

**Solicitation Number: 061324****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and FedTec, LLC, 1950 Opportunity Way, Suite 1300, Reston, VA 20190 (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.

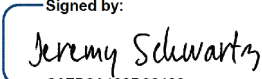
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

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

FedTec, LLC

Signed by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 10/30/2024 | 5:50 PM CDT

Signed by:

By: CD6D3280B029459...
Anand Marthi
Title: Senior Director
Date: 10/30/2024 | 5:16 PM CDT

RFP 061324 - Staffing with Related Services and Solutions

Vendor Details

Company Name: FreeAlliance.com, LLC
Does your company conduct business under any other name? If yes, please state: NA
Address: 1950 Opportunity Way, Suite 1300
1950 Opportunity Way, Suite 1300, Reston VA 20190
Reston, Virginia 20190
Contact: Anand Marthi
Email: stateproposals@freealliance.com
Phone: 832-234-9542
Fax: 832-349-5424
HST#: 522319860

Submission Details

Created On: Friday May 10, 2024 15:31:55
Submitted On: Thursday June 13, 2024 11:28:07
Submitted By: Anand Marthi
Email: stateproposals@freealliance.com
Transaction #: 5bbc3a61-4d4b-4cbd-8cbd-946def030fd1
Submitter's IP Address: 24.190.213.61

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").	FedTec LLC
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	N/A
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	N/A
4	Provide your CAGE code or Unique Entity Identifier (SAM):	6P8F3 / EY6QS5J3VKB1
5	Proposer Physical Address:	1950 Opportunity Way, Suite 1300, Reston VA 20190
6	Proposer website address (or addresses):	https://fedtec.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):	Anand Marthi Senior Director 425-998-6876 stateproposals@fedtec.com
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Anand Marthi Senior Director 425-998-6876 stateproposals@fedtec.com
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Charan Dhillon Senior Director 609-414-2119 stateproposals@fedtec.com

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	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>To strengthen our services for this project, FedTec LLC has collaborated with HiEd Success. HiEd Success brings extensive expertise in staffing, and career coaching within the education sector, enhancing our ability to deliver tailored, high-quality solutions. This partnership leverages HiEd Success's innovative approach and deep understanding of the educational landscape, ensuring that we provide comprehensive, efficient, and effective services that meet the unique needs of Sourcewell participating entities. Together, we aim to drive operational excellence and achieve the strategic goals of our clients.</p> <p>FedTec LLC was founded in 2001 with the mission to provide innovative and reliable IT and staffing solutions to a broad range of clients, including higher education institutions, governmental agencies, and private sector organizations. Over the years, we have grown significantly, expanding our service offerings and geographic reach. Today, FedTec LLC is a well-established leader in the staffing industry, recognized for our commitment to excellence and customer satisfaction.</p> <p>Core Values Our core values are the foundation of our business and guide every decision we make: To strengthen our services for this project, FedTec LLC has collaborated with HiEd</p>

Success. HiEd Success brings extensive expertise in staffing, and career coaching within the education sector, enhancing our ability to deliver tailored, high-quality solutions. This partnership leverages HiEd Success's innovative approach and deep understanding of the educational landscape, ensuring that we provide comprehensive, efficient, and effective services that meet the unique needs of Sourcewell participating entities. Together, we aim to drive operational excellence and achieve the strategic goals of our clients.

FedTec LLC was founded in 2001 with the mission to provide innovative and reliable IT and staffing solutions to a broad range of clients, including higher education institutions, governmental agencies, and private sector organizations. Over the years, we have grown significantly, expanding our service offerings and geographic reach. Today, FedTec LLC is a well-established leader in the staffing industry, recognized for our commitment to excellence and customer satisfaction.

Core Values

Our core values are the foundation of our business and guide every decision we make:

1. Integrity: We conduct our business with the highest standards of honesty and fairness. Integrity is at the heart of our operations, ensuring that we build trust with our clients and employees.
2. Excellence: We strive for excellence in everything we do. From the quality of our services to the professionalism of our team, we are dedicated to exceeding expectations and delivering outstanding results.
3. Innovation: We embrace innovation and continuously seek new ways to improve our services. Our Innovation Lab is a testament to our commitment to staying ahead of industry trends and technological advancements.
4. Customer Focus: Our clients are our top priority. We listen to their needs, understand their challenges, and provide tailored solutions that drive their success.
5. Diversity and Inclusion: We believe in the power of diversity and foster an inclusive environment where all employees are valued and respected. As a Woman-Owned and Minority-Owned Business, we are committed to promoting diversity in our workforce and our communities.

Business Philosophy

Our business philosophy is centered on delivering value through customized solutions and exceptional service. We believe in building long-term relationships with our clients by understanding their unique needs and providing services that support their strategic goals. Our approach is proactive and client-focused, ensuring that we are not just meeting expectations but anticipating future needs and challenges.

Industry Longevity

FedTec LLC has been serving clients for over [number of years] years, consistently providing high-quality staffing services that align with the evolving needs of the industry. Our experience spans various sectors, including governmental, educational, healthcare, and commercial industries. We have a proven track record of successfully managing large-scale staffing projects, demonstrating our capability and reliability as a service provider.

Our longevity in the industry is a testament to our stability, expertise, and commitment to excellence. We continue to innovate and adapt to the changing landscape, ensuring that we remain a trusted partner for all our clients' staffing needs.

HiEd Success was founded with the vision to revolutionize staffing, and career coaching within the education sector. Over the years, they have expanded our services to include process automation, business intelligence analytics, student information system support, and cybersecurity policies as a service. Their core values include innovation, integrity, and customer-centricity, driving us to deliver tailored solutions that meet the unique needs of our clients. They leverage cutting-edge technology and industry best practices to ensure our clients achieve their strategic goals.

Core Values

- Innovation: Continuously adopting modern technologies and methods to improve services.
- Integrity: Upholding the highest standards of honesty and ethical conduct.
- Customer-Centricity: Prioritizing the needs and satisfaction of our clients.

Business Philosophy

Our philosophy centers on understanding the unique challenges of the higher education sector and providing solutions that drive efficiency, improve processes, and enhance the overall educational experience. We believe in building long-term partnerships with our clients, fostering collaboration, and delivering measurable results.

Industry Longevity

With years of experience in the education sector, HiEd Success has developed a deep understanding of the industry's requirements and challenges. Our expertise

		spans across various aspects of IT consulting, from automating processes to implementing robust cybersecurity measures. This longevity in the industry has equipped us with the knowledge and skills to deliver high-quality, reliable services that meet the evolving needs of educational institutions.	
11	What are your company's expectations in the event of an award?	If FedTec LLC is awarded a contract under Sourcwell RFP 061324, we expect to establish a collaborative partnership with open communication and clear project requirements. We anticipate access to necessary resources and stakeholders, timely feedback and approvals, and a mutual commitment to quality and excellence. Also, we look forward to implementation support and seamless transitions, with emphasis on long-term relationship building and continuous improvement to ensure the partnership's success.	*
12	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.	FedTec is a financially stable and growing company with strong cash flow. In the year 2023, we were financially evaluated at \$43M without any pending merger or financial liabilities. FedTec currently has a credit line of \$4M and has the required financial capacity to provide the services. We do not have any short or long-term debts. Our projected growth for the year 2024 is \$80M. We have uploaded our latest audited Financial Statements and Line of Credit in the upload supporting Documents section please refer.	*
13	What is your US market share for the solutions that you are proposing?	90%	*
14	What is your Canadian market share for the solutions that you are proposing?	10%	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No, FedTec LLC has never petitioned for bankruptcy	*
16	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. 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? 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?	FedTec LLC is best described as a comprehensive service provider, specializing in IT and staffing solutions. Our success in delivering high-quality products and services is largely attributed to our well-structured relationship with our sales and service force, as well as our robust dealer network. Sales and Service Force Employees: <ul style="list-style-type: none"> Direct Employment: Our sales and service force primarily consists of employees directly hired by FedTec LLC. This includes sales representatives, account managers, project managers, and support staff. Each member of our team is carefully selected based on their expertise, experience, and commitment to our core values. Training and Development: We invest significantly in the training and development of our employees. Regular training sessions, workshops, and professional development programs ensure that our team remains knowledgeable about the latest industry trends and best practices. Performance Management: Our employees are evaluated regularly to ensure they meet our high standards of performance. This includes setting clear goals, providing regular feedback, and conducting annual performance reviews. Dealer Network Third-Party Dealers: <ul style="list-style-type: none"> Authorized Dealers: While our core sales and service force are direct employees, we also work with a network of authorized dealers to expand our reach and provide localized support. These dealers are carefully vetted and selected based on their reputation, reliability, and ability to deliver high-quality services. Partnership Agreements: Our relationship with third-party dealers is formalized through comprehensive partnership agreements. These agreements outline the responsibilities, expectations, and performance standards that each dealer must adhere to. Support and Collaboration: We maintain a close working relationship with our dealer network, providing them with the necessary resources, training, and support to effectively represent FedTec LLC. This includes regular communication, joint marketing efforts, and access to our proprietary tools and technologies. 	*
17	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.	FedTec currently holds major Industry business certifications focused on quality, security and repeatable processes including ISO 9001, ISO 27001, ISO 20000, HDI, and National Minority Supplier Development Council certified MBE supplier. We are authorized services and reseller partners for number of leading technology companies like Microsoft, Amazon AWS, Salesforce, Oracle, Redhat, ServiceNow, Cisco, VMware.... We are certified cold partners of Microsoft, AWS and Oracle.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	No suspension or debarment has applied to FedTec LLC in past the past 10 years.	*

