



PROPOSAL RESPONSE TO

REQUEST FOR PROPOSALS

RFP 22-21

Annual Temporary Personnel Services



PROPOSED TO:

Alachua County Board of County Commissioners
12 SE 1st Street, 2nd Floor, Gainesville, FL 32601

PROPOSED BY:

Justin Acord, Executive VP - Sales
COGENT Infotech Corporation
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DUE DATE:

March 3, 2021
2:00 P.M. EST

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4.1. LETTER OF INTEREST



Justin Acord
Executive VP - Sales

JUSTIN ACORD, EXECUTIVE VP – SALES

COGENT Infotech Corporation
1800 NW Corporate Boulevard, Suite 130, Boca Raton, FL 33431
(412) 889-7700
Justin.Acord@cogentinfo.com

To,

MANDY MULLINS

Alachua County Board of County Commissioners
12 SE 1st Street, 2nd Floor
Gainesville, FL 32601

SUBJECT: “RFP 22-21; ANNUAL TEMPORARY PERSONNEL SERVICES”

COGENT Infotech Corporation (COGENT) is pleased to provide response to the “RFP 22-21; ANNUAL TEMPORARY PERSONNEL SERVICES” which is due on March 3, 2021 at 2:00 PM. Our proposal submission includes all the required information and documentation as instructed in RFP document. This response is based on information in the RFP document, Addendum # 1, 2, 3, 4 and 5.

COGENT is a national, award winning consulting firm with extensive experience in providing temporary personnel services to the Public sector for both IT and non-IT categories. COGENT has 17+ years of experience successfully providing similar temporary personnel services to several State Government clients including but not limited to the State of Florida, Texas, Georgia, Colorado, New Jersey, Virginia, Pennsylvania and Oregon.

COGENT brings strong credentials and qualifications to deliver services sought by this solicitation. This is demonstrated by the following facts:

- Successfully completed 1600+ unique temporary personnel engagements for 65 of the Fortune 500 companies.
- Have delivered IT Staffing Services to 50+ State Government agencies in 35+ states;
- Consistently recognized as a “Top Vendor” and achieved high customer satisfaction levels;
- Successfully delivered on several high visibility initiatives for several State and Federal agencies;
- COGENT is a Leading Oracle Partner, specialized in Java Development (UI/UX/Full Stack);
- COGENT’s Talent Pool currently comprises an ever-growing database of 900,000 resumes of highly qualified technical talent available in the United States and around 35,937 (approx. 4%) consultants from the State of Florida and neighbouring regions;
- COGENT only hire TOP 10% of technical talent and over 55% of our people possess master’s degrees, majority from leading US Universities;
- Demonstrated experience in supporting requested staff augmentation requirements in the State of Florida.

COGENT understands the Alachua County Board of County Commissioners is seeking for a flexible means of obtaining temporary resources quickly, efficiently and in a cost-effective manner for below mentioned Functional Areas namely:

- **Clerical**
- **Light industrial**
- **Medium Industrial**

COGENT understands the required services and fully understands how to not only meet Alachua County Board of County Commissioners’ expectations, but to exceed them as highlighted below:

- Provide on an as-needed basis, temporary personnel services to Alachua County Board of County Commissioners.
- Provide consultants who meet the requirements for each job title/description and are local to State of Florida.
- Prequalify consultants and provide best-fit resumes when requested by Alachua County Board of County Commissioners.
- Provide evidence of compliance with all governing requirements for licensure, registration and/or certification.
- Comply with appropriate federal, state and county regulations.
- Perform background verification and investigations on each consultant as required.
- Perform consultant reference checks.
- Negotiate purchase order as per pre-negotiated rates.
- Ensure consultant performance as per requirement/purchase order.



Justin Acord
Executive VP - Sales

- Address any performance and time schedule issues.
- Adhere to all employer responsibilities pertaining to salary, benefits, insurance coverages, payroll withholdings, etc.

The following are the offeror details and contact details of the executive who has the authority to contract with the organization and POC for the technical and contractual clarifications throughout the evaluation period.

Company Name	: COGENT Infotech Corporation
Point of Contact	: Justin Acord, Executive VP - Sales
Company Address	: 1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
Serving Location	: 1800 NW Corporate Boulevard, Suite 130, Boca Raton, FL 33431
Ownership Structure	: Corporation
State of Incorporation	: Commonwealth of Pennsylvania
Date of Incorporation	: 06/10/2003
FEIN	: 32-0083904
Phone	: (412) 889-7700
Fax	: (412) 774-1515
E-mail	: Govt-Bids@cogentinfo.com
Website	: http://www.cogentinfo.com/

We sustain that our proposal will remain valid for 120 calendar days from the date of the proposal submission deadline and will be able commence the performance of the services immediately after the agreement is fully executed by both Alachua County Board of County Commissioners and COGENT.

We pride ourselves on providing services at the highest level possible and will be providing all required service to the Alachua County Board of County Commissioners in the stipulated period, if awarded with the contract.

Sincerely,



Justin Acord
Executive VP - Sales, COGENT Infotech Corporation

4.2. PROJECT UNDERSTANDING AND APPROACH

UNDERSTANDING OF SCOPE OF WORK

COGENT Infotech Corporation understands that Alachua County Board of County Commissioners has released this request for proposals from licensed professionals, referred as 'Consultants' in the RFP for the provision of Annual Temporary Personnel Services. As per our review of all the RFP Documents and five (5) Addendums, we saw that the scope of work is divided into three (3) categories namely:

- Clerical
- Light Industrial
- Medium Industrial

We understand that this opportunity has been released for the benefit of procurement department. Provided in Addendum 5 were a list of positions that are likely to be requested during the term of the contract. If awarded, we will have to provide Annual Temporary Personnel Services for one (1) base year with two (2) options to renew the contract for two (2) years. Purpose is to establish firm fixed rates for the positions listed in the RFP. These services may be requested on an as-needed basis from any of the departments throughout the County/Library District.

The consultant will be responsible to provide competent and skilled temporary personnel to the County/Library District. Consultant will be responsible for the pre-tests and training for all workers as provided in the Technical Specifications. The consultant will also have to remove a temporary worker if deemed incompetent by the County/Library District. The temporary workers provided will be the staff of the consultant. The contractor will be responsible for and agree to indemnify the County/Library District against liability for the payment of any and all contributions, taxes and costs. The contractor will also be responsible for the background checks, payrolling, time-sheet maintenance, etc. Contractor will be responsible for the hiring of temporary staff. Contractor will provide timely to Alachua County upon request in regards to the personal evaluation of each temporary staff.

APPROACH TO THE SCOPE OF WORK

We use multiple methods for sourcing and have a large database of pre-screened candidates. COGENT's employee base, referral program, and existing recruiting force have lent COGENT the ability to meet client requirements in some of the hardest to find skill-sets and on large-scale projects that require teams of resources. COGENT's vertical market experience with its clients over the years has invariably created a pool of existing employees and resources from referrals and/or in our database, from which COGENT works with on an on-going basis. This talent pool has taken shape in such a way that we have seen many clients come to COGENT for conceptually similar functional and technical needs that we were prepared to respond to give our business structure and how we operate. We allocate resources for early on-boarding and adequate training. We use hired employees that have worked for us before and have list of seasonal workers on-call who are willing to come back in subsequent years. This gives our company plenty of time to on board staff before the busy time arrives.

SOURCING

We strongly believe in combining technology and the "human touch" for our sourcing and recruiting activities. This strategy affords the company to Personalize, Differentiate and effectively Network with its prospective hires. Following are our sources of our candidates:

- **COGENT's Talent Pool**

Our ATS system currently comprises an ever-growing database of about 1,000,000 resumes of highly qualified technical talent available in the United States. There is a dedicated team of recruiting professionals whose sole task is to constantly keep adding to this database. This provides us with a competitive edge and ensures quick turnaround time. Our database has around 89,000 (approx. 9%) consultants from the State of Florida and neighbouring regions.

- **Job Boards and Career Sites**

Our recruiters utilize sites such as Career Builder, Monster, Dice and Indeed to find candidates who aren't on our internal tracking system. These databases contain millions of resumes that span different industries, experience levels and geographical locations. To source a perfect candidate for any role, these act as gold mines for our recruiters.

- **Social Media/Company Website**

LinkedIn acts as one of the most popular recruiting tools for our recruiters. Each of our recruiter has got a recruiter account which allows them to search for candidates based on their work history, job title, or college. One of the primary advantages for our recruiters is finding qualified candidates on LinkedIn who would be otherwise impossible to be located as they won't be actively looking for jobs.

Apart from this our recruiters also utilize various other sources of social media namely Facebook, twitter etc.

On our company website we advertise company's open roles and build employer brand.

- **Networking Events**

We still consider industry networking events as best way to make connections, for both recruiters and candidates. Our recruiters attend specific industry or event related opportunities to:

- Network with active job seekers
- Meet professionals in the industry they staff for
- Identify candidates who are strongly engaged for future hiring purposes
- Learn more about positions in the field that they hire for

- **Employee Referrals**

We consider employee referrals to be strong candidates. This allows our recruiters to save a lot of time hunting down for candidates when they get referrals passed along to them.

- **Advanced Technologies**

Various technologies like Stackoverflow, Google/yahoo groups Github, Behance, Mogul, We Work Remotely etc. are being utilized by our recruiters to find candidates of specific kinds.

- **Fulfilling Sourcing Requirements**

Our recruiters are trained stay up to date with the latest technologies available in the market to handle clients fluctuating requirements. To ensure the same, our recruiters review/attend/analyse the below mentioned events/entities. This process has resulted in successful and smooth delivery of services to the client involving use of new technologies.

- **Events:** Our recruiters attend industry events on a regular basis. This helps them gain knowledge on new technologies & trends. Also, it provides a platform to make new connections in the recruitment field.
- **Webinars:** On a frequent basis, our recruiters attend webinars to ensure they regularly hear from industry experts. The webinars are attended through various sources including but not limited to Glassdoor webinars, LinkedIn Webcast etc.
- **Industry Reports:** Our recruiters draw from the data that's constantly being collected within the same industry. They examine industry reports available in the market (ex. LinkedIn's Global Recruiting Trends Report) to analyze which technologies are trending and available in a particular region of world.
- **Niche skill talent pool:** COGENT maintains a talent pool of candidates possessing any niche skills or having worked on any new technologies. This pool is being utilized to fulfil client requirements which require work on any new/emerging technology.

PRELIMINARY SCREENING

Recruiters initially screen resumes for basic requirements of all applicants for a position. The screen covers the basic qualification information including:

- Availability
- Suitable Educational Qualification
- Requisite number of years of work experience in relevant technologies or functional areas
- Accurate project duration dates, references for last three or four projects
- Requesting work samples from previous projects he/she worked on.
- Initial verification of skill-set and summary of technical knowledge
- Additional HR related information will be gathered (W2, I-9 etc.)

IN-DEPTH SCREENING

- **Review of Job Duties at Most Recent Placement (s)/ Validating Pre-Employment Experience**

The role of the Recruitment Manager (RM) is to work closely with the Account/Sales Executives and the client to understand technical and functional needs of a requirement/position. RMs have a technical background and are all former field employees with practical technical project experience of no less than 5-7 years with COGENT.

Once the RM receives a resume from the recruiter for a position a very detailed technical screen takes place including a very detailed discussion of all projects on the resume to verify that the resume best reflects the technologies used, where and how each skill was used, what type of applications the project entailed, and overall role of the candidate on the project.

In this phase we verify the employment history to confirm the work experience conveyed by the candidate to us and to be sure the candidate possesses the best suited professional background and appropriate work experience required for this position. As a part of verification, we directly contact the candidate's previous company to confirm the information provided is true. Also, we request W-2 or other document as proof of work history from candidate.

Above all, we perform a technical skills test which will measure the candidates' technical abilities as compared to others with the same and/or similar level of expertise.

- **Credential Verification**

Once this initial discussion is completed, the Recruitment Manager will verify all references, verify education qualification, any/all relevant certifications listed on the resume, and subsequently determine whether or not the candidate is appropriately suited technically and functionally for a particular position.

- **Ensuring Contractors Eligibility to Work in United States**

Prior to presenting candidates to clients, COGENT verifies their status, which could be one of: Citizen, Green Card, and Requires Work Authorization. Citizens and Green Card holders are automatically eligible to work for COGENT in the United States. If candidates require work authorization, COGENT first ensures that the candidate has maintained proper status in the past and is eligible (as defined by the Immigration & Naturalization Service of the United States) to obtain a work permit. COGENT's Legal & Immigration department files and maintains a non-immigrant work permit petition in full compliance with all Department of Labor and INS guidelines & requirements; with respect to prevailing wages, eligibility, Public Access Files etc. Our Legal & Immigration department tracks in detail the work authorization status of all employees and files required renewals in a timely fashion.

- **Reference Check & Reason for Leaving Last Assignment**

Every perspective candidate is accepted only after obtaining a complete reference check. In this process we evaluate various factors like performance, attitude, and aptitude with three former employers and we also verify Reason for leaving last assignment. The references also provide COGENT with a broad understanding of the candidate's technical background, strengths, and areas of needing improvement but also their work ethics and social skills. A minimum of three supervisory references of recent 5 years' experience is the minimum number of references required.

COGENT also does the following to ensure the references given to us is credible:

- All email addresses given must be employer email addresses.

- All references given must be Management level personnel who can discuss the candidate's skills objectively.
- If the reference has a LinkedIn profile, we will review it to ensure validity.

After the Recruitment Manager has approved the candidate, the resume will be sent to the Subject Matter Expert (SME) and the Account Executive.

REVIEW OF SKILLS AND DISCUSSION

A Subject Matter Expert (SME) is assigned to work with a Sales/Account Executive and designated accounts to become as familiar with the account as the Sales/Account Executive and the technical environment of the client. The SME speaks with the candidate to further qualify the candidate and inform them candidate of the account details, location, project information (technical requirements, functional requirements, type of applications, team size, and other relevant technical/functional information the candidate may have questions about.). Every skill critical to the completion of assigned deliverables is identified and assessed in terms of the level of skill required (a scale of 1 to 4 is used where 1=Proficient and 4=Novice) using the below matrix. Only when it's established that the candidate meets or exceeds the qualification of the position, the SME approves him/her for submittal to the client.

Required Skills and Skill Gap Plan						
Required Skill	Skill Level Required				Actual Skill Level	Skill Gap Mitigation Plan
	1	2	3	4		
	Proficient	Competent	Learner	Novice		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Once the candidate has been approved for submittal to the client by the SME, the SME will recommend to the Sales/Account Executive to submit the candidate to the client for a requirement. Our above-mentioned manual process ensures our clients get only the best resources available in the job market.

