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

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, Staples, MN 56479 (Sourcewell) and Infojini, Inc., 10015 Old Columbia Road, Suite B215, Columbia, MD 21046 (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	Infojini, Inc.
Signed by: Jeremy Schwartz C0FD2A139D06489...	Signed by: Sandeep Harjani EC2816CD0280408...
By: _____	By: _____
Jeremy Schwartz	Sandeep Harjani
Title: Chief Procurement Officer	Title: President
Date: 10/29/2026 | 10:16 AM CDT	Date: 10/29/2026 | 8:37 AM CDT

Docusign Envelope ID: 1D9B88B9-F81C-89E2-8196-5C40096B2705

RFP 010826 - IT Managed Workforce and Staff Augmentation Solutions

Vendor Details

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

Submission Details

Created On:	Thursday December 04, 2025 12:56:53
Submitted On:	Thursday January 08, 2026 12:09:52
Submitted By:	Sandeep Harjani
Email:	statebids@infojiniconsulting.com
Transaction #:	00c71c6a-5151-44bd-82b6-2875e3e68e8b
Submitter's IP Address:	147.243.145.45

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.	Infojini, Inc.	*
6	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Y	*
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):	CAGE: 5STDO Unique Entity Identifier (SAM): YDSBJ6AN55U3	*
9	Provide your NAICS code applicable to Solutions proposed.	Infojini's primary NAICS code applicable to the solutions proposed under Sourcewell RFP #010826 is 561320 – Temporary Help Services. This NAICS code reflects Infojini's core IT Staff Augmentation offerings, including temporary, contract, long-term, and project-based placement of qualified IT professionals for public-sector clients. Infojini's supporting NAICS compared to 561320 for Sourcewell IT Staff Augmentation are: • 518210 – Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services (Data Warehousing) • 541511 – Custom Computer Programming Services • 541512 – Computer Systems Design Services • 561312 – Executive Search Services	
10	Proposer Physical Address:	10015, Old Columbia Road, Suite B215, Columbia, MD 21046	*
11	Proposer website address (or addresses):	www.infojiniconsulting.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):	Name: Sandeep Harjani Title: President Address: 10015, Old Columbia Road, Suite B215, Columbia, MD 21046 Email: statebids@infojiniconsulting.com Phone: (443) 257-0086	*
13	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Name: Sandeep Harjani Title: President Address: 10015 Old Columbia Road, Suite B215, Columbia, MD 21046 Email: statebids@infojiniconsulting.com Phone: (443) 257-0086	*
14	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	None	*

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.	Infojini, Inc. is a Maryland-incorporated S-Corporation, established in 2006, and headquartered in Maryland. Infojini is an existing vendor to Sourcewell, delivering technology talent and consulting solutions to public-sector and commercial clients nationwide. With 19+ years of industry experience, Infojini has built a strong reputation as a trusted IT consulting and staffing services partner, supporting mission-critical operations, modernization initiatives, and long-term workforce needs across a wide	

range of industries.

Infojini has specialized in providing IT Staff Augmentation and comprehensive staffing services, including temporary staffing, temporary-to-permanent staffing, talent acquisition services, permanent hiring, and payroll services. Our longevity in the industry reflects consistent client demand, repeat engagements, and our ability to adapt to evolving technologies, workforce models, and procurement environments.
Infojini currently supports 500+ government entities across the United States, delivering staffing solutions across diverse industry verticals, including Information Technology, Administrative Services, Healthcare, Accounting and Finance, Education, Engineering, Transportation, Housing, Clinical and Behavioral Health, Human Resources, Non-Profits, Telecom, and other related sectors aligned with Sourcewell's requirements.

- Infojini has been recognized by Inc. Magazine as one of America's Fastest-Growing Companies, reflecting sustained growth, operational strength, and market demand.
- Infojini has been named one of the "Best Staffing Firms to Work For" by Staffing Industry Analysts (SIA) for three consecutive years, 2023, 2024, and 2025, demonstrating its commitment to employee engagement, organizational excellence, and workforce stability.

Certifications, Accreditations, and Strategic Partnerships
Infojini's operational maturity, quality focus, and security posture are demonstrated through a robust set of certifications and industry recognitions, including:

- ISO 9001 – Quality Management Systems
- ISO 20000-1 – IT Service Management
- ISO 27001 – Information Security Management
- CMMI Level 3
- Microsoft Certified Partner
- Salesforce Certified Partner
- AWS Partner
- Snowflake Select Partner
- NMSDC Certified Minority Business Enterprise (MBE)

These certifications validate Infojini's process-driven execution, strong governance framework, and ability to meet the security, compliance, and accountability standards required by public-sector organizations and cooperative purchasing programs such as Sourcewell.
Core Values
Infojini's culture and operations are guided by a strong set of core values:
- Integrity: We conduct business ethically, transparently, and in full compliance with contractual, regulatory, and cooperative purchasing requirements.
- Client-Centricity: Our success is measured by the satisfaction and outcomes of the clients we serve.
- Accountability: We take ownership of our commitments and deliver consistent, reliable results.
- Quality and Excellence: We emphasize rigorous candidate vetting, disciplined processes, and continuous improvement.
- Collaboration: We work as an extension of our clients' teams, fostering trust, communication, and long-term partnership.

These values form the foundation of Infojini's team-oriented culture and directly influence how we engage with clients, employees, partners, and the communities we serve.

Business Philosophy
Infojini's business philosophy is customer-centric and ethics-oriented, grounded in the belief that no two clients are the same and that staffing solutions must be tailored to each organization's unique needs.
We believe in delivering value and sustainability in an ever-changing business environment shaped by emerging technologies, workforce evolution, and social responsibility. Infojini continuously adapts to:
- Changing client requirements
- Shifting market conditions
- Technological advancements

Our philosophy emphasizes: *
- Matching the right talent to specialized staffing needs
- Supporting clients' growth and business objectives
- Building rewarding, long-term careers for the professionals we employ
- Operating as socially responsible corporate citizens and active community participants

As a staffing firm, Infojini recognizes that both clients and employees are our customers. To ensure satisfaction and continuous improvement, we conduct bi-weekly or monthly surveys (based on client preference) using platforms such as SenseHQ. Feedback is actively analyzed and incorporated into service delivery strategies to enhance client satisfaction, employee engagement, and overall service quality.

Industry Longevity and Service Capabilities

With nearly two decades of experience, Infojini possesses unparalleled competencies across multiple service domains, enabling us to deliver trained professionals equipped with the skills and expertise required to support complex environments.
Our capabilities span:
- IT Staff Augmentation
- Temporary and Permanent Staffing Services
- Project-Based Professional Services
- Enterprise Technology Support

Selected key service areas include:
- Applications for Information and Communication
- Application Development
- Artificial Intelligence (AI) Advisory, Strategy, and Support Services
- Digital Technologies, Online Platforms, and Infrastructure
- IT Investment, Value Optimization, and Assurance
- Security Assessment, Testing, Advisory, and Strategy
- Software Asset and Portfolio Management
- Infrastructure, Cloud, Data & Analytics
- ERP and CRM Systems
- Cybersecurity
- Technical Program and Project Leadership

Infojini's delivery model combines a large national recruiting engine with dedicated account management and service delivery teams, allowing rapid, compliant fulfillment of both short-term and long-term engagements. Our multi-state operational footprint and mature, standardized processes enable us to support clients throughout the entire lifecycle, from strategy and solution design to implementation, optimization, and ongoing operations.

Public-Sector Experience and Community Impact
Infojini brings deep, proven experience serving public-sector institutions, including:
- State and local government agencies
- Higher education institutions
- K–12 school districts
- Healthcare and social services organizations

We understand the unique demands of mission-critical public-sector environments, including regulatory compliance, background and security requirements, stakeholder-driven governance, and budget-constrained procurement.
Infojini has a longstanding presence and a proven track record of delivering requested services to governmental agencies at the city, county, and statewide levels, aligning staffing initiatives with organizational goals and community needs.
At Infojini, we view our role as more than staffing; we see ourselves as contributors to community development by connecting individuals to meaningful careers. Our people-focused approach has enabled us to support thousands of professionals and organizations across the nation.

Commitment to Diversity and Inclusion
We have always been strong advocates of diversity hiring and have taken several steps to encourage the inclusion of women, veterans, and minorities in the workforce. You can have a look at our Diversity Hiring Policy at https://www.infojiniconsulting.com/wp-content/uploads/2020/01/Diversity-Hiring-Initiatives.pdf. We also run two in-house programs that support veteran hiring and promote the recruitment of Women in Tech.
Infojini's history, corporate structure, certifications, core values, business philosophy, and 19+ years of industry experience demonstrate a stable, ethical, and competent organization. As an existing Sourcewell vendor with extensive public-sector experience, scalable delivery capabilities, and a people-centered approach, Infojini is well-positioned to deliver high-quality IT Staff Augmentation services that meet the evolving needs of Sourcewell Participating Entities across education, government, and healthcare.

16	What are your company's expectations in the event of an award?	In the event of an award under Sourcewell RFP #010826, Infojini anticipates establishing a collaborative, transparent, and long-term partnership with Sourcewell and its Participating Entities. Our primary expectation is to actively support Sourcewell's mission by delivering high-quality, compliant, and responsive IT Staff Augmentation services that create measurable value for participating organizations. Infojini anticipates working closely with Sourcewell to: • Comply fully with all Master Agreement terms, policies, and reporting requirements • Actively promote the awarded contract through our sales and marketing organization • Educate Participating Entities on the benefits and proper use of the cooperative purchasing model • Support Sourcewell's commitment to efficiency, transparency, and public-sector value Infojini expects that Sourcewell will: • Designate and provide contact information for the Sourcewell Point of Contact assigned to administer the Master Agreement • Act as a facilitator between Infojini and Sourcewell Participating Entities, as appropriate • Serve as the governing body responsible for contract oversight and compliance • Ensure that contract terms and conditions are fair, transparent, and consistently applied to all awarded suppliers • Ensure that the Master Agreement complies with applicable laws and regulations in the United States and, where applicable, Canada • Provide clear guidance regarding reporting requirements, invoicing procedures, and payment processes Infojini also expects to: Mobilize quickly and professionally • Conduct a contract kickoff and internal enablement within 10 business days of award to ensure consistent, compliant messaging and execution across Sales, Recruiting, and Delivery teams. • Provide Participating Entities a clear "How to Order" guide and standardized intake templates to reduce procurement friction and accelerate first utilization • Assign dedicated account management and recruiting resources to each engagement • Maintain open lines of communication and proactive issue resolution • Participate in performance reviews, debriefs, and continuous improvement activities Drive utilization through education and proactive support • Actively promote the awarded Master Agreement through our sales and marketing organization with procurement-literate outreach. • Educate Participating Entities on the cooperative purchasing model and the practical steps to purchase through the Sourcewell agreement. Overall, Infojini views an award as the beginning of a mutually beneficial partnership focused on long-term contract utilization, consistent service excellence, and the successful fulfillment of Sourcewell Participating Entities' IT staffing needs.

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.	Infojini demonstrates strong financial health, stability, and long-term viability, supported by disciplined financial management, sustained revenue growth, and a diversified public-sector client base. These factors enable Infojini to consistently meet payroll obligations, scale operations, and support long-term IT Staff Augmentation engagements for Sourcewell Participating Entities. Infojini has maintained consistent growth and positive operating performance throughout our nearly two decades in business. As a staffing and consulting firm, Infojini's financial model prioritizes liquidity, cash flow management, and conservative risk practices to ensure uninterrupted service delivery. Infojini is a financially stable company with sales exceeding $450 million since its inception. We have grown every year for the past seven years. Infojini's revenue for the past 7 years: • 2024 – $92.5m • 2023 – $92.6m • 2022 – $92.1m • 2021 – $57.1m • 2020 – $33.4m • 2019 – $32.3m • 2018 – $22.9m We are expecting consistent, sustainable growth this year, driven by client and employee referrals and new contracts. Infojini's 2024, 2023, and 2022 Financial Statements are attached under the Documents section (Financial Strength and Stability). Line of Credit: Infojini has an unused $1.5 million Line of Credit that will enable us to scale quickly when required. The Line of Credit Letter is attached under the Documents section (Financial Strength and Stability). Dunn & Bradstreet Report: Infojini has a Paydex Score of 80 and a Supplier Evaluation Risk Rating of 1 (Low Risk). Our D&B report highlights the following factors: • Most of our Payment Experiences show that our business paid on time and early. • Our report has many Payment Experiences, indicating that our business represents a lower risk. • There are no suits, liens, or judgments on our report. This indicates that our business will not have any difficulties meeting payment obligations.
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.	Infojini maintains a strong and established presence in the U.S. IT Staff Augmentation market, particularly within the public sector. Based on internal performance metrics and client engagement data, approximately 93% of Infojini's Staff Augmentation business is derived from U.S.-based government, education, and public-sector clients. Based on Infojini's US Education and Government client activity over the past three (3) years, we have served the following clients: U.S. Education Entities K–12 / Public School Districts • Chicago Public Schools • Los Angeles Unified School District (LAUSD) • Seattle Public Schools • Austin Independent School District • Baltimore County Public Schools (BCPS) • Edison Public Schools (NJ) • District of Columbia Public Schools (DCPS) County / Regional Education Agencies • Los Angeles County Office of Education (LACOE) • Region 4 Education Service Center Higher Education (Colleges / Universities) • University of Colorado (incl. "1099" entry) • The George Washington University • City University of New York (CUNY) • University of Chicago • Rowan University / Rowan College • Northern Virginia Community College • The Universities at Shady Grove • University System of Maryland (incl. Frostburg State University, Bowie State

University, Coppin State University)
- Winston-Salem State University (WSSU)
- Calbright College
- University of Utah Health (higher-ed affiliated health system)

U.S. Government Entities

State Government Agencies / Departments
- TXDOT – Texas Department of Transportation
- TX HHSC – Texas Health and Human Services Commission
- TX CPA – Texas Comptroller of Public Accounts
- TX TWC – Texas Workforce Commission
- TX DFPS – Texas Department of Family and Protective Services
- TX DOA – Texas Department of Agriculture
- TX TPWD – Texas Parks and Wildlife Department
- NC DHHS – North Carolina Department of Health and Human Services
- NC DOT – North Carolina Department of Transportation
- NC DEQ – North Carolina Department of Environmental Quality
- NC DOR – North Carolina Department of Revenue
- NC DES – North Carolina Division of Employment Security Commission
- NC DST – North Carolina Department of State Treasurer
- WA DOL – Washington Department of Licensing
- CO DOR – Colorado Department of Revenue
- FDOT – Florida Department of Transportation
- FDOC - Florida Department of Corrections (Office of IT)
- HI Department of Transportation
- State of Connecticut – Judicial Branch (and CT DOC, CT DSS)
- Commonwealth of Massachusetts
- State of Kansas – Executive Branch IT (KS EBIT)
- State of Utah
- State of Mississippi – Dept. of Finance & Administration
- State of Nevada – Mortgage Lending Division
- New York State Department of Financial Services (NY DFS) / NY OGS references
- NYS Department of Health
- NYS Department of Education / Office of Early Learning
- NYS Office of the State Comptroller *
- NYS Office of the Attorney General
- NYS Office of Mental Health
- NYS Division of Human Rights
- NY Statewide Financial System (SFS)

