

PROPOSAL FOR:

RFP 22-21

Annual Temporary Personnel Services
Alachua County, Florida

FROM:

Staff Today Inc (STI)

ORIGINAL

**STAFF TODAY INC (STI)***The Staffing Company You Keep***212 E. Rowland Street, #313**

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COVER LETTER**SUBJECT: RFP 22-21 :- Annual Temporary Personnel Services**

Staff Today Inc. (STI) is submitting the following proposal for Alachua County RFP 22-21 for Annual Temporary Personnel Services. Staff Today Inc. (STI) is a S Corporation and was registered in 2011. STI is a S Corporation located at Covina, California. With the ever-changing market, STI saw an opportunity to look at other modalities in the healthcare arena. STI purchased Lead Staffing Corporation (LSC) and created a new division within STI that provided per diem allied and Healthcare staffing. Because of this merger with Lead Staffing Corporation (LSC), STI has benefited from a legacy of successful staffing experience. Lead Staffing Corporation (LSC) had been registered since 2005.

At Staff Today Inc. (STI) we believe that successful organizations are a product of experienced and talented employees. Our goal is to sustain the outstanding reputation of providing employers access to the most qualified job-seekers in the staffing industry. Our expertise in staffing solutions has given way to the discovery and development of talented individuals, who meet any employers' needs, across a wide range of job categories that we serve.

STI is a full service clerical & medical staffing agency that specializes in the placement of experienced nursing, allied healthcare professionals, administrative, clerical, light industrial workers, on long and short term contracts in Florida and across America. STI is more than willing and capable to handle these and any additional requirements of this contract. STI also has secured a Line of Credit and assets worth over \$5 million to adequately use in marketing, payroll, and research for development of our infrastructure and thus ensuring its financial stability, capacity, and resources.

STI is competitive and our mission is to function as a center and leader of the Staffing Industry. STI is a diversified staffing solutions organization, comprised of a cohesive team of innovative people, and dedicated to providing the highest quality situational staffing solutions with the greatest value.

Staff Today Inc. is committed to providing the necessary Annual Temporary Personnel Services as required by Alachua County in the RFP and the Anticipated Contract. STI makes full acceptance of the terms and conditions described in this RFP.

The undersigned person is the contact person, she has contractual responsibility and she is authorized to bind STI to the terms of the proposal with Alachua County. The proposal shall remain a firm offer that may be accepted by the County at any time within 120 days following the deadline for submitting proposals.

Sincerely,

Aby Mamboleo

CEO

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4.2 PROJECT UNDERSTANDING AND APPROACH

Proposed Scope of Services

Labor is one of the largest costs for most companies and utilizing STI helps clients save costs on projects. Our “mark up,” includes all the expenses associated with hiring and employing a candidate on your payroll: such as **statutory costs, Cost of recruiting, Cost of turnover** - if you lose a candidate internally, all of the recruiting expenses increase exponentially vs. calling us and having a replacement ASAP.

Financial impact of needing a flexible workforce – for clients that have peaks and valleys in their labor usage, STI provides flexibility without them risking increased unemployment exposure.

Cost of making the wrong hire - Using STI allows the client to “try before they buy” making sure they have the right person for the job – avoiding costly hiring mistakes.

STI exist to take the details of hiring off your busy plate. STI has professional and experienced team members ready to assist businesses throughout the entire hiring process. Interviews, background checks, and placement is the responsibility of our staffing firm. Companies who work with STI save time, money and receive quality employees for temporary and seasonal positions.

Whether the need is for short-term or long-term employees, STI has a large inventory of employees perfect for the position. In-depth interviews and background checks allow our staffing firm to place the right employees with the right company. Additionally, a variety of skill sets, including nursing, clerical, allied health, mental health and dental staff exist amongst our employees, making it easy to satisfy companies across many industries.

STI has established the best way to ensure the proposed resumes meet our clients’ requests by performing job profiling and establishing guidelines that assist us in identifying the skill level required to succeed in specific work environments. STI continues to enjoy continued success because of our recruiting and matching processes. STI employs management practices designed to quickly recruit and hire skilled temporary workers for any position/profession.

STI utilizes factors such as environment, culture, structure and goals in obtaining the best qualified candidates who not only can meet the client’s needs but have the strongest likelihood of success in the client’s particular work environments.

At STI, a trusting relationship with clients and employees is crucial to the success of our business. Customer Service is one of most important aspects of our business. We take great pride in our constant effort to communicate and provide only the best customer service to the businesses we work with. We work to maintain clear communication with our clients and employees to ensure the job gets done correctly. All questions and concerns are welcomed and encouraged to help make the hiring process more successful overall.

We know that your time is valuable, so we pride ourselves on offering comprehensive services in an efficient manner. Some of the advantages you will find with STI include:

- Fast and effective response to requests
- Thorough screening process
- Proven, high-performance employees
- Exceptional service at competitive rates
- Satisfying employer/employee relationships

Staffing Methodology and Approach

STI Recruiters receives extensive training in order to identify experienced and qualified candidates to service our client accounts. Upon contract award, the Contract Manager will host an orientation with their Recruiters that is tailored to the staffing qualifications and contract terms for the awarded contract. Our Recruiters will become familiar with the specific requirements of the contract and the qualifications of the personnel needed to satisfy those requirements. These specifications and requirements will be used as a benchmark for recruiting experienced candidates.

After several years of staffing experience, STI has established and adopted a very thorough and effective approach in providing quality services to our clients. The Personnel ordering process is described below:

- 1) A personnel request order may be placed by the client via fax, telephone, or email.
- 2) It is then entered into our database system.
- 3) An acknowledgement is sent to the client to confirm order and collect any pertinent information regarding the position.
- 4) A search is made in our system to identify potential candidates that match the skills requested.
- 5) A report is generated listing the candidates found and contact with the employee is made by phone and a description of the work to be performed is given, including pay, hours, facility location etc. If the employee is interested, we will request documentation that meets the minimum qualification and experience for the corresponding job titles in the classification system.
- 6) Depending on the duration and scope of the requested service, we will decide upon the appropriate action in regard to security clearance or any additional testing as needed.
- 7) Some of the candidates in the database have previously worked in other assignment hence have everything in file and may start work immediately if they match the skills requested and have completed application profiles in the database.

Once an order is placed and the potential candidate is found, contact with the employee is made by phone and a description of the work to be performed is given, including pay, hours, facility location, and licensing requirements. Then, if the employee is interested, we will request documentation that meets the minimum qualification and experience as are used for the corresponding job titles in the classification system. We will send in a copy of the current class specifications to be maintained on file. We also keep all pertinent information regarding competency skills and other documentations in a database for easy access and audits.

Orders received are then entered into our system and an acknowledgement is sent to the client/facility. This takes 1-2 hours depending on mode used-fax or email. Our firm will take 24 hours to deliver resumes of the requested temporary personnel. This is considering the confirmation period, calling back wait times, and other factors that affect immediate response to this timeline. As we continue recruiting for the same position, we usually find shorter response times on the positions we recruit for. For example, if we call a candidate in our database and get a hold of them and they are interested the resume can be delivered within an hour because all pertinent information is already in our database thus after initial contact, we will submit them to the facility/client within 24hrs.

A Client could reasonably expect to conduct interviews within 48hrs. If drug testing is required prior to start of duty then an additional 24 - 48hrs because negative results are typically communicated the day after collection, while positive confirmations are typically communicated within 24 to 72 hours of the screening, with 40% reported the day after collection.

STI usually will review more than one person for the requested service so that in case the one who goes to work does not fit we can provide a replacement thus keep staff supplied to our clients.

STI can respond to emergencies and urgent requests as our clients are able to get a hold of a person 24hours 7days a week just by calling our after-hours phone. A live person will be able to respond and call someone to come in to work. Our normal response time for emergency calls is within 2hours for employees in our database. For those not in

the database we can still provide services within the 2hours, but all the screening may not be completed. For example, drug testing takes 24-72hours as mentioned above

Staff Today Inc (STI) has determined 9-step that are proven to work in hiring and selecting quality personnel, increasing revenue, reducing the stress that comes from dealing with problem employees, and increasing client satisfaction.

1. Phone Screen
2. Application
3. Assessment
4. Interview
5. Criminal Background Check
6. Work References
7. Personal References
8. Drug Screen
9. Client Interview

After only the first three steps we can disqualify those applicants that don't meet our standards, saving time and money, and move forward with those applicants that meet our criteria.

Once determination has been made that the applicant is a viable applicant it's now time to have them complete the Pre-employment Assessment. This assessment includes three components:

- Personality and Behavior Assessment
- Cognitive Reasoning
- Attitudes Assessment

These three components have been proven to be the most effective predictors of job performance, job satisfaction and retention. The Personality and Behavior Assessment will prove to be extremely beneficial in matching the right caregiver with the right client. The Attitudes Assessment has been proven to help companies evaluate whether an applicant may display inappropriate attitude and behavior with a client. As we all know, one bad hire can be the difference between a profitable case and a failure.

Our temporary workers all participate in an in-depth screening and interviewing process including:

- Criminal Background Checks
- Abuse Registry Checks
- License/Certification/Verification
- Reference Checks/Previous Employment History Verification
- Education Verification
- Intensive Interviewing
- OIG Verification

In addition to the above all healthcare candidates must successfully complete any state regulated tests and interview created by professional medical consultants.

- Skills tests
- Medical prevention tests
- Comprehensive interviews
- HIPAA training and testing

Ability to Fill Needs

STI has pioneered staffing methods and best practice strategies to meet the estimated project needs of Alachua County as indicated in the RFP. By matching the thousands of candidates in our database with your needs and by tapping the knowledge and experience of our staffing experts, we can fill even the most difficult positions. Our goal is to help you succeed in fulfilling your staffing needs by providing industry-leading resources, expertise and efficiency.

Staff Today Inc. (STI) is able to meet the personnel and staffing needs by utilizing a unique multi-brand strategy and a variety of proven and effective recruitment methods, STI is able to attract the largest network staff all around the U.S. This is done through regular attendance at nationwide and regional career fairs, ongoing and innovative direct mail, e-mail and advertising campaigns, technological marketing strategies such as video recruitment and webcasts and aggressive use of the Internet, STI has established a leading presence in the marketplace, putting a prominent face forward to best serve even the most critical staffing needs of our clients.

In today's highly competitive recruitment marketplace, STI realizes the value of good talent. Every potential employee undergoes a thorough interview and testing process, which typically averages a minimum of two-hours. The individual is evaluated based on attitude, communication and on-the-job skills, prior work experience and academic history/training. We pay particular attention to what the applicant expects from his/her employment with STI so that we can best gauge their level of responsibility, flexibility and career expectations. Our Database retrieval system maintains an extensive profile showcasing each associate's full range of skills, work experience, reference check information, I-9 completion, test scores and interviewer evaluations. Our computer system allows us to follow our temporary employees from assignment to assignment and evaluate their on-the-job performance. STI's thorough evaluation process enables us to offer you the best and most qualified contingent workforce in today's marketplace. Our agency will be successful in filling the orders since we already have qualified people in our database that are capable of fulfilling the requirements as outlined.

Recruiting Efforts

At STI we are dedicated to using multiple resources and methods to promote our candidates and locate the ideal opportunity that each candidate may be looking for. Our skill set/criteria based matching system is designed to create a perfect fit and allows us to retain both clients and candidates while building long term relationships.

At STI, we understand that your staffing needs change with variations in your staff and population you serve. We also know that even the best companies/facilities are only as good as the team of staff/personnel that they employ. Our goal isn't just about filling your staffing shortages, it's about working collaboratively to make the right match, every time. We go beyond finding talent that works, to finding talent that optimizes staffing and resonates with your vision across every dimension of your organization.

Wading through applications of potential employees who do not meet the basic requirements for the position is part of our job. Our unique screening process is designed to filter out any candidate who isn't deemed to be the perfect fit for you. Every candidate is thoroughly assessed per your job requirements before we determine if they have the potential to be a successful part of your team.

Powered by skilled recruiters who understand staffing unique and ever-evolving challenges, we recognize the crucial importance of quality, accuracy, and timeliness in an industry where every decision impacts a company's well-being. We also realize that the best and brightest professionals are not always actively looking for a new position. We have the knowledge, skills, and experience to find passive job seekers and use our nationwide contacts and resources to help find the right candidate for your needs. With account managers averaging more than 10 years of experience in staffing, we have an innate ability of matching candidates with jobs and clients where they can truly make an impact. Our focus on making the optimal match has resulted in more than 90 percent of STI candidates who are interviewed being offered the job. We guarantee you will only see the best of the best!

