



Abacus Corporation
610 Gusryan Street
Baltimore, MD 21224

Proposal Response

Alachua County

RFP #22-21

Annual Temporary Personnel Services

Submitted: March 3, 2021 @ 2:00 P.M.

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610 Gusryan Street
Baltimore, MD 21224

March 3, 2021

Purchasing Department
County Administrative Building
12 SE 1st Street, 3rd Floor
Gainesville, FL 32601

Subject: Response to RFP 22-21 Annual Temporary Personnel Services

Abacus welcomes the opportunity to present our response to **RFP 22-21 Annual Temporary Personnel Services** issued by Alachua County. After reviewing all RFP documents, we are confident in our understanding of the high level of service and commitment **Alachua County** expects from its temporary personnel service partner.

Abacus is a fourth generation, privately held staffing company, in continuous operation for over 75 years. We have thrived in the staffing industry by putting our guiding principles into action: **Experience, Commitment & Value.** As a result, we have developed an extensive portfolio of services to include comprehensive staffing of similar size and scope to those defined in this solicitation.

Experience: Our dynamic team of professionals is well experienced in the development and deployment of a highly successful temporary staffing program. Whether entering into a new engagement or expanding a current relationship, Abacus commits the talent and experience necessary to guarantee that each program gets off the ground seamlessly and operates successfully.

Commitment: Our client-focused account management approach is a critical aspect of our commitment to Alachua County. The Abacus dedicated management team will work with your agency to develop and implement strategies to manage all aspects of your staffing demands. We have a proven track record in customer support and relationship management, as well as on-time, on-budget delivery of client staffing.

Value: Financial stability, methodical growth, and fiscally responsible business decisions, set Abacus apart from our competitors when it comes to best value. Our executive team understands the highly competitive nature of our industry and that cost is a major factor when selecting a staffing partner. We have the unique ability to negotiate aggressive pricing, without compromising the quality of our service.

Thank you for your considering Abacus for your ongoing temporary personnel service needs. We look forward to establishing a productive working relationship with Alachua County on a long-term basis.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Brady".

Michael Brady, SPHR, CSP
Chief Operating Officer

Project Understanding and Approach

In today's economy, the competition for top talent is fierce. Successful recruiting in this environment requires way more than posting jobs and reviewing resumes. Abacus is committed to creating a customized workforce solution that fits your business environment and meets your goals with our customer-centric approach.

Sourcing and Recruitment

To maintain a robust pipeline of qualified candidates, Abacus continuously sources and recruits applicants of all skill levels and experience to capture talent within a wide range of job categories to meet the needs of our clients.



Built for the decentralized hourly workforce, Abacus uses a best-of-breed talent management platform, **talentReef**, to help our company drive efficiencies in **finding, hiring, and retaining top talent.**

Our client needs are sourced by recruiting specialists with real-world experience in their respective fields. By analyzing supply and demand metrics locally and nationally, we are able to locate specific talent in the selected target area.

Abacus has a resume database of currently over 30,000 candidates to tap into to quickly fill positions required by Alachua County. Our recruitment team will work closely with you to better understand your specific requirements.

We employ various traditional and non-traditional sourcing and recruiting strategies in an effort to attract both actively and passively seeking applicants. As proposed, Abacus has the

experience to make effective placements within a wide range of job categories. The key is to continuously modify your sourcing strategies in order to tap into alternative applicant markets.

Sourcing Techniques

Abacus utilizes a wide range of applicant sourcing techniques to identify the most qualified and flexible talent. In addition to conventional advertising, our recruiting team utilizes:

- **Internet Forums:** Abacus is contracted with a number of employment-based sites which target a more skilled workforce, within different industries. We subscribe to industry-specific sites, which target IT, Medical and Professional candidates. We aggressively network employment opportunities engaging social media sites and actively "mine & drill" more passively seeking talent.
- **Technical Schools and Job Training Organizations** offer inexpensive posting and placement assistance programs which are an integral part of the Abacus sourcing process.
- **Hiring Events:** Regular participation in external hiring events has proven to be a great way for Abacus to build a reputation in the local market. We partner with employment offices, companies affected by downsizing, and professional organizations such as the Chamber of Commerce to participate in job fairs.
- **Employee Referrals:** Abacus encourages our current workforce to refer talented applicants for consideration. We include a monetary incentive per selected referral.

Equal Employment Opportunity

Abacus affirms that it does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor. We include is EEO statement in all solicitations and advertisements for employment.

Candidate Selection Process

Our client-focused candidate selection process has proven to help us identify quality candidates who are a great fit for the requested position, and who integrate well into the client culture. Our process includes: Resume Review, Reference Check, Skills Testing, Interview, Employment Verification, Background Check and Substance Screening:

Resume Review: Abacus processes and scores resumes in a manner that allows our recruiters to focus their time only on qualified candidates. Our recruiters use a pre-screening checklist and skill matrix when reviewing resumes to efficiently identify quality candidates. Following this screening process, candidates are asked to fill out an official job application form.

Reference Check: Each candidate provides at least three (3) professional references for our staff to verify and cross-check. Conducting reference checks allows us to learn more about the candidate's previous performance and work ethic, enabling us to further hone our short-list of candidates for the requested position.

Skills Testing: Abacus utilizes a wide-range of technology-based testing practices, that give us the ability to customize tests to focus on necessary key skills. Written assessments are also available that cover a wide range of topics. This testing provides results immediately, saving time and getting the best talent to work faster.



The following is a sample list of various tests we perform for temporary employee candidates:

- **Typing and Ten-Key Proficiency:** Evaluates speed and accuracy of word processing, as well as database spreadsheet skills.
- **Office Equipment and Filing:** Evaluates ability to operate standard office equipment, proficiency in accounting, data entry, and customer service skills if required by the position.
- **Office Software:** Evaluates proficiency in common office software, including Word, Excel, and PowerPoint.
- **Mathematic Computations:** Evaluates numerical aptitude and arithmetical operations if required by the position.
- **Communication and Aptitude:** Evaluates verbal communication

Interview: Interviews are conducted by experienced coordinators that possess recruiting knowledge and a unique understanding of our client expectations. This stage includes two types of interviews: Telephone and In-Person.

- **Telephone Interview:** An initial telephone interview is conducted to assess how the candidate's current and previous work experience matches our client's requirements. The candidate is also asked about training and education, wage preference, and if they are willing to submit to a drug screen and background check.
- **In-Person Interview:** Selected candidates from the telephone interview stage are invited to interview in-person with a staffing professional. A more in-depth assessment of required skills, personal communication, and future goals are performed during this interview.

