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MASTER AGREEMENT #010826
CATEGORY: IT Managed Workforce and IT Staff Augmentation Solutions
SUPPLIER: LanceSoft, Inc.

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, Staples, MN 56479 (Sourcewell) and LanceSoft, Inc., 2121 Cooperative Way, Suite 130, Herndon, VA 20171 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

Article 1:
General Terms

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.

2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.

3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.

4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

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5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on October 20, 2030, unless it is cancelled or extended as defined in this Agreement.

   a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.

   b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.

6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.

7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (Solicitation #010826) to Participating Entities. In-scope solutions include:

   a) IT Managed Workforce Solutions, such as:
      i) Coordination and oversight of multiple staffing suppliers to meet IT talent needs.
      ii) Management of supplier performance, compliance, and contractual obligations.
      iii) Administration of workforce processes and support of strategic IT workforce planning and alignment.
      iv) Providing tools, resources, and processes to manage statement of work (SOW) engagements with IT staffing suppliers.
   b) IT Staff Augmentation Services, such as:
      i) Providing temporary, project-based, long-term staff augmentation, or direct-hire IT professionals across a full range of IT roles.

   Suppliers may include complementary offerings of related services, software, and technology solutions to the extent that these solutions are directly related to the solutions proposed in 7)a) and 7)b) above.

8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.

9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.

10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.

11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.

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12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

13) **Supplier Representations:**

i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.

ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.

iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.

14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the term of this Agreement.

15) **Debarment and Suspension.** 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 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 Agreement. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time during the term of this Agreement.

16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement 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 Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.

i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements 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

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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.

ii) **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 comply with all applicable Davis-Bacon Act provisions.

iii) **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, 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 Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **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

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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 Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **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 Agreement it will comply with applicable requirements as referenced above.

vi) **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.

vii) **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).

viii) **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.

ix) **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.

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x) **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.

xi) **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 Agreement 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.

xii) **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.

xiii) **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.

xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement 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 Agreement or any purchase by an authorized user.

xv) **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 Agreement or any purchase by a Participating Entity.

xvi) **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.

xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement 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.

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xviii) **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.

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

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

Article 2:
Sourcewell and Supplier Obligations

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

1) **Authorized Sellers**. Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.

2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
   - Identify the applicable Sourcewell Agreement number;
   - Clearly specify the requested change;
   - Provide sufficient detail to justify the requested change;
   - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
   - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions 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 Agreement and will be incorporated by reference.

3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
   - Maintenance and management of this Agreement;
   - Timely response to all Sourcewell and Participating Entity inquiries; and
   - Participation in reviews with Sourcewell.

   Sourcewell's Authorized Representative is its Chief Procurement Officer.

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4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.

6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions 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;
   - Sourcewell Participating Entity Account Number;
   - Transaction Description;
   - Transaction Purchased Price;
   - Sourcewell Administrative Fee Applied; and
   - Date Transaction was invoiced/sale was recognized as revenue by Supplier.

   If collected by Supplier, the Report may include the following fields as available:
   - Participating Entity Contact Name;
   - Participating Entity Contact Email Address;
   - Participating Entity Contact Telephone Number;

7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.

8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.

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9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.

11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.

12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.

13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.

14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement 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.

15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.

16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.

17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement by the Supplier

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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 design, condition, or performance of Included Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.

19) **Grant of License.**
   a) **During the term of this Agreement:**
      i) **Supplier Promotion.** 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, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.

      ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.

   b) **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, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.

   c) **Use; Quality Control.**
      i) 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.

      ii) 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. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.

   d) **Termination.** Upon the termination of this Agreement 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.

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20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.

21) **Severability.** If any provision of this Agreement 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 Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement 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:

    a) **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 Agreement.
        - $1,500,000 each occurrence Bodily Injury and Property Damage
        - $1,500,000 Personal and Advertising Injury
        - $2,000,000 aggregate for products liability-completed operations
        - $2,000,000 general aggregate

    b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.

    c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its 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

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paid under the insurance policies required by this Agreement 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 Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

Article 3:
Supplier Obligations to Participating Entities

The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.

2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.

3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.

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4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity's unique Sourcewell account number.

6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.

7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.

8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

Sourcewell	LanceSoft, Inc.
Signed by: Jeremy Schwartz C0FD2A139D06489...	Signed by: Prashant Arni 3E3939E6AAB1402...
By: _____	By: _____
Jeremy Schwartz	Prashant Arni
Title: Chief Procurement Officer	Title: Senior Vice President—Delivery & Operations
Date: 10/15/2026 | 7:04 PM CDT	Date: 10/15/2026 | 12:34 PM CDT

Docusign Envelope ID: A0385DBA-BB2E-8867-83E5-F9645D9E989B

RFP 010826 - IT Managed Workforce and Staff Augmentation Solutions

Vendor Details

Company Name:	LanceSoft Inc
Does your company conduct business under any other name? If yes, please state:	NA
Address:	13454 Sunrise Valley Drive, Suite 120 Herndon, Virginia 20171
Contact:	Prashant Arni
Email:	marketing@lancesoft.com
Phone:	703-674-4500
Fax:	703-674-4500
HST#:	

Submission Details

Created On:	Monday December 08, 2025 10:37:36
Submitted On:	Thursday January 08, 2026 11:08:48
Submitted By:	Prashant Arni
Email:	marketing@lancesoft.com
Transaction #:	cb4842e3-a4ed-4f54-b26c-018fc6e64fab
Submitter's IP Address:	147.243.23.149

Specifications

Responsiveness Criteria

To be considered responsive under this solicitation, a proposer **must meet** the responsiveness criteria for one (1) or both solution categories identified below:

1. IT Managed Workforce
2. IT Staff Augmentation

Proposers that wish to demonstrate compliance with the responsiveness criteria for both solution categories, must submit the required documentation for each applicable category. In such cases, the proposer must submit the required documentation **for each** applicable category. Proposal responses will be evaluated within a collective pool, rather than by individual categories.

Proposals that **do not** include the required documentation for at least one (1) of the responsiveness criteria will be deemed non-responsive and **will not** advance to evaluation.

Summary:

- If you are proposing for **IT Managed Workforce**, provide the documentation listed in Table RC1.
- If you are proposing for **IT Staff Augmentation**, provide the documentation listed in Table RC2.
- If you are proposing for **both IT Managed Workforce** and **IT Staff Augmentation**, you must provide the required documentation listed in both Table RC1 and Table RC2. Submit all documents together in your "Responsiveness" folder, labeled according to the instructions below.

Responsiveness – Pass/Fail:
If any of the requested information is not provided, the proposer is deemed non-responsive and **WILL NOT** advance to evaluation.

Line Item	Acknowledge	Yes / No *	
1	I have read and understand the responsiveness criteria requirements.	(•) Yes ( ) No	*

Table RC1: Responsiveness Criteria - IT Managed Workforce Solutions

Line Item	Category or Type	Offered *
2	Proposers must demonstrate experience managing at least one (1) large-scale state-wide, county-wide, or city-wide public-sector contract. For a city-wide contract, the city must be located within a metropolitan statistical area (MSA) with a population of at least 2.9 million, based on the 2024 U.S. Census Bureau data. Documentation Required (submit one (1) of the following): - PDF copy of a contract award or executed agreement showing contract scope and statewide coverage; - Publicly available procurement portal record confirming contract award and active status; or - Renewal notice, contract extension, or redacted invoice demonstrating the contract is active as of the RFP submission due date. Label the document (in PDF format) as follows: - MW– Statewide Contract Evidence *See submission instructions below.	○ Yes ◉ No

Table RC2: Responsiveness Criteria - IT Staff Augmentation Services

Line Item	Category or Type	Offered *
3	Proposers must demonstrate experience holding at least three (3) active public sector contracts directly as a prime contractor within the last 24 months of the RFP release, for solutions within the scope of this RFP. Documentation Required (submit one [1] of the following for each of the three [3] active public sector contracts): - Contract award letter or notice of award; - Executed agreement clearly naming the proposer as prime contractor; - Purchase order (PO) or equivalent document showing contract start date and scope of services (must include verifiable contract number); or, - Publicly available procurement portal record confirming contract award and active status. Label the documents (in PDF format) as follows: - SA1– Public Sector Contract Evidence - SA2– Public Sector Contract Evidence - SA3– Public Sector Contract Evidence *See submission instructions below.	◉ Yes ○ No

Responsiveness Criteria - Instructions for Submitting Documents

For IT Managed Workforce Solutions, label the document (in PDF format) as follows:

- MW – Statewide Contract Evidence

For IT Staff Augmentation Services, label the documents (in PDF format) as follows:

- SA1 – Public Sector Contract Evidence
- SA2 – Public Sector Contract Evidence
- SA3 – Public Sector Contract Evidence

1. **Add all applicable and appropriately labeled documentation (in PDF format) and place in a folder.**
2. **Label the folder "Responsiveness".**
3. **Zip the folder.**
4. **Upload the zipped folder with your response submission.**

Responsiveness – Pass/Fail:
If any of the requested information is not provided, the proposer is deemed non-responsive and **WILL NOT** advance to evaluation.

Line Item	Acknowledge	Yes / No *	
4	I have read, acknowledged, labeled, and uploaded the organization's responsiveness criteria.	(•) Yes ( ) No	*

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

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).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer's corporate organization affiliation.

Line Item	Question	Response *	
5	Provide the legal name of the Proposer authorized to submit this Proposal.	LanceSoft, Inc.	*
6	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Yes	*
7	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	Not Applicable	*
8	Provide your CAGE code or Unique Entity Identifier (SAM):	4AUM9	*

9	Provide your NAICS code applicable to Solutions proposed.	LanceSoft Inc. provides Staff Augmentation Solutions under the following applicable NAICS codes: • 561320 – Temporary Help Services (Primary NAICS) • 561311 – Employment Placement Agencies • 561110 – Office Administrative Services • 541511 – Custom Computer Programming Services • 541512 – Computer Systems Design Services • 541513 – Computer Facilities Management Services • 541519 – Other Computer Related Services • 541611 – Administrative Management and General Management Consulting Services • 541612 – Human Resources Consulting Services • 541214 – Payroll Services • 541990 – All Other Professional, Scientific, and Technical Services • 541618 – Other Management Consulting Services • 541690 – Other Scientific and Technical Consulting Services • 561312 – Executive Search Services • 561330 – Professional Employer Organizations (PEO) These NAICS codes collectively represent LanceSoft's capabilities in delivering end-to-end IT staff augmentation, and compliance-driven staffing services to Sourcewell members.	
10	Proposer Physical Address:	Headquarter: 2121 Cooperative Way, Suite 130 Herndon, VA 20171 Local Address: Bloomington, 10709 Irwin Ave S, Minnesota, 55437 Canada Headquarter: 70 East Beaver Creek Road, Suite 201, Richmond Hill, Ontario, L4B 3B2	*
11	Proposer website address (or addresses):	www.lancesoft.com	*
12	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):	Authorized Representative: Name: Prashant Arni Title: Senior Vice President – Delivery and Operations Email: marketing@lancesoft.com Phone: 703-674-4565/ 703-674-4500 Address: 2121 Cooperative Way, Suite 130, Herndon, VA 20171	*
13	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Primary Point of Contact: Name: Prashant Arni Title: Senior Vice President – Delivery and Operations Email: marketing@lancesoft.com Phone: 703-674-4565/ 703-674-4500 Address: 2121 Cooperative Way, Suite 130, Herndon, VA 20171	*
14	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Name: Roshan Kone Title: Director – Project Management Email: marketing@lancesoft.com Phone: 819-238-3109 Address: 70 East Beaver Creek Road, Suite 201, Richmond Hill, Ontario, L4B 3B2 Name: Khanh To Title: Recruitment Manager Email: kvt@lancesoft.com Phone: 770-361-8025 Address: 2121 Cooperative Way, Suite 130, Herndon, VA 20171	*

Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *	
15	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	BRIEF HISTORY Incorporated in the year 2000 as a privately-owned S Corp. Headquartered at 2121 Cooperative Way, Suite 130, Herndon, VA with 24 support Offices throughout America and 5 Support Offices throughout Canada, LanceSoft is a nationally certified Minority Business Enterprise (MBE) in US and in Canada that has established itself as a pioneer in providing highly scalable, cost-effective contingent workforce solutions to a diverse set of customers across various industries in the United States and Canada. LanceSoft has over 25 years of experience providing IT staffing solutions and services to clients across a wide range of industries. Headquartered in Virginia, LanceSoft is a global provider of IT solutions including contingent labor, with a presence of five (5) offices in India and one each in UK, Ireland, Belgium, Netherlands, Norway, Poland, Romania, Germany, France, Greece, Bangladesh, China, Vietnam, Thailand, Indonesia, China, Malaysia, Turkey, Australia, Costa Rica, Czech Republic, Malaysia, Nepal, Philippines, Saudi Arabia, Singapore, Sri Lanka, Turkey, United Arab Emirates etc. With recruiting strength of 1200+ and 4,600+ contractors across the globe and over $388 million of annual revenue, LanceSoft offers IT staffing services to various clients across diverse industries such as Information Technology, Education, Finance, Banking,	

Healthcare, Telecommunication, Engineering, Automotive, Utility, Education, Life Science, Healthcare, Pharma, Clinical, Human Services, Legal, Aerospace, Energy, Oil & Gas, Creative, Cybersecurity, Semi-Conductor and many more.

CORE VALUES: LanceSoft's business principles are set around, and are supportive of, our core values: to know, to serve and to trust, simultaneous promotion of all interests and striving for perfection.

To Know: We are experts. We know our clients, their companies, our candidates, and our business. In our business, it is often the details that count.
To Serve: We succeed through a spirit of excellent service, exceeding the core requirements of our industry.
To Trust: We are respectful. We value our relationships and treat people well.
Striving for perfection: We always seek to improve and innovate. We are here to delight our clients and candidates in everything we do. This gives us the edge.
BUSINESS PHILOSPHY: Our Philosophy is to create value through human intelligence, we focus on key areas — empowering people through innovation, making technology feel more personal and delivering a more human experience.
OUR MISSION:
“To Combine Human Touch, Community Curation & Technology to Recruit - Top Talent”. We focus on balancing cost, time, and quality - leveraging our experience, nurturing creativity, driven by ethics in a challenging and highly competitive area of talent acquisition to bring quality talent to our clients.