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	Over the past five years, FedTec LLC has been honored with numerous prestigious awards and recognitions, reflecting our commitment to excellence, innovation, and customer satisfaction in the IT and staffing industry. Below are some of the notable awards and recognitions we have received: <ul style="list-style-type: none"> • 2021 Best IT Services Provider by Virginia Business • 2021 Best Managed IT Services Provider by Washingtonian Magazine • 2021 Top 100 Women-Owned Businesses in Virginia-by-Virginia Women's Business Council • 2021 SBA National 8(a) Awards for Excellence • Inc. 5000 list for five consecutive years, from 2018 to 2022. • Fastest Growing Companies in Greater D.C. (2019)
20	What percentage of your sales are to the governmental sector in the past three years	85% of our sales are to the government sector in the past three years
21	What percentage of your sales are to the education sector in the past three years	10% of our sales are in education sector in 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?	FedTec holds the following cooperative purchasing contracts: <ul style="list-style-type: none"> • GSA MAS 2023: \$7,468,778.00 2022: \$5,266,151.00 2021: \$2,526,541.00 • ESC region 13: No Sales yet. Contract in-progress • TIPS Purchasing Cooperative: In Progress, Recently Awarded • North Texas Share: No Sales yet. Contract in-progress
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?	FedTec LLC holds several significant GSA contracts and Standing Offers and Supply Arrangements (SOSA). Below is a detailed list of these contracts along with the annual sales volume for each over the past three years: GSA CONTRACTS: <ol style="list-style-type: none"> 1. GSA MAS (Multiple Award Schedule) <ul style="list-style-type: none"> o Contract Number: GS-35F-0481Y o Annual Sales Volume: 2023: \$7,468,778.00 2022: \$5,266,151.00 2021: \$2,526,541.00 2. 8(a) STARS III <ul style="list-style-type: none"> o Annual Sales Volume: 2023: \$1,593,428.00 2022: \$1,324,658.00 2021: \$1,859,954.00 3. DIA SITE III <ul style="list-style-type: none"> o Annual Sales Volume: 2023: \$825,326.00 4. CIO-SP3 SB <ul style="list-style-type: none"> o Annual Sales Volume: 2023: 4,522,468.00 2022: 7,468,022.00 2021: \$5,892,589.00 5. ENCORE III SB <ul style="list-style-type: none"> o Annual Sales Volume: 2023: \$9,360,921.40

Table 4: References/Testimonials

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

Entity Name *	Contact Name *	Phone Number *
Virginia State Police/ CAI	Jonathan Abel	804-302-0654
Brandman University	Iliia Moldavski	949-341-9915
Albion College	Robin Mohler	517-629-0479

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 *
Department of Agriculture	Government	Virginia - VA	Staffing Services & Solutions	\$2,52,83,349.78	\$96,05,340.40
Enterprise Digitalization & Case Management Office (ECMO)	Government	District of Columbia - DC	Staffing Services & Solutions	\$5,13,33,883.57	\$95,76,824.23
Defense Information Systems Agency	Government	Maryland - MD	Staffing Services & Solutions	\$3,29,18,047.80	\$93,60,921.40
United States Office of Personnel Management	Government	District of Columbia - DC	Staffing Services & Solutions	\$3,81,17,869.24	\$74,14,018.24
Air Force	Government	Oklahoma - OK	Staffing Services	\$4,65,02,990.79	\$60,90,279.87

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 *
26	Sales force.	<p>FedTec LLC has established a comprehensive network of sales offices strategically located across the United States and Canada to ensure widespread coverage. Our sales force is comprised of 150 full-time equivalents (FTEs), including sales representatives and account managers, who are all direct employees of FedTec LLC. This ensures consistency in service quality and alignment with our core values. Our dedicated sales team is committed to providing personalized service, rapid response times, and deep market knowledge tailored to the unique needs of various sectors, including government, education, and non-profit organizations.</p> <ul style="list-style-type: none"> • Network Locations: Sales offices across the US and Canada • Number of Workers: 150 FTEs • Direct Employees: All sales force members are direct employees
27	Dealer network or other distribution methods.	<p>In addition to our direct sales force, FedTec leverages a robust network of authorized dealers and distributors to extend our reach and enhance our service capabilities. This network includes over 200 certified partners, ensuring efficient delivery of our products and services across the United States and Canada. Our distribution methods include direct sales, online platforms, and partnerships with authorized dealers, providing flexibility and broad market penetration.</p> <ul style="list-style-type: none"> • Authorized Dealers: Network of over 200 certified partners • Distribution Methods: Direct sales, online platforms, and authorized dealers
28	Service force.	<p>FedTec's service force consists of 300 FTEs, including technical support staff, field service engineers, and customer service representatives, strategically located to provide nationwide and cross-border support. These individuals are direct employees of FedTec, ensuring high standards of service delivery and adherence to our company standards. Our service teams are equipped to handle a wide range of technical and operational needs, from initial setup and integration to ongoing maintenance and support.</p> <ul style="list-style-type: none"> • Network Locations: Service centers in major regions across the US and Canada • Number of Workers: 300+ FTEs • Direct Employees: All service force members are direct employees

29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	<p>FedTec's ordering process is designed for efficiency and transparency, ensuring a seamless experience for our clients. Sourcewell participating entities can place orders directly through our online portal or by contacting their assigned sales representative. Orders are then processed and fulfilled by our distribution centers or through our authorized dealer network. Our dealers play a crucial role in facilitating local delivery and support, while FedTec oversees the entire process to ensure compliance with contractual terms and quality standards.</p> <ul style="list-style-type: none"> • Direct Orders: Clients can place orders through the online portal or by contacting sales representatives • Dealer Orders: Authorized dealers handle orders and provide local support • Order Processing Steps: <ul style="list-style-type: none"> o Order Placement: Through online portal, email, or phone o Order Processing: Reviewed and processed by the internal team o Fulfilment: Orders fulfilled by distribution centers or authorized dealers o Delivery: Products shipped directly to the client o Follow-up: Customer service follow-up post-delivery 	*
30	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>FedTec's customer service program is structured to provide exceptional support and rapid response times. We operate a 24/7 customer service center, ensuring that assistance is always available. Our response-time commitments include initial contact within 30 minutes and resolution of most issues within 24 hours. We incentivize our customer service teams with performance bonuses tied to customer satisfaction metrics and resolution times. This program ensures that our clients receive prompt, effective support, maintaining high levels of satisfaction and operational continuity.</p> <ul style="list-style-type: none"> • Process and Procedure: <ul style="list-style-type: none"> o 24/7 Support: Continuous customer service availability o Multi-Channel Access: Support via phone, email, and live chat o Ticketing System: Online ticketing for logging and tracking issues • Response-Time Capabilities and Commitments: <ul style="list-style-type: none"> o Initial Response: Within 30 minutes o Resolution Time: Most issues resolved within 24 hours • Incentives: <ul style="list-style-type: none"> o Performance Bonuses: Based on customer satisfaction and resolution times o Training Programs: Regular training sessions for customer service teams o Customer Feedback: Active collection and use of feedback to improve service <p>These responses illustrate FedTec's extensive capabilities and unwavering commitment to providing exceptional service to Sourcewell participating entities across the United States and Canada.</p>	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	<p>FedTec LLC is fully committed to providing our products and services to all Sourcewell participating entities across the United States. Our extensive network of sales offices, service centers, and authorized dealers ensures comprehensive coverage and efficient service delivery in every state. This nationwide presence allows us to be responsive and proactive in meeting the needs of our clients. Our experienced sales and service teams are strategically located to ensure rapid response times and high standards of support. Each member of our team is a direct employee of FedTec, which guarantees consistency in the quality of service we provide. This team structure enables us to offer tailored solutions that address the specific requirements of Sourcewell entities.</p> <p>With a robust infrastructure that includes advanced technology systems and streamlined processes, FedTec is well-equipped to handle a wide range of service demands. Our commitment to customer satisfaction is reflected in our comprehensive service offerings, which include everything from initial consultation and implementation to ongoing maintenance and support. We are dedicated to maintaining high standards of excellence in every aspect of our operations, ensuring that Sourcewell entities receive the best possible service.</p> <ul style="list-style-type: none"> • Network Coverage: We have sales offices, service centers, and authorized dealers located nationwide, providing extensive coverage across all states. • Experienced Workforce: Our dedicated sales and service teams, strategically located across the US, are well-trained and experienced in handling the diverse needs of Sourcewell entities. • Commitment to Service: We are committed to ensuring high standards of service and support, offering tailored solutions and exceptional customer service to all Sourcewell participating entities. 	*

32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>FedTec LLC is equally committed to serving Sourcewell participating entities throughout Canada. Our operations in Canada are supported by dedicated sales and service teams located in major cities, which ensures that we can effectively meet the needs of entities across the country.</p> <p>We leverage our established dealer network to provide localized expertise and quick response times. This network of certified partners ensures that our Canadian clients receive the same high level of service and support as our US clients. By maintaining strong relationships with our dealers, we can deliver comprehensive solutions that are tailored to the specific requirements of Sourcewell entities in Canada.</p> <p>Our ability to navigate cross-border logistics and regulatory requirements further enhances our capability to serve Canadian entities effectively. We have extensive experience in managing the complexities of cross-border operations, ensuring that products and services are delivered efficiently and in compliance with all relevant regulations.</p> <ul style="list-style-type: none"> • Network Coverage: Our sales and service teams are located in major cities across Canada, ensuring comprehensive coverage. • Dealer Network: We have an established network of authorized dealers that provide localized support and expertise. • Cross-Border Capabilities: We possess the expertise to navigate cross-border logistics and regulatory requirements, ensuring efficient and compliant service delivery.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	<p>FedTec LLC is committed to providing comprehensive service across the entire United States and Canada. There are no geographic areas that we will not serve fully through this proposed contract. Our extensive network of sales, service, and dealer partners ensures that we can meet the needs of Sourcewell participating entities in even the most remote locations. We have the infrastructure and resources in place to deliver products and services promptly and efficiently, adhering to the highest standards of quality and compliance.</p> <ul style="list-style-type: none"> • Full Coverage: Committed to serving all geographic areas in the US and Canada • Infrastructure and Resources: Ensuring prompt and efficient delivery of products and services • No Limitations: Comprehensive service model to meet the needs of all Sourcewell participating entities
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>FedTec LLC is committed to serving all sectors of Sourcewell participating entities, including government, education, and not-for-profit organizations. Our extensive experience and comprehensive service offerings enable us to meet the diverse needs of these sectors effectively. There are no sectors that we will not fully serve through this proposed contract.</p> <p>We have a nationwide and cross-border presence, with a robust network of sales, service, and dealer partners that ensures coverage and support in all regions. Our commitment to excellence and customer satisfaction drives us to provide tailored solutions that address the specific requirements of each sector. Additionally, our strategic partnerships and comprehensive service capabilities allow us to deliver consistent and high-quality support to all Sourcewell participating entities.</p> <ul style="list-style-type: none"> • Government: We have extensive experience working with federal, state, and local government entities, providing IT and staffing solutions that enhance operational efficiency and service delivery. • Education: Our services support educational institutions at all levels, from K-12 schools to universities, helping them achieve their academic and operational goals. • Not-for-Profit: We understand the unique challenges faced by not-for-profit organizations and offer customized solutions to help them fulfil their missions effectively. <p>There are no limitations imposed by other cooperative purchasing contracts that would restrict our ability to promote and deliver our products and services under the Sourcewell contract. Our comprehensive service model ensures that we can meet the needs of all participating entities, regardless of their sector.</p>
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	<p>FedTec LLC is fully committed to serving participating entities in Hawaii, Alaska, and US Territories. While there are no specific restrictions, there are some logistical considerations and delivery times due to the geographic distance and unique challenges associated with these locations.</p> <p>To ensure seamless service delivery, we have developed specific logistics plans and strategic partnerships with local providers in these regions. This approach allows us to address any unique requirements and ensure that our products and services are delivered efficiently and in compliance with all relevant regulations.</p> <ul style="list-style-type: none"> • Hawaii and Alaska: We leverage our partnerships with local providers to facilitate logistics and ensure timely delivery of products and services. Our teams are experienced in managing the challenges associated with remote locations, ensuring that clients in these states receive the same high level of service as those in the continental US. • US Territories: For US Territories, we utilize third-party logistics partners to manage the complexities of international shipping and regulatory compliance. This ensures that our products and services are delivered reliably and in accordance with all applicable regulations.

