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## UNIVERSITY OF MARY WASHINGTON

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Temporary Staffing Services



# PROPOSAL

APRIL 25, 2023

ABACUS CORPORATION

610 Gusryan Street, Baltimore, MD 21224

UNIVERSITY OF MARY WASHINGTON  
RFP 23-1521

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University of Mary Washington  
Procurement Services/Reference RFP 23-1521  
Amarillo, TX 79101

Abacus Corporation ("Abacus") welcomes the opportunity to present our response to **RFP 23-1521 TEMPORARY STAFFING SERVICES** in support of **THE UNIVERSITY OF MARY WASHINGTON ("UMW")** contingent staffing requirements systemwide.

After reviewing all RFP documents, we are confident in our understanding of the high level of service and commitment **necessary to earn an award** serving the needs of this contract, supporting the UMW contingent staffing program.

Abacus is a fourth generation, privately held staffing company, in continuous operation for over 78 years. We have thrived in the staffing industry by putting our guiding principles into action:

**Experience, Commitment & Value.** As a result, we have developed an extensive portfolio of services to include comprehensive staffing of similar size and scope to those defined in this solicitation.

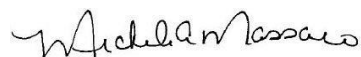
**Experience:** Our dynamic team of professionals is well experienced in the development and deployment of a highly successful temporary staffing program. Abacus commits the talent and experience necessary to guarantee that each program gets off the ground seamlessly and operates successfully.

**Commitment:** Our client-focused account management approach is critical to a successful partnership. We have a proven track record in customer support and relationship management, as well as on-time, on-budget service delivery.

**Value:** Financial stability, methodical growth, and fiscally responsible business decisions set Abacus apart from our competitors when it comes to best value. We have the unique ability to negotiate aggressive pricing, without compromising the quality of our services.

We appreciate your consideration and look forward to the vendor selection and award process. For purposes of contract negotiations, I will serve as your primary contact and available Monday – Friday by phone 757-390-1178 or email [govbids@abacuscorporation.com](mailto:govbids@abacuscorporation.com).

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michele A. Massaro".

Michele A Massaro CSP  
Chief Operating Officer

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## Executive Overview

### Executive Summary

Abacus has proudly supported the unique service demands of our public-sector clients continuously and successfully for more than thirty-five years. Combining this experience with a nearly eighty-year history, the Abacus team is confident in our ability to make an immediate impact as a preferred partner in support of this contract. We offer the UMW tremendous industry knowledge, tailored staff augmentation solutions and most importantly a well-supported and engaged workforce, all critical to a successful relationship.

Incorporated in 1944, Abacus is headquartered in Baltimore, Maryland with strategic operations in more than 50 markets throughout the United States. With growing local branches in Virginia, Abacus is equipped with the service team and resources to meet the UMW's staffing requirements.

Abacus continues to enjoy above average industry growth, increasing our sales by 27% in 2021. As we evolve our service offerings to respond to the rapidly changing needs of our clients, Abacus has earned the reputation as an "out of box" strategic partner identifying unique business strategies with a focus on talent acquisition, managed vendor programs, statement of work and most recently, workforce deployment services.

Our Chief Operating Officer, Michele Massaro and Chief Administrative Officer, Michael Brady will serve as the UMW's primary contacts throughout the contract negotiation, selection, and implementation process. Their oversight of our service program with the UMW is critical to our mutual long-term success and partnership. We understand that sustainability of an effective service program requires an in-depth knowledge of program performance and targeted goals so that we may continue to adapt and adjust key strategies to respond to a rapidly changing labor landscape. Collectively Michele and Michael have over 50 years of proven experience building and deploying sustainable and compliant contingent staffing programs.

We extend immediate access to both team leaders as a resource to not only answer RFP related questions but also to support any general inquiries about best industry practices as you consider best solutions for the UMW today and in the future.

Michele Massaro	757-390-1178 (Cell, anytime)
Michael Brady	410-365-8377 (Cell, anytime)

We recognize the high level of service and commitment that the UMW expects in a service partner. Leveraging our extensive experience in offering comprehensive temporary staffing services to government entities of similar size, scope, and complexity, we are well positioned to assume a primary role as the UMW's on-site temporary staffing provider. Abacus has developed and tailored our Managed Vendor Program ("MVP") with critical commercial clients successfully performing these services locally, regionally and in some cases nationally leveraging technology, experience, and most importantly an affiliate supplier network that supports M/WBE goals in conjunction with overall performance demands.