STI has connected our Client organizations with the expert talent they need to achieve their goals. Our goal is to make sure that the first employee that we help you hire is the right person for the job. Hiring someone who turns out to be wrong for the position wastes your company's time and money. Choose us for your staffing needs to avoid a lengthy, costly hiring process that may not lead to the right hire.

STI is an experienced recruitment provider and our expertise in recruitment solutions has given way to the discovery and development of talented individuals, who meet any employers' needs, across a wide range of job categories that we serve. Our goal is to assist your organization in finding quality personnel using our seasoned recruiting team and proven recruiting methods. We have proven ourselves in providing reliable personnel to government, state and private institutions. Our combined team experience exceeds twenty years in the staffing industry, human resources, health informatics and information technology.

We strive for sustainable short and long-term solutions to our client's needs. We use many proprietary and innovative methods developed in-house to fill our positions with the best-available candidates. We have several vehicles of candidate sourcing that we utilize in pursuit of recruiting personnel, which include (but are not limited to) the following:

- **Internet Recruiting Strategies:** STI has differentiated itself in the marketplace through aggressive use of technology as a recruitment strategy. By establishing a strong Internet presence with largely, famous web portal sites as well as our company brand sites, we have been able to recruit highly qualified professionals from across the nation. Our world-class Database performs most of the work for us, and our management and staff compliments this Database. STI uses Mindscope Cura software to run its day to day recruiting and order-filling functions, because this software allows us to place an order, track its status, confirm an employee, authorize timesheets, and so much more by a click of the mouse. This data base has a personnel skill matching capability with an excellent query. When a client calls us, it takes a moment for us to identify ideal candidates to the needs of our clients in our Database. STI also utilizes websites such as CareerBuilder, Monster, and Indeed to complement our database and only give the highest graded candidate who match that specific order for placement. All our recruiting efforts and hiring policies are customized based on a client's scope of work, and the requirements of each project that STI undertakes.
- **Direct mail:** Through our years of recruiting, we have developed an extensive database of personnel and their home addresses. Our datasets are meticulously structured, and we send out carefully crafted mail pieces in a methodical manner.
- **Cold calling:** Cold calling is the tried and true strategy for sourcing candidates, which is why we still use it today. Using an algorithm developed in-house, we can determine exactly which personnel meet the job's criteria and their likelihood of responding positively. This can drastically shorten the time wasted cold calling candidates who aren't qualified and decreases the overall cost of sourcing.
- **Email distribution:** At STI, we source most our candidates through our email distribution efforts. We have an in-house tech team dedicated to ensuring our email efforts are unmatched by anyone in the industry.
- **Passive candidate networking:** It's not an uncommon occurrence for us to learn of an organization need of a candidate and for us to already have a short-list of candidate looking for a career jump into that exact position.
- **Referral bonus-based sourcing:** Referrals continue to return the highest-qualified and best-fitting personnel and we encourage this with a financial incentive -- either to the referrer or a charity of their choice.

The following additional strategies will be utilized to help meet the needs of large and or emergency order requests.

- Job Fairs
- Social Media Recruiting
- Online Recruiting
- Referral Program
- Print advertising/flyers (State board of nursing)
- Recruiter Networking – with work source centers, back to work programs, One Stop, EDD
- Controlling Turn Over – Service Bonuses

Diversity Recruitment

Achieving diversity is an increasingly important aspect of STI recruitment practices. STI sees diversity as an important way to promote fairness and equity in the workplace, foster communication, creativity, innovation, and respect among members of the workforce, and thereby increase our ability to provide high-quality services to the clients we serve and the community.

STI seeks to increase the representation of minorities, women, veterans, and the disabled, especially in occupations and grades where they are currently underrepresented. As such, diversity is a key aspect of our recruitment strategies. And below is a list of some of the strategies we employ to ensure equity through our work: -

- Establishing intern programs targeted at minorities,
- Partnering and networking with professional associations and organizations whose members consist of persons who have been traditionally underrepresented in the labor force;
- Advertising in publications and on web sites whose focused readership include minorities, women, veterans, and the disabled;
- Partnering with military transition centers;
- Using targeted mailings and e-mailings; and
- Partnering with special emphasis event coordinators.

Below are Staff Today's approach with regards to the specific sections in the Scope of Services for Alachua County's Annual Temporary Personnel Services needs.

Section 3.1	General Requirements
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Section 3.1.2

Our talent pool is varied but on average the minimum is at least 6months-1year experience depending on job title.

Staff Today Inc services are dedicated to the highest standards and we are very selective in choosing our professionals. Each prospective candidate is required to meet the following qualifications as well as demonstrate their knowledge in each individual specialty.

Standard Professional Requirements:

- 1 years of current experience
- Criminal Background checks are performed for all employees depending on contractual agreements
- Drug testing is performed according to contractual agreement.
- We verify all licenses and certificates to determine that they are valid and are in good standing.
- We verify eligibility to work in the U.S.
- Reference checks are performed for the last 2 years of employment. References will be completed before candidate is assigned.
- Rigorous attendance standards enforced
- Zero tolerance for no-call, no-shows.
- Attendance policy, policy & procedures and job description on file.
- Skills testing is performed

STI will ensure the prospective temporary employees meet the requirements, by utilizing online assessment test for the various skills. STI also supports career development through access to a dynamic assortment of educational resources for tuning up our employees' skills through online tutorial systems, training and development. This is because the skills required for success in the corporate world are changing faster than ever before, thus people need quick and easy access to training hence we offer these tools to our employees.

A multi-step interview process, skills testing, background checks, and drug screenings allow us to place good, quality employees at the great client companies we work with. Trust STI to hire temporary workers you will want to keep around.

Replacement of Rejected Temporary Employee

Upon notification of a rejected employee we will replace this employee within one business day. The training plan for the new employee includes the following:

- A detailed current job description.
- Regular time to meet with the new employee to discuss any concerns.
- A detailed orientation plan that covers major functions of the position. This plan will indicate who will be training on a specific task and be initiated by both trainer and new employee.
- A timeline for at least the first week—longer depending on the nature of the position. Though it may be necessary to make changes as the week unfolds, this timeline will keep everyone involved in the training process on track and on time

Section 3.1.3

Our Employees are pay rolled as W-2 employees with taxes deducted from their paycheck. We use a payroll company that offers both technical expertise and advanced technology. Below are some of our services:

- Issue payroll checks/direct deposit/pay cards
- Provide online access to paystubs
- Issue annual W2s
- File New Hire Reports
- Process garnishments and maintain compliance
- Track PTO and sick/vacation time

As an employer, STI has federal payroll tax responsibility. This includes withholding from an employee's compensation and paying our contribution for Social Security and Medicare taxes under the Federal Insurance Contributions Act (FICA). Pursuant to the Federal Insurance Contributions Act (FICA) STI is required by federal law to withhold three separate taxes from the wages that we pay our employees. FICA is comprised of:

- a 6.2 percent Social Security tax;
- a 1.45 percent Medicare tax (the "regular" Medicare tax); and
- a percentage of Medicare surtax when the employee earns over \$200,000.

All these amounts are withheld from an employee's wages. Further, STI also pays the employer's portion of two of these taxes (the 6.2% & 1.45%).

Section 3.1.4

STI shall bill the Alachua County monthly, in accordance with the agreed upon contract rates. All billings will clearly reflect and provide reasonable detail of the services for which claim is being made, including, but not limited to, type of services provided (e.g., administrative clerk, account clerk, elections aid, elections warehouse worker, etc.), name of the person who provided services, date and hours worked, hourly rate, and any other charges or credits, as set forth in the proposed Agreement. Billings shall be made and forwarded to the County and to the attention of the appropriate assigned person monthly. Upon a receipt of a complete and correct billing, the County shall pay STI within (30) working days.

STI Detailed Employee Screening/Selection Process

- **Initial Telephone Screening:** During our initial phone interview of a candidate, we ask questions relative to their motivation to make a job change, education, credentials and licensure, experience, and references. We also verify that the candidate has a minimum of the required employment experience.
- **Employment Application:** A complete application, including education, work history, and references is required prior to candidate consideration.
- **USCIS Employment Eligibility Verification, including E-Verify:** We verify work eligibility in accordance with INS regulations.
- **Skills Proficiency Checklist** – Office software testing, ethics, typing etc. This list aids us in matching the candidates' skills with available position skill requirements.
- **Competency Testing:** To assess the skills and validate technical qualifications of qualified candidates
- **Comprehensive Interview:** Our interviewing process includes a targeted, situational- and behavioral-based questionnaire to assist in determining character and work ethic.
- **Background Check:** We conduct a comprehensive background check consisting of: 1) Social Security Match (Name, Number, Date-of-Birth, and Gender); 2) OIG/HHS - Excluded Individuals; 3) EPLS/GSA - Excluded Parties List System; 4) Criminal Records (both County and State); 5) Motor Vehicle Records; 6) State Sexual Predator/Abuse Registries; 7) Professional Licenses with Disciplinary History. This background check of professional credentials validates the certification or licensure is valid, within expiration, and reveals any disciplinary actions taken. Additional background check information is performed as a pre-placement requirement as requested by client facilities.
- **Summary of Professional Credentials:** We require a complete listing of all professional credentials from each employee – specifically those that qualify them for a specific position, which we then verify via our Background Check.
- **As needed - 10-Panel Urine Drug Screen:** The test screens for standard drugs of abuse and more commonly abused prescription medications.
- **Professional Reference Sourcing:** We perform one-on-one, direct sourcing of professional references, requiring at least one reference be obtained from a former Supervisor within the prior 2 years whenever possible.
- **Client Interview:** Some clients choose to interview the candidate prior to commencement of work. Otherwise the candidate is ready to start work after all the screening by STI.
- **STI Orientation Training Program:** Via the training guide, we provide extensive safety training to each new employee. Key guidelines are reviewed again with each employee prior to each assignment. The training topics include: General workplace safety and lifting guidelines; Hazardous Materials and Safety Data Materials Sheet guidance; Blood borne Pathogens training and the appropriate use of personal protective equipment to prevent exposure; and policies for reporting workplace hazards and/or personal injuries. Additional safety training and/or certification for radiation safety, restraint use, body mechanics, OSHA guidelines, and respiratory fit testing will be required depending on job classification and client facilities.
- **Client Protocol Compliance:** We have established a pre-assignment qualification tracking system for identifying what we refer to as “special protocols” for each client facility. This alerts our placement personnel to specific requirements for assigned employees beyond what our standard qualification standards are nationwide. This may include blood antibody titer testing, drug testing within 14 days prior to assignment, in-service training programs, specific professional certifications for certain job positions, respiratory fit testing, OSHA Safety Training certification, additional background check information (e.g., Division of Aging, specific criminal record search in state to be assigned), and in-service training programs (e.g., use of restraints, radiation safety, body mechanics).
- **Employee Assignment Appraisals:** We request that the on-site Client Supervisor for each of our contract employees complete a formal Appraisal Form of the employee's suitability and performance at the close of each assignment. We use this information as ongoing validation of our initial professional reference sourcing,

and in the decision to assign a contract employee to additional assignments with us. Appraisals are also required to be completed by the STI Compliance Manager at the close of each assignment – based upon the comprehensive performance of the employee during the assignment. This appraisal takes into account feedback received from the Client Supervisor during the course of the assignment, as well as their compliance with STI policies and procedures. Finally, we conduct an Annual Appraisal on all STI employees based on the performance feedback we have collected throughout the year.

- **Annual Training:** STI requires all contract employees to take a comprehensive set of annual training modules, Workplace & Assignment Security, Fire, Oxygen, Electrical Safety, Confidentiality, Diversity, and Customer Service.