County / City Government
- City of Philadelphia (OIT)
- City of Anaheim (incl. Housing & Community Development)
- City of Chesapeake, VA
- City of Milpitas, CA
- City of Santa Ana
- City of Colorado Springs
- County of Sacramento
- County of Santa Clara
- County of San Mateo
- County of Ventura
- Prince George's County
- Gwinnett County
- Pinellas County
- San Bernardino County
- Orange County Information Technology
- Port of Los Angeles

Transportation / Transit / Airports / Special Districts
- MDOT (MTA / MVA / SHA / MPA / TSO / OTTS)
- Golden Gate Bridge, Highway & Transportation District
- SANDAG – San Diego Association of Governments
- Capital Metropolitan Transportation Authority (CMTA / CapMetro)
- Dallas Area Rapid Transit (DART)
- Pittsburgh Regional Transit
- Metropolitan Washington Airports Authority (MWAA)
- DFW International Airport
- Wayne County Airport Authority
- Snohomish County Airport
- Harris County Toll Road Authority
- South Florida Water Management District (SFWMD)
- Metropolitan Water District of Southern California
- West Basin Municipal Water District
- DC Water
- Louisville Water Company

		Courts / Judicial / Housing Authorities • Judicial Council of California (JCC) • Superior Courts of California – Imperial County • Superior Court of California – County of Sacramento • LASC – Los Angeles Superior Court • First Judicial District of Pennsylvania (Philadelphia Courts) • State Court Administrator's Office (Minnesota) • Missouri Office of State Courts Administrator (OSCA) • NYCHA – New York City Housing Authority • Chicago Housing Authority • Cincinnati Metropolitan Housing Authority (CMHA) • District of Columbia Housing Authority • Housing Authority of the County of San Bernardino • Marin Housing • Oakland Housing Authority Federal / Quasi-Federal / Public Authorities • AMTRAK • Federal Reserve Board (FRB) • Federal Reserve Bank of New York (FRB NY) • Federal Reserve Bank of St. Louis • Federal Reserve Bank of Richmond • U.S. House of Representatives • Universal Service Administrative Company (USAC) (quasi-government/nonprofit administering federal programs) • New York Power Authority (NYPA)	
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.	Infojini maintains a growing presence in the Canadian market for IT Staff Augmentation and related workforce solutions. Based on internal revenue and client engagement metrics, approximately 7% of Infojini's overall Staff Augmentation business is currently derived from Canadian public-sector and commercial clients. Infojini has supported public-sector and quasi-public organizations across Canada by providing specialized IT staffing and consulting services. Selected representative Canadian clients served by Infojini include: • Public Guardian and Trustee of British Columbia • House of Commons (Canada) • British Columbia Lottery Corporation (BCLC) • Saskatchewan Government Insurance (SGI) • Ontario Education Collaborative Marketplace (OECM) These engagements demonstrate Infojini's ability to operate within Canadian public-sector procurement frameworks, comply with regional regulatory requirements, and deliver qualified IT resources to government and public-sector entities.	*
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.	None. Infojini has not been involved in any bankruptcy proceedings within the past seven (7) years.	*

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?	Infojini is a service-based firm specializing in providing IT Consulting and Staff Augmentation Services. Infojini does not manufacture or resell physical products and is not acting as a distributor, dealer, or reseller under this RFP. Accordingly, Option B applies. Relationship with Sales and Service Force Infojini delivers the IT Staff Augmentation and related services proposed under this RFP through a combination of in-house employees and approved subcontractors, as applicable. • Sales Force: Infojini's sales activities are performed by an entirely in-house sales organization, including the Vice President of Sales, Sales Managers, Team Leads, Sales Representatives/Executives, Relationship Managers, MIS Executives, and Market Researchers. These individuals are direct employees of Infojini and are responsible for marketing the Sourcewell contract, engaging Participating Entities, and coordinating service delivery. • Service and Delivery Teams: Core service delivery functions, including account management, recruiting, onboarding coordination, compliance oversight, and ongoing performance management, are handled by Infojini employees. Dedicated Account Managers and Recruitment Managers are assigned to each Participating Entity or engagement to ensure consistent service quality and accountability. Dealer and Subcontractor Network While Infojini does not operate a traditional dealer or reseller network, the company maintains a managed network of qualified subcontractors that may be utilized to supplement capacity or address specialized skill or geographic requirements. • Subcontractors are independent third-party entities and are not company-owned. • All subcontractors are subject to a rigorous vetting, approval, and ongoing performance review process. • Subcontractors operate under contractual agreements that require compliance with Sourcewell Master Agreement terms, confidentiality obligations, labor standards, and audit rights. • Infojini remains the prime contractor and retains full responsibility for contract performance, compliance, and service quality. Infojini operates as a service-based organization, delivering IT Staff Augmentation services through its in-house sales and service workforce, supported as needed by a carefully managed network of independent subcontractors. This model ensures flexibility, scalability, and accountability while maintaining full compliance with Sourcewell requirements.
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.	Infojini is a service-based IT consulting and IT Staff Augmentation provider. We recognize that the scope of services contemplated under Sourcewell RFP #010826 does not require a single universal operational license; instead, compliance is demonstrated through corporate registrations, organizational certifications, technology partner credentials, and role-specific professional certifications held by deployed personnel, as required by Participating Entities. 1) Corporate Registrations and Business Standing (Required / Held) Required: Legal business registration, authority to conduct business in applicable jurisdictions, and compliance with federal, state, and local labor, tax, and employment laws. Held: Infojini is a Maryland-incorporated S-Corporation, authorized to conduct business nationwide and compliant with all applicable regulatory and employer requirements. 2) Organizational Certifications and Accreditations (Held by Infojini) Infojini maintains numerous certifications and accreditations that demonstrate quality management, information security, service maturity, and supplier diversity compliance: Quality, Security, and Process Certifications • ISO 9001 – Quality Management System • ISO 20000-1 – IT Service Management • ISO 27001 – Information Security Management • CMMI Level 3 – Process maturity and performance consistency Technology and Platform Partnerships • Microsoft Certified Partner • Salesforce Certified Partner • AWS Partner • Snowflake Select Partner 3) Supplier Diversity and Government Certifications (Held by Infojini) Infojini holds multiple supplier diversity certifications and public-sector registrations, enabling participation in state, regional, and municipal procurement programs nationwide, including: • National Minority Supplier Development Council (NMSDC) – Certified Minority Business Enterprise (MBE) • State of Maryland – Department of Transportation (MDOT) • North Central Texas Regional Certification Agency (NCTRCA) • Dallas/Fort Worth Minority Supplier Development Council

		• Houston Minority Supplier Development Council (HMSDC) • Commonwealth of Virginia • Supplier Clearinghouse – Utility Supplier Diversity Program (California Public Utilities Commission) • Metropolitan Washington Airports Authority (MWAA) • State of Delaware – Office of Supplier Diversity • Chicago Minority Supplier Development Council • Business Enterprise Program (BEP) FastTrack • Commonwealth of Massachusetts – Supplier Diversity Office (SDO) • Howard County (MD) • Prince George's County (MD) • State of New Jersey – Department of the Treasury, Division of Revenue & Enterprise Services • Monroe County (NY) • New York City • New York City School Construction Authority (NYCSCA) • Port Authority of New York & New Jersey (PANYNJ) • City of Philadelphia – Office of Economic Opportunity (OEO) These certifications confirm Infojini's eligibility to support diversity, equity, and inclusion objectives while delivering compliant services across multiple public-sector jurisdictions. These certificates are attached separately under the documents section (WMBE/MBE/SBE or Related Certificates). 4) Role-Based and Engagement-Specific Professional Certifications (Required by Client / Held by Personnel as Applicable) While Sourcewell does not mandate uniform individual certifications, Participating Entities may require role-specific credentials depending on the engagement. Infojini recruits and deploys professionals who hold applicable certifications, such as: • Project & Program Management: PMP, PMI-ACP, PRINCE2, ITIL • Cloud Technologies: AWS, Microsoft Azure, Google Cloud certifications • Cybersecurity: Security+, CISSP, CISM, CEH, CCSP, GIAC • Networking & Infrastructure: CCNA, CCNP, CompTIA Network+ • Data & Analytics: Snowflake, Microsoft, AWS, and other platform certifications • Enterprise Applications: Salesforce certifications; ERP/CRM platform credentials Certification requirements are validated during candidate screening to ensure compliance with the specifications of the participating entity. 5) Subcontractors and Third Parties (Required / Verified / Governed) Infojini does not intend to subcontract on this contract, but if required, we have a pool of pre-qualified subcontractors that we may utilize to supplement capacity or specialized expertise. • Subcontractors are independent third-party entities and are not company-owned. • All subcontractors must: o Maintain proper business registration and eligibility o Comply with Sourcewell Master Agreement terms o Meet role-specific certification requirements o Adhere to confidentiality, data protection, and security standards o Execute Non-Disclosure and Confidentiality Agreements Infojini maintains audit rights, prohibits unauthorized further subcontracting, and remains the prime contractor fully responsible for service delivery, compliance, and performance.	*
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.	None. Infojini has not been debarred or suspended within the past seven (7) years.	*

24	Describe any relevant industry awards or recognition that your company has received in the past five years.	Infojini has received numerous industry awards, certifications, and recognitions that reflect its sustained growth, operational excellence, workforce quality, and commitment to delivering high-quality IT Staff Augmentation and professional services to public-sector and commercial clients. Growth and Business Performance Recognition • Inc. Magazine – Fastest-Growing Companies: Infojini has been recognized by Inc. Magazine as one of America's Fastest-Growing Companies, reflecting consistent revenue growth, market demand, and operational scalability. • Inc. 5000 – Fastest-Growing Private Companies: Infojini has been included on the Inc. 5000 list, highlighting sustained business growth and competitive performance among private companies nationwide. • Washington Technology Fast 50: Recognized as one of the fastest-growing technology companies in the Mid-Atlantic region, demonstrating strong performance in government and technology services markets. • USPACC Fast 50 Asian American Business: Acknowledging Infojini's growth, leadership, and contributions as a high-performing minority-owned enterprise. Workforce and Staffing Excellence • Staffing Industry Analysts (SIA) – Best Staffing Firms to Work For Infojini has been named one of the "Best Staffing Firms to Work For" by Staffing Industry Analysts (SIA) for three consecutive years: 2023, 2024, and 2025. This recognition reflects Infojini's strong organizational culture, employee engagement, workforce stability, and commitment to professional development. Quality, Security, and Process Excellence • ISO Certifications Infojini holds the following internationally recognized certifications: o ISO 9001 – Quality Management o ISO 20000-1 – IT Service Management o ISO 27001 – Information Security Management These certifications demonstrate Infojini's commitment to quality assurance, service consistency, and data security. • CMMI Level 3 Appraisal Infojini has achieved CMMI Level 3, validating its mature, standardized, and continuously improving service delivery and project management processes. Technology and Platform Partnerships Infojini has established strategic partnerships with leading technology providers, reinforcing its technical credibility and ability to support modern IT environments: • Salesforce Registered Partner • Snowflake Select Partner • Microsoft Partner • AWS Partner • UiPath Partner • ServiceNow Partner These partnerships support Infojini's delivery of application development, data, cloud, automation, and enterprise platform services. Industry Ratings and Additional Recognition • Better Business Bureau (BBB) – A+ Rating: Infojini maintains an A+ rating from the Better Business Bureau, reflecting its commitment to ethical business practices, customer satisfaction, and reliable performance. • Clutch, GoodFirms, and ITFirms Recognitions: Infojini has been recognized by independent industry platforms such as Clutch, GoodFirms, and ITFirms for excellence in IT services, application development, and staffing solutions. • Military-Friendly Employer & Hire Vets Recognition: Infojini has received recognition for its commitment to veteran hiring and workforce inclusion.	*
25	What percentage of your sales are to the governmental sector in the past three years?	Over the past three (3) years, approximately 80% of Infojini's total sales have been derived from governmental and public-sector clients, including state and local government agencies, transportation authorities, judicial systems, and other public-sector organizations.	*
26	What percentage of your sales are to the education sector in the past three years?	Over the past three (3) years, approximately 10% of Infojini's total sales have been derived from the education sector, including K–12 school districts, higher education institutions, community colleges, and education-related public agencies.	*

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?	Infojini's annual sales volume for the state-wide government contracts is provided below: State of New York 2025 Annual Sales Volume: $15,997,411.50 2024 Annual Sales Volume: $13,674,842.93 2023 Annual Sales Volume: $10,033,922 Total Sales Volume (2025 - 2023): $39,706,176.40 State of Maryland 2025 Annual Sales Volume: $8,906,086.03 2024 Annual Sales Volume: $9,778,036.87 2023 Annual Sales Volume: $7,990,063 Total Sales Volume (2025 - 2023): $26,674,185.90 State of Texas 2025 Annual Sales Volume: $15,997,411.50 2024 Annual Sales Volume: $7,547,757.35 2023 Annual Sales Volume: $4,984,968 Total Sales Volume (2025 - 2023): $28,530,136.85 State of Pennsylvania 2025 Annual Sales Volume: $6,015,457.10 2024 Annual Sales Volume: $5,906,476.73 2023 Annual Sales Volume: $7,086,467 Total Sales Volume (2025 - 2023): $19,008,400.83 State of California 2025 Annual Sales Volume: $5,296,552.53 2024 Annual Sales Volume: $6,466,079.22 2023 Annual Sales Volume: $3,271,588 Total Sales Volume (2025 - 2023): $15,034,219.75	*
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?	Infojini holds the following GSA Multiple Award Schedule (MAS) contract: 1. GSA MAS Contract Number: 47QTCA21D00A2 - SIN 54151S Information Technology Professional Services	*

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 *	
Capital Metropolitan Transportation Authority (CMTA)	Melonee Carter	(512) 369-6274	*
New York City Housing Authority (NYCHA)	Sachu Benny	Tel: (718) 707-5611 Cel: (929) 448-7161	*
Superior Court of CA, County of Imperial	Laura E. Flores	(760) 336-3528	*

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).	Infojini maintains an extensive, experienced, and geographically distributed sales and service organization designed to effectively meet the needs of Sourcewell Participating Entities across the United States and Canada. Our sales force is structured to support active contract promotion, local engagement, and seamless coordination with recruiting and service delivery teams. Workforce Size and Composition Infojini's workforce comprises over 800 employees, including more than 60 Sales Representatives who specialize in Staffing with Related Services and Solutions. These professionals have experience supporting a broad range of contracts, including: • Professional and IT Services	

- Public Sector and Government Staffing
- Educational Institutions (Higher Education and K–12)
- Healthcare (Clinical and Non-Clinical)
- Instructional and Non-Instructional Education

Most members of Infojini's Sales Team possess over 15 years of experience handling government client requisitions across multiple verticals, enabling them to navigate complex procurement environments and cooperative purchasing models, such as Sourcewell.

