



**Solicitation Number: 061324**

## **CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Infojini, Inc. 10015 Old Columbia Road, Suite B215, Columbia, MD 21046 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Staffing with Related Services and Solutions from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

### **1. TERM OF CONTRACT**

A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.

**EXPIRATION DATE AND EXTENSION.** This Contract expires October 24, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

### **2. EQUIPMENT, PRODUCTS, OR SERVICES**

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

### 3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. **SALES TAX.** Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. **HOT LIST PRICING.** At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

#### **4. PRODUCT AND PRICING CHANGE REQUESTS**

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

## **5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS**

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

## **6. PARTICIPATING ENTITY USE AND PURCHASING**

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

## **7. CUSTOMER SERVICE**

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

## **8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT**

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcwell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted

price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

## **10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE**

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

### **11. INDEMNITY AND HOLD HARMLESS**

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

### **12. GOVERNMENT DATA PRACTICES**

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

### **13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT**

#### **A. INTELLECTUAL PROPERTY**

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.



b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

#### **14. GOVERNING LAW, JURISDICTION, AND VENUE**

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

#### **15. FORCE MAJEURE**

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

#### **16. SEVERABILITY**

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

#### **17. PERFORMANCE, DEFAULT, AND REMEDIES**

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

## 18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcwell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcwell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcwell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcwell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

## **19. COMPLIANCE**

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

## **20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION**

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

## **21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS**

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with

the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and



records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

**22. CANCELLATION**

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

Infojini, Inc.

Signed by:  
*Jeremy Schwartz*  
By: C0FD2A139D06489...  
Jeremy Schwartz  
Title: Chief Procurement Officer

Signed by:  
*Sandeep Harjani*  
By: EC2816CD0280408...  
Sandeep Harjani  
Title: President

Date: 10/25/2024 | 12:17 AM CDT

Date: 10/24/2024 | 3:41 PM CDT

# RFP 061324 - Staffing with Related Services and Solutions

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## Vendor Details

Company Name: Infojini, Inc.  
Address: 10015 Old Columbia Rd  
Suite B215  
Columbia, MD 21046  
Contact: Sandeep Harjani  
Email: statebids@infojiniconsulting.com  
Phone: 443-257-0086  
Fax: 443-257-0086  
HST#: 204624920

## Submission Details

Created On: Tuesday June 04, 2024 04:32:31  
Submitted On: Thursday June 13, 2024 13:46:07  
Submitted By: Sandeep Harjani  
Email: statebids@infojiniconsulting.com  
Transaction #: fb440f83-8aea-473e-a995-039dcddc2633  
Submitter's IP Address: 122.161.240.205

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**Specifications**

**Table 1: Proposer Identity & Authorized Representatives**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier").	Infojini, Inc.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Not Applicable
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	None
4	Provide your CAGE code or Unique Entity Identifier (SAM):	CAGE: 5STDO Unique Entity Identifier (SAM): YDSBJ6AN55U3
5	Proposer Physical Address:	10015, Old Columbia Road, Suite B215, Columbia, MD 21046
6	Proposer website address (or addresses):	www.infojiniconsulting.com
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Name: Sandeep Harjani Title: President Address: 10015 Old Columbia Road, Suite B215, Columbia, MD 21046 Email: statebids@infojiniconsulting.com Phone: 443-257-0086
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Name: Sandeep Harjani Title: President Address: 10015 Old Columbia Road, Suite B215, Columbia, MD 21046 Email: statebids@infojiniconsulting.com Phone: 443-257-0086
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	None

**Table 2: Company Information and Financial Strength**

Line Item	Question	Response *
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<p>10</p>	<p>Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.</p>	<p>Infojini is an existing vendor to provide services to Sourcwell. We are an ISO 9001, ISO 20000-1, ISO 27001, Microsoft Certified Silver Partner, Salesforce Certified Partner, CMMI Level 3, and NMSDC Certified MBE with over 17 years of experience providing staffing services to 300+ government entities across 45+ States across various industry verticals such as IT, Administrative, Healthcare, Accounting and Finance, Education, Engineering, Transportation, Housing, Light Industrial, Clinical Health, Behavioral Health, Human Resources, Non-Profits, Telecom, and many more similar to the requirements requested by Sourcwell. We possess unparalleled competencies across these verticals to provide trained professional resources equipped with the proper knowledge and skills to deliver high-quality solutions. Infojini is an S-Corporation incorporated in Maryland with regional offices in various locations, such as Minnesota, New York, New Jersey, Texas, California, North Carolina, Illinois, Massachusetts, etc.</p> <p>Infojini specializes in all aspects of Temporary Staffing Services, Temporary to Permanent, Talent Acquisition Services, Permanent Hiring, Payroll Services, etc.</p> <p>Infojini's core values are:</p> <ul style="list-style-type: none"> <li>• Inclusion</li> <li>• Ethics</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Integrity</li> </ul> <p>Our core values form the foundation of our function as a group and team. Every employee at Infojini shares and practices these values.</p> <p>Infojini believes in delivering value and sustainability to an ever-changing business environment with emerging technology trends while balancing contemporary and impending generations' social, economic, and environmental requirements. We adapt to our client's changing needs as well as changes in the market to ensure we deliver the best value to our clients and further ensure growth and success in the long run. We aim to speed up the growth of our clients by matching the right talent to their specialized staffing needs and further building rewarding careers for the professionals we employ. Infojini adheres to an "Ethics-Oriented" philosophy to create a work environment where employees can thrive and innovate and be socially responsible corporate citizens and active participants in the communities in which we live and work. As a temporary staffing agency, our customers are our clients and employees, so we track and survey clients and employees bi-weekly or monthly based on their preferences. We utilize SenseHQ to survey our employees and our customers periodically to get information. Infojini leverages the solicited feedback to frame customer service support strategies to propel customer satisfaction. Our Philosophy is customer-centric, and our approach is modeled explicitly to each customer's needs. We do not believe that one size fits all.</p> <p>Infojini is a trusted Staffing Services partner and brings the capability of 17+ years of serving to several governmental agencies, including (Local and state) of all levels (Citywide, Countywide, and State-wide) according to their business expansion plans; improvement needs to be achieved in their business objectives linked with staffing projects. Our company has a longstanding presence and a proven track record in providing the requested equipment, products, and services within the industry. We have established ourselves as a reliable and trusted provider, adapting to industry changes and technological advancements to meet the evolving needs of our clients.</p> <p>At Infojini, we don't see ourselves as just a staffing firm. We see ourselves as playing a big role in the development of communities by matching the best opportunities with the right candidates. Our key differentiators are our unique people-focused approach, which has helped us connect thousands of individuals to meaningful careers around the world.</p> <p>Commitment to Diversity</p> <p>We have always been strong advocates of diverse recruiting strategies. In addition to collaborating with different state employment agencies, diversity organizations, and local meet-up groups, we run two in-house programs that support veteran hiring and promote the recruitment of women in technology.</p>
<p>11</p>	<p>What are your company's expectations in the event of an award?</p>	<p>We expect Sourcwell to:</p> <ul style="list-style-type: none"> <li>• Provide us with the contact details of the Point of Contact assigned to this contract.</li> <li>• Act as the facilitator between us and the participating entities.</li> <li>• Be the governing body and ensure contract compliance.</li> <li>• Ensure that the contract terms and conditions are fair for all parties.</li> <li>• Ensure the contract complies with the laws and regulations in the US and/or Canadian regions.</li> <li>• Establish administrative and other applicable fees during contract negotiations.</li> <li>• Apprise us with the reporting instructions and the invoice process.</li> </ul>

12	<p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.</p>	<p>Infojini is a financially stable company with sales of more than \$300M since its inception. We have grown every year for the past seven years.</p> <p>Infojini's revenue for the past 7 years:</p> <ul style="list-style-type: none"> <li>• 2023 – \$87.3m</li> <li>• 2022 – \$92.1m</li> <li>• 2021 – \$57.1m</li> <li>• 2020 – \$33.4m</li> <li>• 2019 – \$32.3m</li> <li>• 2018 – \$22.9m</li> <li>• 2017 – \$15.8m</li> </ul> <p>We are expecting consistent, sustainable growth of around 35 percent this year, driven by client and employee referrals and new contracts.</p> <p>Infojini's 2021, 2022, and 2023 Financial Statements are attached under the Documents section (Financial Strength and Stability).</p> <p>Line of Credit: Infojini has an unused \$1.5 million Line of Credit that will enable us to scale quickly when required. The Line of Credit Letter is attached under the Documents section (Financial Strength and Stability).</p> <p>Dunn &amp; Bradstreet Report: Infojini has a Paydex Score of 80 and a Supplier Evaluation Risk Rating of 1 (Low Risk).</p> <p>Our D&amp;B report highlights the following factors:</p> <ul style="list-style-type: none"> <li>• Most of our Payment Experiences show that our business paid on time and early.</li> <li>• Our report has many Payment Experiences, indicating that our business represents a lower risk.</li> <li>• There are no suits, liens, or judgments on our report. This indicates that our business will not have any difficulties meeting payment obligations.</li> </ul>
13	<p>What is your US market share for the solutions that you are proposing?</p>	<p>90%</p>
14	<p>What is your Canadian market share for the solutions that you are proposing?</p>	<p>10%</p>
15	<p>Has your business ever petitioned for bankruptcy protection? If so, explain in detail.</p>	<p>No, Infojini has never petitioned for bankruptcy protection.</p>
16	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Infojini is a service-based firm specializing in providing IT Consulting and Staff Augmentation Services.</p> <p>Infojini's workforce comprises 800+ employees, including 60+ Sales Representatives and 220+ Recruiters. Most members of Infojini's Sales and Account Management Teams have more than 10 years of experience working on the requisitions of Government clients in different verticals.</p> <p>Infojini's sales and service teams work from various locations across the United States, including but not limited to:</p> <ul style="list-style-type: none"> <li>o Minneapolis, MN</li> <li>o Columbia, MD</li> <li>o Edison, NJ</li> <li>o New York, NY</li> <li>o Richmond, VA</li> <li>o Philadelphia, PA</li> <li>o Boston, MA</li> <li>o Columbus, OH</li> <li>o Chicago, IL</li> <li>o Houston, TX</li> <li>o San Diego, CA</li> <li>o Los Angeles, CA</li> <li>o Seattle, WA</li> </ul> <p>Being an existing vendor to Sourcewell and our vast presence in the United States allows us to provide our clients with local account management and support services.</p> <p>Infojini has offices in Toronto and Vancouver, Canada, and we plan to establish more offices in other regions soon.</p> <p>Infojini's in-house sales team regularly contacts potential clients by conducting meetings and sharing our capability statement. Our Sales Team comprises a VP of Sales, a Sales Manager, a Team Lead, Sales Representatives/Executives, a Relationship Manager, an MIS (Management Information System) Executive, and a Market Researcher. We will assign one Team Lead (Sales) for each State, who will</p>