Alachua County may elect to interview and select employees to fulfill requests. Abacus will provide candidate summaries for review and consideration, to include assessment scores and resume, coordinate interview, provide interview follow-up to Alachua County and the candidate, and coordinate new placement starts as required.

Employment Verification: At this stage Abacus conducts a verification of: dates of employment, job title, pay rate, reason for leaving, and rehire eligibility. We also verify the credentials, certification, and bonding for specific positions. All candidates are required to provide proof of citizenship or work authorization.

Background Checks: Abacus abides by a well-defined and well-documented background check process executed by a Human Resources professional and repeated annually. Depending on client requirements, we conduct the following checks:

- ✓ Criminal Record Search
- ✓ National Criminal Record Check
- ✓ Statewide and Local Record Checks
- ✓ Driving Record Check
- ✓ Education Verification
- ✓ Sexual Offender Database Search
- ✓ Social Security Trace Search



Abacus Corporation has committed to 100% participation in the voluntary E-Verify program ensuring that all of our personnel are authorized to work in the United States

We acknowledge that Alachua County may require other checks as mandated by location or position.

Substance Screening: Abacus recognizes its responsibility to create and maintain a workplace that is free from illicit or inappropriate use of a controlled substance, drugs, or other medications by its employees. We assure Alachua County that we do not hire any temporary employee that was involved in a drug or alcohol use case during previous employment, that no employee may use illegal drugs, nor may consume alcohol at work at any such time that the employee's work is negatively affected. Indication of such use may result in immediate termination.

- ✓ **5-Panel Test:** As a standard, we use a 5-panel urine test that screens for cocaine, marijuana, opiates, amphetamines, and methamphetamines.
- ✓ **10-Panel Test:** Upon client request, we use a 10-panel that includes phencyclidine, propoxyphene, methadone, barbiturates, and benzodiazepines, in addition to the standard 5-panel test.

Employees are subject to substance screenings:

- ✓ As part of the candidate evaluation process
- ✓ Mandatory testing
- ✓ Random Testing
- ✓ For-Cause, Suspicion
- ✓ Post-Incident/Accident

Order and Fulfillment Process

Our order process is automated so that our account management team has access to important fulfillment information, as submitted by Alachua County. Orders placed are confirmed within 4 hours of receipt. An order confirmation which clarifies the parameters provided by Alachua County is sent so there is no confusion as to scope of services being requested. While Abacus prefers to receive requirements electronically, we offer Alachua County the flexibility to communicate directly with our local management team as to current needs.

Periodic order updates will be sent to each user, within the parameters identified:

Order Response Time		
Order confirmation	Within <u>4 hours</u> of order receipt	Recruitment Team
Open order status	Within <u>24 hours</u> and every <u>4 hours</u> thereafter	Recruitment Team
Placement notification	Within <u>1 business day</u> , upon client approval	Account Manager

Order confirmations are a standard practice within our staffing model, and we guarantee that the requesting Alachua County representative will receive an order confirmation and placement notifications prior to the deployment of Abacus employees to complete an order.

Orientation Training

Abacus requires our candidates to participate in pre-placement orientations. These orientations cover a broad range of topics both specific to Abacus and the client. Our local management team holds several weekly orientations in order to have access to a fully prepared workforce to respond to emergent and short-notice requisitions. Candidates are provided orientation material to reference throughout their tenure with Abacus and are required to acknowledge their understanding of the information received.

Elements of our standard orientation include:

- ✓ Company Overview, Abacus
- ✓ Company expectations
- ✓ Work Rules- Disciplinary Procedures

- ✓ Non-Discrimination / Harassment / Sexual Harassment Prevention
- ✓ Employee Benefits
- ✓ Payroll Procedures
- ✓ Attendance Policy
- ✓ Call-Out Procedures
- ✓ Dress Codes/ I.D. Badges
- ✓ American with Disabilities Act
- ✓ Drug Free Workplace
- ✓ Workplace Breaks and Lunch Period expectations
- ✓ Agency specific rules and regulations, including computer use policies
- ✓ Review and execution of agency agreements

Signed copies of orientation documents and similar site-specific policies shall be retained for a minimum of three years or as required by law and made available for client review.

Placement Process

Abacus knows that having the best in professional personnel is integral to the ongoing success at Alachua County locations. Our precise, comprehensive methods for providing staffing services will ensure that Alachua County obtains the maximum projected value for each tax-payer dollar of expenditure. We are committed to providing personnel with the skills, experience, and character to excel in their positions with Alachua County.

An applicant is converted to “candidate status” only after our recruiter has thoroughly reviewed assessment results and the overall interview process. The decision to move forward with the candidate on-boarding process requires the confidence of our recruiting team that the applicant will make a viable placement option to meet the demands of our clients.

Alachua County may elect to interview and select employees to fulfill requests. Abacus will provide candidate summaries for review and consideration, to include assessment scores and resume, coordinate interview, provide interview follow-up to Alachua County and the candidate, and coordinate new placement starts as required.

Placement Notification

Once a candidate has been selected for placement, Abacus will provide a placement notification to Alachua County that includes:

- Placement Full Name
- Confirmed Position, Pay and Hourly Bill Rate
- Confirmed Project Duration
- Report to details: Department Contact, Job Location, Work Schedule, and related details
- Orientation Confirmation

We also can furnish a data sheet for each newly hired employee to verify criminal background check, drug screening completion, educational background (as required), certification (as required), assessment scores, and other related documents as requested by Alachua County.



Additionally, Abacus will provide selected candidates with a one-page assignment summary which includes specific details such as:

- Department Name
- Assignment Location
- Point of Contact/Contract Information
- Work Schedule
- Special conditions such as parking, access, etc.
- Abacus Contact Information, Office Hours and After Hours Contact Information

Termination

Assignments ended due to job performance are immediately addressed with a confirmation as to the removal actions taken. It is always our goal, when possible, to handle assignment terminations “off-site” to avoid any client involvement. While this is never an easy decision, Abacus shall take the lead in removing an employee that is not satisfactorily meeting Alachua County’s performance needs and shall coordinate timely replacements by accessing our pool of qualified candidates.

Based on access and other security factors, Abacus management will work with facility security to ensure that terminated employees do not regain access to user locations. All actions related to security and access shall be well documented.

Human Resources and Accounting

Employee Relations

As a highly responsible employer to over 20,000 associates, Abacus is fully committed to creating an atmosphere to empower our employees to resolve employee relations issues promptly and professionally.

