



**Solicitation Number: 061324**

## **CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and SearchPros Staffing, LLC, 1750 Howe Ave. #600, Sacramento, CA 95826 (Supplier).

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

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

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

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

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

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

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

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

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

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

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

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

### 3. PRICING

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

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

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

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

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

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

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

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

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

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

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

- Identify the applicable Sourcewell contract number;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **7. CUSTOMER SERVICE**

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

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

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

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

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

The Report must contain the following fields:

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

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

price to offset the Administrative Fee.

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

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

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

## **9. AUTHORIZED REPRESENTATIVE**

Sourcewell's Authorized Representative is its Chief Procurement Officer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

3. *Use; Quality Control.*

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

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

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

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

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

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

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

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

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

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

#### **16. SEVERABILITY**

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

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

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

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

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

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

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

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

## 18. INSURANCE

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

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

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

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

Minimum limits:

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

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

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

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

Minimum Limits:

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

\$1,000,000 Personal and Advertising Injury

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

\$2,000,000 general aggregate

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

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

Minimum Limits:

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

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

Minimum Limits:

\$2,000,000

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

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

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

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

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

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

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

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

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

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

## **19. COMPLIANCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

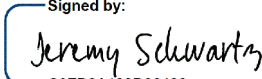
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

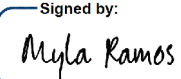
**22. CANCELLATION**

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

Sourcewell

SearchPros Staffing, LLC

Signed by:  
  
By: C0FD2A139D06489...  
Jeremy Schwartz  
Title: Chief Procurement Officer  
Date: 10/29/2024 | 12:20 PM CDT

Signed by:  
  
By: 07CBFE99331E476...  
Myla Ramos  
Title: CEO  
Date: 10/29/2024 | 12:19 PM CDT

# RFP 061324 - Staffing with Related Services and Solutions

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## Vendor Details

Company Name: SearchPros Staffing, LLC  
Does your company conduct business under any other name? If yes, please state: SearchPros  
Address: 1750 Howe Ave. #600  
Sacramento, CA 95685  
Contact: Meredith Ginsbach  
Email: mginsbach@spsolutionsusa.com  
Phone: 916-721-6000  
HST#: 20-2092168

## Submission Details

Created On: Monday May 13, 2024 16:48:29  
Submitted On: Wednesday June 12, 2024 12:37:12  
Submitted By: Meredith Ginsbach  
Email: mginsbach@spsolutionsusa.com  
Transaction #: 3eb6a8cb-dfd0-413a-bf5c-6d4c7e4bc68b  
Submitter's IP Address: 76.212.83.33

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**Specifications**

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

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

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier").	SearchPros Staffing, LLC
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	N/A
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	DBA SearchPros
4	Provide your CAGE code or Unique Entity Identifier (SAM):	4EJ99
5	Proposer Physical Address:	1750 Howe Ave. #600 Sacramento, CA 95826
6	Proposer website address (or addresses):	www.spstaffing.com
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Myla Ramos, CEO 1750 Howe Ave. #600 Sacramento, CA 95826 mramos@spstaffing.com 916-721-6000 x 14
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Meredith Ginsbach, Proposal Manager 1750 Howe Ave. #600 Sacramento, CA 95826 mginsbach@spstaffing.com 916-721-6000 x 18
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Myla Ramos, CEO 1750 Howe Ave. #600 Sacramento, CA 95826 mramos@spstaffing.com 916-721-6000 x 14

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

Line Item	Question	Response *
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<p>10</p>	<p>Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.</p>	<p>Founded in 2005, SearchPros has consistently been at the forefront of providing workforce management and comprehensive staffing solutions tailored to the needs of various government entities at the federal, state, and local levels, as well as municipalities and educational entities. With nearly two decades of industry experience, we have built a reputation for excellence and reliability in the staffing services sector.</p> <p>At our core, we believe in "Relationships Built on Success." This guiding principle underscores every aspect of our operations, emphasizing the importance of forging strong, mutually beneficial partnerships with both clients and candidates. We prioritize integrity, transparency, and accountability in all our interactions, ensuring every engagement is characterized by trust and respect.</p> <p>Our business philosophy revolves around delivering unparalleled customer service and value add to our clients. We understand the critical role staffing plays in the success of an agency, and we are committed to providing innovative, cost-effective customized solutions that meet our clients' evolving needs. Whether it's temporary staffing, temp-to-hire, Managed Service Program (MSP), Vendor Management System (VMS), employer of record, or other staffing-related services, we approach each project with a focus on efficiency, quality, and client satisfaction.</p> <p>With nearly two decades of experience in workforce management and extensive experience delivering staffing with related services and solutions, we have developed a deep understanding of the unique challenges and opportunities that government agencies and other public sector entities face. Our long-standing presence and continuous growth in the market is a testament to our ability to adapt to changing landscapes, embrace emerging technologies, and consistently deliver superior results. Working with SearchPros, clients receive the nimbleness of a small company with the mature infrastructure and proven processes of a large company. Providing clients with the same level of expertise as larger companies but with flat lines of communication and a streamlined business model to provide increased value to our clients.</p> <p>We are well-equipped to work with participating entities to understand, anticipate, and respond to evolving staffing and technology needs by providing a true partnership for supplemental labor solutions through our Customer Centric Approach.</p>
<p>11</p>	<p>What are your company's expectations in the event of an award?</p>	<p>SearchPros is committed to delivering exceptional staffing and related services and solutions through the Sourcwell cooperative contract that can be utilized by multiple entities across the United States and Canada. In the event of an award, our company will leverage its extensive expertise in temporary staffing, temp-to-hire, Managed Service Program (MSP), Vendor Management System (VMS), employer of record, and other staffing-related services to meet and exceed the expectations of participating entities.</p> <p><b>Expectations and Responsibilities</b>  <b>Dedicated Sales Force:</b>  <b>Proactive Outreach:</b> Our sales force will actively reach out to state, local, educational, and other government entities to promote and expand the utilization of the contract.  <b>Customer Relationship Management:</b> The sales team will build and maintain strong relationships with participating entities, ensuring their needs are met and they are fully aware of the benefits and services available under the Sourcwell contract.  <b>Regular Communication:</b> Our sales force actively seeks feedback from participating entities, identify areas for improvement, and collaborate with internal stakeholders to implement innovative solutions that drive tangible results and deliver maximum value. We understand the importance of seamless communication in ensuring the success of the contract. Upon entities utilizing the contract, they are also provided, at no cost, a dedicated account manager as their point of contact to support them with all of their staffing needs. This dedicated account manager ensures prompt responses and solutions to any inquiries or concerns.</p> <p><b>Comprehensive Onboarding and Training:</b>  <b>Entity Onboarding:</b> We will provide a seamless onboarding process for new entities joining the cooperative contract, ensuring they understand the full scope of services and how to access them.</p> <p><b>Training Programs:</b> Our company will offer comprehensive training sessions for key personnel within participating entities to maximize the effectiveness of our offered staffing solutions.</p> <p><b>Customized Staffing Solutions:</b>  <b>Needs Assessment:</b> We will conduct thorough assessments to understand the specific staffing needs of each participating entity and tailor our solutions accordingly.</p> <p><b>Flexible Solutions:</b> SearchPros will offer flexible staffing options, including temporary staffing, temp-to-hire, MSP, VMS, and employer of record services, to address a wide range of requirements.</p> <p><b>Quality Assurance and Performance Monitoring:</b>  <b>Service Quality:</b> We are committed to maintaining the highest standards of service</p>

		<p>quality. Regular performance evaluations will be conducted to ensure that our staffing solutions meet the expectations of participating entities.</p> <p>Feedback Mechanisms: We will implement robust feedback mechanisms to gather input from participating entities and continuously improve our services.</p> <p>Compliance and Risk Management: Regulatory Compliance: SearchPros will ensure that all staffing services comply with relevant federal, state, and local regulations across the United States and Canada.</p> <p>Risk Mitigation: We will employ stringent risk management practices to protect participating entities and our company from potential legal and operational risks including co-employment.</p> <p>Reporting and Transparency: Regular Reporting: We will provide regular reports to participating entities and the cooperative on the performance of staffing services, including key metrics and insights.</p> <p>Transparency: SearchPros will maintain transparency in all operations, including pricing, service delivery, and issue resolution.</p> <p>Innovation and Continuous Improvement: Innovative Solutions: We will continually seek innovative solutions to enhance our services and address the evolving needs of participating entities.</p> <p>Continuous Improvement: As a forward-thinking company, we are committed to continuous improvement and innovation in all aspects of our operations. We are one of a few companies in our industry that is ISO 9001: 2015 certified, proof that continuous improvement drives our success. We will engage in continuous improvement practices, utilizing feedback and performance data to refine and optimize our services.</p> <p>We view the award of this contract as an opportunity to demonstrate our commitment to excellence and our ability to adapt to evolving market trends and client needs.</p> <p>SearchPros is fully prepared to deliver comprehensive, high-quality staffing with related services and solutions through the Sourcewell cooperative contract. We are dedicated to providing exceptional service, fostering strong relationships with participating entities, and ensuring the success of the contract across the United States and Canada. Our experienced sales force and robust service delivery framework will drive the expansion and effective utilization of the contract, meeting the diverse needs of state, local, educational, and other government entities.</p>	
12	<p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.</p>	<p>SearchPros is financially strong and possesses the depth of financial resources to meet every need of this contract. We provide evidence of our financial capability in our \$25M million unencumbered line of credit along with our three-month average of \$10M cash-on-hand. These factors assure Sourcewell and the entities that SearchPros has more than sufficient financial resources to meet the financial requirements for the tasks planned on the contract.</p> <p>Provided as a separate attachment is a letter from our bank verifying our financial strength and stability.</p>	*
13	<p>What is your US market share for the solutions that you are proposing?</p>	<p>SearchPros supports clients in 38 states and 8 countries, providing a comprehensive range of staffing solutions including temporary staffing, temp-to-hire, Managed Service Program (MSP), Vendor Management System (VMS), employer of record, and other staffing-related services. The US staffing industry is estimated to be worth \$201.7 billion, our market share has continuously increased year over year.</p>	*
14	<p>What is your Canadian market share for the solutions that you are proposing?</p>	<p>SearchPros supports clients in 38 states and 8 countries. Presently, we are not supporting clients in Canada, but this does not prevent us from expanding our market share into Canada and supporting entities in Canada.</p>	*
15	<p>Has your business ever petitioned for bankruptcy protection? If so, explain in detail.</p>	<p>No</p>	*

<p>16</p>	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>SearchPros is a service provider and all members of our sales and service force are direct employees of SearchPros. This ensures that we maintain a high level of control over the quality, consistency, and integrity of the services and solutions we provide.</p> <p>Our sales and service teams are thoroughly trained in our company's values, standards, and operational protocols. This alignment ensures that they represent our brand effectively and deliver services that meet our high standards.</p> <p>Our sales force is responsible for promoting our staffing solutions, identifying new opportunities, and expanding the client base within the Sourcewell cooperative contract. They engage directly with state, local, educational, and government entities to understand their needs and tailor our solutions accordingly.</p> <p>Our service force is focused on the implementation and ongoing support of our staffing services solutions. They ensure smooth onboarding, provide training, manage client relations, and address any issues that arise during the contract period.</p> <p>We have performance management systems in place to monitor and evaluate the effectiveness of our sales and service teams. Regular performance reviews, feedback mechanisms, and continuous training are integral to maintaining high performance levels.</p> <p>Our relationship with our sales and service force is designed to deliver exceptional customized staffing solutions as proposed in this RFP. By employing a dedicated team of sales and service professionals, we ensure comprehensive, high-quality service delivery to meet the diverse needs of entities across the United States and Canada.</p>	<p>*</p>
<p>17</p>	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>SearchPros as a company holds multiple certifications as do many of our employees.</p> <p>Company Certifications</p> <ul style="list-style-type: none"> <li>• ISO 9001:2015</li> <li>• Certified Minority Business Enterprise</li> </ul> <p>Staff Certifications include:</p> <ul style="list-style-type: none"> <li>• Certified Staffing Professionals (American Staffing Associations)</li> <li>• Six Sigma Black Belt Professional</li> <li>• Technology Certifications for VMS's our team utilized for Vendor Neutral Managed Service Programs</li> </ul>	<p>*</p>
<p>18</p>	<p>Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.</p>	<p>SearchPros has not had any Suspension or Debarment in the last 10 years or since our founding.</p>	<p>*</p>

**Table 3: Industry Recognition & Marketplace Success**

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	Industry Awards include: <ul style="list-style-type: none"> <li>• Best Staffing Firms to Work for the last four consecutive years – Staffing Industry Analyst (SIA)</li> <li>• Best Places to Work for the last five years – Business Journal</li> <li>• Most Admired CEO – Staffing Industry Analyst (SIA)</li> <li>• Top 100 Most Influential Staffing Leaders in Contingent Labor Industry – Staffing Industry Analyst (SIA)</li> <li>• Fastest Growing Staffing Firm – Business Journal</li> <li>• Top 100 Certified Women and Minority Owned Business – Diversity Business</li> <li>• Supplier of the Year awarded by multiple companies including Lockheed Martin Corporation, Brocade Communication Systems and DynCorp International</li> </ul>
20	What percentage of your sales are to the governmental sector in the past three years	45% of our sales have been in the government sector in the last three years.
21	What percentage of your sales are to the education sector in the past three years	1% of our sales in the last three years were to the education sector.
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Judicial Council of California: \$5,000,000 County of Sacramento: \$7,000,000 County of Yolo: \$4,000,000 County of Placer: \$5,000,000 Sacramento Municipal Utility District: \$15,000,000 Community Transit: \$3,000,000
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	SearchPros has previously held the 8a STARS contract, but we have expired from the 8a program and outgrown the small category in most NAICS codes.