		<p>lead a team of Sales Representatives/Executives.</p> <p>Our Sales Team conducts selling and marketing efforts by meeting prospective customers, listening to their needs, and finding ways to fulfill them. Our team contacts the Procurement Officers and Program Managers of current and eligible customers and requests a meeting so that we can present our capabilities. We distribute our capability statement with our Vendor Contract Number and encourage eligible entities to purchase our services through the cooperative purchasing contract. Our Sales Team also performs additional marketing activities to promote the Cooperative Purchasing Contract and shares its benefits with prospective customers.</p> <p>Infojini's in-house service force includes the Account Management, Recruitment, and Service Delivery Teams, amongst other administrative personnel.</p> <p>We will assign a dedicated local Account Manager and a Recruitment Manager for each contract. Infojini's Account Managers are responsible for responding to all client service requests and acting as our single point of contact for each client.</p> <p>Our Account Management Team conducts one-on-one meetings with the customers to build a healthy relationship and assure them that our success lies in their satisfaction. The team speaks with the client regularly to identify opportunities, further improve our performance, and establish goals.</p> <p>We assign one Recruitment Manager for each entity in the Cooperative Purchasing Contract. The Recruitment Manager leads a team of Active and Passive/Proactive Recruiters. Every resource allocated to the Cooperative Purchasing Contract participating entity has extensive experience serving similar staffing requests of other clients. Several of our recruiters are certified Black Belt Recruiters who mentor other recruiters in the organization. We provide quarterly refresher training to all the recruiters to keep them updated about the changing trends and new technologies, which will help us achieve higher customer satisfaction.</p> <p>Our dealer network comprises 60+ subcontractors across the United States. We augment our capabilities by adding subcontractors who could be used as needed to provide staffing solutions. These subcontractors are third-party entities that help us fill positions in diverse geographic locations nationwide. Infojini will be the face of Sourcewell, while subcontractors will help us market the contract by contacting the Sourcewell participating entities.</p> <p>We manage a robust list of approved sub-contractors and select them based on skills, servicing locations, years in business, candidate pool, expertise, payment terms, experience, recognitions, process and policies, certifications, placement history, clientele, and their diversity status.</p> <p>We optimize our subcontractor base on a quarterly basis, remove non-performing subcontractors, and add new subcontractors who would be the best fit to strengthen our team. We ensure that the subcontractors sign the Non-Disclosure and Confidentiality Agreement and that all the terms between Infojini and our Client are followed by the subcontractor. Our contract agreement with the subcontractor includes the right to audit that restricts the subcontractor from further subcontracting and ensures that the temporary staff will be their direct employee.</p>
17	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>Infojini is certified under ISO 9001:2015, ISO/IEC 20000-1:2018, ISO/ IEC 27001:2013, CMMI Level 3, Microsoft Certified Silver Partner, and Salesforce Certified Partner.</p> <p>The ISO and CMMI Level 3 Certificates are attached separately under the Documents section (WMBE/MBE/SBE or Related Certificates).</p> <p>Infojini has the necessary insurance coverage to provide Staffing with Related Services and Solutions. Infojini's insurance policies include but not limited to:</p> <ul style="list-style-type: none"> <li>• Commercial General Liability</li> <li>• Automobile Liability</li> <li>• Umbrella Liability</li> <li>• Excess Liability</li> <li>• Workers' Compensation</li> <li>• Crime Policy</li> <li>• Employment Practices Liability</li> <li>• Professional Liability</li> <li>• Tech Errors and Omissions</li> <li>• Cyber Policy</li> <li>• Network Security Privacy Injury</li> </ul> <p>Infojini will provide the Certificate of Insurance when requested by Sourcewell or Sourcewell participating entities.</p>

18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Infojini has not been suspended or debarred during the last ten years.	*
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**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	<p>Infojini has been recognized by Inc. Magazine as one of the Fastest-Growing Companies in the Mid-Atlantic Region - 2024.</p> <p>In 2023, Staffing Industry Analysts (SIA) recognized Infojini as one of the 'Best Staffing Firms to Work For'.</p> <p>Infojini has been included as one of the fastest-growing companies by Washington Technology Fast 50. The annual Washington Technology Fast 50 showcases the government market's fastest-growing small businesses.</p> <p>Link: <a href="https://washingtontechnology.com/fast50lists/fast-50-lists/2020/infojini.aspx">https://washingtontechnology.com/fast50lists/fast-50-lists/2020/infojini.aspx</a>)</p> <p>Infojini is also included in Inc. 5000—America's Fastest-Growing Companies and USPAACC's Fast 100 Asian American Business.</p>	*
20	What percentage of your sales are to the governmental sector in the past three years	Infojini has made 80% of its sales to the governmental sectors in the past three years.	*
21	What percentage of your sales are to the education sector in the past three years	Infojini has made 8% of its sales to the education sector in the past three years.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Infojini's annual sales volume for the state-wide government contracts is provided below:</p> <p>State of New York                      2023 Annual Sales Volume: \$10,033,922                      2022 Annual Sales Volume: \$9,751,505                      2021 Annual Sales Volume: \$6,388,936                      Total Sales Volume (2023 - 2021): \$26,174,363</p> <p>State of Maryland                      2023 Annual Sales Volume: \$7,990,063                      2022 Annual Sales Volume: \$6,471,903                      2021 Annual Sales Volume: \$7,510,070                      Total Sales Volume (2023 - 2021): \$21,972,036</p> <p>State of North Carolina                      2023 Annual Sales Volume: \$7,086,467                      2022 Annual Sales Volume: \$6,537,886                      2021 Annual Sales Volume: \$6,388,936                      Total Sales Volume (2023 - 2021): \$20,013,289</p> <p>State of Texas                      2023 Annual Sales Volume: \$4,984,968                      2022 Annual Sales Volume: \$5,189,985                      2021 Annual Sales Volume: \$4,584,281                      Total Sales Volume (2023 - 2021): \$14,759,234</p> <p>State of California                      2023 Annual Sales Volume: \$3,271,588                      2022 Annual Sales Volume: \$2,456,290                      2021 Annual Sales Volume: \$1,349,352                      Total Sales Volume (2023 - 2021): \$7,077,230</p>	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Infojini holds the following two GSA Multiple Award Schedule (MAS) contracts:</p> <ol style="list-style-type: none"> <li>GSA MAS Contract Number: 47QTCA21D00A2 SIN 54151S Information Technology Professional Services</li> <li>GSA MAS Contract Number: 47QTCA21D00A3 SIN 561320SBSA Temporary Staffing</li> </ol>	*



**Table 4: References/Testimonials**

**Line Item 24.** Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
New York City Housing Authority	Benny Sachu	Tel. +1 (718) 707-5611/ Cel. +1 (929) 448-7161	*
Baltimore County Public Schools	Ann Geisinger	443-809-8705	*
Superior Court of California, County of Imperial	Laura E. Flores	(760) 336-3528	*
Synergy Systems and Services Inc.	Abhay Nigam	(410)-413-1872	

**Table 5: Top Five Government or Education Customers**

**Line Item 25.** Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
State of New York	Government	New York - NY	Infojini provided staffing services. We have placed a Stock Handler, Business Analyst, Attorney, Quality Assurance Specialist, Administrative Assistant, Safety Trainer, Compliant Specialist, Staff Analyst, Project Manager, Program Manager, Office Assistant, Data Entry Operator, Accountant, Worksite Development Specialist, Site Supervisor, Service Coordinator, Paralegal, Help Desk Instructor, Communications Coordinator, Bookkeeper, Research Associate, Procurement Manager, Customer Service Representative, Licensed Practical Nurse (LPN), Nurse Educator, Social Worker, Janitor, etc.	\$200,000 per transaction (average)	\$26,174,363	*
State of Maryland	Government	Maryland - MD	Infojini has provided Staff Augmentation services. We have placed an Accountant, Auditor, Financial Analyst, Tax Advisor, Payroll Specialist, Budget Analyst, Executive Recruiter, Vendor Manager, Procurement Coordinator, Executive Assistant, Data Entry Clerk, File Clerk, Paralegal, Chief Compliance Officer, Corporate Counsel, Legal Assistant, Registered Nurse (RN), Nurse Educator, Nurse Manager, Rehabilitation Specialist, Speech Therapist, Social Worker, Case Manager, etc.	\$200,000 per transaction (average)	\$21,972,036	*

State of North Carolina	Government	North Carolina - NC	Infojini has provided Staff Augmentation services. We have placed an Accountant, Financial Analyst, Administrative Assistant, Treasury Analyst, Investment Analyst, Controller, Auditor, Payroll Specialist, Senior Recruiter, Research Associate, Candidate Engagement Specialist, Recruitment Consultant, Supplier Relationship Manager, Logistic Coordinator, Purchasing Agent, Secretary, Office Coordinator, Clerical Assistant, Personal Assistant, Lawyer, Paralegal, Contract Manager, Corporate Counsel, etc	\$180,000 per transaction (average)	\$20,013,289	*
State of Texas	Government	Texas - TX	Infojini provided Staffing Services. We have placed an Administrative Assistant, Financial Analyst, Accountant, Controller, Tax Advisor, Investment Analyst, Forensic Accountant, Payroll Specialist, Chief Financial Officer, Recruitment Consultant, Senior Recruiter, Candidate Engagement Specialist, Procurement Manager, Purchasing Agent, Vendor Manager, Procurement Coordinator, Procurement Officer, Receptionist, Clerical Assistant, Personal Assistant, File Clerk, Office Support Specialist, Legal Operations Manager, Rehabilitation Specialist, Occupational Therapist, etc.	\$150,000 per transaction (average)	\$14,759,234	*
State of California	Government	California - CA	Infojini provided Staffing and Consulting services. We have placed an Office Coordinator, Customer Service Representative, Personal Assistant, File Clerk, Office Support Specialist, Administrative Assistant, Administrative Coordinator, Category Manager, Procurement Officer, Logistic Coordinator, Material Manager, Contract Manager, Executive Search Associate, Headhunter, Recruiter, Budget Analyst, Tax Advisor, Auditor, Accountant, Speech Therapist, Occupational Therapy Aide, Social Worker, Dentist, Medical Assistant, Health Information Technician, etc.	\$150,000 per transaction (average)	\$7,077,230	*