OUR PROCESS FOR INTERVIEWING

COGENT conducts detailed telephone interviews with prospective candidates to gain a full understanding of their skills, experiences and aspirations; if they match client's requirements, we will fully brief them about the role, client and project.

COGENT present's pre-screened candidates to client in the format of client chooses, which can be through online Applicant Tracking System (ATS) or emailed in a certain format. Referring to the previous point, we never submit the resume of an applicant who has not been briefed about the role, client and project.

Once client reviews the profiles submitted and selects the candidates, COGENT coordinates the interview process for client. It includes but not limited to arranging telephone/skype, in-person interviews and facilitating remote technical assessment where required. If required, we can also host interviews at our offices in Austin, TX and Pittsburgh, PA.

COGENT also proactively coordinate the process of collecting and disseminating post-interview feedback from both candidates and interviewers.

OUR BACKGROUND CHECK POLICY

Once we receive the green flag from the client for candidate, we coordinate with the selected candidate for the acceptance, background check, relocation and project start.

All offers of employment at COGENT are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees, who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** Validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** Confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** Calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** Confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** Review of criminal convictions and probation including local, county, state, and federal records for a period of at least seven years. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** Provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** Confirms candidate's credit history. This search will be run for positions that involve management of COGENT funds and/or handling of cash or credit cards.

Procedure

Final candidates must complete a background check authorization form and return it to Human Resources. Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or an employment screening service (SterlingBackcheck + TalentWise) will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

OUR DRUG SCREENING POLICY

Purpose

All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

Substances Covered by Drug and Alcohol Testing

Candidates will be tested for use of the following:

- Marijuana
- Cocaine
- Opiates
- Amphetamines (Amphetamine & Methamphetamine)
- Phencyclidine (PCP)
- Barbiturates
- Benzodiazepines
- Methadone
- Propoxyphene
- Chemical derivatives of these substances.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

Testing Methods and Procedure

Upon receipt of an offer of employment, candidates must complete required drug testing within 24 hours. All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards in accordance with state law. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

COGENT will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the initial test result.

Refusal to Undergo Testing

Candidates who refuse to submit to a drug test or who fail to show up for a drug test within 24 hours of an offer of employment will no longer be considered for employment, and any offer of employment will be rescinded.

Positive Test

If a candidate tests positive on an initial screening test, the test will be confirmed using gas chromatography. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn, and the candidate will be provided with a copy of the test results and the reason why he or she is no longer being considered for employment.

Right to Explain Test Results

All candidates have the right to meet with the testing laboratory personnel and with COGENT to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within Cogent or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

Retesting

Candidates may request a retest of the original urine sample within five working days after notification of a positive test result. This retest is at the expense of the candidate unless the original test result is called into question by the retest.

Re-Application and Rehire

Individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs may be protected under the Americans with Disabilities Act. Therefore, COGENT will consider the applications of candidates who formerly tested positive for drugs if candidates can show evidence of rehabilitation and compliance with this policy.

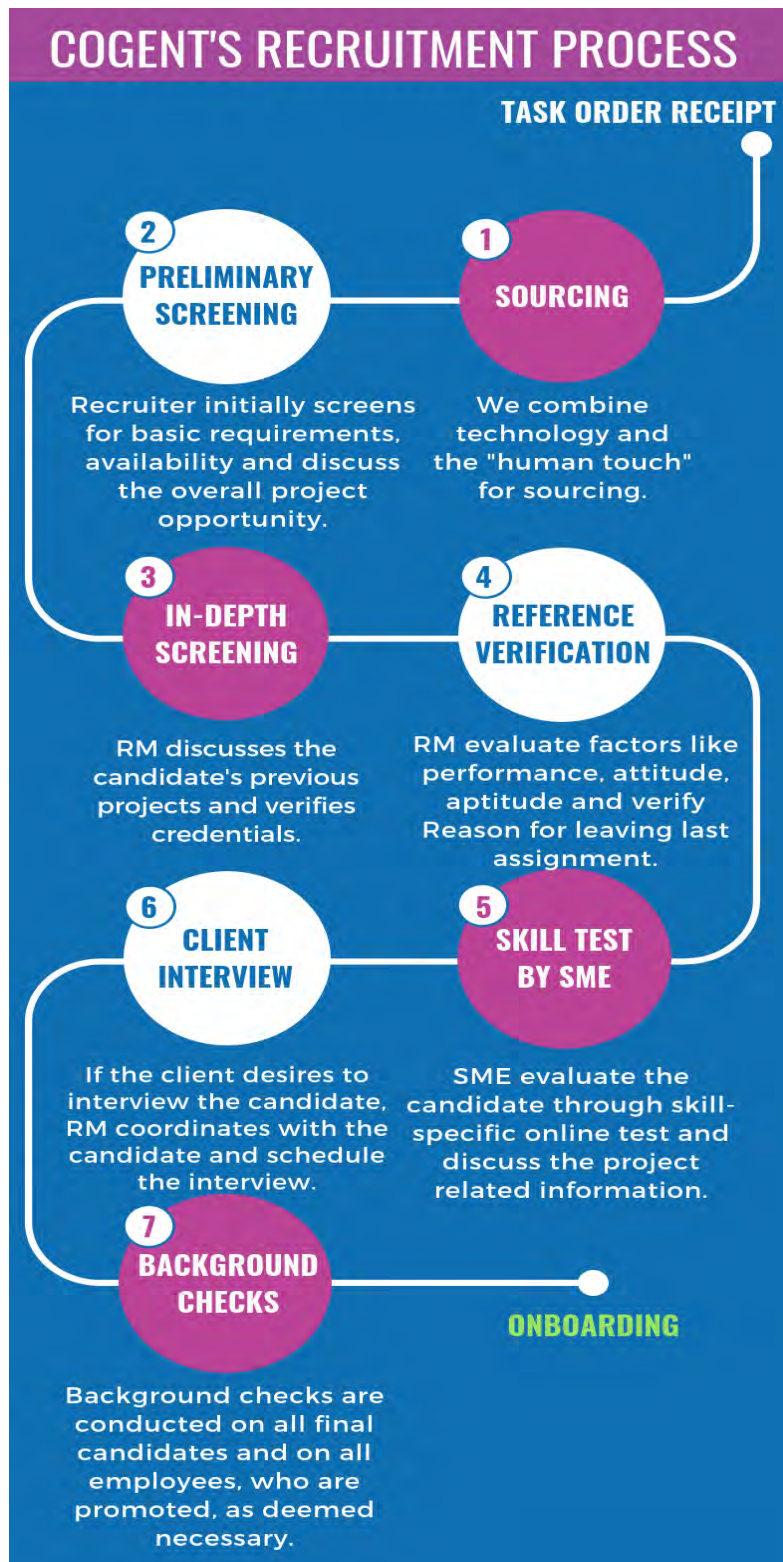
Right to Review Records

COGENT will provide a copy of test results upon written request to candidates who test positive.

Confidentiality

All records concerning test results will be kept in medical files that are maintained separately from COGENT personnel files.

OUR WORKPLAN TO PROVIDE THE SERVICES



COGENT gives our clients a competitive edge in recruitment through our network of Recruitment Centres which leverage leading tools, technologies, and our proprietary process methodologies to help identify a more refined, targeted pool of candidates for job profiles. Our team of experienced sourcing team and Recruiters are geared towards providing round-the-clock coverage on candidate searches.

Our team understands technical and non-technical criteria for hiring requirements and develops a sourcing and recruiting strategy for each client need fulfilling them with minimum down time. Our network seamlessly identifies high-quality candidates, ranks, categorizes, prioritizes and submits them to our client with precision. We strongly believe in combining technology and the "human touch" for our sourcing and recruiting activities. This strategy affords the company to Personalize, Differentiate and effectively Network with its prospective hires.

Our sources of our candidates include but not limited to COGENT's Talent Pool, Time & Tested methods (Job boards, ATS, Career Fairs, Employee referrals), Social Media/ Company Website, LinkedIn recruiter, Advanced technologies (Stack overflow, Google/Yahoo groups, github, apps for sourcing from various social media sites etc.) and Industry Partners.

We stay in constant touch with our consultants to ensure their availability and ensure that they stay committed for future extensions, thereby avoiding cumulative costs in new recruitment and orientation. Also, resume of each candidate we submit to the client is being stored in our Applicant Tracking System (ATS) and is kept forever.

HOW THIS PROJECT WILL FIT IN OUR CURRENT WORKLOAD

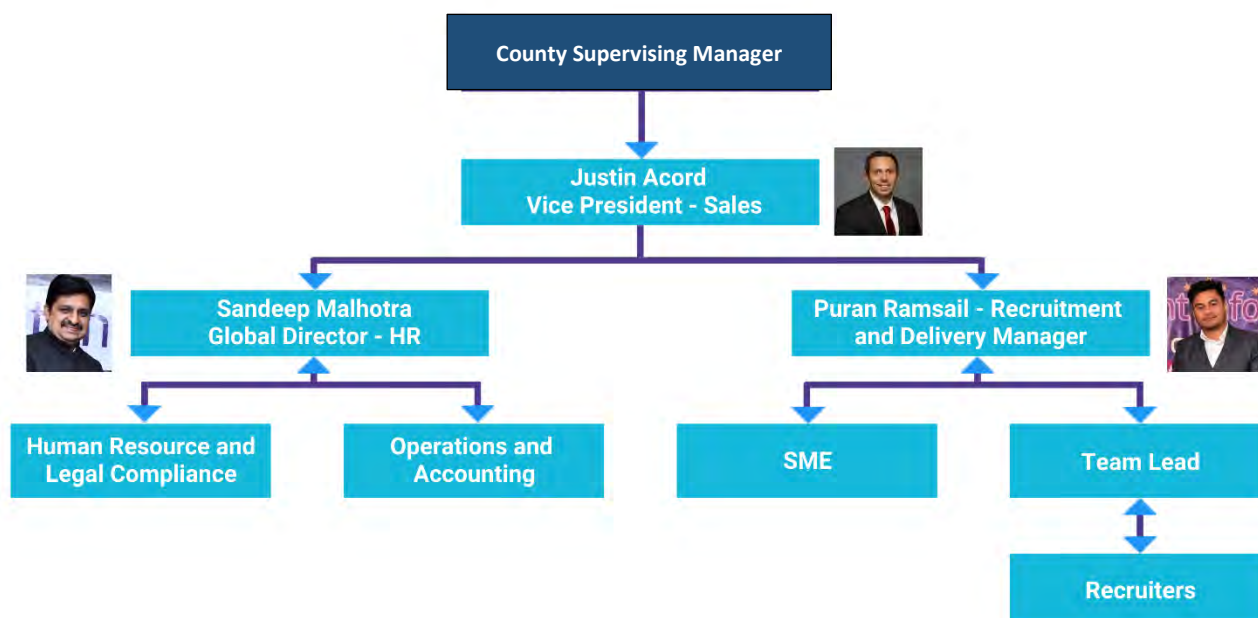
COGENT has multiple contracts running currently. In total a number of 40 contracts are currently active from various numbers of government agencies throughout the united states. Apart from that we continuously supply temporary staff to various commercial agencies like Thermo Fisher, Dana, Pitney Bowes, The Adecco Group, Lincare Holding Inc., Global Atlantic Financial Company, Lincare Holdings Inc., Office Depot, etc. The list of our currently active government contracts is given below:

We have a special process to ensure that our service efficiency does not get affected by the fact that we have various other contracts ongoing at the same moment. As for Alachua County Board of County Commissioners, we will also follow the same process. To make sure of this, we assign each contract to our recruiting teams on a primary, secondary, tertiary (and so on) basis. Each work order through any contract is initially sent to the primary recruiting team, which starts working on it initially. Based on the current workload the work order is assigned to the next team, i.e., secondary team, and so on. This process ensures that even if one team is overloaded with a project, COGENT will still be able to fulfil the requirement of County/Library District. Apart from this, if our Delivery Manager sees that the potential employees sent by the primary team are not up to the mark, the work order will be sent to all out teams so as to ensure that the best candidate is provided to the County/Library District. Our best-in-market policy ensures that all the requirements from our clients are filled and with quality candidates. Throughout this entire process the client will only have to be in touch with our liaison, i.e., Project Manager. All the rest will be handled by the Project Manager.

4.3. CONSULTANT'S QUALIFICATION AND STAFF

DELIVERY TEAM & KEY PERSONNEL

Below provided is a brief description of our key personnel's and delivery team.



JUSTIN ACORD - VICE PRESIDENT, SALES

EXPERIENCE SUMMARY:

Mr. Justin Acord is the Vice President - Sales and possesses over thirteen (13) years of experience servicing clients in The Public Sector (federal/state/local). He has managed the delivery team for various county clients including but not limited to Harris County, Tarrant County, Multnomah County, Baltimore County Public Schools, Hennepin County, School of Broward County, Miami-Dade County, County of Santa Clara, Ramsey County, Wayne County, Beaufort County, Arlington County and Richland County. He has successfully managed delivery teams that are responsible for servicing several State IT contracts - Florida, Texas, Georgia, Oregon, Maine - to name a few. Mr Acord is part of COGENT management and has authority to act as deemed necessary to resolve issues and ensure overall project success. He will directly supervise the County delivery team and will be available 24x7 for any issue escalation/resolution.

RESPONSIBILITIES:

- Serve as the lead point of contact for any matter specific to the County account.
- Understanding the County/Library District's objective alongside COGENT's vision of contract success to analyse the contract's potential and create contract plan/strategy to minimize risks to both COGENT and the Houston Housing Authority. Establish and maintain effective lines of communication with the Houston Housing Authority and facility personnel to ascertain that their needs and requirements are being met as per the contract.
- Ensure the timely and successful delivery of services according to requirement and objectives.
- Consistently seeking new innovations and improvements to the service.
- Forecast and track key account metrics (e.g., quarterly sales results and annual forecasts. Assist with challenging requests from client or issue escalations as needed.
- Assist with challenging requests from client or issue escalations as needed.

PURAN RAMSAIL - RECRUITMENT/DELIVERY MANAGER

EXPERIENCE SUMMARY:

A total 14 Years with 12+ years of experience as a Recruitment Manager & Technical Recruiter in Government, Healthcare, Insurance, Energy, Utilities, and IT industry. He has a vast experience in serving county clients for COGENT, some of which are various county clients including but not limited to Harris County, Tarrant County, Multnomah County, Baltimore County Public Schools, Hennepin County, School of Broward County, Miami-Dade County, County of Santa Clara, Ramsey County, Wayne County, Beaufort County, Arlington County and Richland County. He also possesses immense experience in recruiting for a variety of clients including but not limited to State of FL, State of IN, State of TX, Pinellas County, Harris County, Miami-Dade County, Austin Energy, Xerox, Nike, Barclays, Motorola, T-Mobile, ISO NE, Verizon and The Hartford. Further, he is experienced in serving various State of TX clients including but not limited Austin Community College, Port of Houston, City of Austin, State of Texas - DIR and New York City School Construction Authority. Mr. Puran has proven experience in developing and maintaining MIS and relevant database systems for Recruiting. Also, he has executed comprehensive search strategies designed to recruit niche candidates in highly competitive and unique candidate spaces including driving a sourcing plan built on key networking and direct sourcing. Further, he has networked and maintained relationships with key candidate communities for long-term opportunities and leveraged social networking and proactive tools to develop and maintain potential candidate pools. All recruiters and sourcing specialists will be working under his supervision.