**Table 4: References/Testimonials**

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

Entity Name *	Contact Name *	Phone Number *
<p>Lockheed Martin Corporation</p> <p>Summary of Services: Headquartered in Bethesda, MD, Lockheed Martin Corporation (LMC) is a global company that employs over 100,000 people worldwide. Lockheed Martin Corporation awarded SearchPros the Master Service Agreements to provide a Contingent Workforce Program for contingent labor nationwide and operational support to the entire contingent workforce strategy and operations. This includes vendor management, payroll, independent contractor management, project-based consulting, and we also provide VMS technology which is customized based on the business unit's needs. LMC has four business units, Aeronautics, Missiles and Fire Control (MFC), Rotary and Mission Systems (RMS) and Space. Many of the business units we provide MSP services support the Federal government. We must meet Federal regulations for each of the business units we support.</p> <p>Under this contract, SearchPros provides Payrolling and MSP (Vendor Management) Services through IDIQ, Time and Materials, Labor Hour and blended task order type services, providing greater flexibility in procuring different types of services and meeting different mission requirements.</p>	<p>Laurie (LJ) McDonald</p>	<p>817-776-2053</p>
<p>Bay Area Rapid Transit (BART)</p> <p>Summary of Services: BART is a public agency responsible for providing mass transit services in Northern California for the Counties of San Francisco, Alameda, Contra Costa, San Mateo and Marin. SearchPros has been awarded this contract multiple times since 2013. We provide Temporary Staffing Services for Administrative, Accounting/Financial, Information Technology and Capital Construction Positions.</p>	<p>Prem Kumari Bajaj</p>	<p>510-464-7532</p>
<p>County of Sacramento</p> <p>Summary of Services: The County of Sacramento has over 12,000 regular (permanent) positions located in more than 30 different departments and frequently has an urgent need for contract temporary personnel to perform a variety of tasks. Through a competitive bid, SearchPros was awarded the contract to provide temporary staffing services. This contract is used by various County Departments, we provide Temporary Staffing Services for all labor categories, including Administrative, Marketing and Accounting, under a Blanket Purchase Agreement. We also provide surge support, including support for the Elections Department, placing 209 staff last year. This year for the Presidential Election Campaign they are forecasting a need of almost 500+ contractors for all locations.</p>	<p>Jesse Sigafos</p>	<p>916-875-6610</p>

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

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

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
Lockheed Martin Corporation -	Government	Texas - TX	Although Lockheed Martin is a publicly traded company, almost 70% of it's revenue is from Government contracts and contracts with Lockheed follow strict government protocols.  Contingent Workforce Program for contingent labor nationwide and operational support to the entire contingent workforce strategy and operations. This includes vendor management, payroll, independent contractor management, project-based consulting, and we also provide VMS technology which is customized based on the business unit's needs. LMC has four business units, Aeronautics, Missiles and Fire Control (MFC), Rotary and Mission Systems (RMS) and Space.	1320 Placements	\$139,000,000
Sacramento County	Government	California - CA	Temporary Staffing services for most labor categories	257 Placements	\$7,000,000
Judicial Council of California	Government	California - CA	Temporary Staffing services for most labor categories	42 Placements	\$5,000,000
Placer County	Government	California - CA	Temporary Staffing services for most labor categories	127	5,000,000
Sacramento Municipal Utility District (SMUD)	Government	California - CA	Temporary Staffing services for most labor categories	172	\$15,000,000

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

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

Line Item	Question	Response *

26	Sales force.	<p>SearchPros is well-positioned to meet the diverse needs of Sourcewell participating entities across the United States and Canada, offering a comprehensive range of staffing solutions. We have a national presence with clients in 38 states. Our Sales and Service professionals in California, Florida, Texas and New York. This extensive coverage ensures that we can effectively service Sourcewell participating entities regardless of their location.</p> <p>All members of our sales and service teams are direct employees of SearchPros. This approach ensures consistent service quality, adherence to our standards, and a unified company culture.</p> <p>Our sales and service functions are closely integrated to ensure a seamless experience for Sourcewell participating entities. Sales teams are responsible for acquiring and onboarding new clients, while service teams handle the implementation and ongoing support of our staffing solutions.</p> <p>This overlap allows for continuous feedback and improvement, as service teams can relay client insights back to the sales teams to refine our offerings and approach.</p> <p>Sales Professionals are responsible for expanding Sourcewell's current entity base, identifying potential clients, presenting our solutions, and closing contracts. They have in-depth knowledge of our full range of services and are skilled in customizing solutions to meet client needs.</p> <p>Programs and Account Managers take over to ensure client satisfaction and service continuity. They act as the primary point of contact for clients, coordinating with service teams to address any issues and optimize service delivery.</p> <p>Our salesforce undergoes continuous training in the latest industry trends, regulatory changes, and advanced sales techniques. This ensures they remain highly knowledgeable and effective in meeting the needs of Sourcewell participating entities.</p> <p>SearchPros network of sales and service providers, coupled with our Corporate Center of Excellence workforce of full-time employees, positions us to ideally to meet the diverse needs of Sourcewell participating entities across the US and Canada. With dedicated teams in key states and a well-integrated approach to sales and service, we ensure high-quality, responsive, and effective staffing solutions tailored to each entity's specific requirements.</p>	*
27	Dealer network or other distribution methods.	As a vendor neutral Managed Service Provider (MSP), SearchPros works with hundreds of temporary staffing subcontractors throughout the US and Canada.	*

<p>28</p>	<p>Service force.</p>	<p>SearchPros is well-positioned to meet the diverse needs of Sourcewell participating entities across the United States and Canada, offering a comprehensive range of staffing solutions. We have a national presence with clients in 38 states. Our Sales and Service professionals in California, Florida, Texas and New York. This extensive coverage ensures that we can effectively service Sourcewell participating entities regardless of their location.</p> <p>All members of our sales and service teams are direct employees of SearchPros. This approach ensures consistent service quality, adherence to our standards, and a unified company culture.</p> <p>Our sales and service functions are closely integrated to ensure a seamless experience for Sourcewell participating entities. Sales teams are responsible for acquiring and onboarding new clients, while service teams handle the implementation and ongoing support of our staffing solutions.</p> <p>This overlap allows for continuous feedback and improvement, as service teams can relay client insights back to the sales teams to refine our offerings and approach.</p> <p>Sales Professionals are responsible for expanding Sourcewell's current entity base, identifying potential clients, presenting our solutions, and closing contracts. They have in-depth knowledge of our full range of services and are skilled in customizing solutions to meet client needs.</p> <p>Programs and Account Managers take over to ensure client satisfaction and service continuity. They act as the primary point of contact for clients, coordinating with service teams to address any issues and optimize service delivery.</p> <p>Our salesforce undergoes continuous training in the latest industry trends, regulatory changes, and advanced sales techniques. This ensures they remain highly knowledgeable and effective in meeting the needs of Sourcewell participating entities.</p> <p>SearchPros network of sales and service providers, coupled with our Corporate Center of Excellence workforce of full-time employees, positions us to ideally to meet the diverse needs of Sourcewell participating entities across the US and Canada. With dedicated teams in key states and a well-integrated approach to sales and service, we ensure high-quality, responsive, and effective staffing solutions tailored to each entity's specific requirements.</p>
<p>29</p>	<p>Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.</p>	<p>SearchPros provides customized staffing solutions to meet each entity's needs. The ordering process can be fairly standard and varies slightly based on each entities preferred processes.</p> <p>The entity releases a staffing request to their dedicated Account or Program Manager. Once a request for staffing is provided, the Account/Program Manager confirms all of the details with the entity's hiring manager, the Account/Program Manager then releases the request to the recruiters who source and screen candidates.</p> <p>Sourcing is done through Referrals, Networking, College Recruiting, our internal Talent Pool or our Partners Talent Pool., Web-Based Recruiting Sources (Indeed, Monster, CareerBuilder, LinkedIn, website, etc.).</p> <p>Screening includes:  Pre-Screen – Before a candidate interviews with a recruiter they are pre-screened. The pre-screening evaluates the candidate's communication skills and verifies the applicant understands all the details of the assignment including responsibilities, period of performance, location and travel requirements, and compensation.</p> <p>Skills Interview – Upon successful completion of the initial screening, the experienced recruiters conduct a thorough interview with the candidate. This gives the recruiter an opportunity to evaluate and review the candidate's relevant professional experience against the job requirements. Additionally, the recruiter further assesses the skills, experience, career goals and work preferences of each individual candidate. The recruiter also evaluates attitude, professionalism, personal demeanor, and job expectations. Details discussed during interviews include work history, technical skills, salary requirement, reason for leaving each position, career goals, ideal environment and position, and commute parameters.</p> <p>Testing – Our extensive screening process ensures that each candidate placed with our clients is of the highest caliber. SearchPros utilizes Kenexa to evaluate each candidate's skills with over 1000+ available tests specific to each position function, allowing us to confirm their technical knowledge, skills, and experience.</p> <p>If the candidate does not meet qualifications and skill set requirements, the Recruiters PASS on the candidate and no further action is needed; if they meet the</p>

experience and technical requirements then they are submitted to dedicated Account/Project Manager for a second review.

Submit to Hiring Manager/Interview - The Account/Project Manager completes an additional review and once approved submits the candidate and relevant documentation, including resume, certification, salary requirements, etc. to the entity's Hiring Manager. The candidate submission process is customized to meet each client's needs. SearchPros' goal is to allow the entity the most efficient way to review candidates quickly and effectively.

If the Hiring Manager is interested in the candidate then SearchPros' Account/Program Manager facilitates an interview. Interviews, while previously done in person, are now also available via video conference (i.e., Zoom) either LIVE or prerecorded with pre-set interview questions accessed by the Managers at their discretion. Interviews can be scheduled with the entity's preferred communication platform, such as in-person, GoToMeeting™, Google™ Hangouts, Onsite, Phone, Skype™, Zoom WebEx™, etc.

Our dedicated Account/Project Manager works with the Hiring Managers to schedule interviews and the interview format as requested.

Background – Thorough background checks are completed in accordance with each entity's requirements. Having a long history of working with the government, we maintain thorough candidate documentation. Once a candidate is selected and an offer is extended, we complete any required documentation for initiation of required drug screens and background checks (i.e. criminal history, education verification, social security verification, and motor vehicle driving history and credit history).

All the information gathered in our process is then entered into our database for utilization when an order or requisition is received. The streamlined information gathering, storing, and searching functions in our proprietary database allow us to determine very quickly the "Best Available" candidate with the skill requirement and commitment to the position.

Professional references provide a successful track record with similar previous assignments. Once an applicant interviews with the recruiter professional references are contacted and completed.