**Table 6: Ability to Sell and Deliver Service**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
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<p>26</p>	<p>Sales force.</p>	<p>Infojini's workforce comprises 800+ employees, including 60+ Sales Representatives with experience working on various Staffing with Related Services and Solutions Contracts, including Professional Services, Public Sector and Educational Health, Instructional and Non-Instructional Education, Skilled Trade, and General Labor Contracts. Infojini's in-house sales team regularly reaches out to potential clients by conducting meetings and sharing our capability statement.</p> <p>Most members of Infojini's Sales Team have more than 10 years of experience handling Government client requisitions in different verticals.</p> <p>Our Sales Team comprises a VP of Sales, a Sales Manager, a Team Lead, Sales Representatives/Executives, a Relationship Manager, an MIS (Management Information System) Executive, and a Market Researcher. We will assign one Team Lead (Sales) for each State, leading a team of Sales Representatives/Executives.</p> <ul style="list-style-type: none"> <li>• Locations of your network of sales team: Infojini's sales team will be working from various locations across the United States, including but not limited to:             <ul style="list-style-type: none"> <li>o Minneapolis, MN</li> <li>o Columbia, MD</li> <li>o Edison, NJ</li> <li>o New York, NY</li> <li>o Richmond, VA</li> <li>o Philadelphia, PA</li> <li>o Boston, MA</li> <li>o Columbus, OH</li> <li>o Chicago, IL</li> <li>o Houston, TX</li> <li>o San Diego, CA</li> <li>o Los Angeles, CA</li> <li>o Seattle, WA</li> </ul> </li> </ul> <p>Our vast presence in the United States allows us to provide our clients with local account management and support services.</p> <p>Infojini has offices in Toronto and Vancouver in the Canadian region. We plan to establish more offices in other regions soon.</p> <p>Infojini has 60+ workers (full-time equivalents) involved in each sector, all of whom are its direct employees.</p> <p>Our sales team will conduct selling and marketing efforts by visiting Sourcewell and Sourcewell Participating Entities to listen to their needs and find ways to fulfill them. Our team will contact the Procurement Officers and Program Managers of the Sourcewell participating entities and request a meeting to present our capabilities. We would distribute our capability statement with our Vendor Contract Number and encourage eligible entities to buy through the contract. Our Sales Team will perform additional marketing activities to promote the Sourcewell Contract and share its benefits with prospective customers.</p>
<p>27</p>	<p>Dealer network or other distribution methods.</p>	<p>Our dealer network comprises 60+ subcontractors across the United States. We augment our capabilities by adding subcontractors who could be used as needed to provide staffing solutions. These subcontractors are third-party entities that help us fill positions in diverse geographic locations nationwide. Infojini will be the face of Sourcewell, while subcontractors will help us market the contract by contacting the Sourcewell participating entities.</p> <p>We manage a substantial list of approved sub-contractors and select them based on skills, servicing locations, years in business, candidate pool, expertise, payment terms, experience, recognitions, process and policies, certifications, placement history, clientele, and their diversity status.</p> <p>We optimize our subcontractor base on a quarterly basis, remove non-performing subcontractors, and add new subcontractors who would be the best fit to strengthen our team. We ensure that the subcontractors sign the Non-Disclosure and Confidentiality Agreement and that all the terms between Infojini and our client are transferred to the subcontractor. Our contract agreement with the subcontractor includes the right to audit that restricts the subcontractor from further subcontracting and ensures that the temporary staff will be their direct employee.</p>

