 611246497

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

SSA provides the following three accounts with similar needs as the University of Central Florida as outlined in the ITN. Reference #1 Baltimore City Public Schools (**Table 4**), Reference #2 Baltimore County Public Schools (**Table 5**), Reference #3 Cleveland Metropolitan School District (**Table 6**)

**Table 4. Baltimore City Public Schools Account**

Sigman & Summerfield Associates, Inc.	Baltimore City Public Schools
<b>Basic Contract Information</b>	
<b>1) Customer/Client</b>	<b>Name:</b> Baltimore City Public Schools System (BCPSS) <b>Address:</b> 200 East North Avenue, Baltimore, MD 21202
<b>2) Period of Performance</b>	2005 to Present
<b>Points of Contact</b>	
<b>3) Contact Information</b>	<b>Name:</b> Annand Subbiah, Director of Application Support <b>Address:</b> 200 East North Ave., Baltimore, MD 21202 <b>Email:</b> asubbiah@bcps.k12.md.us <b>Phone:</b> 443.984.1210

Sigman & Summerfield Associates, Inc.	Baltimore City Public Schools
	<p><b>Name:</b> Elvis Teah, Director of Security and Network  <b>Address:</b> 200 East North Ave., Baltimore, MD 21202  <b>Email:</b> ekteah@bcps.k12.md.us  <b>Phone:</b> 443.984.1893</p>
	<p><b>Name:</b> Michael Rading, Director of Customer Care  <b>Address:</b> 200 East North Ave., Baltimore, MD 21202  <b>Email:</b> mrading@bcps.k12.md.us  <b>Phone:</b> 443.642.4344</p>

Description of the services provided

**4) Contract Relevancy, Rationale**

As a prime contractor for Baltimore City Public Schools, Sigman & Summerfield Associates, Inc. has over 16 years of experience providing IT staffing to include project management, application development, network engineering, business intelligence support for several important Baltimore City Public School projects and positions. For example:

For the Race to the Top Project SSA provided a qualified and experienced Project Manager to manage the Oracle Professional Growth Analytics and other Oracle applications. We also provide Oracle BI developers and C#.Net Developers.

SSA's resource provided Enterprise VoIP systems subject matter expertise. Created router configuration templates. Assisted in centralization of 50+ sites for design upgrades and call-flow changes. Completed CUCM (8.6) builds and router (ISR 2821) configurations for nonconventional designs. Prepared Engineering packages and call-flow diagrams for non-conventional store designs. Provided day one support after VoIP migrations and site centralization. Assisted in the organization of data for VoIP server monitoring. Prepared, reviewed, and validated data for phone migrations. Worked in a team to prepare configurations for ISR3900 series routers. Constructed dial-peers for ISR and VG configurations. Configured ISR 3900 series routers using IOS 15.3M3. Deployed Cisco 3900, 8860, and 8830 series phones. Worked in a team to help deploy CUCDM for regional and remote sites. Resolved tickets for inbound/outbound calls to VoIP and Analog device. Worked as an escalation point for high priority issues in the voice environment. Created CUCM and CUC configuration for new sites. Planned and recommended system architecture for VoIP, Unified Communications and Unified Messaging. Deployed CUCM 9.1.2, Unity Connection 9.x and UCCX 9.x on UCS C-Series servers. Configured and deployed Cisco 2900 and 3900 series voice gateways at the remote sites to support of SRST. Upgraded firmware on various models of Cisco IP phones. Configured and integrated Unity Connection. Designed and configured SIP and H323 Voice gateways on Cisco ISR 2900 and 3900 series routers to connect the PSTN via PRI. Responsible for Cisco Call Manager, Unity, and UCCX in a large corporate environment. Tested VoIP settings, performed bug scrubs, voice traces and gateway debugs to determine voice routing issues. Administered and configured Unity Connection, Cisco Emergency Responder, and Cisco UCCX. Administration and configuration of Cisco Unity subscribers, call handlers, auto attendants, and directory handlers. Migrated from Avaya PBXs at the remote sites to Cisco voice gateways (configured for SRST) and IP phones to provide an end-to-end IP telephony environment.

Working with the Application Service Department during the BCPSS' Human Capital and Financial Oracle E-Business Suite (EBS) application implementation SSA provided ERP developers with extensive Oracle and OAF skills that are experienced and qualified in implementing and integrating the Oracle EBS applications. This department ensures availability of instructional and business data systems, responds to requests, maintains systems, and develops new applications in support of district priorities; manages and develops data systems for student information, fiscal management, human resource management, food and nutrition, and transportation.

On the project to develop applications for student support and special education, SSA provides a team of .Net Developers to perform software engineering tasks including all aspects of development, testing, implementation, and documentation. Development of corporate workflow applications in support of Business Process Management (BPM). Development of SharePoint solutions to support collaboration website customization. These resources are using C#, ASP.Net, T-SQL, and BI reporting tools such as SSRS and SSIS.

On the Systems Security and Implementation Project of the Infrastructure Services Department, SSA provides several contractors to maintain security of the school's systems. The Infrastructure Services Department provides network connectivity in all district schools and other facilities, including technical support for the district's wide and local area networks, data cabling and wiring, and telecommunication; monitors and maintains the district's Internet connectivity, business and disaster recovery sites, and the district's data centers and server farm.



Sigman & Summerfield Associates, Inc.	Baltimore City Public Schools
For the Chief Financial Officer's Department, SSA has placed accounting clerks, financial analysts, administrative personnel, grant administrators, executive administrative assistants, and miscellaneous office personnel.	