OnBoarding – SearchPros has a dedicated onboarding team supporting the recruiting organization to streamline screening including background, drug screening, degree/certification validation, etc. Upon offer and acceptance, the screening begins with the onboarding team completing the background screening, drug testing, and degree/certification verification with the candidate through our Online Portal with a streamlined efficient process. SearchPros guarantees that background check and screening start within 4 (four) hours of candidate selection and acceptance.

SearchPros' strives to provide each employee with all the necessary information regarding "housekeeping" matters and present all vital information to each assignment or contract in an organized and succinct format to ensure that the employee has a clear understanding of all policies and procedures for each assignment during orientation.

Performance – Performance is monitored throughout the contract. The dedicated Account/Project Manager communicates with the entity's hiring managers regularly to verify the employee's performance. Additionally, recruiters keep in regular contact with staff. Our Applicant Tracking System (ATS) tracks and monitors all notes from Hiring Managers and contingent staff.

<p>30</p>	<p>Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.</p>	<p>The Sourcwell entities receive responsive and dependable management. Our dedicated Account/Project Managers, provide a direct point of contact for the entities, Contractor Personnel and SearchPros Recruiters. This provides the entities with an experienced and dedicated Account/Project Manager cognizant of all aspects of the contract.</p> <p>The entities dedicated Account/Project Managers work closely with the entities and coordinate any requests under the contract. Upon an entity's notification of a staffing need, our Account/Project Manager initiates our staffing process, which is detailed in question 29.</p> <p>Our culture is based on the values of our Mission Statement "Relationships Built on Success." We take personal ownership of the success of each account.</p> <p>SearchPros has a formal process to monitor Customer Satisfaction. Customer Satisfaction is assessed through continuous communication with hiring managers. This allows us to obtain regular feedback regarding the staff, processes, and communication. This helps to ensure that the entity's requirements are being fulfilled by our staff. Customer Satisfaction to us is meeting and exceeding our customers' expectations. We are diligent about meeting and exceeding all contract requirements.</p> <p>SearchPros is one of a few Temporary Employment Services firms that has a certified ISO 9001:2015 quality management system, evidence that we:</p> <ul style="list-style-type: none"> <li>• Attach high importance to quality processes and continuous improvement</li> <li>• Consider quality management to be an integral part of our business operations</li> <li>• Achieve a higher operating efficiency that is repeatable and reportable</li> <li>• Ensure clear processes and communication throughout or organization</li> <li>• Delivering Client satisfaction is at the core of our business</li> </ul>
<p>31</p>	<p>Describe your ability and willingness to provide your products and services to Sourcwell participating entities in the United States.</p>	<p>SearchPros specializes in a wide array of workforce and staffing solutions tailored to meet the diverse needs of Sourcwell participating entities. These services include:          Temporary Staffing          Temp-to-Hire Solutions          Permanent Staffing          Managed Service Programs (MSP)          Vendor Management Systems (VMS)          Employer of Record Services</p> <p>We are committed to delivering these solutions with the highest standards of quality and efficiency.</p> <p>Currently our operations span 38 states, ensuring comprehensive coverage across key regions in the United States. This extensive network enables us to service a broad range of participating entities, from local governments to educational institutions and other public sector organizations.</p> <p>We tailor our staffing solutions to meet the specific needs of each participating entity. This customization ensures that our services align with the unique requirements of diverse public sector organizations.</p> <p>We maintain stringent quality assurance protocols to ensure the highest standards of service. Regular performance evaluations and feedback mechanisms help us continuously improve our offerings.</p> <p>We are enthusiastic about partnering with Sourcwell and its participating entities. Our proactive engagement strategy includes regular outreach, needs assessment, and tailored solutions to ensure we meet the evolving requirements of our clients.</p> <p>We are equipped to scale our operations to meet increasing demand. We can rapidly deploy additional resources and expand our service offerings to accommodate the needs of more participating entities.</p> <p>We are committed to establishing long-term relationships with Sourcwell participating entities. Our focus on continuous improvement, innovation, and client satisfaction drives our dedication to serving the public sector effectively.</p> <p>SearchPros is fully capable and willing to provide high-quality staffing solutions to Sourcwell's participating entities across the United States. With a robust network, skilled workforce, integrated sales and service teams, and a strong commitment to service excellence, we are well-prepared to meet the diverse needs of public sector organizations. Our proactive approach and dedication to client satisfaction ensure that we can deliver exceptional value and support to all Sourcwell participants.</p>

32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	<p>SearchPros specializes in a wide array of workforce and staffing solutions tailored to meet the diverse needs of Sourcewell participating entities. These services include:</p> <ul style="list-style-type: none"> <li>• Temporary Staffing</li> <li>• Temp-to-Hire Solutions</li> <li>• Permanent Staffing</li> <li>• Managed Service Programs (MSP)</li> <li>• Vendor Management Systems (VMS)</li> <li>• Employer of Record Services</li> </ul> <p>We are committed to delivering these solutions with the highest standards of quality and efficiency.</p> <p>While we do not currently have offices in Canada, our existing US offices are well-equipped to support Canadian entities. Our extensive network of offices across the United States enables us to provide remote support and coordination for Canadian clients.</p> <p>Our teams can conduct virtual consultations and meetings with Canadian clients to understand their needs and tailor our solutions accordingly.</p> <p>We utilize advanced digital platforms for seamless communication, project management, and service delivery, ensuring that Canadian clients receive the same high level of service as our US clients.</p> <p>We are willing to conduct thorough market assessments and feasibility studies to identify specific regions in Canada with high demand for our staffing solutions. This will help us strategically plan our expansion and ensure we meet the needs of Sourcewell participating entities. As demand grows, we are prepared to establish physical offices in key Canadian locations as needed to serve as hubs for regional operations and support. We can also recruit local professionals with expertise in the Canadian market, ensuring that we provide culturally and regionally relevant services.</p> <p>We will implement the same stringent quality assurance protocols for our Canadian operations as we do in the US. Regular performance evaluations and client feedback will be integral to maintaining high service standards.</p> <p>We understand that Canadian entities may have unique requirements and regulatory considerations. Our solutions will be tailored to address these specific needs, ensuring compliance and effectiveness.</p> <p>SearchPros is fully capable and willing to provide high-quality staffing solutions to Sourcewell participating entities in Canada. Leveraging our extensive US infrastructure, advanced remote support capabilities, and commitment to expanding into Canada as demand grows, we are well-prepared to meet the diverse needs of Canadian public sector organizations. Our proactive approach, dedication to service excellence, and willingness to invest in local operations ensure that we can deliver exceptional value and support to all Sourcewell participants in Canada.</p>
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	There are not any regions that we will not be serving throughout the proposed contract.
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	There are not any Sourcewell participating entity sectors that we will not be fully serving throughout the contract.
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	SearchPros is well-prepared to provide staffing solutions to Sourcewell participating entities in Hawaii, Alaska, and US Territories. We understand the unique logistical, regulatory, and cultural challenges associated with these regions and are committed to addressing them through strategic partnerships, local hiring, and tailored contractual arrangements. By ensuring compliance with local laws and regulations, adapting our service delivery to meet regional needs, and transparently communicating costs and expectations, we aim to provide exceptional value and support to all participating entities.

**Table 7: Marketing Plan**

Line Item	Question	Response *
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<p>36</p>	<p>Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.</p>	<p>This Sourcewell contract can save agencies valuable time and money by providing a contract already in place to solicit pre-vetted companies. SearchPros provides mission support and staff augmentation to government and defense contractors nationwide. Delivering the right solution and professionals with the knowledge, skills and abilities to meet our customer's needs. Our time-tested methods and proven Standard Operating Procedures have been successful for us as well as our customers. Our proven successful marketing and sales performance provides Value Add by mitigating risk and providing the right solution and the right staff.</p> <p>SearchPros is committed to expanding the Sourcewell market share by utilizing our proven successful marketing and business development team, with experience marketing to government entities. Our marketing strategy includes:</p> <ul style="list-style-type: none"> <li>• Further broadening our reach within the State, Local and educational market</li> <li>• Utilizing the resources provided by Sourcewell</li> <li>• Leveraging our existing relationships with various agencies</li> <li>• Steering purchasing through Direct Acquisitions and Assisted Acquisitions</li> <li>• Creating awareness about the program, highlighting its benefits and outlining the processes involved</li> <li>• Collaborating with Sourcewell</li> <li>• Communication plan to reach all eligible entities</li> </ul> <p>Components of marketing plan can include: (Note: Marketing plan is finalized in collaboration with Sourcewell)</p> <ol style="list-style-type: none"> <li>1. Development of Sales Materials: SearchPros will create informative sales materials to equip sales team members with the necessary tools to engage prospects effectively. This includes sales sheets, specialized business cards, brochures, and other collateral designed to leave a positive impression on potential clients.</li> <li>2. Sourcewell-SearchPros Inline Frame: A dedicated web site section will be developed on SearchPros website to showcase the Sourcewell contract, providing prospects with comprehensive information about the program.</li> <li>3. Website Content Development: SearchPros will supply Sourcewell with a range of content pieces to be featured on their website, enhancing the visibility and understanding of the program.</li> <li>4. Case Studies: Case studies showcasing SearchPros' effectiveness in delivering solutions will be developed to demonstrate the value of the program to prospective clients.</li> <li>5. Email Campaigns: An email campaign will be conducted utilizing SearchPros' and Sourcewell's email lists. The campaign will include a call-to-action and incentives for engagement, such as white papers or value-add materials. Personal information captured from email campaigns will be passed on to the lead generation sales team for further follow-up.</li> <li>6. Social Media Campaign: SearchPros will leverage its social channels, including Meta, X, and LinkedIn, to reach a wider audience. Sales team members will also promote the opportunity through their personal accounts.</li> <li>7. Sales Outreach: SearchPros' inside telephone sales team will actively promote the opportunity to prospects through direct outreach.</li> <li>8. Third-Party Communications: Collaborating with Sourcewell, SearchPros will identify complementary organizations and trade publications to partner with in promoting the program.</li> <li>9. Networking Opportunities: SearchPros will work with Sourcewell to identify relevant conferences, events, and networking opportunities to further promote the contract.</li> <li>10. Public Relations: SearchPros will engage with government and procurement associations to increase visibility and awareness of the contract opportunity.</li> <li>11. Creative Communication Campaigns: Informative videos, webinars, or podcasts will be developed to educate and inform constituents about the program, ensuring comprehensive understanding and training.</li> </ol>
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<p>37</p>	<p>Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.</p>	<p>SearchPros leverages a range of advanced technologies and digital data strategies to enhance our marketing effectiveness. These include the use of social media, metadata, data analytics, and customer relationship management (CRM) systems. Below is a detailed description of how we utilize these tools to optimize our marketing efforts.</p> <p>We have a dedicated Social Media team to ensure we are present on all relevant Social Media Platforms.</p> <p>Platforms Utilized:                  LinkedIn: For professional networking, sharing industry insights, and engaging with potential clients and partners.                  Facebook: For broader audience engagement, community building, and targeted advertising.                  Twitter: For real-time updates, industry news, and interacting with influencers and stakeholders.                  Instagram: For visual storytelling, showcasing company culture, and engaging with a younger demographic.</p> <p>Strategies Employed                  Content Marketing: We create and share valuable content such as blog posts, articles, infographics, and videos that address the needs and interests of our target audience. This helps establish our expertise and attract potential clients and candidates.                  Targeted Advertising: Using the sophisticated targeting capabilities of social media platforms, we run ad campaigns aimed at specific demographics, industries, and geographic locations to reach the most relevant audience.                  Engagement and Interaction: We actively engage with our audience by responding to comments, participating in discussions, and addressing inquiries promptly. This fosters a sense of community and builds trust with our brand.                  Lead Management                  Lead Scoring: Our CRM system uses lead scoring algorithms to prioritize leads based on their likelihood to convert. This ensures our sales team focuses on the most promising prospects.                  Automated Nurturing: Automated email campaigns and follow-up sequences are used to nurture leads through the sales funnel, keeping them engaged and informed about our offerings.</p> <p>SearchPros use of technology and digital data significantly enhances our marketing effectiveness. By leveraging social media platforms, metadata, data analytics, and CRM systems, we are able to create targeted, engaging, and impactful marketing campaigns. These strategies not only help us attract and retain clients but also ensure we remain responsive to their evolving needs and preferences. Our commitment to data-driven marketing enables us to optimize our efforts continuously, delivering exceptional value to Sourcewell's participating entities.</p>
<p>38</p>	<p>In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?</p>	<p>Sourcewell plays a critical role in promoting contracts arising from this RFP through its marketing, outreach, and support activities and by providing a trusted and efficient procurement platform for eligible entities. By integrating the Sourcewell-awarded contract into our sales process, we can leverage Sourcewell's promotional efforts and our own strategic initiatives to effectively reach and engage potential clients. This integration involves aligning marketing and sales efforts to highlight the Sourcewell-awarded contract's benefits and advantages to potential clients. SearchPros will work closely with Sourcewell to ensure that the contract is effectively communicated to target audiences, utilizing a variety of marketing channels and strategies.</p> <p>This combination can involve comprehensive training, targeted outreach, co-branded marketing campaigns, dedicated client support, and continuous monitoring and improvement, ensuring we maximize the benefits of the Sourcewell-awarded contract for both SearchPros and the participating entities.</p> <p>By capitalizing on Sourcewell's endorsement and support, SearchPros can enhance the visibility and appeal of the awarded contract, ultimately driving sales and fostering successful partnerships with clients.</p>