<p>28</p>	<p>Service force.</p>	<p>Infojini's workforce comprises 800+ employees, including 220+ Recruiters with experience working on various Staffing with Related Services and Solutions Contracts, including Professional Services, Public Sector and Educational Health, Instructional and Non-Instructional Education, Skilled Trade, and General Labor Contracts. Infojini's in-house service force includes the Account Management, Recruitment, and Service Delivery Teams. Most of our Account Management Team members at Infojini have more than 10 years of experience working on the requisitions of Government clients in different verticals.</p> <p>We will assign a dedicated local Account Manager and a Recruitment Manager for each Sourcewell participating entity. Infojini's Account Managers will respond to all client service requests and act as the client's single point of contact.</p> <p>Our Account Management Team conducts one-on-one meetings with customers to build a healthy relationship and assure them that our success lies in their satisfaction. The team also speaks with the client regularly to identify opportunities for improvement and establish goals.</p> <p>We will assign one Recruitment Manager for each Sourcewell participating entity. The Recruitment Manager leads a team of Active and Passive/Proactive Recruiters. Every resource allocated to the Sourcewell participating entity will have extensive experience serving similar staffing requests of other clients. Several of our recruiters are certified Black Belt Recruiters who mentor other recruiters in the organization. We provide quarterly refresher training to all recruiters to keep them updated about changing trends and new technologies, which will help us achieve higher customer satisfaction.</p> <p>Our team uses our internal database and website, electronic boards, user groups, proprietary solutions like TalentDome, and social media to develop the pipeline and build the local talent pool in each market. Our Service Delivery Team has more than 20+ years of recruiting experience and is trained in active and passive candidate identification and rapid recruiting. Our referral network, TalentDome, consists of more than 300,000 individuals in a Reddit-like community where people from all backgrounds interact, solve queries, discuss the latest technology, and provide referrals for our open job orders.</p> <ul style="list-style-type: none"> <li>• Locations of our network of service team: Infojini's service team will be working from various locations across the United States, including but not limited to:             <ul style="list-style-type: none"> <li>o Minneapolis, MN</li> <li>o Columbia, MD</li> <li>o Edison, NJ</li> <li>o New York, NY</li> <li>o Richmond, VA</li> <li>o Philadelphia, PA</li> <li>o Boston, MA</li> <li>o Columbus, OH</li> <li>o Chicago, IL</li> <li>o Houston, TX</li> <li>o San Diego, CA</li> <li>o Los Angeles, CA</li> <li>o Seattle, WA</li> </ul> </li> </ul> <p>Our vast presence in the United States allows us to provide our clients with local account management and support services.</p> <p>Infojini has offices in Toronto and Vancouver, Canada, and we plan to establish more offices in other regions soon.</p> <p>Infojini has 60+ workers (full-time equivalents) involved in each sector, all of whom are its direct employees.</p>
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<p>29</p>	<p>Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.</p>	<p>Being an existing vendor to Sourcewell, we have extensive experience with the ordering process. Infojini proposes using our proprietary tool, TalentDome, to order. TalentDome is a self-sourcing requisition tool linked to social media posting and getting referrals from existing consultants or employees. Even before posting a position, we receive resumes of qualified candidates for the upcoming needs of our customers using built-in AI and resume-matching features. We have divided this tool among candidates with commercial sector experience and government sector experience, which helps us quickly source the best fit for our clients based on their vertical.</p> <p>Here is the workflow from creating a position to receiving a submission in TalentDome.</p> <ol style="list-style-type: none"> <li>1) Create Position</li> <li>2) Position appears on Career Page</li> <li>3) The candidate applies from the career page</li> <li>4) The application appears on the application listing page</li> <li>5) The application goes through a selection process from - New-&gt;Shortlist-&gt;Interview-&gt;Make an offer-&gt;Onboard</li> <li>6) Analytics and Reporting: Analytics and reporting will be available to view their requirements' real-time or periodic status and performance.</li> </ol> <p>The key features of TalentDome are:</p> <ul style="list-style-type: none"> <li>• Quick identification of qualified candidates</li> <li>• Attraction of talent through referrals</li> <li>• AI-based matching resumes with the right jobs</li> <li>• Outreach to diverse organizations such as Women in Tech and Veteran Organizations</li> <li>• Potential integration with our transitioning Veteran Application and Freelance Management System such as UpWork</li> </ul> <p>The tool has other recruitment marketing features that are explained below:</p> <ul style="list-style-type: none"> <li>• Mobile-optimized candidate experience - personalized and curated career site content to optimize the lead's experience.</li> <li>• Search Engine Optimization (SEO) - unlocks job content so job postings housed within the system appear in search results.</li> <li>• Job distribution.</li> <li>• Semantic Job Search - intelligent search that improves lead job search accuracy by understanding the searcher's intent and the contextual meaning of search terms in order to generate more relevant results.</li> <li>• Predictive Marketing Intelligence - automatically tracks lead browsing history and social profiles to recommend open positions.</li> <li>• SMS campaign functionality.</li> <li>• Automated drip email marketing campaign management.</li> <li>• Invite non-employees to submit referrals.</li> <li>• Candidate Relationship Management (CRM).</li> <li>• Configure multiple referral workflows to support different locations, geographies, and programs.</li> <li>• Interactive forum and blogging within the system.</li> <li>• Social channels and referral management.</li> </ul>
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<p>30</p>	<p>Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.</p>	<p>Infojini's Customer Service team will be available to Sourcwell and Sourcwell participating entities 24 hours a day at phone numbers 443-257-0086 and 973-445-6997 and email (statebids@infojiniconsulting.com). If Sourcwell and Sourcwell participating entities request urgent assistance after the regular hours of operation, the number will immediately alert the necessary Account Executives assigned to the clients. The Phone is automatically transferred to the backup if the primary is unavailable and will respond within 1 hour.</p> <p>Infojini uses the Freshdesk Ticketing System to deliver the best customer service. The system allows us to prioritize every ticket keyword and assign it to a specific group. We can set response and resolution time rules for different priority tickets. If the SLA response and resolution time rules are violated, escalation emails are sent to the supervisors. The system can also split tickets with several tasks into sub-tickets so that multiple teams can work on them parallelly.</p> <p>We will resolve any escalation or requests from employees and clients with the following timeline and SLA:</p> <ul style="list-style-type: none"> <li>• Issue Acknowledgment: SLA turnaround time is 1 hour.</li> <li>• Critical Issue: SLA turnaround time is 2 hours.</li> <li>• High Priority: SLA turnaround time is 1 day.</li> <li>• Low Priority: SLA turnaround time is 3 business days.</li> </ul> <p>Infojini's response-time capabilities and commitments:</p> <p>Task 1: Receiving Staffing Requests                  Description: Infojini will acknowledge the entity's request for contingent worker(s)                  Timeline: 1 Hour                  Mode: Email, portal, TalentDome, telephonic requests.</p> <p>Task 2: Distributing Requirements to the recruiters                  Description: Our dedicated Recruitment Manager will distribute the requirements to the Recruiters to find the best fit after proper analysis.                  Timeline: 1-4 Hours                  Mode: Internal portal- TalentDome.</p> <p>Task 3: Candidate Sourcing                  Description: Our Active and Passive recruiters will check their pipeline of available candidates and source candidates with matching skills and qualifications for preliminary interviews.                  Timeline: 12-24 Hours                  Mode: Proprietary Database, TalentDome, Job Portals, Social Media, Meetup Groups, LinkedIn Groups, etc.</p> <p>Task 4: Candidate Screening                  Description: Besides the internal screenings of recruiters, Recruitment Managers, and SMEs, we conduct online assessments using IKM Testing and Expert Rating.                  Timeline: 12-48 Hours                  Mode: In-Person/ Webex/ Telephonic/ Online Tools such as IKM Testing, Expert Rating.</p> <p>Task 5: Candidate submission                  Description: Once the recruitment manager finds the best fit, we submit the resume to the Manager of the Sourcwell participating entity                  Timeline: 4-7 days                  Mode: Email, portal, TalentDome</p> <p>Task 6: Candidate Selection                  Description: We receive the notification from Sourcwell participating entity related to candidate selection                  Timeline: Depending on the Entity                  Mode: Email, portal, TalentDome</p> <p>Task 7: Onboarding                  Description: We initiate background checks and onboarding as soon as we receive intimation from a Sourcwell participating entity related to candidate selection. This includes releasing an offer letter collecting all the necessary forms and documents, coordinating with Sourcwell for the preferred joining date, and communicating the same to the candidate, etc.                  Timeline: Within 2-4 hours after receiving the Entity's notification                  Mode: Email/ Phone</p> <p>Task 8: Performance evaluation                  Description: Our dedicated Account Manager monitors the performance of candidates placed with Sourcwell participating entities. We regularly follow up with the client to check if the candidate performs as per the project milestones.                  Timeline: Monthly/ Bi-Weekly/ Quarterly                  Mode: Online Tool – SenseHQ, In-person Meetings, Phone/ Email/ Webex</p>
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<p>31</p>	<p>Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.</p>	<p>Infojini is a full-service Staffing firm focused on end-to-end project success. For 17+ years, Infojini has been providing Staffing with Related Services and Solutions in the United States and has served 300+ US government agencies. Infojini specializes in delivering qualified talent for IT, Healthcare, Accounting and Financial, Scientific, Professional, Procurement, and General Services requirements.</p> <p>Infojini is a trusted Staffing Services partner and brings the capability of 17 years of serving commercial enterprise business firm(s) as well as serving several governmental agencies, including (Local and State) of all levels (Citywide, Countywide, and State-wide) according to their business expansion plans, improvement needs to achieve their business objectives linked with staffing projects.</p> <p>We provide highly skilled and qualified professionals to Fortune 1000 companies and several government agencies (Local, State, and cities). Infojini specializes in offering Staffing Services – Temporary, Temporary to permanent, Direct Hiring/ Recruitment Services, Payroll Services, Project Management to Public Sector clients</p> <p>We have a robust recruitment team with 350+ technical recruiters and utilize TalentDome as the recruitment database. This helps us identify candidates by skills and location and candidates willing to relocate to the geographical areas.</p> <p>Infojini has a substantial database of candidates who could help us fulfill the urgent requirements of the Sourcewell participating entities in the shortest turnaround time possible. Infojini's bench capability helps clients hire prescreened consultants, saving time during lengthy screening procedures. We have a strong pool of 300,000+ prescreened candidates, which allows us to provide resumes within 12-24 Hours and place the candidate within 3-5 days. Our Recruitment team has access to 3 million resumes through TalentDome.</p> <p>Infojini has multiple alliances with organizations focused on helping Veterans and their spouses find civilian jobs. Infojini collaborates with Reboot, a dedicated Veteran Hiring app that helps Veterans find the perfect job after a thorough psychometric analysis. We work closely with and hire from community colleges and local schools nationwide. We have access to Handshake, a platform that provides nationwide college access.</p> <p>We ensure that we utilize this contract with Sourcewell to provide value-added, high-quality staffing solutions to various entities in the United States by combining technology, skills, domain expertise, process focus, and a commitment to long-term client relationships.</p> <p>Infojini has received the following testimonials from our clients recommending our services:</p> <p>“Vendor works to accommodate contractors for travel reimbursements, payroll cycles, and out-of-pocket expenses. I got a candidate I needed to sign on with Infojini. Infojini and the candidate agreed to rates, health benefits, and logistics.”          - Janet Hansel, Project Manager, North Carolina DHHS</p> <p>“We have worked with Infojini Inc. for several years. The relationship is built on trust, transparency, and a solid understanding of the positions we desire to fill. Infojini Inc. has been very responsive and partnered with us to place good talent within our organization. They are an excellent resource for our staffing needs!”          - Randy Sayers, Project Manager, Maryland Judicial Information Systems</p> <p>“We don't use temps very often, but Infojini Inc. is our go-to agency when we need temporary workers. We value our relationship with them and would definitely recommend them.”          - Patty Torres, HR Manager, Katena Products</p> <p>“I have been working with Infojini for the past year, and they have been very responsive to our Michigan market. They have been a great help with our allied and clinical staffing needs, and I would recommend them to others.”          - Shahmir Khan   Sr. Program Professional          HealthTrust Workforce Solutions</p> <p>“We started a partnership with Infojini in July 2020. Infojini was brought in to help with a difficult recruitment effort requiring boots-on-the-ground support. The Infojini group was engaged because their understanding of the recruitment efforts and willingness to work on IT requirements was helpful. Infojini put in the work and helped us with the candidate pool for the location. Their excellent communication made a difference, so we expanded their support to other locations in the program. As we provide more opportunities for Infojini, we continue to see them succeed and provide excellent support. Infojini has been an excellent addition to our Program, and we expect to strengthen</p>
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		our partnership as we move forward.” - Vivek Dhamecha Resource Manager Workforce LogIQ/ Purdue Pharma	
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>Infojini is registered with the Canada Revenue Agency (CRA), and our Business Number is 716221510. We have active Business Insurance policies to meet the insurance requirements of Sourcewell and the participating Canadian entities.</p> <p>We have contracts with the Public Guardian and Trustee of British Columbia, the Province of Alberta, and the Province of Nova Scotia to provide Information Technology (IT) Consulting Services. We will use this opportunity provided by Sourcewell to serve more government, education, non-profit, and other public entities in Canada. We will provide value-added, high-quality staffing solutions by combining technology, skills, domain expertise, process focus, and a commitment to long-term client relationships.</p>	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	<p>Infojini, at this time, will not be serving the following US territories:</p> <ul style="list-style-type: none"> <li>• American Samoa</li> <li>• Guam</li> <li>• Northern Mariana Islands</li> </ul>	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	<p>We will market our capabilities to the Sourcewell participating entities and recommend that they utilize the Sourcewell contract to procure services from us. However, some entities might use other contract vehicles to procure services from vendors. The entities will have the right to choose the contract vehicle for procuring services.</p> <p>Infojini will serve all the Sourcewell participating entity sectors including but not limited to:</p> <ul style="list-style-type: none"> <li>• Federal and state government entities;</li> <li>• Cities, towns, and counties/parishes;</li> <li>• Education service cooperatives;;</li> <li>• K-12 and higher education entities;</li> <li>• Tribal government entities;</li> <li>• Some nonprofit entities; and</li> <li>• Other public entities.</li> </ul> <p>Infojini has 20+ regional offices in the United States, including an office in Minneapolis, MN. Our nationwide presence will allow us to serve all the Sourcewell participating entity sectors.</p> <p>Infojini has offices in Toronto and Vancouver in the Canadian region. We plan to establish more offices in other regions soon.</p> <p>Infojini's other cooperative purchasing contracts do not limit us to promoting another contract.</p>	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	No specific contract requirements or restrictions would apply to the participating entities in Hawaii , Alaska, and the US territories.	*