RESPONSIBILITIES:

- Design the skill matrix for choosing the candidate.
- Supervise sourcing specialists, recruiters, and report on their performance.
- Work closely with recruiters to manage every stage of recruitment & candidate selection, attracting talent, vetting candidates, and advising on the best recruitment practices & processes.
- Keep track of recruiting metrics (e.g., time-to-hire and cost-per-hire).
- Expand existing pool of potential resources by networking with other employers and employees within the same industry via social media (e.g., LinkedIn etc.) and by attending conferences, seminars.

SANDEEP MALHOTRA - GLOBAL DIRECTOR - HR

EXPERIENCE SUMMARY:

With over 20+ years of multinational experience in Human Resource, Talent Management & Development in shared services environment, matrix driven & Complex Organizations in IT/ ITES / Insurance and Gaming sector. Mr. Sandeep Malhotra is a part of COGENT's leadership team, acting as a trusted HR partner to business heads to enhance people focus and build positive work environment. He is a seasoned HR leader with hands-on experience in building organizational capability, developing HR strategy & policies, talent management, employer brand building.

RESPONSIBILITIES:

Proactive handling of employee relations and culture building

- Change management and internal communication interventions during business transitions / transformation. Effective design and implementation of HR processes like talent acquisition,
- Performance management / C&B, internal communication, learning and development interventions & employee engagement initiatives.
- Efficient design and delivery of HR operations areas viz benefits administration, payroll and compliance, redundancy management, vendor management etc.
- Build positive relationship with all external and internal stakeholders, Global Teams vertical heads, opinion leaders and other members of leadership team.

Team Lead - COGENT will assign a team lead with over six (6+) years of experience in recruiting, managing, and leading a dynamic team of technical recruiters. The team lead will be responsible for:

- Building talent pipeline through alternate sources / innovate methods.
- Building a strong, dynamic and a competent recruitment team by foreseeing demand pipelines.
- Imparting hands-on trainer for recruitment team-member. Do search and recruitment of senior positions.
- Maintain up-to-date Data Bank of candidates for various job profiles

- Take responsibility of uploading latest client openings on COGENT's ATS.

Technical Recruiters - COGENT intends to provide dedicated recruiters whose prime task will be to service the County's requirements. They will have prior experience recruiting and will be well versed with the various nuances of recruiting for the various county clients. This strategy will ensure that COGENT performs successfully even during phases when there is a sudden spike in requirements.

Account/Resource Manager - COGENT will appoint a seasoned professional for this position. This individual will be the single point of contact for the County and will be the liaison between the County and the COGENT delivery team and will have prior experience in managing housing agency accounts. This Account Manager will visit the County on a consistent basis.

Technical Manager/SME - Technical professional responsible for ensuring that all professionals submitted to the County are technically qualified to perform the job.

Human Resources/Legal/Compliance - Responsible for all HR/Legal/Contractual & Compliance issues.

Operations/Accounting - Responsible for all payroll/benefits/invoicing related issues.

Provided from the next page are the resumes of the key personnel who will be serving the County throughout the contract duration and will be responsible for the proper and quality execution of all the services requested by the County.

The key personnel from COGENT that will be working on this contract for the County have experience and have handled the clients listed in "Section 4.3.1", on Page 21 of this proposal.

RESUMES OF KEY PERSONNEL
JUSTIN ACORD, EXECUTIVE VP - SALES
EDUCATION

Bachelor's Degree from West Virginia University

2005

EXPERIENCE
COGENT Infotech Corporation

January 2013 - Present

Vice President - Sales

- Overall responsibility for the success of all sales related activities.
- Oversee, manage and ensure success with clients in over 35 different states including Federal Government, State & Local Governments and Fortune 500 companies.
- Heavily focused on servicing clients including: Dallas Fort Worth International Airport Authority, Tampa International Airport Authority, City of Austin, Texas Workforce Commission, Department of Motor Vehicles and other Public funded entities. Responsible for delivering solutions and services to C-Level executives, IT Decision Makers and Procurement/Contracting personnel.
- Highly experienced in serving as Account Manager for various county clients including but not limited to Los Angeles County, CA, County of Santa Clara, CA, Harris County, TX, Ramsey County, MN, Miami Dade County, FL, Hennepin County, MN, and Multnomah County, OR. In-depth knowledge of CA laws and regulation in staffing.
- Develop account penetration strategies to maximize our success rate with new and existing customers.
- Experience successfully managing Multi-Million Dollar Government contracts including: State of Texas - DIR Staff Augmentation Contract, State of Florida IT Staff Augmentation Contract, City of Austin IT Consulting Services and GSA 8(a) STARS II GWAC.
- Managing a sales team consisting of individuals in Dallas, Pittsburgh and Internationally.
- Experienced consistently exceeding customer set KPI's on Staff Augmentation contracts.
- Mitigating objections and compliance issues with current clients to resolve any issues.
- Ensuring Sales targets and goals are met, while maximizing company profits.
- Overseeing timeframes and updating clients on projects moving through the research and development process.
- Responsible for responding to RFP's by presenting winning proposals for new client acquisition.

COGENT Infotech Corporation

January 2009 - January 2013

Business Development Manager

- Responsible for leading the company initiatives in the Public Sector.
- Tasked with marketing our 8(a) Certification to Federal Agencies which led to contracts with several agencies including the Department of Justice, Department of State and the General Services Administration. Tasked with overall Account Management responsibility for State Government contracts including: State of TX, FL, OR and GA.
- Tasked with responding to all relevant RFP's as a Prime.
- Developed partnerships with firms who could add value for our customers enabling us to provide the absolute best solutions. Responded and won direct contracts with the State of Florida and State of Texas to provide IT Consulting Services.

COGENT Infotech Corporation

August 2007 - January 2009

Account Executive

- Responsible for new business development in the Private Sector.
- Focused on connecting with IT Executives to understand the challenges they were faced with and developed solutions to solve those problems.

EDMC

June 2006 - August 2007

Assistant Director of Admissions

Johnson Marketing Inc.

December 2005 - June 2006

Outside Sales Representative

PURAN RAMSAIL, RECRUITMENT & DELIVERY MANAGER

SUMMARY

Total 14 Years with 12+ years of experience as Recruitment Manager & Technical Recruiter in Government, Healthcare, Insurance, Energy, Utilities and IT industry. Proven experience in developing and maintaining MIS and relevant database systems for Recruiting. Executed comprehensive search strategies designed to recruit niche candidates in highly competitive and unique candidate spaces-- including driving a sourcing plan built on key networking and direct sourcing. Networked and maintained relationships with key candidate communities for long-term opportunities. Leveraged social networking and proactive tools to develop and maintain potential candidate pools.

RECRUITING SKILL MATRIX

- Java: Java, J2EE, EJB, JSP, JMS, Struts, etc.
- RDBMS: Oracle, SQL Server, UDB/DB2 Technologies.
- Microsoft: .Net Framework and visual Studio suite.
- Web Services: SOAP, WSDL, UDDI, WS-Security, BPML, J2EE 1.3/4/5, XML, XSL, DOM, SAX, JAXP, JAX-RPC, SAAJ, JAXR, SAML.
- CRM: Oracle CRM, PeopleSoft CRM, BAAN.
- Information Security, Network Engineering and System Administration.
- Data Warehousing: Business Intelligence & ETL incl Data Stage, Informatica, Cognos, Microstrategy, Business Objects, Crystal Xcelsius, Brio.
- Others: Lotus Notes. Energy Systems: EMS, EMP, Areva, SCADA
- Engineering: Transmission Engineers, Power Engineers, Communications, RTU

Regulatory: NERC, FERC, NE Pool, Energy Markets

DOMAINS: Government, Power, Energy, Utility, Insurance, Healthcare, Banking & Finance, Manufacturing.

RECRUITING AREAS: Energy Management Systems (EMS) Engineers, Energy Management Platform (EMP) Experts, Electrical and Power Systems Engineers, Communications Engineers, SCADA Engineers, Process Engineers, Regulatory Experts such as NERC, FERC, ISO-NE Pool Markets etc., Project Managers, IT Architects, Enterprise Application Developers, Software Engineers, Database Specialists, Business Analysts and Systems Analysts specific to Energy, Administrative/Clerical, Utility Labourers, Accounting and Finance, Insurance and Healthcare industry.

EDUCATION

- MBA (IT) in 2005 from Institute of Advanced Studies and Education Deemed University
- Post Graduate Diploma in Computer Applications from IIET in 2002
- M.Sc. in 2003 from University of Madras.

EXPERIENCE

COGENT Infotech Corporation

Jan 2015 - Till Date

Recruitment & Delivery Manager

- Responsible for managing Recruitment cycle for Cogent Infotech Customers such as States of Pennsylvania, Florida, Texas, Oklahoma, New York, California, Dallas Fort Worth International Airport, Florida Department of Transportation, State of Texas - Cancer Prevention Research Institute, Austin, TX; Austin Community College, TX; The School District of Philadelphia, PA; Shelby County Schools, TN; Wake Forest University Medical Center, Winston Salem, NC; State of Oregon - Department of Education, Salem, OR; University of California San Francisco, CA; Beaufort County School District, SC; Douglas County School District, CO; Santa Clara University, Santa Clara, CA; Adams 12 Five Star Schools, CO; Broward County Public Schools, FL, Xerox, Nike, Barclays, Motorola, T-Mobile, ISO NE, Verizon, The Hartford and Rockwell Collins/AIRINC
- Managing the service and delivery of Accounts and keeping track of all the positions/ Int/ Subs/ Offers – Score card.
- Managing recruitment cycle for various transportation sector clients including but not limited to Florida Department of Transportation, Texas Department of Transportation, Maine Department of Transportation,

Washington Community Transit, Dallas Fort Worth International Airport Authority, Tampa International Airport Authority, Wayne County Airport Authority.

- Designing Recruiting & Account Management strategies/policies/plans
- Explaining the position to the Team Lead if required to get the desired match through the recruiters.
- Interacting with Client on daily basis, Handling all the escalations from the client.
- Following up for feedback on Submissions and Interviews
- Final Approval of candidates before sending the resume to client.
- Making sure each position is covered on time and no position is left with no submission on due date.
- Taking care of Offers and Interviews,
- Responsible for Resume Marketing (Improvement, submission packets, skills matrix and candidate profile improvements)
- Attending weekly and monthly meetings or status call with Directors and discussing about new and different strategies which can be implemented for better results

Infowave Systems, Inc

April 2007 - Dec 2014

Recruitment Manager

- Interviewed Technical Recruiters/ Leads for the team.
- Managing a team of 2 Leads and 9 Recruiters.
- Coordinating with team members to achieve their targets assigned.
- Worked on MSP and Direct Clients.
- Responsible for releasing new Hire forms on the candidate's start date
- Follow- up with HR department for Background check status and with CRM's regarding the performance of the candidates or if candidates have any issues on the job.
- Reviewing each job description and helping the recruiter on real time basis to create best search strings for best result.
- Provide excellent client management service to the Vendor Management System (VMS) team and end clients.
- Track candidate progress via ATS (Applicant Tracking System) in coordination with Service Delivery.
- Cross checking the documents of the candidates offered to ensure error free completion.
- Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
- Maintained good relationships with candidates and also generate possible references through them.
- Managed the team with high motivation & productivity level, understand their strengths, technical support and create target-oriented environment
- Good/Professional rapport with SPOC's, clients and candidates
- Conducted weekly and monthly meeting with the team for performance review, setting monthly and quarterly targets for the Recruiters to ensure proper output
- Interviewed Technical Recruiters for the team.
- Creating monthly business reports and attending monthly meetings and discussing strategies to achieve the desired goal within the time period.

VMS: Fieldglass, WAND/Pro Unlimited, Agile, IQNavigator, People-Fluent, DCR Workforce.

Job boards: Monster, Career-BUILDER, Dice, JobDiva (Applicant Tracking Systems) and Social networks, LinkedIn.

Tools used: Microsoft Office (Outlook, Excel, Word, Powerpoint).

S. V. Technologies, Inc.

Feb 2005 - March 2007

Team Lead

- Gathering requirements from the clients, analysing the requirement with them to assess the exact requirement with respect to technology, hiring location, level of hiring, deadline, number of resources required, and expertise expected of the resource, etc.
- Prioritizing the requirements to ensure timely delivery of the manpower requirement.
- Initiate conduct and coordinate weekday and weekend recruitment drives and Worked on MSP and Direct Clients.

- Involved in the complete recruitment life cycle from Approving resumes, resumes screening, qualifying the resume, pipelining of resources, Interview process, etc.
- Responsible for training of recruiters as & when required.
- Worked extensively on Internet based recruiting tools and Database to generate leads of potential candidates, use Job boards: Dice, Monster, Career–Builder, and LinkedIn and other professional websites effectively
- Proficient in Head Hunting & Web applications like Internet Search engines, Word, Excel and PowerPoint.
- Conducting HR rounds and negotiation with candidates on Rate, Salary and Notice Period
- Keep a track on selected candidates with joining date and updating to the management
- Follow-up with the offered candidates till joining and post joining follow-up
- Maintaining the joiner's database & calculating the offers & joining ratio, which also helps us to track the last-minute drop-outs/ Back-outs.
- Recruiting highly specialized Technical mid to senior level professionals- for more involved in Contractual and permanent placements and Team Management.
- Lead and mentored a team of 4 recruiters and mentoring newly joined Recruiters to be able to work independently, making them aware of the entire life Cycle of recruitment being there with them helping and talking to the candidates when the situations goes out of control and negotiating in getting back candidates to the track.
- Responsible for the team performance by grooming, guiding and mentoring team members to achieve the targets (monthly/ quarterly base)
- Allocation of requirements to recruiters as per their key areas and helping them to source suitable candidates
- Review and approval of resumes before submitting to the client
- Provide client feedback to team and asking to schedule interviews as specified by respective clients
- Managed the team with high motivation & productivity level, understand their strengths, technical support and create target-oriented environment
- Good/Professional rapport with SPOC's, clients and candidates
- Conducted weekly and monthly meeting with the team for performance review, setting monthly and quarterly targets for the Recruiters to ensure proper output
- Interviewed Technical Recruiters for the team.
- Creating monthly business reports and attending monthly meetings and discussing strategies to achieve the desired goal within the time period.
- Attending vendor meeting arranged by clients monthly /quarterly for better understanding of requirements.
- Taking Part in annual Performance Appraisal review of Team and Vendor Management.
- Develop and interact with the external vendor partners and recruitment consultants to source eligible candidates.
- Taking care of queries relating to requirements, deadlines and source conflicts.
- Motivating the consultants and vendors by being in touch with them regularly and by providing timely feedback.