Sales Organization Structure
Infojini's in-house sales organization is composed entirely of direct employees and includes:

- Marketing Director (Piyush Sadhu): Oversees marketing strategy, branding, and cooperative contract promotion.
- Vice President of Sales: Provides executive leadership and public-sector sales oversight.
- Sales Manager: Manages day-to-day sales execution and performance.
- Sales Team Leads: Lead state-specific sales teams and manage outreach efforts.
- Sales Representatives / Executives: Conduct meetings, presentations, and follow-ups.
- Relationship Manager: Manages existing client relationships and contract utilization.
- MIS Executive: Tracks sales performance, reporting, and metrics.
- Market Researcher: Identifies opportunities and market trends.

Infojini assigns one Sales Team Lead per State, each responsible for managing a dedicated team of Sales Representatives and Executives. This state-aligned structure ensures accountability, consistent outreach, and tailored engagement with Sourcewell Participating Entities.

Geographic Coverage – United States and Canada
Infojini's sales team operates from multiple strategic locations across the United States, enabling local account management and regional support. Locations include, but are not limited to:

United States

- Minneapolis, MN
- Columbia, MD
- Edison, NJ
- New York, NY
- Richmond, VA
- Philadelphia, PA
- Boston, MA
- Columbus, OH
- Chicago, IL
- Houston, TX
- San Diego, CA
- Los Angeles, CA
- Seattle, WA

This broad U.S. footprint allows Infojini to engage Participating Entities locally while maintaining centralized coordination and consistency.
Canada

- Toronto, Ontario
- Vancouver, British Columbia

Infojini maintains offices in both Toronto and Vancouver and plans to establish additional offices in other regions to support continued growth and service delivery across Canada.
Full-Time Equivalents and Employment Model

Infojini maintains 60+ full-time equivalents (FTEs) involved in each sector, all of whom are direct employees of Infojini. These include sales, account management, recruiting, and service delivery personnel.

This in-house model ensures:

- Accountability and consistency
- Alignment with Sourcewell contract requirements
- Direct control over performance, compliance, and client satisfaction

Sales and Service Integration
Infojini operates an integrated sales and service delivery model with intentional coordination between functions:

- Sales Team Responsibilities: Proactively market the Sourcewell contract, identify Participating Entity needs, conduct meetings, and present Infojini's capabilities.
- Service Delivery Transition: Once an engagement is initiated, dedicated Account Managers and Recruitment Managers assume responsibility for ongoing delivery,

		performance monitoring, and issue resolution. While sales and service functions are distinct, there is a purposeful overlap to ensure: • Smooth handoff from sales to delivery • Continuous client engagement • Rapid response to changing needs • Identification of additional service opportunities Sourcewell-Specific Sales and Marketing Activities Infojini will deploy a dedicated, Sourcewell-focused Sales and Marketing team responsible for increasing Participating Entity awareness, driving first-time contract utilization, and expanding repeat usage across eligible public-sector organizations. This team operates with clear accountability, standardized Sourcewell collateral, and measurable utilization targets to ensure consistent adoption of the Master Agreement. • Sourcewell Program Manager: contract enablement, Sourcewell toolkit ("How to Order," templates), and reporting coordination • Sourcewell Sales Lead: utilization strategy, pipeline ownership, and conversion (interest, first Purchase order) • Account Executives: Participating Entity outreach, ordering walkthroughs, and intake workshops • Marketing Lead: Sourcewell-branded collateral, campaigns, webinars/events to generate qualified leads • Relationship Manager: post-award account support, satisfaction checks, and repeat utilization/expansion	

31	Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.	Infojini is a service-based provider of IT Staff Augmentation and related workforce solutions and does not operate under a traditional product distribution model involving manufacturers, dealers, distributors, or resellers. Instead, Infojini delivers all proposed solutions through a direct sales and service delivery model, supported by a carefully managed network of approved subcontractors to augment capacity and geographic reach when required. Primary Delivery Method – Direct-to-Client Model Infojini serves as the prime contractor and primary authorized seller for all services delivered under the Sourcewell Master Agreement. • Authorized Sellers: All selling, marketing, and contractual engagements under the Sourcewell contract are conducted by Infojini's in-house sales organization, whose members are direct employees of Infojini. Infojini is the face of Sourcewell for Participating Entities and retains full responsibility for contract administration, compliance, invoicing, and reporting. • Service Delivery: Core service delivery functions, including account management, recruiting, onboarding coordination, performance management, and compliance oversight, are performed by Infojini employees, ensuring accountability and consistency across engagements. Subcontractor (Dealer Network) – Supplemental Capacity and Geographic Coverage Infojini maintains a dealer network comprising over 60 approved subcontractors across the United States. These subcontractors are independent third-party entities utilized to supplement Infojini's internal capabilities and help fulfill staffing requirements in diverse geographic locations nationwide. • Subcontractors, if utilized, may assist with: o Expanding geographic reach o Providing specialized or niche skill sets o Supporting surge or high-volume staffing needs • Subcontractors may also assist in marketing the Sourcewell contract by contacting Sourcewell Participating Entities; however, Infojini remains the sole prime contractor, and all contractual relationships, pricing, and ordering flow through Infojini. Subcontractor Selection, Governance, and Oversight Infojini manages a substantial and rigorously vetted list of approved subcontractors, selecting partners based on comprehensive evaluation criteria, including: • Technical skills and service capabilities • Geographic coverage and servicing locations • Years in business and organizational stability • Size and quality of candidate pool • Relevant experience and placement history • Certifications, recognitions, and process maturity • Client base and public-sector experience • Payment terms and operational practices • Supplier diversity status, where applicable To ensure quality and compliance: • Infojini reviews and optimizes its subcontractor base quarterly, removing non-performing subcontractors and adding new partners that strengthen overall capability. • All subcontractors are required to execute Non-Disclosure and Confidentiality Agreements. • Subcontract agreements transfer all applicable Sourcewell and client contractual obligations to the subcontractor. • Infojini retains audit rights over subcontractor performance and compliance. • Subcontractors are prohibited from further subcontracting and must ensure that deployed personnel are their direct employees. Distribution and Accountability Summary • Dealers / Distributors / Resellers: Not applicable in a product sense • Authorized Sellers: Infojini's in-house sales team (direct employees) • Primary Distribution Method: Direct service delivery by Infojini • Dealer/Subcontractor Network: 60+ approved third-party subcontractors • Prime Responsibility: Infojini remains fully accountable to Sourcewell and Participating Entities	*
32	Service force (see instructions above).	Infojini maintains a large, experienced, and scalable service force dedicated to delivering high-quality IT Staff Augmentation and related workforce solutions to Sourcewell Participating Entities across the United States and Canada. Our service force is structured to ensure responsiveness, accountability, compliance, and continuity throughout the full lifecycle of each engagement. Service Force Composition and Capacity Infojini's workforce comprises 800+ employees, including 220+ in-house Recruiters with experience supporting a wide range of Staffing with Related Services and Solutions contracts, including: • Professional and IT Services • Public Sector and Government Staffing • Educational Institutions (Higher Education and K–12)	

- Healthcare (Clinical and Non-Clinical)
- Instructional and Non-Instructional Education

Infojini's in-house service force includes dedicated Account Management, Recruitment, and Service Delivery Teams, all of whom are direct employees of Infojini. Most members of Infojini's Account Management Team have more than 15 years of experience supporting government client requisitions across multiple verticals, ensuring familiarity with public-sector procurement, compliance, and service expectations.

Infojini maintains over 60 full-time equivalents (FTEs) across each sector, all of whom are direct employees, ensuring consistent service quality and accountability.

Dedicated Account Management
For each Sourcewell Participating Entity, Infojini assigns:
- One dedicated local Account Manager
- One dedicated Recruitment Manager

The Account Manager serves as the single point of contact and is responsible for:
- Responding to all client service requests
- Coordinating onboarding, issue resolution, and performance management
- Conducting regular one-on-one meetings to build strong working relationships
- Communicating proactively to identify opportunities for improvement
- Establishing and tracking service goals aligned with client priorities

Infojini's Account Management Team operates on the principle that client satisfaction directly drives Infojini's success, and ongoing engagement is at the heart of our service model.

In addition to the above proposed personnel, Infojini will also deploy a dedicated, Sourcewell-focused Sales and Marketing team responsible for increasing Participating Entity awareness, driving first-time contract utilization, and expanding repeat usage across eligible public-sector organizations:
- Sourcewell Program Manager: contract enablement, Sourcewell toolkit ("How to Order," templates), and reporting coordination
- Sourcewell Sales Lead: utilization strategy, pipeline ownership, and conversion (interest, first Purchase Order)
- Account Executives: Participating Entity outreach, ordering walkthroughs, and intake workshops
- Marketing Lead: Sourcewell-branded collateral, campaigns, webinars/events to generate qualified leads
- Relationship Manager: post-award account support, satisfaction checks, and repeat utilization/expansion

Recruitment and Talent Delivery Team
Each Sourcewell Participating Entity is supported by a Recruitment Manager who leads a team of Active and Passive/Proactive Recruiters. Every recruiting resource assigned to a Participating Entity has extensive experience fulfilling similar staffing requirements for other public-sector clients.
Key features of Infojini's recruitment service force include:
- 220+ in-house recruiters
- Several certified Black Belt Recruiters who mentor junior recruiters
- Quarterly refresher training programs to stay current on:
  - Emerging technologies
  - Labor market trends
  - Public-sector hiring requirements

This continuous training approach supports higher candidate quality, faster fulfillment, and improved customer satisfaction.

Talent Sourcing Tools and Pipeline Development
Infojini's Service Delivery Team leverages a combination of proprietary tools, technology platforms, and sourcing channels to build strong local and national talent pipelines, including:
- Internal candidate databases and career portals
- Electronic job boards and professional user groups
- Social media and digital sourcing channels
- TalentDome, Infojini's proprietary talent platform

Infojini leverages a nationwide database of over 5 million resumes, combined with a pre-screened talent pool of more than 2 million resources within TalentDome, to rapidly identify and deliver qualified candidates. TalentDome is a referral-driven, community-based platform with 500,000+ active members, operating in a Reddit-like environment where professionals collaborate, discuss emerging technologies, and provide peer referrals for open positions. This multi-layered talent ecosystem significantly enhances Infojini's ability to source, vet, and deploy high-quality candidates quickly and efficiently across diverse skill sets and geographic markets.

Infojini's Service Delivery Team brings 20 years of combined recruiting experience and is trained in both active and passive candidate identification, enabling a rapid response to urgent and specialized staffing needs.

		Geographic Reach and Local Support Infojini provides comprehensive geographic coverage across the United States and Canada, supported by a distributed service team operating from multiple strategic U.S. metropolitan areas and established offices in Toronto, Ontario, and Vancouver, British Columbia. This footprint enables local account management, regional support, and on-site engagement when required. Infojini's geographic reach and local support model are further detailed in the Sales Force section of this proposal and are fully integrated with our service delivery and recruitment operations to ensure consistent, responsive support for Sourcewell Participating Entities regardless of location.	
33	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	As an existing Sourcewell vendor, Infojini has extensive experience supporting Sourcewell Participating Entities through the cooperative purchasing and ordering process. Infojini utilizes a direct, transparent, and streamlined ordering model designed to simplify procurement while ensuring full compliance with the Sourcewell Master Agreement. All orders for IT Staff Augmentation and related workforce services are handled directly by Infojini as the prime contractor. Order Initiation Sourcewell Participating Entities may initiate an order by issuing a purchase order (PO) or written service request referencing the applicable Sourcewell Master Agreement number and approved pricing. Orders may be initiated through: • Direct coordination with Infojini's assigned Account Manager, or • Coordination with Sourcewell, as applicable At the initiation of an order, Participating Entities provide role requirements, skill sets, engagement duration, work location (on-site, hybrid, or remote), and any budgetary or not-to-exceed parameters. Use of TalentDome for Requisition Management and Candidate Sourcing To support and accelerate the ordering and fulfillment process, Infojini proposes utilizing its proprietary tool, TalentDome, as a self-sourcing requisition and candidate management platform. TalentDome is a referral-driven, AI-enabled recruitment platform linked to social media and referral networks. The system allows Infojini to begin sourcing qualified candidates immediately upon requisition creation, often even before public posting, through built-in bias-free AI matching and referral intelligence. TalentDome is segmented to distinguish candidates with government sector experience from those with commercial sector experience, enabling the faster identification of candidates aligned with the Participating Entity's verticals. Infojini's TalentDome Workflow (Position to Submission) The standard workflow within TalentDome includes: 1. Create Position 2. Position Appears on Infojini Career Page 3. Candidate Applies via Career Page 4. Application Appears in Application Listing 5. Candidate Progresses Through Workflow: o New > Shortlist > Interview > Offer > Onboard 6. Analytics and Reporting: o Real-time and periodic visibility into requisition status, pipeline progress, and performance metrics This structured workflow ensures transparency, traceability, and timely fulfillment. Key Features Supporting the Ordering Process TalentDome enhances Infojini's ordering and fulfillment capabilities through: • Rapid identification of qualified candidates • Referral-driven talent attraction from consultants, employees, and external networks • AI-based resume-to-job matching • Outreach to diverse talent communities, including Women in Technology and Veteran organizations • Potential integration with veteran-transition platforms and freelance management systems (e.g., Upwork), where appropriate Recruitment Marketing and Engagement Capabilities TalentDome also includes advanced recruitment marketing features that support faster and higher-quality fulfillment: • Mobile-optimized candidate experience with personalized career content • Search Engine Optimization (SEO) for job visibility • Automated job distribution • Semantic job search for improved candidate-job alignment • Predictive marketing intelligence using browsing and engagement data • SMS campaign functionality • Automated drip email campaign management • Candidate Relationship Management (CRM) • Configurable referral workflows by geography, location, or program	*

		• Interactive forums and internal blogging • Social channel integration and referral management Candidate Selection, Onboarding, and Service Delivery Infojini submits qualified candidates to the Participating Entity for review and selection. Upon selection: • Infojini completes background checks and compliance requirements • Coordinates onboarding and start dates • Delivers services in accordance with the approved order Infojini manages payroll, employment administration, reporting, and ongoing account management throughout the engagement. Role of Distributors, Dealers, or Others Infojini does not utilize distributors, dealers, or resellers in the ordering process. • All purchase orders are issued directly to Infojini • Infojini performs all invoicing and reporting • Approved subcontractors may be used only to supplement capacity or specialized skills • Subcontractors do not receive orders directly and do not contract independently with Sourcewell Participating Entities Infojini remains the sole prime contractor and retains full responsibility for performance, compliance, and service quality.
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.	Infojini maintains a robust, technology-enabled, and performance-driven customer service program designed to ensure consistent responsiveness, transparency, and high satisfaction for Sourcewell and Participating Entities. Our program combines dedicated account ownership, 24×7 support availability, defined service-level agreements (SLAs), automated ticketing and escalation controls, and continuous performance monitoring throughout the full lifecycle of each engagement. Customer Service Availability and Access Infojini's Customer Service Team is available to Sourcewell and Participating Entities 24 hours a day, 7 days a week, via: • Phone: (410) 919-9440 • Email: statebids@infojiniconsulting.com For urgent requests outside regular business hours, calls are automatically routed to the assigned Account Executives. If the primary contact is unavailable, the call is automatically transferred to a backup resource, ensuring a response within one (1) hour. This model guarantees uninterrupted support for time-sensitive staffing and service needs. We will resolve any issues or requests from Sourcewell and Participating Entities with the following timeline and SLA: • Issue / Email Acknowledgment: Communication is handled via email or phone, with acknowledgment provided within 1 hour. • High Priority Issues: Communication may occur via email, phone, video conference, or in person, with resolution targeted within 2 hours. • Medium Priority Issues: Communication may occur via email, phone, video conference, or in person, with resolution targeted within 1 business day. • Low Priority Issues: Communication is handled via email, phone, or video conference, with resolution targeted within 2 business days. Escalation and Chain of Command Infojini follows a defined escalation path based on issue severity to ensure timely response and accountability. • Level I (Low Severity): Issues are handled by the Account Manager, John Ball, with a response time of within 24–48 hours. • Level II (Medium Severity): Issues are escalated to the Vice President, Client Services, Manu Saraswat, with a response time of within 24 hours. • Level III (High Severity): Issues are escalated to the Contract Manager/President, Sandeep Harjani, with a response time of within 1–6 hours. Customer Service Structure and Accountability Each Sourcewell Participating Entity is supported by a dedicated service team, including: • Account Manager – Primary point of contact and service owner • Recruitment Manager – Oversees candidate sourcing and fulfillment • Service Delivery and Operations Team – Supports execution, compliance, and reporting The Account Manager is responsible for coordinating all services, resolving issues, monitoring performance, and communicating with the Participating Entity. Ticketing, Tracking, and Escalation Management Infojini uses the Freshdesk Ticketing System to manage all customer service requests, inquiries, and escalations. This system enables: • Keyword-based ticket prioritization • Automated assignment to specialized support groups

- Configurable response and resolution SLAs by priority
- Automated escalation emails to supervisors if SLA thresholds are breached
- Ticket splitting into sub-tickets to allow parallel resolution by multiple teams

This structured system ensures accountability, visibility, and timely resolution.