We have a team of experienced and credentialed human relations professionals who are skilled in areas such as discrimination, harassment, and retaliation. We comply fully with laws such as the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and other common employee issues.

Concerns and complaints are managed through an escalation process that starts at the local management level. Abacus also provides an open-door policy to Senior Management for associates to discuss any unresolved issues. We pride ourselves in the ability to be fair and to conduct our employee relations in the most professional manner possible.

Benefits

We understand that benefits are an important industry differentiator and play an integral part in our sourcing and recruitment process. To attract and retain the highest quality talent, within the parameters of a competitive pricing model, we have created policies and benefits that are cost-effective, easy to access, and completely portable.



The intrinsic advantages associated with our efforts to offer more than a weekly paycheck are tangible to both Abacus and Alachua County. Retention, employee longevity, and diminished turnover are mutually beneficial and result from a robust benefits offering.

Abacus benefits include, but are not limited to:

- Medical Benefit, available upon employment
- Life Insurance
- Short Term Disability Insurance
- PTO
- Attendance Incentives
- Weekly payroll cycle
- Direct Deposit, convenient payroll distribution option
- Employee Referral Bonus
- Training Opportunities
- Service Awards and Recognitions – employee of the month, quarter, year
- Open-door management structure
- An employee friendly work environment

Payroll Administration

Abacus provides our workforce with timecards to be signed by a Alachua County supervisor on a daily or weekly basis. We will verify work hours according to Alachua County/s policy and generate and distribute weekly payroll checks via direct deposit or a method convenient to the employee. We will make payroll tax deposits, including FICA/Social Security, FUTA, SUTA, as well as payroll tax reports (filing 940s, 941s, and W-2s).

Statutory Requirements

Abacus will comply and submit all Federal and State unemployment insurance claims and defense processing. Provide Worker's Compensation insurance coverage, deposits, reporting, claim filings, and audit compliance. As well as provide Employers' Liability Insurance and General Liability Insurance.

Invoicing

Abacus understands that invoices must be accurate and well-supported when presented to Alachua County. While we offer a number of invoice options, we strive to provide easy to read invoices, which confirms the direct compensation of our assigned workforce with a clearly stated mark-up for services.

All invoices will show the breakdown of hours actually worked for each individual, the job classification, the hourly rate, the department services are being provided, the person requesting the services, and the complete name of the temporary employee. Approved timesheets will be included with each weekly invoice distributed.

Contract Implementation

Our experience in managing a contract of this size and scope is extensive. However, we recognize that each new contractual relationship requires an explicit implementation process to establish expectations



and set the contract up for overall success. This critical phase of a contract is managed utilizing a “top down” approach in which the executive and corporate level teams identified are directly involved in established regional and local contract expectations, transition goals, SOP and associated processes, and performance goals.

In addition to establishing key performance indicators and service level expectations, Abacus will develop and implement a quality assurance plan and conduct regular audits of the programs in place to support Alachua County.

We fully expect that in addition to contract implementation process, Abacus will need to be immediately prepared to deal with a possible contract transition as it relates to incumbent contractors. Base on contract awards, the transition process can be expanded to include a workforce transition process.

Transition of Personnel

Successfully transitioning employees takes sensitivity and tact. The employee must feel empowered with options. We are sensitive to those needs, bearing in mind that the client has a vested interest in retaining the largest possible quantity of trained employees.

Abacus markets the transition to existing associates as seamless in that the only thing that may change is the “color of your paycheck”. We leverage our many benefits, available immediately upon transition as a retention tool. Immediate enrollment into our benefits program helps avoid any gaps in coverage.

Where possible, we have our Transition Team conduct meetings for existing staff at a time of the client’s designation (after hours is acceptable). We explain who we are, the options available to the staff currently on-site, and answer any questions.

After options have been explained and a level of commitment is received from the prospective employee, a conditional offer of employment is made. Employees are interviewed individually to ensure that they meet the requirements of the client and possess all of the necessary training, documentation, licensing, etc. Background checks and drug screens are conducted to ensure that those employees, though transitioned, are of the highest caliber.

Job Performance

Workforce Quality

A key element of the Abacus temporary staffing model is our ongoing commitment to workforce quality. We take great strides to ensure that our employees are meeting and exceeding client performance requirements throughout the lifecycle of each placement. We believe that performance is to be evaluated regularly to avoid lingering quality issues and client dissatisfaction. The Abacus account management team is tasked with regular performance reviews. Often times, an employee can be coached on inefficiencies which in a large percentage of cases results in immediate improvement.

Our ability to motivate our assigned workforce is an important factor when our clients consider the cost of workforce replacements, related to what is typically considered very correctable performance issues.

Attendance is critical to our workforce's assignment success. We express the importance of reporting to work on time each day in our pre-placement orientation training, as well as the need dress appropriately for the position they hold. Abacus employees also clearly understand our expectations of professional conduct while engaged on assignment and representing our company.

In addition, our workforce is advised that any attempt to access County data beyond what is related to their job duties is strictly forbidden. Any information obtained during performance of our employee's prescribed work will remain confidential and held as proprietary.

Service Level Quality

Our order and fulfillment process are clearly defined and will serve as the foundation of our relationship with Alachua County. Once we have successfully placed the right talent to meet and exceed expectations, Abacus will initiate regular and ongoing communication to ensure that our services and personnel are fully engaged.

Abacus will conduct regular quality performance check as follows:

- First day performance check for all new hires
- Weekly contract employee performance checks
- Monthly performance evaluations (Abacus and workforce)

In addition to these checks, our will routinely visit department locations to confirm overall client satisfaction.

Independent to this local effort, our corporate management sends regular monthly surveys to all clients encouraging honest feedback on overall satisfaction with Abacus. Results are analyzed by corporate and regional management and client follow-ups are scheduled to respond to any unfavorable reviews.

Evaluation and Reporting

To accurately evaluate our performance, Abacus account management team will work closely with Alachua County during contract implementation phase to establish key benchmarks and performance indicators to be tracked and reported on regularly.

Examples of common reports include:

- Average Fill Rate
- Average Time to Fill
- Average Attrition Rates
- On Time Fill Rate

Abacus will provide a monthly progress report advising the District, consisting of:

- Activities performed during the reporting period
- Activities planned for the next reporting period
- Project change control summary
- Problems, issues, concerns, and recommendations

No less than quarterly, Abacus will schedule a corporate Quarterly Business Review to evaluate overall contract performance. We will also collaborate with Alachua County to establish and adhere to scheduled progress meetings critical to overall contract success.