Background Checks

Staff Today provides our clients a wide range and alternatives in the criminal history searches. This is performed based on the contractual agreement. The following are some of the background checks performed:

- ❖ **CRIMINAL HISTORY SEARCH** - This can be done on either a county level or, in some jurisdictions statewide search. The primary differences between the two searches are the time for return of product and the information contained in the report. Any search of an applicant who has been at their current residence for less than one year, begin at their prior residence.
 - **CORS** - This is our nationwide criminal history search tool and, as a screening tool, it is a wonderful addition to other products. This search includes hundreds of thousands of names of individuals charged with felonies and/or misdemeanor offenses; it touches every state, and includes a nationwide search of registered sexual offenders, departments of corrections, administrative office of courts, state repositories and county court records. In addition, some proprietary records are included from a variety of investigative sources. Because records from some of these sources, no matter who the provider is, may not be updated on a regular basis including some where the information is only updated on an annual basis. STI does not recommend this as the only search to be conducted for criminal history information. It is a wonderful tool to identify areas not disclosed by a candidate that might require additional research.
 - **County criminal history search** – This information is obtained directly from the source-county. It should be noted that the only information available at this level is that which demonstrates incidents which took place in the one county. Incidents in a neighboring county will not be reported. The time period available from the courts will vary by jurisdiction. Generally, there will be a minimum of three years with the majority of courts providing at least seven years and some as many as 25 years or more. STI searches county courts throughout the United States. In some jurisdictions, only the county level courts can be searched. California is an example of this research level. All searches are conducted to meet the guidelines of the state and national FCRA requirements and limitations.
 - **Statewide criminal history repository** – These repositories are generally maintained by a state agency such as the police department or administrative office of courts. In each state where a repository is retained, every jurisdiction is supposed to report information regarding both arrests and dispositions. The fact of the matter is that not all data is necessarily transmitted to the repository. That being said, more information is recorded than is visible in a single county search. Unfortunately, as in California, there are some states where the complete repository is not publicly disseminated. In these areas the only research that can be conducted is at the county level. If a candidate has lived in surrounding states, then a statewide search may be conducted. Statewide repositories often go back as much as 50 years and whatever information is recorded are also reported as long as it falls under Fair Credit Reporting Act compliance at the national and/or state level.
 - **Federal court searches** – Records of criminal offenses committed at the federal level, generally cases involving multiple jurisdictions, can be researched but are generally difficult to assure the identity of the person in question. Many of the cases will identify only the name of the subject with no other confirming identifiers. Unfortunately, this can lead to many “possible” records being found.

- ❖ **CREDIT REPORT** – This is a search of the prominent credit reporting agency for the applicant's residence. This provides information relative to the financial stability of the applicant and the applicant's overall sense of responsibility as well as confirmation of biographical data.
- ❖ **DRIVING RECORD** – This is either a three- or seven-year report of all violations filed against an individual's driving history. This report is also valuable in confirming the biographical information provided by the applicant.
- ❖ **EMPLOYMENT VERIFICATION (TELEPHONIC)** - Contact is made with an applicant's previous and, if authorized, current employer to learn more than just the dates of employment, salary and position held by the applicant. Reporting includes a comparison of the original application to determine any contradictions as well as any derogatory information that may be provided.
- ❖ **EMPLOYMENT VERIFICATION (GOVERNMENT RECORDS)** - A search of records provided to the Federal government of all FICA earnings reported by the applicant's employers. This information is obtained through the signing of a special release form and will divulge concealed employments. For example, one study utilizing this report, at a large financial institution, found omissions or significant exaggerations on 40% of their applicants to include omissions from one to nineteen prior jobs in the past five years.
- ❖ **REFERENCE/CHARACTER VERIFICATION** - Contact is made with both supplied and developed references to learn more about the character of the applicant. The interviewing of these persons is done in a manner to elicit information about the applicant's social habits.
- ❖ **SOCIAL SECURITY NUMBER SEARCH AND VALIDATION (Back-Trac)** - This report contains the date and state in which the number was issued along with name and address history based on matches to the social security number submitted to a large number of public records and proprietary databases. The sources of this data may contain errors and omissions and thus cannot be used for employment decisions. It is used to corroborate names, addresses and associated dates that may or may not appear on the application and helps to provide a more comprehensive background investigation.
- ❖ **MALPRACTICE HISTORY** – Research is conducted through a variety of sources to determine any history of these records. Obviously, during employment verification, this is a topic of concern and may or may not be responded to by a previous employer. Secondly, searches conducted through state licensing regulators may disclose reports of wrongdoing, and a final option would be through the Health and Human Services Office of the Inspector General of the Federal Government. This is a search of persons who have been excluded by the government from receiving payment for any items or services involving a government transaction due to a violation of the law.

Drug Screening

STI is committed to a drug-free, safe and healthy work environment. A minimum 5 panel pre-employment drug screening is performed on applicants. Any non-negative result will constitute a violation of STI's Substance Abuse Policy and applicant will not be hired. STI will also require active employees to submit to drug screening if the client/facilities share concerns of reasonable suspicion at any time during employment.

Our drug testing is outsourced and done by Emerge who have their own in-house MRO's. This company offer rigorous pre-employment screenings and ensure a wide variety of drug testing locations for our employees/clients to choose from. They also offer extended hours for drop-in or pre-scheduled appointments, making it as convenient as possible for the employee to integrate into our company's risk management program.

- A prospective employee would give a sample at a local clinic or vendor location.
- The drug screen results are reported directly to STI. Negative results are typically communicated the day after collection, while positive confirmations are typically communicated within 24 to 48 hours of the screening, with 40% reported the day after collection.

STI has agreements with our vendors to ensure they perform 5-10 panel pre-employment drug screening on applicants. We then upload and keep the pertinent information in the system to help assist our candidates make a transition into new work environments.

Employee Testing

STI offers online competency and skills testing in relation to the job description/title. This information is usually included in the profile also. For example, administrative & clerical job testing will include typing, grammar, data entry, filing etc.

STI clerical assessments are also done online. Technical assessments have an average of 50 questions each; most other assessments have between 25 and 30 questions. Once the candidate has completed the assessment he or she would not be able to re-enter that assessment. To complete an assessment, the candidate must answer all questions presented or choose to leave the assessment early. If the candidate is unable to complete the assessment due to loss of Internet service or other computer problems, he or she will be able to re-enter the assessment. In most cases, the candidate will be able to pick up where they left off. Due to the nature of some assessments (such as Typing or Data Entry), questions must be answered in one sitting and in a sequential order. For these types of assessments, the candidate will be able to re-enter the assessment but would have to begin again from the first question.

Our employment test portfolio includes aptitude, personality, and basic skills tests, and our TestMaker feature allows us to generate our own proprietary tests. Thus we can tailor our tests specifically according to the needs of our clients.

The following is a summary of some of our employment tests:

- Accounting Titles - accounting terminology, accounts payable, accounts receivables, general accounting, general ledger knowledge etc.
- Call Center Titles – Call Center Listening Skills [audio], Call Center Outbound Sales Skills etc
- Financial Titles – Data entry 10key, Reconciliation, financial analysis etc
- TechTest Titles - .NET Framework, Access Basic 2.0, ACT! 2000 for Administrators
- Legal Titles – Paralegal skills, Legal filling skills, legal assistant etc
- Industrial Titles – AutoCAD, Micrometers and Calipers, OSHA etc
- Office/Professional Titles – numeric filing, alphabetical filing, typing, data entry, basic math etc
- Software Titles – Microsoft office(word, excel, access, PowerPoint, publisher), Adobe, filemaker pro, corel etc

Below is a detailed listing of our employment skills test:-

- Criteria Basic Skills Test (CBST) A test that measures the basic math and verbal skills that are required to succeed in a wide variety of entry-level jobs. Math and Verbal sub scores are listed separately.
- Typing Test A test that measures an individual's typing speed and accuracy. An adjusted words-per-minute (WPM) score is given, which reflects the total number of words typed correctly during the time allotted.
- Ten Key Test The Ten Key Test measures an individual's ability to perform numerical data entry. The test provides both a speed and an accuracy score.
- Microsoft Excel A test that measures an individual's proficiency with Microsoft Excel.
- Microsoft Word A test that measures an individual's proficiency with Microsoft Word.
- Computer Literacy and Internet Knowledge Test (CLIK) A test of basic computer literacy that measures an individual's proficiency with using Internet browsers and common desktop applications such as email and word processing programs. It is a test consisting of two task-oriented simulations followed by ten multiple choice questions

STI also offers the following employment aptitude test:-

- Criteria Cognitive Aptitude Test (CCAT) A general aptitude test that measures a candidate's problem-solving ability, critical thinking, reasoning, and aptitude for learning and applying new information: 15 minutes.
- MiniCog Rapid Assessment Battery (MRAB) A nine-test aptitude battery created by Harvard University psychologists, the MRAB measures an individual's ability to process information, including specific cognitive functions such as attention, working memory, and reasoning ability.
- Criteria Attention Skills Test (CAST) A four-test subset of the MRAB Battery, the CAST measures a person's concentration and ability to sustain focus on one or more tasks while avoiding distractions.

- Wiesen Test of Mechanical Aptitude (WTMA) The WTMA measures an individual's mechanical aptitude, or ability to learn to operate, maintain, install and repair equipment and machinery. 30 minutes.

The following is a detailed listing of our employment personality test:-

- Criteria Personality Inventory (CPI) A general personality inventory based on the most widely accepted personality model — the "Big Five" — which describes an individual's personality in terms of five psychological traits: Agreeableness, Conscientiousness, Extroversion, Stability/Neuroticism, and Openness.
- Sales Achievement Predictor (SalesAP) A sales personality test that measures traits that have been shown to be critical to success in sales and sales-related jobs, including motivation, competitiveness, extroversion, goal orientation, and assertiveness. The Sales AP provides an overall recommendation on a candidate's suitability for sales positions.
- Customer Service Aptitude Profile (CSAP) The companion test to the SalesAP, the CSAP is a customer service test that measures personality traits that are important for customer service and related positions. The CSAP provides an overall recommendation on a candidate's suitability for customer service-related positions, based on traits such as cooperativeness, personal diplomacy, patience, and more.
- Employee Personality Profile (EPP) The Employee Personality Profile is a general personality profile derived from the Sales AP test. It measures ten personality traits that are relevant to a person's suitability for a wide variety of jobs. These traits are: Achievement, Motivation, Competitiveness, Managerial, Assertiveness, Extroversion, Cooperativeness, Patience, Self-Confidence, and Conscientiousness.

Training and Education

Staff Today Inc. customers deserve the level of service that only an organization dedicated to the education and training of its people can offer. STI provides orientation, compliance, clinical, and operations training for its workforce through a variety of settings followed by written competency examinations and online, Web-based courses.

STI's commitment to its employees' professional and personal development is evident by the range of courses made available. Employees are educated on our Code of Conduct, participate in Medical Compliance Training, and receive a comprehensive orientation package including material dedicated to patient safety, abuse and neglect, emergency management procedures, national patient safety goals, and incident reporting; in addition to HIPAA and OSHA training. Staff Today Inc. also encourages participation in a robust continuing education program designed to support the clinical and technical development of its employees.

As the skills required for success in the corporate world are changing faster than ever before, people need quick and easy access to training – when and where they need it. STI supports career development through access to a dynamic assortment of educational resources. For tuning up our employees there is online tutorial systems, training and development that provides the following: -

- access to more than 6,000+ online courses covering computer, business, leadership, and technical skills sought after in today's market. For example, Microsoft Office 2019, Microsoft Office 365, Microsoft Access, Microsoft Access Tutorial, Microsoft Excel, Microsoft Excel Tutorial, Microsoft Internet Explorer 11 Tutorial, Microsoft Office Integration Tutorial, Microsoft Outlook Tutorial, Microsoft Power Point Tutorial, Microsoft Windows 7 & 10 Tutorial, Microsoft Word Tutorial, Microsoft Word - Advanced Documents Tutorial, Peachtree Accounting Tutorial, QuickBooks Pro Tutorial a convenient way for anyone to update and increase their skills online – 24 hours a day, every day of the year.
- free training and development for all STI associates, consultants, and employees.

For those personnel in need of a more traditional education, there's National University (<http://www.nu.edu/>). National is a fully accredited distance learning school with a robust curriculum and an innovative approach that ensures personal contact with instructors while still allowing the freedom to learn at one's own pace and at one's chosen schedule.

In-Service Training Results & Qualifications

Staff Today Inc (STI) utilizes a software system to track wages, licenses, expiration dates, qualifications, experience, training results, and other pertinent information that are used to provide excellent finger-tips evaluation of candidates prior to submission to the client. This system is also used to evaluate and track performance of candidate's vs. client's needs and print reports to help make our retention and customer service surpass other companies in the staffing industry.

In-Services

Based on individual clients and different contract requirements, Staff Today Inc structures the in-service requirements upon hire and annually thereafter to meet clients' compliance including: Age Specific, Disaster Preparedness, Cultural Diversity, Environmental Safety, Fire Safety, Hazardous Chemicals, HIPAA, Infection Control/ Blood-borne Pathogens, Abuse, Domestic Violence, Ethics of Healthcare, National Patient Safety Goals, Pain Awareness, Patient Restraints, Patient Rights, and Workplace Violence.

Section 3.3

<i>Hiring of Contractor's Employees</i>
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Staff Today Inc agrees that if, after using the STI's employees, the County/Library District should at any subsequent time put any of STI employees on its own payroll, STI will waive all rights to and requirements for a payment of a fee reimbursing STI for damage suffered as a result of the loss of the training and advertising invested in that employee.