Service-Level Agreements (SLAs) and Escalation Timelines
Infojini commits to the following SLA response timelines for employee and client requests:

- Issue Acknowledgment: Within 1 hour
- Critical Issues: Resolved or mitigated within 2 hours
- High-Priority Issues: Resolved within 1 business day
- Low-Priority Issues: Resolved within 3 business days

Escalations beyond these thresholds are automatically flagged and reviewed by management.

Infojini's response-time capabilities and commitments:
Task 1: Receiving Staffing Requests
Description: Infojini will acknowledge the entity's request for contingent worker(s)
Timeline: 1 Hour
Mode: Email, portal, TalentDome, telephonic requests.

Task 2: Distributing Requirements to the recruiters
Description: Our dedicated Recruitment Manager will distribute the requirements to the Recruiters to find the best fit after proper analysis.
Timeline: 1-4 Hours
Mode: Internal portal- TalentDome.

Task 3: Candidate Sourcing
Description: Our Active and Passive recruiters will check their pipeline of available candidates and source candidates with matching skills and qualifications for preliminary interviews.
Timeline: 12-24 Hours
Mode: Proprietary Database, TalentDome, Job Portals, Social Media, Meetup Groups, LinkedIn Groups, etc.

Task 4: Candidate Screening
Description: Besides the internal screenings of recruiters, Recruitment Managers, and SMEs, we conduct online assessments using IKM Testing and Expert Rating.
Timeline: 12-48 Hours
Mode: In-Person/ Webex/ Telephonic/ Online Tools such as IKM Testing, Expert Rating.

Task 5: Candidate submission
Description: Once the recruitment manager finds the best fit, we submit the resume to the Manager of the Sourcewell participating entity
Timeline: 4-7 days
Mode: Email, portal, TalentDome

Task 6: Candidate Selection
Description: We receive the notification from Sourcewell participating entity related to candidate selection
Timeline: Depending on the Entity
Mode: Email, portal, TalentDome

Task 7: Onboarding
Description: We initiate background checks and onboarding as soon as we receive notification from a Sourcewell participating entity regarding candidate selection. This includes releasing an offer letter, collecting all necessary forms and documents, coordinating with Sourcewell to determine the preferred joining date, and communicating this to the candidate, among other tasks.
Timeline: Within 2-4 hours after receiving the Entity's notification
Mode: Email/ Phone

Task 8: Performance evaluation
Description: Our dedicated Account Manager monitors the performance of candidates placed with Sourcewell participating entities. We regularly follow up with the client to ensure the candidate is performing as per the project milestones.
Timeline: Monthly/ Bi-Weekly/ Quarterly
Mode: Online Tool – SenseHQ, In-person Meetings, Phone/ Email/ Webex

Performance Monitoring and Continuous Improvement
Infojini employs a continuous feedback loop to maintain service quality and alignment with client expectations:

- Client and employee satisfaction surveys conducted bi-weekly or monthly
- Use of SenseHQ for real-time feedback collection
- Trend analysis to identify risks and improvement opportunities
- Proactive corrective actions before service impacts occur

This approach enables early intervention and continuous service optimization.

		Incentives and Accountability Mechanisms Infojini aligns internal performance incentives with customer service outcomes: • Account Managers and Recruiters are evaluated based on: o Client satisfaction scores o Responsiveness and SLA compliance o Quality and retention of placed resources • Recruiter incentives emphasize: o Accuracy of candidate fit o Speed of fulfillment o Compliance with public-sector requirements These incentives reinforce Infojini's service commitments and quality standards.	
35	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Infojini is fully willing and able to provide IT Staff Augmentation to Sourcewell Participating Entities located throughout the United States, including federal/state agencies, cities/counties, K–12 and higher education, tribal governments, and other eligible public entities. Infojini is a full-service staffing and consulting firm focused on end-to-end project success, with more than 19 years of experience delivering Staffing with Related Services and Solutions nationwide. Nationwide Delivery Capability and Experience For over 19 years, Infojini has provided staffing and professional services throughout the United States, successfully serving more than 500 U.S. government agencies at the city, county, and state levels, as well as Fortune 1000 commercial enterprises. Infojini supports organizations of all sizes and complexities, aligning staffing solutions with business expansion plans, modernization initiatives, and mission-critical objectives. Infojini specializes in delivering qualified talent across a wide range of disciplines, including: • Information Technology • Healthcare and Clinical Staffing • Accounting and Finance • Scientific and Professional Services • Procurement and Administrative Services • General and Skilled Services This breadth ensures that Sourcewell Participating Entities can rely on Infojini for both specialized IT needs and broader workforce requirements. Scalable Workforce and Recruitment Infrastructure Infojini maintains a large, scalable workforce supported by: • 800+ total employees • 350+ technical recruiters dedicated to public-sector and enterprise staffing • Distributed operations across multiple U.S. regions, enabling local account management and regional support Infojini leverages advanced technology and recruiting infrastructure, including: • A nationwide resume database of 5 million+ candidates • 2 million+ pre-screened resources within TalentDome • A bench capability of 500,000+ pre-screened consultants, enabling rapid deployment This infrastructure allows Infojini to: • Submit qualified resumes within 12–24 hours • Complete placements within 3–5 days, when required Delivery model for U.S. Participating Entities Infojini will deliver staffing support through a standardized, repeatable service model designed for public-sector operating environments: • Single point of accountability: dedicated Account Manager (primary) plus backup coverage, supported by a dedicated Recruitment Manager for sourcing and delivery. • Defined responsibilities and cadence: account management owns intake coordination, responsiveness, escalations, and recurring check-ins to ensure continuity and alignment to entity needs. • Scalability and surge readiness: ability to support multi-state and high-volume staffing needs while maintaining consistent service quality. Ordering and procurement support (U.S.) Infojini will support Participating Entities in executing procurements under the Sourcewell Master Agreement by providing clear ordering guidance and procurement-ready documentation. Sourcewell notes that Participating Entities typically access master agreements through a purchase order issued directly to the awarded supplier and may request additional terms related to a purchase. Accordingly, Infojini will provide: • A Sourcewell "How to Order" guide (Purchase Order pathway, contacts, and intake steps) • Standardized intake templates and onboarding checklists to reduce procurement friction • A clear escalation path and performance reporting approach (as required)	*

Advanced Talent Sourcing and Diversity Outreach
Infojini utilizes TalentDome, a proprietary bias-free AI-enabled recruitment and referral platform, to identify candidates based on their skills, location, and willingness to relocate. In addition, Infojini maintains strong alliances with organizations focused on inclusive hiring, including:

- Veteran and military spouse employment programs
- Reboot, a veteran-focused hiring platform utilizing psychometric analysis
- Community colleges and local schools nationwide
- Handshake, providing nationwide college and early-career talent access

These partnerships strengthen Infojini's ability to deliver diverse, qualified talent quickly and responsibly.

Flexible Staffing and Service Models
Infojini offers a full range of staffing services aligned with public-sector needs, including:

- Temporary and contract staffing
- Temporary-to-permanent staffing
- Direct hire and recruitment services
- Payroll and workforce administration services
- Project-based and surge staffing

These flexible models allow Sourcewell Participating Entities to adjust workforce levels efficiently while maintaining compliance with cooperative purchasing requirements.

Commitment to Sourcewell and Participating Entities
Infojini is fully committed to using the Sourcewell contract to deliver value-added, high-quality staffing solutions by combining:

- Proven processes and domain expertise
- Advanced recruitment technology
- Skilled and experienced personnel
- A customer-centric, long-term partnership approach

Infojini's commitment is reinforced by strong client endorsements, including:
"Vendor works to accommodate contractors for travel reimbursements, payroll cycles, and out-of-pocket expenses. Infojini and the candidate agreed to rates, health benefits, and logistics."
— Janet Hansel, Project Manager, North Carolina DHHS
"The relationship is built on trust, transparency, and a solid understanding of the positions we desire to fill… They are an excellent resource for our staffing needs."
— Randy Sayers, Project Manager, Maryland Judicial Information Systems
"Infojini put in the work and helped us with the candidate pool… Their excellent communication made a difference, so we expanded their support to other locations."
— Vivek Dhamecha, Resource Manager, Workforce LogIQ / Purdue Pharma
"We don't use temps very often, but Infojini Inc. is our go-to agency when we need temporary workers. We value our relationship with them and would definitely recommend them."
- Patty Torres, HR Manager, Katena Products
"I have been working with Infojini for the past year, and they have been very responsive to our Michigan market. They have been a great help with our allied and clinical staffing needs, and I would recommend them to others."
- Shahmir Khan | Sr. Program Professional HealthTrust Workforce Solutions

36	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Infojini demonstrates both the ability and strong willingness to provide IT Staff Augmentation and related workforce solutions to Sourcewell Participating Entities throughout Canada. Infojini has an established and compliant Canadian presence, supported by local offices, experienced delivery teams, active government contracts, and cross-border service infrastructure, which enables effective and reliable service delivery to Canadian public-sector organizations. Canadian Presence, Compliance, and Readiness Infojini maintains operational offices in: • Toronto, Ontario • Vancouver, British Columbia Infojini is registered with the Canada Revenue Agency (CRA) and holds a valid Canada HST/GST Registration Number: 71622 1510 RT001. We maintain active business insurance policies that meet or exceed the insurance requirements of Sourcewell and participating Canadian entities, ensuring full contractual and regulatory compliance. Proven Canadian Public-Sector Experience Infojini has demonstrated success delivering IT consulting and staffing services to Canadian public-sector organizations, including: • Public Guardian and Trustee of British Columbia • Province of Alberta • Province of Nova Scotia These engagements reflect Infojini's understanding of Canadian public-sector procurement, governance requirements, and service expectations. Infojini intends to leverage the Sourcewell contract to expand service delivery to additional government, education, non-profit, and other public entities across Canada. Scalable Cross-Border Delivery Model Infojini employs a hybrid delivery model that integrates: • Canadian-based account management and recruiting support • North American recruiting and service delivery teams • Centralized governance, quality assurance, and compliance oversight This model enables rapid scaling while maintaining consistent service quality, data security, and process control across Canadian engagements. Talent Sourcing and Technology Enablement Infojini leverages advanced recruiting platforms and talent networks to support Canadian staffing requirements, including: • A North America–wide resume database of 5 million+ candidates • 2 million+ pre-screened resources within TalentDome • AI-enabled resume matching and referral-driven sourcing • Targeted outreach to attract qualified Canadian-based talent These capabilities enable Infojini to respond quickly to both routine and specialized staffing needs. Commitment to Sourcewell and Canadian Participating Entities Infojini is fully committed to: • Supporting all eligible Sourcewell Participating Entities in Canada • Delivering services in full compliance with Sourcewell terms and applicable Canadian laws and regulations • Providing transparent pricing, responsive customer service, and consistent service quality • Delivering value-added, high-quality staffing solutions by combining technology, skills, domain expertise, disciplined processes, and a commitment to long-term client relationships Infojini possesses the local presence, regulatory compliance, public-sector experience, scalable delivery infrastructure, and commitment necessary to support Sourcewell Participating Entities across Canada successfully. With established offices in Toronto and Vancouver, active Canadian government contracts, CRA registration, and a proven service delivery model, Infojini is well-positioned to deliver reliable and high-quality IT Staff Augmentation services throughout Canada under the Sourcewell Master Agreement.	*

37	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	Infojini provides comprehensive service coverage across all U.S. states and the majority of Canada and does not exclude any U.S. states or Canadian provinces from coverage under the proposed Sourcewell contract. At this time, Infojini will not be serving the following U.S. territories under the proposed contract: • American Samoa • Guam • Northern Mariana Islands All other geographic areas within the continental United States, Alaska, Hawaii, and Canada are fully supported. Infojini's delivery model, which leverages a distributed workforce, remote and on-site service capabilities, advanced recruiting technology, and a scalable subcontractor network, ensures consistent, high-quality service delivery across all supported regions.	*
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.	Infojini does not restrict access to its proposed solutions based on account type. If awarded an agreement, all eligible Sourcewell Participating Entities, including state and local governments, educational institutions, healthcare organizations, non-profits, and other qualifying public-sector entities, will have full and equal access to Infojini's IT Staff Augmentation and related workforce solutions. There are no Participating Entity account types that will be excluded or limited in their access to Infojini's solutions under the proposed contract. Infojini's service offerings, pricing structure, delivery models, and customer support are designed to be scalable, flexible, and compliant, enabling consistent service delivery regardless of entity size, location, or organizational structure.	*
39	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Infojini does not impose any special requirements or restrictions on Sourcewell Participating Entities located in Hawaii or Alaska. Participating Entities in these states will receive full access to all proposed IT Staff Augmentation and related workforce solutions under the Sourcewell Master Agreement. Infojini's delivery model supports remote, hybrid, and on-site staffing engagements, and our nationwide recruiting infrastructure enables effective service delivery to Hawaii and Alaska in compliance with applicable state and federal regulations.	*
40	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	Yes. Infojini will extend the terms and conditions of any awarded Sourcewell Master Agreement to eligible nonprofit entities in accordance with Sourcewell's cooperative purchasing program. Eligible nonprofit organizations that qualify as Sourcewell Participating Entities will have full access to Infojini's IT Staff Augmentation and related workforce solutions under the same pricing, terms, conditions, and service levels offered to other Participating Entities. Infojini is committed to supporting nonprofit organizations by providing equitable access, transparent pricing, and responsive service, consistent with Sourcewell's mission to deliver value through cooperative purchasing.	*

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.	Infojini's marketing strategy for promoting the Sourcewell Master Agreement is designed to increase awareness, drive contract utilization, and support Sourcewell Participating Entities across the United States and Canada. Our approach integrates direct sales engagement, targeted marketing, market research, digital outreach, and relationship-based account management to ensure consistent and measurable adoption of the contract. Marketing Strategy Principles Infojini's cooperative selling motion is grounded in four principles: 1. Sales-led education (not generic advertising): Our sales force is the primary channel, focused on procurement-ready education and solution fit. 2. Procurement-literate enablement: Every outreach touch includes clear, compliant ordering guidance and a path to a Purchase Order. 3. Speed + quality + transparency: Utilization increases when Participating Entities experience responsive service, clear documentation, and predictable outcomes. 4. Measurable execution: We manage the program with utilization KPIs and targets (activity, pipeline, first order, repeat orders). Core strategy: "Educate, Enable, Convert, Expand" • Educate: Build awareness with decision-makers (procurement, CIO/IT leadership, HR/workforce leaders) on what the awarded Master Agreement enables and how it accelerates compliant sourcing. • Enable: Provide a standardized "How to Order" toolkit so Participating Entities can buy quickly with minimal back-and-forth. • Convert: Support first-time users through an ordering walkthrough, intake workshop, and rapid delivery cadence. • Expand: Use performance reporting and relationship management to drive repeat requisitions and department/location expansion.	