Table 7: Marketing Plan

Line Item	Question	Response *
36	<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>FedTec LLC has developed a comprehensive marketing strategy to effectively promote the Sourcewell contract opportunity. Our approach combines various marketing channels and tactics to reach a wide audience, increase awareness, and drive engagement with Sourcewell participating entities. Our strategy includes the following key elements:</p> <ol style="list-style-type: none"> 1. Targeted Marketing Campaigns We will launch targeted marketing campaigns to reach specific sectors within Sourcewell participating entities, such as government, education, and not-for-profit organizations. These campaigns will be tailored to address the unique needs and pain points of each sector, highlighting the benefits of partnering with FedTec under the Sourcewell contract. 2. Digital Marketing Our digital marketing efforts will include a mix of the following tactics: <ul style="list-style-type: none"> • Website and SEO: We will optimize our website with dedicated landing pages for the Sourcewell contract, ensuring that relevant keywords and phrases are strategically used to improve search engine rankings. • Email Marketing: We will deploy email campaigns to our extensive database of contacts, providing them with information about the Sourcewell contract and the benefits of partnering with FedTec. • Social Media: We will leverage social media platforms (LinkedIn, Twitter, Facebook) to share content, engage with our audience, and drive traffic to our website. This includes posting regular updates, case studies, and success stories related to the Sourcewell contract. • Content Marketing: We will create and distribute valuable content, such as blog posts, whitepapers, and infographics, to educate potential clients about the advantages of the Sourcewell contract and our service offerings. 3. Industry Events and Webinars We will participate in industry events, conferences, and webinars to showcase our expertise and promote the Sourcewell contract. These events provide an excellent opportunity to network with potential clients, share success stories, and demonstrate the value of our services. 4. Partnerships and Alliances We will leverage our existing partnerships and alliances with key industry players to promote the Sourcewell contract. This includes collaborating with our authorized dealers and distributors to expand our reach and increase visibility. 5. Print and Direct Mail We will use print advertising and direct mail campaigns to reach potential clients who may prefer traditional marketing channels. This includes sending brochures, flyers, and other marketing materials to targeted lists of Sourcewell participating entities. 6. Public Relations Our PR strategy will include press releases, media relations, and thought leadership articles to generate positive media coverage and increase awareness of the Sourcewell contract. We will highlight our successes and achievements in serving Sourcewell participating entities, reinforcing our position as a trusted partner. <p>Representative Samples of Marketing Materials We have prepared a set of representative samples of our marketing materials, which will be uploaded in the document upload section of our response. These samples include:</p> <ul style="list-style-type: none"> • Brochures: Detailed brochures that outline the benefits of partnering with FedTec under the Sourcewell contract. • Flyers: One-page flyers highlighting our service offerings and success stories. • Email Templates: Examples of our email marketing campaigns. • Social Media Posts: Sample posts that will be shared on our social media platforms. • Whitepapers: In-depth whitepapers discussing the advantages of the Sourcewell contract and our tailored solutions for various sectors. <p>By implementing this comprehensive marketing strategy, FedTec LLC aims to effectively promote the Sourcewell contract opportunity, reach a wide audience of potential clients, and drive engagement with Sourcewell participating entities.</p>

<p>37</p>	<p>Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.</p>	<p>FedTec LLC leverages advanced technology and digital data to enhance the effectiveness of our marketing efforts. By integrating various digital tools and strategies, we reach our target audience more effectively, personalize our marketing campaigns, and measure the success of our initiatives. Here are the key elements of our technology and digital data usage:</p> <p>1. Social Media Marketing We actively utilize social media platforms such as LinkedIn, Twitter, and Facebook to engage with our audience, share valuable content, and promote our services. Our social media strategy includes:</p> <ul style="list-style-type: none"> • Content Sharing: Consistently posting updates, success stories, case studies, and industry news to keep our audience informed and engaged. • Targeted Advertising: Using social media advertising tools to target specific demographics and sectors within Sourcewell participating entities. • Engagement: Interacting with followers through comments, messages, and polls to build relationships and gather feedback. <p>2. Metadata Usage and SEO We employ metadata and search engine optimization (SEO) techniques to improve our online visibility and attract potential clients to our website. This includes:</p> <ul style="list-style-type: none"> • Keyword Optimization: Researching and integrating relevant keywords into our website content, blog posts, and metadata to improve search engine rankings. • Meta Tags: Utilizing meta tags, such as title tags and meta descriptions, to provide search engines with information about our web pages. • Analytics: Monitoring website traffic and user behavior using tools like Google Analytics to identify trends and optimize our content strategy. <p>3. Email Marketing and Automation Our email marketing campaigns are powered by advanced email marketing platforms that allow us to segment our audience, personalize messages, and automate follow-up communications. Key features include:</p> <ul style="list-style-type: none"> • Segmentation: Creating targeted email lists based on factors such as industry, job title, and engagement history. • Personalization: Customizing email content to address the specific needs and interests of each recipient. • Automation: Setting up automated workflows to send timely and relevant emails, such as welcome messages, follow-ups, and newsletters. <p>4. Data Analytics and Insights We utilize data analytics to measure the effectiveness of our marketing campaigns and make data-driven decisions. This includes:</p> <ul style="list-style-type: none"> • Campaign Performance: Tracking key performance indicators (KPIs) such as open rates, click-through rates, and conversion rates to evaluate the success of our email and social media campaigns. • Customer Insights: Analyzing customer data to understand their preferences, behavior, and pain points, allowing us to tailor our marketing messages accordingly. • A/B Testing: Conducting A/B tests on various marketing elements, such as email subject lines and social media ads, to identify the most effective strategies. <p>5. Customer Relationship Management (CRM) Our CRM system plays a crucial role in managing our interactions with current and potential clients. It allows us to:</p> <ul style="list-style-type: none"> • Lead Management: Track and manage leads throughout the sales funnel, ensuring timely follow-ups and personalized communication. • Data Integration: Integrate data from various sources, such as social media, email campaigns, and website interactions, to create a comprehensive view of each client. • Reporting: Generate detailed reports on sales activities, customer engagement, and campaign performance to inform our marketing strategy. <p>6. Content Management and Distribution We use content management systems (CMS) to create, manage, and distribute high-quality content across multiple channels. This includes:</p> <ul style="list-style-type: none"> • Blog Posts: Publishing informative and engaging blog posts on our website to attract and educate potential clients. • Whitepapers and Case Studies: Creating in-depth whitepapers and case studies that demonstrate our expertise and showcase successful projects. • Multimedia Content: Producing videos, infographics, and webinars to provide valuable insights and enhance our marketing efforts.
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<p>38</p>	<p>In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?</p>	<p>Sourcewell plays a crucial role in promoting contracts resulting from this RFP by leveraging its extensive network and resources to increase awareness and drive engagement among its participating entities. As a reputable cooperative purchasing organization, Sourcewell's endorsement provides credibility and assurance to potential clients, facilitating the adoption of awarded contracts. Key aspects of Sourcewell's role include:</p> <ul style="list-style-type: none"> • Marketing and Outreach: Sourcewell actively markets awarded contracts through various channels, including its website, newsletters, social media, and industry events. This ensures that participating entities are informed about the available contracts and the benefits of utilizing them. • Educational Resources: Sourcewell provides educational resources such as webinars, case studies, and FAQs to help participating entities understand the value of the contracts and how to effectively use them. This education helps to demystify the procurement process and highlights the advantages of cooperative purchasing. • Support and Guidance: Sourcewell offers support and guidance to participating entities, assisting them in navigating the procurement process and making informed decisions. This includes providing templates, best practices, and direct assistance from Sourcewell representatives. • Networking Opportunities: Sourcewell facilitates networking opportunities through events and forums, allowing participating entities to share experiences, learn from each other, and explore the benefits of awarded contracts collectively. <p>Integration of a Sourcewell-Awarded Contract into Our Sales Process Integrating a Sourcewell-awarded contract into our sales process involves a structured approach to ensure seamless adoption and maximize the benefits for both FedTec and Sourcewell participating entities. Our integration strategy includes several key steps designed to promote effective implementation and utilization of the awarded contract.</p> <p>Internal Training and Awareness: We will conduct comprehensive training sessions for our sales team to familiarize them with the specifics of the Sourcewell-awarded contract, including its terms, conditions, and benefits. Detailed training materials and resources will be created and distributed to ensure that all team members have access to the necessary information to effectively promote the contract. This ensures that our sales force is well-equipped to explain the contract's advantages to potential clients.</p> <ul style="list-style-type: none"> • Sales Team Training • Knowledge Sharing <p>Marketing and Promotion: To promote the Sourcewell-awarded contract, we will launch targeted marketing campaigns that highlight its benefits and how it can address the specific needs of participating entities. Our marketing efforts will utilize a multichannel approach, including email marketing, social media, webinars, and industry events, to reach a broad audience and generate interest in the contract. This comprehensive strategy ensures maximum visibility and engagement.</p> <ul style="list-style-type: none"> • Dedicated Campaigns • Multichannel Approach <p>Client Engagement and Support: Our sales team will engage in personalized outreach to potential clients, explaining the advantages of the Sourcewell-awarded contract and how it can streamline their procurement process. We will also offer product demonstrations and consultations to help clients understand the practical applications of the contract and how it can benefit their organization. This hands-on approach helps build trust and facilitates informed decision-making.</p> <ul style="list-style-type: none"> • Personalized Outreach • Demonstrations and Consultations <p>Collaboration with Sourcewell: We will collaborate with Sourcewell on joint marketing initiatives, leveraging their established channels and credibility to enhance our promotional efforts. Additionally, we will actively seek feedback from Sourcewell and participating entities to continuously improve our service delivery and address any challenges that may arise. This partnership ensures that our efforts are aligned and mutually beneficial.</p> <ul style="list-style-type: none"> • Joint Marketing Initiatives • Feedback and Improvement <p>Performance Monitoring and Reporting: To ensure the effectiveness of our sales efforts, we will implement tracking and analytics tools to monitor the performance of our activities related to the Sourcewell-awarded contract. This includes tracking lead generation, conversion rates, and client satisfaction. Regular reports will be provided to Sourcewell on the progress and success of our integration efforts, ensuring transparency and accountability.</p> <ul style="list-style-type: none"> • Tracking and Analytics • Regular Reporting
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39	<p>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>	<p>We have a team of over 200 IT specialists solely dedicated to our e-commerce website and e-procurement integrations. Our mature e-procurement practice ensures Sourcwell members have access to a fully functional, regularly updated and available website. Sourcwell members also have the advantage of integrating their existing e-procurement system with FedTec at no additional cost to either Sourcwell or the members. This aligns with Sourcwell's intention of providing a cost-effective, user-friendly digital marketplace to its members. Our Account Managers and e-procurement team work collaboratively with customers through this process to develop and execute an e-procurement system that meets the exact specification and needs requested.</p> <p>FedTec also provides Sourcwell members with a customized e-commerce portal. The home page of our portal is called our FedTec Premium Page. The Premium Page serves as the central repository for information on the Sourcwell members agreement and provides secure access to software solutions and a services overview. Available information include:</p> <ol style="list-style-type: none"> 1. Link to signed Master Agreement 2. Available FedTec 's Services 3. Ability to engage with the Program Management team <p>To provide a superior online experience for all participating entities, FedTec can also build dedicated Premium Pages for specific members. The Premium Page will include the contact information for their dedicated account team and any customized information to help their specific users. In addition to a customized Home Page, individual Sourcwell members receive login credentials, which provides access to their secure Account Center housing more detailed, organization-specific information such quotes, order history, product bundles, order status and more. Together, the FedTec Premium Page and Account Center create a seamless and secure online portal experience.</p> <p>Current Customers FedTec successfully integrates with customer procurements systems across government, K-12 and higher education. We have active websites serving our broad customer population, including customized sites for customers in state and local government, K-12, and higher education.</p> <p>In Canada, our product, software and configuration services catalogue can be made available through an ePro integration. Like the United States, due to the SOW-based nature of our Managed Services and Staff Augmentation, e-procurement systems are not commonly used. As it relates to the Premium Page, much of the FedTec features can be made available from a Canadian landing page or to a mutually agreeable format with Sourcwell</p>
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Table 8: Value-Added Attributes