**Table 5. Baltimore County Public Schools Account**

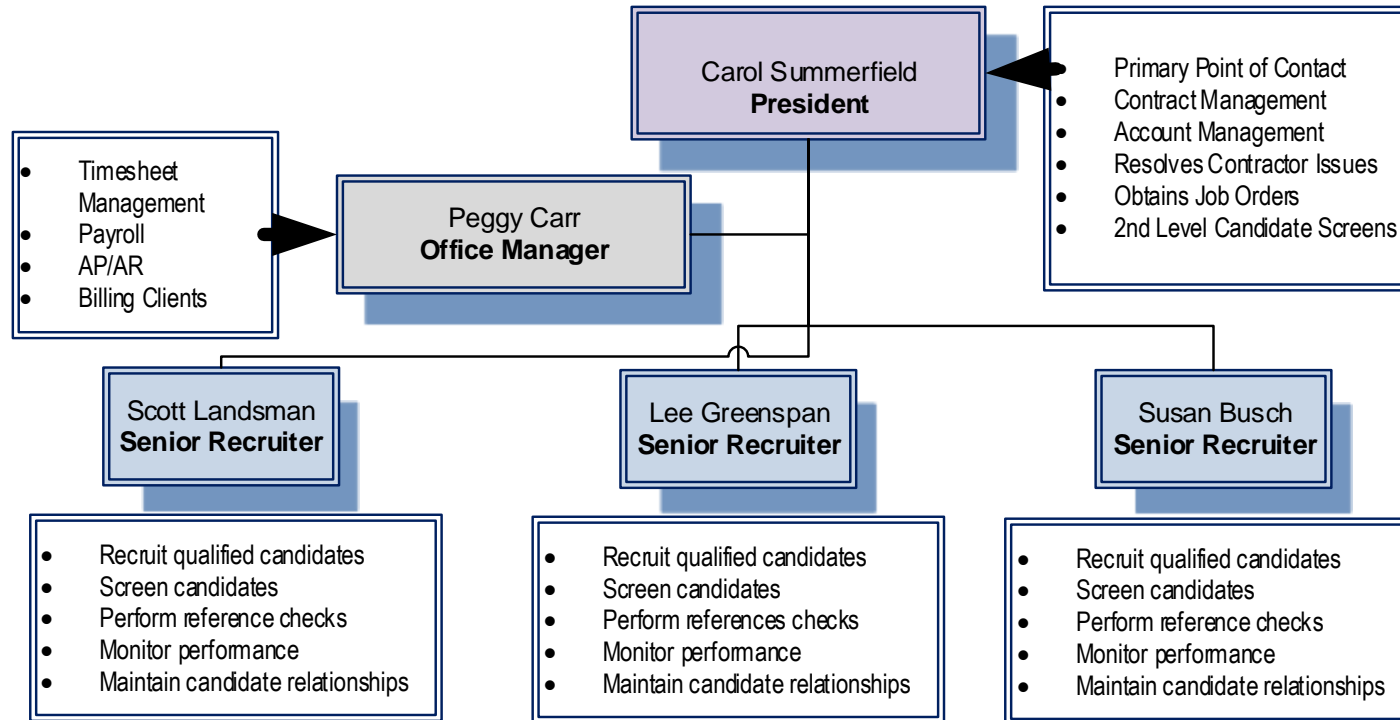
Sigman & Summerfield Associates, Inc.	Baltimore County Public Schools
<b>Basic Contract Information</b>	
<b>1) Customer/ Client</b>	<b>Name:</b> Baltimore County Public Schools (BCPS) <b>Address:</b> 6901 Charles Street, Towson, Maryland 21204
<b>2) Period of Performance</b>	2008 to Present
<b>Points of Contact</b>	
<b>3) Contact Information</b>	<b>Name:</b> Vicki Sappe, Data Warehouse Coordinator <b>Address:</b> 6901 Charles Street, Towson, MD 21204 <b>Email:</b> vsappe@bcps.org <b>Phone:</b> 443.809.0319
	<b>Name:</b> Jodi Obenstine, Director of Network Support <b>Address:</b> 600 Stemmers Run Rd., Essex, MD. 21221 <b>Email:</b> jobenstine@bcps.org <b>Phone:</b> 443.809.9682
	<b>Name:</b> Michelle Wagner, Solutions Development and Systems Management <b>Address:</b> 8611 Pulaski Park Drive, Baltimore, MD 21221 <b>Email:</b> mwagner2@bcps.org <b>Phone:</b> 443.809.9137
<b>Description of the services provided</b>	
<b>4) Contract Relevancy, Rationale</b>	
<p>As a prime contractor for Baltimore County Public Schools, Sigman &amp; Summerfield Associates, Inc. has consistently demonstrated our ability to place highly qualified personnel in each position assigned to us. Our consultants have proved to be valuable assets as demonstrated by their long-term contracts and in many cases being hired as full-time employees within the School System when those opportunities arise.</p> <p>We have successfully placed a variety of highly skilled positions including Project Managers, Business Analysts, Data Base Developers, Data Base Administrators, .Net Application Developers, VB.Net Web Developers, Business Intelligence Reporting Analyst/Developer, MS Exchange Engineer, Enterprise Systems Engineer, System Architect, Applications Developer (C#.NET), SQL Server DBA, IT Business Systems Analyst, Quality Assurance, Data Warehouse Developer, Web Developer as well as SharePoint Developers.</p> <p>SSA has placed eighteen (18) help desk and desk top support technicians throughout Baltimore County Public Schools.</p> <p>Many of our contractors have been such valuable assets that they continue to work on contract and have been placed onto new projects.</p>	