Sales-Led Public-Sector Marketing Approach
Infojini utilizes a sales-led marketing model supported by a fully in-house sales and marketing team. Our Sales Team regularly contacts potential clients by conducting meetings, presentations, and capability briefings.
The Sales and Marketing organization includes:
- Marketing Director: Piyush Sadhu
- Vice President of Sales
- Sales Manager
- Sales Team Leads (one Team Lead assigned per state)
- Sales Representatives / Executives
- Relationship Manager
- MIS (Management Information System) Executive
- Market Researcher

Each State-assigned Sales Team Lead manages a team of Sales Representatives responsible for outreach, presentations, follow-ups, and ongoing engagement with Sourcewell Participating Entities.

Targeting approach: segment, don't spray
We prioritize outreach by:
- Entity type: state/local government, K–12, higher education, public authorities, special districts, nonprofits eligible through Sourcewell
- Buyer roles: procurement/purchasing, IT directors, program/project leaders, HR/workforce managers
- Demand signals: upcoming initiatives, staffing gaps, modernization programs, peak hiring cycles, hard-to-fill roles

Direct Engagement and Contract Education
Infojini's Sales Team conducts marketing and selling efforts by:
- Meeting prospective customers and listening to their operational and staffing needs
- Contacting procurement officers, IT directors, and program managers
- Requesting meetings to present Infojini's capabilities

During these engagements, we:
- Distribute our capability statement, clearly displaying the Sourcewell Vendor Contract Number
- Educate entities on the benefits of cooperative purchasing
- Encourage eligible entities to procure services through the Sourcewell contract
- Promote compliance, pricing transparency, and speed-to-hire

Our Sales Team also performs additional outreach activities to promote the cooperative purchasing program and its benefits.
Dedicated Account and Recruitment Management
For each awarded contract, Infojini assigns:
- One dedicated Account Manager and
- One dedicated Recruitment Manager

Account Managers serve as the primary point of contact for Participating Entities, respond to all service requests, and conduct one-on-one meetings to foster strong working relationships. The Account Management Team maintains regular communication to identify opportunities for improvement, align service delivery with entity goals, and ensure ongoing customer satisfaction.

Market Research and Opportunity Intelligence
Infojini assigns a dedicated Market Researcher to support Sourcewell-focused marketing and sales efforts, including research on Minnesota-based and national programs.
We leverage subscriptions to:
- FindRFP
- National Bid Network
- RFPMart
- SWIFT / MN Bid Opportunities
- MCPV / NCPA / OMNIA Partners
- BidNet / BidNet Direct
- GovWin / Onvia / GovTribe
- LinkedIn Sales Navigator
- SAM.gov / Grants.gov

Based on this research, Infojini:
- Documents prior Participating Entity requirements
- Identifies gaps between entity needs and Infojini's current capabilities
- Augments capabilities through qualified partners and subcontractors
- Provides targeted training to internal staff to address identified gaps

Digital, Social Media, and Email Marketing
Infojini uses a multi-channel digital strategy to promote the Sourcewell opportunity, including:
- LinkedIn, Facebook, and X (Twitter) outreach
- Targeted email marketing campaigns
- Sourcewell-specific web content and SEO optimization

These efforts mirror Infojini's proven approach used successfully across existing cooperative contracts.

		Cooperative Contract Outreach Experience Infojini has actively conducted marketing outreach to cooperative organizations and networks, including: • Sourcewell • Education Service Center, Region 20 • ESC Region 19 Allied States Cooperative • Texas Region 8 Education Service Center (TIPS) • Region One Education Service Center • Region 4 Education Service Center (ESC) • Education Service Center, Region 13 • Education Service Center, Region 8 • Goodbuy Education Service Center, Region 2 • Cooperative Educational Services (CES) • BakerRipley • Goodbuy Purchasing Cooperative • State of New Mexico General Services Department / State Purchasing Division (NASPO ValuePoint) • BuyBoard • Illinois Public Higher Education Cooperative • EdgeMarket • The Cooperative Council of Governments on behalf of Equalis Group • E&I Cooperative Services A dedicated Relationship Manager supports these efforts by educating entities about cooperative contracts and encouraging their utilization where they are not currently in use. Continuous Improvement and Relationship Building When a purchase order solicitation arises through the Sourcewell contract, Infojini makes every effort to identify candidates with the appropriate technical and domain expertise at competitive rates. Regardless of the award outcome, Infojini: • Requests a formal debrief • Reviews strengths and areas for improvement • Conducts weekly or monthly internal reviews • Implements action plans to enhance service delivery This approach ensures continuous improvement and long-term relationship development. Marketing Materials Upload Confirmation Representative samples of Infojini's marketing materials have been uploaded separately in the Document Upload section of this response, as requested.
42	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Infojini leverages a data-driven, technology-enabled marketing ecosystem to enhance outreach effectiveness, improve engagement with Sourcewell Participating Entities, and increase cooperative contract utilization. Our approach integrates marketing automation platforms, digital analytics, metadata usage, social media, CRM systems, and proprietary recruitment technologies to ensure targeted, measurable, and compliant marketing and engagement. Marketing Automation and CRM Enablement Infojini utilizes marketing automation platforms, such as HubSpot, to align sales and marketing efforts and drive efficient, data-driven outreach. HubSpot enables Infojini to: • Leverage search engines and SEO-driven campaigns • Nurture prospects through automated workflows • Execute targeted social media and email marketing campaigns • Align sales activity with marketing insights and lead intelligence Campaign performance is continuously tracked using engagement metrics such as open rates, click-through rates, conversions, and follow-up activity, allowing for ongoing optimization. Data-Driven Market Intelligence and Targeting Infojini leverages public-sector intelligence tools, including FindRFP, GovWin, RFPMart, and the National Bid Network, to identify upcoming opportunities, procurement trends, and agency priorities. Digital data from these platforms is used to: • Segment outreach by geography, sector, and service category • Prioritize high-probability Sourcewell Participating Entities • Tailor messaging to align with entity-specific needs This data-driven targeting ensures relevance, efficiency, and higher engagement. Digital Content, Metadata, and SEO Optimization Infojini utilizes metadata, keywords, and search behavior analytics to enhance discoverability and engagement across digital channels. This includes: • SEO optimization of Sourcewell-specific landing pages • Metadata tagging for online capability statements and thought leadership content • Monitoring website traffic, user behavior, and conversion analytics These insights enable continuous refinement of digital marketing strategies. Social Media and Digital Engagement Infojini actively engages public-sector stakeholders through LinkedIn, Facebook, and X (Twitter) by: • Sharing contract announcements and cooperative purchasing information • Publishing thought leadership and case studies

		• Participating in public-sector and government-focused professional groups Social media analytics are used to evaluate reach, engagement, and audience response. Metadata and analytics (how we improve effectiveness) We use campaign and website analytics to measure adoption and improve conversion, including: • Engagement performance: open rate, click-through rate, meeting-booked rate • Content performance: which assets drive action (e.g., "How to Order" guide downloads, webinar registrations) • Conversion tracking: lead, ordering walkthrough, staffing request, first utilization • A/B testing: subject lines, call-to-action wording, landing page layout, and content formats to improve results • Sales attribution: tagging leads by source (webinar, email, event, social) to focus on the highest-performing channels Data governance and responsible use Infojini uses digital data responsibly to support marketing effectiveness: • We use aggregated engagement data for optimization and do not rely on sensitive personal data. • We maintain appropriate access controls for marketing and sales systems. We comply with applicable privacy expectations and opt-out requirements for email outreach. Recruitment and Marketing Automation Technology Stack Infojini leverages automated tools that manage the entire recruitment and workforce lifecycle, which directly enhances marketing effectiveness by improving speed, transparency, and candidate quality. Key platforms include: • TalentDome – Employee referral and sourcing platform (http://talentdome.infojiniconsulting.com) • Ceipal – Timesheet management and reporting (http://www.ceipal.com) • SenseHQ and Mya Chatbot – Employee and client engagement, surveys, and feedback (http://www.sensehq.com) • Conrep and ADP – Invoicing, timekeeping, and payroll processing • Prove IT, TestGorilla, IKM Testing, and IBM Kenexa – Skills testing and candidate assessment These platforms generate actionable digital insights that inform both recruitment and marketing strategies, ensuring rapid fulfillment and improved service outcomes. Analytics, Automation, and Continuous Improvement Infojini uses dashboards and automated reporting to track: • Campaign effectiveness and lead conversion • Engagement trends across digital channels • Contract awareness and utilization patterns This continuous feedback loop enables Infojini to refine outreach strategies, improve messaging, and align marketing performance with Sourcewell objectives.	*

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?	Infojini's Understanding of Sourcewell's Role in Promoting the Agreement In Infojini's view, Sourcewell serves as a critical facilitator and governing body in promoting agreements arising from this RFP. Sourcewell's role includes: • Acting as a trusted cooperative purchasing authority for public-sector entities • Serving as the facilitator between Sourcewell Participating Entities and awarded service providers • Providing Participating Entities with pre-competed, compliant contract vehicles that simplify procurement • Promoting awarded agreements through Sourcewell's website listings, marketing channels, events, and outreach efforts • Acting as a governing body to ensure contract compliance, transparency, and consistency • Ensuring that contract terms and conditions are fair for all parties • Ensuring that agreements comply with applicable laws and regulations in the United States and/or Canada This role significantly reduces procurement risk for Participating Entities while increasing confidence in vendor selection and contract utilization. Integration of a Sourcewell-Awarded Agreement into Infojini's Sales Process Infojini will fully integrate any Sourcewell-awarded agreement into its sales, marketing, and account management processes to maximize awareness, adoption, and utilization. Key integration methods include: • Sales Enablement and Training o Training sales, account management, and recruitment teams on Sourcewell contract terms, pricing, and ordering procedures o Ensuring all client-facing staff can clearly articulate Sourcewell's cooperative purchasing benefits • Dedicated Contract Promotion o Dedicating at least four (4) employees specifically to market and promote the Sourcewell contract o Assigning responsibility for outreach, follow-ups, and utilization support • Inclusion in Proposals and Solicitations o Proactively referencing and utilizing the Sourcewell contract in government bids and solicitations, where cooperative purchasing is permitted o Educating Participating Entities on how to leverage the contract as a compliant procurement option • Marketing Materials and Digital Presence o Creating a Sourcewell-specific capability statement hosted on Infojini's website o Performing Search Engine Optimization (SEO) to ensure the Sourcewell contract and services are easily discoverable via Google and other search engines o Including the Sourcewell contract number on all relevant marketing collateral • Social Media and Digital Campaigns o Conducting targeted outreach campaigns on LinkedIn, Facebook, and X (Twitter) o Sharing cooperative purchasing benefits, contract availability, and success stories o Engaging with government and public-sector professional groups • Account Management and Ongoing Support o Assigning dedicated Account Managers to support Participating Entities using the Sourcewell contract o Providing onboarding assistance, ordering guidance, and ongoing contract education • Coordination with Sourcewell o Collaborating with Sourcewell on joint marketing opportunities, outreach initiatives, and promotional activities o Participating in Sourcewell-sponsored events or communications when available Infojini views Sourcewell as a strategic partner and governing authority that enables compliant, efficient, and value-driven cooperative purchasing. By fully integrating a Sourcewell-awarded agreement into our sales operations, marketing strategy, and proposal processes, Infojini will actively promote contract awareness, drive utilization, and deliver measurable value to Sourcewell Participating Entities throughout the term of the 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.	Yes. Infojini has the capability to support Sourcewell Participating Entities by offering practical, flexible, and easy-to-use e-procurement methods for placing and managing staffing requests. Infojini's approach is designed to align with each agency's internal procurement processes while maintaining compliance with Sourcewell's cooperative purchasing framework. Participating Entities may initiate requests by email, phone, online tools, or through their existing procurement platforms, based on what works best for their organization. Description of Infojini's E-Procurement Systems and Ordering Methods 1. Email and Phone-Based Electronic Ordering

