



Temporary Solutions, Inc.

Subsidiary of Employment Enterprises, Inc.

TECHNICAL PROPOSAL

TEMPORARY STAFFING SERVICES FOR THE UNIVERSITY OF MARY WASHINGTON

In response to
Request for Proposal RFP #23-1521
for Temporary Staffing Services
Due April 25, 2023 at 2:00 p.m.

University of Mary Washington
Procurement Services
Attn: Lindsay Fare
lfare@umw.edu

Submitted by
Temporary Solutions, Inc.
10550 Linden Lake Plaza, Suite 200
Manassas, Virginia 20109
www.eeihr.com

Contact: Pam Wingfield
703.361.2220
pwingfield@eeihr.com



Temporary Solutions, Inc.

April 25, 2023

Lindsay Fare, Contract Officer
University of Mary Washington
lfare@umw.edu

Dear Ms. Fare:

Since January 2006, Temporary Solutions, Inc. has proudly provided the University of Mary Washington (UMW) with qualified employees on an as-needed basis. As a member of the Virginia Association of State College & University Purchasing Professionals (VASCUPP), we have worked to make the process of hiring temporary staff streamlined and efficient. To continue our valued partnership with UMW, our comprehensive response to RFP #23-1521 is attached.

Temporary Solutions, Inc. is a national workforce solutions company established 43 years ago in Prince William County. We are a Small, Women-owned, and Minority-owned (SWaM) Business, certified by the Commonwealth of Virginia's Department of Small Business and Supplier Diversity, and a Women Business Enterprise National Council (WBENC) certified business.

Based on our long-tenured, but ever evolving expertise in providing workforce solutions, Temporary Solutions is confident in our ability to provide UMW with the quality and quantity of talent required. We provide superior services based on our depth of knowledge and experience with many organizations – including higher education – throughout the Washington, D.C. metropolitan area and beyond. If awarded, we will continue our winning partnership with UMW by retaining our specifically trained and certified project team members and providing a pricing plan incorporating generous pay and benefits for our employees.

Our proposal shall remain firm for a period of 90 calendar days after the date of the proposal submission. Thank you for the opportunity to submit this proposal and for considering a continuation of The University of Mary Washington's partnership with Temporary Solutions, Inc.

Sincerely,

Colleen Clokus, Chief Operating Officer
Temporary Solutions, Inc., a wholly owned subsidiary of Employment Enterprises, Inc.
703-361-2220 ext. 289
cclokus@eeihr.com
www.eeihr.com

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SOLICITATION/CONTRACT FORM



SEALED REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: March 28, 2023

RFP NUMBER & TITLE: RFP 23-1521; Temporary Staffing Services

PROPOSAL DUE DATE & TIME: April 25, 2023 by 2:00 PM
NOTE: Proposals received after the due date and time cannot be accepted.

PROPOSAL DELIVERY ADDRESS: University of Mary Washington
Procurement Services / Reference RFP 23-1521
Eagle Village Executive Offices, Suite 480
1125 Emancipation (formerly Jefferson Davis) Highway
Fredericksburg, VA 22401

WORK LOCATION: ☒ All Campuses ☐ Fredericksburg ☐ Stafford ☐ Dahlgren

COMMODITY CODE(S): 91865, 91885, 96130, 96269

PRE-PROPOSAL CONFERENCE: ☐ Optional ☐ Mandatory ☒ N/A

CONTRACT OFFICER: Lindsay Fare **PHONE:** 540-654-1057 **EMAIL:** lfare@umw.edu

PERIOD OF CONTRACT: Date of award through one year with five (5) additional one-year renewal options or as negotiated.

In compliance with this Sealed Request for Proposal (RFP) and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be taken to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

Name of Offering Firm: Temporary Solutions, Inc.

Address of Offering Firm: 10550 Linden Lake Plaza, Suite 200, Manassas, Virginia 20109

DSBSD Certification No.: SWaM: 6226 **Expiration Date:** October 1, 2023 (recert. in progress)

eVA ID: E13518 **Tax ID:** 54-1138199

Email: solutions@eeihr.com; cclokus@eeihr.com **Telephone:** 703.361.2220

Website: www.tempsolutionsinc.com **Fax:** 703.368.2640

Submitted By (Print Name & Title): Colleen Clotus, Chief Operating Officer

Signature (In Ink): Colleen Clotus **Date:** April 25, 2023

ADDENDUM ACKNOWLEDGEMENT

END OF ADDENDUM NO. 1

Lindsay Fare
Contract Officer
Procurement Services
University of Mary Washington
Phone: 540-654-1057

RFP 23-1521 Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: Temporary Solutions, Inc.

NAME OF OFFEROR REPRESENTATIVE: Colleen Clokus, Chief Operating Officer

OFFEROR SIGNATURE: Colleen Clokus

DATE: April 18, 2023

APPROACH AND WORK PLAN

PIPELINING CANDIDATES FOR UMW’S REQUIRED POSITIONS

For more than 17 years, Temporary Solutions has been proud to be The University of Mary Washington’s (UMW) partner for workforce solutions. As such, Temporary Solutions is responsible for recruiting and maintaining a pipeline of qualified personnel. Throughout our experience with the University, we have developed a customized database of personnel who match UMW’s positions and job requirements. Our recruiters are familiar with these requirements and actively search for qualified employees to work on assignments for the University.

Temporary Solutions constantly evolves business practices to account for workforce challenges. One such challenge is the post-pandemic unemployment level and the tight labor market. We invest in the latest recruiting tools to attract and retain a skilled workforce, reaching a broader selection of candidates that includes those who are passively seeking employment.

The depth of our recruiting expertise is measured by our extensive database of screened and tested candidates who fulfill our clients’ requests—more than half of whom (58%) are referrals from current or previous employees. As of January 1, 2023, our extensive private database held 52,476 pre-screened candidates across multiple disciplines, which allows us a quick response to the County’s requests.

To sustain this volume of quality personnel, we continue to make substantial investments in recruitment tools and processes. Our 2023 recruiting budget includes more than \$100,000 for targeted job boards and other tools, with an additional \$20,000 towards career and job fairs proven to yield the caliber of candidates we require. Temporary Solutions is also dedicated to maintaining a highly visible social media presence to market jobs to an extensive network of potential candidates.

JOB BOARDS	SOCIAL MEDIA	NETWORKING	CAREER FAIRS	REFERRALS
Posting jobs to online job boards allows Temporary Solutions to be found by those actively looking for employment	Jobs are not only shared on our social media channels, but also publicized through paid ads to reach a broader audience	Our recruiters grow their extensive professional networks via more than 100 virtual and in-person events annually	Temporary Solutions is a local, well-known presence at area career fairs throughout the Washington, D.C. metropolitan area	58% of all contacts in our database are referrals from current or respected previous employees of Temporary Solutions

In addition to all these sources, Temporary Solutions actively recruits from colleges and universities in the region. We produce blog and video content aimed at seniors and recent graduates, host resume review workshops, appear at onsite career fairs, and post jobs to Handshake regularly.