Line Item	Question	Response *
40	<p>Describe the types of tools and technologies your company uses for staffing management.</p>	<p>FedTec LLC utilizes a comprehensive suite of tools and technologies to effectively manage our staffing operations. These tools enhance our ability to recruit, manage, and deploy talent efficiently, ensuring that we meet the specific needs of our clients in a timely and cost-effective manner. Below are the key types of tools and technologies we employ for staffing management, including the integration of artificial intelligence (AI) to further optimize our processes:</p> <ol style="list-style-type: none"> 1. Applicant Tracking System (ATS)- Ceipal Our ATS (Ceipal) is a central component of our staffing management process, allowing us to streamline and automate various recruitment tasks. Key features include: <ul style="list-style-type: none"> • Job Posting and Distribution: Automates the posting of job openings to multiple job boards and social media platforms. • Resume Parsing and Screening: Utilizes AI to automatically parse resumes and screen candidates based on predefined criteria, improving the accuracy and efficiency of the recruitment process. • Interview Scheduling: Facilitates the scheduling of interviews with candidates and hiring managers. • Candidate Database: Maintains a searchable database of candidates for future opportunities. • Reporting and Analytics: Provides insights into recruitment metrics such as time-to-hire, source of hire, and candidate pipeline status. 2. Human Resource Information System (HRIS)- Deltek Costpoint Our HRIS integrates various HR functions into one platform, enhancing our ability to manage employee information and HR processes. Key features include: <ul style="list-style-type: none"> • Employee Data Management: Centralizes employee records, including personal information, job history, and performance reviews. • Onboarding and Offboarding: Streamlines the onboarding process for new hires and

manages the offboarding process for departing employees.

- Benefits Administration: Manages employee benefits, including health insurance, retirement plans, and other perks.
- Compliance Management: Ensures compliance with labor laws and regulations, including tracking of required certifications and training.

3. Workforce Management Software – Deltek Costpoint

We use workforce management software to optimize the deployment and utilization of our staff. Key features include:

- Scheduling and Shift Management: Automates the scheduling of employees, ensuring optimal coverage and adherence to labor laws.
- Time and Attendance Tracking: Monitors employee hours, tracks attendance, and manages leave requests.
- Project Management: Assigns staff to projects based on skills and availability, tracking project timelines and resource utilization.
- Performance Management: Tracks employee performance metrics and facilitates regular performance reviews.

4. Learning Management System (LMS)- Udemy, LinkedIn Learning, UPath

Our LMS is crucial for training and development, ensuring that our staff has the necessary skills and knowledge to perform their roles effectively. Key features include:

- Training Content Delivery: Delivers online courses, webinars, and training materials to employees.
- Progress Tracking: Monitors employee progress and completion of training programs.
- Certification Management: Tracks required certifications and ensures employees complete necessary courses for compliance.
- Feedback and Assessments: Provides tools for assessing employee knowledge and gathering feedback on training effectiveness.

5. Customer Relationship Management (CRM) System- HubSpot

Our CRM system helps manage relationships with clients and ensures that we meet their staffing needs effectively. Key features include:

- Client Database: Maintains detailed records of client interactions, preferences, and requirements.
- Communication Tools: Facilitates communication with clients through email, phone, and messaging platforms.
- Sales and Opportunity Management: Tracks staffing opportunities, proposals, and contract status.
- Reporting and Analytics: Provides insights into client satisfaction, service delivery performance, and business development metrics.

6. Collaboration and Communication Tools- MS Office, Google Suite

To ensure efficient communication and collaboration among our team members, we use various digital tools, including:

- Email and Messaging Platforms: For quick and efficient communication.
- Video Conferencing: For remote meetings and interviews.
- Document Sharing and Collaboration: Tools like SharePoint and Google Workspace for sharing and collaborating on documents in real-time.

7. Data Analytics and Reporting Tools- Power BI

Our data analytics and reporting tools provide valuable insights into our staffing operations, enabling us to make informed decisions and optimize our processes. Key features include:

- Dashboard and Visualization: Interactive dashboards that visualize key staffing metrics and trends.
- Custom Reports: The ability to generate custom reports on various aspects of staffing, such as recruitment efficiency, employee performance, and client satisfaction.
- Predictive Analytics: AI-driven tools that use historical data to predict future staffing needs and trends, allowing for proactive workforce planning.

8. Artificial Intelligence (AI) Integration

We leverage AI across various aspects of our staffing management to enhance efficiency and effectiveness. Key applications of AI include:

- Talent Sourcing: AI algorithms identify and match candidates to job openings based on skills, experience, and other relevant factors, improving the quality and speed of hiring.
- Chatbots: AI-powered chatbots handle initial candidate inquiries, provide information about job openings, and schedule interviews, freeing up HR personnel to focus on more complex tasks.
- Sentiment Analysis: AI tools analyze employee feedback and sentiment from surveys and reviews, providing insights into employee engagement and satisfaction.
- Automation: AI-driven automation streamlines repetitive tasks such as resume screening, data entry, and compliance monitoring, reducing administrative burden and increasing efficiency.

