

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: Premier Staffing Source, Inc.

Address of Offering Firm: 4640 Forbes Blvd., #200A Lanham, MD 20706

DSBSD Certification No.: _____ Expiration Date: _____

eVA ID: VS0000054060 Tax ID: 200534569

Email: mcooks@premierstaffingsource.com Telephone: 301-306-0774

Website: www.premierstaffingsource.com Fax: _____

Submitted By (Print Name & Title): Myrna Cooks

Signature (In Ink):  Date: 4/23/2023

ADDENDUM
April 17, 2023

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: RFP 23-1521: Temporary Staffing Services
Date Issued: March 28, 2023
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: Tuesday, April 25, 2023 at 2:00 PM EST

This addendum consists of eight (8) pages.

Questions from Offerors:

- 1. Does the bidder have to respond to all the positions? If we submit bids for a few nonlabor categories will that result in disqualification?**

The offeror does not have to respond to all the positions listed on Attachment A: Pricing. If a bid is submitted for a few nonlabor categories you will not be disqualified.

- 2. Is there any preference for WOSB bidders in the contract?**

As part of the evaluation criteria listed in Section IX of the RFP, a point value of 10 will be given to those offerors that are Small, Woman and Minority Owned (SWaM) certified businesses in Virginia. Point values given for this particular category during evaluation will be less for businesses that are not SWaM and do not have plans to utilize a small business subcontractor as part of this procurement.

- 3. Kindly provide the last few years of spend against this contract and also the names of the incumbent bidders.**

| Current Contract: UCPUMW 15-374 Temporary Staffing Services Fiscal Year (FY): July 1 – June 30 of each year | | | | | |
|---|-------------|-------------|------|-------------|--------------|
| Vendor Name | FY19 | FY20 | FY21 | FY22 | FY23 to date |
| Temporary Solutions, Inc. | \$81,136.75 | \$17,070.00 | \$ - | \$22,908.75 | \$ - |
| Premier Staffing Source, Inc. | \$ - | \$ - | \$ - | \$ 1,717.20 | \$76,231.35 |
| 1 st Choice, LLC | \$ 6,214.60 | \$ - | \$ - | \$ - | \$ - |

- 4. How are the requirements provided to the current set of vendors? Do you use a portal or are the hiring managers directly dealing with the vendor community?**

Currently, when there is a need on campus for a temporary employee the hiring managers from individual departments will either reach out to their office managers or Procurement with their specific needs. The office managers or Procurement will then reach out to the vendors on contract to see if they have someone qualified that can fill the position.

- 5. Will UMW consider expanding the radius to 130 miles instead of the physical office having to be within a one hundred-mile radius of UMW's campuses?**

No. We feel that having a physical office within the one-hundred (100) mile radius is sufficient.

- 6. Can companies registered in Maryland compete for this RFP, if the company is within the 100 miles of the UMW main campus?**

Yes, companies located in Maryland that are within the one-hundred (100) mile radius of UMW's campuses are able to compete for this RFP.

7. If a company is registered with the State of Maryland as a small business, does this meet small business qualifications stated in the RFP?

The offeror would need to be able to obtain the Virginia SWaM designation in order to fully meet the small business qualification. Small businesses from Maryland are able to register as SWaM in Virginia.

8. What if you currently hold cooperative contracts with CNU and GMU, can UMW utilize those contracts or do we need to bid on this RFP?

Since UMW is part of VASCUPP, we are able to utilize the cooperative contracts that are already in place. You do not need to bid on this RFP, but there is cooperative language being built into our UMW contract as well if you do choose to bid. Bidding may also offer a later expiration date.

9. What is the average length of assignment?

The average length of assignment varies amongst the different types of temporary positions needed on campus. We have had temporary employees for a few months and we have had some on campus for over a year. Most assignments are six to twelve months.

10. What is the longest assignment length of any contractor from the previous contract?

The longest known assignment lasted a few years and led to permanent employment with the University.

11. Which location experiences the most hiring needs?

UMW's main campus experiences the most hiring needs. The main campus is located at 1301 College Avenue, Fredericksburg, VA 22401.

12. Is it required to be able to staff all available positions if certain positions are outside a firm's specific capabilities, or can a firm bid on only certain positions?

No. The offeror does not need to be able to staff all positions listed in Attachment A: Pricing. You are able to bid on only certain positions that you can provide temporary employees for.

13. How often was the previous contract holder successful in filling openings within the first 48 hours?

Our current contractors have been very successful in filling specific openings within the first 48 hours. These are typically office associates, grounds workers and housekeepers.

14. Which positions have had the largest number of successful fills during the previous contract?

The most successful fills have been office associates, housekeepers, IT technicians, general laborers and grounds workers.

15. What has the University enjoyed most about working with the previous staffing vendors?

We have established great relationships with our current vendors. With hiring freezes for most part-time and full-time positions happening all over our campuses, it has been extremely beneficial to be able to rely on them to supply us with well qualified individuals on a temporary basis.

16. Please confirm if we can get the proposals or pricing of the incumbent(s).

Current contracts and pricing with the three active incumbents can be found using the link below.

[UCPUMW 15-374: Temporary Staffing Services](#)

17. Are there any pain points or issues with the current vendor(s)?

There are not necessarily pain points with our current vendors, but one issue we do run into is not having a sufficient pool of certified officials for our Athletics Department to utilize during various sports games. This need has become way more prominent in recent years.

18. Please confirm the anticipated number of awards.

We are anticipating awarding five vendors. A final determination will be made by the Evaluation Committee.

19. What is the budget for this bid?

There is not a specified budget for this bid as temporary employee needs spread across multiple campuses/departments with varying budgets. As stated in Section III - Background of the RFP, approximately \$290,000 has been spent by the University toward this contract since 2015. There was a decline in services for fiscal year 2020 and 2021 following the 2020 COVID-19 pandemic, but the employee needs are increasing again as shown in the FY22 and FY23 data provided on the table in response to Question 3.

20. How long does the University take to declare the winner of this award?

Our current contract is set to expire June 14, 2023. An Intent to Award will be publicly posted on the eVA VBO by June 4, 2023 with a June 15, 2023 start date.

21. Is there a particular person with whom we can contact for any issue on the bid, after it has been awarded? If so, can you share those details?

Lindsay Fare; Contract Officer | Procurement Services
Email: lfare@umw.edu; Phone: 540-654-1057

22. What is the maximum number of working hours for each position?

The only hours limit would be by department, based on budget limitations. Most temporary positions on campus are currently part-time with working hours under 30 hours/week. Benefits for temporary employees working over 40 hours/week would need to be discussed with the temporary staffing agency.

23. Is UMW accepting redlines to this agreement upon submission?

Redlines will be allowed during contract negotiations with qualified vendors. We will not be accepting any redlines to our mandatory terms and conditions.

24. In regards to Attachment A: Pricing, are you looking for additional skillsets that we can staff, or additional services outside of staffing (such as DE&I consulting, culture consulting, managed services) and pricing along with those services?

We are not necessarily looking for additional services outside of staffing, but you are free to include them in your proposal if you so choose.