Consultant's Qualifications and Staff

Organization and Management

Abacus is a fourth generation, privately held staffing company, in continuous operation for over 75 years. We have been offering valuable *"human asset"* solutions to our clients continuously since 1944. Initially providing commercial janitorial, maintenance, and painting services, Abacus continued to evolve into one of the largest corporate services companies in the United States. We are proud of our many long-term relationships, effectively providing temporary staffing services to a wide range of industries. Abacus presently **operates in more than twenty (20) states** with regular market expansion.

Abacus provides services nationwide and maintains a physical presence in strategic locations throughout the United States. We currently have over twelve (12) satellite offices, with a location Florida.

As a family-owned company, we know the best relationships are built on **trust and commitment**. Many of our customer partnerships have been in place for more than **twenty (20) years**, and the tenure of our relationships is **three (3) to four (4) times the industry average**.

Abacus stands as an industry leader when it comes to servicing the needs of our public-sector clients. We actively and successfully manage multiple public-sector staffing contracts. Our core staff that will be dedicated to the Alachua County contract implementation and on-going service has first-hand experience managing relationships of this size and scope. Our implementation team has a unique perspective when it comes to new contract transition should Abacus replace one or more incumbent suppliers.

The most important aspect of a successful staffing relationship is the quality of the workforce deployed and assigned to meet the needs of our clients. Abacus has built a comprehensive sourcing and pre-placement evaluation/onboarding process that stand apart from our competition. We recognize that the strength of our services is directly related to the talent and flexibility of our workforce. Abacus works hard to offer outstanding employment opportunities, realistic and attainable benefits, and employee services that are unique to our industry. This has positioned Abacus to serve as a "preferred employer" in the markets we serve.

The Abacus team is confident in our ability to fill the range of positions outlined in the Alachua County's invitation for qualifications. Without exception, we are fully prepared to provide the services as requested. We understand that Alachua County is looking for a staffing partner that will onboard requested temporary employees in a seamless manner, on demand, to enhance your daily operations. Abacus has a proven track record of being such a partner and we look forward to establishing a long-lasting relationship with Alachua County.

Account Management

The relationship between a temporary staffing provider and the client must be mutually beneficial, with long-term success always in mind. Our primary focus is to serve the needs of Alachua County by being a fully engaged staffing partner.

We believe that it is the strength of our ongoing relationships with our clients and our assigned workforce that set our contracts up for success. From contract implementation, our service and delivery commitments, to ongoing relationship management services, the Abacus team will proactively manage the Alachua County relationship.

The Abacus account management team is available to Alachua County, 24/7. We understand that the needs of our clients and workforce extend far beyond normal business hours. Alachua County will be provided with after-hours contact information, including a dedicated group distribution email address which distributes communications to our teams at the local, regional, and corporate level. Our corporate headquarters operates 24 hours a day with toll-free access to responds to emergency requests and issues.

We believe that the most influential relationships necessary to contract satisfaction exist between the client and the dedicated account executive.

Your Account Manager will be responsible for providing Alachua County with a clear process to receive orders, service locations, and support all aspects of this contract.

Your Primary Representative, Michele Massaro, will be responsible for providing Clay County with a clear process to receive orders, service locations, and support all aspects of this contract.

With our team of highly skilled professionals, Abacus successfully delivered more than **seven (7) million hours of full spectrum staffing services** in 2019.

Michele Massaro can be reached at: 757-390-1178 or mmassaro@abacuscorporation.com. Her resume appears on page 17.

Each contract that Abacus holds, and the associated staff, has the full support of our Senior Management team. Abacus prides itself on its professional management at every level. Our Senior Executives, to include our Chief Operating Officer, and Chief Strategy Officer, are each highly experienced and credentialed in their fields. These senior leaders direct the day-to-day efforts of company operations throughout the country.

All executives and a high percentage of our managers are credentialed professionals, holding the following designations: Certified Staffing Professional (CSP), Senior Professional in Human Resources (SPHR), and Certified Public Accountant (CPA) to name a few. These achievements show a commitment to the industry as well as the desire to establish a body of knowledge necessary to be an exceptionally qualified staffing services company.

Executive Personnel

Michael Brady, SPHR, CSP – Chief Operating Officer

Michael joined Abacus in 1996. In 2000, Michael was named Vice President of Abacus' Southern Region headquartered in Richmond, Virginia where he served from 2000 through 2005.

In December 2005, Michael was named Chief Operating Officer and returned to Baltimore. He is actively involved with all areas of the business to include client relations, operations, human resources, business development, finance, and marketing. He earned the Senior Professional in Human Resources (SPHR) designation through the Society for Human Resource Management and the Certified Staffing Professional (CSP) designation through the American Staffing Association. Michael is a graduate of Brigham Young University with a Bachelor of Arts in English and Journalism.

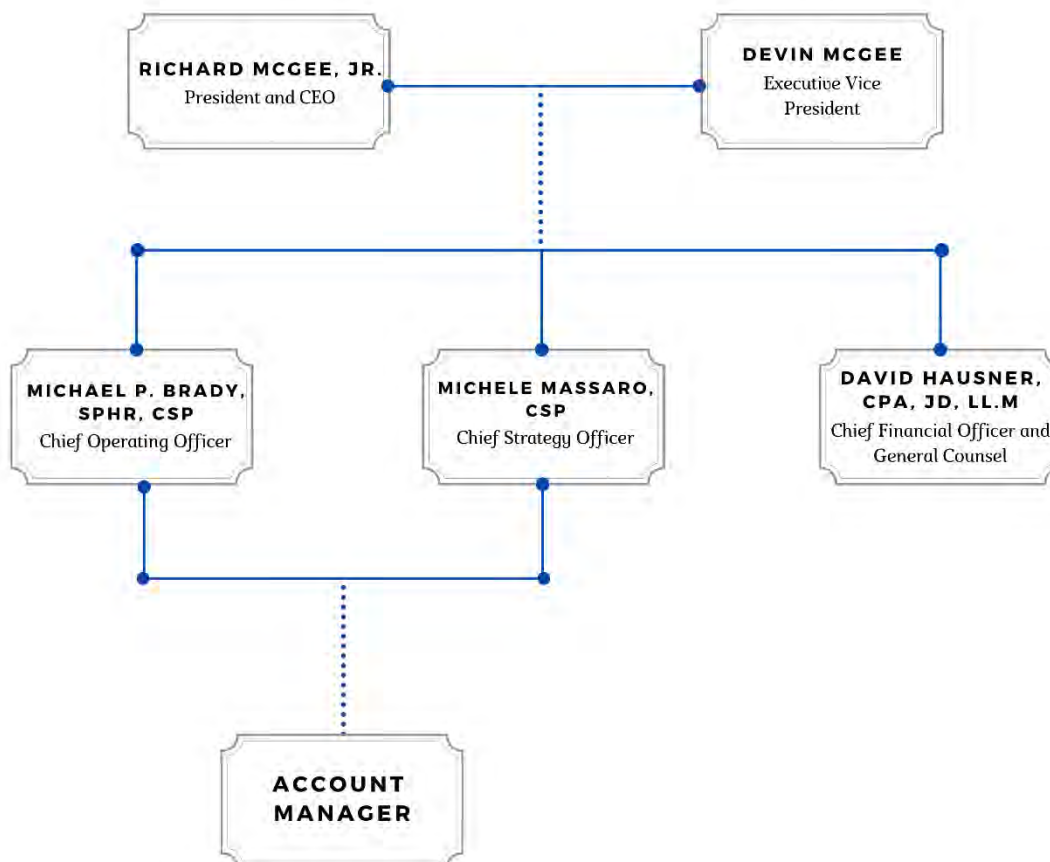
Michael will support the Alachua County contract by allocating staff resources necessary to ensure a healthy, mutually successful partnership. Under Michael's direction, our regional and local operations management team will perform to the expectations and compliance of this contract.