Our mission to serve as a pre-eminent service partner to our strategic client portfolio is built on a strong foundation of experience, integrity and most importantly compliance. We strive to be considered an "Employer of Choice" to the more than 26,000 employees that support our clients throughout the United States and a "Supplier of Choice" to our select and dynamic client base.

Below are some key elements and unique differentiators that Abacus offers:

✓ **Well-Established Leader in the Staffing Industry**

Abacus has consistently grown since 1944 into one of the largest corporate services companies in the United States. With our team of highly skilled professionals, Abacus successfully delivered more than fifteen (15) million hours of full spectrum staffing services in 2021 to private and public sector clients, including state and local agencies in more than 20 states.

✓ **Dedicated Account Management Team**

Through our dedicated Account management approach, supported by our team of staffing and operations professionals, Abacus offers customized service solutions to fulfill all emerging requirements within your environment.

✓ **Financial Capabilities**

We understand the importance of financial strength and credit worthiness. In a cash intensive industry, Abacus has proven to be a reliable service partner. Our principals are committed to methodical growth within our core area of expertise and have positioned the company to be financially independent, well-funded, and resistant to the credit concerns of many competitors. This level of financial strength enables Abacus to extend the most competitive pricing structure and cost-savings incentives.

**Our organization has established scalable banking partnerships that continue to support our average 20% growth per year affirming our financial capabilities to sufficiently fund a project of this size and complexity.**

✓ **Proven Staffing Methodology**

The fine-tuned staffing methodologies Abacus leverages allows us to retain a qualified talent pool, expand program participation as necessary to include a regionally and locally based affiliate supplier network and most importantly manage this program as a single- source service solution.

With a rapidly expanding service footprint, a long and successful reputation offering services to government entities, a fully engaged national recruiting network and service capabilities with unique perspective of supporting government agencies of all size, scope, and complexity, Abacus is fully prepared to demonstrate our capabilities participating in the UMW's vendor selection and award process.

## Company Background

Abacus is a fourth generation, privately held staffing company, in continuous operation for over 78 years. We have been offering valuable “*human asset*” solutions to our clients continuously since 1944. Abacus continues to evolve into one of the largest corporate services companies in the United States. We are proud of our many long-term relationships, effectively providing temporary staffing services to a wide range of industries. Abacus presently **operates in more than twenty (20) states** with ongoing expansion into additional markets. Abacus has a 35-year history of partnering with public sector clients to improve the level of service on time and within the approved budget. We know that an effective and scalable temporary staffing program is an integral part of our client’s operational success.

As a family-owned company, we know the best relationships are built on **trust and commitment**. Many of our customer partnerships have been in place for more than **twenty (20) years**, and the average tenure of our relationships is **three (3) to four (4) times the industry average**.

Our precise and comprehensive methods to provide a customized staffing service model to the UMW directly impacts the maximum projected value for each dollar of expenditure, without compromising program compliance.

Our service programs can be customized to scale to client volume demands. We will partner with the UMW to develop a service blueprint to well define program goals and expectations. Understanding your current multi-agency approach, both challenges and successes, will be critical to standing-up an effective program for your operations. Program goals and measurable KPIs will be incorporated into our service plan along with standard program elements to include, but not limited to:

- Affiliate Supplier Vetting Process
- Order Requisition Process
- Candidate Selection Process
- Onboarding & New hire Orientation Process
- Time Collection Approval Process
- Workforce Management/Engagement
- Conversion Process
- Off-Boarding Process
- Reporting Options/Frequency

Our corporate program implementation team involved in these referenced relationships includes Michele Massaro, Michael Brady, David Hausner, Greg Wohlfort, Drew D’Avanzo, Trey Daniels, Trey McGee, Chris Price, Alex Suhrie, Rachele Pearce, and Tammy Hackett, all of which will a key role in the deployment of a staffing program to support the UMW.

## Service Footprint

We currently support both commercial and government clients in the State of Virginia and continue to focus on our market expansion.

## Affiliate Supplier

Abacus continues to strategically develop and grow relationships with affiliate suppliers across the country to meet our clients’ staffing needs and diversify our approach to staffing challenges in every market.

Consistency and transparency are key to any affiliate supplier partnership, and Abacus strives to ensure our partners' success through open communication of current orders, routine performance feedback, and developing a cooperative workflow between Abacus and each affiliate supplier to eliminate service barriers.