**Table 7: Marketing Plan**

Line Item	Question	Response *
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<p>36</p>	<p>Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.</p>	<p>Infojini's in-house sales and marketing team regularly contacts potential clients by conducting meetings and sharing our capability statement. Our Sales Team comprises dedicated resources that include the Marketing Director (Piyush Sadhu), VP of Sales, Sales Manager, Team Lead, Sales Representatives/Executives, Relationship Manager, MIS (Management Information System) Executive, and Market Researcher. We will assign one Team Lead (Sales) for each State to lead a team of Sales Representatives/Executives. Our Sales Team conducts selling and marketing efforts by meeting prospective customers, listening to their needs, and finding ways to fulfill them. Our team contacts the procurement officers and program managers of current and eligible customers and requests a meeting so that we can present our capabilities. We distribute our capability statement with our Vendor Contract Number and encourage eligible entities to purchase our services through the cooperative purchasing contract. Our Sales Team also performs additional marketing activities to promote the Cooperative Purchasing Contract and shares its benefits with prospective customers.</p> <p>We will assign a dedicated Account Manager and a Recruitment Manager for each contract. Infojini's account managers are responsible for responding to all client service requests and acting as our single point of contact for every client. Our Account Management Team conducts one-on-one meetings with Customers to build a healthy relationship and assure them that our success lies in their satisfaction. The team regularly speaks with the client to identify further opportunities to improve our performance and establish goals.</p> <p>Infojini will assign a Market Researcher to research Minnesota's current and upcoming programs. We will leverage our subscriptions with services such as Find RFP (findrfp.com), the National Bid Network, RFPMart, and GovWin to ensure complete coverage of all opportunities. Based on the research, we will document our past performance similarly to what current and potential Sourcwell entities will look for, as evidenced by their previous needs. We will find the gap between our company's past performance and the requirements of the Sourcwell entities. We will augment our capabilities through partners and subcontractors to fill this gap. We will also send our internal staff to training courses to fill the gap.</p> <p>We will use LinkedIn, Facebook, and Twitter to contact the clients and candidates and perform email marketing. Infojini conducts such marketing and sales efforts for the existing cooperative contracts. We have assigned a dedicated relationship manager who reaches out to the clients, educates them about our cooperative contract and Infojini's capability, and motivates them to utilize the contract to share their staffing requirements if they are not currently using it. To date, we have reached out to the following clients as our marketing effort:</p> <ul style="list-style-type: none"> <li>• Sourcwell</li> <li>• NASPO</li> <li>• NJEdge</li> <li>• Educational &amp; Institutional Cooperative Services, Inc. (E&amp;I)</li> <li>• Goodbuy Purchasing Cooperative</li> <li>• ESC Region 19 Allied States Cooperative</li> <li>• Houston-Galveston Area Council</li> <li>• Cooperative Educational Services</li> <li>• Region One Education Service Center</li> <li>• Texas Region 8 Education Service Center</li> <li>• Region One Education Service Center</li> </ul> <p>When a work order solicitation comes up through the Sourcwell contract, we will put our best effort into finding the person who has the right technical and domain experience and is at the correct cost to the Entities. Regardless of whether we win or lose the work, we will request a debrief to understand our strengths and weaknesses and continue building the relationship. We would do a weekly or monthly review of all the lessons learned from debriefs and implement an action plan to improve providing services to the state.</p> <p>We have added a sample of our marketing material in a separate attachment "Marketing Plan"</p>
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37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Infojini uses Marketing Automation Platforms such as HubSpot for:</p> <ul style="list-style-type: none"> <li>• Leveraging search engines</li> <li>• Prospect nurturing</li> <li>• Effective social media and email campaigning</li> <li>• Aligning Sales with Marketing Team</li> </ul> <p>Infojini will use automated tools to automate and manage the entire recruitment lifecycle from recruitment management, applicant tracking, contract employee management, social recruiting, employer branding, candidate assessment &amp; engagement, employee referrals, talent identification, evaluation &amp; engagement till onboarding. The following are the tools that we will be using:</p> <ul style="list-style-type: none"> <li>• Talent Dome: Employee Referral and Sourcing <a href="http://talentdome.infojiniconsulting.com">http://talentdome.infojiniconsulting.com</a></li> <li>• Ceipal: Timesheet Management and reporting <a href="http://www.ceipal.com">http://www.ceipal.com</a></li> <li>• SenseHQ &amp; Mya Chatbot: Employee and Client Management <a href="http://www.sensehq.com">http://www.sensehq.com</a></li> <li>• ADP: Payrolling</li> <li>• Prove IT, IKM Testing, and IBM Kenexa: For testing the skills and capabilities of the candidates</li> </ul> <p>Infojini uses LinkedIn, Facebook, Twitter, and emails to reach out to clients and candidates.</p>
38	In your view, what is Sourcwell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcwell-awarded contract into your sales process?	<p>Sourcwell will be the facilitator between the Sourcwell participating entities and the service providers and act as a governing body to ensure contract compliance. Sourcwell will also ensure that the contract terms and conditions are fair for all parties and that the contract complies with the applicable laws and regulations in the US and/or Canadian regions.</p> <p>Infojini will integrate the Sourcwell-awarded contract into our sales process using the following methods:</p> <ul style="list-style-type: none"> <li>• We propose using the Sourcwell contract in our government bids/solicitations proposals.</li> <li>• We will dedicate at least 4 employees to market this contract.</li> <li>• We will create a capabilities-specific statement on our website and perform Search Engine Optimization (SEO) so that it is easy to find using Google and other major search engines.</li> <li>• We will conduct a social media campaign on government contractor-related social media sites like LinkedIn, Facebook, and Twitter.</li> </ul>
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>Infojini offers its services through E-procurement. Our E-procurement system has been widely adopted by governmental and educational customers, providing them with a robust platform to streamline their procurement processes. We propose creating punch-out sites through a webpage integrated into our company website. Our punch-out site allows customers to access Infojini's catalog and place orders while remaining within their procurement system. This integration enables a seamless customer shopping experience and streamlines the procurement process.</p> <p>Infojini will allow Participating members to place orders over the phone or through email using their procurement cards. The members would provide the necessary order details, including the procurement card information, to Infojini's sales representatives, who would process the payment using the accepted banking affiliations.</p> <p>Infojini provides a user-friendly online portal/system where customers will place orders electronically that include.</p> <p>API Integration: Infojini offers Application Programming Interfaces (APIs) that allow for seamless data transfer between our e-commerce platform and the Public Agency's ERP/purchasing system. This enables real-time data synchronization, such as product information, pricing, availability, and order details.</p> <p>Standard Data Formats: Infojini supports standard data formats like XML, EDI, or cXML for exchanging data with the ERP/purchasing system. These formats facilitate data exchange and streamline the integration process.</p> <p>Dedicated Integration Resources: Infojini has dedicated resources/integration teams that manage integrations with different ERP/purchasing systems. These teams will work closely with the participating agencies to ensure a smooth integration process and ongoing support.</p> <p>Infojini also proposes using our proprietary tool, TalentDome, for ordering. TalentDome is a self-sourcing requisition tool linked to social media posting and getting referrals from existing consultants or employees. Even before posting a position, we receive resumes of qualified candidates for the upcoming needs of our customers using built-in AI and resume-matching features. We have divided this tool among candidates with commercial sector experience and government sector experience, which helps us quickly source the best fit for our clients based on their vertical.</p> <p>Infojini will use Ceipal as our Applicant Tracking System for all ordering, processing, delivery, and billing phases. Ceipal helps us to distribute jobs automatically, search and source candidates, build talent pipelines, engage candidates with complete CRM, provide personalized social and mobile candidate experiences, integrate external recruiters, manage all recruiting vendors, and measure and optimize our recruitment operations.</p>

**Table 8: Value-Added Attributes**

Line Item	Question	Response *
40	Describe the types of tools and technologies your company uses for staffing management.	<p>Infojini leverages automated tools to automate and manage staffing management from recruitment management, applicant tracking, contract employee management, social recruiting, employer branding, candidate assessment, and engagement, employee referrals, talent identification, evaluation &amp; engagement, and onboarding. The following are the tools that we will be using:</p> <ul style="list-style-type: none"> <li>• Talent Dome: Employee Referral and Sourcing <a href="http://talentdome.infojiniconsulting.com">http://talentdome.infojiniconsulting.com</a></li> <li>• Ceipal: Timesheet Management and reporting <a href="http://www.ceipal.com">http://www.ceipal.com</a></li> <li>• SenseHQ &amp; Mya Chatbot: Employee and Client Management <a href="http://www.sensehq.com">http://www.sensehq.com</a></li> <li>• ADP: Payrolling</li> <li>• Prove IT, IKM Testing, and IBM Kenexa: For testing the skills and capabilities of the candidates</li> </ul> <p>Infojini utilizes tools like SenseHQ and Mya to personalize, automate, and optimize each step of Staffing Management. These tools help us design customized workflows to connect with talent across the full candidate life cycle. The focus is on being responsive while making the process less time-consuming. We also have a separate engagement team responsible for creating a sustainable passive talent funnel.</p> <p>Talent Dome – Employee Referral and Sourcing (<a href="http://talentdome.infojiniconsulting.com">http://talentdome.infojiniconsulting.com</a>): TalentDome is a tool developed by Infojini for unbiased sourcing, which effectively applies technology to choose the best candidates based solely on qualifications. We use TalentDome as an ‘Employee Referral System,’ which allows the employees to contribute to attracting the right talent for the company in exchange for a reward. Our referral network, TalentDome, consists of over 10,000 individuals providing referrals for our open job orders. Over the last few years, Infojini has placed more than 200 resources using this solution, with an average submittal to hire of 28 percent for hard-to-fill positions. The tool helps us create and promote branded talent communities by function, affinity, group, business unit, location, source, university, or event where job seekers, employer representatives, and/or other job seekers can engage with each other and share profile information. It is a platform for sharing and delivering content, resources, advice, and tools to job seekers.</p> <p>Ceipal - Applicant Tracking System (ATS) – (<a href="http://www.ceipal.com">http://www.ceipal.com</a>) Infojini will use Ceipal as our Applicant Tracking System. Ceipal helps us automatically distribute jobs, search for and source candidates, build talent pipelines, engage candidates with full CRM, provide personalized social and mobile candidate experiences, integrate external recruiters, manage all recruiting vendors, and measure and optimize our recruitment operations.</p> <p>SenseHQ &amp; Mya Chatbot – Employee and Client Management (<a href="http://www.sensehq.com">http://www.sensehq.com</a>): Infojini utilizes SenseHQ for employee and client engagement. We conduct frequent surveys and touchpoints with our employees and clients to send them reminders to take action, take surveys to analyze their satisfaction, and ask open-ended questions to uncover any risks. This will help our account manager to locate any risk associated with any personnel. Infojini utilizes SenseHQ to conduct employee and client surveys at a bi-weekly interval.</p>