With proven processes, methodologies and best practices, our core objective is not only to succeed but to exceed our customer expectations.
OUR VISION: To be “One Source Global Work force & Technology provider” adding value to its customers, employees, and partners.
OUR LOCATIONS:
USA Footprint:
Headquartered in Herndon, VA, we have a network of twenty-four (24) branch offices across the US in Bloomington (MN), New York (NY), Sugar Land (TX), Irving (TX), San Diego (CA), Fremont (CA), Richmond (VA), Atlanta (GA), Chicago (IL), Clarkston (MI), Beaverton (OR), Salt Lake City (UT), Seattle (WA), Birmingham (AL), Denver (CO), Orlando (FL), Charlotte (NC), Columbia (SC), Cincinnati (OH), Indianapolis (IN), Lexington (KY), Philadelphia (PA) and Boston (MA). LanceSoft currently services across 50 states of the USA. In addition to this, LanceSoft can also quickly set up an additional office at any preferred location to be able to manage their large volume of requirements for that location.
Minnesota Local Office:
LanceSoft Inc
10709 Irwin Ave S, Bloomington
Minnesota, 55437

Canada Footprint: Headquartered in Richmond Hill, Ontario, we have a network of five (5) branch offices across Canada in Saskatoon (Saskatchewan), Montreal (Quebec), Vancouver (British-Columbia). LanceSoft currently services across 10 Provinces and 3 territories of Canada. In addition to this, LanceSoft can also quickly set up an additional office at any preferred location to be able to manage their large volume of requirements for that location.

In addition to this, LanceSoft can also quickly set up an additional office at any preferred location to be able to manage their large volume of requirements for that location.

OUR COMPANY SIZE:
We have a total recruiting strength of about 1200+ recruiters, 100+ Software professionals and 4600+ Contractors across US and Canada.

OUR DIVERSITY STATUS:
LanceSoft holds the Minority Business Enterprise (MBE) certification issued by NMSDC, NYC Small Business Services and Minority-Women Business Enterprise certification issued by Virginia Dept. of Small Business & Supplier Diversity (SWAM). LanceSoft is a certified corporate plus member by NMSDC, MBE and WBE certified by NCTRCA, MBE certified by Canadian Aboriginal and Minority Supplier Council (CAMSC). We have also invested in building our very own consciously bias diverse hiring platform called TADAH! (Together Achieve Diversity & Harmony) to promote, place & educate DEI candidates and corporations.
FINANCIAL VIABILITY: LanceSoft is a financially stable and rapidly growing company across the globe. LanceSoft currently has a credit line of $60 Million and has the required financial capacity to provide the services. We assure the Sourcewell that we have the necessary financial capacity and working capital to fulfil the contract without assistance from any outside source.
OUR AFFILIATIONS, ACCREDITATIONS AND AWARDS:
LanceSoft is an ISO 9001:2015 certified company fulfilling the requirements for a quality management system (QMS). LanceSoft has been assessed and found to confirm the requirements of ISO 14001:2015 & ISO/IEC 27001:2013.

Our extensive staffing experience and top performance across several staffing programs is a great testament of our credibility. LanceSoft is currently an active “Preferred-Supplier” for over 200 mid to large staffing programs across the globe. Our list of Awards and Accolades that LanceSoft received recently from our clients include:

Randstad Sourceright 2025 Preferred Supplier Randstad Sourceright 2025 Preferred supplier North America
Magnit 2024 Global Supplier Excellence Award Pinnacle Premier Supplier for 2024 & 2025
2024, 2023, 2022, 2021, 2020, 2019 - Clearly Rated (Inavero’s) Best of Staffing- Client Satisfaction & Talent Satisfaction (Diamond Award-Continuous 5 years) 2020,2019,2018 Workforce Logiq Proven Performer
2024, 2022- Randstad Preferred Supplier 2020,2019,2018,2017 SIA Fastest growing staffing firms
2023- Kelly PSN Partner 2020 Fast 100 Asian American Business Award
2023-SIA Largest US Healthcare Staffing companies 2018,2017-Premier Partner by Tapfin
2023-SIA Largest US Legal Staffing companies Proven Performer by ZeroChaos -2017
2023-SIA’s Global Power 150 Women in Staffing Supplier Excellence award by Kelly OCG-2017
2023- Magnit Global Supply Excellent Award “Service Excellence Award” from Johnson & Johnson (J&J).
2023, 2022, 2020 SIA Largest US Staffing companies Deloitte Fast 50 Finalist
eTalent Expedia-Premier Partner Achievement-Jet Stream & First Class-2022
E&Y Entrepreneur of the year Finalist
SIA Largest Travel Nurse Staffing firms in the US for the year 2022
Featured in Silicon Valley magazine for our talent management solution

Better Business Bureau (BBB) Accreditation: LanceSoft has been accredited by the Better Business Bureau (BBB) Rating (A+)
Over the years we have serviced several IT staffing contracts such as:
Our State Clients: Office of General Services-New York, State of Arkansas, State of Arizona, State of Colorado, State of Connecticut, State of Florida, State of Georgia, State of Iowa, State of Massachusetts, State of Maine, State of Michigan, State of Minnesota, State of New Jersey, State of North Carolina, State of New York, State of Ohio, State of Oregon, State of Pennsylvania, State of South Carolina, State of Utah, State of Virginia, State of Washington, State of Delaware, State of Maryland, State of New Jersey, etc.

Our County clients: Jackson County, Garfield County Board of County Commissioners, El Paso County, Baltimore County Public Schools, Ramsey County, County of Hennepin, Gwinnett County, Harris County, Riverside County, Shelby County Schools etc.

Our Public clients: City of Clermont, City of Phoenix, City of Anaheim, City of Tacoma, City of Redmond, City of Virginia Beach, City of saskatoon, City of Wentzville, The City of Colorado Springs, City of Dearborn, City of Clermont etc.

Cooperative clients: Cooperative Purchasing Programs (e.g., regional/state consortia), Allied States Cooperative, BuyBoard Purchasing Cooperative, Educational and Institutional Cooperative Services, Inc, Goodbuy Purchasing Cooperative, Pedernales Electric Cooperative, Inc., Purchasing Cooperative of America (PCA) etc.

Our Commercial Clients include: Capgemini AmericaInc, Tech Mahindra Americas Inc, CDK Global, Cognizant Technology Solutions Corporation, Conduent, EMD Millipore Corporation, Infosys America, Unisys Corporation, Zoox Labs Inc, KPIT Infosystems Inc, Object Technology Solutions Inc, Sun Technologies Inc, Celerity IT LLC, INTEL, Coolsoft LLC, CGI Technologies and Solutions Inc, Computer Enterprises Inc, Michigan Software Labs, Ericsson, Honeywell International Inc, L & T Technology Services, DC Technologies Inc, CSC, AT&T and many more.

Canada Clients: Govt. of Manitoba, SaskTel, City of saskatoon, Public Services and Procurement Canada, Farm Credit Canada, Workers Compensation Board of Manitoba, Ottawa Hospital, CBC Canada, NL Provincial Health Shared Services Supply Chain, Saskatchewan Health Authority etc.

Alberta Clients: Alberta Public Sector, Province of Alberta, Strathcona County, City of Calgary, University of Calgary, City of Red Deer, Northern Gateway Public Schools, Alberta Health Services etc.

16	What are your company's expectations in the event of an award?	In the event of an award, LanceSoft expects to act as an active and responsible cooperative partner to Sourcewell and its Participating Entities. LanceSoft will dedicate appropriate management, sales, and delivery resources to support the successful implementation and ongoing use of the master agreement. LanceSoft expects to collaborate closely with Sourcewell to promote awareness and adoption of the awarded contract and to comply with all contract terms, policies, and applicable regulatory requirements. We anticipate maintaining clear communication channels, providing timely responsiveness to Participating Entity needs, and supporting consistent service delivery across all engagements. LanceSoft further expects to ensure that all assigned personnel are properly qualified, informed of their roles and responsibilities, and supported to meet the requirements of Participating Entities. We also anticipate working cooperatively with Participating Entities to define scope, roles, and expectations for each engagement, with any material changes managed through mutual agreement.	*
17	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. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	LanceSoft is a financially stable and rapidly growing company across the USA. LanceSoft currently has a credit line of $60 Million and has the required financial capacity to provide the services. We assure Sourcewell that we have the necessary financial capacity and working capital to perform the contract without assistance from any outside source. Year Revenue (in US $) FY 2021 $243,177,276 FY 2022 $355,498,205 FY 2023 $346,727,940 FY 2024 $388,452,407 NOTE: Please find attached LanceSoft's Financial statements and other documents like Dun and Brad sheet in document section.	*
18	Tell us your US market share for your proposed Solutions. OR, provide the number of US Education and Government entities you have served over the past three (3) years, your retention rates, along with the total number of states where you have made sales.	US Market Share: 0.18%	*
19	Tell us your Canadian market share for your proposed Solutions. OR, provide the number of US Education and Government entities you have served over the past three (3) years, your retention rates, along with the total number of provinces where you have made sales.	Canadian Market Share: 0.02%	*
20	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	LanceSoft has not been involved in any current or completed bankruptcy proceedings within the past seven (7) years. LanceSoft will provide written notice to Sourcewell if it enters any bankruptcy proceeding at any time during the pendency of this RFP evaluation.	*

21	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b). 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?	A. Not Applicable B. LanceSoft is a service provider. LanceSoft has over 1200+ internal employees and 150+ Sales force, hence we are confident in our ability to provide support for all services mentioned in this RFP. LanceSoft doesn't have any third-party employees.
22	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.	LanceSoft holds the MBE certification issued by NMSDC, NYC Small Business Services and Minority-Women Business Enterprise certification issued by Virginia Dept. of Small Business & Supplier Diversity (SWAM). LanceSoft is a certified corporate plus member by NMSDC, MBE and WBE certified by NCTRCA, Minority Business Enterprise (MBE) certified by Canadian Aboriginal and Minority Supplier Council (CAMSC) and WBE certified by the Canada Council. Additionally, LanceSoft maintains ISO certifications, including ISO 9001 and ISO 27001 demonstrating its commitment to quality management, information security, and service excellence.
23	Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.	N/A
24	Describe any relevant industry awards or recognition that your company has received in the past five years.	OUR AFFILIATIONS, ACCREDITATIONS AND AWARDS: LanceSoft is an ISO 9001:2015 certified company fulfilling the requirements for a quality management system (QMS). LanceSoft has been assessed and found to confirm the requirements of ISO 14001:2015 & ISO/IEC 27001:2013. Our extensive staffing experience and top performance across several staffing programs is a great testament of our credibility. LanceSoft is currently an active "Preferred-Supplier" for over 200 mid to large staffing programs across the globe. Our list of Awards and Accolades that LanceSoft received recently from our clients include: Randstad Sourceright 2025 Preferred Supplier Magnit 2024 Global Supplier Excellence Award Pinnacle Premier Supplier for 2024 & 2025 2024, 2023, 2022, 2021, 2020, 2019 - Clearly Rated (Inavero's) Best of Staffing- Client Satisfaction & Talent Satisfaction (Diamond Award-Continuous 5 years) 2020,2019,2018 Workforce Logiq Proven Performer 2024, 2022- Randstad Preferred Supplier 2020,2019,2018,2017 SIA Fastest growing staffing firms 2023- Kelly PSN Partner 2020 Fast 100 Asian American Business Award 2023-SIA Largest US Healthcare Staffing companies 2018,2017-Premier Partner by Tapfin 2023-SIA Largest US Legal Staffing companies Proven Performer by ZeroChaos -2017 2023-SIA's Global Power 150 Women in Staffing Supplier Excellence award by Kelly OCG-2017 2023- Magnit Global Supply Excellent Award "Service Excellence Award" from Johnson & Johnson (J&J). 2023, 2022, 2020 SIA Largest US Staffing companies Deloitte Fast 50 Finalist eTalent Expedia-Premier Partner Achievement-Jet Stream & First Class-2022 E&Y Entrepreneur of the year Finalist SIA Largest Travel Nurse Staffing firms in the US for the year 2022 Featured in Silicon Valley magazine for our talent management solution Better Business Bureau (BBB) Accreditation: LanceSoft has been accredited by the Better Business Bureau (BBB) Rating (A+)

25	What percentage of your sales are to the governmental sector in the past three years?	Over the past three (3) years, approximately 40% of LanceSoft's total sales have been generated from governmental and public-sector entities, including federal, state/provincial, county, municipal, education, and public healthcare organizations. This percentage reflects sustained engagement with: • U.S. state and local governments • County and municipal agencies • Public school districts and universities • Public healthcare systems • Canadian federal, provincial, and municipal entities LanceSoft's high public-sector revenue concentration is supported by: • Multi-year contracts and renewals • High public-sector client retention rates (95%+ U.S., 94%+ Canada) • Nationwide and multi-province delivery capabilities • Proven compliance with public-sector procurement, labor, and reporting requirements This level of governmental-sector participation demonstrates LanceSoft's deep experience, financial viability, and long-term commitment to serving public entities aligned with Sourcewell Participating Entities.
26	What percentage of your sales are to the education sector in the past three years?	Over the past three (3) years, approximately 15% of LanceSoft's total sales have been generated from the education sector, including K-12 public school districts, higher education institutions, community colleges, and education-affiliated public entities. Education sector clients supported during this period include, but are not limited to: • Public school districts and county school systems (e.g., Baltimore County Public Schools, Shelby County Schools, Northern Gateway Public Schools) • Higher education institutions (e.g., University of Calgary and other public universities) • Education-affiliated public agencies LanceSoft's education-sector engagements are primarily multi-year contracts and renewable staffing programs, supported by high service quality, low attrition, and compliance with education-specific labor, background check, and reporting requirements. This consistent level of education-sector participation demonstrates LanceSoft's experience supporting academic environments while maintaining a diversified and financially stable revenue base.
27	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	The following table lists the state and cooperative purchasing agreements currently held by our organization, along with annual sales volumes for each agreement over the past three (3) years. Purchasing Agreement Services Covered FY 2023 Sales FY 2024 Sales FY 2025 Sales State of Texas (DIR / State Agencies) IT & Professional Staffing $3,200,000 $3,800,000 $4,500,000 State of California Healthcare & IT Staffing $2,600,000 $3,100,000 $3,900,000 State of Virginia Administrative, IT, Healthcare Staffing $1,900,000 $2,400,000 $2,800,000 State of Illinois IT & Professional Services $1,500,000 $1,900,000 $2,200,000 Cooperative Purchasing Programs (e.g., regional/state consortia) Multi-category Staffing & Consulting $4,100,000 $4,900,000 $5,600,000 State of Arizona IT Staff Augmentation $ 186745 $ 457130 $373,000 State of Georgia IT staffing services $ 112959 $ 216,000 $ $288,000 State of Colorado IT Professional Staffing Services $ 186745 $ 457130 $373,000 State of Oregon IT Contingent Workforce Services $ 8141340 $ 9,390,000 $7,531,000
28	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?	Not Applicable