VMS: Fieldglass, WAND/Pro Unlimited, Agile, IQNavigator, People-Fluent.

Job boards: Monster, Career–Builder, Dice, JobDiva (Applicant Tracking Systems) and Social networks, LinkedIn.

Tools used: Microsoft Office (Outlook, Excel, Word, Powerpoint).

Tech Soft Pvt Ltd-Worked

Nov 2003 - Jan 2005

Sr. Technical Recruiter/ Technical Recruiter

- Full life–cycle recruitment; sourcing, screening, qualifying, salary negotiation and closing.
- Managed the entire recruitment lifecycle, interfacing with managers and developed effective recruitment plans and strategies.
- Guiding candidates for phone and face to face interviews.
- Ensuring offer documentation is completed by candidates.
- Clients including financial (Credit Suisse, Bank of America, JPMC, Guggenheim, Insurance (Guardian Life), LF USA, Health (United Healthcare) Retail (C&S Wholesale Grocers, Ann Taylor), State Departments (NC, SC, MD, FL, NY, NJ).
- Managed job postings on every job portal.

SANDEEP MALHOTRA, GLOBAL DIRECTOR (HR)

EDUCATION

- *Post-Graduate Diploma in Computer Systems and Management and Human Resources Management from XLRI, Jamshedpur, India*
- *Bachelor's Degree from Delhi University, Delhi, India*

QUALIFICATIONS & EXPERIENCE

COGENT Infotech Corporation

March 2018 - Present

Global Director - HR

- Responsible for ensuring policies comply with any laws that affect the company; overseeing hiring, training and retention practices; and ensures smooth on boarding of employee.
- Driving suitable HR initiatives for all aspects of the organization including performance management, retention, compensation, benefits, and employee communications, and staffing from our offshore office in India.
- Makes sure that any employee or client related issues are handled within the law.
- Responsible for leadership and expertise for the full scope of the Human Resource function.
- Responsible for dealing with the culture building in the organization and employee relations.
- Handling human resources compliance, policies & procedures, and ensuring standardization and consistency of human resource practices and policies across the organization.
- Responsible for establishing credibility throughout the company in order to solve employee issues.
- Responsible for efficient design and delivery of HR operations areas viz benefits administration, payroll and compliance, redundancy management, vendor management etc.
- Implementing a succession and replacement-planning program focused on the organization growth.
- Responsible for building positive relationship with all external and internal stakeholders, global team vertical heads, opinion leaders and other members of leadership team.
- Responsible for leading the development, communication, implementation of policies and procedures in support of short- and long-term business goals towards increasing the quality and speed of hires and increasing retention levels.
- Consulting with VP-Sales to define appropriate human resource and recruitment plans in support of key business needs in a dynamic and changing environment while managing and directly involved in intensive domestic and international recruiting and selection initiatives for all regions.

Aristocrat

July 2015 - February 2018

Head - Learning and Organizational Development

Sun Life Financial

July 2013 - September 2014

Associate Director - Corp HR

Steria Group

June 2001 - July 2013

Head - Global Academy (India wing), Learning, Resourcing & Capability Development

STG International Limited

June 1996 - May 2001

Sr. Manager - Learning & Development

Uptron ACL

October 1994 - May 1996

Trainer

4.3.1: Summary of the Consultant's current workload and ability to satisfy the County Requirements.

Agency Name	Contract Name	Date of Service
Maryland Health Benefit Exchange ("MHBE"), MD	IT Consulting and Support Services IDIQ RFP	4/23/2018 – Till Date
State of Montana, MT	Master Contract for IT Services (Open Enrollment/Adding Suppliers)	7/2/2016 – Till Date
Community Transit, WA	IT Consulting Services Roster	Currently Active
Baltimore County Public Schools, MD	Information Technology Staffing Services	7/10/2018 – Till Date
City of Phoenix, AZ	Information Technology Professional Services 2018-2020 Qualified Vendor List	7/1/2018 – Till Date
State of South Carolina, SC	IT Temporary Staff Augmentation	9/10/2018 – Till Date
New York City Housing Authority, NY	General Professional and Technical - Information Technology Staff Augmentation Services	11/30/2018 – Till Date
San Antonio Water System (SAWS), TX	"Temporary Employee Services for Information Systems Positions"	1/1/2019 – Till Date
County of Ramsey, MN	IT Consulting Services	January 2019 – Till Date
The School of Broward County, FL	Technical Contract Staffing and Consulting Services	10/2/2018 – Till Date
Hennepin County, MN	2019 IT Consulting Services Program	11/19/2018 – Till Date
Washington Health Benefit Exchange, WA	IT Professional Services for WAHBE	11/19/2018 – Till Date
State of North Carolina, NC	IT Supplemental Staffing Providers	12/14/2018 – Till Date
Miami-Dade County, FL	IT Consulting Services	1/1/2019 – Till Date
County of Santa Clara, CA	IT Professional Services	6/1/2019 – Till Date
Douglas County School District, CO	Information Technologies Staff Augmentation	6/14/2019 – Till Date
State of Florida, FL	Information Technology Staff Augmentation Services 3rd Bid	6/18/2019 – Till Date
Ramsey County, MN	IT-Related and Financial-Related Recruitment and Search Services	7/18/2019 – Till Date
State of Louisiana, LA	IT Staffing Support	8/1/2019 – Till Date
Wayne County Airport Authority, MI	Information Technology Staffing Services	8/30/2019 – Till Date
Dallas Independent School District, TX	IT Professional Consulting Services and Staff Augmentation	9/20/2019 – Till Date
Beaufort County School District, SC	Temporary IT Professional Services	09/26/219 – Till Date
Arlington County Government, VA	IT Staff Augmentation	10/1/2019 – Till Date
Hennepin County, MN	IT Consulting Services Program 2020 – 2022	11/20/2019 – Till Date
Northglenn-Thornton Sch Dist. 12/Adams 12 Five Star Schools, CO	IT Staffing and Professional Services	11/23/2019 – Till Date
Multnomah County, OR	IT Staff Augmentation Services	11/25/2019 – Till Date
St. Louis Community College, MO	IT Recruiting Services	12/5/2019 – Till Date
Washington Health Benefit Exchange, WA	Information Technology and Professional Services	12/16/2019 – Till Date
City of Philadelphia, PA	IT Staff Augmentation Services RFP	12/17/2019 – Till Date
Office of Management and Enterprise Services, OK	Temporary Information Technology	2/26/2020 – Till Date
Shelby County Schools, TN	SCS IT Temporary Staffing Services	5/11/2020 – Till Date
The Metropolitan Nashville Davidson County, TN	Information Technology Temporary Personnel Services	8/12/2020 – Till Date
Department of Administration, KS	Information Technology Temporary Staffing	8/24/2020 – Till Date

State of Texas (Department of Information Resources), TX	Information Technology Staff Augmentation Contracts (ITSAC)	9/22/2020 – Till Date
Bureau of Information and Telecommunication, SD	Acquisition of IT Staff Augmentation Services	10/2/2020 – Till Date
Municipality of Anchorage, AK	Variety of Temp IT and Mgmt. Consulting Services as needed	10/2/2020 – Till Date
New York State Energy Research and Development Authority, NY	Information Technology Staff Augmentation Services	10/21/2020 – Till Date
School District of Greenville County, SC	Temporary IT Professional Services	11/18/2020 – Till Date
County of Richland, SC	Information Technology Services	12/16/2020 – Till Date
AMTRAK, PA	IT and Marketing Staff Augmentation	1/14/2021 – Till Date

The process identified in the previous section will be followed to ensure that we satisfy all the County's requirements. Our ability to satisfy the County requirements are listed below:

- **Our people**

- We only hire TOP 10% of technical talent.
- Over 55% of our people possess master's degrees, majority from leading US Universities.
- One of the highest employee satisfaction ratings on Glassdoor.com.
- 96% employee retention rate.

- **National reach**

Since inception in 2003, COGENT has been providing temporary personnel services to both Commercial and Public-Sector clients on a national level. We can also recruit the very best talent in the World keep them in the State of Florida or bring them to the State of Florida.

- **Current experience**

COGENT is currently providing temporary personnel services to entities in the 35+ states. These contracts are very competitive and sometimes these contracts have 100+ vendors on them. We have embraced the competition as a challenge and have used that as motivation to outperform our competitors by providing excellent talent at a much lower cost.

- **Single point of contact**

COGENT maintains a team of business development professionals who serve as a single point of contact for their respective accounts. This not only ensures continuity, but also reduces the chances of miss-communication and/or confusion about who to contact.

- **Employment standards**

COGENT is committed being a leader in providing temporary personnel services. Therefore, it is imperative that its employees conduct their work in the utmost professional manner. Every COGENT employee is provided with an employee handbook which details all employment standards that every employee must follow.

- **Subcontractor network**

COGENT has forged value-based bonds over a period with over 75 staffing companies (majority of whom are M/WBE/DBE) that are specialized in certain technologies and work as a virtual extension of our recruiting department.

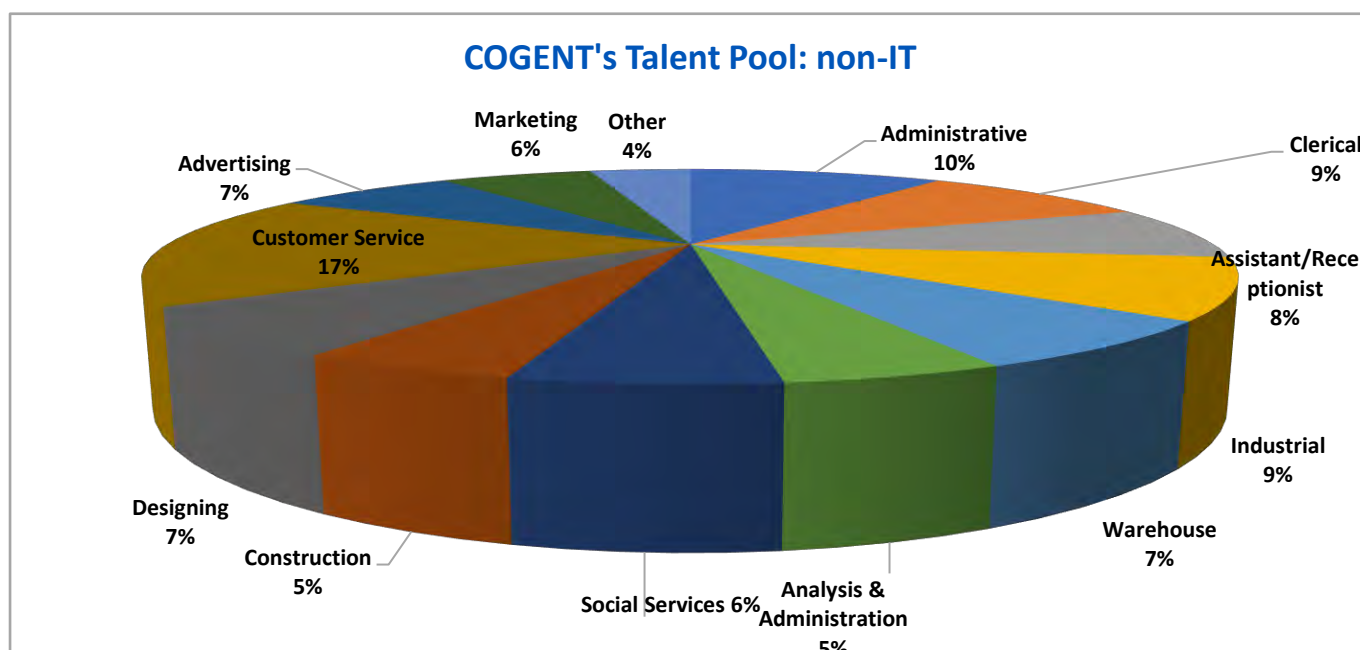
- **Highly capable recruiting team**

COGENT has a highly capable recruiting team comprising over 96 professionals in different capacities (recruiters, sourcing specialists etc.). The team is experienced in providing qualified professionals to various public-sector entities (federal, state and local). Over a period, the recruiting team has formed solid relationships with top notch

talent located in the country. They are well versed with the various nuances while working with various state government clients.

- **State of Art Applicant Tracking System**

COGENT has invested a lot of time, effort and money in customizing JobDiva (www.JobDiva.com), an industry leading ATS system specifically designed for staffing companies. Our ATS currently comprises an ever-growing database of about 1.0 million resumes of highly qualified non-IT talent available in the United States. This provides us with a competitive edge and ensures quick turnaround ensuring that our clients get the best talent available in the job market at the lowest possible cost. Our database has around 89,000 (approx. 9%) applicants from the State of Florida and neighboring regions. **Out of which:**



- **Unique sourcing strategy**

There is a pool of talent with different skillsets, hidden on the internet beyond LinkedIn and traditional job portals. COGENT uses cutting edge Artificial Intelligence (AI) and Natural Language Processing (NLP) technology to extract this information from 190 million data sources. Our expert analysts clean the data and curate a list of the top 5% proven talent by manually checking profiles on trusted sources. This methodology allows us recruit top notch talent in even niche technologies which would be otherwise impossible to recruit if we followed the traditional recruitment approach with LinkedIn and job portals. Besides, COGENT understands that today most, if not all, of the young passive talent is active on social media - Facebook, Twitter, Tumblr, Reddit, Snapchat etc. Our recruiters maintain dedicated accounts on these social media platforms and are constantly looking for any potential hire. This gives us a whole new additional area to source our talent from.

- **Access to leading recruiting tools**

COGENT invests heavily in leading recruiting tools such as LinkedIn, Monster, Dice, CareerBuilder, and Glassdoor, Indeed etc.

- **Financial Stability**

As for financial health of our business, we are a financially strong and sound, well-funded company having direct & remote support services in various regions of US sub-continent to deliver and implement projects on time. Below mentioned table shows our revenue generation of last 5 years.

YEAR	2015	2016	2017	2018	2019	2020	TOTAL
REVENUE GENERATED	\$ 9 M	\$ 10.8 M	\$ 12.3 M	\$ 15.6 M	\$ 18.9 M	\$ 21.5 M	\$88.10 M

4.3.2: A brief statement shall be included, on the Consultant's background, organization and size.