41	Describe how your company complies with legal and regulatory requirements.	<p>Infojini is an Equal Employment Opportunity Employer, and our employment process complies with EEO policy &amp; ADA guidelines. We ensure that we employ without any discrimination based on race, color, gender, religion, region, disability, national origin, marital status, veteran's status, or any other basis protected by applicable discrimination laws. Dedicated Audit &amp; Compliance Team to Ensure Adherence to Federal and State Regulations</p> <p>At Infojini, we take compliance very seriously and have formed a separate Compliance &amp; Audit team to verify the different process cycles. This team ensures that all legal and regulatory standards are met and that other essential requirements, including background checks, recordkeeping, workplace safety, and misclassification, are met. This team also conducts quarterly audits and has a centralized compliance management framework to identify inconsistencies. These are some of the checks that we conduct to ensure compliance.</p> <ul style="list-style-type: none"> <li>• Immigration and Nationality Act Compliance</li> <li>• Fair Labor Standards Act Compliance</li> <li>• Contract Compliance</li> <li>• Mis-classification Risks</li> <li>• Expense Report Risk Categorization</li> <li>• Worker Safety Compliance</li> <li>• New Hire Documentation Standards</li> </ul> <p>Our FLSA policy establishes minimum wage, overtime pay, and recordkeeping affecting employees. Compensation provided by Infojini for employees is covered by the provisions of the Fair Labor Standards Act. These are some of the sections that the policy covers:</p> <ul style="list-style-type: none"> <li>• Minimum wage requirements</li> <li>• Exempt/Non-exempt employees</li> <li>• Overtime</li> <li>• Timekeeping</li> <li>• Breaks and meal times</li> </ul> <p>We have a documented records management policy that establishes protocols for collecting, accessing, storing, and destroying information. We are committed to creating and maintaining records that document our activities, support good governance, and comply with legal and statutory requirements, particularly the Data Protection Act.</p> <p>We are OSHA compliant. Some of the factors that we take into consideration are:</p> <ul style="list-style-type: none"> <li>• Provide safe work premises</li> <li>• Organize regular safety training in association with organizations like J.J. Keller etc.</li> <li>• Providing for fair and effective representation, consultation, and cooperation</li> </ul>
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>Infojini advocates 'Go Green' and avidly promotes eco-friendliness. We believe in reducing, reusing &amp; recycling. We have installed recycling bins in our offices and encourage mindfulness around discarding waste. We have also reduced paper use at our workplace by going digital.</p> <p>We motivate our employees to participate in green initiatives by arranging monthly green challenges. Credits are given to employees for their go-green practices, and we have incentivized this program. The employee with the highest credit is awarded as the 'Greenest Infojini Employee'. The idea is to engage each employee toward achieving our sustainability goals, which include:</p> <ul style="list-style-type: none"> <li>• Reducing carbon footprint</li> <li>• Water conservation</li> <li>• Energy efficiency</li> <li>• Waste management</li> </ul>
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	None.

44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>Infojini is a certified Minority Business Enterprise (MBE) through the following agencies:</p> <ul style="list-style-type: none"> <li>• National Minority Supplier Development Council (NMSDC)</li> <li>• State of Maryland, Department of Transportation (MDOT)</li> <li>• Department of County Administration Equal Business Opportunity Program (Howard County)</li> <li>• Department of Diversity, Equity, and Inclusion (Monroe County, New York)</li> <li>• New York City Small Business Services</li> <li>• State of New York, Empire State Development's Division of Minority and Women's Business Development</li> </ul> <p>Business Development</p> <ul style="list-style-type: none"> <li>• State of New Jersey, Department of Treasury</li> <li>• Port Authority of NY, NJ</li> <li>• State of Illinois Commission on Equity and Inclusion</li> <li>• Chicago Minority Supplier Development Council</li> <li>• Dallas Fort Worth Minority Supplier Development Council Inc.</li> <li>• City of Philadelphia</li> <li>• Commonwealth of Virginia, Department of Small Business and Supplier Diversity (SWaM Certified)</li> <li>• North Central Texas Regional Certification Agency (NCTRCA)</li> </ul> <p>The certificates are attached separately under the Documents section (WMBE/MBE/SBE or Related Certificates)</p>
45	What unique attributes does your company, your products, or your services offer to Sourcwell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcwell participating entities?	<p>Infojini provides the following services:</p> <ul style="list-style-type: none"> <li>• Staffing Services</li> <li>• Direct Hire Services</li> <li>• Payrolling</li> <li>• HR and Workforce Consulting</li> <li>• Technology Consulting</li> <li>• Sourcing and Procurement Consulting</li> <li>• Salary Research</li> <li>• Veteran Hiring</li> <li>• Training</li> </ul> <p>Infojini will provide Direct Hire Services to Sourcwell-participating entities. Depending on the type of position, Infojini's fee for Direct Hire Services is 12-20% of the annual salary.</p> <p>Infojini provides unique research services with regard to the salary trends for various roles across the nation. We have subscriptions for the following tools:</p> <ul style="list-style-type: none"> <li>• ERI Economic Research Institute (<a href="http://www.eri.com">www.eri.com</a>)</li> <li>• PayScale (<a href="http://www.payscale.com">www.payscale.com</a>)</li> </ul> <p>Infojini has collaborated with Veteran Hiring Organizations in New York. We have collaborated with Reboot, which is a dedicated Veteran Hiring app that helps Veterans find the perfect job after a thorough psychometric analysis and in transitioning veterans and their spouses.</p>

**Table 9: Performance Standards or Guarantees**

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
46	Describe any performance standards or guarantees that apply to your services.	<ul style="list-style-type: none"> <li>• If Sourcwell participating entities are not satisfied with our personnel's performance, we will provide a replacement within a short duration of time (usually within 1-4 business days).</li> <li>• If an entity is not satisfied with our personnel's work within the first 40 hours of work, we will waive fees for the work performed for the first 40 hours. However, it is important to note that we have not yet encountered a situation where our client was unsatisfied with our personnel's performance. We attribute this success to our thorough recruitment methodology.</li> <li>• We will verify the Education and Experience of all candidates before proposing them to the entities.</li> <li>• We are willing to sign a performance bond that Sourcwell or the participating entities deem suitable.</li> </ul>
47	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.).	<p>Infojini's Customer Service team will be available to Sourcwell and Sourcwell participating entities 24 hours a day at phone numbers 443-257-0086 and 973-445-6997 and email (<a href="mailto:statebids@infojiniconsulting.com">statebids@infojiniconsulting.com</a>). If Sourcwell and Sourcwell participating entities request urgent assistance after the regular hours of operation, the number will immediately alert the necessary Account Executives assigned to the clients. The Phone is automatically transferred to the backup if the primary is unavailable and will respond within 1 hour.</p>

We will resolve any escalation or requests from employees and clients with the following timeline and SLA:

Lead Time: 2 business days  
 Lag time - 10 business days  
 Overall onboarding time - 15 business days  
 Confirmation of a request - 15 minutes  
 Bid-No bid on a request - 4 hours  
 Issue acknowledgment - 15 minutes  
 Issue mitigation plan (non-high priority issues) - 4 hours  
 Issue resolution - High priority – 2 hours, Medium Priority – 1 business day, Low priority – 3 business days

Infojini's response-time capabilities and commitments:

**Task 1: Receiving Staffing Requests**

Description: Infojini will acknowledge Entity's request for contingent worker(s)  
 Timeline: 1 Hour  
 Mode: Email, portal, TalentDome, Telephonic requests.

**Task 2: Distributing Requirements to the recruiters**

Description: Our dedicated Recruitment Manager will distribute the requirements to the Recruiters to find the best fit after proper analysis.  
 Timeline: 1-4 Hours  
 Mode: Internal Portal- TalentDome.

**Task 3: Candidate Sourcing**

Description: Our Active and Passive recruiters will check their pipeline of available candidates and will also source the candidates with matching skills and qualifications for preliminary interviews.  
 Timeline: 12-24 Hours  
 Mode: Proprietary Database, TalentDome, Job Portals, Social Media, Meetup Groups, LinkedIn Groups, etc.

**Task 4: Candidate Screening**

Description: Apart from the internal screenings done by the recruiters, Recruitment Manager, and SME's we conduct online assessments using IKM Testing and ExpertRating.  
 Timeline: 12-48 Hours  
 Mode: In-Person/ Webex/ Telephonic/ Online Tools such as IKM Testing, ExpertRating.

**Task 5: Candidate submission**

Description: Once the recruitment manager finds the best fit, we submit the resume to the Manager of the Sourcwell participating entity  
 Timeline: 4-7 days  
 Mode: Email, portal, TalentDome

**Task 6: Candidate Selection**

Description: We receive the notification from Sourcwell participating entity related to candidate selection  
 Timeline: Depending on the Entity  
 Mode: Email

**Task 7: Onboarding**

Description: We initiate background checks and onboarding as soon as we receive intimation from a Sourcwell participating entity related to candidate selection. This includes releasing an offer letter collecting all the necessary forms and documents, coordinating with Sourcwell for the preferred joining date, and communicating the same to the candidate, etc.  
 Timeline: Within 2-4 hours after receiving the Entity's notification  
 Mode: Email/ Phone

**Task 8: Performance evaluation**

Description: Our Dedicated Account Manager monitors the performance of candidates placed with Sourcwell participating entities. We regularly follow up with the client to check if the candidate performs as per the project milestones.  
 Timeline: Monthly/ Weekly/ Quarterly  
 Mode: Online Tool – SenseHQ, In-person Meetings, Phone/ Email/ Webex

Internal Performance Management: We monitor the recruitment initiatives and performance. We are a performance metrics-driven organization, so we track various recruitment parameters using a software solution designed explicitly for tracking recruitment metrics. The Key Performance Indicators (KPIs) we set vary from client to client. We track metrics weekly and review our approach monthly, making changes if