**Table 6. Cleveland Metropolitan School District Account**

Sigman & Summerfield Associates, Inc.	Cleveland Metropolitan School District
<b>Basic Contract Information</b>	
<b>1) Customer/Client</b>	<b>Name:</b> Cleveland Metropolitan School District <b>Address:</b> 1111 Superior Avenue E., Suite 1800, Cleveland, Ohio 44114
<b>2) Period of Performance</b>	2014 to Present
<b>Points of Contact</b>	
<b>3) Contact Information</b>	<b>Name:</b> Curtis Timmons, Assistant CIO

Sigman & Summerfield Associates, Inc.	Cleveland Metropolitan School District
	<p><b>Address:</b> 1349 E. 79<sup>th</sup> Street, 3<sup>rd</sup> Floor, Cleveland, OH 44103  <b>Email:</b> Curtis.timmons@clevelandmetroschools.org  <b>Phone:</b> 216.838.0485</p> <p><b>Name:</b> LaQuine Sims, Manager of Applications  <b>Address:</b> 1349 E. 79<sup>th</sup> Street, 3<sup>rd</sup> Floor, Cleveland, OH 44103  <b>Email:</b> laquine.sims@clevelandmetroschools.org  <b>Phone:</b> 216.838.1991</p>
Description of the services provided	
<b>4) Contract Relevancy, Rationale</b>	
<p>Sigman &amp; Summerfield Associates, Inc. has over 7 years of experience providing IT staffing to include project management, network engineering, application development, business intelligence reporting support to Cleveland Metropolitan District Schools. Below we elaborate on two of the projects SSA supported with resources.</p> <p>For the Data Warehouse, DB Migration, Security and WorkDay Implementation Project SSA provided qualified and experienced resources that created the student data mart, build power Business Intelligence (BI) dashboards, migrate Oracle to SQL server, migrate transcripts data from VAX to SQL server, and established enterprise-wide roles/security for the WorkDay implementation project.</p> <p>For the Insight Project, SSA's resources on this project developed and employed Microsoft SharePoint 2016 solutions. These resources are completing the SharePoint intranet site for CMSD. They are developing custom web port and configuring custom web services along with SharePoint security and Power BI.</p> <p>SSA's resource lead the implementation of a new VoIP and WAN for the Cleveland School District, in Cleveland Ohio. Provided direction to subordinates and members of senior management on all aspects involving VOIP Implementations. Managed Vendors and Sub-Contractors provisioning, configuring, and installing 6500 + VOIP phones across 107 locations. Developed and implemented processes to streamline the VOIP implementation. Provided timely reports to senior management on the progress and status of ongoing projects. Maintain accurate documentation of large-scale IT implementations. Approved engineering designs, and implementation plans on large scale IT projects related to the IT Infrastructure. Managed and resolved user issues that evolve over the life of the project. Managed assets of both hardware and human resources to ensure project success and deliverability. Organized training sessions that provide hands on opportunity timely to the installation of new technology.</p>	

**1.5. Provide an organizational structure chart identifying key personnel and their responsibilities**



**Figure 1 Organization Structure** *with Titles, Functions, Roles, Responsibilities and Reporting Relationships*

## 2.0 SECTION B: PROJECT STAFF QUALIFICATIONS/ EXPERIENCE

### 2.1 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).

SSA has four (4) highly experienced senior recruiters, a dedicated Administrative/Office Manager and support staff. We are confident that we can source, place, and manage the temporary labor required by the University of Central Florida specified in the ITN. We provide in this section the resumes of Carol Summerfield, President of SSA (**Table 7**), Peggy Carr, Administrative/ Office Manager (**Table 8**), Scott Landsman, Senior Recruiter/Business Development (**Table 9**), Lee Greenspan, Senior Recruiter (**Table 10**) and Susan Busch, Senior Recruiter (**Table 11**).

**Table 7. President - Carol Summerfield**

Position #1: President		CAROL SUMMERFIELD
a) Years of Experience	Ms. Summerfield brings 38 years' experience in strong people-oriented recruitment talent as well as strong business acumen to build Sigman & Summerfield into a leader of IT Staffing Service.	
b) Education	<ul style="list-style-type: none"> <li>Bachelor's Degree in education, University of Maryland</li> <li>Vocational Counseling, Towson State University</li> </ul>	
c) Relevant Work Experience		
Sigman & Summerfield Associates, Inc., .....		1983 to Present
President .....		2003 to Present
Carol Summerfield, the president of Sigman & Summerfield Associates, Inc has the overall accountability. Carol will be responsible for providing a quarterly review, scheduling monthly meetings to review performance and satisfaction with our firm's success. She will also question the appropriate account representatives on any concerns or suggestions for improvement that they might offer.		
President .....		1984 to present
Data Processing Institute, Placement Officer/ Director of Placement Services .....		1973 to 1983
Tidewater Technical Services Company of Townson, Recruiter (Engineering) .....		1972 to 1973
Prince Georges' Public Schools, Teacher .....		1970 to 1972

