



THE MICHELLE MARTIN GROUP

**Response to Request for Proposal: RFP 23-1521
University of Mary Washington
Temporary Staffing Services**



Closing Date & Time:
April 25, 2023 | 2:00pm

Prepared for:



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

Submitted by: The Michelle Martin Group, LLC
4250 N. Fairfax Drive, Suite 600
Arlington, VA 22203



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April 25, 2023

**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**

RE: Response to RFP 23-1521 Temporary Staffing Services

Dear Lindsay,

The Michelle Martin Group, LLC is pleased to submit our proposal in response to the University of Mary Washington **RFP 23-1521 Temporary Staffing Services**.

The Michelle Martin Group, LLC is a certified small, woman, and minority owned business enterprise certified by the Commonwealth of Virginia. Established in 2014, our company is headquartered at 4250 N. Fairfax Drive, Suite 600 Arlington, VA 22203.

The Michelle Martin Group, LLC (MMG) is equipped with functional expertise, operations structure, and resources to exceed at providing the University of Mary Washington with candidates of the highest quality and most valuable skills necessary for the continued achievement of the University's mission, goals, and growth.

As you review our proposal, please consider the following significant advantages we bring to the University of Mary Washington:

- Our Founder and Principal, Michelle Martin is an award-winning Talent Partner and Recruiting Specialist. As Recruiting Manager with her former employer, CAI, she received the company's most prestigious award, ***The President's Award*** in 2010.
- Significant experience and commitment to helping our clients identify the most highly qualified talent for their contract, contract to hire or direct hire staffing needs.
- Nurture relationships with prospective candidates and match them with them with the right opportunity.
- Ensuring satisfaction between client and contractor personnel.
- We have recruited for a variety of skills and technologies across multiple position classifications – Accounting & Finance, Administrative, Human Resources, Project Management, Engineering, Healthcare, and Information Technology Resources.

The Michelle Martin Group is uniquely qualified in relationship building, fostering strong relationships with both candidates and clients. Having significant and invaluable experience in the staffing field, our aim is to match the right opportunities with the best and most suited candidates, delivering high quality results.



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Our client partners and personnel are the lifeline of our business, and we value our relationship with them as individuals and as partners. We are committed to providing a high level of quality, candor, and integrity. We pledge to work collaboratively with the University to provide the best possible result.

Our offer of solicitation is good for 180 days from the date of the solicitation close.

Upon contract award, we are prepared to develop a strong relationship with the University. Fulfilling the University's needs in an exemplary manner is our main priority and mission. We are honored to present our proposal in response this solicitation and look forward to the results and feedback.

We value this opportunity to share our response and look forward to working with your institution. If you have any questions or need additional information, please contact me directly at 703.896.0006 or michelle@michellemartingroup.com

Sincerely,

Michelle Martin
President/CEO
The Michelle Martin Group, LLC
703.896.0006



THE MICHELLE MARTIN GROUP

University of Mary Washington

Procurement Services

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: The Michelle Martin Group LLC

Address of Offering Firm: 4250 N. Fairfax Drive, Suite 600, Arlington, VA 22203

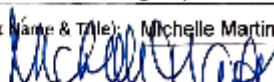
DSBSD Certification No.: 719545 **Expiration Date:** 9/6/2024

eVA ID: **Tax ID:** 46-4934011

Email: michelle@michellemartingroup.com **Telephone:** 703-896-0006

Website: www.michellemartingroup.com **Fax:**

Submitted By (Print Name & Title): Michelle Martin, President

Signature (In Ink):  **Date:** 4/25/2023

Page 1 of 34
Revised July 2021

1301 College Avenue
Fredericksburg, VA 22401-5300
adminfinance.umw.edu/procurement

Tel: (540) 654-1127
Fax: (540) 654-1168
procure@umw.edu



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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: The Michelle Martin Group LLC

NAME OF OFFEROR REPRESENTATIVE: Michelle Martin

OFFEROR SIGNATURE: 

DATE: 4/25/2023



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 <https://dsbsd.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: The Michelle Martin Group LLC

Preparer Name: Michelle Martin Date: 4/25/2023

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 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)
- ☐ Completed Attachment D: SWaM Subcontracting Spend Reporting (if applicable)
- ☒ Completed Attachment E: Proposal Submission Checklist
- ☐ Any exceptions taken to University's Terms and Conditions
- ☒ Current Certificate of Liability Insurance



THE MICHELLE MARTIN GROUP

Company Overview

The Michelle Martin Group, LLC is a small, woman, and black owned business, established in 2014, and based in Northern Virginia. With over 80 years of cumulative experience providing workforce solutions and services to organizations of all sizes, our experience is significant in supplying a variety of temporary, permanent, contingency and contract workers with multiple talents and skill sets to include administrative, engineering, financial, Information Technology, customer service, healthcare, and hospitality services. The Michelle Martin Group offers a comprehensive, refined, and unique approach to the delivery of workforce management solutions, focusing on recruitment, staffing and management, providing only exceptional first-class candidates to our clients, exceeding expectations with every placement. Our success is evident with our list of clients including a number of public higher educational institutions: University of Maryland, Baltimore (UMB), Coppin State University, University of Baltimore, and UMBC. We have also supported staffing efforts for non-academic institutional clients such as Siemens Government Technologies, Computer Aid, Inc., and Clearwater Analytics, to name a few. In each of these contracts, we have supported our client's temporary, long-term, and direct hire staffing needs in the Administrative/Clerical, Information Technology, Accounting, Human Resources, and Cyber Security fields. Many of our temporary personnel's assignments have led to full-time permanent employment.