## **Statement of Work**

### **Service Methodology**

In today's labor market, the competition for top talent is fierce. Successful recruiting in this environment requires way more than posting jobs and reviewing resumes. Abacus is committed to creating a customized service approach that will support the UMW's immediate and ongoing temporary staffing needs across job categories. By offering a managed vendor approach, the UMW has the flexibility to access legacy suppliers willing to participate in our service program and most importantly be supported by a service program that is framed around competitive pricing, and compliance, driven by an experienced team of professionals that will leverage technology, expertise, and flexibility for our mutual program success.

### **Pricing Philosophy**

Our pricing strategy extends an aggressive mark-up structure to be applied to competitive market pay rates designed to attract and retain a committed workforce.

### **Program Compliance**

Likely one of the most significant benefits of our service approach is assurance that your staffing program will be centrally managed to meet all contract expectations. The Abacus service approach requires all program participants to participate in regular compliance audits and to provide during the onboarding process validation documentation to be retained and subject to the UMW inspection during regularly scheduled program audits.

During the implementation phase of this contract, we will partner to map out compliance items that will be required to effectively support this program, elements may include:

- Validation of compliant background screening
- Record adjudication
- Employment authorization validation
- Certification validation (as applicable to certain roles)
- Time collection & approval
- New hire orientation/badging requirements
- Pay/bill validation
- RISK compliance (WC and OSHA reporting compliance)

### **Technology/Reporting**

Abacus intends to leverage available technologies to automate key processes for program consistency to include:

- Requisition approval process
- Candidate submission process
- Time collection process
- Invoicing process
- Reporting (daily, weekly, monthly)
  - o Requisition Status
  - o Fill Rate (to include time to fill)



- Attendance Tracking
- Retention Tracking
- Active Roster (by location/dept)
- Workforce tenure (total hours worked to conversion eligibility 480-hours)
- Performance Evaluation Data
- Spend Data
  - Regular
  - Overtime
- Customer Survey
- Workforce Survey
- Risk Resolution
- Regular Business reviews

Abacus will work closely with the UMW to understand the feasibility of access to equipment and networks so that we may integrate technology as part of our overall service strategy.

### **Business Reviews**

To ensure a high level of service to the UMW, we suggest developing a cadence of regular business reviews, initially scheduled on a weekly basis throughout the contract implementation period (suggesting 60-day implementation window for program to be fully functional). To be an effective service partner, Abacus will need to understand the status of your current staffing programs and how to best integrate our service model with your existing operations.

### **Risk Mitigation**

As we move through the vendor evaluation process towards a potential award, Abacus strongly recommends that the UMW determine critical business factors subject to service disruptions that may result from a vendor re-alignment and award. The Abacus team is committed to sharing best practices related to risk mitigation that focus on service continuity:

- Agency workforce benefits eligibility with current employers
- Agency workforce tenure credit to conversion
- Program process change
- Existing Agency workforce pay structure (flexibility for successful vendor to adjust proposed payrates to incorporate current pay rates/propose rate adjustments)
- Contract termination clauses

### **Program Team**

The relationship between a temporary staffing provider and client must be mutually beneficial, with long-term success always top of mind.

We believe that it is the strength of our ongoing relationships with our clients and our assigned workforce that set contracts up for sustainable success. From contract implementation, our service and delivery commitments, to ongoing relationship management services, the Abacus team identified will be directly involved in the success of the UMW staffing program.

The Abacus executive team and a high percentage of our managers are credentialed professionals, holding the following designations: Certified Staffing Professional (CSP), Senior Professional in Human Resources (SPHR), and Certified Public Accountant (CPA) to name a few. These achievements show a commitment to the industry as well as the desire to establish a body of knowledge necessary to be an exceptionally qualified staffing services company.

## **Key Program Personnel – Qualification Summaries**

### **Michael Brady, SPHR, CSP – Chief Administrative Officer**



Michael joined Abacus in 1996. In 2000, Michael was named Vice President of Abacus' Southern Region headquartered in Richmond, Virginia where he served from 2000 through 2005. Michael served as Chief Operating Officer until being named Chief Administrative Officer in 2021. He is actively involved with all areas of human resources, finance, and contract compliance. He earned the Senior Professional in Human Resources (SPHR) designation through the Society for Human Resource Management and the Certified Staffing Professional (CSP) designation through the American Staffing Association. Michael is a graduate of Brigham Young University with a Bachelor of Arts in English and Journalism.