**Table 8. Administrative Assistant/ Office Manager - Peggy Carr**

Position #2: Office Manager		PEGGY CARR
a) Role	Responsible for payroll, accounts receivable and payable as well as recruiting and screening administrative personnel.	
b) Years of Experience	Over 30 years of Administrative and Office Management experience.	
c) Education	<ul style="list-style-type: none"> <li>Graduate Eastern Vocational Technical High School</li> </ul>	
d) Relevant Work Experience		
Sigman & Summerfield Associates, Inc., Office Manager .....		1987 to Present
Ms. Carr is responsible for day-to-day correspondence, resume and bid preparation as well as billing and collections. She is the go-to person for all administrative issues and assists the recruiters with testing and placement of administrative jobs.		
Catalyst Research Corporation, Administrative Assistant .....		1987

**Table 9. Senior Recruiter/ Business Development - Scott Landsman**

Position #4: Senior Recruiter		SCOTT LANDSMAN
a) Role	Responsible for recruiting, screening, interviewing, and selecting qualified applicants for positions, business development and candidate/client management.	
b) Years of Experience	Over 14 years in technical recruiting, sales, management, and personnel administration experience.	
c) Education	<ul style="list-style-type: none"> <li>B.S. in Mass Communications and Marketing, Towson University. 2000</li> </ul>	

<b>Position #4: Senior Recruiter</b>	<b>SCOTT LANDSMAN</b>
<b>d) Relevant Work Experience</b>	
<p><b>Sigman &amp; Summerfield, Inc., Senior Recruiter / Business Development .....2006 to Present</b>            Responsible for recruiting, screening, interviewing, and selecting qualified applicants for positions in an IT environment. Use search engines, job boards, social networking, user groups and trade shows to gain access to new applicants and potential clients. Establish and maintain a close working relationship with employees and clients to include directors, program managers and executive level managers. Oversee the recruiting plan through the complete hiring process. Brief all candidates after each step of the interview, offer and acceptance process.</p> <p><b>SmartAutoWarranty.com, Sr. Account Manager .....2004 to 2006</b>            Responsible for nationwide auto warranty sales utilizing leads originated through multiple on-line vehicles, including email, chat engines and search engines. Also responsible for closing direct call leads, educate the consumer on features and benefits of a warranty and auto inspections. Ensure the prescribed sales process is followed from Discovery, Quality, Package, Propose, Negotiate and Close. Self-starter with strong organizational skills.</p> <p><b>TheLoanPage.com, Inc., Sr. Sales Executive .....2003 to 2004</b>            Sold internet generated mortgage leads to shop owners, managers, individual loan officers and wholesale vendors. Used web-based marketing as well as Dunn &amp; Bradstreet tools to acquire new business. Individually exceeded the annual sales goal of \$1 million by 20% within the first eleven months. In year two, sold 190% of the \$1 million goal. Proficient in targeting and securing major accounts, outselling the competition, and strengthening key account relationships in intensely competitive markets, increased per lead profit margins by selling demographic based features. Expert in building top-producing relationships with key customers and internal/external business partners. In order to promote new business, I relied heavily on my professionalism, honesty and integrity.</p> <p><b>Dennis Advertising Inc., Training Director.....1999 to 2003</b>            Used an interactive approach to train employees in computer-aided sales. Cold call residentially and commercially for associations nationwide. Created and edited training programs for different campaigns. Educated new executive about rules and policies. Taught effective sales techniques to new and promoted sales executives. Conducted residual training classes for executives needing support. Note hiring and turnover trends for the sales department. Created new and effective sales pitches. Researched competitive market trends.</p>	

**Table 10. Senior Recruiter - Lee Greenspan**

<b>Position #5: Senior Recruiter</b>	<b>LEE GREENSPAN</b>
<b>a) Role</b>	Customer service oriented professional with experience in a variety of human resources functions. Responsible for professional and high-tech recruitment using various sourcing techniques for cost effective management and personnel administration. As well as the establishment and implementation of personnel procedures for optimum efficiency. Other duties include reviewing applications and credentials for pre-employment, conducting career counseling, manpower planning and attending local, regional, and out-of-state job fairs. Full understanding of human resources policies and regulations with sensitivity to employee confidentiality.
<b>b) Years of Experience</b>	Over ten years of experience in technical recruiting, sales management, and personnel administration in both government and commercial environments. His years of experience provide him with an extensive working knowledge in areas of staffing, equal employment opportunity (EEO), affirmative action, compensation, and benefits.
<b>c) Education</b>	<ul style="list-style-type: none"> <li>• M.S. in Human Resource Development. Towson University. 2013</li> <li>• B.S. in Business Management. Towson University. 1998</li> </ul>
<b>d) Other Qualifications and Certifications</b>	<ul style="list-style-type: none"> <li>• Certified Staffing Professional (C.S.P)</li> </ul>
<b>e) Relevant Work Experience</b>	
<p><b>Sigman &amp; Summerfield, Inc., Senior Recruiter .....2021 to Present</b>            Responsible for the development of sales and recruitment in the Information Technology (IT) environment to include permanent and consulting assignments. Managed the consulting side of the business. Liaison between SSA employees and clients. Determined hourly rates and billing rates to clients. Recruited, interviewed, and selected qualified professional applicants for positions in the IT environments. Established and maintained close working relationships with employees and clients to include executive level managers, directors, and program managers. Accountable for the quality of client relationships as well as</p>	