The Michelle Martin Group's Principal, Ms. Michelle Martin, has spent nearly 25 years sourcing, recruiting, and identifying talent for commercial and government clients for contract, contract to hire, and direct hire staffing. With extensive staffing experience, Ms. Martin has managed staff augmentation contracts with teams of up to 80 billable resources. Ms. Martin's ability to grow accounts, while also connecting with job seekers, personnel and clients, has resulted in successful outcomes for satisfying the client's need, while also matching job seekers with the right opportunities.

Our team also offers large-scale experience, reasonable pricing, the capacity to deliver; along with solid character, integrity, and effectiveness; and uncompromising compliance. Our approach to staffing and management is all inclusive. We apply our knowledge and experience, and current best practices that result in quality, streamlined contract management and technology. In our experience, providing temporary personnel, staffing and recruitment is effective and successful when consistent application and adherence to policy and procedures are followed. Standard practices and expectations are never compromised. Our team is prepared to exceed the requirements if awarded this contract and deliver service at a level that offers the University of Mary Washington the best value at the best price.

With Company Headquarters in Arlington, VA, our office is located approximately 50 miles from the University's main campus, allowing easy accessibility to the campus for client meetings and meeting our personnel. We are confident in our abilities to conduct and support the University's needs anywhere, as we have done so with many of our clients.



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Our core business hours of operations are 8:00am-6:00pm, and we are also available to our personnel and clients after hours as needed.

Understanding of University Requirements

The University of Mary Washington seeks proposals from qualified, experienced, and proven firms to provide Recruiting and Staffing functions for Temporary staff for multiple position classifications throughout the University's main campus in Fredericksburg and Stafford and Dahlgren campus locations on an as needed basis. Position classifications include professional, administrative/clerical support, accounting, laborers, housekeeping workers, grounds workers, IT and technical support personnel, and application support developer services. This proposal has been developed to thoroughly demonstrate our ability and to share our continued successes in providing these services, while meeting all the requirements as set forth in RFP #23-1521 Temporary Staffing Services. We have looked at all aspects of this contract including operations, locations, price, and transition. Therefore, if awarded this contract, our understanding is:

- Awards may be made to more than one Vendor.
- Following award of contracts, the University will request personnel on an as needed basis.
- We also understand the nature of the positions or labor categories will vary based on individual hiring department needs.

Upon a thorough review and analysis of the above-mentioned solicitation, we thoroughly comprehend the requirements and the University's subsequent needs. The Michelle Martin Group is the ideal supplier to provide ongoing temporary personnel services to the University of Mary Washington. Our strategy, Human Resource discipline, and our strength in temporary (and permanent) personnel recruitment, positions this engagement to be one whereby we can successfully achieve the goals of the Scope of Work and the objectives of the RFP; including, but not limited to, all items and services, necessary activities and anticipated deliverables thus ensuring a streamlined and quality service. While we are a small, woman and minority owned firm, we are in no way disadvantaged as we have been recognized as a superior firm in the industry. Hence, we are certain we can and will deliver on each business objective if awarded contract.



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Recruitment Methodology & Staffing Approach

We use a screening and testing process to ensure we only present qualified, self-motivated, dedicated, and reliable professionals. The Michelle Martin Group has the staffing network resources to provide cost-effective and quality personnel and services on this contract. Our organizational structure is designed to facilitate ongoing recruitment and retention of highly qualified personnel.

Our recruitment, placement, and retention plans focus on policies, processes, and procedures for identifying the best candidates for each position, quickly placing that candidate, and retaining that candidate for the life of the contract. We approach and conduct our business with integrity with each staffing request.

We will maintain an active pipeline of candidates qualified to work at the University. Our pipeline of pre-qualified candidates allows us to supply all of our clients with appropriately qualified support. Building this pipeline includes several steps, all managed via our workflow application that coordinates our many resources.

Our successful Recruitment Plan includes:

- **Initial Screening.** Recruiting initially screen candidates through a phone interview to ensure that they understand what The Michelle Martin Group is looking for in its personnel and that the candidate is willing to meet the high level of performance that our clients expect of our personnel. During the recruiting process, the candidate will receive a complete position description that provides an understanding of the job expectations, location, compensation, and duration. Recruiting will review each item with the candidate to ensure a clear understanding. Our stringent verification process ensures that each candidate is well qualified to hold the position and interested in remaining with us for the long-term. We are recruiting for the life of the contract.
- **Personal Interview.** Our interview procedures provide a gauge of the fit between applicant, client organization, and The Michelle Martin Group. Rushing through the interview process or not tailoring the interview process for the contract results in poor job fit, dissatisfaction, and expensive high turnover. Our interview process consists of a personal interview, typically in our local office or via Zoom, Microsoft Teams or Google Meet. The personal interview is a mix of:
 - **Closed questions** – demonstration of knowledge by requiring a specific factual answer.
 - **Open-ended questions** – more open to interpretation and test the applicant's ability to work through an answer.
 - **Situational questions** – an applicant is asked how they might handle a real-life scenario.
 - **Behavioral questions** – allow an applicant to discuss a challenge in their professional career and how they turned that challenge into an opportunity.