25. Will the awarded vendor take over any payrolling for incumbent candidates?

No. Any work currently in process from orders placed prior to the expiration of the existing contract will continue to the end of the requested term based on the dates of services specified in the original University purchase order. New contract work will begin upon execution of contracts.

26. Regarding the number of proposals, is it mandatory to provide a redacted copy of the proposal (2 total copies or will the first one suffice)?

It is not mandatory to provide a redacted copy of the proposal. If submitting your proposal electronically through the eVA VBO, one (1) electronic copy is required. If mailing or delivering your proposal in person, one (1) hard copy and one (1) digital copy on a flash drive is required.

27. Can you share what roles are in higher demand? For example, are administrative/clerical or IT roles in higher demand than general labor/grounds keeper roles?

The roles in highest demand are office associates, IT technicians, general laborers, grounds workers and housekeepers.

28. Are any of these roles remote or hybrid?

Currently all roles are in person but that does not mean that a future need could not become a remote or hybrid position.

29. Section VII, F. 1: What source does UMW use to define a living wage?

U.S. Department of Labor and MIT’s Living Wage Calculator for Virginia are used as estimator tools to define a living wage. Please see the table below as an example. This shows MIT’s current living wage calculation for Fredericksburg, Virginia.

| FREDERICKSBURG, VIRGINIA | 1 ADULT | | | | 2 ADULTS (1 WORKING) | | | | 2 ADULTS (BOTH WORKING) | | | |
|-----------------------------|---------------|------------|---------------|---------------|-------------------------|------------|---------------|---------------|----------------------------|------------|---------------|---------------|
| | 0 Children | 1 Child | 2 Children | 3 Children | 0 Children | 1 Child | 2 Children | 3 Children | 0 Children | 1 Child | 2 Children | 3 Children |
| Hourly Wages | | | | | | | | | | | | |
| Poverty Wage | \$6.53 | \$8.80 | \$11.07 | \$13.34 | \$8.80 | \$11.07 | \$13.34 | \$15.61 | \$4.40 | \$5.54 | \$6.67 | \$7.81 |
| Minimum Wage | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$12.00 |
| Living Wage | \$22.42 | \$41.40 | \$52.40 | \$68.41 | \$32.09 | \$39.23 | \$44.20 | \$49.48 | \$15.98 | \$22.58 | \$28.10 | \$33.97 |

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. In keeping with that value, the University has a responsibility to the community to ensure that all its employees, including those who are employed on a temporary basis, are treated fairly and with respect. To that end, a Contractor of the University shall ensure that all temporary employee wages comport with values of fairness, dignity and respect.

30. Section VII, H. 4: We understand and support UMW’s standards of a professional and respectful environment. What recourse does the contractor and its temporary employee(s) have if they are not treated in the professional and respectful manner by the University’s faculty/staff/students that is expected of the temporary employee?

Reports regarding incidents between the temporary employee and UMW faculty/staff should be directed to [UMW’s Human Resources](#). Incidents between the temporary employee and UMW students should be reported using the [Bias Incident Report Form](#).

31. Small Business Subcontracting and Evidence of Compliance: Can contractors or subcontractors that are certified as small or disadvantaged businesses in the State of Maryland be used to meet the intent of this section to use small businesses? If yes, will the comparable State of Maryland credentials be acceptable? We see two of the expiring incumbent contracts are located in Maryland/have Maryland addresses.

No. Small and disadvantaged businesses in Maryland will need to register with the Department of Small Business and Supplier Diversity (DSBSD) in Virginia and become SWaM certified for their credentials to be acceptable.

32. Section VII, G.14 does not allow the contractor to charge any placement fee or agency fee for a temporary employee who submits application for full time employment with UMW. This is a significant risk to the contractor’s margin, given the cost of background checks, turnaround times, and other requirements levied on the contractor by the RFP. Aside from incorporating this risk into the hourly wage rates, what other remediations will UMW accept?

The temporary employee would need to follow what was built into their contract with the temporary staffing agency. For example, if the agency states that the employee has to work a minimum of six months prior to accepting a permanent position, then UMW would respect the terms and conditions in place by the agency.

33. How many FTEs were on the previous contract? Has the PWS changed?

Our apologies, but our system is not capable of pulling that kind of data. The PWS really hasn’t changed.

34. What are your Key Performance Indicators (KPI)?

Some KPIs would include the number of new hires from a particular vendor, the cost per hire, temporary employee satisfaction, speed and accuracy of work performed by employee, and customer satisfaction.

35. If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?

Yes, the subcontractor's experience does carry weight in the evaluation criteria for the prime. The Evaluation Committee will determine the allotted point value. Although, it may not be given the full point value it will most certainly count for a lot.

36. What is the average number of positions the University is looking to fill through this staffing solicitation each year?

It is hard to define an average number of positions because our temporary staffing needs and budgets change from year to year across the various departments.

37. What is the average dollar value spend earmarked for hiring the positions mentioned in the solicitation each year?

There is not a dollar value spend earmarked for each year. Departments are able to use their available budgets on temporary employees on an as-needed basis. This varies year to year. As stated in Section III - Background of the RFP, approximately \$290,000 has been spent by the University toward this contract since 2015. There was a decline in services for fiscal year 2020 and 2021 following the 2020 COVID-19 pandemic, but the needs are increasing again as shown in the FY22 and FY23 data provided in the table in response to number 3 of this addendum.

38. Could the Vendor provide the information for "Please identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia" after the award of the contract?

No. This information needs to be provided as it is part of the evaluation criteria.

39. Is it mandatory to submit "Provide website URL and any other relevant information for software used to request and fill position requirements for clients and/or for timekeeping of temporary personnel" with our proposal? We have our internal processes and the request is raised via email. If the vendor is not able to provide this URL, would it have any negative impact on the evaluation criteria?

It is not mandatory to provide a website URL. Your proposed methodology, procedures, etc. will all be part of the criteria used by the Evaluation Committee. A full point value for a particular criterion may not be given by the committee for a vendor that does not provide a website URL. The impact could be minimal.

40. We are SWaM Certified (Minority-owned) in the State of VA, do we still need to subcontract to a SWaM business?

No.

41. Could the University provide more information on what is actually required in the ATTACHMENT D: SWAM SUBCONTRACTING SPEND REPORTING?

The University of Mary Washington is required to report small business spend to the Department of Small Business and Supplier Diversity (DSBSD). Along with small business spend, importance is placed on utilizing local woman-owned and minority-owned businesses to procure goods and services for the University. If you are awarded this contract and you utilize services from subcontractors that are SWaM or Non-SWaM, you will need to fill out the SWaM Subcontractor Report provided in the link below quarterly.

[SWaM Subcontracting Spend Reporting](#)

42. Do the vendors need to submit ATTACHMENT D: SWAM SUBCONTRACTING SPEND REPORTING along with the proposal?

No. Attachment D is more for awareness in this RFP since this contract has an estimated value of over \$200,000. The online form will be filled out by the awarded vendors that use SWaM and Non-SWaM subcontractors throughout the contract period. If you are a certified SWaM business in Virginia or do not use subcontractors, this report will not pertain to you.