<b>Position #5: Senior Recruiter</b>	<b>LEE GREENSPAN</b>
<p>relationships with our employees, used a variety of techniques for sourcing such as, web based recruiting, referrals, networking, job fairs and local and national advertising. Oversaw the recruiting plan through the complete hiring process.</p> <p>As Facility Security Officer (FSO) responsible for all necessary Department of Defense (DoD) documentation for security clearances for employees assigned to cleared facilities. Experienced with NISPOM, JPAS and all other security related functions.</p> <p><b>All-Pro Placement Services, Inc. Senior Recruiter</b>.....<b>2017 to 2021</b>          Provided personalized and expert customer service. Worked directly with clients and candidates to successfully match qualified candidates with qualified clients. Responsible for the sourcing of passive and active candidates while utilizing such sources as web-based recruiting, referrals, networking, and job fairs. Oversaw the employment process from start to finish. This included the posting of jobs online, phone screens, onsite interviews, pre-employment skills testing, reference verification, the job offer, and the onboarding of new hires.</p> <p><b>The Chimes Inc., Recruiter</b> .....<b>2016 to 2017</b>          Oversaw the employment process from start to finish. This included posting jobs online, phone screens, pre-employment skills testing, reference verifications, the job offer and the onboarding of new hires. Consistently recognized for meeting and exceeding hiring and retention goals and time to fill goals for exempt and non-exempt positions.</p>	

**Table 11. Senior Recruiter - Susan Busch**

<b>Position #3: Senior Recruiter</b>	<b>SUSAN BUSCH</b>
<b>a) Role</b>	Responsible for recruiting, screening, interviewing, and selecting qualified applicants for positions, business development and candidate/client management.
<b>b) Years of Experience</b>	Over 24 years of professional technical recruiting experience focusing on information technology, engineering, sales, marketing, and senior executive positions with both small and large corporations.
<b>c) Education</b>	<ul style="list-style-type: none"> <li>• A.A. in Information Technology. Community College of Baltimore County. 1984</li> </ul>
<b>d) Relevant Work Experience</b>	
<p><b>Sigman &amp; Summerfield Associates, Inc., Senior Technical Recruiter</b> .....<b>1997 to Present</b>          Ms. Busch has an exemplary record in placing Information System and Healthcare positions. Her responsibilities include:</p> <ul style="list-style-type: none"> <li>• Recruiting qualified candidates with extensive use of paperless system, utilizing &amp; PeopleSoft.</li> <li>• Recruiting high caliber individuals into important banking positions.</li> <li>• Establish effective relationships with hiring managers by setting expectations for the hiring process and clarifying job requirements.</li> <li>• Educate all clients and stakeholders regarding their responsibilities in the hiring process.</li> <li>• Extend and secure offers and partner with Employment Processors to coordinate new hire on-boarding.</li> <li>• Perform in a high-volume recruitment environment.</li> <li>• Consistently filled numerous requisitions per month within defined time-to-fill and quality of hire standards.</li> <li>• Candidate sourcing activities; maintain pipeline of candidates for future openings.</li> <li>• Evaluate candidates efficiently and accurately against minimum position.</li> <li>• Full life cycle technical recruiting of candidates with security clearances (TS, TS/SCI).</li> <li>• Utilize behavioral interviewing techniques to evaluate candidate competency in the skills necessary for the job.</li> <li>• Proficiency with multiple technologies in the recruitment process, including PeopleSoft &amp; system and Microsoft Office applications, for sourcing, screening, assessing, selecting, pre-boarding and on-boarding.</li> <li>• Demonstrated a proven ability to achieve credibility with hiring managers and influence selection decisions.</li> </ul> <p><b>Area of Expertise:</b> Dynamic ingenuity, networking, entrepreneurial, leadership, high-spirited, motivated management style with the ability to cultivate relationships and foster market growth. A proven track record in talent acquisition with excellent prospecting and strong closing skills. Twenty-four years of demonstrated business-to-business and diverse recruiting concepts, successful specialized Staffing, Recruiting, Human Resource and consulting experience. Results driven problem solver with in-depth experience in outside, inside sales, marketing, and division structuring at regional and national levels.</p> <ul style="list-style-type: none"> <li>• Superior negotiation skills.</li> <li>• Possess a strong sense-of-purpose and hold to the highest degrees of ethics, honesty, and integrity. Adaptable and flexible - can perform as a team member or team leader. Capable of handling day-to-day tasks with great competency, without losing sight of the objectives and the overall vision.</li> <li>• Consistently deliver high levels of productivity through a creative and thoughtful approach to the work. Possess solid process</li> </ul>	

**Position #3: Senior Recruiter**

**SUSAN BUSCH**

improvement skills and strive to maximize efficiency and effectiveness in the recruiting organization.

- Seasoned national and international recruiter for high volume, hard-to-fill, and niche market positions.
- Highly proficient in deemed-export compliance, immigration laws, federal hiring laws, relocation, and US security clearance requirements.

**Sourcing techniques:** Direct sourcing, name-lead generation, initial contact, scheduling and pre-screening of candidates, Social networking sites, cold calling, digital marketing, Internet searches, Internet research, employee referrals, data mining, WWW postings, technical associations, professional associations, trade publications, job fairs, generating referrals, advertising, colleges, trade schools, networking, resume databases, trade shows.