As experts in the workforce industry, we recognize the importance of not just matching skills, but of presenting a candidate that understands the organizational culture and educational focus of UMW. Temporary Solutions is committed to providing qualified candidates who are a match with the University and we stand behind that commitment with an 8-hour guarantee. If for any reason UMW determines that our candidate is not the correct match for the position within the first day of the assignment, the candidate will be replaced and UMW will not be billed for those 8 hours.

Temporary Solutions is also capable of sending a customized monthly or bi-monthly email to UMW Procurement Services with candidates ready to work in specific types of position titles. Procurement can then disperse this information to the departments on campus that frequently use temporary employees.

PLACING A REQUEST FOR TEMPORARY EMPLOYEES

Placing a request for staffing assistance is as simple as contacting Temporary Solutions’ dedicated account manager for the University: Pam Wingfield.

UMW will provide all details required on the request, including but not limited to the title of the position, a detailed job description, the approximate length of the assignment, the working hours, the “report-to” supervisor, and the work location. UMW is responsible for providing a safe work environment per OSHA regulations.

Temporary Solutions is responsible for documenting all details of the request in our human resources information system (HRIS) within 30 minutes. This ensures a thorough search for the most qualified employee for the assignment. Details concerning the assignment can include:

- | | |
|--|---|
| <ul style="list-style-type: none">• Department name• Hiring manager• Report-to supervisor• Report-to address• P.O. number, contract number, code number, release number, BPO number, cost center, etc.• Special invoicing requirements (by department, individual, skill classification, etc.)• Assignment code (Accounting Clerk, Receptionist, Administrative Assistant, etc.) | <ul style="list-style-type: none">• Detailed assignment description including specific skill levels required• Start date• Estimated completion date• Pay and bill rate• Work hours and lunch breaks• Frequency of quality control checks, i.e. daily, weekly, monthly, etc.• Special instructions or requirements (background checks, fingerprinting, etc.) |
|--|---|

Temporary Solutions also documents the need for UMW’s orientation packet to be received, reviewed, and signed by each of our employees assigned to the University.

Temporary Solutions guarantees a 30-minute call back time from the time the account manager receives a request for staffing from UMW. Viable candidates—those that have completed their skills assessments and possess the skill level requested, have provided acceptable references, and have completed their onboarding with all required documentation—are contacted and briefed on the position requirements, duration, and salary.

Resumes will be provided and interviews arranged if requested by the University. If resumes and interviews are not required, the recruiter will determine which candidate is the best match for the position. Once our employee has accepted the position, Temporary Solutions will contact UMW to confirm the employee’s name, start date, and confirmation of background check compliance, as well as submission of the employee’s signed acknowledgement of the University’s orientation packet.

Temporary Solutions' track record over the years of providing workforce solutions to UMW speaks volumes about our ability to respond to all requests. We have proven that we respond quickly to requests and provide quality candidates. If there should be a situation where we cannot meet the University's staffing expectations, this will be communicated immediately and a referral service provided.

IDENTIFYING CANDIDATES FOR THE REQUEST

Temporary Solutions is responsible for identifying qualified and viable candidates for assignment with UMW. Once all the information regarding the request is entered into our HRIS, candidates are matched to the job based on the following criteria:

- Qualifications for the job;
- Experience;
- Skills assessments;
- Work environment match; and
- Commitment to the terms of the assignment.

Temporary Solutions is responsible for pre-employment screening and testing to ensure availability of quality and skilled personnel to UMW. Temporary Solutions has a clearly defined, consistent seven-step screening process that ensures an on-going pool of talent in various geographical locations.



STEP 1 : JOB DESCRIPTIONS AND REQUIREMENTS ARE ENTERED INTO OUR HRIS AND SOURCING BEGINS.

Temporary Solutions begins the sourcing process by searching the customized database of personnel who match UMW's positions and job requirements. In conjunction with checking this pre-developed pipeline, our recruiters advertise the job through their many recruiting methods—contacting universities, posting jobs on job boards and social media platforms, networking with their contacts, spreading the word at local career fairs, and asking for referrals that may match UMW's needs.

STEP 2: INITIAL PHONE SCREEN DETERMINES ELIGIBILITY FOR EMPLOYMENT.

STEP 3: WEB LINK IS PROVIDED TO COMPLETE ONBOARDING PAPERWORK.

The application process consists of:

- Online employment application;
- Consent to verify previous work history;
- Drug and substance abuse check consent;
- Background check release consent;
- Acknowledgement of company policies;
- Acknowledgement of procedures and expectations;
- Affirmative action;
- Confidentiality statement/Non-disclosure agreement; and
- References successfully checked. (No employee will be placed on assignment until we have received two acceptable business references. If an employee is unable to provide references due to a company policy, we will verify the dates of employment, position held, and whether the employee is eligible for re-hire.)

STEP 4: SKILLS ASSESSMENTS ARE EVALUATED.

Prior to a conditional offer of employment, prospective employees are given skills assessments based on their expertise as detailed on their application. Temporary Solutions utilizes technology partners to deliver a fast, effective method for sifting through large talent pools to determine if an individual has the required skills for a specific job. This skills assessment test is suitable for numerous roles and industries in multiple languages, featuring:

- An exclusive design for measuring distinct skill sets that an individual possesses, such as typing speed and accuracy or accounting knowledge.
- Validated skills assessment tests that include basic, intermediate, and advanced-level items, which reveal the level of knowledge in a particular area.
- A multiple-choice format plus Microsoft interactive tests that can test individual knowledge of software products, such as Microsoft Word, Excel, or PowerPoint.
- More than 1,500 skills assessment tests for clerical, software, call center, financial, healthcare, industrial, and technical job classifications to help identify and select the most talented candidates.

STEP 5: VIRTUAL INTERVIEWS ARE CONDUCTED.

The interview consists of:

- Detailed discussion of previous work history;
- Verification of references and corresponding contact information;
- Education verification;
- Skill Assessment results and determination if additional training is required;
- Skill related samples;
- Availability;
- Job preferences;
- Preference for length of assignment;
- Company standards for conduct and attendance;
- Dress code requirements;
- Payroll policies and options;
- Verification of Right to Work in the United States; and
- Verification of all personal information (i.e. Social Security Number, address, telephone numbers, emergency contact, etc.).