		<p>required to ensure that all ratios improve.</p> <p>Our metrics include:</p> <ul style="list-style-type: none"> <li>Number of Resumes Submitted, Submission to Requisition Ratio: Our typical target KPI is to submit at least 4 qualified candidates per opening within 24-48 hours. Our typical recruitment target is to submit to at least 95% of the requirements received. We filter by resume source (social media, employment sites, our database) and determine which source yields the most outstanding results. Collecting this information over time helps us target our recruitment efforts faster and predicts our ability to fill positions within a certain period.</li> <li>Number of Resumes Selected: Our KPI is that at least 95% of the resumes must be selected by the client.</li> <li>Interviewing:             <ul style="list-style-type: none"> <li>o How long it takes for a recruiter to reach out after a candidate applies or is identified</li> <li>o Number of Interviews Conducted</li> <li>o Interviews to Submittal Ratio: Our target for the recruitment team is that we receive interviews on at least 60% of the requirements</li> </ul> </li> <li>Rejections: We aim to keep it as low as possible for unknown issues and 0 for controllable problems.</li> <li>Candidate Back Outs: We aim to keep this to 0 every month.</li> <li>Retention Rate: We always aim at achieving 95% retention</li> <li>Should Sourcewell or the participating entities require us to submit any monthly/quarterly reports, we would be happy to do so, as we have a team specializing in compliance and reporting. In the last 3 years, we received excellent satisfaction scores in terms of the services delivered, and the result is the renewal of our contracts every year with recognition for placing the best resources in the shortest turnaround time with an overall satisfaction rate of above 93%.</li> </ul> <p>Infojini's dedicated Quality Assurance team will identify the risks and complete a risk assessment. Infojini provides quality controls integrated through our certified Quality Management Program, which includes the use of quality audits, metrics, surveys, and inspection systems. Using this approach, we can provide a proactive environment for this contract that fosters continuous improvement, increases operational efficiency, provides room for gained efficiencies, and improves mission effectiveness while minimizing cost and risk.</p>
<p>48</p>	<p>Describe your recruitment and vetting process.</p>	<p>Infojini will dedicate a team of our Account Manager, Recruitment Manager, and Active and Passive Recruiters to support the Sourcewell and Participating Entities requirements. Our team has experience in providing services to similar contracts. Infojini has a streamlined recruitment methodology that follows a systematic candidate selection and review approach. The review process includes robust verification of references, background checks, technical screening, and HR rounds of interviews. Our recruitment process is KPI-based, employing metrics that produce predictable and repeatable successes in the recruitment and retention of personnel to minimize the need for turnover and replacement of resources for the Sourcewell and Participating Entities and relies on a Dedicated Account Management Team, including active/proactive recruiters with specialization in industry to ensure seamless service delivery. Every team member assigned has extensive recruitment experience. Our process will route communications through a dedicated single point of contact that manages the project throughout the contract period. Our Account Manager (Mr. John Ball) will initiate and conduct regular weekly, monthly, and quarterly feedback meetings to ensure we provide suitable candidates and improve our service delivery. Mr. Pankaj Khurana (Recruitment Manager) will send employee requirements to our recruiters based on their experience and the current pipeline of candidates they maintain. Our Human Resources (HR) recruiting team will post open positions on our website immediately upon receiving a resource request from Sourcewell and Participating Entities.</p> <p>To staff the project with the best possible candidate, we generate, on average, 10 qualified candidates for interview based on their resumes.</p> <p>Infojini will continuously pre-screen and qualify candidates with the skills required for various positions and maintain them in our recruiting database. When a requirement is released, our recruiters will contact and submit candidates within 1-2 business days using a combination of our internal candidate database and outreach via social media platforms. We will ensure that we have confirmed the location of employment (HQ vs. Remote or other location), duration, and timing, considering some work may be 24/7 before submitting the candidates to the Sourcewell and Participating Entities positions.</p> <p>Infojini's Screening and 'On-boarding' Procedures</p> <p>We have a thorough screening process that delivers quality and properly credentialed resources ideally suited to meet the needs of Sourcewell and Participating Entities. Our talent pool database consists of candidates across the United States, and each is evaluated vigorously for their technical expertise, soft skills, and domain knowledge. Our entire recruitment team conducts a four-step screening process to ensure that the resource is a perfect match for the client's requirements:</p>

1) Technical Screening: To ensure the quality of the candidate, our domain expert recruiters shortlist qualified resumes matching the Skill Matrix developed by the Recruitment Manager. The Infojini proprietary Question Bank includes thousands of questions across technologies, skillsets, and domains. To shortlist the potential candidates, our recruiters evaluate each candidate, and they go through a thorough interview process with a job position-specific questionnaire, their relevant experience, a review of the candidate's work history, aptitude and behavioral skills, application and resume, and competency tests appropriate for the job role.

As a second step, our recruitment team conducts various online assessments based on the nature of the job and the client's requirements. In an online job-specific assessment, the candidates are asked a series of situational questions to gauge their critical thinking skills based on the skills matrix and their work history. Depending upon the interview passing score, the candidate qualifies for the next level of screening.

At the next stage, the SMEs conduct the second level of resume screening and candidate assessment with the help of questionnaires, 3rd-party testing tools (IKM ([www.ikmnet.com](http://www.ikmnet.com)), Expert Rating ([www.expertratinginc.com](http://www.expertratinginc.com)) depending on the skillset and level of experience, conduct face-to-face or video interviews of potential candidates. These SMEs have extensive knowledge of 17+ years on average and check the competency of the qualifying candidate.

2) HR Round of Screening: This round of screening helps to understand whether the resource is committed to accepting the opportunity with the client. We would make sure that the following expectations are communicated to the resource:

- Compensation offered
- Duration of the project
- Location and travel (if any) requirements
- Work Hours (as required by Sourcewell and Participating Entities)
- Onsite/offsite
- Dress code. (as required by Sourcewell and Participating Entities) neat and clean, determined by the requirements of the area

3) Pre-Screen Employment/Background Checks: Infojini performs a criminal record check, motor vehicle check (if applicable), verification of education, verification of employment experience, history, or expertise of the Contractor's employees in a manner consistent with applicable law and the Agreement, and as deemed necessary by Sourcewell and Participating Entities to protect the trust, safety, and security of the public, agents, and employees of Sourcewell and Participating Entities. We conduct complete background checks of candidates before their joining. Depending on the client's requirements, the background checks are completed at the time of candidate submission or before the resource starts at the client site.

We use reputed background agencies such as:

- A-Check
- Hire Right
- LexisNexis
- Good Hire
- First Advantage
- Talent Wise
- PreCheck
- Crimcheck.com

Timing of Background Checks: Background checks for new employees are completed at the time of onboarding. Additionally, we conduct background checks once a year. Depending on the client's specific requirements, background checks may be conducted at the time of candidate submission or before the candidate's start date at the client site. We understand the importance of timely onboarding and strive to complete the background checks of employees for Sourcewell and Participating Entities within a reasonable timeframe as required by Sourcewell and Participating Entities.

Turnaround Time: The length of time to receive background checks for a new employee is typically 5 -7 weeks. We prioritize efficiency without compromising the thoroughness of the screening process. This timeframe allows us to gather comprehensive information while ensuring minimal delays in the hiring process.

4) Professional Reference Check: We will conduct a thorough reference check on every candidate submitted for client consideration. We ask the candidates to provide 3-5 references for their previous organizations, and our recruitment manager contacts the references to gather insight into the candidate.

Client Interview & Selection: Once the client has reviewed the resumes and identified an interest in interviewing a candidate, Infojini's Account Manager facilitates the interview by contacting the candidates and confirming the interview with both the client and the candidate. Once the client informs us about the candidate's selection, we perform all the background checks and drug testing.



		<p>Onboarding: After thoroughly screening the resources and conducting all the requested background checks, we initiate the onboarding and orientation process to ensure the successful placement of the best fit with our client. The following steps are taken during the onboarding process:</p> <ul style="list-style-type: none"> <li>• Completing onboarding paperwork including Offer letter, I-9, W-4, benefits, contact information form, etc.</li> <li>• Having the new hire complete non-disclosure and any other paperwork the client wants the new hire to agree to and sign.</li> <li>• Checking work authorization via E-Verify (for new employees).</li> <li>• Conduct background checks as requested by the client.</li> </ul>
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**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *	
49	Describe your payment terms and accepted payment methods.	Infojini accepts payments through credit cards, wire transfers, checks, and online payments, and we prefer payment terms of Net30.	*
50	Describe any leasing or financing options available for use by educational or governmental entities.	Not Applicable	*
51	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	<p>Infojini has uploaded the following document as part of the standard transaction documents that we propose to use with an awarded contract:</p> <ul style="list-style-type: none"> <li>• Sample Staffing Services Agreement</li> </ul>	*
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	Yes, Infojini accepts the P-card procurement and payment process and will not charge any additional cost to Sourcwell participating entities for using this process.	*

**Table 11: Pricing and Delivery**

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	<p>We have an hourly fee structure to be charged from the client. We have a solid and proven track record of delivering the best staffing resources to different federal, state, and county agencies since 2006.</p> <p>Following is Infojini Inc.'s pricing structure to determine the total cost: Our bill rates are mark-up driven. Our base pay rate is always calculated with the help of credible salary surveys and reputable tools. We also choose benchmark jobs that match the current requirement to determine the credible upper and lower limit. Our pricing is calculated using this formula:</p> <p>Bill Rate = Base Pay Rate+ (Base Pay Rate x Mark-up%)</p> <p>The mark-up percentage includes benefits and other factors as mentioned below:</p> <ul style="list-style-type: none"> <li>• Applicable Taxes (Social Security, Medicare, SUTA, FUTA, Other applicable taxes)</li> <li>• Workers Compensation</li> <li>• Benefits</li> <li>• Paid Vacations/ Holidays</li> <li>• Recruiting Cost and Administrative Fees</li> <li>• Overheads</li> <li>• Profits</li> </ul> <p>Infojini's Rate Card is attached separately. These rates include markup rates.</p>
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Infojini will offer a 1% discount if payment is made within 10 days
55	Describe any quantity or volume discounts or rebate programs that you offer.	Infojini will offer 1% Discounts on task orders above \$250,000.00.
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Not Applicable
57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	None
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	None
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	None
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>Infojini offers the following distribution and/or delivery methods or options:</p> <ul style="list-style-type: none"> <li>• Off-shore services</li> <li>• Near office services</li> <li>• On-site services</li> <li>• Remote services</li> </ul>