<p>41</p>	<p>Describe how your company complies with legal and regulatory requirements.</p>	<p>FedTec LLC is committed to maintaining the highest standards of legal and regulatory compliance in all aspects of our operations. We have established comprehensive policies and procedures to ensure that we adhere to all applicable laws, regulations, and industry standards. Our approach to compliance includes several key components:</p> <p>1. Regulatory Compliance Program We have a robust regulatory compliance program designed to identify, assess, and mitigate compliance risks. Key elements of this program include:</p> <ul style="list-style-type: none"> • Compliance Policies: We have established detailed compliance policies that cover all relevant legal and regulatory requirements. These policies are regularly reviewed and updated to reflect changes in laws and regulations. • Training and Education: We provide ongoing training and education to our employees to ensure they are aware of and understand their compliance obligations. This includes regular training sessions, workshops, and access to compliance resources. • Monitoring and Auditing: We conduct regular internal audits and monitoring to ensure compliance with our policies and procedures. Any issues identified during these audits are promptly addressed and corrective actions are implemented. <p>2. Data Privacy and Security Protecting the privacy and security of our clients' and employees' data is a top priority. We comply with all relevant data protection regulations, including the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA). Key measures include:</p> <ul style="list-style-type: none"> • Data Encryption: We use advanced encryption technologies to protect sensitive data both in transit and at rest. • Access Controls: We implement strict access controls to ensure that only authorized personnel have access to sensitive information. • Data Breach Response: We have a comprehensive data breach response plan in place to quickly and effectively respond to any data security incidents. <p>3. Labor and Employment Laws We are committed to fair and ethical employment practices and comply with all relevant labor and employment laws. This includes:</p> <ul style="list-style-type: none"> • Equal Employment Opportunity (EEO): We adhere to EEO laws and promote a diverse and inclusive workplace. Our policies prohibit discrimination based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic. • Fair Labor Standards Act (FLSA): We comply with FLSA requirements regarding minimum wage, overtime pay, recordkeeping, and child labor. • Occupational Safety and Health Administration (OSHA): We provide a safe and healthy work environment for our employees and comply with OSHA regulations. <p>4. Industry-Specific Regulations As a provider of IT and staffing solutions, we adhere to industry-specific regulations that govern our services. This includes:</p> <ul style="list-style-type: none"> • Federal Information Security Management Act (FISMA): We comply with FISMA requirements to ensure the security of federal information systems. • Health Insurance Portability and Accountability Act (HIPAA): We protect the privacy and security of health information in accordance with HIPAA regulations. • Federal Acquisition Regulation (FAR): We comply with FAR requirements when providing services to federal government clients. <p>5. Ethics and Integrity Maintaining the highest standards of ethics and integrity is fundamental to our business. We have established a strong ethical framework that includes:</p> <ul style="list-style-type: none"> • Code of Conduct: Our Code of Conduct outlines our commitment to ethical behavior and sets clear expectations for our employees. It covers areas such as conflicts of interest, gifts and hospitality, and anti-corruption. • Whistleblower Policy: We have a whistleblower policy in place that encourages employees to report any suspected violations of laws, regulations, or company policies. Reports can be made anonymously, and we ensure that there is no retaliation against individuals who report concerns in good faith. • Compliance Officer: We have a designated Compliance Officer responsible for overseeing our compliance program, addressing compliance issues, and ensuring adherence to our ethical standards. <p>6. Contractual Obligations We ensure that all contractual obligations with our clients and partners are met with full compliance with legal and regulatory standards. This includes:</p> <ul style="list-style-type: none"> • Contract Reviews: All contracts are reviewed by our legal team to ensure compliance with applicable laws and regulations. • Client Requirements: We work closely with our clients to understand and comply with any specific legal and regulatory requirements they may have.
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<p>42</p>	<p>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>	<p>FedTec is passionately committed to advancing sustainability efforts and will persist in reducing its environmental impact. By concentrating on our facilities, partners, and workforce, we believe we can achieve a minimal environmental footprint.</p> <p>1. Facilities</p> <ul style="list-style-type: none"> • Headquarters Location: FedTec’s corporate office at 1950 Opportunity Way, Reston, VA 20190, was chosen as our new headquarters after a thorough assessment of various locations. We specifically selected a building committed to reducing its carbon footprint. • Remote Work: FedTec enables and encourages employees to work remotely or on a hybrid schedule even when local to the office to reduce office space and commuting. • Sustainability Orientation: When employees join our company or start working at our corporate headquarters, they receive a thorough tour of the facility. This tour introduces our dedication to sustainability and environmental responsibility, highlighting different initiatives and amenities in our workspace. • Secure Document Disposal: We provide Shred-it bins for securely disposing of physical documents, ensuring confidentiality and responsible waste management. • Energy-Saving Measures: We follow several energy-saving measures such as automatic light switches in offices, contributing to reduced electricity consumption and environmental impact. • Water Stations: Filtered water stations are available throughout the premises, maintained regularly to offer high-quality hydration options and reduce single-use plastic bottle waste. • Energy-Efficient Equipment: Our office is equipped with energy-efficient equipment from environmentally conscious suppliers, demonstrating our commitment to reducing carbon footprint and resource consumption. • Paper-Free Environment: We promote a paper-free work environment, empowering employees with access to cutting-edge equipment and digital systems for streamlined, paperless processes. • Recycling Facilities: We have established recycling facilities within our corporate offices, encouraging staff members to actively participate in recycling efforts and minimize landfill waste. • Sustainable Materials: We use sustainable eco-friendly materials like cardboard, paper, or biodegradable plastics in our packaging and operations. <p>2. Vendors</p> <ul style="list-style-type: none"> • Cleaning Services: FedTec’s facilities are cared for by Red Coats, Inc., one of the largest family and woman-owned commercial cleaning companies in the United States. Red Coats is certified as a Global Care Green Seal GS-42 Certified Cleaning Program designed to comply with standards established by the U.S. Green Building Council (USGBC). They have helped numerous clients obtain LEED, Fitwel, and WELL certifications for their properties. <ul style="list-style-type: none"> o Certifying Agency: Global Care Green Seal GS-42, USGBC • Construction: FedTec’s corporate office was built by Clark Construction. Throughout the project, a LEED Gold rating drove heavy emphasis on green roofing, terraces, and material tracking. Additionally, the project team installed infrastructure for up to 300 future electric vehicle (EV) charging stations. <ul style="list-style-type: none"> o Certifying Agency: LEED Gold • Printing Solutions: FedTec utilizes remanufactured toner cartridges in printers from Konica Minolta, which has developed innovative technologies to recycle various kinds of plastic. <ul style="list-style-type: none"> o Certifying Agency: Various industry standards for recycled materials and eco-friendly practices <p>3. Employees</p> <ul style="list-style-type: none"> • Travel Restrictions: FedTec only permits long-distance travel for internal purposes when necessary. Employees are encouraged to conduct virtual meetings whenever possible. • Public Transportation: FedTec’s corporate headquarters are strategically based by Virginia’s Reston Town Center Metro station. Employees are encouraged to opt for public transportation whenever feasible, both for client and internal business travel. • Employee Orientation: FedTec’s new employees receive an overview of these initiatives during Orientation, ensuring everyone, regardless of location or work arrangement, can incorporate environmentally friendly practices into their routines, both in the office and while working remotely.
<p>43</p>	<p>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.</p>	<p>FedTec has received various eco-labels, ratings, and certifications for our equipment and products related to energy efficiency, conservation, and sustainability factors:</p> <ul style="list-style-type: none"> • Global Care Green Seal GS-42: Certification for our cleaning services through Red Coats, Inc., complying with USGBC standards. • LEED Gold: Certification for our corporate office building, emphasizing sustainable construction practices by Clark Construction. • Konica Minolta’s Recycling Initiatives: Certifications and recognition for the use of high percentages of Post-Consumer Recycled (PCR) content in their MFP products, contributing to a significant reduction in environmental impact.