STEP 6: REQUESTS ARE ISSUED FOR BACKGROUND CHECKS AND DRUG SCREENING IF REQUIRED BY CLIENT.

Our onboarding process requires that a potential employee sign a release form allowing us to conduct background investigations that may include criminal records, commercial records, and financial records. Once the release form is verified, we provide our background investigation vendor with the candidate's information and indicate which check we are requesting (criminal, credit, driving, etc.). Results are typically received within 3 days. **(Please see a sample background check report on page 29.)**

To screen and ensure background compliance of our contingent workforce for our clients, we partner with multiple vendors who are experts in applicant screening. These vendors offer sophisticated and fully automated systems to help us efficiently manage our pre- and post-employment screening for every stage of our applicant's employment lifecycle. Our background check vendors have first-class reputations built through a long history of implementing customized solutions specifically tailored to solve client's screening challenges and offer a wide variety of options, including the following screenings:



Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with company policy and any applicable law or regulations. If a criminal record is received, the authorized individual will closely compare the record provided with the information on the Disclosure and Authorization Form and any other identifying information provided by the applicant or employee, to ensure the record relates to the applicant or employee.

If Temporary Solutions is inclined to make an adverse decision based on the results of the criminal background check, the applicant or employee will be notified immediately. They will be provided with a copy of the criminal record, Temporary Solutions' criminal background policy, and the FCRA Summary of Rights and will be advised of the part or parts of the record that make them unsuitable for the position. Temporary Solutions will provide them an opportunity to dispute the accuracy and relevance of the criminal record.

STEP 7: I-9 INFORMATION IS OBTAINED AND E-VERIFY IS PROCESSED.

Additionally, and as the employer of record, we are responsible for the verification of the employee's right to work in the United States. Because U.S. law requires companies to employ only individuals who may legally work in the U.S.—either U.S. citizens or foreign citizens who have the required authorization—we utilize e-Verify for every employee to confirm their right to work in the United States.

PRESENTING CANDIDATES TO UMW

Throughout our partnership, Temporary Solutions has proven our expertise in presenting qualified talent to UMW. As Temporary Solutions is responsible for presenting viable candidates to UMW, we provide not only the candidate's resume but also a custom-developed profile on each candidate—a summary of the candidate's strengths and why we believe they are a good fit for the position requested. UMW may request resumes and will inform Temporary Solutions which candidates they wish to interview. Temporary Solutions will contact those employees and arrange interviews. If resumes and interviews are not required, Temporary Solutions will determine which candidate is the best match for the position. Temporary Solutions will contact the employee and provide assignment information.

ONBOARDING CANDIDATES WITH UMW

Temporary Solutions is responsible for onboarding employees to prepare for an assignment with UMW. To attract and retain top talent, it is critical to offer not only competitive salaries, but also a convenient and timely registration and onboarding process. Once the University makes its selection, the candidate is sent a link to complete the onboarding process through our cloud-based onboarding system. This system is accessible from any browser and optimized for mobile devices. It allows us to easily create unlimited, customized packages for automatic document generation—eliminating manual effort to produce onboarding paperwork. Advantages to using this cloud-based system include:

- Paperless onboarding ensures faster candidate starts;
- Process for reviewing, completing, and signing documents is easy and secure for the new hire;
- Provides compliant processes;
- Includes Federal and State forms and Temporary Solutions' new hire forms; can include any forms mandated by UMW;
- Recruiters personally follow up with candidates to ensure prompt completion of hiring forms;
- Onboarding documents are reviewed and accepted online by the new hire; and
- PDF documents are signed electronically using Adobe certificates, making them legally binding.

Employees will be thoroughly briefed on their assignment, understand your expectations, and possess an understanding and knowledge of UMW. Our customer-specific orientation has proven instrumental in increasing our client satisfaction and retention statistics. This simple, highly effective online orientation and training platform saves time and transforms new hires into productive employees quickly and consistently.

Based on our work with UMW, the secure, web-based platform is completely customized, outlining

pertinent details about working with the University. This includes information on specific departments within UMW, administrative details (check-in procedures, lunch hours, etc.), and any University-specific regulations to be followed. It will also include the University’s orientation packet, which will be signed by each employee placed and acknowledgement sent to the University.

INSURING EMPLOYEES AND CLIENTS AGAINST LIABILITY

Temporary Solutions is responsible for maintaining appropriate insurance policies for its employees and as a business. All employees provided to UMW by Temporary Solutions are insured and bonded. In addition to the insurance policies detailed below, our company also maintains a \$10M Umbrella Policy through AIG that sits on top of the standard general liability, professional liability, and auto insurance. All insurance policies renew on an annual basis effective January 1 of each year.

INSURANCE TYPE	PROVIDER	COVERAGE LIMITS
Workers Compensation	Zurich American (exp. 1/1/2024)	\$1 million accident / \$1 million disease Policy limit: \$1 million
Commercial General Liability	Philadelphia Indemnity Insurance Company (exp. 1/1/2024)	\$1 million each occurrence / \$3 million aggregate
Business Automobile Liability	Philadelphia Indemnity Insurance Company (exp. 1/1/2024)	\$1 million CSL
Professional (Errors and Omissions)	Philadelphia Indemnity Insurance Company (exp. 1/1/2024)	\$1 million each claim / \$3 million aggregate
Employment Practices Liability	Philadelphia Indemnity Insurance Company (exp. 1/1/2024)	\$2 million each occurrence / \$2 million aggregate
Private and Network Liability (Cyber Risk)	Philadelphia Indemnity Insurance Company (exp. 1/1/2024)	\$1 million each occurrence / \$5 million aggregate