43. As per our understanding, the University requires one hard copy response and one electronic response in a flash drive, is it correct?

If you submit your proposal electronically through the eVA VBO, then you are not required to provide a hard copy response. If the proposal is mailed or hand delivered, one (1) hard copy response and one (1) digital copy on a flash drive is required.

44. Could the vendor submit electronic response via email?

No. Emailed responses are not allowed. Electronic proposal submissions are only allowed through the eVA VBO.

45. With reference to page 14, point 15 under the requirements of the contractor section, could you please waive off the physical office location which would give advantage to the local vendors? Can the vendor setup a physical office after the contract award?

No. A physical office location needs to be established prior to contract award and within a one-hundred (100) mile radius of UMW's campuses.

46. What are the mandatory benefits that vendors should provide to the temporary employees?

This is something that is federally mandated through the Affordable Care Act. UMW does not make this determination.

47. Under Small Business Subcontracting and Evidence of Compliance (p. 26) it states that "it is the goal of the University that 42% of its purchases are made from small businesses." Is 42% also the goal for this RFP, or is there a different % goal for small business subcontracting for this RFP?

Our SWaM goal of 42% is a University-wide goal in spend across all contracts within a fiscal year, not just this particular RFP for temporary staffing.

48. Is UMW anticipating a higher percentage of needs for any specific positions relative to others listed within the RFP? (i.e., clerical vs non-clerical)

There is a higher need for office associates, general laborers, housekeepers and grounds workers.

49. Due to the detailed information requested in this solicitation, can the district please extend the due date of this RFP?

No. We will not be extending the due date of this RFP.

50. Apart from end of tenure, is there any other reason to release this solicitation?

No.

51. Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?

Vendors will be contacted for information by the office managers of the various departments or Procurement when services are needed. A general scope of work along with budget and timeline will be provided to the vendor on contract at that time.

52. Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

This is very typical to how points are awarded. Offers are not typically rated against each other. They are rated on their own merit against the RFP evaluation criteria.

53. When is the estimated contract award date, and how will the district communicate award status to vendors?

The Intent to Award will be posted publicly on the eVA VBO by June 4, 2023.

54. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

The supplies and materials provided will vary depending on the job requirements. All temporary employees will have access to the items needed to perform the work, whether that is a computer, WIFI, office supplies, maintenance materials, etc.

55. Is there a minimum amount of time that vendor-supplied staff has to work in order to be hired on internally? If so, how many hours or days worked?

This is something that the temporary staffing agency will need to determine if they have not already. UMW does not specifically have a minimum amount of time that needs to be worked prior to being hired on internally. If the temporary staffing agency has a minimum limit in place (i.e. six to twelve months), then UMW will honor that prior to hiring the employee permanently.

56. How many workers under each job classification are required on a weekly basis?

We don't require there to be a specific number of workers under each classification on a weekly basis.

57. What improvements would you like to see with vendors on the new contract?

We currently have the individual departments reaching out to our vendors on contract when temporary employment needs arise on campus. With our future vendors, it would be beneficial to have them send a monthly or bi-monthly email to UMW Procurement Services with the types of position titles they currently have people ready to fill. Procurement can then disperse this information to the departments on campus that frequently use temporary employees.

58. Are pay rate/bill rate ranges allowed?

Pay rates/bill rate ranges are not allowed. We need fixed regular hourly rates and overtime hourly rates for each position. Please add additional pages of position titles and fixed rates per hour to Attachment A of the RFP if more space is needed. Pricing negotiations will take place prior to a contract being awarded.

59. If multiple vendors are awarded, how are job tasks distributed?

It is up to each individual department on which vendor they decide to use for their temporary staffing needs.

60. Are we allowed to provide a lower and higher rate for the IT and A/V Technician positions? We feel that depending on the task order either a senior or junior individual may be proposed.

Any offeror is allowed to provide lower and higher rates for IT and A/V Technician positions as long as the rates are fixed per position title.

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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: Premier Staffing Source, Inc.

NAME OF OFFEROR REPRESENTATIVE: Myrna L. Cooks

OFFEROR SIGNATURE: 

DATE: 4-19-2023

RFP 23-1521 Temporary Staffing Services

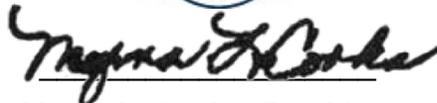
Technical Proposal

Submitted to:



University of Mary Washington
Procurement Services
Eagle Village Executive Offices, Suite 480
1125 Emancipation Highway
Fredericksburg, VA 22401

Submitted by:



Myrna L. Cooks, President
Authorized Negotiator

Premier Staffing Source, Inc.
4640 Forbes Blvd., Suite 200A
Lanham, MD 20706
Phone: (301) 306-0774 Fax: (866) 723-1338

April 23, 2023

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1. Additional PSS, Inc. Services



Premier Staffing Source, Inc.
4640 Forbes Blvd., Suite 200A, Lanham, MD 20706
301-306-0774
Fax: 301-306-0775
Web Address: www.premierstaffingsource.com

April 23, 2023

Lindsay Fare
University of Mary Washington
Procurement Services
Eagle Village Executive Offices, Suite 480
1125 Emancipation Highway
Fredericksburg, VA 22401

Re: RFP 23-1521, Temporary Staffing Services

Dear Lindsay Fare:

Premier Staffing Source, Inc. (PSS, Inc.) is pleased to present its solution for the University of Mary Washington's (UMW) need for temporary staffing services under the above-referenced RFP. PSS, Inc. is a subsidiary of IMRG, Inc., a minority, woman-owned firm. PSS, Inc. specializes in placing temporary professionals to federal, state, and local government, private companies, and educational institutions. The company has a 21-year track record of providing similar services and is pleased to offer its solution under the attached proposal. For eight (8) years, PSS, Inc.'s goal under a contract with UMW has been to provide effective staffing solutions which ensure the timely placement of qualified, pre-screened employees who meet the requirements of each task order.

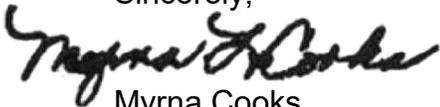
PSS, Inc.'s approach to ensuring quality service is to assign a dedicated customer support team (CST) led by a seasoned Project Manager. The Project Manager serves as PSS, Inc.'s single point of contact with UMW and represents PSS, Inc. on all contractual matters. This team comprises a dedicated recruiter and account manager to work with the Project Manager. In addition, PSS, Inc.'s approach includes identifying a dedicated pool of PSS, Inc. Associates for UMW. Eligible Associates selected for this exclusive pool have undergone all testing, screening, and background checks to qualify.

PSS, Inc. develops a strategic approach to meeting contract requirements with each contract award, including staffing, quality assurance, customer service, and contract oversight plans. In addition, PSS, Inc. is fully equipped with industry tools and applications to support these plans. These applications include task order management, personnel management, and relationship management applications. As a result, PSS, Inc.'s approach and supporting applications result in a 98% job fill rate and a 99% retention of assigned personnel on each task order.