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>FedTec LLC is proud to be recognized and certified as a Woman-Owned Business Enterprise (WBE) and Minority Business Enterprise (MBE). These certifications underscore our commitment to diversity and inclusion within our business operations and the communities we serve. Below are the details of our certifications.</p> <p>FedTec LLC Certifications</p> <ol style="list-style-type: none">1. Woman-Owned Business Enterprise (WBE)<ul style="list-style-type: none">o Certifying Agency: U.S. Small Business Administration (SBA), Commonwealth of Virginiao Description: FedTec LLC is certified as a Woman-Owned Business Enterprise, which recognizes businesses that are at least 51% owned, operated, and controlled by one or more women.o Documentation: Our WBE certification documentation will be uploaded in the document upload section of our response.2. Minority Business Enterprise (MBE)<ul style="list-style-type: none">o Certifying Agency: National Minority Supplier Development Council (NMSDC), Commonwealth of Virginiao Description: FedTec LLC is certified as a Minority Business Enterprise, acknowledging our status as a business that is at least 51% owned, operated, and controlled by minority group members.o Documentation: Our MBE certification documentation will be uploaded in the document upload section of our response.
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<p>45</p>	<p>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>	<p>FedTec LLC offers a range of unique attributes that set us apart in the industry and provide exceptional value to Sourcwell participating entities. Our commitment to innovation, customer-centric approach, and comprehensive service offerings ensure that we meet and exceed the needs of our clients. Here are the key attributes that make our proposed solutions unique:</p> <ol style="list-style-type: none"> 1. Innovative Technology Integration FedTec leverages cutting-edge technology to deliver advanced solutions that enhance efficiency and productivity. Our integration of artificial intelligence (AI), machine learning, and data analytics ensures that we provide state-of-the-art services tailored to the specific needs of Sourcwell participating entities. <ul style="list-style-type: none"> • AI-Driven Solutions: Utilizing AI for talent sourcing, predictive analytics, and process automation, we streamline operations and improve decision-making. • Advanced Data Analytics: Providing actionable insights through sophisticated data analysis tools, enabling entities to make informed strategic decisions. 2. Comprehensive Service Offerings Our wide range of services covers all aspects of IT and staffing solutions, ensuring that Sourcwell participating entities can rely on a single provider for their diverse needs. Our offerings include IT consulting, project management, staffing solutions, cybersecurity, and managed services. <ul style="list-style-type: none"> • End-to-End Solutions: From initial consultation and implementation to ongoing support and maintenance, we cover the entire service lifecycle. • Customizable Services: Tailored solutions designed to meet the unique requirements of each entity, ensuring maximum value and effectiveness. 3. Commitment to Sustainability FedTec is dedicated to sustainability and environmental responsibility. Our green initiatives and partnerships with eco-friendly vendors demonstrate our commitment to reducing our environmental footprint and promoting sustainable practices. <ul style="list-style-type: none"> • Sustainable Facilities: Our headquarters and other facilities are designed with sustainability in mind, incorporating energy-efficient technologies and eco-friendly practices. • Green Partnerships: Collaboration with vendors like Red Coats, Inc., and Clark Construction, who are recognized for their green certifications and sustainable operations. 4. Diversity and Inclusion As a certified Woman-Owned Business Enterprise (WBE) and Minority Business Enterprise (MBE), FedTec values diversity and inclusion. We bring a wide range of perspectives and expertise to our projects, enhancing our ability to innovate and deliver high-quality solutions. <ul style="list-style-type: none"> • WBE and MBE Certifications: Recognition of our commitment to diversity and inclusion, providing opportunities for underrepresented groups. • Inclusive Workforce: Promoting a diverse and inclusive work environment that fosters creativity and innovation. 5. Client-Centric Approach Our focus on understanding and addressing the unique needs of our clients sets us apart. We prioritize customer satisfaction and work closely with Sourcwell participating entities to ensure their specific requirements are met. <ul style="list-style-type: none"> • Personalized Service: Dedicated account managers and support teams providing tailored assistance and proactive communication. • High Client Satisfaction: Consistently high satisfaction ratings from our clients, reflecting our commitment to quality and service excellence. 6. Proven Track Record FedTec has a proven track record of successfully delivering projects for a wide range of clients, including government agencies, educational institutions, and non-profit organizations. Our experience and expertise ensure that we can handle complex and large-scale projects with confidence. <ul style="list-style-type: none"> • Successful Projects: Numerous successful implementations across various sectors, demonstrating our capability and reliability. • Industry Recognition: Awards and certifications acknowledging our excellence in service delivery and innovation. <p>Unique Solutions for Sourcwell Participating Entities</p> <ul style="list-style-type: none"> • Scalable and Flexible Solutions: Our services are designed to scale with the needs of Sourcwell entities, providing flexibility and adaptability to changing requirements. • Enhanced Security and Compliance: Robust cybersecurity measures and compliance with industry standards ensure that the sensitive data of Sourcwell entities is protected. • Seamless Integration: Our solutions are designed for easy integration with existing systems and processes, minimizing disruption and ensuring smooth implementation. • Cost-Effective Services: Competitive pricing and efficient service delivery ensure that Sourcwell entities receive high-quality solutions at an affordable cost.
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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 *
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<p>46</p>	<p>Describe any performance standards or guarantees that apply to your services.</p>	<p>FedTec LLC is committed to delivering high-quality services that meet and exceed the expectations of our clients. To ensure this, we have established a set of performance standards and guarantees that apply to our services. These standards and guarantees are designed to provide assurance to Sourcewell participating entities that they will receive reliable, efficient, and effective service.</p> <p>1. Service Level Agreements (SLAs) We establish comprehensive Service Level Agreements (SLAs) with our clients to define the expected level of service and performance metrics. Key components of our SLAs include:</p> <ul style="list-style-type: none"> • Response Time: We guarantee prompt response times for service requests and incidents. Our standard response time is within 30 minutes for critical issues and within 2 hours for non-critical issues. • Resolution Time: We commit to resolving most issues within 24 hours. For complex issues, we provide regular updates and a clear resolution timeline. • Uptime and Availability: We guarantee a minimum of 99.9% uptime for our IT services, ensuring that systems are available and operational when needed. <p>2. Quality Assurance We implement rigorous quality assurance processes to ensure that our services meet the highest standards. Our quality assurance measures include:</p> <ul style="list-style-type: none"> • Regular Audits: We conduct regular internal audits to assess the quality and effectiveness of our services. Any identified issues are promptly addressed. • Continuous Improvement: We have a continuous improvement program in place to enhance our service delivery based on client feedback and industry best practices. • Performance Reviews: Regular performance reviews are conducted to evaluate the performance of our staff and the quality of our services. This helps in identifying areas for improvement and implementing necessary changes. <p>3. Customer Satisfaction Guarantee Our commitment to customer satisfaction is reflected in our guarantees:</p> <ul style="list-style-type: none"> • Satisfaction Surveys: We conduct regular customer satisfaction surveys to gather feedback on our services. This feedback is used to make improvements and ensure high levels of client satisfaction. • Issue Escalation: We have a clear issue escalation process in place to ensure that any concerns or problems are addressed promptly and effectively. Clients can escalate issues to higher management if they are not satisfied with the initial response. <p>4. Security and Compliance We guarantee that our services comply with all relevant security and regulatory standards:</p> <ul style="list-style-type: none"> • Data Security: We implement robust data security measures to protect client information. This includes encryption, access controls, and regular security audits. • Regulatory Compliance: Our services comply with all applicable regulations, including GDPR, CCPA, HIPAA, and FISMA. We ensure that our practices are regularly reviewed and updated to maintain compliance. <p>5. Training and Support We provide comprehensive training and support to ensure that clients can effectively use our services:</p> <ul style="list-style-type: none"> • Onboarding Training: We offer onboarding training sessions to help clients understand and utilize our services effectively. • Ongoing Support: Our support team is available 24/7 to assist clients with any issues or questions they may have. We provide multiple channels for support, including phone, email, and live chat. <p>6. Performance Metrics and Reporting We provide detailed performance metrics and regular reporting to our clients:</p> <ul style="list-style-type: none"> • Monthly Reports: We deliver monthly performance reports that include key metrics such as uptime, response times, resolution times, and customer satisfaction scores. • Custom Reports: We can provide custom reports based on specific client requirements, offering detailed insights into various aspects of our service delivery. <p>Guarantees</p> <ul style="list-style-type: none"> • Service Reliability: We guarantee reliable and consistent service delivery, ensuring that our clients can depend on us for their critical operations. • Customer Satisfaction: We guarantee high levels of customer satisfaction, with a commitment to addressing any issues promptly and effectively. • Security and Compliance: We guarantee that our services adhere to the highest security standards and comply with all relevant regulations.
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<p>47</p>	<p>Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.).</p>	<p>FedTec LLC is dedicated to providing exceptional services that meet the highest standards of quality, reliability, and customer satisfaction. To ensure this, we have established comprehensive service standards and guarantees that apply to all our services. These standards and guarantees are underpinned by robust policies, clearly defined metrics, and key performance indicators (KPIs) to measure and maintain the quality of our service delivery.</p> <p>Service Standards</p> <ol style="list-style-type: none"> 1. Service Level Agreements (SLAs) <ul style="list-style-type: none"> o Response Time: We commit to a response time of within 30 minutes for critical issues and within 2 hours for non-critical issues. o Resolution Time: Most issues are resolved within 24 hours. For more complex issues, we provide regular updates and a clear resolution timeline. o Uptime and Availability: We guarantee a minimum of 99.9% uptime for our IT services, ensuring that systems are available and operational when needed. 2. Quality Assurance <ul style="list-style-type: none"> o Regular Audits: We conduct regular internal audits to assess and ensure the quality and effectiveness of our services. o Continuous Improvement: We have a continuous improvement program to enhance our service delivery based on client feedback and industry best practices. o Performance Reviews: Regular performance reviews are conducted to evaluate the performance of our staff and the quality of our services, identifying areas for improvement. 3. Customer Satisfaction <ul style="list-style-type: none"> o Satisfaction Surveys: We conduct regular customer satisfaction surveys to gather feedback and make necessary improvements to ensure high levels of client satisfaction. o Issue Escalation: We have a clear issue escalation process in place, allowing clients to escalate issues to higher management if they are not satisfied with the initial response. 4. Security and Compliance <ul style="list-style-type: none"> o Data Security: Robust data security measures are implemented to protect client information, including encryption, access controls, and regular security audits. o Regulatory Compliance: Our services comply with all applicable regulations, such as GDPR, CCPA, HIPAA, and FISMA, with practices regularly reviewed and updated to maintain compliance. 5. Training and Support <ul style="list-style-type: none"> o Onboarding Training: We offer comprehensive onboarding training sessions to help clients understand and utilize our services effectively. o Ongoing Support: Our support team is available 24/7 to assist clients with any issues or questions, providing multiple channels for support, including phone, email, and live chat. <p>Metrics and Key Performance Indicators (KPIs)</p> <p>To ensure that we meet our service standards, we track and measure various metrics and KPIs, including:</p> <ol style="list-style-type: none"> 1. Response Time: The time taken to respond to client inquiries or issues. Our target is to respond within 30 minutes for critical issues and 2 hours for non-critical issues. 2. Resolution Time: The time taken to resolve client issues. Our goal is to resolve most issues within 24 hours. 3. Uptime: The percentage of time our services are operational and available. We aim for a minimum of 99.9% uptime. 4. Customer Satisfaction: Measured through regular surveys, our target is to achieve a customer satisfaction rating of 90% or higher. 5. Issue Escalation Rate: The percentage of issues that are escalated to higher management. Our goal is to maintain a low escalation rate by resolving most issues at the initial point of contact. 6. Compliance and Security Incidents: The number of compliance or security incidents. Our goal is to maintain zero incidents through stringent security measures and regular audits. <p>Guarantees</p> <ol style="list-style-type: none"> 1. Service Reliability: We guarantee reliable and consistent service delivery, ensuring that our clients can depend on us for their critical operations. 2. Customer Satisfaction: We guarantee high levels of customer satisfaction, with a commitment to addressing any issues promptly and effectively. 3. Security and Compliance: We guarantee that our services adhere to the highest security standards and comply with all relevant regulations.
<p>48</p>	<p>Describe your recruitment and vetting process.</p>	<p>At FedTec, our methodology for identifying and securing highly qualified candidates on behalf of our clients is characterized by a holistic and forward-thinking approach. We meticulously design and execute a recruitment process that not only streamlines efficiency but also delivers optimal results. Our commitment extends to tailoring our efforts to precisely match the distinctive needs and specifications of each individual client.</p>

1. Understanding the Client

After securing a contract, we prioritize clarity by defining team roles and responsibilities. The initial step in this process involves the Account Manager drafting a detailed client understanding report. This report outlines specific project needs and location parameters, ensuring a shared vision.

2. Proactive Approach

At FedTec, our proactive strategy is meticulously designed to curate a dynamic and extensive candidate reservoir for our clients. This multifaceted approach combines internal and external channels, ensuring a robust pipeline of potential candidates. Our proactive outreach involves personalized engagement with prospective individuals, introducing them to our client's unique requirements and fostering meaningful connections. Additionally, we harness the power of job fairs, targeted advertisements, and strategic referrals to enrich our consultant database. Each candidate undergoes scrupulous screening, ensuring that only the most qualified and compatible professionals are added to our pool.

3. Robust Methodology

Our robust methodology is set into motion upon receipt of sourcing requirements from clients, facilitated through channels such as email, phone communication, or any Vendor Management system. At this juncture, our dedicated Account Manager promptly drafts a requisition, meticulously capturing the essential project specifications. This requisition is then seamlessly integrated into our robust Applicant Tracking and Talent Management System (TMS), Ceipal. Simultaneously, our Recruitment Manager receives comprehensive project details, encompassing critical facets such as project needs, qualifications, relevant experience, mandatory and desirable skill sets. Armed with this understanding, the Recruitment Manager assigns the requirement to our specialized recruitment team, specifically tailored to serve the unique needs of the client. This strategic orchestration initiates the precise and targeted candidate sourcing process, ensuring that we identify and engage exceptional talent aligned with the project's demands.

4. Building the Network

In our strategy for "Building the Network," we rely on insights provided by our Account Manager to guide our recruitment efforts. With meticulous attention to detail, we scour both internal and external talent pools to assemble a specialized database customized to the unique requirements of our clients. Our approach involves proactive outreach to potential candidates and the cultivation of strong relationships within the industry. By fostering connections and leveraging our network, we ensure that we attract and retain top-tier talent capable of meeting our clients' evolving IT needs effectively.

5. Candidate Sourcing Methods

We utilize various advanced tools and methods to source candidates, including:

- Applicant Management System Ceipal: Leverages advanced AI assistance and integrates with over 25 job boards and social media platforms to identify passive talent, utilizing sophisticated algorithms to analyze extensive datasets and target individuals who may not be actively seeking employment but possess the desired skills and experience.
- Current Staff: Utilizing our vast pool of over 5500 skilled professionals, we regularly assess project end dates to identify potential candidates for the client, reducing time-to-fill.
- Incumbent Staff: When required, we prioritize retaining incumbent staff, ensuring uninterrupted service to the client.
- Internal Resume Database: Our proprietary database of 5.1M+ qualified staff is categorized for specific staffing needs, allowing for tailored, on-demand recruitment.
- Employee Referrals: Our employee referral program motivates referrals, tapping into our employees' networks for qualified talent.
- Local Employment Posting: We post on local employment-related websites to reach candidates seeking opportunities in the community.
- Academic Institutions: By partnering with local colleges, universities, and trade schools, we tap into a pool of skilled individuals.
- Local Job Fairs: We actively participate in job fairs, host recruiting open houses, and collaborate with local job-assistance agencies to broaden our sourcing avenues.
- Social Networking Sites: Our recruitment strategy extensively employs social networking platforms such as LinkedIn, Facebook, and Twitter to engage with a wide array of potential candidates and generate referrals.