39	<p>Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.</p>	<p>SearchPros products and services are indeed available through an e-procurement ordering process. We utilize a sophisticated Vendor Management System (VMS) that enables governmental and educational customers to efficiently manage their staffing needs.</p> <p>Our VMS is a comprehensive, cloud-based platform designed to streamline the entire staffing process. Clients can easily navigate the system to enter their staffing requests. The intuitive interface ensures that users of all technical levels can use the system without extensive training. Standardized request templates and reports can be customized to meet specific needs, ensuring all necessary information is captured accurately.</p> <p>Our VMS offers side-by-side comparison tools enabling clients to evaluate candidates efficiently, highlighting key qualifications and fit for the role.</p> <p>Our e-procurement ordering process has been used by hundreds of customers nationwide with ease. It automates many administrative tasks, reducing the time required to manage staffing requests and candidate selection. Entities receive real-time updates on the status of their requests and candidate progress, enhancing transparency and communication.</p> <p>We provide thorough training and onboarding for all new users, ensuring they can effectively utilize the system. Ongoing support from their dedicated Program/Account Manager is available to address any issues or questions. Users are able to customize their dashboards to display the most relevant information to them, improving usability and efficiency.</p> <p>Our e-procurement solution enables customers to manage their staffing needs with efficiency, control and transparency. By leveraging the advanced features, clients can streamline their staffing processes, ensuring compliance and improving their candidate selections. Our commitment to training and support ensures all users can maximize the benefits of the system, making it an invaluable tool for managing staffing requirements.</p>
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**Table 8: Value-Added Attributes**

Line Item	Question	Response *
40	<p>Describe the types of tools and technologies your company uses for staffing management.</p>	<p>SearchPros leverages a comprehensive suite of tools and technologies to manage staffing effectively. These tools enhance our ability to attract, select, manage, and retain top talent while ensuring efficiency and compliance throughout the staffing process. Below is an overview of the primary tools and technologies we employ:</p> <p>1. Applicant Tracking System (ATS)  Candidate Sourcing and Recruitment: Our ATS integrates with multiple job boards, social media platforms, and our careers page to streamline candidate sourcing. Supports 24/7 recruiting.</p> <p>Resume Parsing and Filtering: Advanced parsing algorithms automatically extract relevant information from resumes, making it easy to filter and categorize applicants based on predefined criteria.</p> <p>Workflow Automation: The ATS automates various stages of the recruitment process, from initial application to final hiring, ensuring a smooth and efficient workflow.</p> <p>Communication and Scheduling: Integrated tools for emailing candidates, scheduling interviews, and sending automated reminders, which enhance candidate engagement and reduce administrative workload.</p> <p>Analytics and Reporting: Detailed analytics and customizable reports provide insights into recruitment metrics such as time-to-hire, source effectiveness, and candidate pipeline status.</p> <p>2. Vendor Management System (VMS)  Request Management: Clients can enter staffing requests easily, specifying their needs and requirements through a user-friendly interface.</p> <p>Candidate Compare: The VMS uses sophisticated algorithms to compare client requirements with candidates' skills and experience to easily identify the best candidates based on experience and rate.</p> <p>Interview Coordination: Integrated tools for scheduling interviews, both virtual and in-person, streamline the coordination process.</p> <p>Compliance Tracking: The VMS tracks all relevant compliance and regulatory requirements, ensuring that all candidates meet necessary standards and certifications.</p> <p>Performance Monitoring: Ongoing monitoring of candidate performance and client feedback helps ensure quality and satisfaction.</p>

Vendor Neutral: All qualified/approved vendors receive staffing requests at the same time.

### 3. Testing and Skill Verification Technology

Online Assessments: A variety of skill-specific tests, including technical, cognitive, and soft skills assessments, can be administered online to evaluate candidates' proficiency in relevant areas.

Simulation Tests: Real-world job simulations that allow candidates to demonstrate their skills in practical scenarios.

Integration with ATS and VMS: Test results are seamlessly integrated into our ATS and VMS, enabling recruiters and clients to access and review candidate scores alongside other application materials.

### 4. Memberships to Staffing and HR Platforms

LinkedIn Recruiter: Access to a vast network of professionals and advanced search capabilities to find and connect with potential candidates.

Indeed Employer: Tools for posting jobs, managing applications, and sourcing candidates from one of the largest job boards globally.

Glassdoor for Employers: Tools to manage company reviews, post jobs, and understand candidate perceptions to enhance our employer brand.

SHRM (Society for Human Resource Management): Resources for staying up to date with HR best practices, legal updates, and industry trends.

### 5. Additional Tools and Technologies

Background Check Services:

We use specialized services for conducting thorough background checks, including criminal history, employment verification, and educational and certification verification, ensuring the integrity and reliability of our candidates.

Employee Onboarding Platforms:

Online onboarding portal facilitates the streamlined efficient hiring process to seamless integration of new hires into our clients' organizations, handling paperwork, training, and orientation in an efficient manner. SearchPros guarantees that background check and screening start within 4 (four) hours of candidate selection and acceptance.

HR Information Systems (HRIS):

Centralized systems for managing employee data, payroll, benefits, and performance reviews, streamlining HR processes and improving data accuracy.

Collaboration Tools:

Platforms such as Microsoft Teams and Zoom facilitate effective communication and collaboration among our internal teams, clients, and candidates.

Benefits of Our Technology Suite

- Automation of routine tasks such as resume parsing, interview scheduling, and compliance tracking reduces administrative burden and accelerates the hiring process.
- Enhanced communication tools and a streamlined application process create a positive experience for candidates, improving our ability to attract top talent.
- Advanced analytics and reporting capabilities provide insights that inform our recruitment strategies and improve overall staffing effectiveness.
- Tools for tracking compliance and conducting background checks ensure that we adhere to legal and regulatory requirements, mitigating risks for our clients.
- Our systems are designed to scale with our clients' needs, whether they require a small number of temporary workers or a large-scale staffing solution.

SearchPros' use of a sophisticated suite of tools and technologies ensures that we provide efficient, compliant, and high-quality staffing solutions. The integration of Applicant Tracking Systems, Vendor Management Systems, testing and skill verification technologies, and memberships to leading staffing and HR platforms allows us to streamline processes, enhance candidate experiences, and make data-driven decisions. These technologies position us to meet the diverse needs of Sourcewell participating entities across the US and Canada effectively.

<p>41</p>	<p>Describe how your company complies with legal and regulatory requirements.</p>	<p>SearchPros is committed to adhering to all relevant legal and regulatory requirements in the staffing industry. We have implemented comprehensive policies and procedures to ensure compliance, mitigate risks, and protect the interests of our clients and employees. Below is a detailed description of how we comply with these requirements, including our approach to co-employment.</p> <p><b>Regulatory Adherence:</b>  <b>Federal, State, and Local Laws:</b> We comply with all applicable federal, state, and local laws governing employment practices, including but not limited to the Fair Labor Standards Act (FLSA), Equal Employment Opportunity (EEO) regulations, Occupational Safety and Health Administration (OSHA) standards, and the Family and Medical Leave Act (FMLA).</p> <p><b>International Standards:</b> For our operations in Canada, we adhere to the Canada Labour Codes and other provincial employment standards.</p> <p><b>Policy Implementation:</b>  <b>Employee Handbooks:</b> We provide detailed employee handbooks that outline our compliance policies and procedures, ensuring all employees are aware of their rights and responsibilities.</p> <p><b>Training Programs:</b> Regular training sessions are conducted for our staff and temporary workers on topics such as anti-discrimination, workplace safety, and legal compliance.</p> <p><b>Co-Employment Management</b>  Co-employment occurs when two or more employers have legal rights and obligations with respect to the same employee. We manage co-employment carefully to mitigate risks and ensure clarity of responsibilities.</p> <p><b>Clear Definition of Roles</b>  <b>Client Responsibilities:</b> Clients are responsible for providing a safe work environment, daily tasks, and complying with workplace-specific regulations.</p> <p><b>Our Responsibilities:</b> We handle recruitment, payroll, benefits administration, and compliance with employment laws.</p> <p><b>Agreements and Contracts</b>  <b>Service Agreements:</b> Our service agreements clearly delineate the responsibilities of both parties to avoid ambiguity and ensure compliance with co-employment regulations.</p> <p><b>Indemnification Clauses:</b> These clauses protect both parties by outlining liability in the event of legal disputes related to co-employment issues.</p> <p><b>Employment Practices</b>  <b>EEO Policies:</b> We have strict Equal Employment Opportunity policies in place to prevent discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information.</p> <p><b>Diversity Training:</b> Regular training programs are conducted to promote diversity and inclusion within our workforce.</p> <p><b>Pre-Employment Screening</b>  <b>Background Checks:</b> Comprehensive background checks, including criminal history, employment verification, and educational verification, are conducted based on client requirements.</p> <p><b>Drug Testing:</b> Pre-employment and random drug testing are performed in compliance with applicable laws and client requirements.</p> <p>SearchPros robust compliance framework ensures adherence to all relevant legal and regulatory requirements, protecting both our clients and employees. By clearly defining roles and responsibilities in co-employment situations, maintaining workplace safety, and conducting thorough background checks, we minimize risks and uphold the highest standards of integrity and professionalism. Our commitment to continuous monitoring and adaptation to regulatory changes ensures that we remain compliant and responsive to the evolving legal landscape.</p> <p>Additionally, Fisher Phillips has been SearchPros Executive Council member for over a decade and guides our Employment and Legal processes. Fisher Phillips is one of the largest US Law firms representing Management exclusively in the area of Labor, Employment, employee benefit and immigration law.</p>
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42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	<p>SearchPros is committed to sustainability and environmental responsibility. We have implemented several "green" initiatives to reduce our carbon footprint and promote eco-friendly practices.</p> <p>Below are some of our key green initiatives.</p> <ul style="list-style-type: none"> <li>• Remote Work Program: We promote remote work arrangements for our employees, reducing the need for commuting and the associated carbon emissions.</li> <li>• Flexible Work Hours: Flexible working hours help in minimizing peak-hour travel, further contributing to reduced emissions.</li> <li>• Paperless: We have transitioned to digital documentation and electronic signatures, significantly reducing paper use.</li> <li>• Cloud Computing: Utilizing cloud computing services minimizes the need for physical servers, reducing energy consumption and electronic waste.</li> <li>• Recycled Materials: We use office supplies made from recycled materials whenever possible.</li> <li>• Comprehensive Recycling: Our offices have comprehensive recycling programs for paper, plastics, and electronics.</li> <li>• Waste Minimization: Initiatives to reduce waste include digital invoicing, reusable kitchenware, and encouraging employees to minimize waste.</li> </ul>
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	<p>N/A</p> <p>Our proposal is for services only and does not include equipment or products.</p>
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	<p>SearchPros is proud to be recognized as a Women-Owned Business Enterprise (WBE) and a Minority Business Enterprise (MBE – Certificate Attached). We are committed to promoting diversity and inclusion not only within our organization but also through our partnerships with other diverse business entities.</p> <p>In addition to our own certifications, we actively partner with other Women or Minority Business Enterprises (WMBEs), Small Business Enterprises (SBEs), Disabled Veteran Business Enterprises (DVBES), and other diverse business entities. Many of our staffing partners hold these certifications, enhancing our capability to deliver diverse and inclusive staffing solutions.</p> <p>Our commitment to diversity and inclusion is a core part of our corporate philosophy. We believe that a diverse supply chain enhances innovation, fosters community development, and drives economic growth. By maintaining our certifications and partnering with other diverse business entities, we aim to create a positive impact and contribute to a more inclusive economy.</p>
45	What unique attributes does your company, your products, or your services offer to Sourcwell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcwell participating entities?	<p>SearchPros offers a comprehensive suite of staffing solutions tailored to meet the diverse needs of Sourcwell participating entities across the United States and Canada. What sets us apart in the industry are our unique attributes, innovative approaches, and commitment to quality and customer service. Below, we highlight the unique features and benefits that make our proposed solutions stand out.</p> <p><b>ISO 9001 Certification: Commitment to Quality</b>          We are one of the few staffing companies that hold ISO 9001 certification, reflecting our dedication to high-quality processes and continuous improvement. This certification underscores our commitment to quality management as an integral part of our business operations. The benefits of our ISO 9001 certification include:</p> <ul style="list-style-type: none"> <li>• High Importance to Quality Processes and Continuous Improvement: We continuously refine our processes to enhance efficiency, reduce errors, and improve service delivery.</li> <li>• Integral Quality Management: Quality management is embedded in every aspect of our operations, ensuring consistency and reliability.</li> <li>• Higher Operating Efficiency: Our standardized processes are repeatable and reportable, leading to enhanced operational efficiency.</li> <li>• Clear Processes and Communication: We maintain transparent processes and effective communication throughout our organization.</li> <li>• Client Satisfaction: Delivering client satisfaction is at the core of our business, driving us to meet and exceed client expectations consistently.</li> </ul> <p><b>Unique Integrations and Customization</b></p> <ul style="list-style-type: none"> <li>• Tailored Solutions: We customize our staffing solutions to meet the specific needs and requirements of each participating entity, ensuring a perfect fit.</li> <li>• Multiple Staffing Solutions: We offer multiple staffing solutions which allow entities to utilize our services for multiple goals</li> <li>• Scalable Services: Our solutions are designed to scale with the needs of the entity, whether they require a small number of temporary workers or a large-scale staffing program.</li> </ul>