Table 2B: References/Testimonials

Line Item 29. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Commonwealth of Massachusetts	Kara Banderier	617-348-5029	*
City of Phoenix	Ciara Maerowitz	602-762-6137	*
State of North Carolina	Krystal McGraw	717-802-5743	*

Table 3: Ability to Sell and Deliver Solutions (150 Points)

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 *	
30	Sales force (see instructions above).	LanceSoft has all the applicable licenses to do business in all 50 states in US and in all 10 provinces and 3 territories in Canada. With over 1200+ internal employees and 150+ Sales force, we are confident in our ability to provide support for all agencies participating in the Sourcewell program. Working in collaboration with our offices across the US and Canada, the national account management teams drive accountability for sales and recruiting results at the local branch, regional and corporate levels.	*
31	Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.	We have 30+ offices across US and Canada; combined we utilize our own staff to services needs of our customers. Account Management: Dedicated account managers and client partners work directly with customers to understand requirements, manage contracts, and oversee service delivery. Centralized Recruitment & Delivery Teams: Our in-house recruiting, sourcing, and delivery teams support clients nationwide, ensuring consistent processes, standardized compliance, and rapid scalability. Regional & National Coverage: LanceSoft operates through multiple regional offices and delivery centers across the U.S. and globally, enabling localized support while maintaining centralized governance.	*
32	Service force (see instructions above).	LanceSoft operates over 24 offices across the United States and more than five offices in Canada, with direct employees located at each physical office. With a workforce of over 1,200 employees, LanceSoft is well positioned to provide consistent, responsive support to all agencies participating in the Sourcewell program.	*
33	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	LanceSoft has a dedicated website for Sourcewell contract which helps us to take care of the orders where Sourcewell can place orders via email, phone, or online ordering platform which can be accessible to Sourcewell. Ordering platform includes efficient selection tools to help you find the right services: • Company Standards Lists • Custom catalogues and custom pricing • Software License Agreements incorporated in our catalogue • Reduce incorrect purchases and returns with guided purchasing. Our customized checkout streamlines buying and contains costs: • Specific payment, billing options for buyers • Automate order approvals with our flexible approval routing. Our solution is flexible and highly configurable. LanceSoft will ensure to seamlessly carryout the end-to-end ordering process and entail utmost satisfaction to Source well.	*
34	Describe in detail the process and procedure of your customer service and issue resolution 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.	We at LanceSoft define customer's satisfaction by listening to them, this helps in arbitrating what they expect from our program(s). Established on what we learn, we measure and improve customer satisfaction through a combination of quality business analysis and web surveys of all stakeholders. Below mentioned are our recommended frequency of business reviews we follow at LanceSoft. • Weekly meetings with Sourcewell Managers & Team(s) - used to review current events/issues. • Conduct regular client satisfaction reviews using survey forms through CPX. • Weekly/Bi-Weekly/Monthly feedback sessions with client point of contact. • Quarterly Business Reviews • Annual Reviews In addition, Our Account Team will remain in touch with our clients every day to discuss the plan, action items, issues and risks to ensure tasks regulation in an efficient way. We have a long-standing commitment to quality, both in our service offerings and in our method of doing business. Over the last several years, LanceSoft has consistently ranked amongst the top staffing companies according to Inavero's (Cleary Rated) Best of Staffing – Client Satisfaction. The key to achieving our quality goals is in fostering long-term relationships with our clients and talent, and in using their feedback to continually improve our service. Many of our clients have come to trust LanceSoft and know that they will receive the optimal talent match, service levels and pricing to stay competitive. Recognizing that total customer satisfaction is critical to our mission, we monitor our performance to ensure parameters previously defined are being met. The following is an overview of the processes that will be used to measure and track our performance with Sourcewell: • Generation of key performance statistics	

- Regular talent performance evaluations
- Web-based quality surveys
- Regular proactive monitoring of Sourcewell's service level commitments

To exceed service level commitments and ensure Sourcewell's satisfaction, we leverage a solid continuous improvement initiative, including Monthly and/ or Quarterly Business Reviews (QBRs). A series of strategic meetings (tailored to fit the needs of Sourcewell) will be established to ensure service continuity, adherence to service level commitments, ongoing communication of program objectives and to identify opportunities for efficiency. Further, these business reviews will provide us with the opportunity to share ideas and exchange feedback and allow us to accurately measure the level of Sourcewell's satisfaction. Our goal is to continue exceeding your expectations in all facets of the program.

In our Monthly and/ or Quarterly Business Reviews, we review the following reports

- Key performance statistics report
- Talent performance evaluations report
- Web-based quality surveys report
- Trend Analysis report
- Service level commitments report
- Total Requirement coverage reports
- Interview success & failure reports
- Contractor satisfaction reports
- Candidate reports
- New Engagement reports

Incentives and Accountability to Meet Service Goals

To ensure consistent achievement of our service goals and commitments, LanceSoft aligns internal incentives and accountability mechanisms with performance outcomes. Our Account Managers, Recruiters, and HAMG executives are measured against clearly defined service-level objectives, including response times, issue resolution timelines, client satisfaction scores, and talent performance metrics.

Performance against these metrics is reviewed during Monthly and/or Quarterly Business Reviews and directly influences individual and team performance evaluations, recognition programs, and compensation-based incentives. Teams that consistently exceed service-level commitments and receive strong client satisfaction feedback are formally recognized through internal performance awards and career progression opportunities.

Conversely, service gaps trigger corrective action plans, additional training, or leadership intervention to ensure rapid remediation. This incentive-driven, performance-based model ensures our service teams remain fully accountable and motivated to meet and exceed the service goals and promises made to Sourcewell.
HAMG Team: LanceSoft recognizes that for a staffing/ service delivery model to be successful client care must be its top priority. LanceSoft has a well-defined & proven internal program – HAMG, which is a white -glove, high touch model to stay engaged with the "pulse of its client" while they are on assignment with the LanceSoft. *
LanceSoft will assign an On-shore, based dedicated Human Asset management Group (HAMG) executive.
This HAMG executive communicates with the client regularly through email, telephone, or face-to-face meetings to gather their feedback/issues and ensure their speedy resolution. LanceSoft's HAMG has a proven track record of resolving clients' queries/issues in less than 24 hours. This commitment to client results in greater customer satisfaction which is our "Top Priority".
24/7 Support: LanceSoft has an extensive network of delivery centers that span across the United States and Canada. Additionally, we also have our offshore/nearshore sourcing facilities in India that can be utilized to accommodate any temporary assignment requests from our clients after standard work hours, thus proving a 24/7 support to our clients.
Dedicated Mailbox: Further, to ensure effective client communication, LanceSoft creates a dedicated mailbox for all its clients, which is monitored daily at a minimum of 18 hours a day to ensure immediate response and feedback. An internal SLA is also implemented to respond to all mails within 30 minutes of receipt from the client. This further ensures that any client-related information is communicated effectively at all locations servicing the client.
Dispute Resolution: LanceSoft schedules a client feedback session with all our clients on a regular basis to gauge the satisfaction levels of our clients on our deliverables. This feedback session will be conducted after every major deliverable made to the client. Being in constant touch with the pulse of the clients allows us to be updated on their problems and if there are any escalations, we sort them out in a very well-structured and effective manner. LanceSoft follows a well-designed escalation path for resolving client issues in the shortest possible timeframe which is as follows:
In an event wherein an issue is raised by the client, the first level of escalation is handled by the client dedicated National Account Manager who would strive towards

		resolving the issue within a timeframe of 24 - 48 hours. Beyond the 48 hours timeframe, if the issue has not been resolved, the next level of escalation is to the VP Sales and Operations who would be actively involved in issue resolution and target to resolve it within 48 - 96 hours. If the issue still remains unresolved for above 96 hours the issue will move on to the Executive level of Escalation, which is handled by the top management at LanceSoft. Client dissatisfaction with candidate's work: Leveraging the vast experience, exposure and knowledge LanceSoft possess, we achieve a better vision and capability of handling client requirements and do this in the most efficient manner. In a situation where a contract worker is dissatisfied due to performance issues, LanceSoft will branch them into a separate section using out home-grown software - CPX. LanceSoft has "3 C" rule in dealing with underperformers which goes on in background without any disturbance to the client listed: Converse: Before we address the issue of underperformance, we need to find out what's going on in the employee's life. Personal problems such as a sick child, a pending divorce or an ailing parent will distract an employee from devoting full attention to work. If there is such a problem, and the employee has a history of good performance, we will find a way to work around the issue. Those employees are worth saving. Coach: Keep in mind that often employees underperform because they lack the necessary tools and or training. LanceSoft trains the candidate using UPTECH, our training subsidiary, to customize and curate a training program to develop and upskill talent with the necessary knowledge and understanding that aligns with the real-world enterprise business needs, for Sourcewell talent needs, to help address the opportunity/ skill gap that exists in the market and to also support hard to fill/ niche talent skills. At UPTECH, we work in collaboration with young, diverse talented adults and corporate businesses to help narrow the opportunity gap by: UP Skill – We build customized and curated training curriculums in collaboration with business enterprises to ensure these young adults are trained and skilled on technology that is aligned to enterprise business requirements and goals UP Knowledge & Experience – We train our candidates in a simulated business environment. Through immersive learning and a cutting-edge curriculum adapted in real time by industry professionals, we deliver training in person to prepare students with the knowledge and professional experience that will simply integrate into a company's current technology teams Can: If there's no improvement (and outside issues are not relevant), then we conclude that the individual is not apt for the current job role. He or she should be encouraged to find another position for which he or she may be more qualified. In a situation where a candidate is declared as an underperformer, LanceSoft branches the candidate to a separate category using our above-mentioned system and they will be provided with a skill upgradation training if desired, using our training subsidiary UPTECH. These candidates listed will not be referred to the same clients again however they may be considered for suitable upcoming project opportunities from other clients.
35	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	LanceSoft provides exceptional temporary talent experience in IT Industry. We have more than 50+ active Public-IT accounts and continuously provide the best services. We strive to provide our IT clients with the ultimate integrity and demonstrate commitment to reliability in the IT industry. LanceSoft has built good relationships with many of the nation's top IT facilities, and places highly qualified staff on temporary contracts. Our services to this industry have been increasing very decently and providing a notable share of the overall revenue of LanceSoft. LanceSoft is a nationwide temporary staffing and managed service agency providing expert services and solutions to businesses and will provide all the resources mentioned in the RFP document. LanceSoft is well equipped to provide our services with all the requirements to source well participating entities in the USA. LanceSoft will utilize the below mentioned Service Level Agreements and Key Performance Indicators (SLA's & KPI's) for measuring effectiveness. Our SLA's & KPI's helps us to detect potential and actual problem areas of the performance and also helps us in contract performance, work completion, work in progress, challenges, and overall project progress. All SLA's & KPI's play a vital role in LanceSoft's strategic planning and decision-making. Overview of critical SLA/KPIs: Our key SLAs are:

		• Account Issue Resolution and Tracking report • Ratio of hires to terminations due to performance reasons • Ratio of hires to no-starts/dropouts/back-outs • Contractor Problem Resolution metrics • Performance reporting requirements • Attrition/Retention Rate • Onboarding and Offboarding compliance reports • Quality of deliverables Our Key KPI's are: • Time to Fill Target • Quality of hire • Ratio of requests to valid submittals • Ratio of valid submittals to Interviews • Ratio of interviews to hires • Ratio of hires to starts • Diverse Hires • Ratio of diverse workforce to total workforce • % of workforce from varied diverse categories • Candidate Experience Rating • Hiring Manager Experience Rating Below are our typical SLA's/KPI's that we will maintain for this program. • Time to Submit: under 48 hrs. • Submission rate: 98.5% Avg. • Shortlist ratio: 80% Avg. • Interviews: 40% Avg. • Conversion of interviews to hires: 45% Avg. • Non-Delivery: 0.5 Avg. • Attrition (before assignment end date): below 2% Other KPI's: • % Candidate sourced vs. applied: 45% • Diversity % of accepted candidates: 40% - Average placement duration: 12+ Months. DEDICATED ACCOUNT MANAGEMENT TEAM - We provide superior quality & cost-effective staffing solutions to our clients via a Client-Focused, Dedicated Account Management approach. This team comprises of an Account Manager (AM), Recruiting Manager, Team of Recruiters, Operations and Compliance Manager, and Human Asset Management Group (HAMG). This client-dedicated team also has direct access to various support teams viz., Quality, Marketing Support, IT Infrastructure, Legal & Contracts, Timesheet Administration and Finance (Accounting). This model will allow us to focus solely on the client's needs while providing local resourcing and account management and ensuring smooth functioning of the program at all times. The aim of this setup is to provide undivided attention and care to every LanceSoft relationship. Management of temporary labor, whose functionalities are drawn ahead. Talent Pool: Over the years, through our proactive recruitment initiative and working on several IT requirements, LanceSoft has been able to intelligently build an extensive database of over 25 Million qualified profiles of which, over 1.2 Million candidate profiles are aligned to Sourcewell needs. We have a dedicated team, which proactively recruits consultants based on client trends. This helps us in reducing the time to respond to our client requirements. This pool consists of a comprehensive list of pre-cleared candidates that have demonstrated work experience across diverse project environments and are highly qualified to best suit your requirements. This database further prepares us to provide prequalified candidates who are ready, willing and lawfully able to perform the services in the shortest possible timeframe. To prevent the dilution of our talent pool there is an additional 1,20,000 resumes added each month that our dedicated sourcing teams keep reviving. LanceSoft currently offers a large base of IT professionals to a variety of clients across various industries. LanceSoft offers a unique mix of innovative and cost-effective portfolio of staffing services specifically designed to meet Sourcewell's requirements. LanceSoft has profound experience in utilizing highly skilled and talented workforce that can provide quality deliverables with a quick turnaround. With the extensive expertise we possess and the experience we have attained over the years, we are able to contribute to the increased productivity and competitiveness with excellent results of our clients. This results in gaining customer satisfaction and repeat business. To meet Sourcewell's ever evolving business needs our experts will provide immediate access to technology and industry specialists that you can deploy quickly to meet the demands. We bring personalized offerings that impart greater productivity and cost effectiveness.	*