Section 3.4

<i>Terms and Hours of Work</i>

Staff Today Inc affirms that its workers shall work the normal hours for the position being temporarily filled, whether a 4, 8, 10 or 12-hour shift.

Section 3.5

<i>Reports</i>

Staff Today Inc affirms that it shall provide individual reports for personnel to Alachua County/Library District upon request. STI reports are customizable and the facility can create their own to meet their specific reporting needs. Reporting requirements are identified during the discovery phase of implementation. Our software also incorporates a unique report distribution service which can deliver reports to user's email at predetermined intervals of time. This fully automated capability makes reports available to users when they are most needed and effortlessly accessible through a simplified link thus saving money spent on postage to mail out reports and eliminating the need to travel for audits because everything is available electronically.

SECTION 4.3 CONSULTANT'S QUALIFICATIONS AND STAFF

Company Profile

Staff Today Inc. (STI) is a SBE Certified Company and was registered in 2011. STI is a S Corporation with its primary place of business located in Covina, California. With the ever-changing market, STI saw an opportunity to look at other modalities in the healthcare arena. STI purchased Lead Staffing Corporation (LSC) and created a new division within STI that provided per diem, allied, and healthcare staffing. As a result of this merger with Lead Staffing Corporation (LSC), STI has benefited from a legacy of successful medical staffing experience. Lead Staffing Corporation (LSC) had been registered since 2005. Currently, Staff Today has 206 active employees and below is a list of STI office locations:

- **Los Angeles, CA (Headquarters)**
212 E. Rowland St. #313,
Covina, CA 91723
- **Florida, Orlando**
4700 Millennia Boulevard,
Suite 175
Orlando, FL 32839
- **Missouri, St. Louis**
400 Chesterfield Center,
Ste 400
St. Louis, MO 63017
- **South Carolina, Columbia**
4611 Hard Scrabble Road,
Suite 109-183
Columbia, SC 29229
- **California, San Diego**
4455 Murphy Canyon Road,
Suite 100
San Diego, CA 92123
- **New York, Melville**
105 Maxess Road,
Melville, NY 11747
- **Pennsylvania, Allentown**
40 South 5th Street,
Allentown, PA 18101
- **Pennsylvania, Harrisburg**
2225 Sycamore Street
Harrisburg, PA 17111

STI endeavors to provide connections and opportunities for the improvement and preservation of a caring environment across the spectrum of staffing and placement services. Our management teams up with our personnel and clients to identify motivation and steadily eliminate interfering barriers with the development of our interdisciplinary teamwork. We are always dedicated to improving the services we offer, and to develop new services tailored to the needs of our

clients, job-seekers, and the markets we serve. **STI also has secured a Line of Credit and assets worth over \$5 million to adequately use in marketing, payroll, and research for development of our infrastructure.**

STI has management with a combined experience of over **30 years in the staffing industry**. STI was founded by Mr. Paul Mwangi, a venture capitalist with a diverse 15 years' experience in the medical staffing industry. Mr. Mwangi has developed his experience working with various companies and staffing companies in the west coast to meet unique staffing requirements. In addition, Dr. Aby Lillian Mamboleo, founder of Lead Staffing Corporation, has over eleven (11) years' experience in human resources. Dr. Mamboleo has spent her time in the human resources realm working with various insurance and staffing companies around the U.S. As a senior executive, her experiences include working with national staffing corporations. As a team, Dr. Mamboleo and Mr. Mwangi have been decisive and have successfully developed and executed a business model for staffing solutions. The strategy was influenced after studying the staffing industry that showed suffering from recruiting, developing and retaining qualified personnel.

Names of primary and alternate contact persons designated to act as liaison between Staff Today and the County.

Primary Contact: Andrea Goodwin
Title: HR Manager
Telephone: 800-928-5561 x. 109
Emergency after hours: 626-626-1419
Fax: 877-858-6263
Email: Hrmanager@stafftodayinc.com
24/7 Email: HR@stafftodayinc.com

Alternate Contact: Aby Mamboleo
Title: CEO
Telephone: 800-928-5561 x104
Fax: 877-858-6263
Email: Lilian@stafftodayinc.com

Types of Services Provided

STI is a comprehensive staffing services company with an extensive network of diverse IT, administrative, clerical, medical professionals, Legal professionals, etc. With a total of over 30 years of experience in the every-changing staffing industry, STI has developed a staffing team and network capable of providing a wide range of staffing solutions in various industries, including:

- **Administrative & Clerical:** Receptionist, Executive Assistant, Secretary, Administrative Assistant, Clerk, Data Entry, Store Clerk etc
- **Information Technology:** IT help desk, QP, Computer Operator, Network Administrator, SQL etc.
- **Light Industrial Workers:** Custodians, laborer, facilities repair worker, maintenance workers, housekeepers/cleaners
- **Nursing Services Professionals:** Nurse Practitioner, Director of Nursing, Registered Nurse, Licensed Vocational Nurse, Certified Nurse Assistant, Licensed Practical Nurse, Certified Home Health Nurse Assistant, Medical Assistants
- **Mental Health Professionals:** Psychiatrists, Psychiatric Technicians, Licensed Clinical Social Workers, Psychologists, Social Worker (BSW), Social Worker (MSW)
- **Dental Services Professionals:** Dentists, Dental Hygienist, Dental Assistants
- **Food Services Professionals:** Registered Dieticians
- **Medical Services Professionals:** General Physicians, Physician Assistants
- **Rehabilitation Therapy Professionals:** Occupational, Physical, Speech and Respiratory Therapists/Assistants/Aids

- **Medical Imaging Professionals:** X-Ray Technician, CT-Scan Technician, MRI Technician, Radiology Technologists, Nuclear Medicine Technologists, Mammogram Technologists
- **Pharmaceutical Professionals:** Pharmacists, Pharmacy Technician
- **Laboratory Services Professionals:** Phlebotomist, Laboratory Medical Technologist, Clinical Laboratory Scientist

Key Personnel

The following individuals will be responsible for various aspects of the contract as follows:

Aby Mamboleo will be the contract manager on this project. Ms. Mamboleo has more than 17 years of experience providing services of an equivalent nature as identified in the statement of work. She has worked in the capacity of contract projects director with Quality Medical Professionals (QMP) a firm that deals with medical personnel contracts. At QMP she dealt with the state of California contracts for California Department of Corrections & Rehabilitation (CDCR) in providing temporary relief for various medical professionals such as pharmacists, pharmacy technicians, medical assistants, licensed vocational nurses, psychologists, x-ray technicians etc. She was owner and contract manager of Lead Staffing whereby she was responsible for administration of contracts. Ms. Mamboleo will serve as the Contract Manager on this contract and will oversee the daily provisions of this agreement to success. Ms. Mamboleo will be responsible for administration of the contract and any reporting, contract issues and any issues from a client relations standpoint of the contract.

Our invoices will be prepared from the Covina location by our accounting department headed by Paul Mwangi, who will be in-charge of ensuring that we are following protocol on billing and invoicing guidelines. Additionally, our accounting software can create any customized reports that the State might require. This software also tracks invoicing, timesheets, overtime, pay, and balances, just to mention a few features, all at the touch of a button. Ms. Yuchen Qiu is our accounting clerk and under the supervision of Mr. Mwangi she will be responsible for reports such as the utilization of small business report, monthly sales report & surcharge adjustment report. Ms. Qiu has experience providing such reports. She currently provides usage sales reports and monthly expenditure reports to our government clients such as New York State-OGS, Commonwealth of Pennsylvania, Commonwealth of Virginia, North Carolina Department of Public Safety, Wisconsin Department of corrections she provides utilization report, and for GSA she pays our IFF fee.

Andrea Goodwin is the HR Manager & recruiting manager at STI she is SHRM certified and has been in the HR industry for over 7 years, and she will oversee the recruitment end of this project. Ms. Goodwin is in-charge of all the recruiters in our corporate office and the compliance department. Ms. Goodwin will serve as the Account Manager for this contract as she has experience serving in the same capacity for some of our other public sector contracts such as New York State-OGS, Commonwealth of Virginia, Commonwealth of Pennsylvania, Orange County Department of Corrections- Florida etc.

The compliance department is designed for peace of mind to the client and STI, knowing that all the contract and client requirements are met. This means collecting and storing applications, licensure, background checks, any pertinent documents, and ensuring legality and authorization work in the US. Dezerie Anonas is the Compliance Manager at STI and she oversees and performs the monitoring functions. She schedules the skills and competency tests, reviews the results, performs background checks, reference checks, evaluations, and all other compliance functions. Ms. Anonas has over 10years experience in the staffing industry in recruiting and compliance. Previously, Ms. Anonas has performed the same functions for Medical Staffing Network a publicly traded staffing company serving various government and hospital clients. Ms. Anonas worked for Lead Staffing and continues her role with STI ensuring compliance. STI as mentioned earlier has contracts with various public-sector organizations providing similar service as requested in this contract.

Prior Experience Providing Similar Services

STI provides staffing services nationwide and has accumulated a database of over five thousand personnel that can be resourced to fill any needs of this contract. **The client base of our company is 95% government institution including federal, state, and county, 5% is private institutions.**

With the combination of an experienced management team, STI has a total of over 30 years in the staffing industry, and has resulted in excellence in providing legal, administrative, medical, clerical, and allied staffing needs. Some of our successful past and current experiences providing the same or similar services as those required in this RFP within the last five (5) years include the following: -

- **County of Orange, Superior Court of California Office Assistant, Office Specialist, Store clerk, Accountant, Accounting Assistant, Collection Specialist, Financial Services Manager, Procurement Specialist, Senior Accountant, Senior Accounting Assistant, Associate Human Resources Analyst, Human Resources Analyst, Senior Human Resources Analyst, Principal Human Resources Analyst, Associate Research Attorney, Research Attorney, Senior Research Attorney, Data Analyst, Java Developer, Database Administrator, Project Manager, Quality Assurance Analyst, Technical Writer, Network Administrator, Help Desk Technician, Telecom System Coordinator, Telecom System Specialist, Other Positions, 11/2/2015-10/31/2020**
- **Department of Corrections, Orange County, Florida – Staff Assistant, General Accounting Clerk, Data Entry Operator, Administrative Support Clerk, Administrative Assistant, Secretary 3/1/2015-2/28/2018**
- State of New York Office of General Services – Administrative Services Contract (Provide temporary Clerical, Financial, Dental, Allied health, Legal, Nursing & Medical Staffing Services to various New York State Entities)- 2012-Present
- Cooperative Agreement -NASPO Value Point – Temporary Employment Services(Administrative Support-incl Office & clerical, Healthcare Staffing Services, Information Technology & Professional Services) for Various States 02/01/2017-02/02/2022
- North Carolina Clinical Health – Buncombe County Health and Human Services (BCHHS) - Temporary Support Staff for COVID-19 Testing – 11/01/2020 - 12/31/2021
- Houston-Galveston Area Council (HGAC) – Temporary Services – 6/1/2017-5/31/2021
- Sacramento Municipal Utility Department (SMUD) - (Admin, legal, clerical, and accounting services) – 11/2/2015 – 10/31/2020
- Fort Worth Independent School District Temporary staffing services 9/1/2015-5/31/2021
- L.A. County Fire Dept. Temporary Staffing Services such as Administrative Assistant I-III, Staff Assistant I-III, Secretary, Senior Secretary I-III, Procurement Aide, Payroll Clerk, Information Technology Aide, 12/1/2015-12/1/2018
- Oklahoma State University and the A&M Systems – Temporary Staffing Services – October 2020 – Present
- Kansas Department of Administration – Temporary Staffing – 08/2020 – Present
- Missouri City of Columbia - Temporary Employment Services – 08/2020 Present
- City of Anaheim – Provide temporary staff such as Administrative Assistant, Building Permit Tech I & II, Clerk, Customer Service Specialist, Data Entry Operator, Executive Secretary, Office Specialist, Personnel Specialist, Police Records Specialist, Public Utilities Customer Service Rep, Purchasing Assistant, Secretary, Accounting tech, Senior Accounting Specialist, Legal Clerk, Legal Secretary, Litigation Support Specialist, Library Clerk, Librarian, Staff Analyst, Accountant, Senior Accountant, Principal Accountant etc.. 01/2016-12/31/2019
- City of Irvine – Administrative/clerical services – 2/2018 – Present
- Los Angeles Department of Beaches and Harbors – 2/2018 – Present
- Financial Information System for California (Fi\$CAL) – Temporary Staff Services – 01/21/2015-10/23/2016 & 11/01/2015-05/01/2017
- County of San Mateo - Information Technology Staffing Services, 4/14/2015-4/13/2017
- L.A. County Child Support Services 1/29/2015-9/30/2016