**Summary of Positions Recruited & Technologies:**

- Executives: Technical / Non-technical. Project Managers, Program Managers, Directors, PMP, Six Sigma
- Software Developers: Java / J2EE, C# / .net, C/C++, PL/SQL, Oracle Applications, PowerBuilder, Delphi, Cobol, Informatics, Facets. Network / System Engineers / Help Desk / Desktop Support: Win2k /2003/2007/AD/XP/Vista, Unix, Cisco, SMS, Exchange, DNS, TCP/IP, SNMP, HTTP, SMTP. Telecom / Wireless: RF, CDMA, TDMA, GSM, SS7, IS-136, IS-41, iDEN, ISDN, Cisco VoIP, PBX (Nortel & Avaya). System Administrators: Solaris, Linux, HP, W2K / 2003, Apache, IIS, WebSphere, WebLogic, DEC, OpenVMS, Shell scripting (C, Perl, Bourne, Korn). Web Design & Development: HTML, DHTML, XML, JavaScript, vbscript, asp.net, Cold Fusion, Perl, PHP, Adobe Suite DBAs: Oracle, SQL Server, Sybase, MySQL, Informix, DB2. IT Security: Certification & Accreditation, Firewall (PIX, Checkpoint, Netscreen), IDS (Snort, ISS, Dragonfire), Anti-Virus (McAfee ePO). Testers / CM / QA (manual & automated): Web, c/s, hardware, IV&V, WinRunner, LoadRunner, Quicktest), UAT.
- Documentation: Requirements analysts, business process analysts, technical writers, proposal writers
- Sales & Marketing: Inside/outside sales, sales engineers, business developers, account executives
- Finance & Administrative: Contracts administrators, HR and benefits specialists, recruiters, FSOs, AP/AR Specialists, Cost Accountants, Financial Analysts, Budget Analysts, EVM Specialists, Project Control Specialists, Change Management / OD, Executive Assistants, Legal Admins, Project Coordinators, General Clerks, Receptionists, Customer Service Representatives
- HealthCare Related Staff: RN, Case Managers, Utilization Review Specialist, Appeal RN, Claims Processor. Skill sets working with: HIPPA, ICD-9, ICD-10, Facets, NASCO, Coding.

**2.2 Clearly identify the skill sets your staff can provide, 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.**

SSA's management and senior consultants bring many years of K-12 centric and college level experience to provide the best talent within the budgets of the client. We intimately understand how a school system functions and have a strong appreciation for the role that each department plays to support academic achievement and efficiency within the classroom.

We consistently demonstrate our ability to place highly qualified personnel in every position requested of us. Our consultants have proven to be valuable assets as demonstrated by their long-term employment commitment and availability to transition from temporary to permanent employment.

**Our staff is comprised of IT placement specialists who have an average of 20 years of recruiting experience working at SSA.** With virtually no turnover, our clients are assured of working with the same recruiters who understand their business requirements and have an in-depth knowledge of the candidates with whom they work. Resumes are provided in **Section 2.1** of our submittal.

SSA staff works as a team on all our staffing engagements even if a single point of contact is assigned as the account manager for a client.

### **3.0 SECTION C: OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/ PROJECT APPROACH**

#### **3.1 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?**

SSA has been highly successful in providing resources that include, but are not limited to Project Managers, Application Developers, Data Warehouse Architects, ERP Architects, SharePoint Developers, Business Analysts, Project Managers, Network Engineers, Desktop/Helpdesk Technicians, Business Intelligence, and Infrastructure solutions to the clients we support. We also provide administrative personnel, Financial Analysts, Accountants, Clerks, Human Resource and Procurement Specialists to our clients. We address the staffing needs of our clients, specifically to solve business problems through the application of technology, testing and personal interaction.

SSA approaches each requirement with our own tried and tested methodology.

- Once we have received a requisition order, our team of recruiters meet to discuss the requirements and to determine what additional information is necessary to qualify the candidates.
- We also obtain referrals from our extensive established network of professionals, using our automated resume retrieval system, and the internet. The recruiters conduct searches on resume sites to find qualified candidates. We assemble a list of available candidates to determine those considered to be the best possible match.
- We then conduct extensive interviews, matching skills, years of experience, career goals, and salary/rate expectations.
- Reference checks are completed for those candidates who are to be considered.
- A second meeting of the team selects the best three (3) candidates for submission. If possible, each choice is brought in to review the scope of work, confirm pay rate and availability.
- We conclude the process by forwarding the best matches to the client for consideration and approval.

Our approach is unique because we take the time to really get to know our client and our candidates. We treat each person as special, whether we feel that they are a fit or not. If the client works through the HR department, we invite the HR specialist to give us insight to the manager's technical requirements, personality, and feel for the environment. We employ the same process with the candidates to ensure a good match.

SSA identifies the risk as outlined in **Table 12** and provides our mitigation strategy for each identified risk.