**Table 12: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcwell. This process includes ensuring that Sourcwell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcwell. Provide sufficient detail to support your ability to report quarterly sales to Sourcwell as described in the Contract template.	<p>Contract Compliance: Infojini will assign a Compliance Manager with extensive experience handling contract reporting activities. The manager is responsible for generating and sharing all the reports requested by clients, such as payment and admin fee details.</p> <p>The Compliance Manager will ensure state, federal, and local laws compliance. The Compliance and Audit Team will internally audit all the reports regarding our contract with Sourcwell and ensure we report all sales under the Contract each quarter to Sourcwell.</p> <p>After our contract award, we will meet with the Sourcwell participating entities and explain to them our capability of providing various reports. Based on the frequency and kind of reports that they would like to see, we will send them the reports during that period.</p> <p>Here are some of the sample report categories we can provide to Sourcwell:</p> <ol style="list-style-type: none"> <li>1. Contract Sales Reports - Quarterly</li> <li>2. Recruitment Reports - Monthly or Weekly</li> <li>3. Onboarding Reports - Monthly</li> <li>4. Client Survey Reports - Monthly</li> <li>5. Employee Survey Reports - Monthly</li> <li>6. Issue Resolution Reports - Monthly</li> </ol>

<p>63</p>	<p>If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.</p>	<p>Infojini measures contract performance through client and employee feedback. Infojini utilizes SenseHQ to engage employees and clients. We conduct frequent surveys and touchpoints with our employees and clients to send them reminders to take action, take surveys to analyze their satisfaction, and ask open-ended questions to uncover any risks. This helps our account manager uncover any risk associated with any personnel placed at the client site. We use SenseHQ to conduct employee and client surveys at a bi-weekly interval.</p> <p>Infojini uses the following metrics to measure our performance:</p> <p>Number of Resumes Submitted, Submission to Requisition Ratio: Our typical target KPI is to submit at least 4 qualified candidates per opening within 24-48 hours. Our typical recruitment target is to submit to at least 95% of the requirements received. We filter by resume source (social media, employment sites, our database) and determine which source yields the most significant results. Collecting this information over time helps us target our recruitment efforts faster and predicts our ability to fill positions within a certain period.</p> <p>Number of Resumes Selected: Our KPI is that at least 95% of the resumes must be selected by the client.</p> <p>Interviewing:</p> <ul style="list-style-type: none"> <li>o How long it takes for a recruiter to reach out after a candidate applies or is identified</li> <li>o Number of Interviews Conducted</li> <li>o Interviews to Submittal Ratio: Our target for the recruitment team is that we receive interviews on at least 60% of the requirements</li> </ul> <p>Rejections: Our target is to keep it as low as possible for unknown issues and to 0 for controllable problems.</p> <p>Candidate Back Outs: We aim to keep this to 0 every month.</p> <p>Retention Rate: We always aim at achieving 95% retention</p> <p>Should Sourcewell or the participating entities require us to submit any monthly/quarterly reports, we would be happy to do so, as we have a team specializing in compliance and reporting. In the last 3 years, we received excellent satisfaction scores in terms of the services delivered, and the result is the renewal of our contracts every year with recognition for placing the best resources in the shortest turnaround time with an overall satisfaction rate of above 93%.</p>
<p>64</p>	<p>Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)</p>	<p>Infojini will provide a 1.5% administrative fee to Sourcewell for facilitating, managing, and promoting the Sourcewell contract if awarded the contract.</p>

**Table 14A: Depth and Breadth of Offered Equipment Products and Services**

Line Item	Question	Response *
65	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	<p>Infojini will provide the following services:</p> <ul style="list-style-type: none"> <li>• Staffing Services</li> <li>• Direct Hire Services</li> <li>• Payrolling</li> <li>• HR and Workforce Consulting</li> <li>• Technology Consulting</li> <li>• Sourcing and Procurement Consulting</li> <li>• Salary Research</li> <li>• Veteran Hiring</li> <li>• Training</li> </ul> <p>Infojini will provide Direct Hire Services to Sourcewell-participating entities. Depending on the type of position, Infojini's fee for Direct Hire Services is 12-20% of the annual salary.</p> <p>Infojini provides research services with regard to the salary trends for various roles across the nation. We have subscriptions for the following tools:</p> <ul style="list-style-type: none"> <li>• ERI Economic Research Institute (<a href="http://www.eri.com">www.eri.com</a>)</li> <li>• PayScale (<a href="http://www.payscale.com">www.payscale.com</a>)</li> </ul> <p>Infojini has collaborated with Veteran Hiring Organizations in New York. We have collaborated with Reboot, which is a dedicated Veteran Hiring app that helps Veterans find the perfect job after a thorough psychometric analysis and in transitioning veterans and their spouses.</p>
66	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	<p>Infojini has identified the following services/subcategories that we can provide to the Sourcewell participating entities:</p> <ul style="list-style-type: none"> <li>• Direct Hire Services</li> <li>• Contract to Hire Services</li> <li>• Payrolling</li> <li>• MSP Services</li> <li>• Training</li> <li>• HR and Workforce Consulting</li> </ul>

**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
67	Professional services, such as accounting and finance, executive search, procurement, clerical, administrative, and legal and compliance	<input checked="" type="radio"/> Yes <input type="radio"/> No	Infojini will provide professional services, such as accounting and finance, executive search, procurement, clerical, administrative, and legal and compliance *
68	Public sector and education health, such as nursing, occupational therapy, speech language pathology, social work, pharmaceuticals, dental, and support roles	<input checked="" type="radio"/> Yes <input type="radio"/> No	Infojini will provide public sector and education health, such as nursing, occupational therapy, speech language pathology, social work, pharmaceuticals, dental, and support roles *
69	Instructional and non-instructional education, such as teaching, interpreting, paraprofessionals, special and alternative education, custodial, food & nutrition, and education administration	<input checked="" type="radio"/> Yes <input type="radio"/> No	Infojini will provide Instructional and non-instructional education, such as teaching, interpreting, paraprofessionals, special and alternative education, custodial, food & nutrition, and education administration *
70	Skilled trade and general labor, such as construction, electricians, HVAC technicians, machinists, technicians, welders, mechanics, groundskeepers, painters, custodians, security guards and traffic management	<input type="radio"/> Yes <input checked="" type="radio"/> No	Infojini does not provide these services *
71	Managed service program and vendor managed solutions, such as procurement, coordination, technology, and management of staffing services provided by various vendors	<input type="radio"/> Yes <input checked="" type="radio"/> No	Infojini does not provide these services *
72	Recruitment process outsourcing, such as sourcing, screening, and hiring candidates	<input checked="" type="radio"/> Yes <input type="radio"/> No	Infojini will provide Recruitment process outsourcing, such as sourcing, screening, and hiring candidates
73	Employer of Record (EOR) services	<input type="radio"/> Yes <input checked="" type="radio"/> No	Infojini does not provide these services
74	Other related services or solutions that support the staffing process	<input checked="" type="radio"/> Yes <input type="radio"/> No	Infojini will provide other related services or solutions that support the staffing process

**Table 15: Exceptions to Terms, Conditions, or Specifications Form**

**Line Item 75. NOTICE:** To identify any exception, or to request any modification, to Sourcwell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the “Bid Documents” section. Proposer must upload the redline in the “Requested Exceptions” upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcwell and will not automatically be included in the Contract.

Do you have exceptions or modifications to propose?	Acknowledgement *
	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Documents**

**Ensure your submission document(s) conforms to the following:**

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcwell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcwell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Rate Card.pdf - Thursday June 13, 2024 13:44:00
- [Financial Strength and Stability](#) - Financial Strength and Stability.pdf - Thursday June 13, 2024 11:08:32
- [Marketing Plan/Samples](#) - Marketing Plan.pdf - Thursday June 13, 2024 11:08:54
- [WMBE/MBE/SBE or Related Certificates](#) - WMBE-MBE-SBE or Related Certificates.pdf - Thursday June 13, 2024 11:09:20
- [Warranty Information](#) - Warranty Information.pdf - Thursday June 13, 2024 11:09:37
- [Requested Exceptions](#) - Requested Exceptions.pdf - Thursday June 13, 2024 11:09:52
- [Standard Transaction Document Samples](#) - Standard Transaction Document Samples.pdf - Thursday June 13, 2024 11:10:18
- [Upload Additional Document](#) - Additional Document.pdf - Thursday June 13, 2024 11:10:35

## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
  3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated



by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Sandeep Harjani, President, Infojini Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_12_Staffing_Related_Services_Solutions_RFP_061324</b> Thu June 6 2024 02:31 PM	<input checked="" type="checkbox"/>	11
<b>Addendum_11_Staffing_Related_Services_Solutions_RFP_061324</b> Tue June 4 2024 07:49 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_10_Staffing_Related_Services_Solutions_RFP_061324</b> Thu May 30 2024 02:00 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_9_Staffing_Related_Services_Solutions_RFP_061324</b> Wed May 29 2024 04:12 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_8_Staffing_Related_Services_Solutions_RFP_061324</b> Fri May 24 2024 02:56 PM	<input checked="" type="checkbox"/>	4
<b>Addendum_7_Staffing_Related_Services_Solutions_RFP_061324</b> Mon May 20 2024 06:26 PM	<input checked="" type="checkbox"/>	10
<b>Addendum_6_Staffing_Related_Services_Solutions_RFP_061324</b> Fri May 10 2024 03:25 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_5_Staffing_Related_Services_Solutions_RFP_061324</b> Wed May 8 2024 04:17 PM	<input checked="" type="checkbox"/>	5
<b>Addendum_4_Staffing_Related_Services_Solutions_RFP_061324</b> Tue May 7 2024 02:33 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_3_Staffing_Related_Services_Solutions_RFP_061324</b> Thu May 2 2024 04:45 PM	<input checked="" type="checkbox"/>	4
<b>Addendum_2_Staffing_Related_Services_Solutions_RFP_061324</b> Tue April 30 2024 04:26 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_1_Staffing_Related_Services_Solutions_RFP_061324</b> Mon April 29 2024 03:31 PM	<input checked="" type="checkbox"/>	3