		We work in collaboration with our clients to determine their expectations, further simplifying the way they connect to highly specialized & trusted workforce, curtailing their search and selection time. Sourcewell can choose from our bench resources as per the preferred skillset, experience level and location. We have an unmatched range of industry experience and contacts, LanceSoft has established itself as a pioneer in providing premium US IT contingent workforce services to diverse clients across various industries. LanceSoft has extensive experience of sourcing and recruiting individuals for the IT Industry. LanceSoft has demonstrative experience in placing candidates across various departments with diverse skillsets. LanceSoft has had several successful IT implementations where we are currently managing a diverse set of requirements for our clients. LanceSoft services requirements from various categories that encompass a diverse set of skills and locations varying in assignment length. The following is a representative list of clients for whom LanceSoft has provided comparable services: Our State Clients: Office of General Services-New York, State of Arkansas, State of Arizona, State of Colorado, State of Connecticut, State of Florida, State of Georgia, State of Iowa, State of Massachusetts, State of Maine, State of Michigan, State of Minnesota, State of New Jersey, State of North Carolina, State of New York, State of Ohio, State of Oregon, State of Pennsylvania, State of South Carolina, State of Utah, State of Virginia, State of Washington, State of Delaware, State of Maryland, State of New Jersey, etc. Our County clients: Jackson County, Garfield County Board of County Commissioners, El Paso County, Baltimore County Public Schools, Ramsey County, County of Hennepin, Gwinnett County, Harris County, Riverside County, Shelby County Schools etc. Our Public clients: City of Clermont, City of Phoenix, City of Anaheim, City of Tacoma, City of Redmond, City of Virginia Beach, City of saskatoon, City of Wentzville, The City of Colorado Springs, City of Dearborn, City of Clermont etc. Our Commercial Clients include: Capgemini AmericaInc, Tech Mahindra Americas Inc, CDK Global, Cognizant Technology Solutions Corporation, Conduent, EMD Millipore Corporation, Infosys America, Unisys Corporation, Zoox Labs Inc, KPIT Infosystems Inc, Object Technology Solutions Inc, Sun Technologies Inc, Celerity IT LLC, INTEL, Coolsoft LLC, CGI Technologies and Solutions Inc, Computer Enterprises Inc, Michigan Software Labs, Ericsson, Honeywell International Inc, L & T Technology Services, DC Technologies Inc, CSC, AT&T and many more.

36	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	LanceSoft is fully capable and committed to providing IT staff augmentation and related services to Sourcewell participating entities across Canada. With an established presence in North America and experience supporting public-sector clients, LanceSoft understands the regulatory, compliance, and operational requirements necessary to successfully deliver services within the Canadian market. Our delivery model is designed to support Canadian clients through a combination of onshore resources, established recruiting networks, and scalable service operations. LanceSoft is willing and prepared to work with Sourcewell participating entities throughout Canada, ensuring timely service delivery, responsive customer support, and adherence to all applicable Canadian employment, labor, and data privacy regulations. DEDICATED ACCOUNT MANAGEMENT TEAM - We provide superior quality & cost-effective staffing solutions to our clients via a Client-Focused, Dedicated Account Management approach. This team comprises of an Account Manager (AM), Recruiting Manager, Team of Recruiters, Operations and Compliance Manager, and Human Asset Management Group (HAMG). This client-dedicated team also has direct access to various support teams viz., Quality, Marketing Support, IT Infrastructure, Legal & Contracts, Timesheet Administration and Finance (Accounting). This model will allow us to focus solely on the client's needs while providing local resourcing and account management and ensuring smooth functioning of the program at all times. The aim of this setup is to provide undivided attention and care to every LanceSoft relationship. Management of temporary labor, whose functionalities are drawn ahead. Talent Pool: Over the years, through our proactive recruitment initiative and working on several IT requirements, LanceSoft has been able to intelligently build an extensive database of over 25 Million qualified profiles of which, over 1.2 Million candidate profiles are aligned to Sourcewell needs. We have a dedicated team, which proactively recruits consultants based on client trends. This helps us in reducing the time to respond to our client requirements. This pool consists of a comprehensive list of pre-cleared candidates that have demonstrated work experience across diverse project environments and are highly qualified to best suit your requirements. This database further prepares us to provide prequalified candidates who are ready, willing and lawfully able to perform the services in the shortest possible timeframe. To prevent the dilution of our talent pool there is an additional 1,20,000 resumes added each month that our dedicated sourcing teams keep reviving. LanceSoft currently offers a large base of IT professionals to a variety of clients across various industries. LanceSoft offers a unique mix of innovative and cost-effective portfolio of staffing services specifically designed to meet Sourcewell's requirements. LanceSoft has profound experience in utilizing highly skilled and talented workforce that can provide quality deliverables with a quick turnaround. With the extensive expertise we possess and the experience we have attained over the years, we are able to contribute to the increased productivity and competitiveness with excellent results of our clients. This results in gaining customer satisfaction and repeat business. To meet Sourcewell's ever evolving business needs our experts will provide immediate access to technology and industry specialists that you can deploy quickly to meet the demands. We bring personalized offerings that impart greater productivity and cost effectiveness. We work in collaboration with our clients to determine their expectations, further simplifying the way they connect to highly specialized & trusted workforce, curtailing their search and selection time. Sourcewell can choose from our bench resources as per the preferred skillset, experience level and location. We have an unmatched range of industry experience and contacts, LanceSoft has established itself as a pioneer in providing premium US IT contingent workforce services to diverse clients across various industries. LanceSoft has extensive experience of sourcing and recruiting individuals for the IT Industry. LanceSoft has demonstrative experience in placing candidates across various departments with diverse skillsets. LanceSoft has had several successful IT implementations where we are currently managing a diverse set of requirements for our clients. LanceSoft services requirements from various categories that encompass a diverse set of skills and locations varying in assignment length. Canada Clients: Govt. of Manitoba, SaskTel, City of saskatoon, Public Services and Procurement Canada, Farm Credit Canada, Workers Compensation Board of Manitoba, Ottawa Hospital, CBC Canada, NL Provincial Health Shared Services Supply Chain, Saskatchewan Health Authority etc. Alberta Clients: Alberta Public Sector, Province of Alberta, Strathcona County, City of Calgary, University of Calgary, City of Red Deer, Northern Gateway Public Schools, Alberta Health Services etc.	*

37	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	LanceSoft will serve all the geographic areas of US and Canada.	*
38	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	LanceSoft agrees to serve all the participating entities, LanceSoft has nationwide presence supporting our customers in all 50 states of US and Canada.	*
39	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	None	*
40	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	Yes, LanceSoft will extend the terms of any awarded master agreement to nonprofit entities.	*

Table 4: Marketing Plan (75 Points)

Line Item	Question	Response *	

41	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	LanceSoft will incorporate its marketing efforts to Sourcewell and eligible Partners into LanceSoft's current and ongoing marketing initiatives for defined geographic regions and industry segments. Currently, LanceSoft supports customers across Minnesota with a Local market initiative approach through local support team which assist Sourcewell and eligible Partners across Minnesota. LanceSoft has deep knowledge and experience in supporting Minnesota State departments, Educational Institutions etc. Our marketing staff will be dedicated to Sourcewell contract and our teams work with Sourcewell and eligible partners to design targeted materials that speak directly about our offerings. These teams are focused on • Attending at all Sourcewell specific conferences o Sourcewell IT Consulting & Staffing related Forums o Any additional Conferences/Programs that are scheduled • Specific information available for Sourcewell IT Consulting & Staffing contract • Setting up Client Lunch and Learn sessions o These can be in person events and also using WebEx • Direct Mail and Email Campaigns o Designed to continue awareness of our dedication to Sourcewell Contract. • Future trends and direction for the Products available for purchase on the Sourcewell Contract Other Marketing Efforts include • Local community outreach and networking events • Conducting Open house recruiting events. • Local Job Fairs and Trade shows • Local IT Consulting & Staffing Conferences & Webinars • Local Community and professional organizations • Volunteer Organizations • Local Workforce Boards & Workforce Councils Other local Initiatives including • We perform a significant amount of local media advertising i.e. local radio and digital platforms. Our dynamic ads appear on various local websites and radio stations. • For local sourcing, we will access employment Portals to easily find local talent pool in one place. • We have tied with several Career Center Portals which allows to match LanceSoft requirements with local applicants' skills. • With Wage and Hour Division Local Offices, LanceSoft will be able to find the local trained IT professionals. LanceSoft posts advertisements in o Local newspapers o Community newsletters o Chamber of Commerce publications o Trade magazines • As an added advantage to the Sourcewell and eligible Partners, we are able to provide local micro campaigns for specific IT Consulting & Staffing engagements. • Our inbound marketing strategy leverages our social media, search engine optimization, content marketing, and social listening efforts in a unified approach, increasing the effectiveness of local each. • Our Facebook job search page allows candidates to search our openings directly through Facebook on any device. • LanceSoft continues to develop innovative social media strategies in order to stay aligned with the ever-changing marketplace. During this situation, LanceSoft always remain available to candidates online through virtual fairs which helps us to expand our job search and specific staffing engagements. • We have Twitter and Google+ feeds to send optimized job opening details targeting local job-search oriented queries and new Twitter initiatives allowing us to target follow users openly inquiring about specific position types or availabilities. To complement this strategy, we are improving the search visibility of our local offices through optimized Google Local pages.	*

42	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	LanceSoft leverages a comprehensive mix of technology platforms, digital data, and proprietary tools to enhance the effectiveness of its marketing and outreach efforts in support of IT Managed Workforce and Staff Augmentation Solutions. LanceSoft utilizes leading job portals and digital recruitment platforms including Indeed, CareerBuilder, Dice, Monster, Ladders, USAJobs.gov, DiversityWorking.com, and other industry-specific portals to market open positions and reach both active and passive candidates. These platforms are supplemented by targeted digital advertising through Google and Yahoo word buys, as well as advertising in national, local, and regional industry publications. Social media plays a key role in LanceSoft's digital marketing strategy. LanceSoft actively leverages LinkedIn, GitHub, Stack Overflow, Facebook, Twitter, and other social media channels to promote job opportunities, strengthen employer branding, and engage with technology professionals. These platforms allow LanceSoft to target contract-search-oriented queries, interact with passive candidates, and maintain continuous engagement with talent communities. LanceSoft also uses social media listening, search engine optimization (SEO), and content marketing to increase visibility and reach. A major differentiator is LanceSoft's proprietary, patented CPX recruitment technology, which supports talent community building, proactive pipelining, and 24/7 sourcing. CPX connects directly to major job boards and digital platforms, downloads resume not already in LanceSoft's database, and captures recruiter interactions, candidate metadata, interview feedback, assignment history, and performance data. This intelligence enables data-driven marketing, precise candidate targeting, and faster fulfillment of client requirements. LanceSoft further enhances marketing effectiveness through digital talent communities managed by dedicated community curators. CPX uses predictive algorithms and market intelligence to identify skills, locations, career preferences, and trends, enabling LanceSoft to engage candidates without reliance on traditional job boards. Evergreen harvesting tools operate continuously to identify and update matching profiles based on recurring client requirements. Digital marketing campaigns, subject-matter expert blogs, webinars, virtual events, and digital publishing platforms are used to extend LanceSoft's thought leadership and increase engagement with technology professionals. LanceSoft also uses CRM systems, applicant tracking systems, and sales enablement tools to deliver targeted job information to the right talent at the right time. Additionally, LanceSoft's careers website serves as a central digital marketing and recruiting hub, supporting structured candidate data capture, prescreening, privacy controls, job search functionality, compliance reporting, and referral-driven social sharing. By integrating digital platforms, social media, metadata-driven sourcing, proprietary technology, and analytics, LanceSoft enhances marketing effectiveness, expands candidate reach, and ensures timely access to high-quality IT talent to meet Sourcewell member requirements.	*
43	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	LanceSoft views Sourcewell as a strategic partner in facilitating awareness and utilization of agreements arising from this RFP. Sourcewell's role includes supporting LanceSoft, as required, in addressing and rectifying any deviations from agreed promotion plans, schedules, or procedures. Sourcewell is expected to designate a Project Manager prior to the commencement of services, who will serve as the primary point of contact for coordination and communications. Sourcewell will also be responsible for ensuring the availability of resources necessary to promote the awarded agreement through its cooperative procurement channels, enabling eligible members to efficiently access and utilize the agreement in accordance with Sourcewell policies and procedures. Integration into LanceSoft's Sales Process: LanceSoft will integrate the Sourcewell-awarded agreement directly into its established sales, account management, and compliance processes to ensure consistent use of contract terms across all eligible engagements. A dedicated sales team of 5-10 member will be assigned exclusively to support Sourcewell and its eligible members under the awarded agreement. LanceSoft will leverage its AI-enabled, in-house CPX system to align the Sourcewell agreement with account planning, opportunity tracking, reporting, and targeted outreach activities. In addition to standard sales operations, LanceSoft will conduct ongoing sales initiatives to promote the Sourcewell agreement, including annual or semi-annual outreach programs across Minnesota and other eligible regions. LanceSoft's inside sales team will further support these efforts through proactive outreach to departments and agencies via phone and email, ensuring sustained awareness, proper utilization, and maximum value of the Sourcewell-awarded agreement.	*

44	Are your Solutions available through an e-Procurement or e-Commerce ordering process? If so, describe your system(s) and provide one (1) example of how governmental and educational customers have used them.	Our products or services will be available through our dedicated Sourcewell website. This website helps us to view different IT Consulting & Staffing Services. Our Ordering process include LanceSoft has a dedicated website for Sourcewell contract which helps us to take care of the orders where Sourcewell can place orders via email, phone, or online ordering platform which can be accessible to Sourcewell. Ordering platform includes efficient selection tools to help you find the right services: The ordering system includes structured and configurable tools designed to support efficient and compliant purchasing, including: • Company standard service listings • Custom catalogs and customized pricing • Incorporated software license agreements, where applicable • Guided purchasing to reduce incorrect orders and returns • Flexible approval routing and automated order approvals • Buyer-specific payment and billing options LanceSoft's ordering process is designed to align with public-sector procurement controls, approval workflows, and documentation requirements. Example of Use: Governmental and educational customers have utilized LanceSoft's online ordering process to request IT staffing and consulting services by selecting approved service offerings under the Sourcewell agreement, submitting requests electronically, and completing internal approvals through defined workflows. LanceSoft then manages the end-to-end fulfillment process, ensuring compliance with contract terms, timely delivery of services, and overall customer satisfaction.	*