		<p><b>Inclusive Hiring Practices</b></p> <ul style="list-style-type: none"> <li>• <b>Diverse Talent Pool:</b> Our recruitment strategies focus on attracting a diverse range of candidates, ensuring that our clients benefit from a wide array of skills, perspectives, and experiences.</li> </ul> <p><b>Cutting-Edge Technology Tools</b></p> <ul style="list-style-type: none"> <li>• <b>Applicant Tracking System (ATS):</b> Our ATS streamlines the recruitment process, enhancing efficiency and candidate experience through automated workflows, resume parsing, and communication tools.</li> <li>• <b>Vendor Management System (VMS):</b> Our VMS allows for seamless management of staffing requests, candidate reviews, interviews, and selections, all from a single platform.</li> <li>• <b>Testing and Skill Verification:</b> We utilize advanced testing technologies to assess and verify candidates' skills, ensuring they meet the required standards before placement.</li> <li>• <b>Analytics and Reporting:</b> Our technology platforms offer robust analytics and reporting capabilities, providing insights into recruitment metrics, candidate performance, and program efficiency.</li> <li>• <b>Continuous Improvement:</b> We use data to continuously refine our processes, ensuring optimal performance and client satisfaction.</li> </ul> <p><b>Exceptional Customer Service and Support</b></p> <ul style="list-style-type: none"> <li>• <b>Dedicated Support Teams:</b> Each participating entity is assigned a dedicated Program/Account Manager who acts as a single point of contact, ensuring personalized and responsive service.</li> <li>• <b>24/7 Customer Support:</b> We offer around-the-clock support to address any issues or concerns promptly, ensuring smooth and uninterrupted operations.</li> <li>• <b>Proactive Communication:</b> Our service team engages in proactive communication, anticipating client needs and addressing potential issues before they arise.</li> <li>• <b>Fast Response Times:</b> Our commitment to rapid response times ensures that staffing needs are met promptly and efficiently.</li> <li>• <b>Service Guarantees:</b> We provide service guarantees to assure our clients of our commitment to quality and reliability.</li> <li>• <b>Flexibility:</b> Clients rely on SearchPros to implement, transition and manage successful programs while managing change through people, processes and technology. We offer the nimbleness of a small vendor with the mature infrastructure and proven processes of a large vendor. Providing the same level of expertise as larger vendors but with flat lines of communication and a streamlined business model to provide an increased value to our clients.</li> </ul> <p><b>Ethical Sourcing and Compliance</b></p> <ul style="list-style-type: none"> <li>• <b>Fair Labor Practices:</b> Complying with all relevant labor laws and regulations to ensure fair and ethical treatment of all workers.</li> <li>• <b>Transparency and Accountability:</b> Maintaining transparent practices and being accountable to our clients, employees, and the community.</li> </ul> <p><b>Staffing Knowledge:</b></p> <p>SearchPros has deep roots in staffing and human resources. Many of our staff have Staffing and Human Resource Certifications including:</p> <ul style="list-style-type: none"> <li>• <b>Certified Staffing Professionals by the American Staffing Association (ASA):</b> This certification is an overarching credential that covers essential labor and employment law from a staffing perspective; covers federal law and state law. No other industry certification program delves as deeply into the topics that matter most to staffing professionals and their clients.</li> <li>• <b>Lean Six Sigma Certifications:</b> The application of Lean Six Sigma allows quality and efficiency improvements to be effectively realized. The focus of Lean is about speed, efficiency and taking waste out of a process. Six Sigma focuses on effectiveness and removal of errors.</li> <li>• <b>Professional in Human Resources (PHR):</b> The PHR demonstrates mastery of the technical and operational aspects of HR management.</li> </ul> <p>SearchPros unique attributes and innovative solutions make us a logical choice for Sourcewell participating entities. From our comprehensive and integrated staffing services to our commitment to diversity, advanced technology, exceptional customer service, sustainable practices, and ISO 9001 certification, we offer unparalleled value and support. By choosing SearchPros, Sourcewell participating entities can expect tailored, scalable, and efficient staffing solutions that meet their diverse needs and contribute to their success.</p>
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**Table 9: Performance Standards or Guarantees**

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

Line Item	Question	Response *
46	Describe any performance standards or guarantees that apply to your services.	<p>SearchPros is dedicated to delivering exceptional staffing services to Sourcwell participating entities, underpinned by rigorous performance standards and guarantees. These commitments ensure that our clients receive the highest quality of service, reliability, and satisfaction.</p> <ul style="list-style-type: none"> <li>• Service Level Agreements (SLAs): We establish clear SLAs with all our clients, defining specific performance metrics and response times. These SLAs include key performance indicators (KPIs) such as time-to-fill, placement accuracy, client satisfaction scores, and retention rates.</li> <li>• Compliance and Legal Adherence: We comply with all relevant labor laws and regulations, ensuring fair treatment of workers and legal adherence in all jurisdictions we operate in, including the US and Canada.</li> <li>• Satisfaction Guarantee: We guarantee client satisfaction with our services. If a client is not satisfied with a perm placement within the first 30 days, we offer a free replacement or a refund of the placement fee.</li> <li>• Response Time Commitment: We commit to responding to all client inquiries and staffing requests within 2 business hours. For urgent requests, we offer expedited services to meet immediate needs.</li> <li>• Candidate Quality Assurance: We ensure that all candidates presented to clients have undergone rigorous screening, including skill assessments and interviews. We utilize advanced testing technologies to verify candidates' skills and qualifications.</li> <li>• Retention and Performance Metrics: We track retention rates and performance metrics of placed candidates to ensure ongoing quality and fit. Our goal is to achieve a retention rate of at least 95% for all placements over the first year.</li> <li>• Regular Performance Reviews: We conduct regular performance reviews with clients to assess our service delivery and identify areas for improvement. These reviews include analysis of Key Performance Indicators (KPIs), client feedback, and action plans for continuous improvement.</li> <li>• Client Feedback Mechanism: We have a robust client feedback mechanism in place, allowing clients to provide real-time feedback on our services. This feedback is used to make immediate adjustments and long-term improvements.</li> <li>• Time-to-Fill: We commit to filling standard positions within an average of 3 business days. For specialized or executive roles, we aim to fill positions within 10 business days.</li> <li>• Compliance Audits: We conduct regular compliance audits to ensure adherence to legal requirements, internal policies, and client-specific standards. This includes audits of worker eligibility, documentation, and contract adherence.</li> </ul> <p>Our performance standards and guarantees are designed to provide Sourcwell participating entities with confidence in our services. From our ISO 9001 certification and robust SLAs to our satisfaction guarantees and commitment to continuous improvement, we ensure that our clients receive reliable, high-quality staffing solutions tailored to their needs. These standards and guarantees reinforce our dedication to excellence and client satisfaction in every aspect of our operations.</p>
47	Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.).	<p>We are committed to providing exemplary staffing services tailored to the unique needs of Sourcwell participating entities. We customize our service standards and guarantees for each type of staffing contract based on our clients' specific requirements. Below are examples of Key Performance Indicators (KPIs) and metrics that we utilize to ensure high performance and client satisfaction across various services.</p> <p>Temporary Staffing, Temp-to-Hire &amp; MSP Services</p> <ul style="list-style-type: none"> <li>• Fill Time: This metric measures the percentage of times we meet the program's established fill times for each labor category. SearchPros and the entities collaborate define the fill time targets for each labor category prior to contract commencement.</li> <li>• Hit Rate: A performance score is calculated based on the percentage of positions broadcasted that closed during the measurement period that are filled.</li> <li>• Retention Rate: This metric measures the percentage of candidates placed who remain in their positions through completion of the assignment (i.e. who do not terminate voluntarily or involuntarily prior to normal completion of assignment). Target retention rate is 95% over the contract period.</li> <li>• Resume Submittal Rate: This measures the percentage of resumes submitted in</li> </ul>

accordance with program submittal timeliness standards, established for each labor category. Target rate is 3-5 resumes per position within 48 hours.

- Submittal to Hire Rate: This is the ratio of the total number of resumes submitted to the number of submittals that resulted in a hire.

Permanent Placement

- Resume to Hire: Average number of resumes required to fill a permanent position. Target rate is 5 resumes per hire. Continuous refinement of candidate screening processes to ensure high match quality.

- Time to Fill: Average time to fill permanent positions. Target is 30 business days for specialized roles. We are Committed to meeting or exceeding time-to-fill targets with regular performance reviews and client feedback integration.

Managed Service Program (MSP) Services

- Fill Time: This metric measures the percentage of times a supplier meets the program's established fill times for each labor category. SearchPros and entities collaborate define the fill time targets for each labor category prior to program commencement.
- Hit Rate: A performance score is calculated based on the percentage of positions broadcasted to the supplier that closed during the measurement period that are filled by that Supplier.
- In-Processing: The percentage of times the supplier meets entity's in-processing specifications including requirements for safety training, drug and background testing and other in-processing requirements.
- Satisfaction Survey: This metric measures the supplier's ability to satisfy entity's needs through responsive and high-quality service by calculating the average client satisfaction rating for contractors with all end-users.

- Retention Rate: This metric measures the percentage of candidates placed by the supplier who remain in their positions through completion of the assignment (i.e. who do not terminate voluntarily or involuntarily prior to normal completion of assignment).

- Turnover Rate: a) Positive Turnover Rate - the ratio of number of employees that remain in their positions until the completion of their assignments or are hired directly by entity, to the total number of placements, b) Negative Turnover Rate - the ratio of the number of employees that do not complete the term of the assignment (i.e. that terminate voluntarily or involuntarily prior to assignment completion), to the total number of placements.

- Resume Submittal Rate: This measures the percentage of resumes submitted in accordance with program submittal timeliness standards, established for each labor category.

- Submittal to Hire Rate: This is the ratio of the total number of resumes submitted to the number of submittals that resulted in a hire.

- Response Rate: This is the percent of job orders to which the supplier submitted at least one qualified candidate (i.e., meeting the minimum specified experience and education).