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We find this format allows us to ascertain the applicant's communication skills, and to build a rapport.

Below is a synopsis of exactly how we deliver quality staffing services:



Assess and evaluate your organization's needs to make informed, concise, and critical placement decisions. This involves determining the job requirements and identifying the key competencies needed for the role.



Identify and target the top, quality candidates well suited to meet your requests. We source and identify potential candidates through various recruitment practices, such as job boards/postings, referrals, professional social networking sites and our website www.michellemartingroup.com.



Once potential candidates have been identified, they are screened through phone or video interviews, online assessments, or other pre-employment testing. Candidates will receive a complete job overview that provides an understanding of the job expectations.



Candidates who pass the screening stage are then subject to verification checks such as background checks, reference checks, credit checks and other verification processes. The top candidates are presented to the client for further consideration.



Once a candidate is selected, we finalize placement details such as wage, start date, protocols and expectations. The onboarding process begins, which includes new hire paperwork, training, and orientation. We prepare both the client and the successful candidate for success on day one!



Getting your feedback and assessing the success of the placement is invaluable and necessary to conclude client satisfaction and confirm we have provided a qualified job seeker with the right opportunity. We always seek to provide our client with any supporting resources necessary for continued success.

Work Authorization, References, Background Checks.

- **E-Verify** - In all cases, we use E-Verify to ensure that an applicant is eligible for work on this contract.
- **References** - Our Recruiting Team contacts three professional references for candidates to verify past experience and performance levels prior to onboarding. More specifically, Recruiters verify employment and employment dates, position held, reason for separation, eligibility status for re-hire. If sufficient references cannot be obtained, the candidate will be requested to supply additional references.
- **Background Checks, Drug Tests** - All of our candidates are subject to a minimum background investigation of social security number and date of birth verification, criminal



conviction records search, and national database of criminal history, and in some instances pre-employment drug screening (for particular positions of sensitivity by request of the client). Our financial background check offering would be a full and detailed credit bureau report combined with all three major reporting bureaus (when requested or necessary).

- Our background checks are administered by CSS, Inc. We use LabCorp or Quest Diagnostics to execute drug testing.

Onboarding Practices

We use BambooHR for all candidate and employee records, time tracking, onboarding, and other HR processes. BambooHR is a cloud-based human resources software solution designed to manage employee information and HR processes. This system includes features for tracking employee records and benefits, time-off management, performance management, and reporting/analytics.

Provide Pre-employment Screening Information and New Hire Documentation:

- ☐ Email Formal Offer Letter and agreement
- ☐ Instructions for Employment Eligibility (I-9)
- ☐ W-4 federal tax form
- ☐ Specific State tax documentation
- ☐ Timesheet Instructions (BambooHR)
- ☐ Payroll Schedule
- ☐ Direct Deposit Authorization Form
- ☐ Health Benefits

New Hire Orientation

Review the following:

- ☐ Welcome our new hire
- ☐ Time tracking process and Payroll
- ☐ I-9 Form
- ☐ Review role in which employee or consultant has been hired
- ☐ Communicate status of Pre-Employment Screenings
- ☐ Dress code for company or client site
- ☐ Review benefits (if applicable)

Wrap Up

- ☐ Review First Day Procedures
- ☐ Provide New Hire first day procedures for client assignment – what time to report, who to ask for, location/address.
- ☐ Provide Electronic Copies of Signed Documents
- ☐ Who to contact within the Company

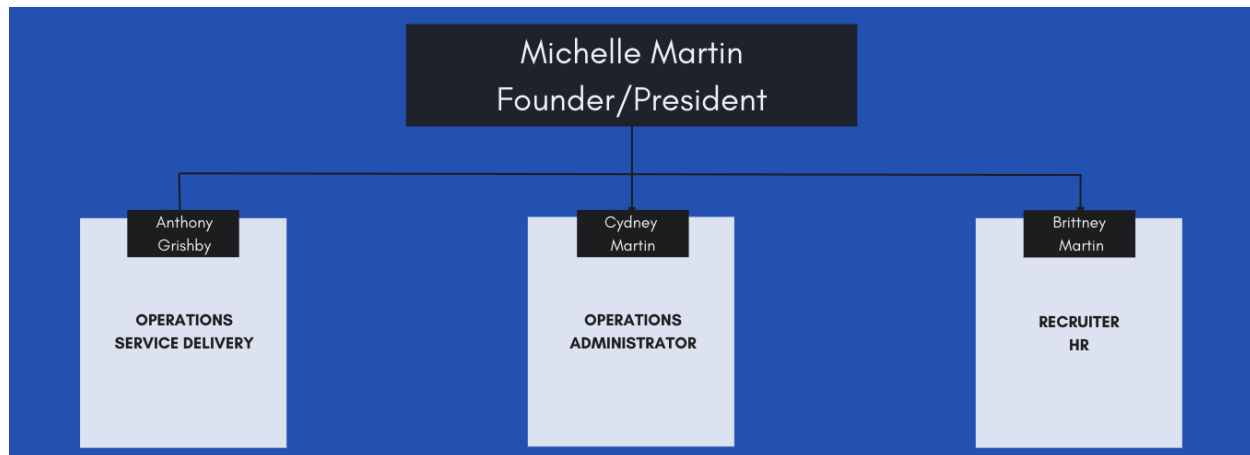


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Organizational Chart



A 25-year recruiting and staffing veteran, Ms. Michelle Martin holds a Bachelor's degree in Sociology from Georgetown University in Washington, DC. After completing her undergraduate education, she began her career as a Staffing Coordinator for a global consulting firm, specializing in information systems and services, environmental services, and litigation support. Working as part of the Human Resources Department, she was responsible for sourcing and recruiting personnel for government contracts. Later, she would work for another global, full-service IT staffing firm where she would go on to win the company's most prestigious award, The President's Award, awarded annually to associates who have made significant contributions. Additionally, she brings over 10 years of account management experience, leading and managing staff augmentation efforts. She understands the importance account management plays in the successful delivery of a contract engagement.