PSS, Inc. welcomes the opportunity to support UMW under this effort. The company's goal under this effort is to implement a service solution that allows end users to conduct business with a dedicated service manager, place orders electronically, and access routine reports and invoicing on short notice. PSS, Inc.'s solution allows UMW continued focus on critical initiatives with the support of qualified and experienced temporary personnel. With each new customer and contract award, the company aims to impact its customers and the surrounding community positively. PSS, Inc. is a socially and ethically responsible company, proud of its social initiatives and efforts to give back to the communities in which it resides.

Myrna Cooks, President and CEO, is the only individual authorized to negotiate services and costs with UMW. I may be reached at 301-306-0774, by fax number 1-866-723-1338, or by email at mcooks@premierstaffingsource.com.

Sincerely,

A handwritten signature in black ink that reads "Myrna Cooks". The signature is written in a cursive, flowing style.

Myrna Cooks
President/CEO



Description of History and Expertise of Premier Staffing Source, Inc.

PSS, Inc. is certified by the Women's Business Enterprise National Council (WBENC) as a woman-owned firm. The company has provided staffing solutions for 21 years to federal, state, and local governments as well as private companies and educational institutions located in Maryland, the District of Columbia, Virginia, New York, Georgia, Maine, Texas, Florida, Ohio, Illinois, Pennsylvania, Colorado, Maine, New Jersey, Oklahoma, North Carolina, South Carolina, Wisconsin, and California. PSS, Inc. clients include but are not limited to: The State of Delaware, the University of Illinois at Chicago, Montclair State University, the University of California, the University of Oklahoma (2 contracts: IT and clerical), the State of North Carolina, State of Missouri, the State of Oklahoma, the State of Wisconsin, the State of Arizona, the State of Rhode Island, Wisconsin Employee Trust Funds, State of Colorado, the County of Baltimore, the University of Maryland University College, the University of North Carolina Charlotte, Houston Community College, and Prince George's County.

For 21 years, PSS, Inc. has worked with customers in higher education. One such example is the University of Chicago (UIC). Under this contract, the company has placed administrative, medical, and general labor personnel. The requirements of UIC include ensuring all placed personnel have been thoroughly vetted, including a satisfactory background check. PSS, Inc. has also provided staffing support to the University of Oklahoma, the University of North Carolina, and the University of Wisconsin. Each of these contracts required the placement of administrative and information technology personnel.

Over the years, PSS, Inc. has successfully met several challenges. One example is staffing over 200 positions during the transition of a new contract with the Commonwealth of Virginia. PSS, Inc. created an onboarding process to ensure new personnel were hired without incident. The company dispatched its personnel to remote locations to hire personnel where necessary. Under this contract, PSS, Inc. was required to place CD drivers. PSS, Inc. created a written test that could be administered online and was compliant with state requirements. The company accomplished this within the first 30 days of the contract.

Another considerable challenge was staffing through the COVID pandemic. The company had to change its internal staffing model to accommodate employees working from home. In addition, PSS, Inc. had to educate its temporary workers on remaining safe while on assignment. Many customers allowed temporary workers to work remotely, requiring PSS, Inc. to amend its policies to accommodate this allowance.

In its 21 years, PSS, Inc. successfully transitioned personnel from 19 contracts. When necessary, PSS, Inc. met transitioning staff at the job site or held weekend orientations. With each transition, PSS, Inc. exceeded the customer's expectations of staff retention. In addition, the company's geographic coverage expanded with the award of contracts requiring its presence. As a result, PSS, Inc. also increased its internal personnel to assist with customer coverage and service.

PSS, Inc.'s hours of operation are 7:30 a.m. to 6:00 p.m. The company operates nationally. The use of its online applicant tracking system (ATS) allows each



operation real-time access to job orders and customer information. PSS, Inc.'s standard response time is to respond to the UMW's request within one (1) hour of receipt request and to provide qualified candidates within the timeframe specified by the customer.

PSS, Inc. is set up to receive orders at any time of the day. The goal is to provide customers with convenient and easy means to place orders. PSS, Inc. employs the latest customer service technology to provide innovative and secure ways through which orders may be placed. The system allows the company to meet the UMW's requirement of responding quickly but no more than three (3) hours after an emergency notification. PSS, Inc. offers the UMW four (4) ways its departments can place orders which include:

- **Facsimile:** Ms. LaQuandra Cooks has a dedicated facsimile line to receive customer orders, 703-229-6313. Orders are confirmed upon receipt with the customer and entered into the company's system. In addition, PSS, Inc. uses an 'electronic fax' solution that allows Ms. LaQuandra Cooks to receive facsimiles directly by email. This process ensures all orders are received promptly. Ms. LaQuandra Cooks's facsimile line is set up so that each member of her dedicated CST receives copies of all task order facsimiles simultaneously.
- **Telephone:** UMW designated representative can phone in orders directly to Ms. LaQuandra Cooks at 703-231-6368 or toll-free number: 888-960-4674.
- **Text:** UMW may also text Ms. LaQuandra Cooks at 703-231-6368.
- **Email:** UMW designated Human Resources representative may email Ms. LaQuandra Cooks directly with task order requirements at lcooks@premierstaffingsource.com.

PSS, Inc.'s management team represents over 90 years of experience in the staffing industry. PSS, Inc.'s solution for UMW's need for temporary staffing services is to serve as an extension of UMW's personnel department. PSS, Inc.'s service solution for UMW ensures the timely placement of qualified, pre-screened employees who meet the requirements of each task order. The first step in PSS, Inc.'s approach to ensuring quality service is to assign a dedicated customer support team (CST) led by a seasoned Project Manager. The Project Manager serves as PSS, Inc.'s single point of contact with UMW and represents PSS, Inc. on all contractual matters. In addition, this team comprises a dedicated recruiter and, should the volume warrant, an account manager to work with the Project Manager. PSS, Inc.'s approach includes identifying a dedicated pool of PSS, Inc. Associates from PSS, Inc.'s database for the UMW. Eligible Associates selected for this exclusive pool have undergone all testing, screening, and background checks to qualify. In addition, a minimum of three acceptable and verified references from previous employers are required for consideration in the pool.



PSS, Inc. develops a strategic approach to meeting contract requirements with each contract award, including staffing, quality assurance, customer service, and contract oversight plans. In addition, PSS, Inc. is fully equipped with industry tools and applications to support these plans. Applications include task order management, personnel management, and relationship management.