- Commonwealth of Pennsylvania - Temporary Clerical Staffing 8/1/2017-7/31/2020
- Wisconsin State; Non-IT Temporary Help Services 6/30/2017-6/30/2020
- University of Oregon – Administrative services – 2/2018 - Present
- Erie County Medical Center Corporation – Temporary Staffing – 12/8/18-12/9/2018
- City of Moreno Valley - Temporary Staffing Services 6/30/2012-6/30/2015
- Department of Navy, Human Resources Service Center – Temporary File Clerks and Administrative Assistant – 09/28/2011-09/12/2012
- Naval Facilities Expeditionary Logistic Center (NFELC) – Port Hueneme – Logistic Support Services (Administrative Support) – 09/27/2011-09/26/2012
- Utah Department of Health – Clinical Staffing Mitigation for COVID-19 - 10/2020 – Present
- Oklahoma State Department of Corrections - Temporary Medical Staffing Services (Locums and Nursing) – 10/2020 – Present
- Florida Escambia County - Temporary Medical Staffing Services – 09/2020 - Present
- West Virginia – Direct Care Staffing Services – 08/2020 – Present
- South Carolina Department of Mental Health – Supplemental Nursing Services – 07/2020 - Present
- Commonwealth of Virginia Department of Behavioral Health & Developmental Services – Locum Tenens – 5/1/18-Present
- Commonwealth of Virginia Department of Behavioral Health & Developmental Services – Medical Staffing – 8/1/17-Present
- Commonwealth of Pennsylvania – – Supplemental Nursing & Pharmacist Services – 1/27/17-10/31/19
- North Carolina Department of Public Safety – Temporary Nursing Services (LPN, RN) – 11/1/2017 – Present
- Virginia Department of Corrections – Medical Staffing Services – 2018 to Present
- North Carolina Department of Public Safety – Locum Tenen Services (PSYT, Physicians, LCSW) – 12/1/17-Present
- California Department of Corrections, Provide healthcare staffing services such as Nursing (RN, LVN, CNA), Allied health (Radiology techs, MMR tech), Dental (Dentist, hygienist, dental assistant) Mental Health (Psychiatrist, Psychologist, LCSW, MSW, Psychiatric Technicians) etc 20014-Present
- Wayne County Jail Michigan Provide medical staffing services Nursing (RN, LPN), Nurse Practitioner,
- Five Points Correctional Facility- New York – Temporary LPN Services since 10/1/2016 - Present
- Physician Assistant, MRC, Pharmacist, Pharmacy Tech, X-ray Techs. March 2016- Present
- County of Lehigh – Temporary Nursing Services – 7/18/18-9/30/19
- County of San Bernardino-Arrowhead Regional Medical Center – Registry & Travel Nursing/Allied Health - 2018-Present
- Colorado Department of Corrections – Healthcare Staffing – 4/11/2018 – Present
- Colorado Mental Health Institute – Medical and Clinical Staffing – 2017 to 6/30/2019
- Nebraska Department of Corrections RN, LPN, Medication Aide, Lab Technician, Phlebotomist, Pharmacist, Pharmacy Tech, Physician, PA, Nurse Practitioner, Psychiatrist, MA, Nurse Supervisor, Medical records Clerk, Psychologist, Mental Health Practitioner June 2014-11/30/2020
- Douglas County – Nursing Agency Supplemental Staffing – 2018 to Present
- Atascadero State Hospital – CLS, Phlebotomist, RADT – 3/1/17-2/28/2020
- Wisconsin Department of Corrections - Temporary Nursing, & Other Healthcare Professionals 10/21/2015-Present
- Federal Correctional Institution, Texarkana Provide medical assistant & phlebotomist services March 2015 – Present
- MHMR of Tarrant County – Temporary Healthcare Staffing Services – (RN, LVN, PHLEB, CMA) – 6/21/16-6/20/19
- Tarrant County, Annual Contract for Temporary Healthcare Personnel (RN, LVN.CMA, Phlebotomist, Medical Coding) services- 3/30/15 – 3/31/19
- Correct Care Solutions – All Jails in MI, MA, WA, CO, MI, OH, IN, PA, TX, CA – 2014 to Present

- South Carolina Department of Mental Health (Provide RN, LPN, CNA & BHA for inpatient & nursing home facilities)– August 2015-Present
- Career Staff Unlimited Inc-Genesis Healthcare RN, LVN, CNA for various facilities located in Kentucky, North Carolina, Tennessee, Virginia, Delaware, Maryland, New Jersey, Pennsylvania, Philadelphia, West Virginia, Alabama, Florida, Georgia, Indiana, Iowa, Kansas, Missouri, Nebraska, Ohio, Texas, Arizona, California, Colorado, Idaho, Montana, New Mexico, Utah, Washington 2014-Present
- Orange County Corrections, Florida Temporary Nursing Services (RN, LPN & MA) October 2015-3/17/2019
- Butte County – Healthcare Services (LVN, LPT, RN) – 7/1/17-6/30/2020
- Sacramento County Sheriff's Department – Medical Registry – 11/1/17-6/30/2020
- Grapevine Colleyville Independent School District. Provide clerical/office, receptionist, file clerk, accounting clerk, data entry clerks, RN, LPN, Pathologist, PT etc 3/1/2015-2/28/2020
- Coalinga State Hospital – (Dental Assistant, Dentist, Dietitian, Pharm Tech, Pharm,) – 2015 to Present
- FCI Fairton – Phlebotomist – 07/2020 - Present
- FCI Bastrop – Pharmacist Services – 10/1/17-3/31/2023
- FCI Dublin – Pharmacist Services – 4/1/2017-3/31/2022
- FCI Lompoc – Pharmacist – 10/2/17 – 10/1/22
- FCI Otisville – Dental Assistant services – 7/1/17-6/30/22
- USP Canaan – Dental Assistant services – 8/13/2017-8/17/2021
- Connecticut Department of Corrections – Nursing Services 2018 to 2023
- County of Peoria – Skilled Care Nursing (RN, LPN, C.N.A) – 4/4/2017 to Present
- Escambia County Jail Nursing Services August 2015- 8/20/2018
- ITH Staffing Nursing and Clerical services 2010-Present
- Utah Department of Corrections – Locum Tenens 7/1/2016- 6/30/21
- Tacoma-Pierce County Health Department – Temporary medical staffing - 1/1/19-12/31/19
- Colorado Department of Human Services (Veterans Community Living) – 6/5/17-6/4/18
- Harris County Sheriff's Office Detention Facility – Nursing Staff – 7/1/2014-6/30/2018

STI has associates working in various facilities/institutions all over the country as displayed above & most of our clients are governmental owned agency and institutions and that is why we feel we are best suited to provide services under the anticipated agreement.

As such, Staff Today Inc (STI) has the experience, capabilities and resources at both the organizational and individual levels to provide Annual Temporary Personnel Services to programs comparable in size, scope of work, and urgency as found in the RFP. When the office is closed an on-call coordinator is available to provide qualified temporary staff quickly. This Contract will be responded to via order by order basis. We will provide accurate reports. We shall provide staffing during holidays and weekends as needed. We shall provide all the pertinent information and employee certifications or licenses before the work commences. The availability and commitment of our key executive staff will guarantee that the facility will be provided with the most qualified personnel available. Staff Today Inc (STI) will be successful in filling the staffing orders for all the Annual Temporary Personnel Services Services proposed. This is because we already have qualified people in our database that can fulfill the requirements.

STI provides the best in background checks, personnel screening, physical exams, drug testing and job specific skill testing. We will function as an objective advocate to facilitate any and all conflict resolution and will provide annual and special evaluations forms so that we can be provided with feedback as part of our quality control initiative. STI will provide the best tailored services, the best personnel, with the required qualifications for each order.

SECTION 4.4 ABILITY OF CONSULTANT'S PROFESSIONAL PERSONNEL

The following full-time staff will be assigned work on this project.

Contracts Manager

The CEO will serve as the Contract Manager for this contract. In the capacity of contract manager 10hrs a week will be allocated to the management and supervision of the Annual Temporary Personnel Services contract.

- ❖ Responsible for management of ongoing contract and supplier management
- ❖ Connect with business professionals to see how innovative acquisition and contract management processes can improve performance and enhance the bottom line for clients and associates.
- ❖ Ensure that the operational results of the project is strategically aligned with the requirements of the client and the overall organizational objectives.
- ❖ Negotiate and supervise contract
- ❖ Evaluate and interpret primary contracts, sub contracts, and supply conditions and obligations and advise project teams on liabilities and risks under the contractual arrangement.
- ❖ Develop and manage contractual issues related to time and cost implications for all contractual arrangements.
- ❖ Review all contractor bid packages and proposals to ensure that the client is obtaining the best value.
- ❖ Prepare and maintain all project records.
- ❖ Contract manager measures, monitors, and evaluates the performance of the project with respect to financial and commercial issues and facilitate any follow up.

Aby has strong work ethic and can meet deadlines and put in the time necessary to get the job done. She has good attention to detail with the ability to recognize discrepancies and great time management skills Aby is a self-starter, with the ability to work well under pressure, perform multiple duties, and meet deadlines. She has JD/MBA degree from University of La Verne and has over 10 years of experience working with various government agencies.

CFO

The CFO will be in charge of the Fiscal Management Process to ensure optimal cost efficiency for the County. At least 10hrs a week to this contract.

- ❖ Assist in formulating the company's future direction and supporting tactical initiatives
- ❖ Monitor and direct the implementation of strategic business plans and develop financial and tax strategies
- ❖ Participate in key decisions as a member of the executive management team
- ❖ Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
- ❖ Supervise acquisition due diligence and negotiate acquisitions
- ❖ Understand and mitigate key elements of the company's risk profile
- ❖ Ensure that record keeping meets the requirements of auditors and government agencies
- ❖ Maintain relations with external auditors and investigate their findings and recommendations
- ❖ Monitor cash balances and cash forecasts and arrange for debt and equity financing
- ❖ Maintain banking relationships

Paul Mwangi is the Owner and chief financial officer and he has an educational and work experience background in accounting & business administration. Paul has experience in partnering with executive teams, and he has a high level of written and oral communication skills.

Accounting Clerk

- ❖ Billing, Payroll processing and prepares payments by verifying documentation, and requesting disbursements.
- ❖ Documents financial transactions by entering account information and recommend financial actions by analyzing accounting options.
- ❖ Substantiates financial transactions by auditing documents.
- ❖ Performs Collections on Open Invoices
- ❖ Guides accounting clerical staff by coordinating activities and answering questions.
- ❖ Reconciles financial discrepancies by collecting and analyzing account information.
- ❖ Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

- ❖ Maintains customer confidence and protects operations by keeping financial information confidential.
- ❖ Contributes to team effort by accomplishing related results as needed.

HR Manager

The HR Manager supervises the recruiter and administrative sales and operations staff. 40hours a week.

- ❖ Confer with management to develop or implement personnel policies or procedures.
- ❖ Contact job applicants to inform them of the status of their applications.
- ❖ Develop or implement recruiting strategies to meet current or anticipated staffing needs.
- ❖ Hire employees and process hiring-related paperwork.
- ❖ Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- ❖ Interpret and explain human resources policies, procedures, laws, standards, or regulations.
- ❖ Manage and supervise administrative personnel and recruiters
- ❖ Identify and assess human relations or work performance problems within the company & client companies and provide advice or recommendation techniques including job skill training, personal intervention, and productivity seminars.
- ❖ Plan, organize & develop strategies for increasing work performance & improving human relations based on the needs of employees & budgetary constraints.
- ❖ Maintains and representing the firm to various institution including government agencies and private companies
- ❖ Speak with employees in order to evaluate the effectiveness of human resources programs.

Andrea Goodwin is the HR Manager and she has the ability to influence and persuade senior management on issues that affect recruitment. She has pragmatic problem-solving skills & an articulate communicator with the ability to interpret and explain written and statistical data to a wide range of audiences. She is detail oriented and has a solid commitment to customer & employee service.

Recruiters

Recruiters will work on this contract under the supervision of the HR Manager. Recruiters will be added to the project if need demands it.

- ❖ Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss open job orders and vacancy fill rates.
- ❖ Builds applicants sources by researching and contacting community services, colleges, social media and internet sites; providing organization information, and maintaining rapport.
- ❖ Determine applicant requirements by reviewing job description and job qualifications.
- ❖ Attract applicants by placing job advertisements, using newsgroups and job sites.
- ❖ Determine applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- ❖ Arranges orientations and interviews by coordinating schedules; arrange travel, lodging, and meal as needed.
- ❖ Evaluate applicants by discussing job requirements and applicants' qualifications with managers.
- ❖ Manage new employee relocation by determining new employee requirements arranging temporary housing for travel assignments.
- ❖ Avoids legal challenges by understanding current policies, enforcing regulation with managers; recommending new procedures; conducting training.
- ❖ Improve organization attractiveness by recommending new policies and practices, monitoring job offers, and compensation practices.
- ❖ Schedules orientations, rotations, and assignments.
- ❖ Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Compliance Manager

The Compliance Manager ensures that the records are well kept and that all certifications, health and licenses are valid and current.