INTRODUCTION

Incorporated in 2003, COGENT is a national, award winning IT Consulting firm with extensive experience providing Temporary Personnel Services to the Public sector. COGENT thrives on long-term ethical relationships with its clients, employees and stakeholders. We have a strong emphasis on the delivery of optimum services and solutions to our clients.

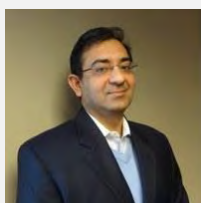
COGENT brings to the table 17+ years of rich experience in delivering similar services to over 100+ public sector entities across 35+ states including but not limited to the State of Florida, Texas, Georgia, New York, Louisiana, New Jersey, Utah, Virginia, Pennsylvania and Vermont.

With over 100+ government contracts from entities across 35+ states, we thrive on long term relationships with our clients and the employees supporting them. Our experienced, talented, world class management team of over 100+ professionals have been effective at meeting and delivering the client needs. We guarantee a full outsourcing service for the entire recruitment process as well as support in recruitment and selection of candidates for employment. Our well-trained staff combines speed and experience to find the best possible talent, in the most demanding niche skill area too. We possess the ability to mold our business processes and quickly ramp-up and ramp-down as per customer requirements.

COGENT is a certified MBE as recognized by the National Minority Supplier Development Council (NMSDC). The company is among the fastest growing MBE firms in the United States. The company thrives on long-term ethical relationships with its clients, employees, and stakeholders.

PRINCIPAL OWNERS

MANU MEHTA - PRESIDENT



Mr Manu Mehta (Founder, President) brings twenty-five (25+) years of progressive techno commercial experience in the Information Technology industry. He is committed to transitioning COGENT into a leading Information Technology firm. Manu has held various leadership positions in technology, sales, strategy and general management throughout his career. He holds a bachelor's degree in Mathematics and a master's degree in Computers. In the year 2018, Manu, was awarded the "BEST CEO" award by "The CEO Magazine".

NANDAN BANERJEE - CEO



Mr Nandan Banerjee is the CEO & co-founder and holds over twenty (20+) years of experience in the Information Technology industry in both advisory and operational roles. His visionary leadership and can-do attitude are propelling COGENT into a fast growing, premier IT services provide. In his role as CEO, Nandan has full responsibility for COGENT's global delivery, client servicing, process initiatives and general management. Nandan has held various management and operational positions throughout his career. He has worked in various roles managing global resourcing and strategic supply chain relationships with diverse companies. He holds a master's degree in Electronics from University of Bombay, and a degree in Business Management.

MISSION & VISION

To build honest, long-term relationships with our clients, employees and shareholders and improve the communities in which we live and work. To become the global, premier provider of digital solutions by weaving our client's technology and business needs with our consulting, solutions, and staffing capabilities.

OFFICE LOCATIONS

SR NO.	STATE	ADDRESS	TYPE
1.	PA	1035 Boyce Road, Suite 108, Pittsburgh, PA 15241	Headquarter
2.	TX	1425 Greenway Drive, Suite 340, Irving, Texas 75038	Office
3.	NY	200 Vesey Street, 24th Floor New York, NY 10281	Office
4.	VA	701 Cox Road, Suite 285, Glen Allen, VA 23060	Office
5.	FL	1800 NW Corporate Boulevard, Suite 130, Boca Raton, FL 33431	Office

CERTIFICATIONS

CERTIFICATE	ENTITY
MBE	Florida State Minority Supplier Development Council (FSMSDC)
SBE	Empire State Development's Division of Minority and Women's Business Development
MBE	National Minority Supplier Development Council (NMSDC)
MBE	Dallas Fort/Worth National Minority Supplier Development Council (DFWMSDC)
MBE	NYC Department of Small Business Services

INDUSTRIES SERVED

INDUSTRIES		
<ul style="list-style-type: none"> Information Technology Federal Government Education Finance Insurance Transportation 	<ul style="list-style-type: none"> State and Local Government Non-profit Utilities Pharmaceutical Healthcare Retails 	<ul style="list-style-type: none"> Automotive Legal Manufacturing Telecommunication Banks Construction

CORE COMPETENCIES

CONTINGENT WORKFORCE SOLUTIONS	SOFTWARE ENGINEERING
<ul style="list-style-type: none"> Temporary Staffing Permanent Staffing Temp-to-perm Staffing 	Develop custom applications using existing & emerging technologies that meet client's business.
UNIQUE SERVICES OFFERING	
SOCIAL LISTENING <ul style="list-style-type: none"> Customer Sentiment Analytics Customer Personality Insights Customer Persona Social Reputation Score Product Innovation Brand Health 	<ul style="list-style-type: none"> Website Development Brand Strategy Data Analytics Public Relations Content Marketing SEO/SEM/SMM Reputation Management

NOTABLE ACHIEVEMENTS

TECH 50 Awards

Every year, the TECH 50 Awards, hosted by The Pittsburgh Technology Council (PTC), honours technology companies that excel in various categories. All applicants are subjected to a final audit and scoring by the Pittsburgh office of Morgan Lewis & Bockius. We were twice nominated (2007 & 2009) to the prestigious TECH 50 Awards as one of the Finalists in the Service Provider categories.

TOP 100 Fastest Growing Companies

The Pittsburgh Business Times voted us as one of the TOP 100 Fastest Growing Companies in 2009.

TOP 500 Asian Owned Businesses in The U.S.

Over 650,000 businesses in the US participated in the annual survey for the Nation's Top Businesses Awards conducted by DiversityBusiness.com. We are proud to be selected for the National Top Diversity Business Award. It endorses our philosophy of championing diversity in business and recognizes us as one of the top diverse firms in the country.

TOP 100 privately held businesses in Pennsylvania

We are proud to be selected as one of the Top 100 Privately held businesses in The Commonwealth of Pennsylvania by DiversityBusiness.com.

4.3.3: The one person designated to act as primary liaison between the Consultant and the County. In addition, an alternate must be designated to act in the temporary absence of the primary liaison.

The one person designated to act as the primary liaison between the Consultant and County will be Justin Acord (Executive VP – Sales). In his absence, Richa Rawat (Director, Sales – SLED) will act the liaison between County and the Consultant. Contact details of Richa are provided below,

Richa Rawat

Director, Sales – SLED

Phone: 214-616-0300

Email: richa.rawat@cogentinfo.com

4.3.4: If any services are to be subcontracted, then those Consultants must be identified. Qualifications of any sub-consultant(s) and resumes of the individuals(s) assigned to the projects that are to be furnished as part of the proposal.

This section is not applicable as no services are being subcontracted in this RFP. We have provided the good faith effort and other related documents in “Section 4.7. Appendix”, of this proposal.

4.3.5: Consultants shall demonstrate experience in the scope of services required herein. Describe in detail any prior experience.

We have a wide experience in providing Temporary Personnel Services to various Government and Commercial agencies throughout the United States. Provided below is a summary of the clients we have provided Temporary Personnel Services to along with detailed descriptions of similar placements (as requested in the RFP) completed till date.

OUR EXPERIENCE IN PROVIDING SIMILAR SERVICES TO PUBLIC SECTOR CLIENTS

Mentioned below is the list of our Public - Sector entities to whom we have Temporary Personnel Services till date.

PUBLIC SECTOR ORGANIZATION	AGENCY NAME	LOCATION
STATE OF TX	City of Austin	Austin, TX
	Department of Motor Vehicles	Austin, TX
	Comptroller of Public Accounts	Austin, TX
	Workforce Commission	Austin, TX
	Office of Attorney General	Austin, TX
	Lower Colorado River Authority - Enterprise Services	Austin, TX
	Port of Houston	Houston, TX
	Department of Family & Protective Services	Austin, TX
	Cancer Prevention Research Institute	Austin, TX
	Department of Transportation	Austin, TX
	Department of Health & Human Service Commission	Austin, TX
	Dallas Fort/Worth International Airport Authority	Austin, TX
	Austin Community College	Austin, TX
	Tarrant County	Fort Worth, TX
	San Antonio Water System	San Antonio, TX
	Harris Health System	Houston, TX
	Central Technology Services	Houston, TX
	Justice Applications Division	Houston, TX
	Back Office Application Division	Houston, TX
STATE OF FL	Department of Children & Families	Tallahassee, FL
	Department of Environmental Protection	Tallahassee, FL
	Department of Transportation	Tallahassee, FL
	Department of State	Tallahassee, FL
	Department of Financial Services	Tallahassee, FL

	Department of Education	Tallahassee, FL
	Pinellas County	Pinellas County, FL
	St. Johns River Water Management District	Palatka, FL
	Tampa International Airport Authority	Tampa, FL
	Florida International University	Miami, FL
	Broward County Public Schools	Fort Lauderdale, FL
MIAMI DADE COUNTY, FL	Department of Finance	Miami, FL
	Water and Sewer Department	Miami, FL
	Information Technology Department	Miami, FL
	Enterprise Portfolio Management Office	Miami, FL
STATE OF NY	Division of Criminal Justice	Albany, NY
	Governor's Office of Employee Relations	Albany, NY
	NY Police Department	Endwell, NY
	NYC Department of Finance	New York, NY
	NYC Landmarks Preservation Commission	New York, NY
	New York City Fire Department	New York, NY
	New York City School Construction Authority	Queens, NY
	New York City Civil Service Commission	New York, NY
	New York Power Authority	White Plains, NY
	New York City Housing Authority	New York, NY
STATE OF MN	Minnesota Judicial Branch - State Court Administrator's Office	Saint Paul, MN
	Statewide	MN
	Ramsey County	Saint Paul, MN
	Hennepin County	Minneapolis, MN
STATE OF OR	Department of Human Services	Salem, OR
	Department of Education	Salem, OR
	Oregon Marion County	Salem, OR
	Multnomah County	Portland, OR
STATE OF GA	State Board of Workers Compensation	Atlanta, GA
	Department of Corrections	Atlanta, GA
	Housing Authority of Savannah	Savannah, GA
	Department of Education	Atlanta, GA
STATE OF CA	Santa Clara University	Santa Clara, CA
	County of Santa Clara	San Jose, CA
	San Diego Metropolitan Transit Authority	San Diego, CA
	University of California San Francisco	San Francisco, CA
STATE OF SC	Department of Health and Environmental Control	Columbia, SC
	Division of Technology	Columbia, SC
	Beaufort County School District	Beaufort, SC
STATE OF MI	Department of Health & Human Services	Lansing, MI
	Wayne County Airport Authority	Detroit, MI
	Livingston County	Howell, MI
STATE OF ME	Department of Transportation	Augusta, ME
	Department of Health & Human Services	Augusta, ME
STATE OF MD	Maryland Health Benefit Exchange	Baltimore, MD
	Baltimore County Public Schools	Baltimore, MD
STATE OF NC	Wake Forest University Medical Centre	Winston-Salem, NC
	City of Durham	Durham, NC
STATE OF CO	Adams 12 Five Star Schools	Thornton, CO
	Douglas County School District	Castle Rock, CO
STATE OF WA	Community Transit	Everett, WA

	Washington Health Benefit Exchange	Olympia, WA
STATE OF PA	The School District of Philadelphia	Philadelphia, PA
	City of Philadelphia	Philadelphia, PA
STATE OF ND	Department of Human Services	Bismarck, ND
STATE OF CT	Department of Social Services	Hartford, CT
STATE OF ID	Statewide	Boise, ID
STATE OF IL	Chicago Transit Authority	Chicago, IL
STATE OF AZ	City of Phoenix	Phoenix, AZ
STATE OF VT	Statewide	Montpelier, VT
STATE OF KS	Statewide	Topeka, KS
STATE OF MT	Statewide	Helena, MT
STATE OF LA	Statewide	Baton Rouge, LA
STATE OF MO	St. Louis Community College	Bridgeton, MO
STATE OF WI	University of Wisconsin	Madison, WI
STATE OF OK	Statewide	Oklahoma City, OK
STATE OF UT	Statewide	Salt Lake City, UT

RECENTLY AWARDED CONTRACTS



Bureau of Information and
Telecommunication, SD



Municipality of Anchorage, AK



The Broward Sheriff's Office, FL



Eastern Kentucky University, KY



Cincinnati Metropolitan
Housing Authority
Cincinnati Metropolitan Housing
Authority, OH



School District of Greenville County
, SC



County of Richland, SC



AMTRAK, DC



New York State Energy Research
and Development Authority, NY

OUR EXPERIENCE IN PROVIDING SIMILAR SERVICES TO PRIVATE SECTOR CLIENTS

Mentioned below is the list of our Public - Sector entities to whom we have Temporary Personnel Services till date.