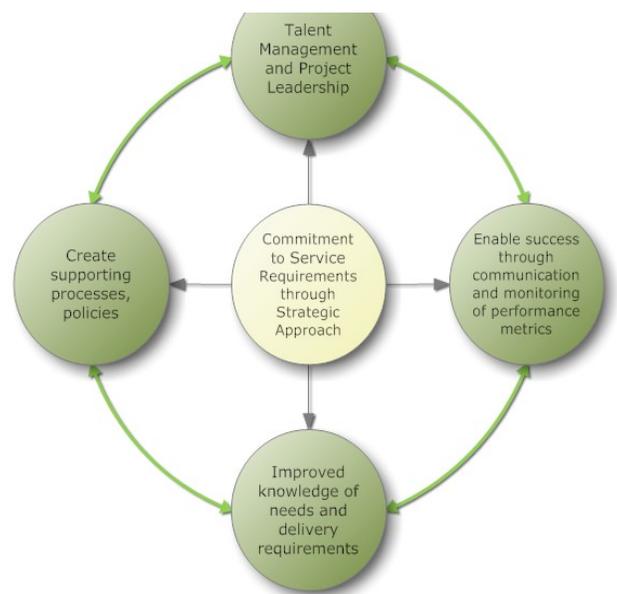
PSS, Inc.'s President, Myrna Cooks, has 41 years of experience in the staffing and personnel management industry. Her forte is identifying critical human capital needs and crafting strategic plans to satisfy each need. In addition, Ms. Cooks has trained her team to undertake each project using a proprietary customer management approach. Based on Ms. Cooks' years in the industry and wide-ranging experiences, this approach includes identifying critical service needs, qualifying and quantifying them, and preparing a resolution for successfully meeting them. In addition, the approach includes customer support guidelines and problem-resolution mandates. This approach has proven successful under similar efforts.

In addition to Ms. Cooks, PSS, Inc. employs an impressive team of professionals with extensive staffing industry experience. LaQuandra Cooks has been identified as the Project Manager for the UMW Temporary Staffing Personnel project. Ms. LaQuandra Cooks has a successful track record of managing PSS, Inc.'s current UMW contract. In addition, her experience with similar projects for PSS, Inc. makes her a qualified Project Manager. Ms. LaQuandra Cooks, through customer insight, develops a strategic service plan which ensures successful oversight and service to UMW.

Under this contract, Ms. LaQuandra Cooks receives the support of two dedicated recruiters to ensure PSS, Inc. has qualified, pre-screened Associates available to UMW. Ms. Trina Young is the Recruiting Manager on this Customer Support Team (CST). She has 15 years of recruiting and personnel management experience in the staffing industry. She has proven herself through the timely and accurate identification of Associates for PSS, Inc. engagements on similar efforts such as the University of Illinois, Commonwealth of Virginia, Prince George's County, and the State of NY.

Ms. LaQuandra Cooks and the dedicated CST can meet the requirements of UMW's RFP. PSS, Inc. has established workload metrics for its project directors and customer support teams to ensure all contracts are easily managed. The metrics are closely monitored as the contract needs increase or customer requirements change. Typical factors observed include the number of employees required each month, the number of locations or ordering departments, and the types of labor categories required. When there is a significant change in any of these factors, the assigned Project Manager has the authority to increase

Figure 1: Service Approach





the staff on the CST. In addition, the project, staffing, and contract oversight plans are adjusted to accommodate the increased need. PSS, Inc. has the bench strength to accommodate contracts of all sizes and types.

PSS, Inc.'s Controller, Melena Nelson, oversees all financial-related deliverables. In addition, the Manager of Accounting Operations oversees the company's invoice and related reporting operations. As a result, PSS, Inc.'s performance metric in this area is 100% accuracy with each deliverable.

At the contract's start, PSS, Inc. develops an invoice template corresponding to the contract requirements. Then, Ms. Nelson reviews the first invoice for every client. This process includes discussing the invoice and supporting details with the client before issuance to ensure it meets contract requirements. After that, the Accounting Operations manager reviews and distributes each invoice according to contract terms.

Based on an approved timesheet, PSS, Inc. invoices the University of Mary Washington for each assigned temporary worker. Upon receipt of the approved timesheet, a Billing Specialist creates an invoice for review by the department manager. The department manager ensures the invoice reflects the approved hours on each temporary worker's timesheet. Additionally, the department manager ensures the timesheet is attached for each billed temporary worker before sending the invoice for payment. Billing Specialists compare the current billed time to the prior invoice to ensure no duplication of hours or missed time. The hours billed are also reconciled to hours paid via an Excel Checklist.

The Manager of Accounting Operations tracks all payments and ensures they are correctly recorded in the company's financial system. Upon request, the company can report receivables to the University of Mary Washington by invoice, temporary worker, and/or billing department.



Please identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia.

Over the past year, PSS, Inc. billed \$187,084 with Higher Education Institutions within the Commonwealth of Virginia.



Provide data from the last three (3) years to demonstrate experience in providing the types of staffing necessary to the University.

The University of Illinois, Chicago: Temporary Staffing Support

PSS, Inc. was awarded this contract in November 2008. Under this contract with the University, PSS, Inc. provides standard temporary placement and payrolling services. This contract represented a new customer for PSS, Inc. and a new geographic region. Within three days of the award, the company established an office within five (5) miles of the University and fully staffed the operation. Within the first month, PSS, Inc. had 15 employees assigned to the University.

Under the University's requirement for payrolling, the University provides PSS, Inc. with the names of the personnel they wish to place on their payrolling list. In addition, a task order form is provided to PSS, Inc. with the employee's name and specific requirements, including: department contact, location of employment address, number of days, labor category, and pay rate. All PSS, Inc.'s hiring forms, provided to the University by PSS, Inc., are completed by the employee and submitted directly to the University. The University verifies the employee's identification forms to certify their identity and eligibility to work. The University sends the employee's complete package to PSS, Inc.'s accounting department. The University conducts all recruitment, screening, verifications, and background checks. PSS, Inc. directs all communication to the University, and the University contacts the employees with any concerns.

For temporary staffing placements, the following labor categories are required under this contract:

- | | |
|--------------------------|---------------------------------|
| Dental Assistant | Administrative Secretary |
| Secretary | Administrative Assistant |
| Office Assistant | Customer Service Representative |
| Medical Transcriptionist | Reimbursement Coding Specialist |
| Collection Specialist | Medical Insurance Specialist |
| Account Technician | Accountant |
| Business Manager Analyst | Histology Technician |
| Radiation Therapist | Phlebotomist |
| IT Support Associate | Computer Operations Specialist |
| Network Specialist | |

Results

PSS, Inc. provides payrolling services and the placement of temporary staff for this contract. PSS, Inc. currently provides payrolling for nearly 30 employees with the University. In addition, PSS, Inc. has regular temporary employees assigned to different departments within the University. All have successfully met the HIPPA requirements, and there have been no confidentiality breaches. All employees are on PSS, Inc.'s payroll and are W2 employees. These employees are paid bi-weekly, with most employees taking advantage of PSS, Inc.'s direct deposit when eligible.

With the award of this contract, accuracy, flexibility, and timeliness of coverage is critical to the successful performance of the contract. To meet the requirements of



this contract with temporary staffing placement, an ongoing recruitment program has been put in place. In addition, PSS, Inc. has established a database of qualified applicants to fill the required labor categories. PSS, Inc. recruitment for these positions focuses on individuals with the skills and backgrounds in the labor categories identified under this effort. Qualified, selected candidates are screened and evaluated to ensure they meet the requirements of each task order. All employees must take skills assessments related to their labor category, undergo background checks and receive a medical release before placement. PSS, Inc. has employed proactive recruitment to ensure qualified candidates are available within each category. The PSS, Inc. standard is to have a minimum of three individuals with the required skills and medical release available at any time.