- ❖ Provide skills-based training and coaching for all leaders and managers in relationship-building and collaborative practice.
- ❖ Control risk in a cost-effective manner
- ❖ Establish and maintain client relationships for ongoing business by responding to any grievances and developing remedial procedures.
- ❖ Review and manage all incoming resumes, for both internal and external candidates.
- ❖ Responsible for managing and conducting employee file audits to maintain positive scores from Department of Health and Joint Commission on the Accreditation of Healthcare Organizations
- ❖ Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- ❖ Analyze employment-related data and prepare required reports.
- ❖ Conduct exit interviews and ensure that necessary employment termination paperwork is completed.

Dezerie Anonas is the Compliance Manager and she has sound decision making skills & excellent problem-solving and team-building skills to minimize disputes.

Resumes

- See attached resumes.

Dr. Aby Mamboleo
212 E. Rowland Ave., #313, Covina, CA 91723 lilian@stafftodayinc.com

Experience:

Staff Today Inc.

C.E.O 3/12-Present

- Reconcile multiple bank and line of credit accounts daily with customized reconciliation reports, with the aim of getting minimum interest charged on the line of credit.
- Researching of wrong transactions and re-classing, clearing or reversing them to correction.
- Governmental, Bank and Insurance audits preparation, by managing collection and researching of the required information, with the aim of minimizing the audit time and provide sufficient information to any auditors.
- Manage and analyze daily activities for multiple bank and Line of Credit accounts, and reported these activities to the management, with the aim of better decision making for the businesses bottom line
- Manage the Journaling and posting of daily activities, including accounts receivables, accounts payables payments and the weekly payroll
- Prepare month end closing reports and reconciliation's, including expenses, budgets, goals, accruals, and asset account analysis
- Recruit, and develop strategies for maintaining employees
- Ensure company compliance with JCAHO.

Lead Staffing Corporation

C.E.O 1/08-2/12

- Monitor and oversee office operations
- Prepare month end closing reports and reconciliation's, including expenses, budgets, goals, accruals, and asset account analysis
- Contract Management
- Recruit, and develop strategies for maintaining employees
- Ensure company compliance with JCAHO.
-

Infinity Quality Services-Staffing,

C.E.O 10/04-10/07

- Gave direction and leadership toward the achievement of the organization's mission, strategy, goals, objectives and fill contracts.
- •Hired personnel to enable the fulfillment of the organizations strategy & goals.
- •Recruited employees & consultants
- •Coordinated business functions of the firm to provide excellent customer/ client service
- •Maintained and represented the firm to various institution including government agencies and private companies
- •Did billing, payroll & accounts receivables & payables.
- •RFP & contracts management
- •Marketing & public relations.

Quality Medical Professionals,

VP/HR Manager 02/00-03/05,

- Supervised, Managed and oversaw:
- Financial planning, managing and reporting to meet the monthly and annual operation budget
- Management, reporting and monitoring the entire firms' operation
- Building and management of human resource strategies to increasing productivity.
- Coordinate business functions of the firm to provide excellent customer/client service
- Identify and assess human relations or work performance problems within the company & client companies and provide advice or recommendation techniques including job skill training, personal intervention, and productivity seminars.

- Plan, organize & develop strategies for increasing work performance & improving human relations based on the needs of employees & budgetary constraints.
- Speak with employees in order to evaluate the effectiveness of human resources programs.
- Contracts & Benefits administration.

Other Achievements:

- Assisted in financial growth at Lead Staffing from a sales volume of \$40,000 to \$350,000 per month by creativity, team playing, analyzing and advising management on weekly cash flows, ways of reducing overheads and expenses, budgeting for sales and personnel productivity.
- Single handedly managed, built and ran the accounting system for Lead Staffing from the ground up, thus introducing the chart of accounts into the QuickBooks software, objecting to efficiency and clarity on the daily activities and financial statements in both the accounting department and the organization.
- Started Intelligent Staffing Solutions (ISS) a subsidiary to QMP to service clerical staffing continued in business until October 2007 when the last contract ended.
- Built Quality Medical Professionals from the ground up into a successful medical staffing business and sold it to Medical Staffing Network a Publicly traded organization in April 2005.

Education:

University of La Verne, La Verne, California. JD/MBA

Major: Juris Doctor

Major: Masters in Business Administration concentration Management & Leadership

Biola University, La Mirada, California, Bachelor of Arts degree

Major: Communication Studies.

Mt. San Antonio, Walnut, California, Certificate in Human Resources Management Small Business & Business Management

Major: Human Resources Management

Major: Business Management I & Small Business Management I & II

Volunteer & Externships:

- Pomona Court House:-Domestic Abuse Self Help (DASH)–helped litigants fill out forms for temporary restraining orders and helped them write their declaration.
- Pomona Court House:-Self Help Clinic–help litigants fill out forms for divorce, paternity suits, default judgments, OCS, and rental disputes. Inform the litigants of their rights and choices. Refer litigants to other centers such as mediation, arbitration, supervised visitation etc.
- College of Law-Justice & Immigration Clinic–provided pro bono assistance to client seeking asylum in the United States due to political and human rights persecution. Interviewed client, performed factual and legal research, searched for country conditions experts willing to testify pro bono, searched for psychologist willing to do evaluation of client & testify pro bono, filled out all court documents, wrote brief to support case, prepared client & experts for hearing and represented client at hearing before the judge at the immigration court in Los Angeles. My client was granted asylum.
- College of Law–Pro Bono Service–As part of the diversity day committee helped plan an event for high school students to educate them on the legal field and diversity.

PAUL MWANGI

212 E. Rowland Ave., #313; Covina, CA 91723 info@stafftodayinc.com

Professional Experience:

Staff Today Inc., 2011-Present

Title: CFO

Industry: Staffing Company

- Create and implement ideas to maximize my profits
- Develop business plans and models for effectiveness and maximum profitability
- Ensure conformation with, State, Federal, Labor and privacy laws
- Develop and manage the financial structure of the company
- Manage Strategic development of marketing, advertising and recruiting functions, nationwide.
- Manage the research of the markets trends including financial, statistical, and staffing shortages
- Manage execute or impose effective recruitment modalities
- Create and execute new business plans and functions to increase productivity of employees

Kamahuhu Traders, 2006-2010

Title: CFO

Industry: Staffing Company

- Responsible for directing overall financial policies
- Oversee all financial functions including accounting, budget, credit, insurance, tax, and treasury
- Design and coordinate a wide variety of accounting and statistical data and reports
- Rely on extensive experience and judgment to plan and accomplish goals
- Lead and direct the work of others

Quality Services Corporation, 1998–2005

Title: CEO

Industry: Medical Staffing Firm

- Oversee employee's projects to make sure they are completed in an efficient manner.
- Manage Human Resources issues such as benefits, vacation, salary, and others that may arise.
- Control the infrastructure by providing financial and experience resource to make sure our internal and external needs are met while growing the company efficiently.
- Overall management the daily duties and reporting of all personnel
- Increase productivity of employees by offering incentives companywide
- Act as a middle-man between the client, recruiters and management and ensure excellent, smooth, effective and timely communication is attained, both verbal and written
- Manage customer service between clients, candidates, management and recruiters
- Nationwide labor market trends research and implementation of ways to improve our infrastructure
- Create a broad network of resume portals and client base for the exponential growth of the company.

LACorr Packaging, LLC 11/02-10/03

Title: Controller

Industry: Corrugated boxes Manufacturers. Annual Revenue \$100,000,000.00

- Assisted the General Manager and the V.P. of finance in running the corporate office with reporting and improving communication between the management, sales, marketing, human resources and accounting teams, while acting as the team leader.
- Managed and analyzed daily activities for multiple bank and Line of Credit accounts, and reported these activities to the management, with the aim of better decision making for the businesses bottom line
- Managed the Journaling and posting of daily activities, including accounts receivables, accounts payables payments and the weekly payroll
- Prepared month end closing reports and reconciliation's, including expenses, budgets, goals, accruals, and asset account analysis,
- Managed employee benefits including Medical, Dental, 401K plans and Corporate Advances.

•Analyzed the financial statements and journalized any re-classing or reversals to reflect accurate and reliable records as per the FASB

Andrea Goodwin

212 E. Rowland Street #313, Covina, CA 91723 • HRManager@stafftodayinc.com

Human Resources Professional

Master's graduate with a certificate in Human Resource Management and several years' experience. A motivated young professional with an aptitude for innovation and creative problem solving. Communicative and personable, will learn and adapt quickly, follow direction, and serve internal and external customers with poise and professionalism.

Areas of Expertise

- Training
 - Office Administration
 - Price Point Analysis
 - New-Hire Strategies
 - Marketing
 - Customer Service
 - New Hire Assessments
 - Retail Sales
 - Customer/Employee Relations
-

EDUCATION & PROFESSIONAL MEMBERSHIP

Human Resources Management Certificate | Loyola Marymount University, Los Angeles, CA, 2016

Society of Human Resource Management | SHRM Certification & Membership, 2015-present

Master of Arts in Psychology | Adler School of Professional Psychology, Chicago, IL, 2014

Coursework: *Industrial–Organizational Psychology*

Bachelor of Arts in Psychology | California State Polytechnic University, Pomona, CA, 2011

Coursework: *Study on memory and music, Research Ethics Certified, Dean's List Fall 2010*

Associate's Degree in Behavioral Sciences | Citrus Community College, Glendora, CA, 2008

EXPERIENCE HIGHLIGHTS

STAFF TODAY INC(STI),Covina, CA

2014-Present

Human Resource & Recruiting Manager 2014-Present

- Identify & assess human relations or work performance problems with staffing company & advise on remediation techniques including job skill training, personal intervention & productivity seminars.
- Manage & train recruiters and perform audits on orders received
- Plan, organize & develop strategies for increasing work performance & improving human relations based on the needs of employees & budgetary constraints
- Ensure proper on boarding of employee documents to software and train on implementation.

- Coordinate with management to ensure that human resources strategies are well implemented and modify the strategies as needed.
- Develop & conduct training programs for supervisors in interpersonal skills including conflict resolution, group interaction & effective communication.
- Consult contracts as well as maintain communication with client facility to ensure proper clearances and compliance.
- Provide daily and weekly reports to CEO
- Participate in regular recruitment activities such as: seeking candidates for positions throughout the nation using online means; developing job descriptions; scheduling/conducting candidate screenings and interviews.

FURNITURE OF AMERICA, City of Industry, CA

2013-2014

Sales & Marketing Assistant Manager

Managed, supervised and trained associates of the sales and marketing departments. Played integral role in developing new-hire strategies, maintaining product performance and sales margins. Oversaw administrative and operational functions while collaborating with other departments.

Key Accomplishments:

- Built relationships with major network channels by planning the strategic schedule to introduce current and new products to them.
- Increased sales, maximized revenue and drove customer conversion rates because of the development of sales and promotional events.
- Supervised a team of 10 people while managing and overseeing major vendor accounts.

Intellstaffing, Covina, CA

3/2009-2013

HR Advisor

Played key role in the hiring process of for new employees. Actively responded to and resolved customer service issues. Evaluate the effectiveness of human resources programs including management training. Read publications, attend seminars & consult with management personnel to stay current in human resources techniques.

Key Accomplishments:

- Designed and executed an employee self-evaluation survey and other forms.
- Spearheaded the creation of a new hire assessment survey form.

SHARPE HEATING & VENTILATING, Whittier, CA,

2008-2009

Administrative Intern

Worked closely with management to ensure the achievement of the business objectives. Planned annual inventory by learning to analyze sales data. Performed administrative tasks integral to the success of the company.

Key Accomplishments:

- Developed and applied a new-hire orientation manuals.

DEZERIE ANONAS

212 E. Rowland Ave., #313; Covina, CA 91723 HRassociate@stafftodayinc.com

OBJECTIVE

To obtain a secretarial or customer relations position in a business environment with emphasis on management and customer service or in a professional health services company.

EDUCATION

- Mt. San Antonio College: Human Resource Management
- Cerritos Community College:
- High School Graduate
- HIPPA Certified

SKILLS

- Proficient in using Windows, Microsoft Office applications, Word, Excel, Access, Outlook, Office Communicator
- Experience with staffing and recruitment databases Power Place, Healthworks2, Citrix, Clinical Assessments by Prophecy, Staffer link, Right Signature, Peoplesmart, API
- Typing Certificate: 42 wpm

WORK EXPERIENCE

March 2012-Present

Staff Today Inc.