Payroll Services

- Onboarding Time: Average time to onboard payroll service clients. Target is 3 business days from receipt of required documentation. SearchPros guarantees efficient onboarding processes to ensure timely and accurate payroll services.

Customization of Service Standards

- We understand that each entity has unique needs and requirements. Therefore, we work closely with Sourcewell participating entities to customize service standards and guarantees based on their specific needs.

- This collaborative approach ensures that our services align perfectly with client expectations and deliver the highest level of satisfaction.

Monitoring and Reporting

We employ robust monitoring and reporting systems to track our performance against the established KPIs. This includes:

- Regular Performance Reviews: Conducting periodic reviews with clients to assess our performance and make necessary adjustments.

- Real-Time Reporting: Providing clients with real-time access to performance metrics through our technology platforms.



• Continuous Improvement: Using data and feedback to continuously refine our processes and improve our service delivery.

Our commitment to customized service standards and guarantees ensures that Sourcewell participating entities receive high-quality, reliable staffing solutions tailored to their unique needs. By focusing on key performance metrics and maintaining a proactive approach to service delivery, we consistently achieve and exceed our clients' expectations.

<p>48</p>	<p>Describe your recruitment and vetting process.</p>	<p>SearchPros recruitment and vetting process is designed to identify and select the most qualified candidates who not only meet the technical requirements of the position but also align with the culture and values of our clients. We follow a comprehensive approach that ensures thorough screening, assessment, and verification at every stage of the recruitment process. Below is an overview of our recruitment and vetting process:</p> <ol style="list-style-type: none"> <li>1. Client Needs Assessment <ul style="list-style-type: none"> <li>• Initial Consultation: We begin by conducting a detailed consultation with our clients to understand their staffing requirements, organizational culture, and specific job roles.</li> <li>• Job Analysis: We analyze the job descriptions provided by the client to gain a comprehensive understanding of the position requirements, including technical skills, experience, qualifications, and soft skills.</li> </ul> </li> <li>2. Sourcing Candidates <ul style="list-style-type: none"> <li>• Multi-Channel Sourcing: We utilize a variety of sourcing channels, including online job boards, social media platforms, professional networks, referrals, and our internal database, to attract a diverse pool of candidates.</li> <li>• Passive Candidate Engagement: In addition to active job seekers, we proactively engage with passive candidates who may not be actively looking for new opportunities but possess the desired skills and experience.</li> </ul> </li> <li>3. Screening and Assessment <ul style="list-style-type: none"> <li>• Resume Review: We conduct a thorough review of candidate resumes to assess their qualifications, experience, skills, and alignment with the job requirements.</li> <li>• Screening: Qualified candidates undergo a preliminary screening to assess their interest in the position, availability, salary expectations, and general fit for the role.</li> <li>• Interviews: Shortlisted candidates participate in formal interviews conducted by our experienced recruiters. These interviews assess candidates' soft skills, work ethic, communication abilities, and cultural fit.</li> </ul> </li> <li>4. Skills Assessment and Testing <ul style="list-style-type: none"> <li>• Technical Assessments: Candidates may be required to complete technical assessments or skills tests relevant to the job role. These assessments evaluate candidates' proficiency in specific technical areas and ensure they meet the required skill level.</li> <li>• Personality and Aptitude Tests: In some cases, candidates may undergo personality assessments or aptitude tests to assess their suitability for the position and compatibility with the team and organizational culture.</li> </ul> </li> <li>5. Background Checks and References <ul style="list-style-type: none"> <li>• Background Checks: We conduct comprehensive background checks on candidates, including employment verification, education verification, criminal background checks, and drug screenings, as required by the client or industry regulations.</li> <li>• Reference Checks: We contact professional references provided by the candidate to verify their employment history, performance, and character.</li> </ul> </li> <li>6. Candidate Presentation and Selection <ul style="list-style-type: none"> <li>• Candidate Presentation: We present the most qualified candidates to the hiring manager, along with detailed profiles highlighting their skills, experience, assessment results, and suitability for the position.</li> <li>• Interview Coordination: We coordinate interviews between the hiring and selected candidates, providing guidance and support throughout the interview process.</li> </ul> </li> <li>7. Onboarding and Follow-Up <ul style="list-style-type: none"> <li>• Offer Negotiation: We assist with offer negotiation and facilitate communication between the client and the selected candidate to ensure a smooth transition.</li> <li>• Onboarding Support: We provide onboarding support to the candidate, including assistance with paperwork, orientation, and training, to facilitate a successful integration into the client's organization.</li> </ul> </li> </ol> <p>Continuous Improvement</p> <ul style="list-style-type: none"> <li>• We continuously evaluate and refine our recruitment and vetting process based on feedback from clients, candidates, and industry best practices. Our goal is to ensure a seamless and efficient hiring experience for both clients and candidates while maintaining the highest standards of quality and professionalism.</li> </ul>
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**Table 10: Payment Terms and Financing Options**

Line Item	Question	Response *
49	Describe your payment terms and accepted payment methods.	Payment terms are Net 30 Payment methods are check, ACH, money order, and cashier check.
50	Describe any leasing or financing options available for use by educational or governmental entities.	N/A We are proposing services there are not any leasing or financing options on services provided.
51	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Our customizable reporting and invoicing practices are designed with the client in mind. The dedicated Account/Program Managers and Accounting Department work together with each entity to strategically design a customized invoicing protocol for. Providing the entities, the flexibility to tailor invoices and summaries to meet their individual needs.  Reporting and invoice can be done weekly, bi-weekly or monthly based on each customers needs.
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	We do not currently accept P-Cards.

**Table 11: Pricing and Delivery**

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

Line Item	Question	Response *
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell 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.	Pricing varies based on the services requested. Below is an outline of pricing for the services we are proposing in this response.: <ul style="list-style-type: none"> <li>• Permanent Placement: 20% of the first years base salary with a 90 day replacement guarantee.</li> <li>• Temporary Staffing: 38% for all roles except Light Industrial which is 42%</li> <li>• Temp to Hire: 38% for all roles except Light Industrial which is 42% with zero conversion fee after 90 days. Rate is prorated based on the permanent placement fee if hired in less than 90 days</li> <li>• Managed Service Program MSP with VMS Fee: 4%</li> <li>• Employer or Record. 26% for all roles except Light Industrial which is 29%.</li> </ul>
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	For this Sourcwell contract, we are providing a 30% discount off our standard rates.  SearchPros is also waiving all implementation, training in integration fees for MSP contracts.
55	Describe any quantity or volume discounts or rebate programs that you offer.	We are providing our best prices with this contract.  Discounts for quantity or volume vary based on each service provided. Discounts can be discussed and finalized with each entity based on quantity and/or volume. Generally discounts start at \$50 million in spend.
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	SearchPros does not offer "sourced" products.

57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	No additional costs.	*
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Not Applicable – For Services Offered	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Not Applicable – For Services Offered	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>Our proposal for staffing with related services solutions encompasses a range of innovative and unique distribution and delivery methods designed to enhance efficiency, flexibility, and satisfaction for all stakeholders. Below are the key unique methods and options we offer:</p> <ol style="list-style-type: none"> <li>1. Integrated Technology Platform We leverage a robust, integrated technology platform that combines multiple services such as Vendor Management System (VMS), Managed Service Provider (MSP) solutions, and Applicant Tracking System (ATS). This platform allows for seamless communication, real-time updates, and streamlined processes, ensuring a cohesive experience across all staffing needs.</li> <li>2. Geographically Distributed Talent Pools We maintain a diverse and geographically distributed talent pool, ensuring access to qualified candidates across various regions. Our decentralized approach allows us to meet local staffing demands efficiently, reducing relocation costs and leveraging regional expertise.</li> <li>3. Customizable Staffing Solutions Clients can choose from customizable staffing solutions tailored to their specific needs. Whether it's permanent placement, temporary staffing, temp-to-hire, or employer of record services, our flexible options allow for tailored solutions that align with organizational goals and project requirements.</li> <li>4. Dedicated Account Management and On-Site We provide dedicated account managers who act as single points of contact for all staffing-related inquiries and needs. Additionally, we offer on-site support teams for larger engagements or critical projects, ensuring immediate assistance and seamless integration with the client's operations.</li> <li>5. Enhanced Candidate Screening and Matching Our advanced candidate screening process includes AI-driven algorithms and psychometric assessments to ensure optimal matching of candidates to entity requirements. This method enhances the quality of hires, reduces turnover rates, and improves overall satisfaction.</li> <li>6. Proactive Talent Pipelines We maintain proactive talent pipelines for high-demand roles, enabling rapid deployment of qualified candidates. By continuously engaging with potential candidates and nurturing relationships, we ensure a ready supply of talent for both anticipated and urgent staffing needs.</li> <li>7. Remote and Hybrid Staffing Options Understanding the evolving nature of work environments, we offer comprehensive remote and hybrid staffing solutions. These options include remote onboarding processes, virtual team integration, and support for remote work policies, ensuring flexibility and continuity in operations.</li> <li>8. Scalable Workforce Solutions Our scalable workforce solutions allow entities to adjust staffing levels according to project demands. This approach is particularly beneficial for seasonal projects, fluctuating workloads, and special initiatives, providing cost-effective and efficient staffing management.</li> </ol>	

		<p>9. Comprehensive Employer of Record (EOR) Services Our EOR services handle all aspects of employment, including payroll, benefits administration, compliance, and HR management. This option is ideal for entities seeking to expand into new regions or manage contingent workforces without the administrative burden.</p> <p>10. Vendor-Neutral MSP We offer a vendor-neutral MSP solution that ensures fair and unbiased distribution of staffing requests among multiple staffing agencies. This approach enhances competition, improves service quality, and provides clients with the best talent available in the market.</p> <p>11. Continuous Improvement and Feedback Mechanisms We implement continuous improvement and feedback mechanisms to refine our services continually. Regular client and candidate satisfaction surveys, performance analytics, and feedback loops help us to adapt and enhance our delivery methods, ensuring we meet evolving client needs.</p> <p>12. ISO 9001 Certification We are ISO 9001 certified, emphasizing our commitment to quality management and continuous improvement. This certification ensures that our processes meet the highest standards of quality, efficiency, and reliability. We regularly audit and refine our operations to maintain excellence and comply with global standards.</p> <p>13. Five-Star Customer Service Customer satisfaction is at the heart of our operations. We are dedicated to providing 5-star customer service through the following initiatives:</p> <ul style="list-style-type: none"> <li>• 24/7 Support: Our customer service team is available around the clock to address any queries or issues, ensuring prompt and effective resolution.</li> <li>• Personalized Service: We tailor our interactions and solutions to meet the unique needs of each entity, fostering strong, long-lasting relationships.</li> <li>• Client Feedback: We actively seek and incorporate client feedback to enhance our services continuously. Our customer satisfaction surveys are designed to capture detailed insights and drive improvements.</li> <li>• Training and Development: Our staff undergoes regular training to stay updated with industry best practices and improve their service delivery skills.</li> <li>• Proactive Communication: We maintain regular and transparent communication with our clients, keeping them informed about progress, updates, and any potential issues.</li> </ul> <p>Our unique delivery methods, coupled with our ISO 9001 certification and unwavering commitment to 5-star customer service, are designed to provide a comprehensive, flexible, and efficient staffing solution that meets the diverse needs of our clients. By leveraging advanced technology, customizable options, and proactive management, we ensure optimal outcomes for both clients and candidates.</p>
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**Table 12: Pricing Offered**