Operations/Service Delivery– Anthony Grishby

Joining in 2016, Mr. Anthony Grishby brings over 30 years of business and operations management experience. As Operations/Service Delivery Manager for The Michelle Martin Group, Mr. Grishby is responsible for managing the daily operations for the firm to include developing operating budgets, tracking financials including reviewing and approving invoices before they are submitted, overseeing onboarding of contractor personnel, and contract compliance. He is also highly adept at handling client relations and personnel activities. Anthony brings over three decades of experience in general and personnel management, recruitment, customer service, and sales in established corporate environments.

Recruiter/HR– Brittney Martin

Brittney plays a key role in the recruitment process, assisting with tasks such as posting job openings, reviewing resumes, screening applicants and scheduling interviews. She is also



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responsible for assisting with other HR-related tasks such as onboarding, benefits administration, and employee record keeping.

Operations Administrator – Cydney Martin

Cydney provides support to both the operations and accounting departments. Typically includes a mix of administrative, business development, and accounting duties such as time tracking, A/R, A/P, coordinating meetings, tracking project progress, and additional administrative tasks.

Account Management Plan

In anticipation of winning this contract, our Account Management team is on deck and ready to go. Our Account Management strategy is key to delivering on all of the University of Mary Washington's objectives. Our model centers on assigning a dedicated Project or Account Manager who will be versed in account management. Meanwhile, our approach to Account Management is a shared responsibility between our Front Office Team consisting of our Principal, Ms. Michelle Martin, and Operations/Delivery Manager, and our Back-Office support which includes HR, Payroll, and Recruiting.

At a high level, the assigned Project Manager will function as your Contractor Account Representative. This individual will be responsible for managing the relationships with the University, and managing the workflow process in a way that meets your objectives. The Contractor Account Representative's number one priority is meeting your satisfaction. The Contractor Account Representative will coordinate support from our front office and back office to ensure we are meeting and/or exceeding contract performance.

Qualifications and Experience of Account Management Team – Team MMG

Contractor Account Representative – Michelle Martin. This effort will be led by The Michelle Martin Group's Principal, Ms. Michelle Martin. As Contractor Account Representative, Ms. Michelle Martin will be the University's main point of contact for all matters pertaining to this effort.

As The Michelle Martin Group's Principal, Ms. Michelle Martin provides overall corporate guidance and support to the Company to include our Account Management Team. She is also responsible for the allocation of resources and has the authority to bind the company. Using her considerable experience in personnel management, resource allocation, and account management, she will serve well in this role. From a workflow perspective, she will be responsible for day-to-day management of this contract. She will work directly with the University to facilitate all matters involved in placing a resource. She is the first point of contact for issues related to individual staffing, placement, and performance. Her job is to know the University's staffing sufficiently to ensure that the candidates we present will have an immediate impact when placed in their assignment. During the life of the contract, Ms. Michelle Martin is the University's highest-level point of contact.



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Michelle Martin - Founder & CEO, The Michelle Martin Group

PROFILE

Senior Level Talent Management Executive with an emphasis on talent acquisition/recruitment, staff management, customer service, business development, and account management. Specialize in contract, contract to hire, and direct/permanent opportunities spanning across multiple disciplines and industries. Ability to build and cultivate strong partnerships with clients and job seekers alike. Highly skilled at quickly establishing rapport, building and maintaining credibility, and creating successful outcomes. Strong Sourcing background – have sourced in the commercial space as well as in the Intel community for cleared professionals. Experience with various tools and networks: Applicant Tracking Systems, LinkedIn, Boolean Searches, Social Networking, Referrals, Professional Organizations, Job Boards. Additionally, brings over 6 years of account management experience, leading and managing staff augmentation efforts. Understands the importance account management plays in the successful delivery of a contract engagement.

EDUCATION

Georgetown University, College of Arts & Sciences, Bachelor of Arts degree in Sociology

PROFESSIONAL EXPERIENCE

The Michelle Martin Group LLC (MMG) February 2014 - Present

As Founder of The Michelle Martin Group, a full-service certified woman owned staffing firm, I am responsible for developing new business, account management, employee engagement, and placing talent in various contract or temporary roles throughout the United States, as well, our company places candidates in direct hire or permanent staffing roles.

- Oversee the hiring process from requisition acquisition, sourcing, recruiting, interview scheduling, candidate interview preparation, reference checking, and candidate acceptance of client's offer.
- Prepare resumes for presentation to client hiring managers.
- Responsible for negotiating salaries/rates, extending offers, closing deals, and managing payroll of consultants.
- Successfully recruit and place cleared and non-cleared professionals. Positions include but are not limited to Administrative, Customer Service, Accounting, Finance, Human Resources, Information Technology, Cyber Security (IT Auditors/Risk Compliance, Intel Analysts)
- Develop and maintain relationships with clients.
- Oversee growth of the business.
- Execute contracts and negotiate placement fees and billing rates with clients.