Commonwealth of Virginia: Medical Staffing

PSS, Inc. was awarded a contract with the Commonwealth of Virginia to provide temporary medical personnel as needed. PSS, Inc. provided the staff under the timeframe required.

Under this contract, a task order is issued for each requirement. The task order describes the requirements of the effort, including the education and experience PSS, Inc. supports several Commonwealth agencies under this contract.

Results

The medical personnel assigned to work on this contract met the education, certification, health background checks, and experience identified for each labor category requirement. The staff placed on engagements worked well beyond the initial timeframe indicated in the task order because the work products they provided were of excellent quality. All tasks were successfully completed. Our staff demonstrated they were capable, reliable, and dependable in supporting the Commonwealth's needs.

State of Delaware, Delaware Emergency Management Agency: Temporary Support Personnel

PSS, Inc. was awarded this contract in October 2012 to provide temporary employment services to support daily operations, including Substitute Educational staff. Under this contract, PSS, Inc. receives a reasonable time, as determined by the Delaware agency, to fill a job order from the date of its placement. This contract requires financial, administrative, legal, food service, maintenance, and human resources staff and support.



Provide typical current procedure for requesting and filling staffing requirements for clients.

To effectively serve as the UMW's extended HR partner, PSS, Inc. first gains a thorough understanding of the UMW and each department. This information is captured in the company's customer relationship management software and used to identify the appropriate PSS, Inc. Associate type for each task order. Then, with an understanding of the overall needs of the UMW, PSS, Inc. develops a staffing plan which incorporates anticipated staffing levels by location, labor category, department, anticipated time of need, and specific requirements. In addition, PSS, Inc.'s recruiting department *proactively* recruits individuals with the specific skill, experience, and professionalism to form a dedicated labor pool of Associates for UMW. Finally, in addition to formulating a staffing plan for the UMW's requirements, PSS, Inc. employs a strategic management plan for its staffing contracts.

One critical element in PSS, Inc.'s service delivery methodology is the focus on targeted personnel recruitment based on specific customer criteria. The project manager's responsibility is to deploy and oversee this customer service methodology. In addition, this individual is responsible for ensuring PSS, Inc. meets its responsibilities under the contract. PSS, Inc. assigns Ms. LaQuandra Cooks as the Project Manager for this contract. She serves as PSS, Inc.'s designated firm representative and is the single point of contact for the UMW contract representative. Ms. LaQuandra Cooks is adept at identifying qualified personnel under specific labor categories and developing staffing plans to meet expected staffing levels. In addition, Ms. LaQuandra Cooks has effectively managed an internal Customer Support Team (CST) to assist with contract support.

To successfully provide services under this contract, Ms. LaQuandra Cooks receives the support of a dedicated Recruiter and, if warranted, an Account Manager. This collective team comprises the Customer Support Team for each PSS, Inc. customer. The Customer Support Team works to gain insight into UMW to promote successful placement based on the following factors:

- Task requirements
- History of activity with each department;
- Soft skills match of qualified PSS, Inc. Associates with the ordering department.

This information is documented in PSS, Inc.'s HRIS system, which provides a historical perspective of each ordering department and promotes customized placements. PSS, Inc.'s specific process for placing candidates is based on its registered trademarked process *IQR*[®]. This process comprises three key components:

- Identification of the critical assignment components,
- Qualification of all relevant tasks and quantifying the length of the assignment, number of Associates required, and specific technical skills necessary and
- Resolution of the assignment through completion.

PSS, Inc.'s *IQR*[®] process has resulted in a successful track record of Associate placements under similar contracts. The goal of the use of *IQR*[®] is to reduce Asso-



ciate turnover due to inadequate skills, lack of retention on assignments, or lack of understanding of the ordering department's needs. Additionally, PSS, Inc. is set up to receive orders at any time of the day.

Once received, a task order is reviewed by the Project Manager. Any questions regarding the order will be addressed with the ordering individual. The assigned Recruiter will search PSS, Inc.'s applicant database using the skills, experience, and other job requirements to determine the best candidate for the order. The candidate's qualifications and background are presented to the UMW for approval and placement. PSS, Inc., if requested, will present a candidate's resume to the ordering individual for review. Resume submission can be easily integrated into the PSS, Inc. order process. With highly technical or special skill task order requests, the goal is to submit at least two candidates for consideration. PSS, Inc. will ensure all task orders are processed within 24 hours with a minimum of two updates during that period. PSS, Inc.'s task order process is detailed below in Figure 2.

New Hire Orientation

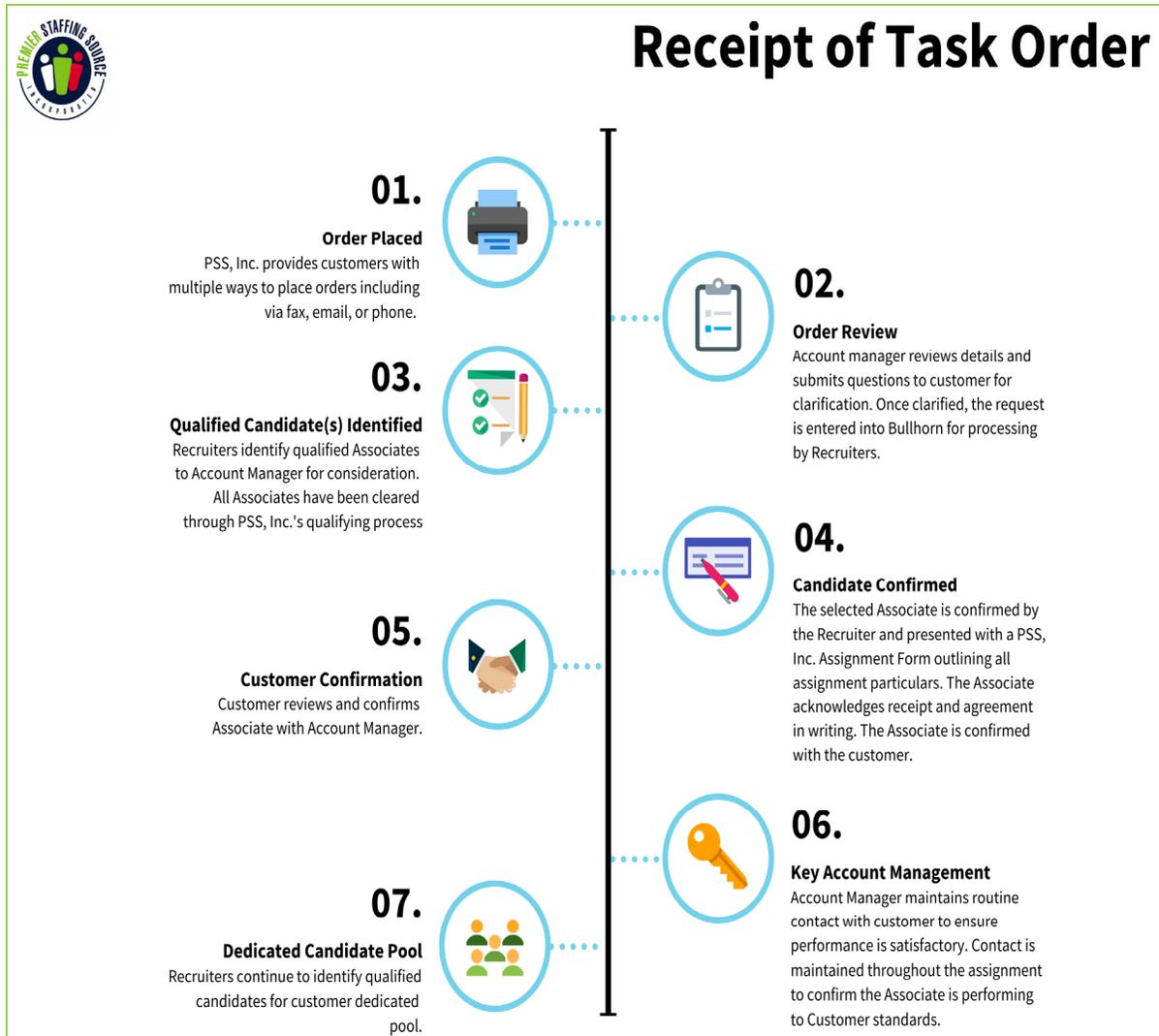
All PSS, Inc. Associates must attend the PSS, Inc. New Hire Orientation (NHO) before *placement*. NHO is a PSS, Inc. Onboarding Program component to provide new hires with specific company information, including company objectives, vision, and mission. During orientation, employees also receive training on timekeeping policy and procedures, customer service, client security requirements, ethics, and company policy and procedures. Employees must acknowledge their understanding of company policy and procedures via a signed acknowledgment form in their personnel file. As necessary, PSS, Inc. delivers ongoing training and development to its personnel to ensure employees remain up-to-date with technological changes/updates.