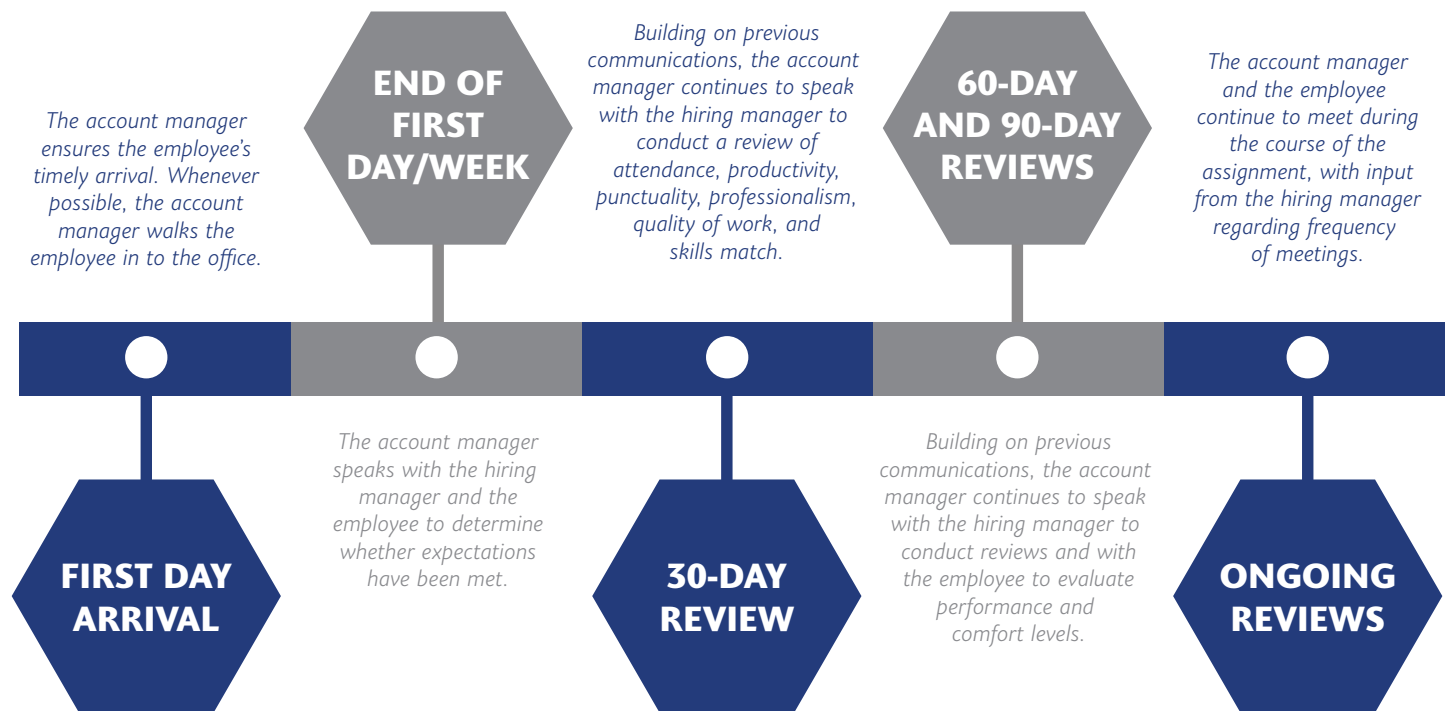
Temporary Solutions is responsible for protecting sensitive information. We understand these risks and have implemented state of the art cybersecurity measures to safeguard all sensitive information and correspondence. We have also obtained a comprehensive risk management insurance program for privacy and network security risks. This Privacy Protection offers comprehensive coverage to help organizations protect their computer networks and websites as well as sensitive customer or employee information and third-party corporate information. Further details on this coverage appear below:

- Includes \$5 million in cyber insurance;
- Covers privacy liability, identity theft response fund, and network security liability;
- Covers electronic media liability and cyber extortion; and
- Covers the liability of our employees while working at other organizations if they are responsible for a breach.

Temporary Solutions also has coverage under our crime policy, which covers the expenses associated with a security breach and the unauthorized use of another person’s identity.

EMBRACING QUALITY ASSURANCE

Temporary Solutions is responsible for performing quality control checks throughout every assignment to identify and address performance issues immediately. We utilize specific performance evaluation procedures designed to measure UMW's satisfaction as well as employee comfort, performance, and skill level.



Identifying, tracking, and reporting on a variety of performance measures provides you with data reflective of overall performance while allowing for accurate measurement of return on investment. Temporary Solutions' culture of accountability and benchmarking sets the standard of excellence for the workforce solutions we provide.

UMW is responsible for giving performance feedback to the account manager to ensure quality performance.

Temporary Solutions is responsible for all performance- and personnel-related issues with employees, including performance reviews, coaching and counseling, interviews, hiring, dismissals, etc. We will address and resolve problems with our employees in a timely manner to avoid impact on other employees and disruption to the workplace. Our objective is to eliminate turnover by offering constructive and positive clarification of job responsibilities and expectations.

Employees are expected to devote their time to accomplishing their job responsibilities, meet all work standards and conduct themselves appropriately. If an employee fails to do so, he or she will be counseled verbally (and documented in writing) and corrective action taken for any of the occurrences listed below:

- Tardiness;
- Unexcused or excessive absences;
- Leaving work without permission;
- Failure to maintain work standards;
- Dress code violations; or
- Unprofessional behavior.

UMW's dedicated account manager will discuss the issues and counsel the field employee in private. Written documentation of the discussion/meeting will be provided to the employee. If the behavior is not corrected immediately, the field employee will be removed from the position and a replacement provided.

If it is necessary to dismiss an employee during business hours, the account manager will ensure that the individual is taken off the premises for this discussion. Any personal possessions will be returned to the individual at that time so that it is not necessary for the employee to return to the workplace. Employees will be paid any monies due them. If an employee is to be dismissed after hours, they will be contacted by a member of our team and assured that any personal possessions will be returned to them the next day.

CULTIVATING EMPLOYEE ENGAGEMENT

Employee engagement is the extent to which employees feel passionate about their jobs and are committed to the company they work for. Temporary Solutions aims to cultivate an employee-centric culture to engage, motivate, and empower employees while fostering emotional commitment to their work. Studies have shown that companies with engaged employees are more likely to be successful than those who are not motivated to seek out challenges and new experiences in their work. This culture also helps to retain qualified employees because a highly engaged workforce is more likely to retain top performers as well as attract new talent.

Temporary Solutions proactively adds value for our employees by staying on top of best practices and providing valuable experiences that they can be proud of. Some examples of these practices include:

- Onboarding employees and training them to effectively do their jobs;
- Educating employees on their purpose and how they fit in to the company's overall goals;
- Placing employees in jobs that allow them to use the best of their natural talents and develop their strengths;
- Guiding managers to be compassionate leaders who are authentic, empathetic, and lead with integrity;
- Encouraging open communication at all levels of the company and between departments;
- Ensuring availability of managers and quick response when employees are in contact;
- Providing employees with ways to continually grow through challenging new tasks and positions;
- Providing career development opportunities and support for the employees' career objectives; and
- Surveying employees periodically to assess their engagement and satisfaction.

RETAINING QUALIFIED EMPLOYEES

Temporary Solutions is responsible for the retention of our employees. Once we find qualified candidates, our goal is to keep them by maintaining a culture of collaboration and innovation encouraging feedback, listening, and support. We have invested time and resources to provide our workers with the tools, solutions, and benefits that encourage longevity and workplace satisfaction. We are proud to be ACA compliant and offer our employees benefits that are conducive to long term employment.