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Computer Aid, Inc. (CAI), Alexandria, VA May 2001 – August 2016

Senior Staffing Consultant (December 2015 – August 2016)

- Full life cycle recruitment activities for various IT Staff Augmentation accounts in the South Florida and Harrisburg, PA markets.
- Build and manage a pipeline of candidates using iCims, LinkedIn, Job Boards, Subcontractors, and Referrals.
- Negotiate pay and bill rates.

Client Account Manager (July 2012 – December 2015)

- Account Manager for IT staff augmentation engagement, responsible for client management, personnel management, and contract management.

Client & Personnel Management:

- As Account Manager, responsibility for overall Service Level Agreement (SLA) management and the management of customer relationships.
- Assist in the generation of additional revenue by identifying client needs and working as a liaison to provide solutions.
- Work with recruiting organization throughout the job requirement process by qualifying requisitions received from customer, reviewing candidate submissions, managing service levels, and ensuring CAI is following our contractual obligations.
- Follow up with client hiring officers on status of requisitions and obtaining feedback on candidate submissions.
- Work with recruiting and client throughout the selection and onboarding of new contractor personnel.
- Established a quality control program for candidate offer checklists, background checks, and PO creation, and first day procedures.
- Manage over 40 contractor personnel.
- Conduct formal performance reviews of CAI associate personnel.
- Handle training requests
- Handle all separations (client-initiated and resignations)
- Schedule and hold Quarterly All Hands Meetings for our contractor personnel.

Contract Management:

- Ensure CAI is in compliance with contractual obligations.
- Prepare and report on monthly and quarterly metrics. Ensure accurate reporting of performance measurements, staffing, and financials.
- Review all service levels, and other contract obligations with client's.
- Procurement and Sourcing officers on a quarterly basis.
- End of the Month PO process – follow up with customer on contractor personnel POs that are scheduled to expire at the end of the month. Follow customer PO extension process if contractor is being extended. Or follow separation/exiting process for contractors separating from the account.
- Serve as a liaison between the client and CAI billing departments to resolve billing issues.



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- Report to Senior CAI Management on margins of contractor personnel and overall profitability of account.

Resource Manager (January 2005 – June 2012)

Responsible for providing recruiting and strategic support for various client engagements & leading a recruiting team that covered end to end sourcing and talent acquisition for the Washington, DC metropolitan area, Harrisburg, PA and Pittsburgh, PA.

- Manage a team of 1-3 Recruiters, coordinating recruiting resources within the division to ensure recruiting capacity is properly utilized to meet the priorities of the division.
- Manage an Administrative Coordinator and ensure office administration is professional and adequate to meet customer and division management needs.
- Work with Account/Hiring Managers to determine client needs; and assist in the streamlining of the qualification and hiring process. Recruit and staff for Application Developers, Desktop/Network & Infrastructure Support, Technical Writers, Project Managers, Business Analysts, Quality Assurance Testers, Database Administrators, etc.
- Work with Account Managers to determine appropriate salary and other benefits to offer potential hires so that margins on the accounts are protected.
- Recruitment of W-2s and sub-contracting resources to include management of third party vendors.
- Hold meetings with vendors to keep them abreast of events surrounding staff augmentation requirements. Identify ways to improve relationships.
- Work with Regional HR to make sure that all HR processes, procedures and best practices are in place and up-to-date.
- Keep abreast of and ensure compliance with government rules and regulations pertaining to recruiting practices (EEO, ADA, Affirmative Action, etc.).
- Maintain accurate, timely documentation, and tracking information.
- Maintain knowledge of current market availability/cost of skills.

COMPETENCIES

Employee Development, People Management, Account Management, Effective Negotiation, Internet recruiting and sourcing strategies; Experience with Applicant Tracking Systems (iCIMS, Green House, Ascentis, BambooHR); Knowledge of various HR laws/guidelines.

MEMBERSHIP/INTERESTS/VOLUNTEER WORK

Central Fairfax Chamber of Commerce, 2019 - 2021

National Association of Professional Women, 2014 – 2018

Georgetown University Alumni Association Interview Program, 2018 - 2021

Volunteer, Loaves & Fishes, Washington, DC, 2015 – 2019

Volunteer, Sakura Matsuri Festival, Washington, DC, 2010 - Present

Sub-Chair, Sakura Matsuri Festival, Washington, DC, 2019 – Present



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Anthony Grishby - Operations Manager

Background includes over 30 plus years of sales experience. More than 20 years of management experience. Also 20 years in customer service relations. Managed upwards of 50 people with one organization, consistently. Seeking out employees, training, as well as employee development have been part of my functions, all while keeping in compliance with company rules and regulations.

Manager of Operations

The Michelle Martin Group | Arlington, VA | January 2016 - Present

- Manage daily operations for start-up staffing agency. Duties include developing operating budgets, overseeing background and reference checks, completing financial paperwork and tracking reports.
- Handle client relations and assist with business development activities.
- Organize candidate files for submissions to staffing positions.
- Business Development/ Sales

Founder/Operations Management Consultant

Spector & Associates | Ridgeland, MS | April 2014-Jan. 2016

Provided business operations management consulting and strategic planning services to roster of clients in varying industries.