All new hires are required to go through the company's New Hire Orientation (NHO). PSS, Inc.'s NHO includes a review of the employee handbook, payroll procedures, and workplace policies, including discrimination, sexual harassment, Americans with Disabilities Act, Georgia Security and Immigration Compliance Act, Immigrant Reform and Control Act, and Drug-Free Workplace. In addition, NHO includes a review of PSS, Inc.'s requirement that all customer information remains confidential and not shared outside the work site.



The presentation of UMW's orientation packet becomes a part of the NHO.

Figure 2: Task Order Process





Provide website URL and any other relevant information for software used to request and fill position requirements for clients and/or for timekeep of temporary personnel

Please see www.premierstaffingsource.com.

PSS, Inc. has made significant investments in industry tools, personnel, and facilities to make sure it can provide consistent service and access to its growing customer base. Each investment is made to increase customer access and ease of doing business with the company and includes:

Business Intelligence Tool: PSS, Inc. develops business intelligence information for its contracts by leveraging its QlikView business intelligence application. As a matter of practice, PSS, Inc. develops performance metrics for each contract using contractual requirements and customer feedback. The QlikView application allows PSS, Inc. to perform analysis and gain valuable customer insights related to performance. The application is designed to grow with the needs of the company. QlikView's integration capabilities and security features provide a secure tool to invite customer access. In addition to its monitoring capabilities, PSS, Inc. uses QlikView to leverage data analysis across all support operations using a Balanced Scorecard approach.

Applicant Portal: PSS, Inc.'s industry tools include a web-based recruiting application, Bullhorn. PSS, Inc. uses Bullhorn to conduct applicant tracking, perform recruitment management, conduct semantic resume searches, and manage the resume database. All task orders entered in the application generate an alert to all recruiting personnel. Assigned recruiters parse resumes against specific task orders, education, and skills requirements to identify a pool of qualified candidates. This portal facilitates the selection process as it assists with keying in on only those employees with the required skills and experience. In addition, Bullhorn includes an applicant portal that allows PSS, Inc.'s candidates to apply online and manage their application process efficiently and expeditiously. Candidates can complete their application, submit their resume and appropriate certifications, and complete any required assessment testing through the portal. Once an application posts, a notification is immediately sent to the appropriate CST member. PSS, Inc.'s applicant portal is customized to direct potential UMW applicants to labor categories matching their skills and experience.

Skills Assessment Portal: As part of its six-point recruitment, selection, and placement process, PSS, Inc. verifies the skills and qualifications of candidates for employment in two or more ways: work references, skills assessment, and educational verification. PSS, Inc. has partnered with SHL Aspiring Minds to provide pre-hire testing of our candidates. Testing is conducted in an online proctored environment to ensure the security and reliability of each test. SHL Aspiring Minds assessments measure technical and non-technical areas of knowledge, skill, aptitude, and attitude. SHL Aspiring Minds uses adaptive testing to ensure each candidate is offered a test that adapts to their level of proficiency. Under an adaptive testing model, the tool dynamically selects the question and difficulty level based on the test taker's responses. These combined nine (9) points of difficulty inherent in each test



allow the application to accurately identify the most appropriate question within the sub-skills of the assessment. This approach provides a more tailored and thorough assessment. The sub-skills within each test are independently analyzed, allowing our Recruiters to use the results to more accurately determine the skills level of the candidate and make the best job order match using the results. PSS, Inc. found this to be the most accurate and detailed way to identify a candidate's strengths, weaknesses, or proficiencies

Timekeeping Portal: PSS, Inc. uses an internet-based electronic timekeeping system ***Timesheets.com***. Assigned employees with internet access can clock in and out for every arrival and departure. PSS, Inc.'s customers that prefer to monitor contingent employee time are provided access to supervisory and approval functions. ***Timesheets.com*** features include:

- Secure entry through IP address restriction,
- Automatic time calculation,
- Remote access,
- Dual oversight ability,
- 24/7/365 access,
- Paperless, and
- Segregation by project, location, and billable time

PSS, Inc. proposes this timekeeping system under this effort for the UMW as it satisfies the UMW timekeeping requirements. PSS, Inc.'s timekeeping procedures require Associates to access ***Timesheets.com*** from their web browser and enter time four times daily (on arrival, lunch out, lunch in, and departure). This system is *real-time*, and system security allows for restricted IP addresses. In addition, this system ensures assigned staff are physically at the work site when they clock in and out. The procedure for proper time reporting is presented to each new employee during their new hire orientation, including instructions on what to do if computer systems or electricity are down. There is also an easy and quick 2-minute online tutorial available.

PSS, Inc. Staffing Managers are accountable for monitoring, approving, and submitting Associate time for processing. Under this effort, PSS, Inc. will ensure appropriate UMW representatives have system access to review and approve PSS, Inc. Associate's timesheets. In addition, PSS, Inc. and the UMW, through ***Timesheets.com***, can remotely monitor (via their web browser) all arrival and departures and approve time for assigned Associates regardless of location.

Timesheets.com allows for manual entries if there is an error or system failure due to power outages. However, **supervisor approval is required for every manual entry**. PSS, Inc. staff ensure timesheets have the appropriate client-level authorized approval when adding each new customer, and the company ensures that hours on timesheets match hours paid and billed. Below is a sample employee login for www.timesheets.com.