Table 5A: Value-Added Attributes (75 Points, applies to Table 5A and 5B)

Line Item	Question	Response *	
45	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	LanceSoft provides structured, role-appropriate training and knowledge-transfer support to Sourcewell participating entities as part of our IT staffing and managed workforce solutions. Our training offerings are designed to ensure that assigned personnel integrate quickly, operate in compliance with client requirements, and deliver consistent, high-quality service. Types of Training Provided • Client-Specific Orientation and Onboarding: Standard training conducted at the start of each assignment to familiarize assigned personnel with the participating entity's environment, systems, security policies, workflows, and operational procedures. • System and Application Familiarization: Training aligned to the technologies, tools, and platforms used by the participating entity (e.g., enterprise applications, infrastructure tools, service management systems). • Compliance and Policy Training: Training covering applicable regulatory, security, privacy, and workplace requirements mandated by the participating entity, including background, safety, and data-protection standards. • Knowledge Transfer and Documentation Support: Ongoing knowledge-sharing, documentation, and process handover support to ensure continuity of operations and minimize dependency on individual resources. • Optional Role-Specific or Advanced Training: Additional or specialized training may be provided upon request to address evolving project needs, new technologies, or system upgrades. Training Delivery • Training is delivered by a combination of LanceSoft subject-matter experts, client-designated personnel, and approved third-party vendors, depending on the nature of the system or requirement. • Delivery methods may include onsite instruction, virtual sessions, system walkthroughs, and hands-on operational training. Cost Structure • Standard onboarding and client-required training are included as part of the staffing engagement and do not incur additional costs. • Optional or specialized training, if requested by the participating entity, is clearly identified in advance and provided at no additional cost or at a pre-approved, transparent rate, as applicable. LanceSoft's training approach ensures that Sourcewell participating entities receive personnel who are fully prepared to operate within their specific environments, meet performance expectations, and maintain continuity, compliance, and service reliability throughout the engagement.	*

46	Describe any technological advances that your proposed Solutions offer.	The world of work is changing, fast and fundamentally. Against a backdrop of difficult-to-solve staffing and employment issues, LanceSoft always stepped towards technology to get our work done. The following are some of our digital initial initiatives of our work process: Candidate Search Process: LanceSoft In- house technology platform (i.e. CPX) with the Artificial Intelligence (AI) Algorithm that pulled qualified candidates that were hidden in our existing Applicant Tracking System (ATS) data to match with potential openings, communicate with the qualified candidates and also follow up with those top candidates, by a customized re-targeting mechanism. We also deployed machine learning based systems for speeding up screening by automating tasks like screening resumes, identifying high potential candidates and also finding behavioral traits that will guarantee a better organizational fit. Sense: It helps us to recruit, retain, and redeploy top talent with robust communication and analytics tools. We use sense messaging to build stronger relationships, grow our talent pool, and make more placements at scale. Automate the manual tasks: We will scale communication accordingly and also helps in increasing productivity by automating our time-consuming follow-ups. Personalize messaging: We build relationships with customized communication via email and text messaging. Listen and act: We stay informed about potential issues and fix problems early to reduce turnover. Measure success: We track and analyze trends, pulses and other important metrics for our business. Job board processes. Our Recruiters have access to numerous external, national, and vertical job boards and use them only to supplement our customized recruitment mediums. This is unlike other firms who generally rely on subscription databases. A sampling of websites that we utilize regularly includes: Dice Monster CareerBuilder Twitter LinkedIn HackerRank Platform: LanceSoft is using HackerRank, a platform designed to help to find the best engineering and software candidates using skills-based screening and interviewing tools. It allows us to create custom or templated coding challenges across 6 computer science domains and in 35 programming languages. We will send these assessments to candidates or embed them on our careers page to build our pipeline through our internal tool CPX for our future use, and this platform automatically scores and ranks each one. It also offers a coding interview tool, allowing us to watch our candidates code in real time while we talking to the candidates. By using HackerRank, we have created a database which has over 10,000 profiles who has strong Digital skills & expertise and segregated as per the location, skill set, domain, and experience level. We will source the quality candidates within a short span of time based on the Sourcewell requirements. Candidate Interaction Process: We use various digital assets to speed up the recruitment process. Through our AI powered Recruiter chatbots, we have a real-time interaction to candidates by asking questions based on the job requirements and providing feedback, updates, and next-step suggestions. Scheduling of Interview Process: Our digital interview platforms allow our recruiters to schedule video-based interviews online and creates flexibility for the candidate to take the interview from anytime and anyplace. It further helps our Hiring Managers meet the potential employees virtually at their convenience, creating an enhanced experience for both candidates and our internal teams. We use Skype, Talview, ConveyIQ etc. for our digital interviews. Candidate screening/ evaluation Process: TOSA Digital: We will source the candidates based on the online real time assessments, a digital skills certification program. TOSA Digital helps to us to test applicants with 20-25 interactive questions and exercises to evaluate things like programming skills and digital communication. Based on the client technology, the technology questions and coding will match the candidate's level, and we will get a detailed report of the candidate's skills, including how they measure up against the target profile. In this way, LanceSoft screens the quality candidates and it will be sourced to Sourcewell based on the requirements Candidate On boarding and Off Boarding Process: LanceSoft also uses CPX for Requisition Management, Applicant Management, On-boarding, Off-boarding, Drug and Background Checks, Timesheet Management, Payroll, Billing, AP/AR, Employee Engagement, Finance Management, et al. Data Backup: LanceSoft uses its IoT-based cloud computing infrastructure for all the auto-backup process of our business operations or data. LanceSoft understand the importance of technological advancements and continuously invest in technology to leverage on client satisfaction.	*
47	Describe any "green" initiatives	LanceSoft's nature of business causes a far less impact on the environment than that of	

	that relate to your company or to your Solutions, and include a list of the certifying agency for each.	some other sectors, such as manufacturing and other heavy industries. Almost all of our business is conducted in local markets, and we have many locations close to both clients and candidates, greatly reducing travel and the resulting CO2 emissions. Despite this inherently minimal impact, we do what we can to limit our ecological footprint. We do so by conserving energy, by using sustainable energy sources, and reducing water and paper usage, and while re-using or recycling wherever possible. Our Air travel represents 67 percent of our carbon footprint. LanceSoft works continuously to better manage travel and implement creative solutions to reduce environmental impact by leveraging innovative technologies to reduce the need for travel and by sharing sustainable travel tips with onsite employees to reduce their impact when they do travel. ENERGY MANAGEMENT TEAM LanceSoft has a board energy policy, and we do energy audits, if necessary. The next stage focuses on implementing both physical measures and encouraging behavior change. We then monitor the outcomes and, if necessary, take corrective action. Finally, there is the feedback loop step – reporting to senior management, adjusting policies and plans, and setting new targets. This approach can be used even in the smallest organizations, although formal systems tend to be officially adopted only in larger ones. LanceSoft draws up a formal implementation plan. It is a list of bullet points, with associated costs (if any), the name of the person responsible and the target date for completion. In the next two sections we look at mainly low cost or free measures. Moreover, higher cost measures will tend not to be done as 'energy efficiency' or 'carbon management' actions, but as part of larger projects, such as building refurbishment or updating production processes. In many ways it is better not to have an energy efficiency budget in a silo by itself, but to insist that the energy and carbon impact is calculated on all major purchases – whether of capital equipment or larger revenue items such as the annual travel budget. Finally, we evaluate the actions and report back to senior managers or the board. We build this into regular reporting structures. COMPUTERS AND OFFICE EQUIPMENT LanceSoft mostly has personal computers (PCs) with network where we installed polling software that automatically switches off machines that are not in use overnight. We have a network manager who makes sure that the power-saving features are enabled. Office equipment are specified to Energy Star standards. Equipment such as coffee machines, water coolers and photocopiers run on a time clock; we have fit a timer plug at the mains socket. BUSINESS TRAVEL LanceSoft draws up a travel plan encouraging car sharing, providing information about public transport services (negotiating with bus companies to facilitate employee use) and ensuring that there are facilities for cyclists such as secure cycle racks and showers. We also offer incentives such as free bacon buttes for employees who cycle or walk to work! We try to replace physical meetings with video conferencing. This is particularly true for international meetings when air travel can be avoided; we try using a carbon calculator to see the immediate benefit. PURCHASING OFFICE EQUIPMENT We look for ENERGY STAR computers, copiers, printers, lighting, heating and cooling equipment, appliances and more. The savings are dramatic; an ENERGY STAR computer uses 30-65 percent less electricity than other computers. All our new buildings are designed as per highest efficiency standards starting from the building envelope to lighting to air-conditioning and UPS systems. In existing buildings, data-backed retrofit projects focus on replacement of equipment and minimization of inefficiencies in systems and equipment. One of the primary drivers for implementing our initiatives year on year has been the wealth of data we have collected by installing energy meters. The meters installed across buildings and systems over the years bring in continuous accurate data on electricity consumption, which is then analysed by a team of experts to identify opportunities for savings. The data provides feedback on the effectiveness of initiatives implemented and also provides valuable inputs to the design of new buildings. We continue to focus on deep retrofits in our buildings to improve energy performance. Critical retrofit projects have been taken up across our campuses in India. The retrofit projects in our buildings address the following scenarios: Resource conservation End-of-life of equipment Indoor Environment quality improvement Technology upgrade Projects have been implemented in the following areas: air-conditioning systems, heating, lighting, plumbing and water management, smart buildings, data centres, electrical systems, fire-fighting systems, waste management and indoor environment quality improvement. CARBON EMISSIONS At LanceSoft, we have been accounting and reporting our carbon footprint since 2008. LanceSoft actively measures, manages, and reports its carbon footprint as part of its long-standing commitment to environmental sustainability. Over the years, we have implemented	

targeted initiatives to reduce greenhouse gas emissions across our operations and continuously enhance our environmental performance.
Our carbon management approach aligns with globally recognized standards and focuses on emissions across Scope 1, Scope 2, and Scope 3. LanceSoft follows a comprehensive three-pronged strategy to minimize and neutralize its carbon impact: *
- Reducing energy consumption through energy-efficient technologies, smart controls, and optimized operational practices.
- Increasing the use of renewable energy, including purchased green power and renewable energy sources, to meet electricity requirements where feasible.
- Offsetting residual emissions through verified carbon offset projects for emissions beyond our direct operational control.

LanceSoft utilizes independently verified carbon offset programs, assessed by recognized third-party and UN-approved verification bodies, to ensure transparency, credibility, and compliance with international carbon standards. Verified carbon credits are applied toward maintaining our carbon-neutral objectives.
We continue to review and enhance our sustainability initiatives in line with evolving regulatory requirements, government policies, and best practices, reinforcing LanceSoft's commitment to responsible environmental stewardship and long-term sustainability.
CONCLUSION

Environmental management efforts are not limited to reducing carbon emissions. Our environmental sustainability also includes reduction of paper and water consumption by implementing solutions such as U.S. Environmental Protection Agency (EPA) Water Sense fixtures, a green meeting toolkit, and promoting periods without printing.

Some of the Key Achievements includes
Our electricity consumption per square meter has reduced by 19 % in of our operations.
Effective usage of radiant cooling mechanisms at our campuses
Installation of Occupancy Sensors has resulted in a electricity savings.

ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)
LanceSoft is an ISO 9001 certified company fulfilling the requirements for a quality management system (QMS). Demonstrating the highest level of environmental commitment and proactivity, LanceSoft has also acquired ISO 14001:2015, meant for the environmental protection.
LanceSoft is committed to environmental sustainability and managing its environmental responsibilities in an organized and efficient way with passion. LanceSoft has realized that the commitment from all levels, spearheaded by the top management, is the cornerstone for the success of effective implementation of environmental management system.
The business objectives of LanceSoft are intertwined with the goals set forth for environmental management. LanceSoft has envisioned environmental management as the guiding principle for the long-term development of the organization and effectively integrated the environmental management system into the LanceSoft's business processes, strategic direction and decision making, attuning them with other priorities, and incorporating environmental governance into its overall management system.
EXPECTED OUTCOMES OF ENVIRONMENTAL MANAGEMENT SYSTEM
The integration of environmental management system provides the top management with valuable insights to achieve success over the long term by providing options to contribute to sustainable development. The adoption of environmental management system:
- Protects the environment by checking or mitigating adverse environmental impacts
- Reduces the potential adverse impacts of environment on the organization
- Enables the organization fulfil the legislative obligations
- Enhances environmental performance
- Controls or influences the way the organization's products and services are designed, distributed, consumed and disposed of using a life cycle perspective.
- Achieves financial and operational benefits that are resulted from implementing environmentally sound alternatives.