Michele Massaro, CSP – Chief Strategy Officer

With 27 years of staffing industry experience, Michele has extensive knowledge in operations, recruitment, contracts and business development and marketing. A Certified Staffing Professional (CSP) recognized by the American Staffing Association (ASA), Michele is a graduate of Old Dominion University with a Bachelor of Science in Psychology, with a minor in Human Services.

Michele directs the sales efforts and client relations at Abacus. As a natural problem solver, she spends most of her time in the field collaborating with clients and field staff to build solutions to any issues and concerns that arise.

Below is the **organizational chart** of Abacus as it relates to our corporate structure and the project team for the Alachua County contract:





Mike Brady, SPHR, CSP



EXPERIENCE:

Abacus Corporation

1996-Present

Chief Operating Officer

2005-present

Performing essential business leadership functions for \$150MM corporation in 22 states

- Nationwide operations in staffing, security and building services operations
- Human Resources and compliance including employee relations
- Risk Management & Emergency Response including Workers' Compensation
- Training & Development
- Corporate Insurance products to include liability, health and employee benefits
- Contract Negotiation and compliance
- Corporate P&L Oversight
- Fleet Management
- Real Estate / Leases
- Collections / Accounts Receivable
- Compensation & Benefits

Regional Vice President, Staffing Operations

1998-2005

RVP for Abacus' Southern Region supporting growth in 7 states

- Growth of regional sales from \$4.25MM in 2000 to \$25MM by 2005
- Expanded from a region of three offices to a network of 15 in 7 states leading Abacus' national expansion
- Developed internal team of professionals to support growth and operations

Area Manager, Security Services Operations

1996-1998

Operations Vice President providing 24/7/365 support to clients and managers for expanding operation

- Security Area Manager leading front line operations for 25 accounts in Baltimore area.
- Recognized by Morgan State University for "exemplary service" during visit of President Clinton to MSU.

EDUCATION:

B.A., English & Journalism
Brigham Young University, Provo, Utah

Senior Professional in Human Resources Certification
Human Resources Certification Institute

Certified Staffing Professional
American Staffing Association



Michele Massaro, CSP



EXPERIENCE:

Abacus Corporation

January 2008-present

Chief Strategy Officer

- Directly responsible for the negotiation, implementation, and deployment of contract relationships with clients, nationally. Oversight to Abacus staffing operations, across verticals to include Light Industrial, Professional Staffing & Direct placement services.
- With 27 years of staffing industry experience, Michele has extensive knowledge in operations, recruitment, contracts and business development and marketing. A Certified Staffing Professional (CSP) recognized by the American Staffing Association (ASA), Michele is a graduate of Old Dominion University with a Bachelor of Science in Psychology, with a minor in Human Services.

Caliper, Inc

Jan 1991-December 2007

Vice President

- Served as Vice President of this regionally based staffing organization that specialized in heavy industrial contingent staffing services. Developed client relationships with a focus on the Utility and Ship Repair industries.

EDUCATION:

Bachelor of Science, Psychology
Old Dominion University

Certified Staffing Professional
American Staffing Association

Relevant Experience and References

Abacus has provided temporary staffing services to government agencies for more than thirty (30) years. We offer a wide range of staffing solutions and an aggressive pricing model. Our management has established a niche in supporting state-wide staffing initiatives, municipalities, state-funded higher educational institutions, and support agencies at the local and county level. Currently, we offer our government customers, nationally, access to temporary resources in a wide range of classifications.

Specializing in temporary staffing services, Abacus has actively supported programs of various size, scope and complexity. Below are a few case studies demonstrating our expertise in providing similar Temporary Staffing Services:

Reference 1	
Client: Tarrant County	Project Title: Temporary Clerical Staffing
Duration: October 2017-September 2020	
Worked Performed: Provided county-wide clerical staffing. Positions included General Clerk, Administrative Assistant, Data Entry Clerk, Accounting Clerk, and Receptionist.	
Contact: Erick Ware	Address: 100 E Weatherford, Fort Worth, TX 76196
Phone: 817-884-2620	Email: emware@tarrantcounty.com

Reference 2	
Client: City of Virginia Beach	Project Title: Temporary Staffing Services
Duration: November 2003-present	
Worked Performed: Abacus has served as the exclusive temporary staffing partner to the City of Virginia Beach since 2003, employing more than 2,000 associates annually in a wide range of labor categories and skill classifications, including Clerical, Technical, and Industrial.	
Contact: Sherri Arnold	Address: 2424 Courthouse Rd, Bldg 18, Rm 135, Virginia Beach, VA 23456
Phone: 757-385-8804	Email: sharnold@vb.gov

Reference 3	
Client: City of Norfolk	Project Title: Temporary Staffing Services
Duration: July 2007-present	
Worked Performed: As a temporary staffing services provider, Abacus fills 60 positions for the City of Norfolk ranging from Clerical/Admin to Laborer, IT, Medical and Skilled Trades.	
Contact: Danny Hawk	Address: 232 E. Main Street, Suite 250, Norfolk, VA 23510
Phone: 757-664-4026	Email: danny.hawk@norfolk.gov