MEDICAL COVERAGE

Full-time employees are eligible to participate on the first of the month following 60 days from the date of employment. Temporary Solutions contributes toward the cost of the individual level of coverage for all three plans offered through CareFirst Blue Cross Blue Shield.

DENTAL COVERAGE

Full-time employees are eligible to participate on the first of the month following 60 days from the date of employment. Coverage is offered through CareFirst Blue Cross Blue Shield.

VOLUNTARY SUPPLEMENTAL INSURANCE

Supplemental insurance is available through Colonial Life Insurance Company. Available coverage includes disability insurance, life insurance, accident insurance, hospital confinement and indemnity insurance, and cancer and critical illness insurance. Full-time employees are eligible to participate on the first of the month following 30 days from the date of employment.

401(K) RETIREMENT PLAN

Employees may save money by electing a weekly deduction amount towards a selected retirement savings program. Employees at least 21 years old are eligible to participate on the first of the month following the date of employment. After one year and at least 1,000 hours worked, Temporary Solutions provides a match equal to 30% of the employee's annual contributions, up to a maximum amount of \$1,000 per calendar year.

FLEXIBLE SPENDING ACCOUNTS: SECTION 125

Full-time employees may elect up to \$1,900 for the health care spending account and up to \$5,000 for the dependent care spending account per calendar year. Full-time or part-time employees can elect up to \$300 a month for Parking and Transit spending accounts. Employees are eligible to participate the first of the month following 60 days from the date of employment. All benefit deductions are pre-tax.

CREDIT UNION MEMBERSHIP

Employees have access to one of the largest credit unions in the United States, Alliant Credit Union. All employees and their family members are eligible to voluntarily join the Alliant Credit Union on the first of the month following date of hire.

WORKING ADVANTAGE DISCOUNT PROGRAM

Employees receive exclusive discounts on entertainment, dining, and more at no cost.

COMPETITIVE SALARY

Temporary Solutions is responsible for paying a competitive wage to our employees. Our organization

utilizes multiple resources to determine and maintain competitive labor rates and benefit offerings on a nationwide basis. Sources such as the American Staffing Association, Bureau of Labor Statistics, Economic Research Institute, and Gartner Talent Neuron provide data from salary surveys and employer reports that can be organized by job classification, geographic region, job title, and industry.

PROVIDING CUSTOMIZED REPORTS FOR CLIENT ANALYSIS

Temporary Solutions is able to provide quarterly reports to monitor the University’s orders and make sure they are being filled in a timely fashion and with quality personnel. Reports can be generated to assess the amount and frequency of quality assurance checks, employee tardiness and absenteeism, confirmation and arrival calls, replacement requests, and longevity of employees. Any field with data captured in our HRIS can be run as a report, including but not limited to:

- EEOC classifications (race, gender, veteran status, etc.);
- Spend by department;
- Hours worked;
- Spending trends; or
- Services by time period.

OFFBOARDING EMPLOYEES AT THE END OF AN ASSIGNMENT

Temporary Solutions is responsible for offboarding employees when their assignment with UMW ends. Offboarding activities currently in place for UMW include the following:

- Ensuring return of devices belonging to UMW (computers, phones, etc.);
- Ensuring return of keys, badges, or security cards;
- Conducting an exit interview with the employee;
- Performing final quality control checks;
- Processing final pay and invoices; and
- Determining whether the employee is eligible to return for future assignments.

PAYING EMPLOYEES AND INVOICING UMW

UMW is responsible for reviewing a temporary employee’s timesheet on a weekly basis while on assignment. The University’s designated supervisors will receive an alert for approval email once the employee has submitted a timesheet. This email contains a link directing the supervisor to the Time Approval application. Without the supervisor’s approval, the employee cannot be paid. Additionally, invoices cannot be generated without the supervisor’s approval of the hours worked by temporary employees.

Temporary Solutions is responsible for providing invoices to UMW based on the actual hours worked by every employee. Our Accounting/Finance department can provide customized billing or reporting processes to meet the University’s specific invoicing and reporting requirements.

UMW is responsible for payment of an approved and acceptable invoice within 30 days.

MANAGEMENT PLAN AND TIMETABLE

As an incumbent, if awarded, Temporary Solutions will have no need for a transitional period. Continuing the partnership with UMW and the Virginia Association of State College & University Purchasing Professionals (VASCUPP) will be efficient and seamless with no lost time or financial risk to the University. Communication channels are already established, resources are already assigned, and each department within Temporary Solutions actively supports the expectations and activities involved in carrying out UMW's assignments. If any changes in onboarding or reporting are necessary, Temporary Solutions can begin implementing those changes. We will continue to support our employees and UMW through regular project status updates, ongoing face-to-face meetings with supervisors and client managers, and managing employee performance.

VALUE-ADDED SERVICES

Temporary Solutions is a total workforce and talent management company. We offer a solid infrastructure combined with customized solutions for UMW that address both new talent acquisition and employee retention and alumni database programs. Our capabilities include:

EMPLOYER OF RECORD/PAYROLL SERVICE (W2)

- Process payroll and payroll taxes
- Expert HR guidance
- Administer benefits
- Commercial and statutory business insurance

AGENT OF RECORD/1099 INDEPENDENT CONTRACTOR (IC)

- Ensure compliance with proper vetting
- Mitigate risk and liability of misclassification
- Dedicated compliance team monitoring ever changing laws and regulations

SOW/CORP-TO-CORP

- Reduce and manage the number of vendors you pay
- Gap insurance assistance
- Expedite onboarding and ensure required compliance

INTERNSHIP PAYROLLING PROGRAM

- Reduces your administrative burden and save time
- Mitigate employment risk
- Centralizing your internship program for future hires

RE-ENGAGEMENT PROGRAM

- Retirees, Alumni, and past employees
- Retain institutional knowledge
- Review, audit and manage retirement plans to ensure compliance with ERISA and "cooling off" periods

RECRUITMENT PROCESS OUTSOURCING (RPO)

- State of the art technology for sourcing, recruiting, and screening
- Streamlined recruiting
- Access to a wide network of recruiting sources
- Significantly reduces time to hire

WORKFORCE SOLUTION TRAINING

- Classroom/web-based training for large groups of contract workers at company location
- Subject Matter Expert Trainers
- Training Categories include Appropriate Behavior in the Workplace, Diversity + Inclusion, Conflict Resolution, and more

PROJECT TEAM QUALIFICATIONS AND EXPERIENCE

Temporary Solutions is committed to providing superior temporary staffing services and contract management to UMW. Our current project team dedicated to overseeing the University's assignments will continue to ensure successful day-to-day account operations and maintain the quality of personnel assigned. (Any contract issues or concerns should be discussed with Temporary Solutions Chief Operating Officer Colleen Clokus.)