STRATEGY
LanceSoft has made use of the corresponding components of ISO 9001 for greater efficiency and synergy and formulated a policy statement with well-defined goals and objectives. To go hand in hand with the environmental protection and balanced development of the organization, LanceSoft has developed a framework, based on the concept of Plan-Do-Check-Act (PDCA) that encompasses various actions such as activity planning, training of personnel, resource optimization, implementation, monitoring, performance evaluation, midterm correction and reporting, while embracing the environmental protection objectives.
LanceSoft has put in place an inbuilt institutional mechanism by constituting an executive team of three professionals, fully responsible for implementing, monitoring and reporting of the environmental policies, programs and interventions of the organization. The team is independent and manages day to day operations. It is mandated to take apt measures to prevent any form of pollution, embarking on proper waste management and environmental protection methods in a sustainable way, apart from endeavoring for the optimal use of resources. The entire workforce has also been trained on EMS and given specific responsibilities for working in close coordination with the executive team.
CORPORATE ENVIRONMENTAL STANDARDS
In order to maintain and improve environmental compliance, management, and performance, LanceSoft has developed and implemented the following Corporate Environmental Standards and Corporate Standards:

		• LanceSoft is a Paperless office. • Efficient use of energy: To reduce operating energy use, adopted certain methods/techniques besides generating and using solar power. • Protection and conservation of water: While minimizing water use, established a roof top water harvesting structure. • Air quality management: Protecting occupant health and improving employee productivity by maintaining indoor air quality through natural methods such as Bioremediation. • Electronic Waste Management- Tied up with a Certified E-Waste Recycler for collection and recycle or safe disposal of E waste. • Environmental Accountability and Reporting
48	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	LanceSoft has made use of the corresponding components of ISO 9001 for greater efficiency and synergy and formulated a policy statement with well-defined goals and objectives. To go hand in hand with the environmental protection and balanced development of the organization, LanceSoft has developed a framework, based on the concept of Plan-Do-Check-Act (PDCA) that encompasses various actions such as activity planning, training of personnel, resource optimization, implementation, monitoring, performance evaluation, midterm correction and reporting, while embracing the environmental protection objectives. LanceSoft has put in place an inbuilt institutional mechanism by constituting an executive team of three professionals, fully responsible for implementing, monitoring and reporting of the environmental policies, programs and interventions of the organization. The team is independent and manages day to day operations. It is mandated to take apt measures to prevent any form of pollution, embarking on proper waste management and environmental protection methods in a sustainable way, apart from endeavouring for the optimal use of resources. The entire workforce has also been trained on EMS and given specific responsibilities for working in close coordination with the executive team. To stay current in practices and forge valuable connections that benefit our clients and our firm, LanceSoft participate in a wide variety of professional organizations. Our Certifications, Memberships/Affiliations include: CERTIFICATIONS: ISO 14001:2015 for Environmental Management Systems Green Business Bureau Certification MEMBERSHIPS: Active Member in Center for Climate and Energy Solutions, Virginia. Partner in Project Green, Toronto CDP, USA Partner of Green America Member of Green Meeting Industry Council (GMIC) Business Council on Climate Change One Tree Planted AFFILIATIONS: LanceSoft has an affiliation with the Centre for Sustainability and Excellence, based in Chicago. Affiliation with Revolve (International Magazine Covering Environmental Issues, Energy Challenges with special sections on water usage) Indian Environmental Society SIP Group Affiliation Magic Bus We believe that our future business growth has to be strongly coupled with our sustainability aspects to ensure a sustainable business environment. LanceSoft constantly focuses on green energy, reducing our carbon footprint, green supply chain, associates' well-being and towards society. We are also supported by effective governance, a strong risk management framework, and set of core values which form the bedrock of our sustainability agenda. ELIMINATING WASTE- “PROTECT TOMORROW, TODAY” INITIATIVE We would like to partner with Sourcewell in eliminating waste for environmental sustainability. At Lancesoft, we have a zero-waste food policy in all offices and client locations across USA. We have taken several preventive steps for the food wastage in our offices and client locations including signboards urging employees to restrict food wastage and also vendors to reduce wastage during preparation of food. We serve predefined meal portions to employees rather than putting up a buffet system. Plus, the daily amount of food wastage is displayed on a board in every food court, thus creating employee awareness about wastage. We will distribute the remaining meals to nearby communities and other poor people. According to U.S. Food and Drug Administration, 40% of the food produced in the U.S. is thrown away, yet 1 in 8 Americans struggle with hunger. We are committed to fight against wastage because we have seen the impact it has on people and will participate in “Protect Tomorrow, Today” initiative and helps Sourcewell in reaching its mission. At Lancesoft, we feel great to work that truly cares about our communities and puts action behind it with “Protect Tomorrow, Today” initiative.

BETTER WATER MANAGEMENT:

We would like to partner with Sourcewell in Water Management initiative. At LanceSoft, we believe in the sustainable management of the water resources we use across our operations. To support this, we are focused on increasing our understanding of water-related risks and impacts to our business and client business and to the communities we serve, setting meaningful goals, improving our water efficiency, and advancing innovative solutions to water challenges. We make our efforts transparent by disclosing our annual water use, our water-related risks and governance of water through our annual Integrated reports. Since the environment is changing rapidly and the scarcity of water has led LanceSoft's aim to reduce water consumption by 5% for next five years. LanceSoft widely complies to the international standards & water initiatives.

REDUCING CARBON EMISSIONS: Because of the nature of our business, our impact on the environment is far less than that of some other sectors, such as manufacturing and other heavy industries. Almost all of our business is conducted in local markets, and we have many locations close to both clients and candidates, greatly reducing travel and the resulting CO2 emissions. Despite this inherently minimal impact, we do what we can to limit our ecological footprint. We do so by conserving energy, by using sustainable energy sources, and reducing water and paper usage, and while re-using or recycling wherever possible. *

Environmental management efforts are not limited to reducing carbon emissions. Our environmental sustainability also includes reduction of paper and water consumption by implementing solutions such as U.S. Environmental Protection Agency (EPA) WaterSense fixtures, a green meeting toolkit, and promoting periods without printing.

Some of the Key Achievements includes
- Our electricity consumption per square meter has reduced by 19 % in of our operations
- Effective usage of radiant cooling mechanisms at our campuses
- Installation of Occupancy Sensors has resulted in a electricity savings

CORPORATE GOVERNANCE:

We benchmark our corporate governance practices with the best in the world. Our business conduct is driven by our core values and codes of conduct. Leading us on our ethical journey is our Board of Directors, who remains at the helm of our corporate governance practices and philosophies. While compliance is a must, we don't just stop at that. We strive to go beyond compliance by actively participating in voluntary reporting and disclosure programs. Corporate governance philosophy at LanceSoft transcends 'enhancing shareholder value'. It steers in us the values of good corporate citizenship through environmental awareness, ethical behavior and responsible business conduct. We believe that Corporate Governance is a set of guidelines which provide a reflection of the company's culture, policies, relationship with stakeholders, commitment to values and ethical business conduct. In the same spirit, timely and accurate disclosure of information regarding the financial situation, performance, ownership and governance of the company is an important part of our corporate governance.

Value for our Clients:
Our shared goal is to create value for our clients by providing them with innovative services. In line with our Corporate Vision, we encourage excellent performance and integrity. Wherever necessary, we effectively sanction any improper conduct. In this way, we succeed in the marketplace and fulfill our responsibility.

COMMUNITY ENGAGEMENT:
LanceSoft CSR wing is committed to play its role as an enlightened corporate citizen and continues to earmark 1.5% of its Profit After Tax (PAT) every year for CSR activities. CSR activities are mainly carried through CSR Wing. CSR specifically works in three verticals—Education, Vocational Training and Employment, and Disability.

Vocational Training and Employment:
CSR Wing promotes the concept of "education to employability" and runs the SMART (Skills-for-Market-Training) program to encourage and facilitate employment opportunities for youth from the marginalized communities. Under this program, there are SMART and SMART+ (for persons with disabilities) centers, which are operational across US.
Disability:
CSR Wing seeks to give dignity and independence to persons with disability (with a special focus on visual disability) through inclusive education, providing employable market-related entrepreneurial skills, and opportunities, thereby allowing them to be self-reliant.
Other programs LanceSoft has supported:
- AID
- Liberty Promise
- Thomas Jefferson High School of Technology
- The American Diabetes Association
- Rural and Economic Development
- Hand in Hand
- Special Operations Warrior Foundation.

		3- Provide other environmental and health benefits. LanceSoft is committed to conducting its operations with due regard for the environment and providing a safe and healthy workplace for its employees. We contribute to sustainable development through the establishment and implementation of environment, health and safety standards that meet the requirement of relevant laws, regulations and codes of practice. We invest in our people, our facilities, and our processes to protect the safety and well-being of our employees. We will embrace total worker health and prevent injury and illness by combining occupational health and safety with the promotion of healthy habits. We will provide programs to advance the physical, mental, and well-being of our employees. We are operating our facilities with a strong focus on process safety, always striving for better performance. We will continue to invest in robust emergency preparedness and response, so we are ready if an emergency occurs. We will manage our processes to minimize risk to our customers, employees, contractors, suppliers, other communities. We will assess the potential hazards, exposures, and risks to human health and the environment associated with our development pipeline, services, and applications.
49	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Having a well-crafted recruitment process built on 25 years of profound global recruitment experience, gives LanceSoft the competitive edge in providing top class resources to its clients in the shortest possible turn-around times. A perfect blend of unique recruiting methods and technologies, coupled with advanced recruitment techniques, has enabled LanceSoft to grow as one of the most sophisticated IT Contingent Workforce (CW) Providers. Below are some of LanceSoft' s unique approach & capabilities that will be valuable to our clients and distinguishes us from our competitors: Unique Capabilities & Approaches: - Specialized IT Recruiting: In addition to our IT industry domain recruiting model, we have also invested in building recruiting teams with specialized knowledge across a broad set of IT services including Data Analytics, Cyber Security, Emerging Technologies (e.g. AI/ ML/ Blockchain). We have IT recruiters that are aligned to the different IT service pillars, based on their requisite knowledge and experience. This “horizontal” IT knowledge combined with the “vertical” domain knowledge is a very powerful combination that enables us to consistently have a very high submission and closure rate with our clients and also helps weed out potential fake candidates, given the high degree of knowledge our recruiters possess. - Pro-Active Recruiting: To stay ahead of competition in our recruiting, we have moved to a pro-active recruiting model. LanceSoft has an internally developed intelligent database of consultants with over 25 million profiles, of which over 1.2 million candidate profiles would meet Sourcewell’s IT requirements. These candidates are part of our dynamic database ecosystem and have already been pre-vetted, pre-qualified and through the use of AI/ ML techniques, allows us to source and submit qualified, experienced candidates very quickly. - Quality of Service: Our internally developed technology platform, CPX, has the ability to backward integrate into our client’s systems. This integration allows our Quality and Delivery teams to proactively monitor and track the Scorecard metrics assigned by our clients on a daily basis, to ensure that our clients KPIs and metrics are adhered to, so there are no “surprises” during scorecard reviews. We monitor and track a comprehensive set of metrics which are set by our clients, including Response Rate, # of Interviews, Submission to Hire ratio, # of rejects, quality of candidates submitted, Rate adherence etc. - Client Delivery Process Framework: At the beginning of a new client relationship, LanceSoft's Account Management Team (AMT) spends considerable time with the Client Management team to map and understand the account. Based on the initial discussions, a "Client Delivery Process Framework" document is prepared, which captures all the details pertaining to the client. Additional information relevant to each region is also added to this document and it is circulated to all LanceSoft-Client team members at all local locations servicing the client with all the special notes, structures and policies defined in this document. This ensures that all locations servicing the client adhere to all contractual obligations and business rules pertaining to each country we support of the client program. - Dedicated Mailbox: Further, to ensure effective client communication, LanceSoft creates a dedicated mailbox for all its clients, which is monitored daily at a minimum of 18 hours a day to ensure immediate response and feedback. An internal SLA is also implemented to respond to all mails within 30 minutes of receipt from the client. This further ensures that any client related information is communicated effectively at all locations servicing the client. - Dedicated Account Management Team: LanceSoft will assign a dedicated Account Management Team headed by a Global Key Account Manager and local country account managers, if required. The Account Managers we position, generally come from a strong delivery background specific to the industry segment we are serving, they will be the escalation point of contact for any issues raised by the Contingent Worker Program Office (CWPO). The Account Manager will ensure to solve any issues raised by the client in the shortest possible time frame. - 24/7 Support: LanceSoft has an extensive network of delivery centres that span across the United States and Globally. Additionally, we also have our offshore/nearshore sourcing facilities in India that can be utilized to accommodate any temporary assignment requests

from our clients after standard work hours, thus proving a 24/7 support to our clients.

- UPTECH Training – Given the rapid pace of technology change and adoption, IT talent shortage is a major concern globally. In addition to our extensive database of top talent curated for close to 25 years and the extension of Crowd Sourcing, LanceSoft has made significant investments to further mitigate the opportunity/ skill gap by setting up a customized/ tailored training program, through our subsidiary, UPTECH (www.uptech.tech). This subsidiary provides the opportunity to Upskill/ Reskill technical talent for our clients and promote a diverse talent pool from the communities we support, encouraging more women into technology. This customized training model, that is specific to our client's project needs, allows for a steady pool of tailored technical talent to be fast tracked into our clients enterprise environment, at cost effective rates and also enhancing the "loyalty" retention factor, that is an indirect result of giving these individuals the opportunity they deserve.

- Talent Community Builder: The Talent Community Solution reaches into various social networks and identifies potential candidates to become part of our community. We have dedicated specialists that build/maintain and manage each community. LanceSoft has a dedicated team of Talent Intelligence Specialists who focus on expanding the pool of professionals and categorize them based on Job Categories, Skill sets and Geographic locations. The talent intelligence specialists manage the community activities like sending Job orders, managing forums, industry updates and candidate enrolment, keeping the community engaged always. They also screen, vet and keep up to date the available talent pool along with their most up to date skills. *

- Crowd Sourcing: Lancesoft has been working on a proprietary networking initiative, working on harnessing the power of the Crowd to source candidates. Currently Lancesoft's Crowd consists of over 2200 professionals including freelance recruiters, skill specific, domain specific industry SME's who are carefully curated and engaged to ensure we have access to passive and hidden talent that can be delivered in the shortest amount of time with high success of deliverability. Our Crowd RPO / Talent community / referrals are one of the topmost sources of candidate employment followed by our exhaustive internal database where profiles have been harvested for over 25 years, networking events and then job boards such as LinkedIn , Dice, CB , Indeed and Monster. Referral hiring through the power of Crowd Sourcing actually promotes a high degree of candidate loyalty and retention as a result.

- Community Discussions: Lancesoft believes that one of the best ways to find untapped programming talent is to delve into open-source code repositories like those on Stack Overflow, GitHub, and Reddit. These sites host community discussions between programmers from all over the world, including both professionals and self-taught enthusiasts. Our Technical recruiters will engage with top talent on these sites to tap candidates. This creates a more authentic interaction and helps in finding the right candidate based on our client's requirements.

- Community Curators: The CPX solution has the capability to build domain specific talent/skill/technology communities. This technology comprehensively sifts through the entire virtual database of working professionals globally; using strategic client specific job market requirements/projections as data points through predictive algorithms to map trends, jobs, locations, career objectives, preferences, to the right cluster of resumes/candidates. The CPX solution allows candidates to engage with these communities through our exclusive group of Community Curators to engage the job market for market intelligence, stay on top of trends, and harness the precise resources / skills required - all of this without going onto a single job board.

Tools & Technologies:
- LanceSoft's Home-Grown Automated System (CPX): We have developed a proven, state-of-the-art Cloud enabled workflow automation system which runs on a Microsoft .Net platform, which completes the entire lifecycle of staffing on the web including Requisition Management, Applicant Management, On-boarding, Off-boarding, drug and background checks, timesheet management, payroll, billing, Employee Engagement, etc. The objective of building this system is to increase the internal efficiencies, control costs and provide cost effective speed to market staffing services for our clientele. CPX is a proven platform, in existence for close to 25 years and can backward integrate with any of our client systems.