Covina, CA

Compliance Manager/HR Associate

- *Screen, select and prioritize areas for improvement
- *Provide training regarding tools and approaches to the quality management process to all staff involved
- *Facilitate the development and implementation of corrective action plans when problems arise
- *Supervise staff to ensure compliance with Joint Commission standards and other quality management processes.
- *Train staff on recruiting, interviewing, screening and collaborative practices*Qualify potential candidates, by interviewing, screening-reference checks and verifications*Establish and maintain client relationships for ongoing business by responding to any grievances and developing remedial procedures.
- *Review and manage all incoming resumes, for both internal and external candidates.
- *Responsible for managing and conducting employee file audits to maintain positive scores from Department of Health and Joint Commission on the Accreditation of Healthcare Organizations.
- *Building and management of human resource strategies to increasing productivity.

January 2011-February 2012

Medical Staffing Network

Covina, CA

Recruiter/Staffing Coordinator

- *Create, proofread, and distribute correspondence and standard forms to clients and field staff
- *Screen and process applications
- *Create, update and maintain files
- *Assist in recruiting candidates within the medical field, discussing opportunities, qualifications
- *Submit/track candidates to clients with open orders/continuous staffing needs
- *Call all active staff to update/enter weekly schedules/availability in Healthworks2
- *Payroll: track, enter all timecards-correct shifts, service area, calculate hours and call on missing timecards, print checks
- *Complete employment verifications and unemployment claim
- *Complete a minimum of 50 outbound calls per day

April 2007-December 2010

Office/Compliance Manager

- *Oversee staff projects to make sure they are completed in an efficient manner
- *Handle Human Resources issues such as benefits, salary and workers compensation
- *Handle all complaint calls from both client and field staff
- *Create and maintain several reports to track employee retention and client needs
- *Management and documentation of field staff terminations and resignations

- *Assist with payroll and compliance issues.
- *Obtain, complete Facility and Employee Evaluations
- *Supervised fifteen employees

April 2005-April 2007

Administrative Assistant

- *Perform administrative and clerical duties within the Human Resources Department
- *Respond to payroll, billing and invoice inquiries from corporate, clients and employees
- *Perform daily clerical tasks such as data entry, sorting, and maintain filing system
- *Order supplies and equipment necessary for the branch
- *Document and distributed staff report and meeting minutes
- *Handle all incoming calls using 7-line telephone systems

February 2004-April 2005

Receptionist/Administrative Assistant

- *Perform daily clerical tasks such as data entry, sorting, and maintain filing system
- *Order supplies and equipment necessary for the branch
- *Document and distributed staff reports and meeting minutes
- *Handle all incoming calls using 7 line telephone systems*Responsible for accepting and sending all branch mail using automated/digital postage machine

September 1996-June 2003

Long Beach City College

Long Beach, CA

Speech and Hearing Assistant-Speech and Hearing Clinic

- *Perform the duties of a senior receptionist
- *Prepare diagnostic tools, materials for evaluation
- *Maintenance of materials for speech and hearing treatment*Schedule appointments for staff and register students
- *Operate computer equipment, typewriter, calculator, copier and TDD.
- *Experience with non-ambulatory, non-verbal and multi-cultural individuals.
- *Interact with staff regarding the needs of a client & students

December 1996-August 2000

Wahine Magazine

Long Beach, CA

Customer Service Representative

- *Perform clerical duties, answer phones, filling, Xeroxing, faxing, sort mail and process phone order

LANGUAGES

English and Spanish

REFERENCES: Available upon request

SECTION 4.5 ABILITY TO MEET TIME AND BUDGET REQUIREMENTS

Staffing Plan

The purpose of the staffing plan is to make certain the contract has sufficient staff with the right skills and experience to ensure a successful contract completion. The following is a detailed breakdown of the roles required to execute the contract. It includes: the contract role, the contract responsibility of the role, skills required, and number of staff required to fulfill the role, the estimated hours per week that will be needed on the contract per person. Thus, where the staff required is 2, the estimated hours is 40 for each thus 80 hours for both.

Role	Contract Responsibility	Skills Required	Number of Staff Required	Estimated Hours Spent/wk per person	Duration Required
Contract Manager-Aby Mamboleo	Lead team	Contract/Contract Management	1	10	Duration of Contract
Compliance Manager-Dezerie	Review deliverables, assure compliance & review skills	Administrative and Management	1	40	Duration of Contract
HR Manager Andrea Goodwin	Supervise & manage recruiters ensure recruiting & marketing is done as needed	Human Resources, Marketing and management	1	40	Duration of Contract
Recruiters	Call prospective candidates for open positions and recruit additional staff as needed	HR & customer service	2	40	Duration of Contract
Accounting Clerk-Yuchen Qiu	Invoicing, billing, payroll and create reports	Accounting	1	40	Duration of Contract

All the above staff members are existing staff. STI intends to hire new staff as the need arises to ensure quality services are maintained.

Executive Management Team

The executive management team includes the CEO and CFO. As management they provide management and leadership oversight to STI. They establish policies and guidelines under which STI operates and establish certain performance standards for the organization. They are responsible for the operation of the organization. They identify membership of the quality management team and provide oversight to it.

Quality Management Team/Leadership

The leadership team is responsible for the implementation of the quality management plan. The leadership meets quarterly. The leadership brainstorm, review processes, research alternatives and solutions. The team also monitors and tracks implementation and effectiveness of any new processes. The Quality management team functions include:

- Screen, select and prioritize areas for improvement
- Re-prioritize issues in response to unusual events
- Establish time frames for progress reports on quality management activities
- Approve formats for the documentation of activities
- Provide training regarding tools and approaches to the quality management process to all staff involved
- Facilitate the development and implementation of corrective action plans when deficiencies arise

Accountability

STI places accountability for implementation of the plan and related activities on all employees. Primary accountability is placed on the members of the leadership team.

Each member of the executive team and other management personnel has specific position responsibility regarding quality of care and administrative services matters.

Quality Management & Assurance

Staff Today Inc. (STI) is fully committed and invested in delivering the highest quality services to its clients and suppliers. Through the synthesis of our people, process, and technologies Staff Today Inc. delivers a customized solution to meet the exacting needs of each client and their individual departments and users. At each step of the way quality is assessed, measured, and reported to our clients along with metrics and recommendations to support necessary change management for improved results.

The STI's technology systems allow our clients to clearly account for and report on quality measurements that matter to facilities. With configurable and customizable tracking features, Staff Today Inc. is able to implement an objective reporting tool with the flexibility to meet the ever changing needs of the healthcare industry and our clients.

In addition to quality service delivery, Staff Today Inc. has a Quality Assurance Team dedicated to risk management and quality delivery of services and support. The QA Team, located in our Covina, CA office is responsible for audits on credentials, data management, and our survey processes. Every quarter, our clients and/or suppliers are surveyed for their feedback and recommendations regarding our performance from the Program Management and support teams. These results are shared with the clients and, if necessary, changes are made to ensure the highest level of service delivery possible. Staff Today Inc. conducts regular Quality Business Reviews (QBR) for all clients. This review ensures that our programs continue to evolve and meet the needs of our clients and also validates our promised Key Performance Indicators (KPI).

Quality Checks

STI's quality checks helps us monitor the temporary workers' performance in the areas of attendance, communication skills (verbal, written & nonverbal), job attitude, productivity, job performance, job proficiency, working relationships, safety, following rules and policies etc. Our checks are done in the following ways: -

- 1) STI associate will call the supervisor or person who requested service to ensure the temporary worker is performing according to your expectation.
- 2) STI associate will periodically check with the client to ensure the performance and quality of the temporary worker is still according to the standards required.
- 3) When assignment is complete, STI will get an evaluation of the quality of the performance and productivity of the temporary worker. This is done over the phone or through an evaluation survey by email/fax. STI only retains workers that meet or exceed our standards.

STI's quality control program will ensure that we meet the highest standards regarding delivery of services, communication with the client, performance reviews all with the goal to minimize employee turnover. Below you will find a summary of our Quality Assurance Program or "QAP".

Our Quality Assurance Program Includes:

- Reference Verifications
 - License Verifications
 - Education Verifications
 - Skills Evaluation
 - Criminal Background Checks
 - Drug Testing Upon Request
 - Arrival Call Check
 - Quality Control Checks During Assignment
-
- ✓ First day follow-up (On the first day of the employee's assignment we will telephone you to ensure our employee arrived on time. That same day we will follow up with our employee at home to find out their experience with your company. Pertinent information will be shared with you.
 - ✓ End-of-week follow-up (we will follow up with you again to determine if our employee's performance and attitude have satisfied your specifications.)
 - ✓ Weekly follow up calls are made to ensure productivity, dependability, and quality
 - ✓ Position modifications
 - ✓ Assignment completion
 - ✓ Evaluation of employee skills and work habits (When our employee completes his/her assignment, a short form will be sent to you to evaluate overall performance, skill and attitude)
 - ✓ Retention of performance-meeting employees
 - ✓ For longer term assignments, monthly follow up calls to our employees at home in the evening will also be completed.

In order for us to maintain a high level of customer service, it is necessary for us to gather data about customers, services, contracts, and to make periodic checks on our employees placed with our customers. This enables us to provide on-trend, anticipatory, proactive leadership in finding and placing high-quality workers with our clients. We don't wait for problems to occur. We act in anticipation of future changes in the staffing needs of our clients. We help the facilities/client control expected and unexpected hiring situations. Staff Today continually:

- Develops and implements new recruiting and placement solutions
- Hires top staffing agents and thoroughly trains each one in business, technology, professionalism and placement
- Develops new talent

Back-up plan

STI will utilize the services of consultants as a backup plan. We have two offsite consultants who serve as a contract specialists and we shall call upon them to assist if the need arises.

In the event the computer system fails we have established manual and alternative contingency systems that can be utilized. In the event the system fails partially or totally, there will be a backup system that can be brought into operation.

Our alternative contingency system includes a manual system (faxes, phones, mail, handwritten forms) or through a server that has a backup copy of our technology (through the external hard drive and sometimes USB flash drive), **or** a different use of technology (through the cloud or shared folders on dropbox, virtual desktop power place).

An example of our possible contingency systems includes the following:

- using stand-alone personal computers , or laptop computers with backup data if the computer network fails
- using paper documents that can be faxed or mailed by having a paper back up. We print documents and file them.
- using hand-held calculators if computerized spreadsheet systems fail
- using handwritten forms to replace on-screen data capture where computers fail (so that business can continue while the system is down—the data can be entered when the system is restored)
- mirroring computer systems on backup hardware with backup software, in case the main system fails
- ensuring alternative power supplies are available if the main power system fails
- using fax machines, telephones or couriers such as fedex, OnTrac, UPS to transmit documents
- having alternative equipment available on stand-by, so that it can be brought on-line at short notice such as tablets e.g. ipads and smart phones.

STI performs frequent backups to ensure recovery of the most current data version and to increase the likelihood of usable media. We use the flash drives for easy transfer of small files.

As part of our back up plan we have created a drive image that lets us restore the PC to a like-new but custom-configured state if things go awry with our system, or if disaster strikes. This is done by cloning (and restoring) our hard drive that is stored in the external hard drive. Full back ups are done once a week and data files back up are performed daily.

STI also has an internet backup that provides us with the highest security because the data is off site should things like fire or other natural disasters destroy our facilities.

As a part of our back up plan we have regular tests performed on our back up to ensure that they are still working as required. As outlined above our back up plan will ensure that the contract will continue to be serviced with temporary professional staff even if the computer system fails hence ensuring customer satisfaction.

Proof of Insurance

- See attached STI's Certificates of Insurance.