Clients:

M-Bar | Jackson, MS | Premier Lounge and Restaurant

- Helped the FOH and BOH to be profitable.
- Monitored staff productivity and optimized procedures to reduce costs and operating efficiencies.
- Decreased food cost by 35% by condensing menu options, evaluating vendors and purchasing options.

Custom Care Pharmacy | Jackson, MS | Compound medicine provider

- Generated sales volume of up to \$1 million per month
- In less than six months, increased revenue from \$50,000/month to \$1 million/month

Manager of Operations

Emerald Mortgage | Jackson, MS | June 2002-Aug. 2007

- Managed staff of 5 loan officers and monthly loan volume of \$2-3 million
- Streamlined purchasing and refinancing processes. As a result, improved average loan closing process time from 30 to 10 days.
- Generated revenue by coaching staff on lender products, relationship building tactics and comprehension of debt-to-income ratios.



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- Formed and maintained standing relationships with bank representatives, title companies and appraisers.
- Oversaw P&L reporting by following cash control procedures, managing labor, and reviewing financials.
- Responsible for recruiting, hiring and training all loan staff.
- Used background in economics to make business cases with lenders and compete with top financial institutions for lending agreements.

Skills

Business Development, Process Development, Cost reduction and containment, People Manager, Staffing, Strategic planning

Education

Attended Southern University of Baton Rouge
Major: Economics



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PRICING



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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	\$33.65/hr	\$50.48/hr
2	Office Associate with Personal Computer Skills	\$25.06/hr	\$37.59/hr
3	Accountant/Sr. Accountant	\$44.20/hr	\$66.30/hr
4	Housekeeping Worker	\$21.00/hr	\$31.50/hr
5	Grounds Worker	\$24.00/hr	\$36.00/hr
6	General Laborer	\$22.75/hr	\$34.13/hr
7	Office Associate with IT and A/V skills	\$27.65/hr	\$41.48/hr
8	IT and A/V Technician	\$34.40/hr	\$51.60/hr
9	Application Support Programmer	\$41.47/hr	\$62.21/hr
10	Campus Buyer/Technical Support	\$37.17/hr	\$55.76/hr
*	OTHER SERVICES	Please see below.	

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

1. For personnel that the University finds (i.e., where the University has done all the recruiting) and The Michelle Martin Group pays the individual, there will be a markup of 30%. For example, if the pay rate is \$20/hr, and the markup is 30% of hourly rate, the bill rate to the University will be \$26.00/hr.
2. We can also staff for additional labor categories not listed in the initial contract.
3. For conversion hires where the University hires our personnel on a full-time basis, no conversion fee applies after the temporary resource completes 960 billed hours. Anything under 960 billed hours, our conversion fees apply.



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The billing rate table above is for the initial duration of the contract award term.

For additional labor categories not disclosed, The Michelle Martin Group may propose bill rates for newly added labor categories.

Conversions

The University may convert personnel according to the following fee schedule:

<u>Hours Worked</u>	<u>Conversion Fee (% of first-year's salary)</u>
0 – 480 hours	15%
After 480 hours	10%
After 640 hours	5%

After 960 billed hours, the personnel may be converted at any time to an employee of the University at no additional cost.

SPECIFIC SUBMISISON REQUIREMENTS

1. Amount of sales our company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia

Despite our company's lack of sales during the last twelve months with higher education institutions within the Commonwealth of Virginia, we bring significant experience and sales with higher education institutions in the State of Maryland.

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

The following is a list of sales with educational institutions where The Michelle Martin Group provided staffing services since January 2020:

1. The University of Baltimore - Sales Amount: \$17,916.97
2. University of Maryland Baltimore - Sales Amount: \$45,429.94
3. Coppin State – Sales Amount: \$67,541.24. Revenue is from contract inception of March 2022



THE MICHELLE MARTIN GROUP

References

The Michelle Martin Group has significant experience in the recruitment and staffing of administrative, clerical, human resources, and accounting professionals. We also recruited and staffed Human Resource Analyst, Cyber Security, Information Systems Security Officer (ISSO), and various IT resources to work for client engagements in Maryland, Washington, DC, Virginia, Florida, North Carolina, and California. Many of the resources recruited by The Michelle Martin Group were ultimately offered permanent long term or permanent direct hire positions with the clients.

University of Maryland, Baltimore

650 West Baltimore Street; Office 6314 Baltimore, MD 21201

POC: Kristy Grose, MSW, MS - Sr. Human Resources Program Specialist

Email: kgrose1@umaryland.edu

Phone: 410.706.8330

Contract Amount: \$45,429.94 since January 2020

Period of Performance: July 2018 - Present

Scope of Work: In July 2018, The Michelle Martin Group entered in a contract with the University of Maryland, Baltimore to provide temporary employment services on an as required basis for various departments for the University of Maryland, Baltimore campus and University of System of Maryland. The University of Maryland, Baltimore is the founding campus of the University System of Maryland. Commonly referred to as UMB, the University of Maryland, Baltimore, is a public university in Baltimore, Maryland. Founded in 1807, it comprises the following schools: nursing, dentistry, law, medicine, pharmacy, and social work. The Michelle Martin Group has specifically worked with the following schools/campuses - School of Nursing (SON), School of Pharmacy (SOP), and School of Dentistry (SOD).