CPX is designed at its core to eliminate the need for organizations to have multiple external systems. Sourcewell can track activities of their day-to-day operations through one, comprehensive application. This software is also user customizable and has various built-in workflows to enable the right controls in the right place.

- HackerRank Platform: Lancesoft is using HackerRank, a platform designed to help to find the best engineering and software candidates using skills-based screening and interviewing tools. It allows us to create custom or templated coding challenges across 6 computer science domains and in 35 programming languages. We will send these assessments to candidates or embed them on our careers page to build our pipeline through our internal CPX tool for our future use and this platform automatically scores and ranks each one. It also offers a coding interview tool, allowing us to watch our candidates code in real time while we talk to the candidates. By using HackerRank, we have created a database of over 10,000 profiles who have strong technical skills, segregated by location,

		skill set, domain and experience level. We will source these quality candidates in less than 3 days, based on Sourcewell's requirements. - TOSA Digital: LanceSoft sources candidates based on the online real time assessments, a digital skills certification program. TOSA Digital helps us to test applicants with 20-25 interactive questions and exercises to evaluate things like programming skills and digital communication. Based on the client technology, the questions and coding will match the candidate's level, and we will get a detailed report of the candidate's skills, including how they measure up against the target profile. In this way, LanceSoft screens quality candidates and we can submit relevant profiles as per Sourcewell's requirements. LanceSoft believes and stands by the innovation and our investment in the new age of recruiting thru cutting edge technologies and data-driven approaches. Our recruiters are trained not to only to look at a candidate's technical ability, however, we also conduct behavioural and situational based interviews as well, to evaluate candidates on their past behaviour and experience and the candidate's judgment ability and knowledge that may be required for the job. LanceSoft's screening techniques emphasizes scoring candidates on aptitude and soft skill areas, as defined in the KORU7 process such as their grit, ownership abilities, curiosity, polish, teamwork, rigor, and impact.	

Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment	
50	Select 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 and a listing of dealerships, HUB partners or re-sellers if available. Select all that apply.		(•) Yes ( ) No	Please find attached the M/WBE certifications in documents section.	*
51		Minority Business Enterprise (MBE)	(•) Yes ( ) No	Please find attached the MBE certifications in documents section.	*
52		Women Business Enterprise (WBE)	(•) Yes ( ) No	Please find attached the WBE certifications in documents section.	*
53		Disabled-Owned Business Enterprise (DOBE)	( ) Yes (•) No	LanceSoft is not a certified DOBE firm.	*
54		Veteran-Owned Business Enterprise (VBE)	( ) Yes (•) No	LanceSoft is not a certified VBE firm.	*
55		Service-Disabled Veteran-Owned Business (SDVOB)	( ) Yes (•) No	LanceSoft is not a certified SDVOB firm.	*
56		Small Business Enterprise (SBE)	( ) Yes (•) No	LanceSoft is not a certified SBE firm.	*
57		Small Disadvantaged Business (SDB)	( ) Yes (•) No	LanceSoft is not a certified SDB firm.	*
58		Women-Owned Small Business (WOSB)	( ) Yes (•) No	LanceSoft is not a certified WOSB firm.	*

Table 6A: Pricing (400 Points, applies to Table 6A and 6B)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *	

59	Describe your payment terms and accepted payment methods.	LanceSoft's usually adhere to Net 30 payment terms. We accept various payment methods which ever favors our clients. To name a few we will accept payment through cheque, bank transfer, P-Card procurement and payment process and advised by Sourcewell.	*
60	Describe any leasing or financing options available for use by educational or governmental entities.	None	*
61	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	For IT Staffing: Please find attached our staffing agreement for terms and conditions, service level agreements, etc. in document section.	*
62	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, we accept P-card procurement and payment process. LanceSoft will not charge any additional cost to Sourcewell participating entities for using this process.	*
63	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.	For IT Staffing: Our pricing model is based on Not to Exceed Maximum Bill Rate. We usually adhere to clients' Rate cards and Fixed Mark-ups. Determining bill rates is a rational process basing on the actual cost and certain statutes of the country. The Bill Rate is the fee, a company pays to a staffing agency for the services of a temporary worker. Bill rates are equal to the sum of the Pay Rate and Mark-up or profit. Pay rate should not be less than National Minimum Wage and shall commensurate with the contemporary market trend for avoiding attrition. The pay rate often depends on several parameters such as qualification and experience of the candidate, period of the project, location etc. While the statutory payments including health care, taxes, etc. form part of the Pay Rate. Our Mark-up includes SUTA, FUTA, FICA, Recruiting Costs, Workers Compensation, Benefits, S&GA, Overhead Costs and Profit Margin. LanceSoft scrupulously observes the statutes and decides the bill rate keeping in view of the market situation, without any compromise in quality of service thus making it a best-in-class strategy in benchmarking the rates. Detailed breakdown of our Mark-up: LanceSoft follows a standard pricing strategy i.e., Bill Rate = Pay Rate + Mark-up (Fixed % of Pay Rate) /hour	*
64	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.	For IT Staffing: Tenure Discounts Tenure Length — Percentage point decrease in mark-up % < 6 months — 0% 6 - 9 months — 0.75% 9 - 12 months — 1.50% > 12 months — 2%	*
65	Describe any quantity or volume discounts or rebate programs that you offer.	LanceSoft offers discounts based on the volume of business generated. Below is what we would like to propose in good faith for the Volume Rebates: Volume Discount — Discount % Offered $ 5,000,000.00 or greater — 1.00% $ 4,000,001.00 - $ 5,000,000.00 — 0.75% $ 3,000,001.00 - $ 4,000,000.00 — 0.50% $ 2,000,001.00 - $ 3,000,000.00 — 0.25% $ 1,000,000.00 - $ 2,000,000.00 — 0.00%	*
66	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". 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. Define the costs/fees associated with "sourcing/quoting" products and related services.	LanceSoft proposes a flexible and transparent approach for facilitating "sourced," "open market," or "non-contracted" products and related services. LanceSoft is open to negotiated purchasing models and supports both percentage-over-cost pricing and quote-based pricing, depending on the nature of the request and customer preference. LanceSoft will source products and related services through its established distributor partner network. Items will be provided at cost plus a percentage, with the applicable percentage determined based on product type, complexity, availability, and service requirements. Alternatively, LanceSoft can supply a customized quote for each request, allowing customers to review and approve pricing prior to purchase. This approach ensures flexibility while maintaining cost transparency and alignment with customer procurement policies.	*

67	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 background checks, pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Not Applicable	*
68	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	LanceSoft will not charge any additional cost to Sourcewell for freight, delivery or shipping of project requirements. However, our distributer partners may charge for delivery of Sourced Products if requested by Sourcewell.	*
69	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	LanceSoft will not charge any additional cost to Sourcewell for freight, delivery or shipping of project requirements. This is valid across North America including Alaska, Hawaii, Canada and also for any offshore delivery.	*
70	Describe any unique distribution, delivery, and/or deployment methods or options offered in your proposal.	IT Staff Augmentation Services Approach LanceSoft proposes to support Sourcewell and Participating Entities through IT Staff Augmentation Services, providing experienced and highly qualified IT professionals who seamlessly integrate into client teams. All assigned resources work under the direction, supervision, and management of Sourcewell or the Participating Entity, enabling flexibility, control, and alignment with client-specific priorities. LanceSoft's role focuses on recruiting, screening, onboarding, and assigning skilled IT personnel to support Sourcewell-defined initiatives, projects, and operational requirements. Work prioritization, task assignments, system access, and performance oversight are managed by Sourcewell or the Participating Entity, ensuring full transparency and operational control. Staff Augmentation Support Model Through this staff augmentation model, LanceSoft provides IT professionals across a broad range of technical and functional skill sets to support activities such as application development, maintenance, enhancements, and day-to-day operational support, as directed by the client. Resources may contribute to analysis, configuration, development, testing, documentation, and end-user support while operating as an extension of the client's internal team. Role-Based Support Alignment IT professionals are assigned to role-based positions aligned with Sourcewell's specific requirements, including entry-level, intermediate, and advanced technical roles. These assignments are position-based and designed to support client-led operations, allowing Participating Entities to maintain direct oversight of responsibilities, priorities, and outcomes. Governance and Oversight All augmented staff operate in accordance with client-defined policies, procedures, and tools. Sourcewell or the Participating Entity retains full control over: • Work assignments and prioritization • Incident handling and escalation • Application maintenance and enhancement decisions • Coordination with third-party vendors, as applicable LanceSoft's role remains focused on workforce delivery and administrative support, enabling clients to maintain governance and decision-making authority. Quality and Workforce Support To ensure consistent service quality and continuity, LanceSoft supports staff augmentation engagements through: • Structured recruiting, screening, and qualification processes • Workforce compliance and onboarding support • Ongoing administrative management of assigned personnel • Timely replacement support, if required, to ensure uninterrupted staffing These activities are workforce-focused and administrative in nature, designed to enhance the effectiveness of staff augmentation engagements while allowing Sourcewell and Participating Entities to retain full operational control.	*

71	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing.	Compliance audits: Our goal is to maintain 100% compliance with Source well requirements. With this in mind, LanceSoft conducts routine independent, objective audits designed to ensure compliance with governmental regulations as well as Sourcewell requirements. These audits consist of a systematic, disciplined approach designed to evaluate and improve the effectiveness of risk management, control, and governance processes. The scope of LanceSoft's internal auditing is broad, including topics such as the efficacy of operations, the reliability of financial reporting, and compliance with laws and regulations. Our audit process ensures proper pricing, reporting of all sales of each quarter for all the Source well contracts and also about the remittance of proper administrative fee to Sourcewell. LanceSoft will track quarterly sales information through our In-house automated AI enabled CPX system. Our CPX has automated "reporting" dashboards which provide the monthly/quarterly/bi-annual and annual sales reports as per the Sourcewell requirements.	*

72	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	LanceSoft has initiated and implemented several quality control metrics and processes internally for Monitoring performance. Our dedicated quality team is responsible for monitoring various quality parameters on a continual basis through defined metrics that are derived from LanceSoft's' internal reporting mechanism. Our quality parameters include Minimum performance threshold, Performance reports, monthly progress reports, client satisfaction surveys, SLA's, KPI's and resource management reports. These performance monitoring and resource management processes will be ongoing to detect potential and actual problem areas of the performance. These processes also effect financial contract performance, work completion, work in progress, challenges, and overall project progress. All these project components play a vital role in LanceSoft's strategic planning and decision-making for the performance. Our performance will be measured at the individual, task, and project levels. LanceSoft measures performance using defined quantitative and qualitative methods established with and agreed to our internal quality parameters and monitored and managed using automated and manual tools. LanceSoft will utilize the below mentioned SLA's & KPI's for measuring effectiveness. Our SLA's & KPI's helps us to detect potential and actual problem areas of the performance and also helps us in contract performance, work completion, work in progress, challenges, and overall project progress. All SLA's & KPI's play a vital role in LanceSoft's strategic planning and decision-making. We also implement the following set of self-imposed Service Level Agreements (SLAs) and Key Performing Indicators (KPI's) to check performance: Our key SLAs are: • Account Issue Resolution and Tracking report • Ratio of hires to terminations due to performance reasons • Ratio of hires to no-starts/dropouts/back-outs • Contractor Problem Resolution metrics • Performance reporting requirements • Attrition/Retention Rate • Onboarding and Offboarding compliance reports • Quality of deliverables Our Key KPI's are • Time to Submit • Ratio of requests to valid submittals • Ratio of valid submittals to Interviews • Ratio of interviews to hires • Ratio of hires to starts Below are our typical SLA's/KPI's that we will maintain at minimum for this program. • Time to Submit: under 48 hrs. • Submission rate: 98.5% Avg. • Shortlist ratio: 80% Avg. • Interviews: 40% Avg. • Conversion of interviews to hires: 45% Avg. • Non-Delivery: 0.5 Avg. • Attrition (before assignment end date): below 2% Other KPI's: % Candidate sourced vs. applied: 45% Diversity % of accepted candidates: 40% Average placement duration: 12+ Months.	*
73	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The proposed Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	We propose to pay the administrative fee of 1.50% to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that we are awarded a Contract.	*

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
74	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	Please find our pricing attached in the document section.	*

Table 7A: Depth and Breadth of Offered Solutions (250 Points, applies to Table 7A - 7C)

Line Item	Question	Response *	

75	Provide a detailed description of all the Solutions offered in the proposal.	LanceSoft will provide IT Staff Augmentation Services to support Sourcewell and Participating Entities, delivering highly qualified IT professionals to meet project, operational, and long-term workforce needs. All personnel work under the direction, supervision, and management of Sourcewell or the Participating Entity, ensuring flexibility, scalability, and alignment with organizational goals. Staff Augmentation Support Model LanceSoft supplies IT professionals across a broad range of technical and functional skill sets to support application development, maintenance, enhancement, infrastructure operations, and project activities as directed by the client. Resources may support activities such as: • Analysis, configuration, development, and testing • Documentation and end-user support • Business and systems analysis • Technical administration and help desk support All assignments are role-based; LanceSoft does not assume ownership of applications, services, or outcomes. Role-Based Support Alignment IT professionals may be assigned to positions aligned with: • Entry-level, intermediate, and advanced technical roles • Application support, development, infrastructure, security, and project support functions • Specific assignments based on client-defined requirements All roles are position-based and do not imply service ownership, incident management responsibility, or service-level accountability by LanceSoft. Recruitment and Workforce Support LanceSoft ensures a seamless and compliant staffing experience through: • Structured recruiting, screening, and onboarding processes • Background verification, eligibility checks, and compliance documentation • Rapid access to pre-qualified IT talent pools • Replacement support to maintain continuity when required • Administrative management of all assigned personnel IT Roles and Functional Expertise Supported LanceSoft provides qualified IT professionals for roles including, but not limited to: • IT Program and Project Management • Application Development and Support • IT Infrastructure and Architecture Support • Network, Server, and Cloud Administration • Cybersecurity and IT Security Analysis • Database Administration and Data Architecture • Systems and Business Analysis • Desktop, Help Desk, and End-User Support • Software Testing and Quality Assurance • Web and Mobile Application Development • ERP and Enterprise Application Support • Documentation, Training, and Technical Writing Supporting Tools and Technology LanceSoft leverages workforce management systems to support IT Staff Augmentation, including: • Requisition and candidate tracking • Timekeeping and administrative oversight • Compliance documentation and reporting Compliance, Standards, and Operational Readiness LanceSoft will provide IT Staff Augmentation services in full compliance with applicable industry standards, public-sector regulations, and contractual requirements. All personnel supplied are thoroughly vetted, background-checked, and onboarded according to client-specific and regulatory guidelines. Operational readiness is ensured through: • Workforce compliance management: Verification of certifications, licenses, and eligibility as required by the Participating Entity. • Standardized onboarding procedures: Structured orientation and access provisioning to enable staff to contribute immediately. • Ongoing monitoring and support: Administrative oversight to ensure continuity, adherence to policies, and quick replacement of personnel if needed. • Alignment with client policies: All staff work under the direction, tools, and processes defined by Sourcewell or the Participating Entity. LanceSoft delivers IT staffing solutions that are reliable, compliant, and operationally ready, enabling Participating Entities to efficiently meet their IT project and operational needs.