Reference 4	
Client: City of Grapevine, Texas	Project Title: Short-Term Employee Provider
Duration: September 2016-present Worked Performed: As a short-term employee provider to the City of Grapevine, Texas, Abacus has staffed job roles such as Administrative Secretary, Billing Clerk, and Library Assistant.	
Contact: Lance Wright	Address: 501 Shady Brook Drive, Grapevine, Texas 76051
Phone: 817-410-3336	Email: lwright@grapevinetexas.gov

Reference 5	
Client: MDOT	Project Title: On Call Temporary Labor
Duration: April 2017-present Worked Performed: Abacus provides on-call temporary contingent labor services to the Maryland Department of Transportation (MDOT), including five (5) business units, in the labor categories of IT, Technical Labor and Administrative Labor.	
Contact: Joy Abrams	Address: 7201 Corporate Center Drive, Hanover, MD
Phone: 410-865-1129	Email: jabrams@mdot.maryland.gov

Appendix

The requested forms, listed below, begin on the following page:

- Pricing, Signature and Acknowledgement of Addendum Form **EXHIBIT A**
- Small Business Enterprise Program Participation Form, if applicable **EXHIBIT B**
- Certified Small Business Enterprise Points Request Form **EXHIBIT C**
- Completed Alachua County Government Minimum Wage (GMW) Form **EXHIBIT D**
- Completed Volume of Previous Work Summary Form **EXHIBIT E**
- Completed Drug Free Workplace Form, if applicable **EXHIBIT G**
- Completed Public Record Declaration or Claim of Exemption Form **EXHIBIT H**
- Insurance Requirements **EXHIBIT I**
- Corporate Resolution Granting Signing Authority and Authority to Conduct Business **EXHIBIT J**
- A statement of the Consultant's equal opportunity policies and practices.
- List of verifiable references, for whom the Consultant has performed these type services

EXHIBIT A

*****REVISED February 17, 2021*****

PROPOSAL FORM SIGNATURE AND ACKNOWLEDGMENT OF ADDENDUM FORM

RFP NUMBER: 22-21

PROPOSAL OPENING DATE:
RE: **Annual Temporary Personnel Services**

PLACE OF RFP OPENING: Alachua County Procurement, Third Floor
County Administration Building
12 SE 1st Street
Gainesville, Florida 32601-6983

The basis of the determination of the employee rate is the current (updated) Alachua County Bargaining and Non-Bargaining Pay Plans and Alachua County Library District Bargaining and Non-Bargaining Pay Plans (attached).

Current minimum hourly rate, is subject to change each October 1st based on the County's Pay Plan.

The Alachua County's Bill Rate per Hour will be determined by the proposed percentage markup added to the County's minimum salary for the position.

Example of bill rate per hour per position **with** health benefits provided and paid for by employer (bidder):

Alachua County Bill Rate = County's minimum salary for listed position + proposed percentage markup

Example of bill rate per hour per position **without** health benefits provided and paid for by employer (bidder):

Alachua County Bill Rate = County's minimum salary for listed position + \$2 per hour for GMW if health benefits are not provided + proposed percentage markup

Alachua County Government Minimum Wage does not apply to the Alachua County Library District, at this time.

Proposed Markup Percentage		
Clerical	Light Industrial	Medium Industrial
Sample Job Types: Staff Assistant, Fiscal Assistant, Paraprofessionals, Accountants	Sample Job Types: Custodial, Lab Techs, Warehouse Clerks, positions lifting 30-50 lbs. occasionally	Sample Job Types: General Labor, Grounds, Building Maintenance, positions lifting 30-50+ lbs. regularly
22 %	24 %	28 %

To view the County and Library's Job Descriptions please visit:

<https://www.governmentjobs.com/careers/alachua/classspecs>

Sample list of positions that have been historically staffed

Accounting Clerk	Clerical GIS Technician
Administrative Assistant	Laborer I
Animal Shelter Assistant	Laborer II
Animal Technician	Clerical Local Area Network Manager (<i>Network Manager</i>)
Attendant (<i>Solid Waste Attendant</i>)	Industrial Maintenance Worker
Audio Visual Technician	Clerical Office Assistant
Building Mechanic	Clerical Production Coordinator/Producer
Clerk Messenger (Library)	Clerical Program Coordinator
Community Coordinator	Clerical Program Manager
Computer Operator	Clerical Programmer
Customer Services Assistant	Clerical Purchasing Agent
Customer Service Representative	Clerical Receptionist
Custodian	Clerical Sr. Administrative Assistant
Clerical Data Entry	Industrial Sr. Environmentalist Specialist
Clerical Database Manager	Clerical Senior Office Assistant
Clerical Dispatcher	Clerical Senior Staff Assistant
Clerical Diversion Resource Coordinator	Clerical Special Project Coordinator
Clerical Fiscal Assistant	Clerical Staff Assistant
Industrial Environmentalist Specialist	Clerical Staff Assistant I (Library)
Clerical Geographic Information System Specialist (<i>GIS Coordinator</i>)	Clerical Staff Assistant II (Library)

Local Based Firms per Section 1.16, Check One Below

	I certify that my business is located in Alachua County and meets the criteria for location points as specified in Section 1.16.
X	I am not a local based firm in Alachua County.

Acknowledge Receipt of Addendum(s) (if applicable circle):

#1 ☒ Yes No #2 ☒ Yes No #3 ☒ Yes No #4 ☒ Yes No #5 ☒ Yes No

Proposer: Abacus Corporation Company: Abacus Corporation

Address: 610 Gusryan Street, Baltimore, MD 21224

Authorized Signature:  Title: Chief Operating Officer

Clearly Print Name: Michael P. Brady, SPHR, CSP

Phone: 443-961-7871 Fax: 410-633-1976 Date: 3/3/21

Email Address: mb@abacuscorporation.com

SMALL BUSINESS ENTERPRISE (SBE) PROGRAM PARTICIPATION FORM

RFP: 22-21 Annual Temporary Personnel Services

OPTION 1

I certify that our Company is an **Alachua County Certified Small Business Enterprise (SBE)** registered prior to the Bid opening.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 2.*)

OPTION 2

I certify that our Company **will perform ALL work** and that no subcontractors will be utilized for this bid.

Circle One: **Yes (If yes, complete and sign the last page of this Exhibit)**

No (If No, proceed to *Option 3.*)

RFP: 22-21 Annual Temporary Personnel Services

OPTION 3

SBE Participation. I certify that our Company has contacted the **Alachua County's Certified SBEs** listed below. I state that the following information regarding SBE Subcontractors is true and correct to the best of my knowledge and belief.