6. Candidate Testing Process

Our comprehensive and meticulous candidate testing process ensures we select the most qualified consultants for work assignments. Here is an overview of our candidate screening process:

- Initial Resume Review: We leverage Ceipal and Jobscan to assess candidates' qualifications, experience, and educational background. We validate academic

		<p>credentials, scrutinize work history for relevance, verify essential skills, analyze any employment gaps, and ensure alignment with the client's position.</p> <ul style="list-style-type: none"> • Pre-Screening: Utilizing tools like Hirevue and TestGorilla, our pre-screening interviews assess candidates' communication skills, professionalism, and understanding of the role, enabling us to evaluate their interpersonal capabilities and suitability for the position. • Technical Assessment: We use HackerRank & Code Interview to design relevant tests that evaluate candidates' technical skills, problem-solving abilities, and efficiency. • In-Depth Technical Interview: Conducted by senior technical subject matter experts using HackerRank & iMocha, this interview delves into the candidate's knowledge and problem-solving abilities. • Behavioral Interview: Using Criteria or Pymetrics, we evaluate a candidate's soft skills, teamwork, and adaptability to determine their fit within the client's project team and organizational culture. • Experience Verification: We conduct reference checks using Ceipal's VerifiedFirst or manually to ensure the accuracy of candidates' work history and achievements. • Presentation of Shortlisted Candidates: After experience verification, we present the client with a list of shortlisted candidates who have successfully passed all assessments and interviews. • Client Interview and Selection: The client conducts interviews with shortlisted candidates to evaluate their compatibility with the project and team. • Background Check: Post-offer, we offer comprehensive background checks, including criminal history, education and certification verification, employment history validation, and thorough reference interviews.
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Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
49	Describe your payment terms and accepted payment methods.	Our Payment Term is Net 30 Days and Accepted payment methods are ACH & Cheques.	*
50	Describe any leasing or financing options available for use by educational or governmental entities.	None	*
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>Prior to initiation of any project, a mutually agreed upon Statement of Work (SOW), including this contract's terms and conditions, SLAs, etc. will need to be signed. We have included several Sample SOWs with our submission.</p> <p>These files include:</p> <ul style="list-style-type: none"> • Attachment_FedTec Sample SOW • Attachment_FedTec Canada Sample SOW 	*
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?	No, currently we do not accept P-card procurement payment process. But if required, we will enroll ourselves to P-Card procurement and payment process and there will be no additional cost to Sourcwell participating entities for using P-card procurement and payment.	*

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 Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *	
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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 to the client. We have a strong and proven track record to deliver the best possible staffing resources to different federal, state and county agencies since 2001.</p> <p>Following is FedTec's pricing structure to determine the total cost: Candidate Rate + Markup = Total Cost Fringe + G&A Overhead + Profit = Markup %.</p> <p>The profit of these candidates provided will be lower than other candidates as these candidates will have significantly lower recruiting and on-boarding costs.</p> <p>Fringe Benefits, G&A and Overhead: Employer contributed Social Security, Medicare, SUTA, FUTA, Health Insurance and paid time off including Authority holidays and vacation, Accounting and payroll cost of HR, Project Manager, immigration sponsorship (if required), and employee engagement, any other benefits.</p> <p>FedTec's Rate Card is attached separately. These rates are inclusive of the 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.	<p>The pricing proposal in this response includes a structured discount model based on the volume of business conducted. This tiered discount system is designed to offer Sourcewell participating entities significant savings as their expenditure with FedTec LLC increases. The discounts are applied as follows:</p> <ul style="list-style-type: none"> • For annual expenditures between \$1 million and \$3 million: A discount of 1% from the Manufacturer's Suggested Retail Price (MSRP) or list price is applied. • For annual expenditures between \$3 million and \$5 million: A discount of 2% from the Manufacturer's Suggested Retail Price (MSRP) or list price is applied. <p>This discount structure ensures that Sourcewell participating entities receive competitive pricing and enhanced value for their investment in our staffing and related services. By offering these tiered discounts, FedTec LLC demonstrates our commitment to providing cost-effective solutions that meet the financial and operational needs of our clients.</p>	*
55	Describe any quantity or volume discounts or rebate programs that you offer.	<p>FedTec LLC offers a range of quantity or volume discounts and rebate programs designed to provide additional value to Sourcewell participating entities. These programs are structured to reward higher volume purchases and timely payments, ensuring cost savings and enhanced financial efficiency for our clients.</p> <ul style="list-style-type: none"> • 1-3 Million USD Annually: A discount of 1% off the MSRP or list price for annual expenditures between \$1 million and \$3 million. • 3-5 Million USD Annually: A discount of 2% off the MSRP or list price for annual expenditures between \$3 million and \$5 million. • A rebate of 0.5% off the total invoice amount is offered to clients who settle their invoices within 15 days of the invoice date. This rebate program encourages prompt payment and provides immediate cost savings to our clients. 	*
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.	<p>FedTec is open to negotiated with model of purchase as we accept both "percentage over cost" and "supply a quote for each request."</p>	*
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.	<p>As our response pertains to staffing services, there are no additional charges associated with the total cost of acquisition outside of the specified service rates.</p>	*
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.	<p>Since FedTec LLC is providing staffing and related services rather than physical products, there are no freight, delivery, or shipping costs associated with our proposal.</p>	*

59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Given the nature of our services, which involve the provision of personnel rather than physical goods, the following details are pertinent: <ul style="list-style-type: none"> Alaska, Hawaii, Canada, Offshore Delivery: Not applicable as our services do not involve the shipment or delivery of physical items. 	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	FedTec offers the following distribution and/or delivery methods or options: <ul style="list-style-type: none"> Off-shore services Near office services On-site services Remote services 	*

Table 12: Pricing Offered

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

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	

<p>62</p>	<p>Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell 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 Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.</p>	<p>FedTec LLC is committed to maintaining the highest standards of compliance with our proposed contract with Sourcewell. To ensure that Sourcewell participating entities obtain the proper pricing, and that we accurately report all sales and remit the proper administrative fees to Sourcewell, we have developed a comprehensive self-audit process. This process includes regular internal audits, automated tracking systems, and detailed reporting mechanisms.</p> <p>Self-Audit Process and Program</p> <ol style="list-style-type: none"> 1. Regular Internal Audits <ul style="list-style-type: none"> • Quarterly Audits: We conduct thorough internal audits on a quarterly basis to verify compliance with contract terms. These audits review all transactions, pricing applied, and ensure that all sales are reported accurately. • Audit Team: A dedicated compliance audit team is responsible for conducting these audits. The team includes representatives from finance, sales, and operations to ensure a comprehensive review. 2. Pricing Verification <ul style="list-style-type: none"> • Automated Pricing System: We use an automated pricing system that integrates with our billing and invoicing software. This system ensures that Sourcewell participating entities receive the correct discounted pricing as specified in the contract. • Spot Checks: Random spot checks are performed on invoices to ensure that the correct discounts and pricing structures are applied consistently. 3. Sales Reporting <ul style="list-style-type: none"> • Centralized Sales Tracking: All sales transactions are tracked through a centralized Customer Relationship Management (CRM) system. This system is configured to categorize and report sales under the Sourcewell contract separately. • Quarterly Sales Reports: We generate detailed quarterly sales reports from our CRM system. These reports include information on all sales transactions, customer details, products/services provided, and the pricing applied. • Review and Submission: The compliance audit team reviews the quarterly sales reports for accuracy before submission. Once verified, these reports are submitted to Sourcewell as per the contractual requirements. 4. Administrative Fee Remittance <ul style="list-style-type: none"> • Fee Calculation: Our financial system is programmed to automatically calculate the administrative fee owed to Sourcewell based on the total sales reported each quarter. • Remittance Schedule: The calculated administrative fee is reviewed by the finance team and scheduled for remittance to Sourcewell within the stipulated time frame. • Audit Trail: Detailed records of all administrative fee calculations and remittances are maintained for audit purposes. 5. Compliance Monitoring and Continuous Improvement <ul style="list-style-type: none"> • Performance Metrics: We track key performance metrics related to compliance, such as the accuracy of sales reporting and timeliness of fee remittances. • Feedback Loop: Any discrepancies or issues identified during the self-audit process are documented, and corrective actions are implemented. Feedback from Sourcewell and participating entities is also incorporated into our continuous improvement process. • Training Programs: Regular training programs are conducted for our sales and finance teams to ensure they are well-versed in the contract terms and compliance requirements.
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63	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>If FedTec LLC is awarded a contract under the Sourcewell RFP 061324 - Staffing with Related Services and Solutions, we will track a variety of internal metrics to measure our success and ensure we are meeting the expectations of Sourcewell and its participating entities. These metrics will provide valuable insights into our performance and help us continuously improve our services. Below are a few examples of the key internal metrics we will track:</p> <ul style="list-style-type: none"> • Customer Satisfaction Scores (CSAT): Regularly surveying clients to gauge their satisfaction with our services. Scores will be collected through post-service surveys and periodic reviews. • Net Promoter Score (NPS): Measuring the likelihood that clients would recommend our services to others. This metric provides an indication of overall client loyalty and satisfaction. • Time-to-Fill: Tracking the average time taken to fill open positions from the receipt of a job requisition to the candidate's start date. This metric helps assess our efficiency in sourcing and placing candidates. • Placement Success Rate: Monitoring the percentage of placements that successfully complete their contract terms. This metric indicates the quality and suitability of our candidate matches. • Response Time: Measuring the time taken to respond to client inquiries and service requests. Faster response times indicate better client service and operational efficiency. • Resolution Time: Tracking the time taken to resolve issues or complete tasks. This includes the time from when an issue is reported to when it is resolved. • Compliance Rate: Ensuring all staffing placements comply with relevant regulations and client requirements. This metric tracks the percentage of placements that meet compliance standards. • Quality of Hire: Assessing the performance and fit of new hires through client feedback and performance evaluations during the initial months of employment. • Employee Retention Rate: Monitoring the retention rates of placed candidates. High retention rates indicate successful placements and job satisfaction among employees. • Employee Engagement Scores: Conducting regular surveys to measure the engagement and satisfaction of our staff. Engaged employees are more likely to deliver high-quality service. 	*
64	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.)	We will pay an administrative fee of 2% to sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that we will be awarded a Contract. Also, FedTec would like Sourcewell to commit its collaboration in marketing for the capabilities and services provided by FedTec.	*

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>FedTec LLC is pleased to offer a comprehensive suite of staffing-related services and solutions tailored to meet the needs of Sourcewell participating entities. Our offerings are designed to provide flexible, efficient, and high-quality staffing solutions that enhance operational efficiency and support the strategic goals of our clients. Below is a detailed description of the services and solutions we provide:</p> <p>1. Staffing Solutions</p> <p>Temporary Staffing</p> <ul style="list-style-type: none"> • IT Professionals: We provide skilled IT professionals for short-term projects or to address temporary staffing needs. Our pool includes software developers, network administrators, cybersecurity experts, and more. • Administrative and Clerical Staff: We supply qualified administrative and clerical personnel to support office operations and enhance productivity. This includes roles such as administrative assistants, receptionists, data entry clerks, and office managers. • Healthcare Staff: Provision of healthcare professionals including nurses, medical assistants, and support staff to meet temporary needs in healthcare facilities. <p>Permanent Staffing</p> <ul style="list-style-type: none"> • Executive Search: Recruitment of top-tier executive talent to fill critical

leadership roles within the organization. We focus on finding individuals who align with the strategic vision and culture of the client.