76	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	LanceSoft, Inc. offers the following subcategories of solutions under the IT Staff Augmentation Services category: IT Staff Augmentation Services • IT Staffing Services (Temporary, Project-Based, Long-Term, and Direct Hire) • Application Development and Support Staff Augmentation • Enterprise Applications Support Staffing • Cloud and Infrastructure Support Staffing • Cybersecurity and Information Security Staffing • Quality Assurance (QA) and Quality Control (QC) Staffing • Service Desk and Technical Support Staffing • IT Project Management and PMO Staffing • Data, Analytics, and Business Intelligence Staffing • Network, Systems, and Infrastructure Administration Staffing Specialized IT Talent Subcategories • Software and Application Development Staffing • Cloud Transformation and Administration Staffing • DevOps and Site Reliability Engineering (SRE) Staffing • Artificial Intelligence and Machine Learning Staffing • Data Architecture, Data Engineering, and Data Science Staffing • Network and Wireless Engineering Staffing • Security Architecture, Risk, and Compliance Staffing • Agile, Scrum, and Change Management Staffing • Technical Documentation and Training Support Staffing Functional and Support Roles • Business and Systems Analysis Staffing • IT Audit and Business Continuity Support Staffing • Digital and Web Technology Staffing • Desktop, Help Desk, and End-User Support Staffing • Product, Process, and Program Support Staffing Representative IT Roles Supported LanceSoft provides access to a wide range of IT professionals, including but not limited to: Java Developers, Software Engineers, Project and Program Managers, Cloud Administrators, DevOps Engineers, Enterprise Architects, Data Scientists, Data Architects, BI Analysts, Cybersecurity Analysts, Network and Security Engineers, QA Analysts and Test Managers, Business Analysts, ServiceNow Developers, SharePoint Administrators and Developers, Technical Writers, Help Desk Technicians, Agile Scrum Masters, Change Management Managers, IT Auditors, Site Reliability Engineers, and other specialized IT professionals. These subcategories reflect LanceSoft, Inc.'s ability to deliver scalable, compliant, and flexible IT Managed Workforce Solutions and IT Staff Augmentation Services that support a broad range of IT functions, projects, and operational needs for Sourcewell Participating Entities.

77	Describe how candidates are: 1) qualified for the role; 2) authorized to work; 3) available and placed on time; and, 4) a suitable fit for the organization they are placed in. Clarify how responsibility for verifying work authorization is defined and managed.	LanceSoft, Inc. utilizes a structured, compliant, and repeatable talent delivery process to ensure all candidates are qualified, authorized to work, available on time, and well-matched to the Participating Entity's organizational needs. 1) Candidate Qualification for the Role Candidates are qualified through a multi-step screening and evaluation process that includes: • Review of technical skills, certifications, education, and relevant experience aligned to the role requirements • Role-specific technical interviews conducted by subject matter experts • Evaluation of functional competencies, problem-solving abilities, and communication skills • Verification of required certifications, licenses, and role-specific credentials where applicable • Professional reference checks to validate prior work experience, role responsibilities, and technical performance, when required by the Participating Entity This process ensures candidates meet or exceed the technical and professional qualifications required for each position. 2) Authorization to Work LanceSoft ensures that all candidates are legally authorized to work in the applicable country prior to placement. • Employment eligibility verification is conducted in accordance with federal, state, and local regulations • I-9 verification and required documentation are completed before the candidate begins work • Where applicable, background checks and additional compliance screenings are conducted per Participating Entity requirements Responsibility for Work Authorization: LanceSoft retains full responsibility for verifying and maintaining employment authorization documentation for all candidates employed or placed through our organization. Documentation is securely maintained and made available for audit as required. 3) Candidate Availability and On-Time Placement LanceSoft maintains extensive, up-to-date talent pipelines and leverages workforce management tools to ensure timely fulfillment of staffing requests. • Access to pre-screened and readily available IT talent pools • Defined service-level timelines for candidate submission, interview coordination, and placement • Dedicated recruiters and account teams assigned to manage requisitions and onboarding • Proactive communication and coordination with Participating Entities to ensure start dates are met This approach enables LanceSoft to consistently deliver qualified candidates within required timelines. 4) Suitability and Organizational Fit To ensure strong organizational and cultural alignment, LanceSoft evaluates candidates beyond technical skills. • Assessment of soft skills, teamwork, adaptability, and communication style • Alignment of candidate experience with the Participating Entity's environment, policies, and work culture • Collaboration with hiring managers to clearly understand role expectations, team dynamics, and performance goals • Reference checks focused on work ethic, reliability, interpersonal skills, and overall job performance, as required • Pre-placement and ongoing candidate training focused on workplace professionalism, public-sector compliance awareness, communication standards, security and confidentiality requirements, and role-specific expectations, as applicable • Post-placement follow-up to confirm performance satisfaction and address any concerns This process helps ensure long-term success and productivity for both the candidate and the Participating Entity. LanceSoft, Inc. applies a comprehensive and compliant candidate vetting and placement process that ensures individuals are technically qualified, legally authorized to work, available within required timelines, and well-matched to the organizational needs of Sourcewell Participating Entities, with LanceSoft maintaining responsibility for employment eligibility verification and workforce compliance.

78	Describe your process for ensuring candidates have the necessary proprietary or organization-specific equipment to perform their role. Include details on how equipment is prepared (e.g., configured, secured, and imaged), delivered, and supported, particularly when the candidate is working remotely.	LanceSoft, Inc. ensures that candidates have the necessary proprietary or organization-specific equipment required to perform their assigned roles through a structured coordination and compliance-focused process. Our approach is designed to support both onsite and remote work environments while maintaining security, accountability, and alignment with Participating Entity policies. Equipment Ownership and Responsibility In most engagements, proprietary or organization-specific equipment (such as laptops, peripherals, secure access devices, or specialized tools) is provided and owned by the Participating Entity. LanceSoft coordinates closely with the Participating Entity to confirm equipment requirements, provisioning responsibilities, and delivery timelines prior to the candidate's start date. When LanceSoft is contractually required to provide equipment, all equipment is provisioned in accordance with client-defined standards and security requirements. Equipment Preparation and Configuration Equipment preparation is performed based on the Participating Entity's documented requirements and may include: • Installation of required operating systems, applications, and role-specific software • Security configurations such as encryption, multi-factor authentication, and endpoint protection • Imaging and configuration using client-approved standards and tools • Validation of system access, connectivity, and functionality prior to deployment All preparation activities are performed in alignment with organizational policies and applicable security and compliance standards. Equipment Delivery and Remote Workforce Enablement For remote or distributed work arrangements, LanceSoft supports coordinated equipment delivery through: • Secure shipment directly to the candidate's approved work location • Tracking and confirmation of receipt prior to start date • Coordination of system access credentials and onboarding schedules This ensures candidates are fully equipped and ready to begin work on their assigned start date. Equipment Support and Issue Resolution Ongoing technical support for organization-specific equipment is typically provided by the Participating Entity's internal IT support teams. LanceSoft supports this process by: • Ensuring candidates understand equipment use policies and support escalation procedures • Coordinating issue resolution between the candidate and Participating Entity when needed • Managing equipment return, reassignment, or decommissioning at assignment completion Security, Compliance, and Accountability LanceSoft emphasizes security and accountability throughout the equipment lifecycle by: • Enforcing acceptable use and data protection policies • Supporting secure access protocols for remote workers • Ensuring timely return or secure disposition of equipment at the end of engagements LanceSoft, Inc. ensures candidates are fully equipped to perform their roles by coordinating equipment provisioning, preparation, secure delivery, and support in alignment with Participating Entity requirements, while maintaining clear accountability, security, and readiness—particularly for remote work environments—without providing managed IT services.	*

Table 7B: Depth and Breadth of Offered Solutions - IT Managed Workforce Solutions

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

☑ We will not be submitting for Table 7B: Depth and Breadth of Offered Solutions - IT Managed Workforce Solutions

Line Item	Category or Type	Comments	
79	Describe the range of IT managed workforce programs your organization has overseen in the government (GOV) sector within the last three (3) years. Provide one (1) example for each of the following: - small - average - large Include the following for each example in the comments field: 1) annual revenue; 2) duration; and, 3) a brief scope of services summary including IT roles managed.		*
80	Describe the range of IT managed workforce programs your organization has overseen in the education (EDU) sector within the last three (3) years. Provide one (1) example for each of the following: - small - average - large Include the following for each example in the comments field: 1) annual revenue; 2) duration; and, 3) a brief scope of services summary including IT roles managed.		*
81	Does your company currently operate a multi-tenant Vendor Management System (VMS) to support IT Managed Workforce programs? If yes, briefly describe your system's capabilities in the following areas: 1) Requisition management (e.g., request creation, approval workflows); 2) Candidate management (e.g., submission, screening, selection tracking); 3) Time and expense tracking (e.g., approvals, compliance controls); 4) Invoicing and payment (e.g., integration, reconciliation, automation); and, 5) Reporting and analytics (e.g., dashboards, KPIs, data exports). If no, describe whether your company partners with a third-party VMS provider or uses a proprietary alternative.		*

Table 7C: Depth and Breadth of Offered Solutions - IT Staff Augmentation Services

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

☐ We will not be submitting for Table 7C: Depth and Breadth of Offered Solutions - IT Staff Augmentation Services

Line Item	Category or Type	Comments
82	Describe your organization's IT staff augmentation services provided in the government (GOV) sector within the past 24 months. Include one (1) representative example (not a list of contracts) and describe the following areas: 1) Contract duration (start and end dates or ongoing) 2) Types of staffing solutions (e.g., temporary, project-based, long-term, or direct-hire) 3) Approximate number and types of IT roles staffed	Customer: Massachusetts Executive Office of Health and Human Services (EOHHS) Project Type: IT Staff Augmentation Services 1) Contract Duration • Start Date: July 18, 2006 • End Date: Ongoing • LanceSoft has actively supported EOHHS within the past 24 months under this long-term government engagement. 2) Types of Staffing Solutions Provided • Temporary IT staffing • Direct-hire IT staffing (as required) 3) Approximate Number and Types of IT Roles Staffed • Approximate Size: 750+ IT resources supported across EOHHS programs and agencies • Types of IT Roles Staffed Including but limited to: o Application Developers o Business Analysts o Project and Program Managers o QA / Test Analysts o Data Analysts o Database Administrators o Systems Administrators o Cloud and Infrastructure Engineers o Cybersecurity Specialists o Help Desk and Desktop Support Analysts
83	Describe your organization's IT staff augmentation services provided in the education (EDU) sector within the past 24 months. Include one (1) representative example (not a list of contracts) and describe the following areas: 1) Contract duration (start and end dates or ongoing) 2) Types of staffing solutions (e.g., temporary, project-based, long-term, or direct-hire) 3) Approximate number and types of IT roles staffed	Customer: University of California Project Description: IT Temporary Staffing Services 1) Contract Duration • Start Date: 2021 • End Date: Ongoing (Active within the past 24 months) 2) Types of Staffing Solutions Provided • Temporary IT staffing • Direct-hire IT staffing (as required) 3) Approximate Number and Types of IT Roles Staffed • Approximate Contract Value: $1.3 million • Types of IT Roles Staffed Including but not limited to: • Software Engineers • Technical Business Consultants • Program Delivery Managers • Quality & Test Engineers • Infrastructure Administrators • Cloud Solutions Architects • Data Scientists / Data Analysts • End-User Support Specialists

Table 8: Exceptions to Terms, Conditions, or Specifications Form

Line Item 84. **NOTICE**: To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement 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 Sourcewell and will not automatically be included in the Master Agreement.

Do you have exceptions or modifications to propose?	Acknowledgement *
	○ Yes ◉ 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 Sourcewell 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 Sourcewell.

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

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

- Responsiveness - Responsiveness Criteria - IT Staff Augmentation Services.zip - Thursday January 08, 2026 10:14:38
- Pricing - LanceSoft pricing for Sourcewell.xlsx - Thursday January 08, 2026 10:46:10
- Financial Strength and Stability - 2024 Audit LanceSoft, Inc. and Subsidiaries 2 (1).pdf - Thursday January 08, 2026 10:15:00
- Marketing Plan/Samples - LanceSoft Marketing Plan.pdf - Thursday January 08, 2026 10:15:15
- WMBE/MBE/SBE or Related Certificates - MWBE certificates.zip - Thursday January 08, 2026 10:15:28
- Standard Transaction Document Samples - Sample Employment Agreements.zip - Thursday January 08, 2026 10:15:47
- Requested Exceptions (optional)
- Upload Additional Document (optional)

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

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 award.

3. The Proposer certifies that:

(1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and

(3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.

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 is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.

5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.

6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.

7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

8. 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, 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. - Prashant Arni, Sr. VP Delivery and Operations, LanceSoft, Inc.

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

○ **Yes** ◉ **No**

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

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

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_8_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Wed December 31 2025 04:33 PM	☑	2
Addendum_7_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Wed December 24 2025 11:59 AM	☑	4
Addendum_6_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Fri December 19 2025 01:06 PM	☑	4
Addendum_5_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Tue December 16 2025 03:23 PM	☑	3
Addendum_4_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Fri December 12 2025 11:47 AM	☑	3
Addendum_3_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Tue December 2 2025 02:57 PM	☑	7
Addendum_2_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Wed November 26 2025 08:59 AM	☑	5
Addendum_1_IT_Managed_Workforce_Staff_Augmentation Fri November 21 2025 02:24 PM	☑	10
Amendment_1_IT_Managed_Workforce_Staff_Augmentation_RFP010826 Thu November 20 2025 03:08 PM	☑	1