**Table 12. Risk and Mitigation**

RISK	MITIGATION
Liabilities that may arise with a temporary worker	<p>Our position concerning co-employment liability is to make sure the contractor knows precisely what the duties and responsibilities are of SSA as their employer. We have a standard protocol outlined in our contractual agreement to limit the likelihood of co-employment liability. We facilitate any and all issues between the contractor and the client including, but not limited to, discrimination laws, workers compensation, occupational safety and health, wage and hour compliance, family and medical leave rights and labor management and benefits eligibility.</p> <p>Prior to beginning an assignment at a client site, every contractor employed by SSA must read and sign an Employment Contract. This contract states that SSA, as their employer, is responsible for overseeing the following areas:</p> <ul style="list-style-type: none"> <li>• Work authorization check (I-9 and eVerify by the U.S. Department of Homeland Security)</li> <li>• Pre-screening, reference check, behavioral assessment</li> <li>• Drug screening and background check at client's request</li> <li>• Hiring and firing</li> <li>• Establishing pay rates</li> <li>• Performance reviews and feedback</li> <li>• Workers' Compensation and Unemployment coverage</li> <li>• Complying with extensive employment regulations</li> </ul> <p>We discuss with the contractor that the extent of the role of the client company is to supervise the employee's day-to-day work, monitor the conditions at the work site, and determine the length of the assignment.</p>
Co-employment Risk	<p>SSA does have a process in place to reduce co-employment risks. We ask clients to provide us with detailed job descriptions, and only select qualified employees that meet the client's business needs. Further, we maintain regular contact and provide performance feedback to the employees. SSA all personnel issues and manages all employees' assignment problems or concerns directly.</p>
Tenure Risk	<p>As part of our orientation, the contractors are instructed to call into report an absence. Also, our weekly time sheets are charted, and reviewed by the account manager bi-monthly. When a pattern of lateness or absence is identified, the contractor is brought in and counseled. If the pattern continues, we speak to the client regarding whether they would like a replacement.</p>
Time-entry Risk	<p>The contractors are responsible for time-entry and obtaining signatures from their managers. Peggy Carr, our administrative assistant is responsible for entering the hours and billing for each contractor. She is very experienced with over 30 years with SSA. Peggy also is responsible for calling any contractor who has not entered his time in the system or submitted a timesheet to our office. Our contractors are reminded that to be paid, time sheets must be in our office every week.</p>
Absenteeism from health of family related problems	<p>This risk is difficult to predict in advance, and we find that with certain individuals it is a reoccurring risk. SSA would mitigate this risk by addressing it in our orientation and when occurring we would counsel the employee. Should it reoccur, we would consult with the University of Central Florida and work towards replacing the individual in question to ensure the University of Central Florida has the position resource it needs.</p>
Tight Labor Market	<p>Finding replacements for some IT positions is more difficult than others. Orlando has a 4.7% unemployment rate, which is slightly higher than the 4.5% rate for the State of Florida overall. Since Orlando's economy is strong, fewer resources may be available to fill open positions. Although located in Maryland, SSA has access to resources nationwide and the ability to focus those resources nationwide and the ability to focus those resources in Orlando. SSA can provide back up for most positions with three days' notice. Many companies and government agencies rely on SSA to fill difficult and unique positions that other recruiters cannot come close to filling.</p>
Wrong Placement	<p>SSA mitigates this risk by interviewing and submitting only those candidates who have been painstakingly scrutinized for the right qualifications, background, employment history, references, and people skills. We go the extra mile not just to reduce risk, but to mitigate or eliminate it.</p>

RISK	MITIGATION
SSA located in Maryland	SSA would assign an account manager to the University of Florida contract. Our account manager will work closely with their University of Florida counterpart to monitor performance, anticipate problems, and needs, and manage back up resources for early intervention as needed. Our staff loves to travel and maintain close working relationships with all our clients. Great relationships are the cornerstone of our success.

### 3.2 Describe how urgent requests are handled.

SSA prioritizes requests for services on:

1. The date the request is submitted
2. The date the request must be filled
3. The urgency of the request.

With urgent requests, we will communicate with the hiring manager to determine when a position needs to be filled, the most important skills and experience he or she is looking for, and whether this position can be done remotely, or onsite. We will then meet with our recruiting staff who will be informed of the urgency of the request and to begin sourcing the best possible resumes that fit the parameters of the job requisition. Within 24 hours, we meet again to evaluate the available candidates, who have been screened for skills, and experience. We then send the best candidate's resume to the manager for review. We will continue to work on this position until the hiring manager has selected a candidate for hire.

Priority would be given to those clients who maintain good lines of communication and can themselves expedite the selection process. A reliable workforce and uninterrupted workflow serve everyone's best interest.

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

- **Authorization to Work in US.** We require strict compliance with all federal and state laws to ensure that we are hiring only legally eligible personnel. Each contractor hired completes an I-9 Form in-person at Sigman & Summerfield's offices. The I-9 requires that two forms of government issued identification be presented as proof of legal right to work status. SSA has been a proud participant in the federal E-Verify program to assist employers in comparing against federal databases that documentation provided by new hires to establish lawful employment eligibility are in fact valid. SSA is compliant with Florida's newly passed mandatory E-Verify Statute effective January 1, 2021. A copy of SSA's current E-Verify certificate evidencing its participation and good standing in the program is attached as **Appendix B**.
- **Education Levels and Certifications.** We require a copy of all certifications listed in the resume as well as copies of diplomas and/or degrees required for the position.
- **Criminal Checks.** Our background company performs a state background check for criminal and financial history. If the client requires a federal background investigation, we will comply.

- **Drug Tests.** We perform drug screening at the client's request. Typically, drug tests are administered and analyzed at a monitored laboratory facility. The laboratory then reports its finding directly to the client.
- **Background and References.** SSA outsources background checks to an investigation agency. We routinely conduct criminal background investigations on the state and federal level. Prior to interviewing, we inform prospective contractors of mandatory background screen needs to be completed before hire.

References are asked very specific job-related questions and are asked to be as detailed as possible in their answers. Candidates are asked a series of questions prior to the reference check that are then compared with the answers of past employers. If there is any question about the authenticity of the reference, we will seek further clarification on a case-by-case basis.

Although we have never had a situation where our candidate's employment background could not be verified, we would certainly inform the client that a more in-depth verification is recommended before the contractor begins the assignment.

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

Having filled hundreds of positions in public school systems and colleges, SSA routinely obtains **employment references, national database background checks, sex offender registry checks and drug screenings** as requested.