- Specialized Talent Acquisition: Sourcing and placement of specialized professionals with expertise in niche areas, ensuring the right fit for specific roles such as engineers, finance professionals, and legal experts.

Contract-to-Hire

- Evaluation Period: Offering a contract-to-hire model that allows clients to evaluate the performance and fit of a candidate before making a permanent hiring decision. This reduces hiring risks and ensures the best match for long-term success.

2. Recruitment and Vetting Process

Understanding the Client

- Client Understanding Report: After securing a contract, our Account Manager drafts a detailed client understanding report outlining specific project needs and location parameters to ensure a shared vision.

Proactive Candidate Sourcing

- Dynamic Candidate Reservoir: We employ a proactive strategy to curate a robust candidate pool through internal and external channels, including personalized engagement, job fairs, targeted advertisements, and strategic referrals.
- Scrupulous Screening: Each candidate undergoes thorough screening to ensure they meet the qualifications and compatibility requirements of the client.

Advanced Technology Utilization

- Applicant Tracking System (ATS): Utilizing Ceipal for efficient requisition integration and candidate management. The ATS leverages AI to identify passive talent and manage the recruitment process seamlessly.
- Sourcing Methods: Employing various methods including:
 - o Internal Talent Pool: Regular assessment of our 5500+ skilled professionals.
 - o Incumbent Staff: Retaining incumbent staff to ensure service continuity.
 - o Employee Referrals: Motivating referrals through an employee referral program.
 - o Local Job Postings and Job Fairs: Engaging with local talent through job postings and participation in job fairs.
 - o Social Networking: Utilizing platforms like LinkedIn, Facebook, and Twitter to source and engage with potential candidates.

Candidate Testing and Verification

- Initial Resume Review: We leverage Ceipal and Jobscan to assess candidates' qualifications, experience, and educational background. We validate academic credentials, scrutinize work history for relevance, verify essential skills, analyze any employment gaps, and ensure alignment with the client's position.

- Pre-Screening Interviews: Utilizing tools like Hirevue and TestGorilla, our pre-screening interviews assess candidates' communication skills, professionalism, and understanding of the role, enabling us to evaluate their interpersonal capabilities and suitability for the position.

- Technical Assessment: We use HackerRank & Code Interview to design relevant tests that evaluate candidates' technical skills, problem-solving abilities, and efficiency.

- In-Depth Technical Interview: Conducted by senior technical subject matter experts using HackerRank & iMocha, this interview delves into the candidate's knowledge and problem-solving abilities.

- Behavioral Interview: Using Criteria or Pymetrics, we evaluate a candidate's soft skills, teamwork, and adaptability to determine their fit within the client's project team and organizational culture.

- Experience Verification: We conduct reference checks using Ceipal's VerifiedFirst or manually to ensure the accuracy of candidates' work history and achievements.

- Presentation of Shortlisted Candidates: After experience verification, we present the client with a list of shortlisted candidates who have successfully passed all assessments.

- Client Interviews: Facilitating client interviews with shortlisted candidates to ensure compatibility.

- Background Checks: Post-offer, we offer comprehensive background checks, including criminal history, education and certification verification, employment history validation, and thorough reference interviews.

3. Managed Staffing Services

On-Site Management

- Dedicated On-Site Managers: Providing on-site managers to oversee staffing operations, ensuring smooth integration and optimal performance of temporary staff.

Performance Monitoring

- Regular Performance Reviews: Conducting regular performance evaluations to ensure staff meet the expectations and requirements of the client.

Training and Development

- Continuous Training Programs: Offering training programs to enhance the skills of temporary staff, ensuring they are up to date with the latest industry standards and practices.

Compliance and Risk Management

- Regulatory Compliance: Ensuring all staffing practices comply with relevant regulations and standards.

- Risk Management Strategies: Implementing strategies to mitigate risks

		<p>associated with staffing, including thorough background checks and compliance audits.</p> <p>4. Professional Services</p> <p>Consulting Services</p> <ul style="list-style-type: none"> • Workforce Planning: Assisting clients in developing strategic workforce plans that align with their business goals. • Process Optimization: Analyzing and improving staffing processes to enhance efficiency and reduce operational costs. <p>Project Management</p> <ul style="list-style-type: none"> • End-to-End Project Management: Providing comprehensive project management services from planning to execution, ensuring successful project delivery. <p>Training and Development</p> <ul style="list-style-type: none"> • Technical and Leadership Training: Offering training programs to enhance technical skills and develop leadership capabilities among staff.
66	<p>Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.</p>	<p>Within the scope of the RFP 061324 - Staffing with Related Services and Solutions, FedTec LLC offers a comprehensive range of products and services that can be categorized into the following subcategories. These subcategories provide a clear understanding of the breadth and depth of our offerings, ensuring that Sourcwell participating entities can identify and utilize the specific solutions that best meet their needs.</p> <ol style="list-style-type: none"> 1. IT Staffing Solutions <ul style="list-style-type: none"> • Temporary IT Staffing • Permanent IT Staffing • Contract-to-Hire IT Staffing • Executive IT Search 2. Administrative and Clerical Staffing <ul style="list-style-type: none"> • Temporary Administrative Staff • Permanent Administrative Staff • Contract-to-Hire Administrative Staff • Executive Administrative Search 3. Healthcare Staffing Solutions <ul style="list-style-type: none"> • Temporary Healthcare Staffing • Permanent Healthcare Staffing • Contract-to-Hire Healthcare Staffing • Executive Healthcare Search 4. Professional Services <ul style="list-style-type: none"> • IT Consulting Services • Project Management Services • Business Process Optimization • Workforce Planning and Development 5. Managed Staffing Services <ul style="list-style-type: none"> • On-Site Staffing Management • Performance Monitoring and Evaluation • Compliance and Risk Management 6. Training and Development <ul style="list-style-type: none"> • Technical Training Programs • Leadership Development Programs • Continuous Learning and Skill Enhancement 7. Recruitment and Vetting Processes <ul style="list-style-type: none"> • Candidate Sourcing and Screening • Technical and Behavioral Assessments • Background Checks and Experience Verification <p>By categorizing our solutions into these subcategories, FedTec LLC ensures that Sourcwell participating entities can easily navigate and select the services that align with their specific requirements and strategic objectives. Each subcategory represents a focused area of our expertise, allowing us to deliver specialized and high-quality staffing and professional services.</p>

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	Yes *
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	Yes *
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	Yes *
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 checked="" type="radio"/> Yes <input type="radio"/> No	Yes *
71	Managed service program and vendor managed solutions, such as procurement, coordination, technology, and management of staffing services provided by various vendors	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes *
72	Recruitment process outsourcing, such as sourcing, screening, and hiring candidates	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
73	Employer of Record (EOR) services	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
74	Other related services or solutions that support the staffing process	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes

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. Sourcwell may reject any response where any document(s) cannot be opened and viewed by Sourcwell.
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.xlsx - Thursday June 13, 2024 10:54:12
- [Financial Strength and Stability](#) - Financial Statements.zip - Thursday June 13, 2024 11:03:10
- [Marketing Plan/Samples](#) - Marketing Materials - FedTec.zip - Thursday June 13, 2024 11:16:08
- [WMBE/MBE/SBE or Related Certificates](#) - SWaM_Certificate_FedTec.pdf - Thursday June 13, 2024 11:09:19
- Warranty Information (optional)
- Requested Exceptions (optional)
- [Standard Transaction Document Samples](#) - FedTec Transaction Documents.zip - Thursday June 13, 2024 11:19:50
- [Upload Additional Document](#) - FedTec Social Program, Sustainability, Diversity, Community Services.pdf - Thursday June 13, 2024 11:23:55

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. - Anand Marthi, Senior Director, FedTec LLC

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
Addendum_12_Staffing_Related_Services_Solutions_RFP_061324 Thu June 6 2024 02:31 PM	<input checked="" type="checkbox"/>	11
Addendum_11_Staffing_Related_Services_Solutions_RFP_061324 Tue June 4 2024 07:49 PM	<input checked="" type="checkbox"/>	2
Addendum_10_Staffing_Related_Services_Solutions_RFP_061324 Thu May 30 2024 02:00 PM	<input checked="" type="checkbox"/>	1
Addendum_9_Staffing_Related_Services_Solutions_RFP_061324 Wed May 29 2024 04:12 PM	<input checked="" type="checkbox"/>	1
Addendum_8_Staffing_Related_Services_Solutions_RFP_061324 Fri May 24 2024 02:56 PM	<input checked="" type="checkbox"/>	4
Addendum_7_Staffing_Related_Services_Solutions_RFP_061324 Mon May 20 2024 06:26 PM	<input checked="" type="checkbox"/>	10
Addendum_6_Staffing_Related_Services_Solutions_RFP_061324 Fri May 10 2024 03:25 PM	<input checked="" type="checkbox"/>	1
Addendum_5_Staffing_Related_Services_Solutions_RFP_061324 Wed May 8 2024 04:17 PM	<input checked="" type="checkbox"/>	5
Addendum_4_Staffing_Related_Services_Solutions_RFP_061324 Tue May 7 2024 02:33 PM	<input checked="" type="checkbox"/>	2
Addendum_3_Staffing_Related_Services_Solutions_RFP_061324 Thu May 2 2024 04:45 PM	<input checked="" type="checkbox"/>	4
Addendum_2_Staffing_Related_Services_Solutions_RFP_061324 Tue April 30 2024 04:26 PM	<input checked="" type="checkbox"/>	2
Addendum_1_Staffing_Related_Services_Solutions_RFP_061324 Mon April 29 2024 03:31 PM	<input checked="" type="checkbox"/>	3