PSS, Inc.'s Payroll and Billing Specialists download file interfaces; review time reports/authorizations and timesheets; process and distribute weekly payroll checks; and prepare monthly billings and reports that accurately reconcile to approved timesheets. All electronic timesheets are imported into PSS, Inc.'s accounting system, QuickBooks, and reviewed for data transfer integrity. Manual timesheets are reviewed for accuracy and authenticity. Data is entered into the accounting system, and the contracted amount is billed in the agreed format. PSS, Inc. prepares template-based management reports or customizes them to fit any of the UMW's additional reporting requirements. Billings are scanned and emailed to clients and uploaded into the client portal for UMW 24/7 viewing. Payment terms are typically net 30. PSS, Inc. accepts payment by check, credit card, P-card, and electronic fund transfer.



Provide information regarding any other staffing-related services provided by the firm.

Table 1: PSS, Inc. Service Offerings

| | | |
|-----------------------------|--|---|
| Staffing Solutions | Contract-to-Hire | Temporary personnel are provided to fill open customer position vacancies with the option of permanent placement if work, skills and experience meet position requirements. The employee works for a specified period of time before joining customer staff or customer pays a percentage of employee's salary. |
| | Payroll Services | Payroll services are outsourced to Premier Staffing Source, Inc. Payrolled employees are identified by the customer for timely payment in accordance with federal and state guidelines. |
| | Direct Hire & Executive Search | Premier Staffing Source, Inc. identifies screens and qualifies applicants for direct hire by the customer. Applicant skills and background are assessed before placement with customer. Customer culture and objectives are considered along with candidates' qualifications. |
| | Vendor Management Services | Premier Staffing Source, Inc. provides single-source, automated, option for customers to manage temporary help contracts. All procurement of temporary personnel is managed through company's on-line system and outside vendor task orders, reports and billing are managed effectively against contract requirements. |
| | Project Staffing | Premier Staffing Source, Inc. provides project management and staffing for short or long-term project requirements based on full need assessment. The company conducts an assessment to determine project gaps and proposes a full solution to meet project objectives. |
| Workforce Management | HR Legal Compliance | Provide consulting to ensure compliance with federal and state labor laws. Provide assessment of current practices and make recommendations or implement recommendations. |
| | Recruiting Support & Outsourcing | Provide total outsourcing of recruitment or implement recruiting strategies to meet customer hiring objectives |
| | Human Resource Outsourcing | Oversight of workforce management and development including performance management, compensation, workforce planning, succession planning, legal compliance and training. |
| | Benefit Outsourcing | Total benefit oversight including health, pension, retirement and dental benefit plans. |
| | Training & Development | Strategic implementation of training and development programs to support company personnel objectives and competency gaps. |
| | On-boarding Support & Outsourcing | Provide customers with on-boarding programs for internal implementation and oversight or complete outsourcing of all on-boarding functions which include new hire orientation, benefit oversight and performance metrics for probationary period. |

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 | \$21.28 | \$31.92 |
| 2 | Office Associate with Personal Computer Skills | \$18.62 | \$27.93 |
| 3 | Accountant/Sr. Accountant | \$26.60 | \$39.90 |
| 4 | Housekeeping Worker | \$17.29 | \$25.94 |
| 5 | Grounds Worker | \$17.62 | \$26.43 |
| 6 | General Laborer | \$17.62 | \$26.43 |
| 7 | Office Associate with IT and A/V skills | \$21.28 | \$31.92 |
| 8 | IT and A/V Technician | \$23.28 | \$34.91 |
| 9 | Application Support Programmer | \$29.26 | \$43.89 |
| 10 | Campus Buyer/Technical Support | \$27.27 | \$40.90 |
| * | OTHER SERVICES | | |

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

ATTACHMENT B: 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 | The University of Illinois, Chicago |
| Contact Name | Shannon McGinnis |
| Email | Shanmcgi@uillinois.edu |
| Phone # | 312-996-8514 |
| # Years w/ Agency | 3 |
| Solution Provided | Temporary Personnel Services |

| Reference #2 | |
|---------------------|---|
| Agency Name | State of Delaware, Delaware Emergency Management Agency |
| Contact Name | Edward Lee |
| Email | Edward.Lee@delaware.gov |
| Phone # | 302-659-6855 |
| # Years w/ Agency | 2 |
| Solution Provided | Temporary Staffing Services |

| Reference #3 | |
|---------------------|------------------------------|
| Agency Name | Baltimore County |
| Contact Name | Timothy Bruno |
| Email | tbruno@baltimorecountymd.gov |
| Phone # | 410-512-3412 |
| # Years w/ Agency | 3 |
| Solution Provided | Temporary Staffing Services |

ATTACHMENT E: PROPOSAL SUBMISSION CHECKLIST

RFP 23-1521 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal MUST be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

IMPORTANT DATES & REMINDERS

- No Questions Accepted after **April 11, 2023** at **2:00 PM**. All Questions must be directed toward the Procurement Officer for this solicitation: Lindsay Fare, lfare@umw.edu, and 540-654-1057.
- Proposal Due Date: **April 25, 2023** - Proposals submitted or received after **2:00 PM** as indicated by the official Procurement clock will NOT be accepted.
- All proposals must be submitted in a SEALED envelope identifying the firm's name and the solicitation number at a minimum. If sending the proposal by mail, the address to send the proposal to is located on the RFP Cover Page.
- **Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.**

REQUIRED DOCUMENT SUBMISSION

Acknowledgement:

The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

Documents to Submit:

- Completed and signed RFP (Page 1)
- Any/All signed addenda
- Electronic Copy of Proposal regardless if submitting through eVA VBO or delivering in person (Original and Redacted)
- Description of the Offering firm's history and expertise
- Completed Attachment A: Pricing
- Completed Attachment B: References
- Completed Attachment C: Small Business Subcontracting Plan (if applicable) (Not Applicable)
- Completed Attachment D: SWaM Subcontracting Spend Reporting (if applicable) (Not Applicable)
- Completed Attachment E: Proposal Submission Checklist
- Any exceptions taken to University's Terms and Conditions (Acknowledged - PSS, Inc. takes no exceptions)
- Current Certificate of Liability Insurance



ADDITIONAL REMARKS SCHEDULE

| | | | |
|---|-----------------------------|--|--|
| AGENCY NFP Property & Casualty Services, Inc. | | NAMED INSURED Premier Staffing Source, Inc. Premier Staffing Source, Inc. dba Texas Premier Staffing | |
| POLICY NUMBER SEE PAGE 1 | | 4640 Forbes Boulevard Suite 200 Lanham, MD 20706 | |
| CARRIER SEE PAGE 1 | NAIC CODE SEE P 1 | EFFECTIVE DATE: SEE PAGE 1 | |

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Crime Limits
Crime Coverage; Policy PHSD1652048; Policy term: 8/12/2021-22
Deductible- \$1,500
Employee Theft and Client Coverage- \$1,000,000
Forgery and Alteration- \$250,000
Inside the Premises- Money, Securities and Other Property- \$250,000
Outside the Premises- Money, Securities and Other Property- \$250,000
Money Orders And Counterfeit Currency- \$250,000
Computer and Funds Transfer Fraud- \$1,000,000