When possible, we set up Skype or Teams interviews with candidates to determine their professional appearance, communication, and interpersonal skills.

We then ask very specific questions regarding the skill sets listed on the resume and ask them to explain their day-to-day tasks. We then call 3 references provided by the candidate to determine level of performance, reliability, and the strengths and weaknesses of the candidate. We will also check with our own reference within the company where the candidate last worked.

SSA outsources background checks to professional companies at our own expense. Examples of the companies we use include Pinkerton Agency, US Drug Test Center, Concentra, Idemia, and AQ Scan among others. If UCF has specific background agencies that they prefer, we are more than happy to comply.

We provide only qualified and certified candidates that meet the job specifications as set forth in the scope of work or purchase order. A solid orientation lays the foundation for a great working relationship. We approach each new hire with excitement and enthusiasm about the opportunity to work on the assignment. SSA takes pride in sending our contractor to the client site.

- Before a contractor starts his assignment, he or she is invited to participate in an orientation meeting to sign their contract, set up a payroll account and meet with the recruiter and account manager to discuss what is expected of them at the client site.
- The contractor is told about the work environment and the culture of the company.

- We review the work assignment and answer any questions that the contractor may have.
- The contractor is informed of our policy of allowing him/her to convert to permanent employment should the opportunity arise.
- Every contractor is informed that he/she will be called bi-monthly to discuss their progress. They are invited to call us at any time if any issue arise that they wish to discuss.
- We welcome contractors to our SSA Team and let them know that we always have an open-door policy and strive to make this experience the best one ever.

Our contractors leave feeling excited about the new opportunity and eager to work.

For this opportunity, SSA, in conjunction with the University of Central Florida, will provide **employee orientation and acquaint each incoming employee with all their responsibilities and obligations** as is more fully set in the ITN.

### **3.5 What is your company's fill percentage and lead time to get an employee ready to work?**

Based on our experience with similar size clients as the University of Center Florida, it takes us approximately:

- 1 to 3 days to source and present a selection of qualified entry level candidates to our client.
- 2 to 5 days to source and present a selection of qualified mid-tier candidates to our client.
- 3-7 days to source and present a selection of qualified subject matter expert candidates to our client.

After our client selects the candidate, we follow the remainder of our screening process outlined in **Sections 3.1, 3.2, 3.3, and 3.4**, and if acceptable, we onboard the individual. This normally does not take more than a few days.

In some circumstances we find a tight labor market necessitates that we source outside of the client's immediate area and negotiate a relocation agreement with the prospective candidate.

#### **4.0 OTHER REQUIREMENTS**

SSA has no concerns with the provisions and clauses of the offered agreement as outlined in the sample copy of UCF's standard contract agreement.

## **APPENDIX A. STATE OF FLORIDA - AUTHORIZATION AND CERTIFICATE OF GOOD STANDING**

As requested in the ITN, Appendix III, please find on the ensuing pages, Sigman & Summerfield Associates, Inc. (SSA)' authorization to transact business in the State of Florida and certification of good standing is provided on the ensuing page.

In addition, SSA is in good standing in our State of residence (Maryland) and will provide a certificate of good standing from the State of Maryland prior to initiating any performance under any contract resulting from this solicitation.

## *State of Florida Department of State*

I certify from the records of this office that SIGMAN AND SUMMERFIELD ASSOCIATES, INC. is a Maryland corporation authorized to transact business in the State of Florida, qualified on August 20, 2009.

The document number of this corporation is F09000003316.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on December 22, 2021, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-second day of  
December, 2021*



*Ronald R. Lee*  
Secretary of State

Tracking Number: 6656320237CR

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

## **APPENDIX B. E-VERIFY CERTIFICATE**

A copy of SSA's current E-Verify certificate evidencing its participation and good standing in the program is provided in the ensuing pages.





Company ID Number: 973257

<b>Information Required for the E-Verify Program</b>	
<b>Information relating to your Company:</b>	
Company Name	Sigman & Summerfield Associates, Inc.
Company Facility Address	2324 West Joppa Rd STE 330 Lutherville, MD 21093
Company Alternate Address	
County or Parish	BALTIMORE
Employer Identification Number	521371301
North American Industry Classification Systems Code	
Parent Company	
Number of Employees	20 to 99
Number of Sites Verified for	1 site(s)



Company ID Number: 973257

**Approved by:**

<b>E-Verify Employer Agent Employer</b> Sigman & Summerfield Associates, Inc.	
Name (Please Type or Print) Scott E Landsman	Title
Signature Electronically Signed	Date 05/19/2016
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/19/2016

## **APPENDIX C. COMPLETED, SIGNED AND DATED ITN IS PROVIDED AS A SEPARATE FILE UPLOAD**

SSA understands that the contract, if any, resulting from this ITN shall incorporate the entire ITN and SSA's proposal by reference.

SSA has not altered the ITN in any way and has not reproduced all or any part of the ITN in our offer document.

SSA provides, as a separate file uploaded with our offer, the UCF's ITN that includes SSA's agreement and signature/date were requested in the following sections:

**Completed University of Central Florida – Invitation to Negotiate – Contractual Services, Acknowledgement Form**

**Completed Appendix I. Supplemental Offer Sheet - Terms and Conditions**

**Completed Appendix II Certificate of Non-Segregated Facilities, Subpart – Contractor's Agreements**

**Completed Appendix III Compliance and Certifications of Good Standings**

**Addendum #1 – Dated: December 15, 2021**

**Addendum #2 – Dated: January 13, 2022**