PAM WINGFIELD, ACCOUNT MANAGER

An integral member of the Temporary Solutions staff for more than 4 years, Pam has 25+ years of experience in staffing and account management in the Administrative, Marketing, HR, Finance, and Editorial sectors. Her municipal contracts throughout Northern Virginia include the City of Alexandria, Arlington County, Fairfax County, Loudoun County, and Prince William County. She also is experienced in managing higher education accounts in the region, including George Mason University and George Washington University. Pam also serves on the Prince William Chamber of Commerce Board of Directors.

As the main point of contact for UMW, Pam is responsible for maintaining contact with both the procurement department and individual hiring managers as necessary. She monitors performance expectations and results and oversees quality control for each request and assignment. Pam attends performance meetings and provides onsite support when needed.

DEBRA SKINNER, SENIOR STAFFING SPECIALIST

Debra's first job after graduating college was as an entry level staffing specialist working at Temporary Solutions, Inc. Over the last 30 years, she has not only proven her ability to source top talent but to also ensure excellent customer service to every client. Because Debra has worn many hats throughout her career at Temporary Solutions, her industry experience makes her an asset to our organization and a great partner to our clients.

Debra has been the University of Mary Washington's dedicated staffing specialist from the very beginning of our partnership in 2006. She has been supporting the University for more than 17 years and understands what UMW considers a successful placement.

AMANDA DOBSON, VICE PRESIDENT OF RECRUITING

Amanda has been with Temporary Solutions for 6.5 years and has demonstrated strategic leadership within our recruiting department and throughout the company. With 15+ years of staffing industry experience, she determines recruitment strategies and oversees the robust recruiting team. Amanda also oversees testing and screening of candidates to ensure an ongoing pool of quality talent for each client.

The Temporary Solutions recruiting team has a combined 30+ years of staffing industry experience. Each member has a unique background and experiences that, when put together, create a well-rounded team. The recruiting team applies proven methods of recruiting to bring the most qualified talent into our database, and also engages in passive candidate searches to reach 100% of the talent market. Each recruiter ensures quality placements based on hard and soft skill assessments combined with assignment requirements. They also provide an in-depth orientation for each of their workers to emphasize policies and client expectations.

FIRM EXPERIENCE AND CAPABILITIES

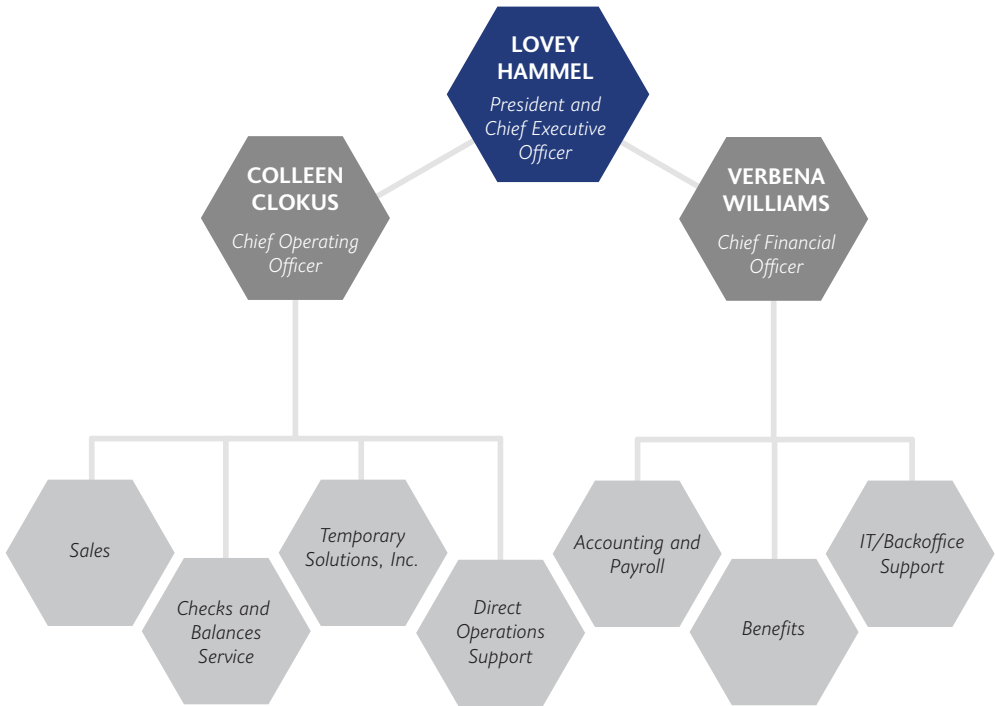
Since 2006, Temporary Solutions has been proud to be one of UMW’s partners for workforce solutions. We are proud of our time-to-fill and ability to pivot quickly as requested. As a member of the Virginia Association of State College & University Purchasing Professionals (VASCUPP), we have worked to make the process of hiring temporary staff streamlined and efficient.

Temporary Solutions is an award-winning, 100% woman-owned small business with 43 years of experience providing clients with innovative workforce solutions while evolving with the demands of our clients. The company is certified in the Commonwealth of Virginia as a Women Business Enterprise (WBE) and Small, Women-Owned and Minority-Owned Company (SWaM), certified by the Department of Small Business and Supplier Diversity, as well as a Women’s Business Enterprise National Council (WBENC) company recognized on a national level.

Employment Enterprises, Inc. is the parent company to Temporary Solutions, our staffing and recruiting division, and Checks and Balances, Inc., our employer of record division. Temporary Solutions was established in 1980 as a temporary placement service with an initial investment of just \$10,000. Now grossing in the millions in annual revenue, the company provides workforce solutions to a wide variety of clients throughout the Washington, D.C. metropolitan area—varying in size from small boutique organizations to Fortune 500 companies and encompassing local and state government entities as well as private firms and organizations.

Employment Enterprises has earned a place on *Inc.* Magazine’s list of the 500 fastest growing privately held companies in the United States a remarkable four times. Despite the company’s aggressive drive for growth, Temporary Solutions maintains the same family atmosphere that it had when the firm first launched over four decades ago. Because of our commitment to our employees, our average employee tenure exceeds 15 years—well above the average within the workforce solutions industry.

EMPLOYMENT ENTERPRISES, INC. ORGANIZATIONAL CHART



CORPORATE HEADQUARTERS

Temporary Solutions maintains corporate headquarters at 10550 Linden Lake Plaza in Manassas, Virginia; we have held our headquarters in Prince William County since our inception in 1980. Since then, we have continuously expanded our service area from local to national while structuring our services to best meet the priorities and geographical service locations for both our clients and employees.