		Infojini supports electronic ordering via email and phone, which remains a preferred and accepted method for many government and education agencies procuring professional services. • Email Requests: Agencies may submit staffing requests via email to statebids@infojiniconsulting.com, a monitored inbox that routes inquiries to the appropriate Account Manager based on job type and agency location. o Emails are acknowledged within 30 minutes during business hours. • Phone Requests: Agencies may place or discuss requests by calling 443-270-2403, which connects directly to Infojini's Account Management team. o Urgent after-hours calls are escalated to an on-call Account Executive who responds within one hour. All requests received via phone or email are electronically documented, tracked, and confirmed, ensuring transparency and audit readiness. 2. Online Request Submission and VMS Support Infojini supports online request submission in multiple ways: • Vendor Management Systems (VMS): Agencies that use VMS platforms may submit orders directly through those systems in accordance with their established workflows. • TalentDome (Proprietary Online Requisition Tool): Agencies not using a VMS may submit requests through TalentDome, Infojini's proprietary requisition and sourcing platform. TalentDome allows agencies to: o Enter job requirements electronically o View candidate resumes o Begin candidate review even before a position is formally posted • 24/7 Website Chat Assistant (Newton): Infojini's website includes Newton, a 24/7 chat assistant that supports staffing inquiries and allows agencies to submit requests at any time. 3. API and ERP / Purchasing System Integration For agencies with established procurement systems, Infojini supports system-to-system integration to streamline electronic ordering and data exchange. • API Integration: Secure data transfer between Infojini systems and client ERP or purchasing platforms. • Standard Data Formats: Support for XML, EDI, and cXML to exchange order details, pricing, and reporting data. • Dedicated Integration Support: Infojini's in-house technical team works directly with agency IT and procurement teams to configure, test, and maintain integrations. 4. Order Management and Fulfillment Systems Once a request is submitted, Infojini manages all workflows using Ceipal, its internal Applicant Tracking and Workforce Management System. Ceipal supports: • Job order intake and posting • Candidate sourcing and tracking • Compliance and onboarding documentation • Timesheet management, reporting, and billing This centralized system ensures consistency, transparency, and accountability throughout the order-to-delivery lifecycle. 5. Contract Awareness and Support To ensure effective use of the Sourcewell Master Agreement, Infojini: • Trains its national sales and account management teams on contract scope, eligibility, and cooperative purchasing requirements • Provides contract-specific playbooks and guidance • Ensures staff follow Sourcewell contract terms when responding to Participating Entity requests Example of Government and Education Customer Use University of Maryland (Sourcewell Participating Entity) The University of Maryland, a Sourcewell Participating Entity, has used Infojini's e-procurement-aligned ordering process to procure IT staffing services: 1. The University initiated a staffing request via email, referencing the applicable Sourcewell contract. 2. An electronic purchase order was issued through the University's internal procurement system. 3. Infojini acknowledged the order electronically and logged it in internal systems. 4. Candidate submissions, interview coordination, and selections were managed electronically via email and scheduled calls. 5. All requisition, fulfillment, and onboarding documentation was maintained electronically to support compliance and audit requirements. This approach enabled the University of Maryland to procure services efficiently while maintaining full alignment with its internal e-procurement controls and Sourcewell requirements.	*

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.	As a provider of IT Staff Augmentation and related workforce services, Infojini does not supply physical products or equipment requiring traditional operator or maintenance training. However, Infojini offers a comprehensive suite of workforce, system, and process-oriented training programs designed to support Sourcewell Participating Entities, ensure effective service delivery, and maximize the value of deployed resources. Workforce Onboarding and Orientation Training (Standard) Infojini provides standard onboarding and orientation training for all deployed personnel at no additional cost. Infojini's internal teams deliver this training and includes: • Overview of engagement expectations and performance standards • Compliance with client policies, security requirements, and confidentiality obligations • Timekeeping, reporting, and communication procedures • Use of required systems and tools This training ensures that deployed resources are fully prepared to integrate seamlessly into the Participating Entity's environments. Client-Specific and Role-Based Training (Standard) Infojini works closely with Participating Entities to align resources with entity-specific needs. Standard role-based preparation includes: • Review of job-specific responsibilities and deliverables • Familiarization with client tools, platforms, and workflows (as permitted) • Public-sector compliance, ethics, and governance awareness This training is coordinated by Infojini's Account and Recruitment Managers and is included as part of the service delivery model. Technology and Skills Training (Optional) Infojini offers optional technical and professional development training to support evolving project needs and technology environments. These training programs may include: • Emerging technology upskilling (e.g., cloud, cybersecurity, data analytics, AI/ML) • Software and platform-specific refreshers • Process improvement and best-practice training Optional training may be delivered by Infojini subject matter experts, third-party training partners, or client-approved providers. Any costs associated with optional training are disclosed in advance and subject to Participating Entity approval. Tool and System Training (Standard) Infojini provides standard training for Participating Entities and deployed resources on the use of Infojini-supported tools, including: • TalentDome (requisition tracking and candidate sourcing visibility, where applicable) • Ceipal (timesheets, reporting, and workforce administration) • SenseHQ (feedback, surveys, and engagement monitoring) Infojini provides this training at no additional cost, ensuring transparency and ease of use throughout the engagement. Ongoing Knowledge Transfer and Continuous Learning (Standard) Infojini promotes continuous improvement through: • Periodic check-ins and performance reviews • Knowledge transfer sessions during onboarding and offboarding • Access to refresher training and updated best practices These activities are coordinated by Infojini's Account Management and Service Delivery Teams and are included as part of ongoing service support.
46	Describe any technological advances that your proposed Solutions offer.	Infojini's IT Staff Augmentation solutions are supported by a technology-enabled delivery ecosystem designed to improve speed, quality, transparency, compliance, and workforce outcomes for Sourcewell Participating Entities. Our technological advances focus on automation, intelligent sourcing, data-driven decision-making, secure digital engagement, and continuous performance optimization across the full staffing lifecycle. 1. End-to-End Staffing Automation Platform Infojini leverages automated tools to manage the entire staffing lifecycle, including: • Recruitment management • Applicant tracking • Contract employee management • Social recruiting and employer branding • Candidate assessment and engagement • Employee referrals • Talent identification, evaluation, and onboarding This automation reduces administrative effort, accelerates hiring timelines, and ensures consistent, repeatable service delivery for public-sector clients. 2. TalentDome – Proprietary Referral-Driven Sourcing Platform TalentDome is Infojini's proprietary, technology-driven sourcing and referral platform: • Referral-driven, community-based platform with 500,000+ members • Reddit-like environment where professionals collaborate, discuss emerging technologies, and provide referrals • Dedicated segmentation for public-sector and commercial-sector candidates • Built-in bias-free AI resume matching and proactive talent identification • Supports unbiased sourcing by selecting candidates based solely on qualifications

TalentDome also functions as an Employee Referral System, enabling employees and partners to recommend candidates in exchange for incentives.
Additional highlights:
- 2 million+ pre-screened resources within TalentDome
- 30,000+ active referrers contributing candidates
- Over 500 successful placements using TalentDome
- Average 28% submit-to-hire ratio for hard-to-fill roles

TalentDome enables the creation of branded talent communities by function, location, affinity group, university, or event, enhancing engagement and long-term pipeline development.

3. Large-Scale Talent Intelligence Databases
Infojini maintains one of the most extensive talent ecosystems in the industry, including:
- 5 million+ resumes nationwide
- 2 million+ pre-screened candidate profiles
- Real-time visibility into skills, certifications, availability, and geography

These data assets allow Infojini to respond rapidly to urgent staffing needs while maintaining quality and compliance.

4. Advanced Applicant Tracking and Workforce Management (Ceipal)
Infojini uses Ceipal as its core Applicant Tracking System (ATS) and workforce management platform:
- Automated job distribution and sourcing
- Talent pipeline development
- Full candidate CRM and engagement management
- Personalized mobile and social candidate experiences
- External recruiter and vendor management
- Timesheet management, reporting, and analytics

Ceipal enables efficient coordination across sourcing, delivery, billing, and reporting phases.

5. Employee and Client Engagement Intelligence (SenseHQ & Mya)
Infojini utilizes SenseHQ and Mya Chatbot to personalize, automate, and optimize engagement across the workforce lifecycle:
- Bi-weekly employee and client surveys
- Automated reminders and follow-ups
- Open-ended feedback collection to identify risks early
- Engagement analytics supporting proactive account management

A dedicated engagement team continuously monitors feedback data to maintain high satisfaction levels and mitigate service risks before they escalate.

6. Skills Validation and Assessment Technology
To ensure technical excellence and role readiness, Infojini integrates multiple assessment platforms:
- Prove IT
- IKM Testing
- IBM Kenexa
- Test Gorilla

These tools enable the objective evaluation of technical skills, functional knowledge, and role-specific competencies before candidate submission.

7. Secure Payroll, Timekeeping, and Compliance Systems
Infojini supports secure, accurate, and compliant workforce administration using industry-recognized platforms, including:
- ADP for payroll processing and statutory compliance
- Conrep for timekeeping, invoicing, and workforce billing management
- Integrated reporting tools that provide visibility into hours worked, billing status, and payment cycles
- Role-based access controls and audit trails to protect sensitive data and support compliance reviews

These systems ensure accurate payroll execution, transparent invoicing, and full compliance with public-sector requirements and Sourcewell contract standards, while providing Participating Entities with reliable reporting and financial accountability.

8. Data Security, Compliance, and Governance
All platforms used by Infojini operate within a secure, controlled environment that includes:
- Role-based access and permission controls
- Secure data storage and transmission
- Audit-ready reporting and documentation
- Alignment with ISO 9001, ISO 20000-1, and ISO 27001 standards

This ensures data protection, privacy, and compliance with public-sector expectations.

47	Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.	Infojini is committed to environmentally responsible business practices and actively advocates a "Go Green" philosophy across its operations, workforce programs, and technology-enabled service delivery. Our sustainability initiatives focus on reducing environmental impact while supporting efficient, compliant services for Sourcewell Participating Entities. Corporate Environmental Commitment Infojini actively promotes eco-friendly workplace practices based on the principles of reduce, reuse, and recycle: • Installation of recycling bins across office locations to encourage proper waste disposal • Organization-wide efforts to reduce paper usage by transitioning to fully digital workflows, including electronic contracts, invoicing, onboarding, and reporting • Continuous awareness campaigns to promote mindful consumption of resources Employee Engagement in Sustainability ("Go Green" Program) Infojini motivates employee participation in environmental stewardship through structured and incentivized programs: • Monthly Green Challenges encouraging eco-friendly behaviors • Employees earn sustainability credits for practicing environmentally responsible actions • Recognition through the "Greenest Infojini Employee" award, given to individuals with the highest sustainability impact • Incentivization program designed to embed sustainability into daily operations These initiatives actively engage employees in achieving Infojini's sustainability goals, which include: • Reducing carbon footprint • Water conservation • Energy efficiency • Responsible waste management Environmentally Responsible Service Delivery Infojini integrates sustainability into its solutions through: • Remote and hybrid workforce models, reducing commuting and travel-related emissions • Virtual interviews, onboarding, training, and collaboration, minimizing travel and physical resource usage • Cloud-based platforms (TalentDome, Ceipal, SenseHQ, ADP, Conrep) that reduce reliance on physical infrastructure and energy-intensive systems Sustainable Vendor and Technology Practices • Preference for digital-first vendors and subcontractors • Reduced physical office footprint through optimized space utilization • Centralized, technology-enabled operations that reduce waste and energy consumption.	*
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.	Infojini does not hold any third-party issued eco-labels, environmental ratings, or sustainability-specific certifications related to energy efficiency, conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors for the solutions included in this proposal. Infojini's sustainability efforts are currently implemented through internal policies, digital-first operations, and employee-driven environmental initiatives rather than through externally issued environmental certification programs.	*
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?	Infojini offers a combination of deep public-sector expertise, proprietary technology, national reach, scalable delivery, and people-centric service that differentiates our IT Staff Augmentation and workforce solutions within the industry and delivers exceptional value to Sourcewell Participating Entities. 1. Dedicated Account Management and Recruitment Model Infojini assigns a dedicated Account Management and Recruitment team to each Participating Entity to ensure consistent communication, accountability, and service quality. • Account Managers work closely with entities to understand contract requirements, priorities, and evolving staffing needs • Recruitment Managers lead focused teams dedicated to fulfilling entity-specific requisitions • This model supports workload continuity, rapid response, and long-term relationship management Our account management teams have extensive experience supporting clients in the state, county, city, education, and quasi-governmental sectors, ensuring familiarity with public-sector environments, compliance requirements, and service expectations. 2. Proven Public-Sector Experience Across Multiple Jurisdictions Infojini brings extensive experience supporting local and state government agencies, educational institutions, transportation authorities, healthcare systems, and public-sector organizations nationwide. This experience enables Infojini to: • Rapidly align staffing solutions with regulatory and governance requirements • Identify candidates well-suited for public-sector and IT-focused roles • Deliver Staff Augmentation, Temporary, Temp-to-Hire, and Direct-Hire services with speed and precision Our broad exposure to diverse public-sector environments ensures agility and consistency across Sourcewell Participating Entities. 3. Unmatched Talent Databases and Local Pipelines	

Infojini maintains one of the largest and most robust talent ecosystems in the industry:
- 5 million+ resumes nationwide
- 2 million+ pre-screened candidates
- Strong local and regional candidate pipelines across major U.S. and Canadian markets

Our passive recruiting teams continuously build pipelines, enabling submission of qualified shortlists (typically top candidates) within 12–24 hours for many roles.

4. Proprietary Technology and Automation Advantage
Infojini leverages advanced automation to manage the entire recruitment lifecycle, including:
- Recruitment management and applicant tracking
- Contract employee management
- Social recruiting and employer branding
- Candidate assessment, engagement, and onboarding
- Employee referrals and talent identification

Key platforms include:
- TalentDome – Employee referral and sourcing platform
- Ceipal – Applicant Tracking, timesheets, and reporting
- SenseHQ & Mya Chatbot – Employee and client engagement
- Conrep & ADP – Timekeeping, invoicing, and payroll
- Prove IT, TestGorilla, IKM Testing, IBM Kenexa – Skills assessment

These tools significantly reduce time-to-hire while maintaining quality, compliance, and transparency.

5. Robust Recruitment, Screening, and Quality Assurance
Infojini employs a multi-layered recruitment and screening process supported by:
- Experienced recruiters and subject matter experts
- Skills testing and credential verification
- Public-sector compliance screening

This process ensures delivery of qualified, credentialed professionals well matched to each Participating Entity's technical and operational needs. *

6. Performance Guarantee and Risk Mitigation
Infojini offers a Performance Guarantee as part of its commitment to client satisfaction:
- If a client is dissatisfied within the first 40 hours, Infojini waives charges for those hours
- A qualified replacement is provided within 1–5 business days

This guarantee reduces risk for Participating Entities and reinforces confidence in service delivery.

7. Referral-Driven Talent Advantage
Infojini's employee referral programs consistently deliver high-quality candidates:
- Various placements originate from employee and consultant referrals
- Referrals are tracked through TalentDome and the ATS
- Incentive-driven programs encourage participation and quality submissions

This referral model improves retention, cultural fit, and performance outcomes.

8. Diversity, Inclusion, and Veteran Hiring Leadership
As an NMSDC-certified Minority Business Enterprise (MBE), Infojini actively promotes supplier and workforce diversity:
- Engagements with 60+ diverse suppliers
- Preference for NMSDC, WBENC, SBA, DBE, SBE, and M/WBE-certified partners
- Robust Veteran Hiring and Transition Programs, including partnerships with veteran-focused organizations and platforms
- Recipient of the Hire Vets Gold Medallion from the U.S. Department of Labor

These initiatives align with Sourcewell's commitment to inclusive procurement.

9. Campus Recruiting and Workforce Development
Infojini invests in future talent through:
- Partnerships with universities, colleges, and community colleges
- Campus recruiting and job fairs across multiple regions
- Access to early-career and emerging technology talent

This ensures a sustainable and growing workforce pipeline.

10. Employee Care, Training, and Retention Excellence
Infojini's Employee Care Program includes:
- Competitive compensation and benefits
- Performance bonuses and rewards
- Ongoing technical and professional training
- Individualized training plans aligned with client needs

These programs support a 98% retention rate, ensuring workforce stability and continuity for Participating Entities.