Alachua County has adopted a 15% SBE participation goal and policies which encourage participation of Small Business Enterprises (SBE) in the provision of labor, time, supplies, services or construction items of any kind materials.

SBEs are located in the [Alachua County Small Business Enterprise Directory](#).

Subcontractor (any business entity holding a subcontract with the prime vendor) services are defined as, "a contract with another business entity that obtains labor, time, supplies, services or construction items of any kind."

Vendors submitting bids under this solicitation are to identify the intended SBE subcontractors. These SBEs have agreed to perform the work for **the total dollar value and percentage of the bid** set forth below.

If SBE subcontractors are not utilized and listed below or if option 1 or 2 was not chosen, you should proceed to Option 4 and document your Good Faith Effort.

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____ %

RFP: 22-21 Annual Temporary Personnel Services

OPTION 4

SBE Good Faith Effort. To be considered responsive all Vendors **should have** SBE Participation or demonstrate a good faith effort to utilize SBE subcontractors. **If option 1, 2 or 3 was not chosen the Vendor should complete the section below substantiating compliance with good faith effort requirements.**

In accordance with Article 11, of the Alachua County Procurement Code, I have solicited and received responses from the following Alachua County certified SBE companies. (The SBE vendor's response should be recorded in the section below.)

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

RFP: 22-21 Annual Temporary Personnel Services

I as the undersigned Vendor certify that I have completed one of the option(s) below *(Circle One)*:

OPTION 1

OPTION 2

OPTION 3

OPTION 4

If you are unable to certify that, you have completed to the best of your knowledge and belief **OPTION 1, OPTION 2, OPTION 3 or OPTION 4, CALL (48 hours prior to bid opening) Procurement at 352.384.3090, for direction.**

Vendor Name: Abacus Corporation Date 2/10/21

Signature  Title Chief Operating Officer

Printed Name: Michael P. Brady, SPHR, CSP Title Chief Operating Officer

CERTIFIED SMALL BUSINESS ENTERPRISE POINTS REQUEST FORM FOR RFP's

The Technical Qualifications Evaluation phase of the Professional Services Evaluation Process assesses whether a Consultant is a certified Small Business Enterprise (SBEs) and provides for the allotting of points where the Consultant includes in their submittal a request for points allowed for Alachua County's Certified SBEs' participation in accordance with the options listed below and the necessary documentation to substantiate such is provided.

CERTIFIED SMALL BUSINESS ENTERPRISE (SBEs)- REQUEST FOR POINTS 15 POINT MAXIMUM																																			
Points for Certified Small Business Participation is to be awarded using one of the options below:	Points Allowed	Points Requested	Points Assigned																																
Fifteen (15) points are awarded to the Consultant if the Consultant is a certified small business (per Alachua County's current SBE registry at the time set for receipt of submittals) and at least 51% of the job will be performed by the Consultant.	15 pts	0																																	
<p>Eight (8) to thirteen (13) points are awarded if the Consultant commits to a significantly higher certified Small participation than the goal, based on the breakdown indicated below:</p> <p>Percentage of Certified Small Participation:</p> <table> <tr> <td>at least</td><td>but less than</td><td>Points</td><td>to be</td></tr> <tr> <td>Awarded</td><td></td><td></td><td></td></tr> <tr> <td>25%</td><td>30%</td><td>8</td><td>Points</td></tr> <tr> <td>30%</td><td>35%</td><td>9</td><td>Points</td></tr> <tr> <td>35%</td><td>40%</td><td>10</td><td>Points</td></tr> <tr> <td>40%</td><td>45%</td><td>11</td><td>Points</td></tr> <tr> <td>45%</td><td>50%</td><td>12</td><td>Points</td></tr> <tr> <td>50%</td><td>51%</td><td>13</td><td>Points</td></tr> </table>	at least	but less than	Points	to be	Awarded				25%	30%	8	Points	30%	35%	9	Points	35%	40%	10	Points	40%	45%	11	Points	45%	50%	12	Points	50%	51%	13	Points	8 pts - 13 pts	0	
at least	but less than	Points	to be																																
Awarded																																			
25%	30%	8	Points																																
30%	35%	9	Points																																
35%	40%	10	Points																																
40%	45%	11	Points																																
45%	50%	12	Points																																
50%	51%	13	Points																																
Five (5) points are awarded to a Consultant who has committed to meet the percentage participation goal of 15% as established by the Board of County Commissioners and the Consultant has listed the certified small business(es) and clearly stated the work and percentages of the job that those business(es) will perform.	5 pts	0																																	

ALACHUA COUNTY GOVERNMENT MINIMUM WAGE (GMW) FORM**RFP 22-21 Annual Temporary Personnel Services**

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this RFP are paid, and will continue to be paid, in accordance with Chapter 22, Article 12 of the Alachua County Procurement Code ("Alachua County Government Minimum Wage").

Please mark the appropriate box below that applies to how you pay your employees:

- ☐ Employees involved with Alachua County projects are paid a minimum of **\$14.50 hourly** and are provided health benefits?
- ☒ Employees involved with Alachua County projects are paid a minimum of **\$16.50 hourly but are not provided** health benefits?

Bidder: Abacus Corporation Company: Abacus Corporation

Address: 610 Gusryan Street, Baltimore, MD 21224

Authorized Signature:  Title: Chief Operating Officer

Clearly Print Name: Michael P. Brady, SPHR, CSP

Phone: 443-961-7871 Fax: 410-633-1976 Date: 2/10/21

Email Address: mb@abacuscorporation.com

VOLUME OF PREVIOUS WORK SUMMARY

Volume of previous work will be determined by the actual fees rendered to the consultant by Alachua County. These fees are based on actual payments made to the consultant and are retrieved from the County's electronic accounting system. Only a portion of these fees (Adjusted fee) will be considered based on the fiscal year payments and the factor listed below (see chart below).

SAMPLE

PERIOD	ACTUAL FEE	FACTOR	ADJUSTED FEE
Current and last year (Oct 1 – Sept 30)	\$ 100,000.00	X 1.0	\$ 100,000.00
Second year past (Oct 1 – Sept 30)	\$ 100,000.00	X .08	\$ 80,000.00
Third year past (Oct 1 - Sept 30)	\$ 100,000.00	X .06	\$ 60,000.00
TOTAL ADJUSTED FEE CONSIDERED			\$ 240,000.00

VOLUME OF PREVIOUS WORK - POINTS EARNED

The volume of previous work points earned are based on the adjusted fee (see chart below).