Siemens Government Technologies

Address: 1881 Campus Commons Dr, Reston, VA 20191

POC: R. Steve Wallace - Sr. Subcontracts Administrator

Email: Steven.wallace@siemensgovt.com

Work: 703-483-2016

Mobile: 571-524-7435

Contract Amount: \$388,275.34 since January 2020.

Period of Performance: January 2017 - Present

Scope of Work: In January 2017, The Michelle Martin Group entered into a contract with Siemens Government Technologies (SGT), a global solutions provider to the federal government with offices worldwide. We have recruited for a variety of labor categories such as Executive / Administrative Assistant, Subcontracts Administrator, Financial Analyst, Billing Analyst, Accountant, Project Coordinator, Safety Administrator, Corporate Recruiter, Facility Security Officer, and Information Security Specialist, all pivotal roles within the organization. To date, we have successfully recruited and staffed for these roles. Many of our personnel have accepted full-time employment with Siemens Government Technologies.



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In each of these placements, The Michelle Martin Group was able to provide a quick turnaround and yield successful results in our placement of these contractor personnel. SGT has praised us for “finding gems.”

The University of Baltimore

Address: 1420 N Charles St, Baltimore, MD 21202

POC: Patrice Mason - Former Recruitment Leader, Human Resources

Phone: 410-837-5498

Contract Amount: \$17,916.97 since January 2020

Period of Performance: September 2018 - Present

Scope of Work: In September 2018, The Michelle Martin Group entered into a contract with the University of Baltimore to provide temporary employment services on an as required basis for various departments for the University of Baltimore. The University of Baltimore is a public university in Baltimore, MD. UB’s schools and colleges provide education in business, law, public affairs and arts.

Clearwater Analytics, LLC

Address: 777 W. Main Street Suite 900. Boise, ID 83702

POC: Tanuja Gairola, Senior Talent Acquisition Director

Email: tgairola@clearwateranalytics.com

Phone: 510 468 7853

Contract Amount: \$284,777.50 since contract inception

Period of Performance: March 2021- Present

Scope of Work: In March 2021, The Michelle Martin Group entered into a contract with Clearwater Analytics to provide recruitment services on a contract basis. Established in 2004, Clearwater Analytics is a SaaS, FinTech Company specializing in investment accounting, data analytics, and reporting software. Their platform provides solutions on the backend data and accounting for investment trades. They are headquartered in Boise and have global operations with over 1600 employees across the United States, UK, France, Germany, India and Singapore.



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HEALTH BENEFITS



THE MICHELLE MARTIN GROUP

We offer access to health benefits for our employees who work at least 30 hours a week. Benefits are effective on the first day of the month following completion of 60 days of employment.



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Plans & Premiums



Plan Type: BlueChoice Advantage
HSA BlueFund Bronze Plan - \$6,100 |
Deductible: \$6,100 (Ind.) / \$12,200
(Family). Out of Pocket Limit: \$6,900
(Ind.) / \$13,800 (Family)

Plan Type: BlueChoice Advantage
HSA Compatible Bronze Plan -
\$6,100 | Deductible: \$6,100 (Ind.) /
\$12,200 (Family). Out of Pocket Limit:
\$6,900 (Ind.) / \$13,800 (Family)



The Michelle Martin Group offers a
dental insurance plan through
Delta Dental of Virginia.

Employee Rate: \$37.71/mo
W/ Spouse: \$77.95/mo
W/ Children: \$86.33/mo
Family: \$139.12/mo



The Michelle Martin Group offers
a vision insurance plan through
Delta Vision.

Employee Rate: \$6.90/mo
W/ Spouse: \$13.70/mo
W/ Child: \$14.70/mo
W/ Children: \$14.70/mo
Family: \$22.50/mo

HEALTH INSURANCE

The Michelle Martin Group (MMG) is a minority-
woman-owned business based in Northern Virginia.
We support our clients through hard work and
dedication toward their needs. We are always
looking to add enthusiastic, energetic, and
dedicated professionals to The MMG team.

WHAT WE OFFER:

❖ In addition to competitive pay rates and salaries,
The Michelle Martin Group provides a variety of
offerings to support your well-being.

MEDICAL:

❖ The Michelle Martin Group offers a medical
insurance plan through CareFirst Blue Cross Blue
Shield™. CareFirst Blue Cross Blue Shield w/Health
Savings Account (HSA). 25% of the Employee's
Coverage is paid by The Michelle Martin Group. For
more information, please see CareFirst Benefits.

**All full-time employees working at least 30 hours
a week, are eligible for coverage if they have
completed 2 full months of employment. Benefits
are effective on the first day of the month following
completion of 2 months employment.