With added virtual capabilities, our staff – including each member of the proposed project team – operates seamlessly no matter their location. We leverage the latest in cloud computing, virtualization technology, VoIP, and Virtual Private Networking to enable our employees to work from anywhere. Our team of service professionals travel to customer sites and locations throughout the Washington metropolitan area, and—using 4G broadband and available secure Wi-Fi—connect to our corporate network to interface with their team and our secure proprietary network.

AWARDS AND RECOGNITION

- Consistently named to the *Washington Business Journal's* List of Top Temporary Staffing Companies
- Named Business of the Year 2013 by University of Mary Washington Chamber of Commerce
- Named Diversity Supplier of the Year by one of our Fortune 100 clients
- A four-time consecutive winner of *Inc.* magazine's list of the 500 fastest growing privately held companies in the United States
- Named one of the Top 100 Private Companies in the Washington, D.C. metropolitan area by the *Washington Business Journal*, with only 5 woman-owned businesses making the list
- Recognized as one of the Greater Washington Top 50 Women Who Mean Business by the *Washington Business Journal*
- Named one of the Top 5 Woman-Owned Businesses in the State of Virginia by *Diversity Business Magazine*
- Ranked the 7th largest Woman-Owned Company in the Washington, D.C. metropolitan area by the *Washington Business Journal*
- A three-time recipient of the 500 Largest Woman-Owned Companies in the United States by *Working Woman* magazine
- Nominated for the Family Business of the Year Award by the *Washington Business Journal*
- Recipient of the Small Business Administration's Entrepreneurial Success of the Year Award
- Recipient of the "Process Perfection" Supplier Award given by one of our major banking clients
- Recipient of the Horizon Award, with a Certificate of Recognition for Building Community Partnerships and For Making a Difference in the Lives of People with Developmental Disabilities through Employment Opportunities

GIVING BACK TO THE COMMUNITY

Temporary Solutions understands that involvement in the surrounding community is important to our success. We give back by implementing corporate initiatives that support a wide range of constituents and causes.

EDUCATION

President Lovey Hammel is committed to improving the opportunities for education and lifelong learning in people's lives. She promotes the highest level of education per expertise for all employees, but also focuses her efforts on businesses and community programs that promote and support these endeavors. She developed scholarship opportunities at George Mason University for families that struggle with rising tuition and worked with Benedictine Aid and Relief Neighbors (BARN) to help young mothers increase their skills and break out of the poverty cycle.

VETERAN HIRING

Training, connecting, and helping veterans find jobs is at the forefront of our corporate social responsibility goals. Each year, thousands of veterans re-enter the civilian workforce with resumes full of military acronyms and experience that does not easily translate to civilian jobs. This incongruence leads to a high unemployment rate for these deserving individuals. Our company is dedicated to assisting our veterans through this rocky transition. As such, we are certified by the Virginia Values Veterans (V3) program and actively participate in training and educational opportunities through that partnership.

AUTISM AWARENESS

We are committed to promoting and encouraging autism awareness and working towards ensuring acceptance and inclusion in schools, communities, and higher learning institutions where each person with autism spectrum disorder is truly valued for their unique talents and gifts. This is a personal cause for many of our employees who are touched by family and friends with ASD.

BREAST CANCER AWARENESS

After her personal fight against breast cancer, President Lovey Hammel became an advocate for breast cancer awareness, and the entire Employment Enterprises team is behind her efforts. The staff rallied around Lovey during her struggle and we continue to support the fight against breast cancer by committing to donations in our community and raising awareness.

COMPLIANCE WITH CONTRACT TERMS AND CONDITIONS

Temporary Solutions agrees to comply with the Contract Terms and Conditions and takes no exceptions to or deviations from the stated terms.

AMOUNT OF SALES WITH EACH PUBLIC HIGHER EDUCATION INSTITUTION WITHIN THE COMMONWEALTH OF VIRGINIA

Temporary Solutions billed the following amounts during 2022:

George Mason University: \$359,923

University of Mary Washington: \$22,908

PRICING

ATTACHMENT A: PRICING

The Offeror agrees to provide services in compliance with the scope of work and the terms and conditions of the Request for Proposal at the rates quoted below or as negotiated.

	POSITION TITLE	REGULAR HOURLY RATE	OVERTIME HOURLY RATE
1	Executive Assistant	\$22.95	\$34.43
2	Office Associate with Personal Computer Skills	\$18.90	\$28.35
3	Accountant/Sr. Accountant	\$27.00	\$40.50
4	Housekeeping Worker	\$19.95	\$29.93
5	Grounds Worker	\$19.95	\$29.93
6	General Laborer	\$19.95	\$29.93
7	Office Associate with IT and A/V skills	\$22.95	\$34.43
8	IT and A/V Technician	\$25.65	\$38.48
9	Application Support Programmer	\$32.40	\$48.60
10	Campus Buyer/Technical Support	\$29.70	\$44.55
*	OTHER SERVICES		
	Administrative Assistant	\$21.60	\$32.40

*Please provide additional documentation regarding other related services offered, including all costs for using such services. Additional pages can be used.

REFERENCES

Provide at LEAST three (3) references of current or recent past clients (no older than 3 years), preferably from higher education.

Reference #1	
Agency Name	George Mason University
Contact Name	Sara E. Snyder, Assistant Vice President of Operations
Email	smantle@gmu.edu
Phone #	703.993.8946
# Years w/ Agency	7 years
Solution Provided	Temporary staffing, direct hire, and retained search

Reference #2	
Agency Name	George Washington University
Contact Name	Robin Ruyle
Email	rruyle@gwu.edu
Phone #	571.553.0162
# Years w/ Agency	20 years
Solution Provided	Temporary staffing and payrolling solutions

Reference #3	
Agency Name	Loudoun County Public Schools
Contact Name	Brian J. Stocks
Email	brian.stocks@lcps.org
Phone #	571.252.1385
# Years w/ Agency	3 years
Solution Provided	Temporary staffing and program development

Temporary Solutions is privileged to be an approved staffing vendor under contract to multiple state, city, and local government entities as well as several of the region's colleges and universities. We have provided 3 references of similar scope and size to the requirements detailed in this RFP.

GEORGE MASON UNIVERSITY

a. Brief summary of the program provided and how it was tailored to specific customer requirements.

Temporary Solutions has provided workforce solutions to George Mason University since 2016. Our experience working with universities is reflected in our strong placement of candidates in contract and contract to hire positions such as Recruiters, Accountants, Data Analysts, Copy Writer, and Administrative support roles. We are also a resource for their students, attending campus career fairs, hosting resume reviews, and providing strategic guidance for interview preparation.

b. Dates of performance (starting and ending).

2016-Present

c. The client's name and address.