POINTS	ADJUSTED FEE (AF) *	YOUR REQUESTED AF POINTS
5	AF < 50,000	<div style="text-align: center; border: 1px solid black; padding: 10px;"> 0 points </div>
4	50,000 < AF < 100,000	
3	100,000 < AF < 200,000	
2	200,000 < AF < 300,000	
1	300,000 < AF < 400,000	
0	AF > 400,000	

DRUG FREE WORKPLACE

Florida Statute, Section 287.087 states that whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

Abacus Corporation

Name of Business

does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


Bidder's Signature

2/10/21

Date

PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida "public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

(Execute either section I. or II, but not both; bidder may not modify language)

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Bidder's Signature: _____



Date: 2/8/21

--- OR ---

II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification, i.e. trade secret):

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspect or copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

Bidder's Signature: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/3/2021

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

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

PRODUCER HMS Insurance Associates, Inc. 20 Wight Ave Suite 300 Hunt Valley MD 21030	CONTACT NAME: Jeremy Teets PHONE (A/C. No. Ext): 443-632-3341 E-MAIL ADDRESS: Jteets@hmsia.com	FAX (A/C. No): 443-632-3498
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hartford Fire Insurance Co		19682
INSURER B: Everest National Insurance Company		10120
INSURER C: Selective Insurance Company of South Carolina		19259
INSURER D: New Hampshire Insurance Company		23841
INSURER E: National Union Fire Insurance of Pittsburgh PA		19445
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 2110238332**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			91ML001717-201	9/28/2020	9/28/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			S 2164050	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			91CU001292-201	9/28/2020	9/28/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A		WC15893657	4/1/2020	4/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B A E	Professional Liability 3rd Party Employee Theft Cyber Liability			91ML001717-201 30FA0270134 01-916-26-74	9/28/2020 4/1/2020 10/9/2020	9/28/2021 4/1/2021 10/9/2021	E&O Occurrence: \$1M Theft of Clients Prop Privacy Liability E&O Aggregate: \$2M \$5,000,000 \$1,000,000

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

Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Abacus Corporation

(Insert Name of Corporation)

**CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY
AND AUTHORITY TO CONDUCT BUSINESS**

The Board of Directors ("Directors") of Abacus Corporation, a
(insert name of company)

Virginia corporation (the "Corporation"), at a duly and properly
(insert state of incorporation)

held meeting on the 10th day of February, 2021, did hereby consent to, adopt, ratify, confirm and approve the following recitals and resolutions:

WHEREAS, the Corporation is a duly formed, validly existing corporation in good standing under the laws of the State of VIRGINIA and is authorized to do business in the State of Florida; and

WHEREAS, the Corporation desires to grant certain persons the authority to execute and enter into contracts and conduct business on behalf of the Corporation.

NOW, THEREFORE, BE IT RESOLVED, that any of the following officers and employees of the Corporation listed below are hereby authorized and empowered, acting along, to sign, execute and deliver any and all contracts and documents on behalf of the Corporation, and to do and take such other actions, including but not limited to the approval and execution of contracts, purchase orders, amendments, change orders, invoices, and applications for payment, as in his or her judgment may be necessary, appropriate or desirable, in connection with or related to any bids, proposals, or contracts to, for or with to Alachua County, a charter county and political subdivision of the State of Florida:

NAME	TITLE
<u>Richard McGee, Jr.</u>	<u>President and CEO</u>
<u>Devin McGee</u>	<u>Executive Vice President</u>
<u>Michael Brady, SPHR, CSP</u>	<u>Chief Operating Officer</u>

NAME

TITLE

BE IT RESOLVED THAT, these resolutions shall continue in full force and effect, and may be relied upon by Alachua County, until express written notice of their rescission or modification has been received by the Procurement Manager of Alachua County. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Procurement Manager of Alachua County, establishing the authority for the changes.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 10th day of FEBRUARY, 2021, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

(Corporate Seal) Secretary of the Corporation

By: 

David M. Hausner

(Print Secretary's Name)

Equal Employment Opportunity

Abacus affirms that it does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor. We include is EEO statement in all solicitations and advertisements for employment.

References

Reference 1	
Client: Tarrant County	Project Title: Temporary Clerical Staffing
Duration: October 2017-September 2020	
Worked Performed: Provided county-wide clerical staffing. Positions included General Clerk, Administrative Assistant, Data Entry Clerk, Accounting Clerk, and Receptionist.	
Contact: Erick Ware	Address: 100 E Weatherford, Fort Worth, TX 76196
Phone: 817-884-2620	Email: emware@tarrantcounty.com

Reference 2	
Client: City of Virginia Beach	Project Title: Temporary Staffing Services
Duration: November 2003-present	
Worked Performed: Abacus has served as the exclusive temporary staffing partner to the City of Virginia Beach since 2003, employing more than 2,000 associates annually in a wide range of labor categories and skill classifications, including Clerical, Technical, and Industrial.	
Contact: Sherri Arnold	Address: 2424 Courthouse Rd, Bldg 18, Rm 135, Virginia Beach, VA 23456
Phone: 757-385-8804	Email: sharnold@vbgov.com

Reference 3	
Client: City of Norfolk	Project Title: Temporary Staffing Services
Duration: July 2007-present	
Worked Performed: As a temporary staffing services provider, Abacus fills 60 positions for the City of Norfolk ranging from Clerical/Admin to Laborer, IT, Medical and Skilled Trades.	
Contact: Danny Hawk	Address: 232 E. Main Street, Suite 250, Norfolk, VA 23510
Phone: 757-664-4026	Email: danny.hawk@norfolk.gov
Reference 4	
Client: City of Grapevine, Texas	Project Title: Short-Term Employee Provider
Duration: September 2016-present	
Worked Performed: As a short-term employee provider to the City of Grapevine, Texas, Abacus has staffed job roles such as Administrative Secretary, Billing Clerk, and Library Assistant.	
Contact: Lance Wright	Address: 501 Shady Brook Drive, Grapevine, Texas 76051
Phone: 817-410-3336	Email: lwright@grapevinetexas.gov

Reference 5	
Client: MDOT	Project Title: On Call Temporary Labor
Duration: April 2017-present Worked Performed: Abacus provides on-call temporary contingent labor services to the Maryland Department of Transportation (MDOT), including five (5) business units, in the labor categories of IT, Technical Labor and Administrative Labor.	
Contact: Joy Abrams	Address: 7201 Corporate Center Drive, Hanover, MD
Phone: 410-865-1129	Email: jabrams@mdot.maryland.gov