11. Financial Strength and Stability
Infojini is a financially stable organization with:
- $450M+ in cumulative revenue since inception
- $1.5M unused line of credit supporting rapid scalability
- D&B Paydex score of 80, reflecting timely contractor payments
- Consistent year-over-year growth

		This financial strength ensures reliability and scalability under the Sourcewell Master Agreement. 12. Commitment to 100% Client Satisfaction Infojini's dedicated support teams provide: • Rapid response to client inquiries and issues • Proactive communication and service monitoring • Continuous improvement through feedback and analytics Long-term client satisfaction, repeat engagements, and partnership growth measure our success.	

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	Infojini confirms that we qualify as a Minority-Owned Business Enterprise (MBE). All applicable MBE certification documentation, along with any required supporting materials, has been uploaded to the Documents section of the portal for review.	*
51		Minority Business Enterprise (MBE)	(•) Yes ( ) No	Infojini confirms that we qualify as a Minority-Owned Business Enterprise (MBE). All applicable MBE certification documentation, along with any required supporting materials, has been uploaded to the Documents section of the portal for review.	*
52		Women Business Enterprise (WBE)	( ) Yes (•) No	Not Applicable	*
53		Disabled-Owned Business Enterprise (DOBE)	( ) Yes (•) No	Not Applicable	*
54		Veteran-Owned Business Enterprise (VBE)	( ) Yes (•) No	Not Applicable	*
55		Service-Disabled Veteran-Owned Business (SDVOB)	( ) Yes (•) No	Not Applicable	*
56		Small Business Enterprise (SBE)	( ) Yes (•) No	Not Applicable	*
57		Small Disadvantaged Business (SDB)	( ) Yes (•) No	Not Applicable	*
58		Women-Owned Small Business (WOSB)	( ) Yes (•) No	Not Applicable	*

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.	Infojini offers flexible and transparent payment options designed to accommodate the financial and procurement processes of Sourcewell Participating Entities. Payment Terms • Preferred Payment Terms: Net 30 • Infojini is willing to work with Participating Entities to align payment terms with applicable public-sector requirements and Sourcewell contract provisions, as appropriate. Accepted Payment Methods Infojini accepts the following payment methods: • Credit cards (including procurement cards) • Wire transfers • Checks • Online/electronic payments These payment options provide Participating Entities with convenient, secure, and compliant methods to process payments under the Sourcewell Master Agreement.	*
60	Describe any leasing or financing options available for use by educational or governmental entities.	Not Applicable	*
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.	Infojini has uploaded the following document as part of the standard transaction documentation proposed for use under any awarded contract: • Sample Staffing Services Agreement	*
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, Infojini accepts the P-card procurement and payment process and will not charge any additional costs 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.	Infojini's pricing model for the proposed IT Staff Augmentation and related workforce solutions is designed to be transparent, competitive, and aligned with public-sector procurement requirements under the Sourcewell cooperative purchasing framework. Infojini has a longstanding, proven track record of delivering high-quality staffing resources to federal, state, county, educational, and other public-sector agencies nationwide since 2006. Pricing Model Infojini utilizes an hourly, role-based fee structure charged directly to the client. Pricing is established by labor category and experience level (e.g., Junior, Mid-Level, Senior, where applicable) and is structured as not-to-exceed hourly bill rates to ensure budget predictability and cost control. Pricing is markup-driven and calculated using industry-standard salary benchmarking and reputable compensation tools. Infojini selects benchmark roles that align with each staffing requirement to determine credible upper and lower compensation ranges. Pricing Formula: Bill Rate = Base Pay Rate + (Base Pay Rate × Mark-up %) Mark-Up Components The applied mark-up percentage is comprehensive and includes all costs required to deliver compliant, fully supported staffing services, including: • Applicable payroll taxes (Social Security, Medicare, SUTA, FUTA, and other required taxes) • Workers' compensation insurance • Employee benefits • Paid vacations and holidays (where applicable) • Recruiting costs and administrative fees • Operational overhead • Reasonable profit This all-inclusive structure ensures no hidden fees and full transparency for Sourcewell Participating Entities. Pricing Data and Sourcewell Discounted Rates Infojini's Rate Card, which includes all applicable mark-ups, has been uploaded separately in the Document Upload section of this RFP response, as required. These rates represent the full catalog of IT Staff Augmentation services proposed for consideration under the Sourcewell Master Agreement. SKUs As a services-based provider, Infojini does not utilize traditional product SKUs. Instead, pricing is organized and administered by: • Labor category • Experience level • Scope of services Each labor category listed in the uploaded pricing schedule serves as the functional equivalent of a SKU for ordering, billing, and reporting purposes. Ordering and Billing Alignment Infojini's pricing structure supports: • Purchase-order-based ordering • Clear, line-item invoicing by labor category • Compliance with Sourcewell reporting and audit requirements.	*
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.	Infojini will offer a 1% discount if payment is made within 10 days.	*
65	Describe any quantity or volume discounts or rebate programs that you offer.	Infojini will offer 1% discount on task orders above $250,000.00.	*
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.	Not Applicable. Infojini does not propose to supply open market, non-contracted, or non-awarded products or services under this solicitation. All services offered to Sourcewell Participating Entities will be provided strictly in accordance with the labor categories, pricing, and terms approved under the Sourcewell Master Agreement.	*

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.	None. All costs associated with the proposed services are fully included in the pricing submitted with Infojini's response. There are no additional or hidden charges related to background checks, onboarding, pre-delivery activities, setup, mandatory training, inspections, or other ancillary services. No third parties impose additional costs beyond the pricing approved under the Sourcewell Master Agreement.	*
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.	None. Freight, delivery, and shipping costs are not applicable to Infojini's proposed services. There are no additional charges for freight, shipping, or delivery for Sourcewell Participating Entities, as all services are delivered digitally or through personnel deployment and are fully included in the approved pricing under the Sourcewell Master Agreement.	*
69	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	None. Freight, shipping, and delivery terms or programs do not apply to Infojini's proposed services for Alaska, Hawaii, Canada, or any offshore delivery locations. All services are provided digitally or through personnel deployment, and no freight, shipping, or delivery charges apply under the Sourcewell Master Agreement.	*
70	Describe any unique distribution, delivery, and/or deployment methods or options offered in your proposal.	Infojini offers a flexible and scalable set of distribution, delivery, and deployment options designed to meet the diverse operational, geographic, and security requirements of Sourcewell Participating Entities. Our delivery model enables clients to select the most effective staffing approach, tailored to their workload, budget, technology environment, and policy considerations. Delivery and Deployment Options Infojini supports the following delivery models: • On-Site Services: Deployment of qualified professionals directly at the Participating Entity's facilities to support mission-critical, hands-on, or security-sensitive functions. • Remote Services: Provision of skilled professionals who work remotely using secure access protocols, enabling cost efficiency, faster deployment, and access to broader talent pools. • Near-Office Services: Utilization of regional or near-shore delivery teams that provide time-zone–aligned support while maintaining close collaboration with Participating Entities. • Off-Shore Services: Where permitted and appropriate, Infojini offers off-shore delivery options for defined roles and tasks, providing cost-effective support while maintaining quality controls, governance, and compliance oversight. Hybrid and Customized Deployment Models Infojini also offers hybrid deployment models that combine on-site, remote, near-office, and offshore resources to: • Scale staffing levels up or down quickly • Balance cost, performance, and security requirements • Support phased projects, surge demands, and long-term programs Deployment models are customized to align with each Participating Entity's policies, security requirements, and operational preferences.	*
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.	Infojini employs a formal, documented self-audit and compliance verification program to ensure continuous adherence to the terms and conditions of any awarded Sourcewell Master Agreement. This program is designed to verify contract compliance, confirm accurate reporting, and ensure that Sourcewell Participating Entities consistently receive the approved contract pricing. 1. Contract and Pricing Governance Controls • All Sourcewell-approved pricing, labor categories, and rate cards are centrally maintained and locked within Infojini's internal systems. • Pricing access is restricted to authorized personnel within Finance, Contract Administration, and Account Management. • All quotes, purchase orders, and invoices are validated against the approved Sourcewell pricing before issuance. 2. Dedicated Compliance Management Infojini will assign a dedicated Compliance Manager with extensive experience managing cooperative contract reporting and compliance activities. The Compliance Manager is responsible for: • Ensuring compliance with state, federal, and local laws and regulations	

		• Generating and submitting all contract-required reports, including payment and administrative fee documentation • Overseeing quarterly reporting of all sales under the Sourcewell contract • Serving as the primary point of contact for compliance-related inquiries The Compliance Manager works closely with Infojini's Compliance and Audit Team to ensure accuracy and completeness of all reporting. 3. Automated System-Based Controls Infojini leverages integrated enterprise systems, including Ceipal, Conrep, and ADP, to support compliance and audit readiness: • Automated validation of bill rates against approved Sourcewell pricing • Role-based access controls and system audit trails • Exception reporting to identify and resolve discrepancies proactively These system controls reduce manual error and enforce pricing integrity. 4. Periodic Internal Audits Infojini's Compliance and Audit Team conducts regular internal audits, including: • Verification of purchase orders against approved contract pricing • Review of invoicing accuracy and billed hours • Confirmation that labor categories and experience levels align with contract terms Any identified discrepancies are documented, corrected promptly, and escalated as necessary. 5. Account Management Oversight Dedicated Account Managers assigned to Sourcewell Participating Entities are responsible for: • Verifying pricing accuracy on all quotes and invoices • Ensuring compliance with Sourcewell terms and reporting requirements • Coordinating with the Compliance Manager to address any issues 6. Reporting and Transparency Following the contract award, Infojini will meet with Sourcewell Participating Entities to explain the available reporting capabilities and confirm their reporting preferences, including frequency and format. Sample reports available to Sourcewell include: 1. Contract Sales Reports – Quarterly 2. Recruitment Activity Reports – Monthly or Weekly 3. Onboarding Status Reports – Monthly 4. Client Survey and Satisfaction Reports – Monthly 5. Employee Engagement and Survey Reports – Monthly 6. Issue Resolution and Escalation Reports – Monthly All reports are reviewed internally before submission to ensure accuracy and compliance. 7. Corrective Action and Continuous Improvement If a compliance or pricing issue is identified: • Immediate corrective action is taken • Billing discrepancies are resolved promptly, including issuance of credits if applicable • Root-cause analysis is conducted to prevent recurrence	*
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.	If awarded a contract, Infojini will measure success using a comprehensive framework of operational, compliance, quality, and satisfaction metrics. These metrics ensure continuous improvement, accountability, and the delivery of measurable value to Sourcewell Participating Entities. Client and Employee Feedback Measurement Infojini places strong emphasis on real-time feedback and risk identification. • Infojini utilizes SenseHQ to engage both employees and clients throughout the engagement lifecycle actively. • We conduct bi-weekly surveys and automated touchpoints to: o Measure satisfaction levels o Send action reminders o Capture open-ended feedback o Identify early risks related to performance, engagement, or retention • Account Managers review feedback insights to address issues	

		and ensure service continuity proactively. This continuous feedback loop enables early intervention and supports high service quality across all placements. Core Performance Metrics Tracked 1. Responsiveness and Fulfillment • Time-to-Submit / Time-to-Fill o Target: Submit qualified candidates within 24–48 hours of receiving a requisition • Submission Coverage Rate o Target: Submit candidates for at least 95% of received requirements 2. Candidate Quality and Selection • Number of Resumes Submitted per Requisition o Target: Minimum of 4 qualified candidates per opening • Resume Selection Rate o Target: 95% or higher of submitted resumes selected by the client 3. Interview and Hiring Effectiveness • Recruiter Response Time o Time taken to contact candidates after identification or application • Interview Volume o Number of interviews conducted per requirement • Interview-to-Submittal Ratio o Target: Interviews scheduled for at least 60% of requirements 4. Risk and Quality Control • Rejection Rate o Goal: Minimize rejections due to unknown issues o Target: Zero rejections for controllable factors • Candidate Back-Out Rate o Target: Zero back-outs per month 5. Retention and Engagement • Retention Rate o Target: 95% or higher across placements • Employee Engagement Scores o Measured bi-weekly via SenseHQ 6. Compliance and Reporting • Pricing and Contract Compliance o Verification that all bill rates align with approved Sourcewell pricing • Reporting Accuracy and Timeliness o Quarterly Sourcewell sales reports o Monthly or quarterly client-requested reports, as applicable Infojini maintains a dedicated Compliance and Reporting Team to support all Sourcewell reporting requirements. Continuous Improvement and Results • Metrics are reviewed weekly and monthly by Account Management and Recruitment leadership • Quarterly executive reviews assess trends and corrective actions • Over the past three years, Infojini has achieved: o 98%+ overall satisfaction rate o Annual contract renewals o Recognition for placing high-quality resources in short turnaround times	*
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.	Infojini proposes an administrative fee of 1.50% of the total dollar value of all completed transactions made by Sourcewell Participating Entities under the awarded Master Agreement.	*

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
74	The pricing offered is consistent with standard market pricing typically offered to individual municipalities, universities, or school districts.	Infojini's pricing is consistent with standard market rates typically offered to individual municipalities, universities, and school districts. Rates are structured by labor category, experience level, and geographic location, and reflect prevailing public-sector market conditions to ensure fairness, competitiveness, and long-term sustainability for participating entities.	*

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.	Infojini provides comprehensive IT Staff Augmentation solutions that enable Sourcewell Participating Entities to quickly, compliantly, and cost-effectively access skilled IT professionals to support day-to-day operations, specialized initiatives, and long-term technology programs. All solutions are designed specifically for public-sector environments and delivered in alignment with Sourcewell cooperative purchasing requirements. Flexible IT Staffing Solutions Infojini offers multiple IT staff augmentation models that enable Participating Entities to scale their workforce according to operational needs, funding availability, and project timelines. These solutions include temporary and contract staffing for immediate needs, long-term staff augmentation for sustained programs, contract-to-hire arrangements to evaluate talent before permanent hire, direct hire services for critical roles, and surge staffing to support system implementations, upgrades, and modernization initiatives. This flexibility enables organizations to maintain productivity and continuity without increasing permanent headcount. Comprehensive IT Talent Coverage Infojini supports a broad range of IT disciplines and experience levels, ensuring coverage across the full technology stack. This includes IT leadership and project management roles; application development and engineering resources; data, analytics, and database professionals; infrastructure, cloud, and DevOps specialists; cybersecurity professionals; enterprise systems experts; quality assurance and testing resources; end-user and technical support staff; and professionals skilled in emerging technologies such as AI, automation, and advanced analytics. This breadth allows Participating Entities to meet both routine and highly specialized IT staffing needs through a single cooperative contract. End-to-End Staffing Execution Infojini manages the entire staffing process, from requirement intake to assignment completion. Services include workforce planning support, candidate sourcing and screening, skills validation, onboarding coordination, ongoing performance monitoring, and structured offboarding. Dedicated Account Managers and Recruitment Managers ensure clear communication, rapid issue resolution, and consistent service quality throughout each engagement. Multiple Deployment and Work Models Infojini offers on-site, remote, near-office, offshore, and hybrid staffing models, allowing Participating Entities to choose the most effective delivery approach based on policy, security, and operational requirements. These options provide access to a broader talent pool while maintaining appropriate oversight and accountability. Technology-Driven Service Delivery Infojini leverages secure, integrated technology platforms to enhance staffing efficiency, transparency, and compliance. Proprietary and third-party tools support candidate sourcing, applicant tracking, engagement monitoring, timekeeping, invoicing, payroll, and reporting. These platforms enable faster hiring, real-time visibility into staffing activity, and audit-ready documentation. Public-Sector Compliance and Cooperative Alignment All IT Staff Augmentation solutions are delivered in compliance with public-sector procurement rules and Sourcewell contract requirements, including purchase-order based ordering, transparent pricing, administrative fee reporting, and contract-level auditing. This alignment simplifies procurement and accelerates access to qualified IT resources. Commitment to Workforce Quality and Diversity Infojini integrates diversity, veteran hiring, and workforce development initiatives into its staffing solutions, supporting inclusive procurement objectives while expanding access to qualified talent. Infojini's IT Staff Augmentation solutions combine flexible staffing models, broad technical expertise, technology-enabled delivery, and strong public-sector compliance to provide Sourcewell Participating Entities with a reliable, scalable, and efficient approach to meeting their IT workforce needs.