INDUSTRY VERTICAL	CLIENT NAME	FORTUNE 500 RANKING
AEROSPACE & DEFENSE	Rockwell Collins	350
AIRLINES	American Airlines	68
AUTOMOBILES	Tesla	144
CHEMICALS	Sherwin Williams	177
	Dupont	35
COMMERCIAL BANKS	JP Morgan	18
	Bank of America	25
	Wells Fargo	29
	Citizens Financial Group	415
	Morgan Stanley	63
	PNC Financial Services	159
	Bank of New York, Mellon Corp.	163
	State Street	247
COMPUTER SOFTWARE	Microsoft	26
	Cognizant	193
	IBM	38
	Oracle	81
ENTERTAINMENT	Walt Disney	53
	Twenty-First Century Fox	104
FINANCIAL DATA SERVICES	Visa	153
	First Data	332
	Fiserv	488
FOOD & DRUG STORES	CVS Health	8
	Kroger	20
	Supervalu	201
HEALTHCARE: INSURANCE & MANAGED CARE	Anthem	33
HOTELS, CASINOS & RESORTS	Marriott International	151
HOUSEHOLD & PERSONAL PRODUCTS	Procter & Gamble	45
INFORMATION TECHNOLOGY SERVICES	Cognizant Technology	193
INSURANCE: LIFE, HEALTH	TIAA CREF	79
	AFLAC	143
INSURANCE: PROPOERTY & CASUAL	State Farm Insurance	36
MAIL, PACKAGE & FREIGHT DELIVERY	FEDEX	47
MEDICAL PRODUCTS & EQUIPMENT	Boston Scientific	319
	Abbott Labs	103
PHARMACEUTICALS	Johnson & Johnson	37
	Pfizer	61
RAILROADS	CSX	239
SPECIALITY RETAILERS-APPAREL	L Brands	234
TELECOMMUNICATIONS	AT&T	9
	Verizon	19
	Comcast	32

ADDITIONAL COMMERCIAL CLIENTS (THROUGH MSP)



CDI Corporation, PA



A Boeing Company

AVIALL, TX



Aires, PA



Jeppesen, CO



TOYOTA

Toyota Motors North America, TX



Office Depot, FL



Keane Inc, MA



Global Atlantic
Financial, IN



Thermo Fisher, MA



Lincare Holdings Inc, Clearwater, FL



Dana Incorporated, OH



Solar City Corporation, CA



SUEZ Water Technologies &
Solutions, NJ



Pitney Bowes, CT



Atos, FL



Altran, Austin, TX



Purdue Pharma, CT



Wicresoft, Bellevue, WA

EXPERIENCE IN PROVIDING TEMPORARY PERSONNEL SIMILAR TO THE ONES REQUESTED IN THIS RFP

Client:	San Antonio Water System
No. of placements:	20+
Title:	Customer Service Associate
Location:	San Antonio, TX
Description:	Our consultant responded to customer interactions via the phone, email, internet, or in person in a professional, courteous, accurate manner while recording a brief overview of communication. Furthermore, our consultant developed a rapport with internal/external customers by greeting customers by name and demonstrates account ownership. Also, our consultant answered customer's question as well as solved the problem during initial contact. Besides, our consultant created, generated, and initiated requests for meter and field services.
Client:	Texas Department of Information Resources/Administration
Title:	Technical Support
Location:	Austin, TX
Description:	Our consultant performed security access management for network, database, applications and mainframe. Besides, our consultant provided direct support for access administration (provisioning, de-provisioning, access control and reviews, etc.). Further, our consultant defined Role Based Access Controls (RBAC) and assist with the implementation and ongoing maintenance to support role-based access. Also, our consultant documented troubleshooting steps and resolutions in a manner that can be used as a guide to other members of IT and end users.
Client:	Tarrant County
Title:	Help Desk Support (3 Placements)
Location:	Fort Worth, TX
Description:	Our consultant was responsible for communicating and accepting Help Desk calls from users. Further, our consultant provided telephone and on-site technical support to troubleshoot and fix PC system and application problems or routes the user to the appropriate personnel for problem resolution. Also, our consultant analysed and resolved PC user problems by telephone, remote connections, and on-site. Besides, our consultant installed, configured, and maintained software and hardware. Furthermore, our consultant managed network accounts and security for all County computer users and computers by assigning security profiles while following procedures established by Technical Services, including establishing, maintaining, and monitoring all LOG-ON identifications and access rules, defining specific access to network files, database management systems, and monitoring environment for security violations.
Client:	Health and Human Service Commission
Title:	Sr. Procurement Analyst
Location:	Austin, TX
Description:	Our Consultant (Sr. Procurement Analyst) developed and supported RFP elements including written content, diagrams, charts, and timelines as well as documented requirements from stakeholders. Also, was responsible for negotiating and closing deals with various vendors as well as documenting the cost for vendors, as well as generating monthly cost reports to present to stakeholders.
Client:	Lower Colorado River Authority
Title:	Executive Assistant
Location:	Austin, TX
Description:	Our consultant was responsible for making and accepting phone calls; sending memos, emails, and letters on behalf of the executive; receiving visitors; handling scheduling; and more. Also, our consultant acted as gatekeepers, making decisions about who gets access to the executive

and what information the executive receives. Besides, our consultant conducted research and prepared reports that influence company policy.

Client:	San Antonio Water System
Title:	Customer Service Associate
Location:	San Antonio, TX
Description:	<p>Our consultant responded to customer interactions via the phone, email, internet, or in person in a professional, courteous, accurate manner while recording a brief overview of communication. Furthermore, our consultant developed a rapport with internal/external customers by greeting customers by name and demonstrates account ownership. Also, our consultant answered customer's question as well as solved the problem during initial contact. Besides, our consultant created, generated, and initiated requests for meter and field services. Responsibilities included: -</p> <ul style="list-style-type: none"> • Open, verify, and sort incoming mail for image data capture; manually extracts contents from envelopes that are unable to be processed using automated equipment. • Identify, explain, and suggest community resources when applicable. Suggests improvements and changes to processes and policies to improve customer satisfaction. • Participate in and supports the development and implementation of special projects. Performs all other duties as assigned. • Evaluate, contact, and negotiate resolution of delinquent and final accounts. Process, adjust, reconcile, transfer all manual and electronic payment applications, refund, rebate, return item, and research of unclaimed property. Reviews and process receipts and generate correspondence regarding billing/consumption disputes. • Provide information to customers on the location of water, wastewater and recycled water utilities and construction projects. • Utilizes SAWS computer system and various software applications to conduct research on location of utilities, property ownership, and type of water utility available to prepare correspondence of findings. • Provides accurate information concerning EDUs and impact fees to customers and verifies correct payment. • Review engineering and architectural site plans for compliance with regulations, procedures, and policies. • Determine impact fees. Prepares Hardship contracts and drafts correspondence as needed. • Monitors and records impact fee payments, waivers, impact fee credits, and main extension refunds. Interprets policies, procedures, and regulations for water, wastewater, and reuse service.

Client:	Suez Water Technologies & Solutions
Title:	Field Service Representative
Location:	Port Arthur, TX
Description:	<p>Our consultant was responsible for providing our on-site technical customer service. Further, our consultant performed chemistry test, chemical feed and control equipment maintenance including mechanical and electrical equipment repair, chemical inventory management, technical recommendations, and written service reports. Besides, our consultant installed and serviced chemical feed and water treatment and chemical feed equipment at designated locations. Also, our consultant performed water analysis and/or collect samples for preparation, labelling and shipment to designated laboratory for analysis Further responsibilities included:</p> <ul style="list-style-type: none"> • Conducting preventative maintenance and calibrates feed pumps, controllers, feed rate charts and maintain log sheets. • Maintaining inventory of spare parts (lube oil, tubing, and piping), and adequate supply of reagents, sample containers, and shipment containers necessary for routine as well as special sampling and analysis.

- Following all SUEZ and customer site specific safety requirements, procedures, regulations, restrictions, etc. Collect & Test Water Samples Collect chemical tank inventories and determine injection rates

Client: Dallas/Fort Worth International Airport

Title: Sr. Network Specialist

Location: Dallas, TX

Description: Our consultant was responsible for:

- Conferred with management to define LAN/WAN business needs and implements effective Board-wide network strategies and develops network procedures.
- Designed complex network infrastructure configurations to maximize the sharing of applications, information, and resources.
- Coordinated with Procurement staff and vendors to procure LAN/WAN-related hardware, software, and services.
- Administered the LAN/WAN communication network to ensure effective use of installed technology; investigated and resolved problems, inefficiencies, and network performance.
- Provided strategic planning and technical support to determine LAN/WAN business needs; evaluates, tests, recommends, and implements specific network solutions.
- Scheduled and coordinated the installation and maintenance of software/hardware on the network; ensures compatibility of all network communications and computer hardware/software.
- Researched current technology; provides ongoing information to management, peers, and network users regarding enhancements and innovations.
- Provided security engineering support for the infrastructure and applications across multi-site enterprise and data center environments; including the evaluation, design, implementation and troubleshooting of security infrastructure technologies and solutions to ensure the confidentiality and integrity of Clients and customer assets.
- Protected and secured company resources in the cloud, virtual and physical infrastructures.
- Maintained and administered perimeter security systems such as, but not limited to: · Firewalls (Palo Alto) · Intrusion Detection / Prevention Systems (Palo Alto) · Web Filtering · Anti-Spam / Anti-Malware · VPN (Palo Alto)
- Assisted in the design, install and support of security technologies such as Firewalls, VPN, Network and Host-Based IDS/IPS, SIEM, DLP, Wireless Encryption and Content Filtering.
- Provided input in analysis of system logs to identify unauthorized user or access.
- Designed and validated rules engineering for the various access control checkpoints such as firewalls, VPN etc.
- Provided in-depth customer support for information security incidents including internal violations, hacker attacks, and virus and system outages.

Client: Texas Department of Information Resources/Administration

Title: Technical Support

Location: Austin, TX

Description: Our consultant performed security access management for network, database, applications and mainframe. Besides, our consultant provided direct support for access administration (provisioning, de-provisioning, access control and reviews, etc.). Further, our consultant defined Role Based Access Controls (RBAC) and assist with the implementation and ongoing maintenance to support role-based access. Also, our consultant documented troubleshooting steps and resolutions in a manner that can be used as a guide to other members of IT and end users. Further responsibilities included:

- Provide access support to end users on a variety of IT systems. Identify, research and resolve IT technical problems related to access or roles.
- Respond to Business Users telephone calls and email request/tickets for service. Document, track and monitor provisioning tickets to ensure a timely resolution.

- Provide follow up and ensure that business users are satisfied with provisioning ticket resolutions.
- Perform and responds to security audits as required and requested.
- Maintains confidentiality regarding investigations requests or findings.
- Run daily/weekly/monthly compliance and audit reports and act on appropriately. Conduct annual review & audit of all access criteria and work with area of responsibility to update or create new access criteria.
- Availability for on-call or response to Priority 1 or Priority 2 incidents related to access management.
- Monitor mainframe violations for potential abuses and investigate

Client: New York City Housing Authority
Title: Complaint Specialist
Location: New York City, NY
Description: Our consultant maintained an open communication channel for compliance-related complaints made by NYCHA residents, employees, contractors and the general public. Further, our consultant provided information to customers, conducted research and performed clerical support. Besides, our consultant received/reviewed complaints and created service requests as needed. Also, our consultant utilized computer databases to research data to respond to inquiries and transferred, redirected and referred calls in the IVR answer questions and address complaints along-with providing administrative support.

Client: New York City Housing Authority, NY
Title: Information Clerk (12 Placements)
Location: New York City, NY
Description: Our consultant provided information to customers, conducted research and performed clerical support. Further, our consultant received complaints from residents and prepared work tickets regarding maintenance problems. Furthermore, our consultant scheduled and confirmed repair appointments with residents. Besides, our consultant recorded and logged repair appointments into computer system. Additionally, our consultant responded to telephone, mail, e-mail and in-person inquiries; determined service required. Also, our consultant utilized computer databases and information technology systems; researched data needed to respond to inquiries. Also, our consultant-maintained tracking system used to record and monitor inquiries and resolutions.

Client: New York City Housing Authority
Title: Office Assistant
Location: New York City, NY
Description: Our consultant performed routine clerical/secretarial duties which included reviewing resident files, locating resident foundation documents, interacting with resident to obtain relevant documents, preparing resident folders and copying/scanning required documents.

Client: New York City Housing Authority
Title: Warehouse Worker
Location: New York City, NY
Description: We provided a total of seven (7) warehouse workers to the NYCHA, which internally distributed the employees to different departments to carry out the functioning of the Warehouses within departments.

Client: New York City Housing Authority
Title: Desktop Support
Location: New York City, NY
Description: Our consultant provided staging, repairing and supporting all Samsung Android smartphone, tablet devices, telecommunication MIFI's. Also, our consultant staged, rolled-out and

supported new and future Android Smartphones and tablets for multiple Mobile Applications projects. Besides, our consultant was responsible for maintaining of Assets using in-house database to keep track of inventory.

Client: CDI Corporation
Title: SAP Asset Management Consultant
Location: Baton Rouge, LA
Description: Our consultant was responsible for handling General Ledger Functionality in SAP ERP Financials utilized by the client. Also, our consultant handled segmented reports of the financial statements to provide deeper insights into the financial position, asset position, and profit situation of the client. Besides, our consultant utilized Asset Accounting to manage and supervise fixed assets with the SAP System utilized by the client.

Client: Denver Water
Title: Customer Care Representative
Location: Denver, CO
Description: Our consultant was responsible for assisting customers via e-mail, over the phone, or face to face and followed-up, reviewed, and updated unresolved customer inquiries, following through with a satisfactory conclusion. Further, our consultant performed basic math and accounting functions and display the ability to competently articulate billing discrepancies, reconcile account consumption and billing, provide options, process payments, and waive fees. Also, our consultant recognized, documented, and alerted the supervisor of trends related to customer inquiries. Besides, our consultant authorized and/or made adjustments of customer bills in accordance with the department's grants of authority. Also, our consultant met productivity and service quality expectations in order to provide quality customer service on the front end of the operation to internal and external customers.

Client: Global Atlantic Financial
Title: Junior Accountant
Location: Atlanta, GA
Description: Our consultant was responsible for tracking payment status on client's invoices and answered client questions regarding problems with their accounts. Further, our consultant recorded information about financial status of clients and status of collection efforts and conferred with clients via telephone to determine payment status and reasons for potential overdue payments. Furthermore, our consultant communicated with the team about the activity of daily operations to meet deadlines efficiently. Besides, our consultant oversaw the accounts payable function to determine any missing payments to vendors. Also, our consultant recorded accounting entries into the PeopleSoft Accounting system and created schedules as back up that helped in the financial close. Additionally, assisted the senior accountant with the month-end closure and performed some variance analysis.

Client: The School District of Philadelphia
Title: Accounting Clerk
Location: Philadelphia PA
Description: Our consultant processed and reviewed invoices for payment in the School District's accounts payable unit of the central Accounting Services Division and processed and verified functions necessary to insure accurate vendor payments. Also, our consultant posted financial data via a personal computer and communicated with vendors, school-based personnel and administrative office personnel regarding the payment process. Further, our consultant verified invoices for payment by comparing them to contracts, purchase orders or other payment authorization sources; insured that quantity, price and applicable discounts are accurate. Besides, our consultant researched all billing and payment problems and communicated with school-based & administrative office personnel as well as vendors to resolve discrepancies. Furthermore, our consultant posted data from invoices, receiving

reports, and payment authorizations to the mainframe computer and posted encumbrance transactions. Also, our consultant maintained a record of paid invoices and performed daily reconciliation of processed work. Further, our consultant evaluated invoices for applicable discounts and taxes; reviews petty cash and travel expenditures for conformance with district policies & procedures and maintained vendor file database.

Client: Governor's Office of Employee Relations
Title: Administrative Assistant
Location: Albany, NY
Description: Our consultant (Administrative Assistant) has supported Governor's Office of Employee Relations in developing Curriculum/Program for individuals/professionals and business working with state of New York (continuous education). The consultant's responsibilities also included conducting workshops and seminars and state-wide learning and development program. Our consultant was also responsible for development of handbook for new state employees.

Client: Governor's Office of Employee Relations
Title: Administrative Assistant
Location: New York City, NY
Description: Our consultant was responsible for printing and copying large volumes of contract documents. Also, our consultant created and maintained electronic office files and compiled required document packages. Further, our consultant coordinated with NYCHA departments (Procurement, Risk works) and send large volume of packages via interoffice mail. Also, our consultant-maintained log of all transmissions into excel spreadsheet and tracked to ensure packages were received.