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

**Table 13: Audit and Administrative Fee**

Line Item	Question	Response *
62	<p>Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.</p>	<p>To ensure compliance with the proposed Contract and fulfill the reporting requirements outlined by Sourcewell, SearchPros implements a comprehensive self-audit process. This process will not only verify compliance but also ensure accuracy and transparency in reporting quarterly sales activities. Below is a detailed description of the self-audit program:</p> <ol style="list-style-type: none"> <li>1. Internal Controls Implementation: We establish robust internal controls to govern the sales reporting process. This involves creating clear guidelines and procedures for sales documentation, verification, and reporting.</li> <li>2. Training and Education: We conduct training sessions for our staff involved in sales, invoicing, and reporting processes. This ensures that all team members understand their roles and responsibilities in compliance and reporting.</li> <li>3. Tracking System: We utilize a robust Applicant Tracking System capable of capturing and recording sales transactions in real-time. This system generates accurate and detailed reports that align with the required fields outlined by Sourcewell and in the Sample Contract.</li> <li>4. Regular Audits: We conduct regular internal audits to review sales, invoices, and other relevant documentation. These audits verify the accuracy and completeness of our sales reporting.</li> <li>5. Quality Assurance Checks: Prior to submitting quarterly reports to Sourcewell, our team performs thorough quality assurance checks to ensure that all required fields are accurately filled out and that the information provided is complete and correct.</li> <li>6. Documentation: We maintain meticulous records of all transactions, invoices, and reports for the duration of the contract term and beyond. This documentation is readily available for internal audits and Sourcewell's review upon request.</li> <li>7. Quarterly Reporting Process: Each calendar quarter, our SearchPros will generate a comprehensive Contract Sales Activity Report as required by Sourcewell. This report will contain all the specified fields, including participating entity information, item purchased details, pricing, administrative fees, and invoice dates. Reports will be submitted to the designated Sourcewell Supplier Development Administrator no later than 45 days after the end of each quarter, regardless of sales volume.</li> </ol> <p>By implementing this self-audit process, SearchPros is committed to ensuring full compliance with the proposed Contract and providing accurate and timely reporting of quarterly activities to Sourcewell. We believe that our thorough approach to self-auditing will demonstrate our dedication to transparency, accountability, and excellence in service delivery.</p>

63	<p>If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.</p>	<p>As part of SearchPros commitment to delivering exceptional service under the awarded contract, we implement a robust system for tracking internal metrics to measure our success. Here are a few examples of key metrics that we will monitor:</p> <ol style="list-style-type: none"> <li>1. Customer Satisfaction Scores: We will regularly survey participating entities to gauge their satisfaction with our services. Scores will be collected through post-placement surveys or direct feedback from the entities. Continuous improvement initiatives will be based on these scores to ensure we meet and exceed our clients' expectations.</li> <li>2. Fill Rate: Fill rate measures the percentage of open positions filled within a specified time frame. We will track our fill rate to assess our efficiency in matching qualified candidates with entity needs. A high fill rate indicates effective recruitment and placement processes.</li> <li>3. Candidate Quality Metrics: We will assess the quality of candidates placed through various indicators, such as retention rates, performance evaluations from clients, and feedback from candidates themselves. By tracking candidate quality metrics, we can ensure that we are providing highly skilled and suitable candidates to meet our clients' staffing needs.</li> <li>4. Time-to-Fill: Time-to-fill measures the average duration it takes to fill a job vacancy from the initial requisition to candidate placement. We will monitor this metric closely to optimize our recruitment and placement processes, aiming to reduce time-to-fill while maintaining quality standards.</li> <li>5. Retention Rates: Retention rates indicate the percentage of placed candidates who remain in their positions for the duration of the contract. High retention rates demonstrate the effectiveness of our matching process in aligning candidates with the right roles and organizational cultures.</li> <li>6. Performance Against SLAs (Service Level Agreements): We will monitor our performance against predefined SLAs, such as response time to entity requests, time-to-fill targets, and compliance with contract terms. Meeting or exceeding SLAs demonstrates our commitment to delivering services in accordance with agreed-upon standards.</li> <li>7. Revenue Growth: Revenue growth serves as an overall indicator of the success and scalability of our staffing services under the contract. We will track revenue growth over time to assess the effectiveness of our business development efforts and the value we bring to our clients.</li> </ol> <p>By tracking these internal metrics closely, we are able to evaluate our performance, identify areas for improvement, and continuously refine our processes to ensure the success of the contract and the satisfaction of our clients.</p>
64	<p>Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)</p>	<p>SearchPros is willing to match the average required Sourcewell Administrative Fee of 2%.</p> <p>Administrative fees for Temporary Staffing, Temp to Hire, Employer of Record, MSP, Perm Placement, etc. is 2%</p>

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

Line Item	Question	Response *
65	<p>Provide a detailed description of the equipment, products, and services that you are offering in your proposal.</p>	<p>SearchPros offers a comprehensive suite of staffing services designed to meet the diverse needs of the entities. Our offerings encompass temporary staffing, temp-to-hire solutions, Managed Service Program (MSP), Vendor Management System (VMS), employer of record services, and a range of other staffing-related solutions. Below is a detailed description of each service:</p>

1. Temporary Staffing:

- We provide temporary staffing solutions to assist entities in meeting short-term workforce requirements due to seasonal fluctuations, project-based needs, or unexpected absences.
- Our extensive network of pre-screened and qualified candidates allows us to quickly match skilled professionals with temporary job roles across various industries and job functions.
- We offer flexible staffing options, including full-time, part-time, and on-call placements, to accommodate our clients' dynamic staffing needs.

2. Temp-to-Hire:

- Our temp-to-hire service offers entities the opportunity to evaluate candidates on a temporary basis before making a permanent hiring decision.
- This solution allows entities to assess a candidate's fit with their organizational culture, job requirements, and performance before extending a full-time employment offer.
- We facilitate seamless transitions from temporary to permanent employment, providing support throughout the hiring process to ensure a successful placement.

3. Managed Service Program (MSP):

- Our Managed Service Program (MSP) provides clients with a centralized and streamlined approach to managing their contingent workforce.
- We act as the single point of contact for all staffing vendors, overseeing vendor performance, compliance, and invoicing processes.
- Our MSP solution helps entities optimize their contingent workforce management, reduce administrative burden, and achieve cost savings through standardized processes and volume discounts.

4. Vendor Management System (VMS):

- Our Vendor Management System (VMS) is a cloud-based platform that enables entities to efficiently manage their contingent workforce.
- Our VMS automates requisition management, candidate sourcing, vendor selection, onboarding, timekeeping, and invoicing processes, enhancing visibility, control, and compliance.
- Our customizable VMS platform is scalable and integrates seamlessly with existing processes, providing real-time data and analytics to support informed decision-making.

5. Employer of Record (EOR):

- As an Employer of Record (EOR), we assume responsibility for all employer-related tasks, including payroll administration, benefits management, tax compliance, and employment law adherence.
- Our EOR services allow clients to engage contract workers without assuming the associated employment risks and administrative burdens.
- We ensure compliance with all applicable regulations and provide comprehensive support to both clients and contract workers throughout the employment relationship.

6. Other Staffing-Related Services:

- In addition to our core services, we offer a range of complementary staffing solutions tailored to meet specific client needs.
- These services may include workforce planning and consulting, talent acquisition strategies, skills assessments, background checks, drug screenings, and employee training programs.
- We collaborate closely with entities to understand their unique requirements and develop customized solutions that drive business success and workforce optimization.

Overall, our proposal outlines a comprehensive array of staffing services designed to address the evolving needs of different entities and deliver exceptional value, efficiency, and flexibility in workforce management.



<p>66</p>	<p>Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.</p>	<p>Based on the breadth of SearchPros staffing services and related solutions, the subcategories that best describe our offerings within the RFP may include:</p> <p>Temporary Staffing Solutions:</p> <ol style="list-style-type: none"> <li>1. Industry-Specific Staffing: Tailored temporary staffing solutions designed to meet the unique needs of specific industries such as IT, accounting, hospitality, manufacturing, and administrative support.</li> <li>2. Project-Based Staffing: Temporary staffing services focused on providing skilled professionals for short-term projects or assignments, including consultants and subject matter experts.</li> <li>3. Seasonal Staffing: Solutions to support entities during peak seasons or periods of high demand, including elections support, holiday staffing, hospitality, and event management industries.</li> </ol> <p>Permanent Placement Services:</p> <ol style="list-style-type: none"> <li>1. Direct Hire Services: Solutions for entities seeking to make immediate permanent hires for key positions within their organization, with a focus on identifying and attracting top talent.</li> <li>2. Executive Search: Executive-level recruitment, including C-suite executives, directors, and senior management positions, with a focus on confidentiality, discretion, and high-touch service.</li> <li>3. Specialized Skill Recruitment: Recruiting candidates with specialized skills or expertise in niche industries or technical fields, such as engineering, finance, and information technology.</li> </ol> <p>Managed Service Program (MSP):</p> <ol style="list-style-type: none"> <li>1. Vendor Management: Centralized management of multiple staffing vendors to streamline processes, reduce costs, and improve overall vendor performance through standardized procedures and metrics.</li> <li>2. Compliance Management: Ensure compliance with regulatory requirements, entity-specific policies, and industry standards across all contingent workforce staffing vendors.</li> <li>3. Reporting and Analytics: Data-driven insights and reporting capabilities to track key performance indicators (KPIs), monitor vendor performance, and identify opportunities for process improvement and cost savings.</li> </ol> <p>Vendor Management System (VMS):</p> <ol style="list-style-type: none"> <li>1. Candidate Sourcing and Screening: Advanced tools and technologies to source, screen, and evaluate candidates from multiple staffing suppliers, ensuring quality and efficiency in the recruitment process.</li> <li>2. Workflow Automation: Automated workflows and processes for requisition management, candidate submission, interview scheduling, and onboarding, reducing administrative burden and improving efficiency.</li> <li>3. Customization: Customizable VMS platforms that integrates seamlessly with entity's existing systems and workflows, allowing for tailored solutions to meet specific business needs and requirements.</li> </ol> <p>Employer of Record (EOR):</p> <ol style="list-style-type: none"> <li>1. Payroll and Benefits Administration: Payroll processing services, including tax withholding, benefits administration, and compliance with local, state, and federal employment regulations.</li> <li>2. Risk Management and Compliance: Services to mitigate employment-related risks, ensure compliance with labor laws and regulations, and provide legal support and guidance as needed.</li> <li>3. Employee Relations and Support: Dedicated support for employees on matters related to payroll, benefits, and employment policies, fostering positive employee relations and enhancing the overall employee experience.</li> </ol> <p>Recruitment Process Outsourcing (RPO):</p> <ol style="list-style-type: none"> <li>1. Scalable Hiring Solutions: Scalable recruitment solutions tailored to support high-volume hiring needs, such as seasonal hiring or rapid expansion.</li> <li>2. Talent Pipeline Development: Proactive sourcing to build a pipeline of qualified candidates for current and future hiring needs, reducing time-to-fill and ensuring a continuous talent supply.</li> <li>3. Entity Branding and Candidate Engagement: Strategies and initiatives to enhance entity branding, improving candidate experience, and attracting top talent through targeted recruitment marketing and engagement campaigns.</li> </ol>
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**Table 14B: Depth and Breadth of Offered Equipment Products and Services**

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

Line Item	Category or Type	Offered *	Comments
67	Professional services, such as accounting and finance, executive search, procurement, clerical, administrative, and legal and compliance	<input checked="" type="radio"/> Yes <input type="radio"/> No	SearchPros is experienced in providing Staffing Services to the public sector. We can provide Managed Service Program (MSP) and Vendor Management System (VMS), perm placement, temporary staffing, temp to hire, employer of record, etc. for professional services through this Sourcwell contract
68	Public sector and education health, such as nursing, occupational therapy, speech language pathology, social work, pharmaceuticals, dental, and support roles	<input checked="" type="radio"/> Yes <input type="radio"/> No	SearchPros is experienced in providing Staffing Services to the public sector. We can provide Managed Service Program (MSP) and Vendor Management System (VMS) in clinical healthcare roles.
69	Instructional and non-instructional education, such as teaching, interpreting, paraprofessionals, special and alternative education, custodial, food & nutrition, and education administration	<input checked="" type="radio"/> Yes <input type="radio"/> No	SearchPros is experienced in providing Staffing Services to the public sector. We can provide Managed Service Program (MSP) and Vendor Management System (VMS), perm placement, temporary staffing, temp to hire, employer of record, etc. for instructional and non-instructional education through this Sourcwell contract.
70	Skilled trade and general labor, such as construction, electricians, HVAC technicians, machinists, technicians, welders, mechanics, groundskeepers, painters, custodians, security guards and traffic management	<input checked="" type="radio"/> Yes <input type="radio"/> No	SearchPros is experienced in providing Staffing Services to the public sector. We can provide Managed Service Program (MSP) and Vendor Management System (VMS), perm placement, temporary staffing, temp to hire, employer of record, etc. for skilled trade and general labor through this Sourcwell contract.
71	Managed service program and vendor managed solutions, such as procurement, coordination, technology, and management of staffing services provided by various vendors	<input checked="" type="radio"/> Yes <input type="radio"/> No	SearchPros is an experience Managed Services Program provider. We can offer these services with a user friend Vendor Management System (VMS). We are technology neutral, meaning we select the VMS utilized based on each customers needs and requirements, allowing our customers to receive the best VMS for them.
72	Recruitment process outsourcing, such as sourcing, screening, and hiring candidates	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Since our founding in 2005, SearchPros has been providing Recruitment process outsourcing, such as sourcing, screening and hiring candidates. We successfully source and identify top notch talent using our proven process which includes Pre-Screen, Interview, Testing, References and Background checks.</p> <p>Sourcing We successfully source and identify top-notch candidates using our People-Process-Technology approach.</p> <p>PEOPLE: Retention and Referrals Retention: SearchPros boasts a 98% retention rate, and it all starts with the candidate's experience. SearchPros has been voted and ranked as a Top Staffing Firm/Best Place to Work for by our own employees for the last consecutive years including currently by both the Staffing Industry Association and the</p>

Business Journal.