Contact Us

703-953-5527

hr@michellemartingroup.com



THE MICHELLE MARTIN GROUP

SAMPLE BACKGROUND CHECK



THE MICHELLE MARTIN GROUP

Global HR Research, LLC

<http://www.es2.com>
Global HR Research P.O. Box 638968
Cincinnati, OH 45263-8968
866-859-0143

Invoice Summary: 13445610
March 01, 2023 - March 31, 2023
The MM Group
4250 FAIRFAX DR, STE 600
Arlington, VA 22203

Payment Due 30 Days From Invoice Date
Due Date: 5/1/2023

INDIVIDUAL SERVICES	Quantity	Price
Statewide Criminal	1	\$112.90
National Multi-Jurisdictional Search	2	\$8.00
Social Security Report	2	\$2.60
County Criminal	3	\$21.75
Total	8	\$145.25
TOTALS:		
Individual Services	8	\$145.25
Grand Total	8	\$145.25

Global HR Research, LLC

<http://www.es2.com>
Global HR Research P.O. Box 638968
Cincinnati, OH 45263-8968
866-859-0143

Invoice Summary: 13367996
October 01, 2022 - October 31, 2022
The MM Group
4031 University Dr Suite 100
Fairfax, VA 22030

Payment Due 30 Days From Invoice Date
Due Date: 11/30/2022

INDIVIDUAL SERVICES	Quantity	Price
National Multi-Jurisdictional Search	2	\$8.00
Social Security Report	2	\$2.60
County Criminal	10	\$72.50
Total	14	\$83.10
TOTALS		
Individual Services	14	\$83.10
Grand Total	14	\$83.10

REFERENCE SUMMARY	Quantity	Price
CarolineHans_AdmAsst	8	\$48.80
MorganJ_UMB	6	\$34.30



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SSN: ***-**-9479 DOB: 06/04/**** Email: Hr@michellemartingroup.com Phone: 4434220630	Ordered: 03-22-2023 Completed Date: 03-22-2023	3 of 3 Completed	
REPORT ACTIONS			
VIEW view reports print report mark unread archive this report download all documents	SEND e-mail report fax report	ORDER order more re-screen this applicant	OTHER upload document(s) for this report Complete Pre-adverse/Adverse Action Letter
VIEW ACTIVITY HISTORY			

Search Types	Done
County Criminal - Anne Arundel, Maryland	✓
Social Security Report	✓
National Multi-Jurisdictional Search - Multi-Jurisdiction	✓
	County Criminal Details: Anne Arundel, Maryland Complete - No Record

SSN: ***-**-7798 DOB: 10/14/**** Email: HR@MICHELLEMARTINGROUP.COM	Ordered: 03-20-2023 Completed Date: 03-21-2023	5 of 5 Completed	
REPORT ACTIONS			
VIEW view reports print report mark unread archive this report download all documents	SEND e-mail report fax report	ORDER order more re-screen this applicant	OTHER upload document(s) for this report Complete Pre-adverse/Adverse Action Letter
VIEW ACTIVITY HISTORY			

Search Types	Done
County Criminal - Baltimore City, Maryland	✓
County Criminal - Baltimore, Maryland	✓
Social Security Report	✓
National Multi-Jurisdictional Search - Multi-Jurisdiction	✓
Statewide Criminal - New York	✓
	County Criminal Details: Baltimore City, Maryland Complete - No Record



THE MICHELLE MARTIN GROUP

SAMPLE TIME TRACKING



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Our company uses BambooHR for employee time tracking and obtaining client approval.

[Home](#) [My Info](#) [People](#) [Hiring](#) **[Reports](#)** [Files](#)

Approved Hours

-

Showing

Name	Date	Reg Rate	Reg Hours	OT Rate	OT Hours	Total
Angley, Emily						
	03/27/2023		8.0000			
	03/28/2023		8.0000			
	03/29/2023		8.2500			
	03/30/2023		8.0000			
	03/31/2023		7.7500		0.2500	
						Total 40.2500 hours

Emily Angley

[Job](#) [Personal](#) [Documents](#) **[Timesheet](#)** [Benefits](#) [Emergency](#) [Notes](#) [More](#)

Baltimore

Manager

Michelle Martin
Founder & CEO

Mon
Apr 3

8h 15m
8:15 AM - 5:00 PM
8:15 AM - 12:00 PM + 3h 45m
12:30 PM - 5:00 PM + 4h 30m
[+ Add Time Entry](#)

Tue
Apr 4

8h 00m
8:30 AM - 5:00 PM

Wed
Apr 5

8h 00m
8:30 AM - 5:00 PM

Thu
Apr 6

8h 00m
8:30 AM - 5:00 PM

This Week
Apr 9 - 15 (5 days left)

0h 00m

This Pay Period
Apr 2 - 15 (5 days left)

40h 15m
15m Overtime

Will be sent for approval on Apr 16



THE MICHELLE MARTIN GROUP

CERTIFICATE OF INSURANCE



THE MICHELLE MARTIN GROUP



CERTIFICATE OF LIABILITY INSURANCE

THEMICH-01

BMCALPIN

DATE (MM/DD/YYYY)
4/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brock-Norton Insurance Agency, Inc. 4221 Walney Rd, Ste 202 Chantilly, VA 20151	CONTACT NAME: Bonnie McAlpin PHONE (A/C, No, Ext): (703) 631-4500 FAX (A/C, No): E-MAIL ADDRESS: bonnie@brocknorton.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Insurance Company INSURER B: Hartford Fire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Michelle Martin 4250 N Fairfax Drive Suite 600 Arlington, VA 22203	NAIC # 19682 19682	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. RWG	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		42SBMIN5878	9/5/2021	9/5/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		42SBMIN5878	9/5/2021	9/5/2022	COMBINED SINGLE LIMIT (Per accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		42SBMIN5878	9/5/2021	9/5/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	42WECIB4476	9/5/2021	9/5/2022	PER STATUTE E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional		42TE032020521	1/25/2021	1/25/2022	Per Claim/Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

FOR INSURANCE ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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