Client: General Service Administration (GSA)
Title: Administrative Clerk
Description: Our consultant was responsible for making meeting arrangements, preparing reports and maintaining appropriate filing systems. Also, our consultant answered and directed incoming phone calls and organized and scheduled appointments. Furthermore, our consultant assisted in the preparation of regularly scheduled reports. Besides, our consultant provided general support to visitors. Also, our consultant wrote and distributed email, correspondence memos, letters, faxes and forms. Further, our consultant updated and maintained office policies and procedures.

Client: General Service Administration (GSA)
Title: Office Assistant
Description: Our consultant was responsible for running of the daily administrative operations of the client. Besides our consultant organized office and assisted associates in ways that optimized procedures. Further, our consultant sorted and distributed communications in a timely manner and created, updated records ensuring accuracy and validity of information. Furthermore, our consultant scheduled and planned meetings and appointments and monitored level of supplies and handle shortages. Also, our consultant resolved office-related malfunctions and responded to requests or issues. Additionally, our consultant coordinated with other departments to ensure compliance with established policies.

Client: General Service Administration (GSA)
Title: Receptionist (2 Placements)
Description: Our consultant handled telephone calls, internal and external communications, meeting arrangements, and assigned tasks often involving complex messages and directions in a professional, courteous, efficient, reliable, and thorough fashion. Also, our consultant served as a highly poised, professional, and courteous contact point for persons communicating with the Company. Our consultant received all visitors to the Company's office, coordinated needs associated with such visits, and served as a primary contact and support person for such

visitor's stay in association with their business regarding the Company. Furthermore, our consultant scheduled, coordinated and prepared internal and external meetings, appointments, travel, itineraries, and associated accommodations. Besides, our consultant supported the operations of the office and staff with regard to such aspects as communications by phone, facsimile, written, and e-mail, travel arrangements, document management, and other such support so as to aid in the facilitation and leveraging of executives and manager(s) time by providing technical and administrative support. Additionally, our consultant assisted with general back office operational requirements.

Client: Hewitt Kenneth
Title: Desktop Support (Provided 3 candidates)
Location: New York City, NY
Description: Our consultant provided staging, repairing and supporting all Samsung Android smartphone, tablet devices, telecommunication MIFI's. Also, our consultant staged, rolled-out and supported new and future Android Smartphones and tablets for multiple Mobile Applications projects. Besides, our consultant was responsible for maintaining of Assets using in-house database to keep track of inventory.

Client: Commonwealth of Pennsylvania
Title: Material Handler
Location: Bethlehem, PA
Description: Our consultant moved materials from designated areas to/from production floor using forklift and/or other Transport conveyance methods. Besides, our consultant prepared outgoing materials using a variety of methods and equipment, including, but not limited to, scanning, labelling, wrapping/packaging etc. Also, our consultant completed required paperwork to accompany outgoing materials such as Inter-company Bills of Lading. Furthermore, our consultant used systems technology to input and retrieve inventory and parts data. Also, our consultant assessed material needs for assigned Production area(s) throughout the shift and pulls materials using an information system to support the production schedule.

Client: State of Florida - Department of Transportation
Title: Senior Technical Support Consultant (2 Placements)
Location: Gainesville, FL
Description: Our Consultant identified, analysed and resolved problems and issues through the use of troubleshooting tools and techniques as well as teamwork and provided high level of customer service by providing status and information to the customer. Our consultant also performed advanced troubleshooting to determine cause of problem and installed, configured and provided user support of personal computers and peripheral equipment to include software installation and upgrades, patches and advanced technical support within specified time frame. Provided hardware and software technical training and professional development for other Technicians as needed or assigned. Coordinated service calls and repairs for warranty and non-warranty items and maintained records on all calls and kept accurate records relating to service calls for maintenance or warranty repair. Also installed, maintained, and supported specialized software applications as assigned and evaluated and promoted research and testing of assigned special applications including both hardware and software.

Client: Global Atlantic Financial
Title: Customer Service Representative (2 Placements)
Location: Indianapolis, IN
Description: Our consultant accurately answered customer inquiries and efficiently performed follow up as needed. Besides, our consultant processed basic customer requests such as name and address changes and basic policy changes. Also, our consultant documented and tracked telephone conversations, action items, and written correspondence, while setting specific

follow up activities. Furthermore, our consultant performed quality audits and report learning opportunities. Further, our consultant placed outbound phone calls on claims, policy owner service, and call centre follow up. Additionally, our consultant processed general claim payments according to standard.

Client: Florida Department of Transportation
Title: Senior Technical Support Consultant
Location: Gainesville, FL
Description: Our Consultant identified, analysed and resolved problems and issues through the use of troubleshooting tools and techniques as well as teamwork and provided high level of customer service by providing status and information to the customer. Our consultant also performed advanced troubleshooting to determine cause of problem and installed, configured and provided user support of personal computers and peripheral equipment to include software installation and upgrades, patches and advanced technical support within specified time frame. Provided hardware and software technical training and professional development for other Technicians as needed or assigned. Coordinated service calls and repairs for warranty and non-warranty items and maintained records on all calls and kept accurate records relating to service calls for maintenance or warranty repair. Also installed, maintained, and supported specialized software applications as assigned and evaluated and promoted research and testing of assigned special applications including both hardware and software.

Client: Denver Water
Title: Customer Care Representative
Location: Denver, CO
Description: Our consultant was responsible for assisting customers via e-mail, over the phone, or face to face and followed-up, reviewed, and updated unresolved customer inquiries, following through with a satisfactory conclusion. Further, our consultant performed basic math and accounting functions and display the ability to competently articulate billing discrepancies, reconcile account consumption and billing, provide options, process payments, and waive fees. Also, our consultant recognized, documented, and alerted the supervisor of trends related to customer inquiries. Besides, our consultant authorized and/or made adjustments of customer bills in accordance with the department's grants of authority. Also, our consultant met productivity and service quality expectations in order to provide quality customer service on the front end of the operation to internal and external customers.

Client: Deloitte
Title: System Administrator
Location: Boise, ID
Description: Our Consultant (System Administrator) troubleshooted and resolved any issues with access or performance of services on the Azure platform and executed and documented platform configuration including tuning changes for the Development, Test and Production environments beyond initial configuration. Also, our consultant delivered platform issues tracker and azure platform operations run book / playbook.

Client: Toyota Motors North America
Title: Technical Support Technician
Location: Princeton, IN
Description: Our consultant was responsible for on-going support of Windows operating systems and Microsoft applications. Also, our consultant installed and troubleshooted desktop, laptop, printer, Server, LAN and WAN environment. Further, our consultant was responsible for local coordination, installation and ongoing support of various manufacturing and administrative computer systems. Also, our consultant monitored, troubleshooted & administered Cisco multilayer switched networks, servers and data center infrastructure. Besides, our consultant

coordinated with Regional/Local IS teams and 3rd party vendors to support IS projects, incidents and requests. Furthermore, our consultant managed and prioritized Incident and Request tickets.

Client: Florida Department of Transportation

Title: Sr. Technical Support Consultant

Location: Miami, FL

Description: Our consultant provided Audio Visual (AV) and Video Conference (VC) support as assigned and assisted with reserving, setting up, coordinating, and troubleshooting of AV and VC meetings. Also, our consultant performing advanced troubleshooting to determine cause of problem. Further, our consultant installed, configured and provided user support of personal computers and peripheral equipment to include software installation and upgrades, patches and advanced technical support within specified time frame. Besides, our consultant monitored Service Desk queue and resolved support tickets as assigned. Furthermore, our consultant assigned service desk tickets to the appropriate technician or group for proper resolution and ensured all Service Level Agreements are met in a timely manner. Also, our consultant identified, analysed and resolved problems and issues through the use of troubleshooting tools and techniques. Besides, our consultant provided support for software applications such as Microsoft Operating Systems, Microsoft Office Suite, various off the shelf and Department developed applications. Also, our consultant updated asset management information in OneNote and Active Directory accordingly. Furthermore, our consultant provided hardware and software technical training and professional development for other Technicians as needed or assigned. Besides, our consultant generated and maintained detailed technical documentation including software installation guidelines, troubleshooting processes, etc.

Client: Blessed Sacrament School, GA

Title: Custodian (Total 2 Placements)

Location: Savannah, GA

Description: Our consultant (Custodian) interacted with parents, students, and staff in a friendly and professional manner. Opened the school in the morning. Monitored and cleaned spills/empties trash in the lunchroom during lunch hours. Swept and mopped floor in the cafeteria and kitchen. Assisted with setting up and breaking down of events. Kept building and property in a clean and orderly condition. Refilled paper products, soap, and batteries for paper dispensers throughout the school and church building. Swept and vacuumed floors carpets. Gathered and emptied trash. Cleaned windows, and mirrors, and walls with cleansers. Polished Stainless Steel in Cafeteria, Stairwells and throughout the facilities. Refinished Wood Floors in Pre-K Building once a year. Mixed cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions. Followed procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures. Checked in with the front office throughout the day to see if there are additional needs. Assisted the church office at times with cleaning or stocking of product's needs. Notified managers regarding the need for repairs or additions to building operating systems.

Client: Global Atlantic Financial

Title: Utility Labourer

Location: San Antonio, TX

Description: Our consultant performed manual labor work, to include installation of pipes and fittings, for the repair, construction, and maintenance of water and wastewater systems. Further, our consultant excavated and backfilled trenches in order to complete repairs. Besides, our consultant loaded and unloaded trucks. Also, our consultant stocked vehicles with necessary equipment and material. Furthermore, our consultant cleaned, organized and maintained facilities, tools and equipment. Besides, our consultant observed and promoted all established safety procedures. Also, our consultant assisted with the set-up of work zone barricades and signs for traffic control.

Client: Tarrant County
Title: Data Entry Clerk
Location: Fort Worth, TX
Description: Our consultant operated a computer system to input a variety of data, compiled and ensured information is complete and accurate. Further, our consultant generated reports and other info and distributed to proper personnel.

Client: Tarrant County
Title: Mailroom Clerk (3 Placements)
Location: Fort Worth, TX
Description: Our consultant accepted incoming mail and then processed, sorted, and delivered it to the proper recipients. Further, our consultant was responsible for sorting interoffice mail and messages and maintaining mailroom supply inventories. Further, our consultant oversaw outgoing mail by preparing it for shipment, as well as logging and distributing overnight packages. Also, our consultant operated mailroom equipment, including postage meters, mail sorting machines, scanners, mail sealers, envelope openers, fold-and-insert machines, and labelling machines. Further responsibilities included:

- Sorting mail
- Delivering mail
- Shipping outgoing mail and packages
- Entering data on a computer
- Lifting heavy packages
- Tracking supplies
- Ordering supplies

Client: Lincare Holdings, Inc.
Title: Warehouse Clerk
Location: Lenexa, KS
Description: Our consultant (Warehouse Clerk) maintained various warehousing functions including shipping and receiving, cleaning equipment, purchasing and inventory. Maintained an organized, clean and safe warehouse. Completed monthly inspection of all time-sensitive goods to ensure no expired products are on shelves. Maintained adequate “on time” inventory of supplies and goods. Assured returned equipment is isolated in the dirty area of the warehouse and processed in a timely manner. Assured all “Patient Ready” equipment is checked for proper function, documented, bagged and tagged before stored in the appropriate location. Rotated supplies to ensure proper utilization and minimum waste of time sensitive materials. Inspected and tested equipment to ensure proper operation prior to distribution.

Client: Governor’s Office of Employee Relations
Title: Administrative Assistant
Location: Albany, NY
Description: Our consultant (Administrative Assistant) has supported Governor’s Office of Employee Relations in developing Curriculum/Program for individuals/professionals and business working with state of New York (continuous education). The consultant’s responsibilities also included conducting workshops and seminars and state-wide learning and development program. Our consultant was also responsible for development of handbook for new state employees.

Client: Governor’s Office of Employee Relations
Title: Administrative Assistant
Location: New York City, NY
Description: Our consultant was responsible for printing and copying large volumes of contract documents. Also, our consultant created and maintained electronic office files and compiled required

document packages. Further, our consultant coordinated with NYCHA departments (Procurement, Risk works) and send large volume of packages via interoffice mail. Also, our consultant-maintained log of all transmissions into excel spreadsheet and tracked to ensure packages were received.

Name: Suez Water Technologies and Solutions

Title: Administrative Assistant

Location: Minnetonka, MN

Description: Our consultant was responsible for attendance tracking and filing personnel information of employees into a data entry system. Further, our consultant was responsible for scheduling meetings and tracking disability leaves. Also, our consultant created new hire packets and arranged new hire orientations. Besides, our consultant performed job postings both internally and externally and filed HR paperwork.

Client: Department of Environmental Health and Safety (EHS)

Title: Project Manager/Business Analyst/Administrative Staff Analyst

Location: New York City, NY

Description: Our consultant was responsible for analysing regulations, conducting operational analysis, developing & testing oversight documents.

Client: Department of Utilization Management

Title: Administrative Analyst

Location: San Francisco, CA

Description: Our consultant administered a defined operational program/activity which included some of the following functions: finance, facilities, payroll, space planning, communications, informational technology or safety. Also, our consultant gathered and analysed financial and other resource data and prepared reports or analysed operational activities, evaluated current and proposed services etc. Further, participated in the development and revision of standard operating procedures and guidelines. Also, functioned as a resource on issues such as researching complex financial discrepancies, escalated customer service problems and vendor concerns. Besides, our consultant conducted trend analyses and helped in developing resulting recommendations and assessed & recommended changes to maintain compliance with federal and state requirements and internal policies.

4.4. ABILITY OF CONSULTANT'S PROFESSIONAL PERSONNEL

We have provided description of the ability of our key personnel's in response to previous section.

4.5. ABILITY TO MEET TIME AND BUDGET REQUIREMENT

RESPONSE TIME IN FILLING VACANCIES

The major milestones of our process include job order entry into JobDiva, allocation of job to recruiters, finalizing at least 3 best-fit resumes, resume submission to client in desired format, scheduling interviews (in-person/skype) between Client and IT professional, client confirmation, client desired background verifications, contract negotiation with client, employee induction/on-boarding, employee relocation to client site (for out of station candidates), project kick-off/start date. The entire recruiting lifecycle is conducted as per COGENT's TQM (Total Quality Management) - our in-house, proprietary, recruiting methodology:

- TQM incorporates industry best practices and COGENT's experiences since inception (15+ years).
- Clients receive the highest level of value-added-service.
- Strict adherence to quality control processes for - Recruitment, Selection, Hiring, Training, Project Deployment and Performance Monitoring.