Referrals: Over 50% of our contractors are Referrals from current employees. Great people want to work with Great people! Our Referral program includes:

- Incentives – Cash and non-cash such as extra holidays/PTO or a handwritten “Thank You” note from our Recruiters/Management Team.
- “Easy” to Refer – online, via email or a simple phone call. We always take our calls, return phone calls, and follow up.
- Feedback – we keep employees posted on the status of their referrals. Where are they in the hiring process? We drop them a quick email, so they always know.
- Recognition – T-shirts, tokens, certificates, etc. – we understand it is important to share good news and recognize all referrals.

Networking: Any recruiting process begins with the search for experienced people. The SearchPros team understands that networking especially in our industry is imperative to ensure we are continuously learning the industry “Best Practices”. All recruiters are required to belong to at least one networking organization. Our leadership team dedicates hundreds of hours in networking functions both as a participant and also to mentor and “give back” to our industry. We are “IN IT” for the journey and believe in the Mission!

PROCESS: University Recruiting and Bench Maintenance  
 University Recruiting: SearchPros has a recruiting plan/partnership with all the major universities. We work very closely with the University Career Centers to form relationships with career services or career development centers. SearchPros offers complementary resume workshops and “Lunch and Learn” classes at the Career Center.

Bench Maintenance: SearchPros has a readily accessible bench or private talent pool of skilled and qualified talent that work for our clients directly. We instantly find engaged trusted talent! SearchPros creates a process of channeling known talent into a private talent pool including but not limited to alumni or former employees, retirees, former interns, pre-vetted contractors, former leased workers, “silver or bronze medalist” (employees that interviewed well but were not previously selected), individuals who have been referred by other employees, contractors and partners who share an understanding

of your business needs. In most cases, the candidates on the bench have already established their credentials and are familiar with our customers' policies and expectations. This makes them a great resource to perform backup coverage or fill critical positions on short notice.

TECHNOLOGY: Proprietary Applicant Tracking/Solicitation Portal/Web Based Tools

We offer our in-house proprietary Applicant Tracking System (ATS), considered as "Best in Class Technology." The ATS maintains a captive candidate pool of over 1,000,000 candidates. Candidates are indexed into the disciplines listed into labor categories, allowing us to provide qualified candidates more quickly than our competition. Continuous recruiting of passive requirements means we maintain a database of candidates with hard-to-fill skill sets.

SearchPros' ATS maintains a large thesaurus containing tens of thousands of implications or mappings for resume searches. A term, such as Receptionist, is implied to other terms such as Administrative, Clerical or Office support. Our ATS uses the specified criteria to retrieve resumes matching the criteria of skills and phrases in the job requirements from our database. Additionally, the ATS retrieves from other web-based databases; providing resumes matching the skills or phrases that imply or map to the required skills or phrases based on the tool's mappings thesaurus. Required phrases may denote anything from titles, achievements, education, accomplishments, duties, names, industries, tools, company names to any other experience-related phrases. When the ATS comes across a term of phrase implying another, such mapping entry is added to the thesaurus and is used in the search. Mappings are also considered when performing the searches by years of experience.

SearchPros' recruitment process includes 24/7 recruiting online and sources all internet searchable resources utilizing our robust ATS online platform, which provides a technological solution for identifying candidates with specific knowledge, skills, security clearances and abilities based on Business Intelligence and Boolean logic queries.

SearchPros ATS searches, and "harvests" resumes from web-based databases and stores them in the ATS. The ATS utilizes the

criteria, identified by our Recruiters, of required skills, phrases, geographic locations, degrees, and salary requirements among other criteria to identify active and passive candidates. The ATS searches the public web-based databases and job boards every hour on the hour – below are just some of the sites we currently “harvest” hourly.

**Pre-Screen**

Before candidates interview with a recruiter, they are pre-screened. The pre-screening evaluates the candidate’s communication skills and verifies the applicant understands all of the details of the assignment including responsibilities, period of performance, location and travel requirements, and compensation.

**Professional Interview**

Upon successful completion of the initial screening, one of our experienced recruiters conducts a thorough interview with the candidate. This gives the recruiter an opportunity to evaluate and review the candidate’s relevant professional experience against the job requirements. Additionally, the recruiter further assesses the skills, experience, career goals and work preferences of each individual candidate. The recruiter also evaluates attitude, professionalism, personal demeanor, and job expectations. Details discussed during interviews include work history, salary requirement, reason for leaving each position, career goals, ideal environment and position, and commute parameters.

**Testing**

Our extensive screening process ensures that each candidate placed at our client is of the highest caliber. Utilizing Kenexa to evaluate each candidate’s skills with over 1000+ available tests specific to each position function, allowing us to confirm their knowledge, skills, and experience.

**Submit to Hiring Manager**

Once a candidate has been screened, the recruiter submits the candidate to the dedicated Account/Program Manager. This submission includes the candidate’s resume, certifications (if applicable), testing results (if applicable), experience highlights as well as rate information.

The Account/Program Manager completes an additional review and once approved submits the candidate and relevant documentation, including resume, certifications, skills testing results, rate requirements, etc. to the hiring manager. The candidate submission process is customized to meet each client’s needs.

SearchPros' goal is to allow our client's hiring managers the most efficient way to review candidates quickly and effectively.

If the entity's Hiring Manager is interested in the candidate, then SearchPros' team facilitates an interview. Interviews, while previously done in person, are now also available via video conference (i.e., Zoom) either LIVE or prerecorded with pre-set interview questions accessed by the Managers at their discretion. Interviews can be scheduled with the entity's preferred communication platform, such as GoToMeeting™, Google™ Hangouts, Onsite, Phone, Skype™, or WebEx™.

Our dedicated Account/Program Manager work with the entity's Hiring Managers to schedule interviews as requested.

#### Background

SearchPros conducts a thorough background check, in accordance with each entity's requirements. Having a long history of working with the government, we maintain thorough candidate documentation. Once a candidate is selected and an offer is extended, we complete any required documentation for initiation of required drug screens and background checks (i.e., criminal history, education verification, social security verification, and motor vehicle driving history and credit history, etc.).

All the information gathered throughout our process is then entered into our Applicant Tracking System (ATS) for utilization when an order or requisition is received. The streamlined information gathering, storing, and searching functions in our proprietary database allow us to determine very quickly the "Best Available" candidate with the skill requirement and commitment to the position.

#### References

Professional references provide a successful track record with similar previous assignments. Once an applicant is interviewed, professional references are contacted and completed. each role.

#### Onboarding

SearchPros has an onboarding team supporting the recruiting organization to streamline screening including background, drug screening, degree/certification validation, etc. Upon offer and acceptance, the screening begins with the onboarding team completing the background screening, drug testing, and degree/certification verification with the candidate through our Online

			<p>Portal with a streamlined efficient process. SearchPros guarantees that background check and screening start within 4 (four) hours of candidate selection and acceptance.</p> <p>Retention Retention of personnel is necessary to ensure success and to keep institutional knowledge and skills with our clients. Past Performance is the best indicator for future performance and SearchPros' past performance boasts a record of 98% retention rate nationally. Our recruiting and retention methods are not just "theories" they are tested and proven.</p> <p>Top candidates have options as to where they work, so we recruit and screen with respect to ensure capture of top candidates. Our success is dependent on our personnel, we know this, and we make sure they know they are valued.</p> <p>Our success is based on our ability to identify, recruit and retain quality candidates, including those with high demand skills. SearchPros' proven history of successful contracts ensures the entity's that the institutional knowledge incumbent personnel have stay with them.</p> <p>Overall, our Recruitment Process Outsourcing solution provides entities with a seamless and efficient recruitment experience, allowing them to focus on their core business activities while we handle talent acquisition. By leveraging our expertise, technology, and resources, we help entities attract, engage, and hire top talent to drive organizational success.</p>
73	Employer of Record (EOR) services	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Since our founding, SearchPros has provided Employer of Record Services.</p>
74	Other related services or solutions that support the staffing process	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>In addition to our core staffing services, we offer a range of related services and solutions that support the staffing process and enhance overall efficiency, quality, and client satisfaction. Below are some of the services we provide:</p> <p>1. Workforce Analytics and Reporting We provide detailed workforce analytics and reporting services that offer insights into various aspects of staffing performance, including:</p> <ul style="list-style-type: none"> <li>• Turnover Rates: Analysis of employee turnover to identify trends and implement retention strategies.</li> <li>• Performance Metrics: Evaluation of staffing effectiveness through key performance indicators (KPIs).</li> <li>• Cost Analysis: Breakdown of staffing costs to optimize budget allocation and reduce unnecessary expenses.</li> </ul>

2. Compliance and Risk Management

We offer compliance and risk management services to ensure that our clients adhere to all relevant laws and regulations. Services include:

- Regulatory Compliance Audits: Regular audits to ensure compliance with labor laws, safety regulations, and industry standards.

- Risk Assessments: Identifying and mitigating potential risks related to staffing and employment practices.

3. Payroll and Benefits Administration

Our payroll and benefits administration services streamline the management of employee compensation and benefits, including:

- Payroll Processing: Accurate and timely payroll processing for all types of employees.

- Benefits Management: Administration of employee benefits such as health insurance, retirement plans, and other perks.

4. Talent Acquisition Marketing

We assist entities in attracting top talent through targeted marketing strategies, including:

- Employer Branding: Enhancing the client's employer brand to attract high-quality candidates.

- Recruitment Marketing Campaigns: Designing and executing marketing campaigns to reach potential candidates through various channels.

- Social Media Recruitment: Leveraging social media platforms to engage with potential candidates and promote job openings.

5. Employee Engagement and Retention Programs

Our employee engagement and retention programs are designed to foster a positive work environment and retain top talent. These programs include:

- Employee Feedback Systems: Implementing systems for regular employee feedback and engagement surveys.

- Recognition and Rewards: Programs to recognize and reward employee achievements and contributions.

6. Diversity and Inclusion Programs

We support clients in building diverse and inclusive workplaces through our diversity and inclusion programs, which include:

- Diversity Recruitment Strategies: Developing strategies to attract diverse talent.

- Diversity Metrics: Monitoring and reporting on diversity metrics to track progress and identify areas for improvement.



			<p>Our comprehensive suite of related services and solutions is designed to support and enhance the staffing process, providing our clients with a holistic approach to workforce management. By leveraging these services, clients can achieve greater efficiency, compliance, and employee satisfaction, ensuring a successful and sustainable staffing strategy.</p>
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**Table 15: Exceptions to Terms, Conditions, or Specifications Form**

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

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

**Documents**

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

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcwell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcwell.
3. Sourcwell may reject any response where any document(s) cannot be opened and viewed by Sourcwell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”
  - [Pricing](#) - Pricing.pdf - Wednesday June 12, 2024 12:27:07
  - [Financial Strength and Stability](#) - Financial Letter from Bank 05.28.2024.pdf - Wednesday June 12, 2024 12:26:01
  - Marketing Plan/Samples (optional)
  - [WMBE/MBE/SBE or Related Certificates](#) - SearchPros Staffing MBE Certification exp. 2025.pdf - Wednesday June 12, 2024 12:26:11
  - Warranty Information (optional)
  - Requested Exceptions (optional)
  - Standard Transaction Document Samples (optional)
  - Upload Additional Document (optional)

## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

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

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

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

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

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

Yes  No

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

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

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