Letter for Funding

- See attached STI's Letter for Funding.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/11/2021

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

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

PRODUCER New Century Insurance Services License #0B07085 16 N. 2nd Street Alhambra, CA 91801		CONTACT NAME: New Century Ins Srv, Inc. PHONE (A/C, No, Ext): (626)300-9000 E-MAIL ADDRESS: info@usnci.com FAX (A/C, No): (626)570-0908	
INSURED Staff Today Inc. (STI) 212 E Rowland Street #313 Covina, CA 91723		INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company INSURER B: American Guarantee and Liability Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 16535 26247	

COVERAGES

CERTIFICATE NUMBER: ALL 21-22

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR DEDUCTIBLE: \$10,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PRA 5908050-08	01/17/2021	01/17/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 EE DISHONEST ACTS \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PRA 5908050-08	01/17/2021	01/17/2022	COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UMB 6513401-06	01/17/2021	01/17/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PROFESSIONAL LIABILITY Deductible:\$10,000 each "Wrongful Act"			PRA 5908050-08	01/17/2021	01/17/2022	EACH "Claim" \$2,000,000 AGGREGATE \$4,000,000

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

CRIME COVERAGE FOR CLIENT'S COVERAGE FOR YOUR EMPLOYEE'S DISHONEST ACTS: LIMIT \$1,000,000, DEDUCTIBLE, \$10,000
CRIME COVERAGE FOR COMPUTER FRAUD: LIMIT\$1,000,000; DEDUCTIBLE \$10,000
CERTIFICATE HOLDER IS RESPECTED AS AN ADDITIONAL INSURED PER FORM CG 20 26 04 13. THIS CERTIFICATE IS VALID ONLY IF THE CERTIFICATE HOLDER REQUIRES IN A WRITTEN CONTRACT TO BE NAMED AS ADDITIONAL INSURED. AUTO AND PROFESSIONAL LIABILITY ARE FOR INFORMATION ONLY.

CERTIFICATE HOLDER

CANCELLATION

STAFF TODAY INC./LEAD STAFFING CORP
212 E ROWLAND ST #313

COVINA

CA 91723

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

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/16/2020

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

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

PRODUCER SUNZ Insurance Solutions, LLC ID: (PeopLease) c/o PeopLease LLC 210 Wingo Way, Suite 400 Mount Pleasant, SC 29464	CONTACT NAME: Shelly Weaver	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS: Certs@peoplelease.com	
INSURED PeopLease LLC LCF Staff Today Inc 210 Wingo Way Suite 400 Mount Pleasant SC 29464	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: United Wisconsin Insurance Company		29157
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:** 56598086**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC532-00240-020-SZ WC532-00240-019-SZ	7/23/2020 6/1/2020	7/23/2021 7/23/2020	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$1,000,000
							E.L. DISEASE - EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000

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

Coverage provided for all leased employees but not subcontractors of: Staff Today Inc
Client Effective: 6/1/2020

CERTIFICATE HOLDER

3457 (CA)

Staff Today Inc
750 Terrado Plaza Suite 52
Covina CA 91723

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Rick Leonard

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ACORD 25 (2016/03)

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January 11, 2021

Staff Today Inc.
212 E. Rowland Street, Suite 313
Covina, CA 91723

Dear Sir or Madam:

Please use this letter as confirmation that Staff Today Inc. ("Client") is engaged in a financing agreement with Paychex Advance LLC, doing business as Advance Partners (Advance). Advance is a finance company located in Cleveland, Ohio that specializes in funding and payroll services for staffing agencies.

Through this financing arrangement, Client has the ability to fund in excess of \$5,000,000.00 of its payroll needs to support its business.

In addition, be advised that Client is in good standing with Advance and has been since the inception of our relationship.

Should there be any further questions please feel free to contact the undersigned.

Very truly yours,

Steven D. Shandor

Steven D. Shandor
Corporate Counsel
Paychex Advance LLC

Work Plan

Activity	Tasks	Time Frame	Responsible Person	Deliverables	Progress Reporting (Complete for Progress Report Only)
Personnel request received from client	<ul style="list-style-type: none"> Confirm receipt with client if received via fax or email Enter in database Discuss requirements/job order with rest of the office team Acknowledge deadline for personnel submissions 	1-2 hours	Andrea Goodwin	Work order created	
Recruitment/order fulfillment	<ul style="list-style-type: none"> Run skills search in Jobdiva database searching through thousands of candidates Recruit for candidates using online, internet, and networking resources established. Conduct initial phone screening 	3-4 hours	Recruiters	Candidates ready for interviews and screenings	
Screening procedures	<ul style="list-style-type: none"> Employment application USCIS Employment Eligibility Verification Clerical and competency testing/assessments Agency interview Verifications of professional references, education, and skills Background check and drug screen as applicable 	24-48 hours	Dezerie Anonas Recruiters	Submission of qualified candidate's profile to client for review and/or interview	
Client makes determination on temps to be hired	<ul style="list-style-type: none"> Agency orientation Client orientation as applicable 	3-5 days	Andrea Goodwin Recruiters Client	Order fulfillment complete	
Quality Checks	<ul style="list-style-type: none"> First day follow-up End of week follow-up Weekly follow-ups with both client and temp staff For longer assignments- monthly follow-ups End of assignment evaluations with client 	Throughout assignment	Andrea Goodwin Recruiters	Data collected, documented, and maintained for optimal customer satisfaction	
Quality Business Reviews (QBR)	<ul style="list-style-type: none"> Clients surveyed for their feedback and recommendations regarding our performance 	quarterly	CEO/Management	ensures that our programs continue to evolve and meet the needs of our clients	

SECTION 4.6 EFFECT OF PROJECT TEAM LOCATION ON PROJECT RESPONSES

Staff Today's headquarters and Florida office with addresses below will be servicing Alachua County for this RFP.

- **Los Angeles, CA (Headquarters)**
212 E. Rowland St. #313,
Covina, CA 91723
- **Florida, Orlando**
4700 Millennia Boulevard,
Suite 175
Orlando, FL 32839

STI manages our clients in various geographical areas by assigning a recruiting manager who oversees a certain region and is given an orientation of the contract requirements for that area. She then relays the information to her recruiters who match candidates to fit the needs of the clients. For example, in Florida we found it necessary to set up an office to cater to the Orange County client. Thus, setting up local offices is an option that we are open to exploring if it helps us service the client better.

At STI we uphold the highest levels of communication with our clients. All measures of communication (email, telephone, voice messages, etc.) are guaranteed to be responded to within (2) hours during business hours.

We also have on-call staff available via telephone after hours for client issues and needs. Our on-call staff can be reached via telephone at (626) 626-1419.

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
35 %	35 %	42 %

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

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

Sample list of positions that have been historically staffed

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

Local Based Firms per Section 1.16, Check One Below

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

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

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

Proposer: Staff Today Inc (STI) Company: Staff Today Inc (STI)

Address: 212 E. Rowland St. #313, Covina, CA 91723

Authorized Signature:  Title: CEO

Clearly Print Name: ABY MAMBOLEO

Phone: 800-928-5561 Fax: 877-858-6263 Date: 03/02/2021

Email Address: lilian@stafftodayinc.com

SMALL BUSINESS ENTERPRISE (SBE) PROGRAM PARTICIPATION FORM

RFP: 22-21 Annual Temporary Personnel Services

OPTION 1

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

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

☒ No (If No, proceed to *Option 2.*)

OPTION 2

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

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

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

RFP: 22-21 Annual Temporary Personnel Services

OPTION 3

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

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

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

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

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

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

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

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

RFP: 22-21 Annual Temporary Personnel Services

OPTION 4

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

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

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

SBE Response when contacted: _____

RFP: 22-21 Annual Temporary Personnel Services

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

OPTION 1

OPTION 2

OPTION 3

OPTION 4

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

Vendor Name: Staff Today Inc (STI) Date 03/02/2021

Signature  Title CEO

Printed Name: ABY MAMBOLEO Title CEO

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> <td>at least</td><td>but less than</td><td>Points</td><td>to be</td></tr> <tr> <td>Awarded</td><td></td><td></td><td></td></tr> <tr> <td>25%</td><td>30%</td><td>8</td><td>Points</td></tr> <tr> <td>30%</td><td>35%</td><td>9</td><td>Points</td></tr> <tr> <td>35%</td><td>40%</td><td>10</td><td>Points</td></tr> <tr> <td>40%</td><td>45%</td><td>11</td><td>Points</td></tr> <tr> <td>45%</td><td>50%</td><td>12</td><td>Points</td></tr> <tr> <td>50%</td><td>51%</td><td>13</td><td>Points</td></tr> </table>	at least	but less than	Points	to be	Awarded				25%	30%	8	Points	30%	35%	9	Points	35%	40%	10	Points	40%	45%	11	Points	45%	50%	12	Points	50%	51%	13	Points	8 pts - 13 pts	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																																	

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

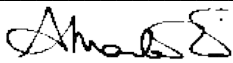
The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this RFP are paid, and will continue to be paid, in accordance with Chapter 22, Article 12 of the Alachua County Procurement Code ("Alachua County Government Minimum Wage").

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: Staff Today Inc (STI) Company: Staff Today Inc (STI)

Address: 212 E. Rowland St. #313, Covina, CA 91723

Authorized Signature:  Title: CEO

Clearly Print Name: ABY MAMBOLEO

Phone: 800-928-5561 Fax: 877-858-6263 Date: 03/02/2021

Email Address: lilian@stafftodayinc.com

VOLUME OF PREVIOUS WORK SUMMARY

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

SAMPLE

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

VOLUME OF PREVIOUS WORK - POINTS EARNED

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

POINTS	ADJUSTED FEE (AF) *	YOUR REQUESTED AF POINTS
5	AF < 50,000	_____ N/A _____ points
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	

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: _____

Scope of Work to be Performed: _____

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

Name of Contractor: N/A

Address: _____

Scope of Work to be Performed: _____

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

Name of Contractor: N/A

Address: _____

Scope of Work to be Performed: _____

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

Name of Contractor: N/A

Address: _____

Scope of Work to be Performed: _____

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

Name of Contractor: N/A

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.

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

Staff Today Inc (STI)

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

03/02/2021

Date

PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

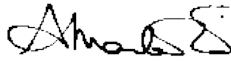
As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida ‘public records’ are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing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

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

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

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

Bidder's Signature: _____



Date: 03/02/2021

--- **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: _____

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

Staff Today Inc (STI)

(Insert Name of Corporation)

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

The Board of Directors (“Directors”) of Staff Today Inc (STI), a
(insert name of company)
California corporation (the “Corporation”), at a duly and properly
(insert state of incorporation)

held meeting on the 11th day of December, 2011, 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 California and is authorized to do business in the State of Florida; and

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

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

NAME	TITLE
<u>Andrea Goodwin</u>	<u>HR Manager</u>
<u>Paul Mwangi</u>	<u>President</u>
<u> </u>	<u> </u>

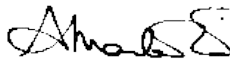
NAME

TITLE

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

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 2nd day of March, 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:  _____

ABY MAMBOLEO

(Print Secretary's Name)



STAFF TODAY INC. *The Staffing Company You Keep*

Equal Employment Opportunity Policy

Staff Today Inc. is committed to providing a non-discriminatory employment environment for its employees.

The policy of Staff Today Inc. is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or older), place of birth, ancestry, marital status, military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with this Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting Staff Today Inc.'s equal employment opportunity objectives.

Any employee who believes he or she has been discriminated against must immediately report any incident to the company's designated EEO Officer.

The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

If you have any questions regarding this policy or requests additional data, please contact Paul Mwangi, EEO Officer at 800-928-5561.

Staff Today Inc. is an equal opportunity employer

References

STI has a history of providing contract work that are similar in size, scope and complexity as Alachua County. Below is a list of our references.

1. Client: State of New York – Office of General Services
Address: 41st Floor, Tower Bldg. Empire State Plaza
Albany, NY 12242
Contact: Cheryl McCullough
Email: Cheri.McCullough@ogs.ny.gov
Phone: 518-402-5552
Contract Date: 10/25/2012-10/25/2022
Services Provided: Temporary Personnel Services (Administrative, Nursing, Financial, Legal, Allied, etc.) to entire state of NY.
Key Personnel Assigned: Aby Mamboleo, Andrea Goodwin, Paul Mwangi, Dezerie Anonas, Thaddeus Dufelmeier (Nurse Consultant/Supervisor)
2. Client: Fiscal Department of Finance
Address: 2000 Evergreen Street
Sacramento, CA 95815
Contact: Gerry Lobo – Assistant Deputy Director
Email: Gerry.Lobo@fiscal.ca.gov
Phone: 916-576-3290
Contract Dates: 2/15/2014 – 10/23/2015 and 6/30/2018 - 6/29/2019
Services Provided: Temporary Clerical Support Staffing Services
Key Personnel Assigned: Aby Mamboleo, Andrea Goodwin, Paul Mwangi, Dezerie Anonas
3. Client: RSMC Services formerly ITH
Address: 7965 Vineyard Ave.
Rancho Cucamonga, CA 91730
Contact: Constance Moonzwe
Email: Constance@rsmcservices.com
Phone: 909-248-4301
Fax: 844-889-5519
Contract Date: 2010-present
Services Provided: Temporary Clerical Staffing Services
Key Personnel Assigned: Aby Mamboleo, Andrea Goodwin, Paul Mwangi, Dezerie Anonas