Following are the average timeframes for major steps of our recruitment process:

PROCESS STEP	TIMEFRAME
Acknowledgement and clarification of request	1-8 Hours
Resume Submission	24-72 Hours
Placing new consultant at client's facility	Within 1-7 working days of notification (This includes time to run background check and candidate relocation)
Placing bench consultant at client's facility	Within 3 working days

COGENT'S TIME AND COST-EFFICIENT PROCESS

Our process will allow the County/Library District to select candidates based on fit for the position, availability, and cost. COGENT present's pre-screened candidates to client in the format of client chooses, which can be through online Applicant Tracking System (ATS) or emailed in a certain format. At minimum, this format will include but not limited to the following:

- **Updated Resume:** It will represent overall qualifications and credentials of the candidate and will help the County/Library District to understand the same.
- **Skill Matrix:** It will represent candidate's qualifications and credentials as per Houston Housing Authority's requirement and help the County/Library District to easily match the candidate's qualifications with the requirement.
- **Availability Details:** It will represent the availability of candidate in days.
- **Cost:** It will represent cost to the County/Library District for the submitted candidate. We understand that, with budgets tightening, costs become increasingly important criteria influencing critical projects. We are cost effective and provide unmatched services at extremely competitive prices. We have highly competent market research team, who continuously keep our list of hourly rates updated.

4.6. EFFECT OF PROJECT TEAM LOCATION ON PROJECT RESPONSES

COGENT has been successful in providing similar services to over 35+ states across the nation. Hence, the location of our project team will not cause any effect on the project response. We at COGENT make sure that we serve our clients with the best services by ensuring that each contract is served by our location that is closest to the client. As for Alachua County, we will be serving the contract through our office located in Pittsburgh, PA office.

Provided below are the addresses of our head office and the serving office for this contract:

PA	1035 Boyce Road, Suite 108, Pittsburgh, PA 15241
----	--

4.7. APPENDIX

4.7.1: EXHIBIT A

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	
32	%	26	%	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

<input type="checkbox"/>	I certify that my business is located in Alachua County and meets the criteria for location points as specified in Section 1.16.
<input checked="" type="checkbox"/>	I am not a local based firm in Alachua County.

Page 4

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

#1 ☒ Yes No #2 ☒ Yes No #3 ☒ Yes No #4 ☒ Yes No #5 ☒ Yes NoProposer: Justin Acord Company: COGENT Infotech CorporationAddress: 1800 NW Corporate Boulevard, Suite 130, Boca Raton, FL 33431Authorized Signature:  Title: Executive VP - SalesClearly Print Name: Justin AcordPhone: 412-889-7700 Fax: 412-774-1515 Date: 3/1/2021Email Address: Govt-Bids@cogentinfo.com

4.7.2: EXHIBIT B**EXHIBIT B****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.*)

EXHIBIT B

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: N/A

Address: N/A

Scope of Work to be Performed: N/A

Total \$ Value: \$ N/A % of Total BID/RFP: N/A %

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: _____ %

EXHIBIT B

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: CAREER CENTER, INC. DBA TEMPFORCE

Date SBE Contacted: 2/24/2021

SBE Contact Name and Phone #: CAROLYNN BUCHANAN, (352) 378-2300

SBE Response when contacted: The call went to voicemail so we dropped and email. Screenshot provided at the end of Exhibit E.

Name of SBE Company: BUDA GROUP, LLC

Date SBE Contacted: 2/24/2021

SBE Contact Name and Phone #: MELANIE LING, (352) 462-4472

SBE Response when contacted: The call went to voicemail so we dropped and email. Screenshot provided at the end of Exhibit E.

Name of SBE Company: GEO TECHNOLOGIES, INC.

Date SBE Contacted: 2/24/2021

SBE Contact Name and Phone #: JONNY HEATH, (352) 694-7711

SBE Response when contacted: The call went to voicemail so we dropped and email. Screenshot provided at the end of Exhibit E.

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: _____

EXHIBIT B

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: COGENT Infotech Corporation

Date 3/1/2021

Signature



Title Executive VP - Sales

Printed Name: Justin Acord

Title Executive VP - Sales

CAREER CENTER DBA TEMP FORCE

 Send	From	pranav.patel@cogentinfo.com
	To	cbuchanan@tempforce.net
	Cc	
	Bcc	
Subject		Team - Up Request State of Florida County Temporary Personnel Services Career Centre DBA Tempforce COGENT Infotech Corporation

Hi Carolyn,

Greetings from COGENT Infotech Corporation. Hope you are doing great!

I am Pranav Patel, working as Lead Pre-Sales here at COGENT.

We are bidding on the above captioned opportunity and would like to team up with you for the same. FYI, it has a 15% SBE goal.

Please let me know, if you are interested to team up with us for the same.

Best Regards,

Pranav Patel - Lead Pre-Sales

COGENT Infotech Corporation

1035 Boyce Road, Suite 108, Pittsburgh PA 15241

P: (412) 212 - 1148 Ext. 218 | E: pranav.patel@cogentinfo.com



cogent infotech

connect now

Linked in

BUDA GROUP

 Send	From	pranav.patel@cogentinfo.com
	To	melanie@wearebuda.com
	Cc	
	Bcc	
Subject		Team - Up Request State of Florida County Temporary Personnel Services Buda Group COGENT Infotech Corporation

Hi Melanie,

Greetings from COGENT Infotech Corporation. Hope you are doing great!

I am Pranav Patel, working as Lead Pre-Sales here at COGENT.

We are bidding on the above captioned opportunity and would like to team up with you for the same. FYI, it has a 15% SBE goal.

Please let me know, if you are interested to team up with us for the same.

Best Regards,

Pranav Patel - Lead Pre-Sales

COGENT Infotech Corporation

1035 Boyce Road, Suite 108, Pittsburgh PA 15241

P: (412) 212 - 1148 Ext. 218 | E: pranav.patel@cogentinfo.com



cogent infotech

connect now

Linked in

GEO TECHNOLOGIES

 Send	From ▾	pranav.patel@cogentinfo.com
	To	jheath@geotechfl.com
	Cc	
	Bcc	
Subject Team - Up Request State of Florida County Temporary Personnel Services Geo Technologies COGENT Infotech Corporation		

Hi Jonny,

Greetings from COGENT Infotech Corporation. Hope you are doing great!

I am Pranav Patel, working as Lead Pre-Sales here at COGENT.

We are bidding on the above captioned opportunity and would like to team up with you for the same. FYI, it has a 15% SBE goal.

Please let me know, if you are interested to team up with us for the same.

Best Regards,

Pranav Patel - Lead Pre-Sales

COGENT Infotech Corporation

1035 Boyce Road, Suite 108, Pittsburgh PA 15241

P: (412) 212 - 1148 Ext. 218 | E: pranav.patel@cogentinfo.com



4.7.3: EXHIBIT C

EXHIBIT C 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	N/A																																	
<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> <th>at least</th><th>but less than</th><th>Points</th><th>to be</th></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	N/A	
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	N/A																																	

4.7.4: EXHIBIT D**EXHIBIT D****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: Justin Acord Company: COGENT Infotech corporation

Address: 1800 NW Corporate Boulevard, Suite 130, Boca Raton, FL 33431

Authorized Signature:  Title: Executive VP - Sales

Clearly Print Name: Justin Acord

Phone: 412-889-7700 Fax: 412-774-1515 Date: 3/1/2021

Email Address: Govt-Bids@cogentinfo.com

4.7.5: EXHIBIT E

EXHIBIT E

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 9 (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;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;"></div> 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	

4.7.6: EXHIBIT F

EXHIBIT F

PROPOSED SUBCONTRACTORS (NON-SMALL BUSINESS ENTERPRISE) FORM

RFP: 22-21 Annual Temporary Personnel Services

This form is for all **Non-Small Business Enterprise subcontractors** being utilized on this project that **are not included** on Exhibit B.

Name of Contractor: N/A

Address: N/A

Scope of Work to be Performed: N/A

Total \$ Value: \$ N/A % of Total BID/RFP: N/A %

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

If additional space is required for your subcontractor listing, make copies of this Exhibit F and submit with you bid package.

4.7.7 EXHIBIT G

EXHIBIT G

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

COGENT Infotech 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

3/1/2021

Date

4.7.8: EXHIBIT H

EXHIBIT H

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: 3/1/2021

--- 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: _____

4.7.9: EXHIBIT I

EXHIBIT I

TYPE “A” INSURANCE REQUIREMENTS

“ARTISAN CONTRACTORS / SERVICE CONTACTS”

The Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the contractor/vendor, his agents, representatives, employees or subcontractors.

COMMERCIAL GENERAL LIABILITY

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

AUTOMOBILE LIABILITY

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

WORKERS COMPENSATION AND EMPLOYER’S LIABILITY

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

BUILDER’S RISK / INSTALLATION FLOATERS (when applicable)

When this contract or agreement includes the construction of and/or the addition to a permanent structure or building; including the installation of machinery and/or equipment, the following insurance coverage must be afforded:

Coverage Form: Completed Value, All Risk in an amount equal to 100% of the value upon completion or value of equipment to be installed.

When applicable: Waiver of Occupancy Clause or Cessation of Insurance clause. Flood Insurance as available under the

National Flood Insurance Program.

EMPLOYEE FIDELITY COVERAGE (only applicable to vendors whose employees handle funds)

Employee Dishonesty coverage must be afforded for not less than \$500,000 Blanket all employees ISO Form

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

I Commercial General Liability and Automobile Liability Coverages

a. The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor/Vendor; to include Products and/or Completed Operations of the Contractor/Vendor; Automobiles owned, leased, hired or borrowed by the Contractor.

b. The Contractor's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor/Vendor's insurance and shall be non-contributory.

II All Coverages

The Contractor/Vendor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contract is renewed) or prior.

SUBCONTRACTORS

The Contractor/Vendor shall be responsible for all subcontractors working on their behalf as a condition of this agreement. All subcontractors of the Contractor/Vendor shall be subject to the same coverage requirements stated herein.

CERTIFICATE HOLDER: Alachua County Board of County Commissioners

MAIL, EMAIL or FAX CERTIFICATES

Department Contact: Larry Sapp
Department: Procurement
Phone: 352.374.5202
Email: lsapp@alachuacounty.us
RFP: 22-21 Annual Temporary Personnel Services

4.7.10: EXHIBIT J

EXHIBIT J

COGENT Infotech Corporation

(Insert Name of Corporation)

CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY AND AUTHORITY TO CONDUCT BUSINESS

The Board of Directors ("Directors") of **COGENT Infotech Corporation**, a
(insert name of company)

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

held meeting on the **25th** day of **February**, 20 **21**, 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 **Pennsylvania** and is authorized to do business in the State of Florida; and **We have provided a copy of our Business Licensese after the form.**

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
Manu Mehta	President
Justin Acord	Executive Vice President - Sales

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 25th 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:



Nandan Banerjee

(Print Secretary's Name)

BUSINESS LICENSE

State of Florida

Department of State

I certify from the records of this office that COGENT INFOTECH CORPORATION is a Pennsylvania corporation authorized to transact business in the State of Florida, qualified on August 31, 2009.

The document number of this corporation is F09000003435.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on June 26, 2018, 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-sixth day of June,
2018*



Ken Detmer
Secretary of State

Tracking Number: CC2860285005

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

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

4.7.11: ALACHUA COUNTY SMALL BUSINESS CERTIFICATION

We are not an Alachua County small business. However, we are an FSMSDC certified MBE firm. Provided below is the copy of our certification.



Florida State
Minority Supplier
Development Council

The Gateway Council

June 25, 2020

Mr. Manu Mehta, President
c/o Annette Cord, Senior Manager - Operations
COGENT Infotech Corporation
1035 Boyce Road, Suite 108
Pittsburgh, PA 15241

Dear Mr. Mehta:

In accordance with the policy established by the National Minority Supplier Development Council (NMSDC), the Florida State Minority Supplier Development Council's (FSMSDC) national office, FSMSDC acknowledges and grants regional certification status to

COGENT Infotech Corporation

We are in receipt of your subscription services confirmation and verified regional certification status for **COGENT Infotech Corporation**.

Please note that your subscription services with the FSMSDC will expire on **April 30, 2021**.

Attached is the list of services your company will receive as an MBE Subscriber.

Please do not hesitate to contact us at (305) 762-6151 if you need additional information.

Sincerely,



Beatrice Louissaint
President and CEO
Enclosure

Certify
Develop
Connect
Advocate

P. (305) 762-6151
F. (305) 762-6158

www.fsmsdc.org

9499 N.E. 2nd Avenue, Suite 201
Miami, FL 33138

4.7.12: CONSULTANT'S EQUAL OPPORTUNITY POLICIES AND PRACTICES



AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY

It is the policy of COGENT not to discriminate against any applicant for employment, or any employee because of age, colour, sex, disability, national origin, race, religion, or veteran status.

COGENT will take affirmative action to ensure that the EEO Policy is implemented, with particular regard to: advertising, application procedures, compensation, demotion, employment, fringe benefits, job assignment, job classification, layoff, leave, promotion, recruitment, rehire, social activities, training, termination, transfer, upgrade, and working conditions.

COGENT will continue to make it understood by the employment entities with which it deals, and in employment opportunity announcements that the foregoing is company policy and all employment decisions are based on individual merit only.

All current employees of COGENT are requested to encourage qualified disabled persons, women, minorities, special disabled veterans, and Vietnam Era veterans to apply for management and non-management positions, on the job training or for union accommodations for qualified disabled individuals.

It is the policy of COGENT to ensure and maintain a working environment free of coercion, harassment, and intimidation at all job sites, and in all facilities at which employees are assigned to work. Any violation of the policy should be immediately reported to your supervisor or the company EEO Officer.

Our Equal Employment Opportunity Officer is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

During the life of contract with the client, COGENT Infotech Corporation shall comply with state regulations and federal laws relating to equal employment opportunities and affirmative action. The company shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.



Signature




Authorized Personnel - Manu Mehta

Title - President

Date of adoption - 06/10/2003



4.7.13: REFERENCES

NEW YORK CITY HOUSING AUTHORITY, NY		
Name	Patricia Lindo	
Address	90 Church St, New York, NY 10007	
Phone	(212) 306-2807	
Email	Patricia.Lindo@nycha.nyc.gov	
TARRANT COUNTY, TX		
Name	Avdhesh Gupta	
Title	Quality Assurance Manager	
Address	Plaza Building, 200 Taylor St., Fort Worth, TX 76196	
Phone	(817)884-3858	
Email	agupta@tarrantcounty.com	
SCHOOL DISTRICT OF PHILADELPHIA, PA		
Name	Ian Denard	
Title	Project Assistant	
Address	440 N. Broad Street, Suite 304, Philadelphia, PA 19130	
Phone	215-400-4501	
Email	idenard@philasd.org	