George Mason University
4400 University Dr.
Fairfax, VA 22030
(703) 993-1000

d. Name and telephone number of the client's representative(s) most familiar with your company's performance.

Sara E. Snyder
Assistant Vice President of Operations
(703) 993-8946
smantle@gmu.edu

e. Annual contract costs

Our 2022 total billing with George Mason University was \$359,923.

GEORGE WASHINGTON UNIVERSITY

a. Brief summary of the program provided and how it was tailored to specific customer requirements.

Temporary Solutions has provided temporary staffing solutions for George Washington University as well as supported long-term hiring initiatives. During the course of our partnership, we have brought innovative solutions to GW, including a payrolling solution for pre-identified GW workers within the Diabetes Prevention Program Outcomes Study (DPPOS) for the Southwest American Indian Clinical Centers (SWAICC) who reside outside the Washington, D.C. metro region.

b. Dates of performance (starting and ending).

2003-Present

c. The client's name and address.

George Washington University
2121 I St NW
Washington, DC 20052
(202) 994-1000

d. Name and telephone number of the client's representative(s) most familiar with your company's performance.

Robin Ruyle
Manager Goods & Services, Procurement
rruyle@gwu.edu
(571) 553-0162

e. Annual contract costs

Our 2022 total billing with George Washington University was \$207,388.

LOUDOUN COUNTY PUBLIC SCHOOLS

a. Brief summary of the program provided and how it was tailored to specific customer requirements.

Temporary Solutions has placed top talent in many temporary staffing roles for the following job titles: Health Mitigation Monitors, Call Center Representatives, and Outreach Communications for the Transportation Division. Beyond just staffing these roles, Temporary Solutions created the Health Mitigation Monitor program in response to the COVID-19 pandemic. We developed a screening and onboarding workflow to bring on almost 100 monitors within a short turnaround time so that schools could reopen safely.

b. Dates of performance (starting and ending).

2020-Present

c. The client's name and address.

Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20147

d. Name and telephone number of the client's representative(s) most familiar with your company's performance.

Brian J. Stocks
Department of Support Services
(571) 252-1385
brian.stocks@lcps.org

e. Annual contract costs

Our 2022 total billing with Loudoun County Public Schools was \$44,279.

SAMPLE BACKGROUND CHECK REPORT

Background Check Report



Search Information

Candidate: [REDACTED] **Order ID:** [REDACTED]
SSN: XXX-XX-XXXX **Customer:** Employment Enterprises, Inc.
DOB: 6/2/XXXX **Order Date:** 4/13/2023 3:46:17 PM
Client Name: Checks and Balances Inc **Completion Date:** 4/13/2023 3:46:24 PM
Reference 2: **Package:** Standard Package

Summary Information - [REDACTED]

Final Score: PASS **User:** AutoScore **Date:** 4/13/2023
Remarks: Pass

Products	Counties Covered	Status	Expected Date	End Date	Result	Notes
VeriFynd		Completed	4/13/2023	4/13/2023	Completed	
IQR Level I		Completed	4/13/2023	4/13/2023	Completed	
IQR Level II		Completed	4/13/2023	4/13/2023	Completed	
National Criminal Information Bureau	PA(York *)	Completed	4/13/2023	4/13/2023	Clear	
Federal Criminal		Completed	4/17/2023	4/13/2023	Clear	View
Patriot Act Search		Completed	4/13/2023	4/13/2023	Clear	

* Based on your candidate's address history, Asurint searched these additional counties that fell outside of your specific recommendations. These counties were included at no additional cost.

Appended Documentation

Type	Status	Notes
Summary of Rights	Completed	View

Scoring History

User	Date/Time	Status
AutoScore	04/13/2023 3:46:24 PM	PASS
Remarks: Pass		

VeriFynd



Search Criteria

Search Name: [REDACTED] - VERIFIED
Date of Birth: 6/2/XXXX - VERIFIED

VeriFynd Option

Setting: Modified Alias
Searched By: SSN

Social Security Administration SSN Verification

SSN: VALID (ISSUED)
Issue State: PA
Issue Dates: 2001 - 2004
Note: A validated SSN only indicates that the number is a valid SSN issued by the Social Security Administration. It does not verify that the SSN belongs to the candidate of the search.

USER SUBMITTED ADDRESSES FOR [REDACTED]

Name	Address
[REDACTED] 6/2/XXXX	[REDACTED]

National Criminal Information Bureau (Nationwide)

Search Candidate: [REDACTED]

NCIB: Asurint's primary source data solution includes criminal information from the following: Felony and Misdemeanor courts, State Administrative Office of the Courts, State Department of Corrections, 50 State Sex Offender Registries and the District of Columbia, and criminal records from targeted single county search results. Criminal records are updated daily.

No Reportable Records Found

End of Section

Federal Criminal

Search Candidate: [REDACTED]

No Reportable Records Found

End of Section

Patriot Act Search

Search Candidate: [REDACTED]

PATRIOT ACT REPORT

WHAT IS A PATRIOT ACT REPORT?

Asurint's Patriot Act Report provides an instant database search of 49 National and international security and sanction lists such as the Office of the Inspector General (OIG) Health and Human Services Exclusions List, Office of Foreign Assets Control (OFAC) Specially Designated Nationals List, Interpol s List, FBI Most Wanted List, GSA/EPLS and more. These lists include individuals and businesses involved in terrorist activities, money laundering, illegal imports, fraud against government agencies, violations of federal banking regulations and s from justice.

SUBMITTED CRITERIA

Search Name: [REDACTED]

Date of Birth: 6/2/XXXX

PATRIOT ACT SEARCH RECORD

No Reportable Records Found

End of Section

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more

rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

SMALL BUSINESS SUBCONTRACTING PLAN

ATTACHMENT C: SMALL BUSINESS SUBCONTRACTING PLAN

MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

DEFINITIONS:

"Micro Business" means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to their certification.

"Small business" means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

"Woman-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

"Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

Bidder Name: Temporary Solutions, Inc.

Preparer Name: Colleen Clokus, Chief Operating Officer **Date:** April 25, 2023

INSTRUCTIONS:

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

ATTACHMENT C (CONT'D)

Section A

If you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

Check All That Apply: ☐ Micro Business ☒ Small Business ☒ Woman-Owned Business ☐ Minority-Owned Business

DSBSD Certification No.: SWaM: 6226 Expiration Date: October 1, 2023 (recert. in progress)

Section B

Populate the table below to show your plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Small Business Name, Address & DSBSD Cert No.	Indicate if also: Micro (O), Women (W), or Minority (M) Certified	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract (%)	Planned Contract Dollars During Initial Period of the Contract (\$)
Total Planned Subcontracting Spend (\$)					