76	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Infojini offers a comprehensive portfolio of IT Staff Augmentation solutions designed to support the operational, technical, and strategic workforce needs of Sourcewell Participating Entities. Within this RFP category, Infojini's services are organized into clearly defined subcategories that align with public-sector technology environments, allowing Participating Entities to efficiently identify, procure, and deploy qualified IT professionals across a wide range of disciplines. The following subcategory titles best describe the products and services offered under this proposal. Core IT Staff Augmentation Models • IT Staff Augmentation (Temporary, Contract, and Long-Term) • Contract-to-Hire IT Staffing • Direct Hire and Permanent IT Placement • Project-Based and Surge IT Staffing Applications for Information and Communication • Application Development and Engineering Staffing • Software Development (Web, Mobile, Full Stack) • Application Architecture and Systems Analysis • UI/UX Design and Digital Communications Staffing Artificial Intelligence (AI) Advisory, Strategy, and Support Services • AI Strategy and Advisory Staffing • Data Science and Machine Learning Staffing • AI/ML Engineering and MLOps Staffing • Conversational AI, NLP, and Computer Vision Staffing • AI Governance, Ethics, and Compliance Staffing Data Analytics, Strategy, and Transformation • Data Analytics and Business Intelligence Staffing • Data Engineering and Data Architecture Staffing • Data Governance, Quality, and Compliance Staffing • Predictive Analytics and Data Transformation Staffing Digital Technologies, Online Platforms, and Infrastructures • Cloud, Infrastructure, and DevOps Staffing • Digital Platform and Web Technologies Staffing • API, Integration, and Systems Modernization Staffing • Site Reliability Engineering (SRE) Staffing IT Investment, Value Optimization, and Assurance • IT Portfolio and Program Management Staffing • IT Governance, Risk, and Compliance Staffing • IT Financial Analysis and Value Management Staffing • Change Management and IT Strategy Staffing Security Assessment, Testing, Advisory, and Strategy • Cybersecurity and Information Security Staffing • Security Architecture and Engineering Staffing • Vulnerability Assessment and Penetration Testing Staffing • Identity and Access Management (IAM) Staffing • Incident Response and SOC Staffing Software Asset and Portfolio Management • Software Asset Management (SAM) Staffing • Application and Software Portfolio Management Staffing • Software Licensing, Compliance, and Audit Staffing • Vendor and Contract Management Staffing Quality Assurance and Support Services • Quality Assurance and Software Testing Staffing • Automation Testing Staffing • End-User and Technical Support Staffing IT Program and Project Leadership • IT Program and Project Management Staffing • Technical Program Leadership and PMO Support
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.	Infojini employs a structured, KPI-driven, and fully compliant candidate vetting and placement process to ensure that all professionals provided to Sourcewell Participating Entities are technically qualified, legally authorized to work, available within the required timelines, and well-aligned with organizational and cultural expectations. To support Sourcewell and Participating Entities, Infojini dedicates a specialized delivery team consisting of a dedicated Account Manager, Recruitment Manager, and teams of active and proactive recruiters

with experience supporting similar public-sector and cooperative contracts. All communications are routed through a single point of contact, ensuring accountability and continuity throughout the contract lifecycle.

1) Candidate Qualification for the Role
Candidates are qualified through a multi-layered screening and evaluation process designed to validate technical expertise, domain knowledge, and role alignment.
Key qualification steps include:
- Review of education, certifications, and relevant work experience against defined role requirements
- Technical screening by domain-expert recruiters using a skill matrix developed by the Recruitment Manager
- Structured interviews using Infojini's proprietary question bank covering technologies, methodologies, and behavioral competencies
- Online and role-specific assessments using third-party tools such as IKM Testing, Expert Rating, Prove IT, TestGorilla, and IBM Kenexa, as applicable
- Subject-matter-expert (SME) interviews for senior or specialized roles

On average, Infojini generates approximately 10 qualified candidates per requirement during initial sourcing to ensure a strong, competitive candidate pool. Only candidates who meet or exceed qualification thresholds are submitted for client review.

2) Authorization to Work
Infojini retains full responsibility for verifying, documenting, and maintaining employment eligibility and work authorization for all candidates.
- Completion of Form I-9 for all hires in compliance with U.S. Department of Homeland Security requirements
- E-Verify checks conducted for new employees, as applicable
- Secure storage of authorization documentation within Infojini's HR and compliance systems
- Completion of any additional clearance, background, or authorization requirements requested by Participating Entities before onboarding

Participating Entities are not required to independently verify work authorization, reducing administrative burden and ensuring consistent compliance.

3) Candidate Availability and Timely Placement
Infojini's recruitment model is designed for speed, predictability, and scalability.
- Continuous pre-screening and qualification of candidates maintained in Infojini's recruiting database
- Access to a nationwide database of 5M+ resumes and 2M+ pre-screened candidates
- Use of TalentDome, a referral-driven, community-based sourcing platform with 500,000+ members, to accelerate candidate identification
- Dedicated recruiters assigned by skill set, geography, and sector

Upon receipt of a staffing request, recruiters confirm availability, work location (on-site, remote, or hybrid), schedule requirements (including 24/7 coverage, where applicable), and engagement duration before submitting the request. Qualified candidates are typically submitted within 1–2 business days, with placements completed in alignment with the timelines of the Participating Entity.
4) Organizational and Cultural Fit
Beyond technical qualifications, Infojini evaluates candidates for organizational fit to support long-term success and retention.
- Assessment of communication skills, professionalism, adaptability, and work style
- Review of prior experience in similar organizational or regulated environments
- Confirmation of alignment with team structure, reporting expectations, and work culture
- Ongoing performance monitoring through regular client check-ins and feedback collection using SenseHQ

Infojini's Account Manager (Mr. John Ball) conducts regular weekly, monthly, and quarterly feedback meetings to ensure placement quality, address concerns proactively, and continuously improve service delivery.

Screening, Background Checks, and References
Infojini follows a rigorous four-step screening and onboarding process:
1. Technical Screening

o Resume review against skill matrix
o Structured technical interviews
o Online assessments and SME evaluations
2. HR Screening
o Confirmation of candidate commitment
o Review of compensation, duration, work hours, location, travel, and engagement expectations
3. Pre-Employment Background Checks
o Criminal history, employment and education verification, and motor vehicle checks (if applicable)
o Conducted using reputable providers such as HireRight, First Advantage, LexisNexis, GoodHire, A-Check, PreCheck, and Crimcheck
o Background checks completed at onboarding or earlier, depending on Participating Entity requirements
4. Professional Reference Checks
o Verification of 3–5 professional references
o Direct reference outreach by the Recruitment Manager
Typical background check turnaround time is 5–7 weeks, with efforts made to expedite processing while maintaining thoroughness and compliance.

Onboarding and Integration
Once a candidate is selected:
• Offer letters and onboarding documentation are completed (I-9, W-4, benefits, NDAs, and client-specific forms)
• Work authorization is verified
• Background checks and any client-required screenings are finalized
• Orientation and integration activities are coordinated to ensure a smooth start
This structured, accountable, and technology-enabled approach ensures that Sourcewell Participating Entities receive qualified, authorized, available, and well-matched professionals, supported by continuous oversight and performance management throughout the engagement.

Work Authorization Responsibility
Infojini retains full responsibility for verifying, documenting, and maintaining employment eligibility and work authorization for all candidates placed under this agreement. Participating Entities are not required to perform independent work authorization verification, ensuring reduced administrative burden and consistent 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.	Infojini follows a structured and secure process to ensure that candidates have the appropriate proprietary or organization-specific equipment required to perform their roles effectively, while fully respecting the IT security, asset management, and governance policies of Sourcewell Participating Entities. Equipment Responsibility and Coordination • Client-Directed Model: In most public-sector engagements, equipment (e.g., laptops, peripherals, secure access devices) is provided directly by the Participating Entity. Infojini coordinates closely with the entity's IT and security teams to ensure candidates receive equipment promptly and meet all access and usage requirements. • Infojini-Provided Equipment (When Authorized): When explicitly permitted by the Participating Entity, Infojini can provide candidate equipment to support remote or hybrid engagements, subject to client approval and security requirements. Equipment Preparation and Security When Infojini is responsible for equipment provisioning, preparation includes: • Configuration in accordance with client-approved technical and security standards • Secure imaging with required operating systems, patches, and approved software • Implementation of endpoint security controls such as: o Device encryption o Antivirus and endpoint protection software o Role-based access controls • Removal of administrative privileges unless explicitly authorized All configurations are validated before deployment to ensure readiness and compliance. Equipment Delivery and Access • Equipment is delivered via secure, trackable shipping methods or coordinated local pickup, as directed by the Participating Entity • For remote engagements, Infojini ensures candidates receive equipment before the start date to avoid delays • Candidates receive clear instructions for setup, acceptable use, and security responsibilities Remote Access and Connectivity For remote roles, Infojini coordinates with Participating Entity IT teams to ensure: • Secure access to client systems using approved VPNs, identity management tools, or virtual desktop infrastructure (VDI) • Multi-factor authentication (MFA) where required • Compliance with all organization-specific cybersecurity and data-handling policies Infojini does not independently grant system access; all access is authorized and controlled by the Participating Entity. Ongoing Support and Issue Resolution • Infojini serves as the first point of coordination for equipment-related issues and works with Participating Entity IT teams for resolution • Replacement, repair, or reconfiguration requests are escalated promptly based on priority and role criticality • Equipment inventory and asset tracking are maintained when Infojini provides devices Offboarding and Asset Recovery At the end of an engagement: • Equipment is returned following the Participating Entity's instructions • Data is securely wiped, or devices are reimaged as required • Access credentials are disabled in coordination with client IT teams	*

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	Infojini has extensive experience providing IT staff augmentation services to government agencies, supporting mission-critical systems, application development, infrastructure operations, data management, and program delivery. Our services are designed to help public-sector clients rapidly fill skill gaps, maintain continuity of operations, and scale IT resources efficiently while complying with government procurement and staffing requirements. Representative Government Client Example Client: Maryland Department of Transportation (MDOT) Contract Duration: December 2017 – Ongoing Contract Type: IT Staff Augmentation (Temporary Staffing Solutions) Although the contract originated prior to the past 24 months, Infojini has continuously provided services under this engagement during the last 24 months, making it representative of our current government-sector capabilities. 1) Contract Duration • Start Date: December 2017 • End Date: Ongoing Infojini continues to support MDOT with qualified IT professionals on an as-needed basis, ensuring uninterrupted delivery of technology services. 2) Types of Staffing Solutions • Temporary IT Staffing Solutions Under this engagement, Infojini supplies temporary IT professionals to backfill vacancies, support peak workloads, and provide specialized technical expertise for ongoing and emerging initiatives across MDOT's IT environment. 3) Approximate Number and Types of IT Roles Staffed Infojini has staffed 50+ IT professionals across a broad range of technical and functional roles, including but not limited to: • Application Developers • Application Developers – Advanced Technology • Application Architects • Software Application Developers • .NET Developers • Data Engineers • Applications Programmers • Computer Programmers • Informix Consultants • Geospatial Web Developers • Talend Developers • Database Administrators • Database Management Specialists • Systems Engineers • System Administrators • Network Engineers • Network Technicians • Mainframe Operators • Quality Assurance Specialists • Testing Specialists • Business Analysts • Computer Systems Analysts • Computer Software Analysts • Information Engineers • Project Managers • Program Managers • Technical Project Managers • Technical Writers • Training Specialists / Instructors • SharePoint Site Administrators • Desktop Support Managers • Office Automation Specialists • Change Management Leads • Subject Matter Experts These resources have supported application development and modernization, data and database management, infrastructure operations, system administration, quality assurance, project management, documentation, training, and change management initiatives critical to MDOT's transportation and public service mission.

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	Infojini has a strong track record of providing IT staff augmentation services to public education organizations, supporting instructional systems, data analytics, application development, and enterprise IT operations. Our flexible staffing model enables education agencies to address skill gaps, support ongoing initiatives, and maintain stable IT operations while adapting to evolving academic and administrative needs. Representative Education Client Example Client: Los Angeles County Office of Education (LACOE) Contract Duration: 2018 – Ongoing Contract Type: IT Staff Augmentation (Temporary Staffing) Although the engagement began prior to the last 24 months, Infojini has actively provided continuous services during the past 24 months, making this a representative example of our current education-sector capabilities. 1) Contract Duration • Start Date: 2018 • End Date: Ongoing Infojini continues to support LACOE with skilled IT professionals to ensure continuity of services and timely delivery of technology initiatives. 2) Types of Staffing Solutions • Temporary IT Staffing Under this engagement, Infojini provides temporary IT resources to supplement LACOE's internal teams, support critical systems, and address specialized technical requirements. 3) Approximate Number and Types of IT Roles Staffed Infojini has staffed 13 IT professionals in support of LACOE's enterprise IT, application development, and data initiatives, including the following unique IT roles: • Business Intelligence Developer • Business Intelligence Consultant • Software Applications Developer • Software Developer • Business Analyst • Network Engineer • Senior Developer • IT Operations Center Analyst These professionals have supported application development, business intelligence and reporting, network infrastructure, IT operations monitoring, and business analysis, helping LACOE maintain reliable systems and data-driven decision-making capabilities across its education programs.

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.pdf - Thursday January 08, 2026 11:07:16
- Pricing - Pricing - RFP #010826.xlsx - Wednesday January 07, 2026 11:24:25
- Financial Strength and Stability - Financial Strength and Stability.pdf - Wednesday January 07, 2026 11:26:32
- Marketing Plan/Samples - Marketing Plan.pdf - Wednesday January 07, 2026 11:28:20
- WMBE/MBE/SBE or Related Certificates - WMBE-MBE-SBE or Related Certificates.pdf - Wednesday January 07, 2026 11:29:48
- Standard Transaction Document Samples - Standard Transaction Document Samples.pdf - Wednesday January 07, 2026 11:30:43
- Requested Exceptions - Requested Exceptions.pdf - Wednesday January 07, 2026 11:31:33
- Upload Additional Document - Additional Document.pdf - Wednesday January 07, 2026 11:43:14

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. - Sandeep Harjani, President, Infojini Inc.

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

○ **Yes** ◉ **No**

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

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

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
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