## **UMW Role – Contract Negotiations, Implementation & Compliance**

### **Michele Massaro, CSP – Chief Operating Officer**



With 30 years of staffing industry experience, Michele has extensive knowledge in operations, recruitment, contracts and business development and marketing. A Certified Staffing Professional (CSP) recognized by the American Staffing Association (ASA), Michele is a graduate of Old Dominion University with a Bachelor of Science in Psychology, with a minor in Human Services.

In 2021 Michele assumed her role as Chief Operating Officer, leading our business growth to more than 25%. As a natural problem solver, she spends most of her time in the field collaborating with clients and field staff to build solutions. She is actively involved in all areas of client relationships, business development, and operations. Under Michele's direction, our account management team, corporate recruiting, regional and local operations management team will perform to and exceed this contract's expectations.

## **UMW Role – Contract Negotiations, Implementation & Program Performance**

### **Gregory Wohlfort, CSP – Director, Strategic Relationships**



Greg joined Abacus in 2014 after graduating from the University of Maryland with a degree in Operations and Supply Chain Management. Greg started on our operations team, recruiting, and working at client sites throughout the country while earning his Certified Staffing Professional designation. He now works as a Strategic Relationship Manager, responsible for new business development, and ongoing account management. Greg plays an instrumental role in our managed vendor program ("MVP") as it pertains to technology integration.

## **UMW Role – Designated Project Management, Service & Program Delivery**

### **John Wunder – Division President, ASG**



John joined the Abacus Corporation in 2013. John formed Abacus Solutions Group under the same corporate umbrella to provide staffing and recruiting solutions to the Baltimore/DC Information Technology community. John has over 20 years of diverse management and sales leadership experience. Strengths include market expansion, team building, and the development of scalable recruiting strategies. Under John's guidance, Abacus Solutions Group has become a brand that is counted upon by area companies to solve their most difficult staffing challenges. He is a graduate from the University of Delaware.

**UMW Role – Professional Recruitment Services Leader**

**Drew D’Avanzo – Senior Business Development Manager**



Drew joined Abacus in 1991 as a Senior Business Development Manager. He is responsible for full cycle sales and delivery including marketing, client retention and accounts receivable. Drew holds Bachelor of Arts in Pre-Law and Psychology from Auburn University and is an active member of the Maryland Staffing Association and the American Staffing Association.

**UMW Role – Performance Management**

**Trey Daniels, – Operations Manager, Staffing**



Trey joined Abacus in 2003 and is responsible for building new client relationships, providing clear direction for Client Orders and project Implementation. Trey has 22 Years of staffing, recruitment & retention experience – 13 at Abacus, 8 at SHS International and several more staffing Atlantic Marine Products. He is a member of the American Staffing Association, Virginia Staffing Association, The Recruiter.com and VMS- Vendor Management Group.

**UMW Role – Performance Management**

**Chris Price – Client Relationship Manager**



Chris joined Abacus in 2014 and has since been involved in supporting staffing operations and client relations in multiple markets. He works closely with the operations team and clients at the local and national level to solve staffing challenges and execute effective solutions to include deployment and on-site management services.

**UMW Role – Program Support & Service Delivery**

**Trey McGee – Account Executive**



Trey started with Abacus during high school as a summer intern in 2010. Trey graduated from the University of Denver, with a bachelor’s degree in General Business. Upon graduation Trey immediately joined the Abacus team full-time, functioning in a hybrid operational-sales role as an Account Executive, Trey’s current focus is new business development while overseeing many key existing partnerships.

**UMW Role – Program Support & Service Delivery**

**Alex Suhrie – Director of Operations Support Center**



Alex joined Abacus as a Recruiter in Carlisle, PA. Alex was promoted to Staffing Branch Manager, then relocated to Baltimore in 2019 to take the role of Operations Coordinator in our newly created “Operations Support Center”. Since he has been promoted to Director of the Operations Support Center. In this role, he works with field operations, human resources, accounting, and executive leadership to enable Abacus to provide the best possible service to our clients.

**UMW Role – Program Implementation, Technology Integration & Reporting**

**Rachele Pearce – Director of Client Services**



Rachele joined the Abacus team in 2018 as a Client Service Specialist. In 2021 she was promoted to the Director of Client Services. As the Director of Client Services, Rachele focuses on client satisfaction initiatives, high level corporate business reviews, and collections associated with key national accounts. She works closely with the Operations Support Team to continuously expand client service offerings. Rachele is a graduate of the University of Maryland, with a Bachelor of Science in Business Administration.

**UMW Role – Program Implementation, Technology Integration & Reporting**

## Management

### Specifications/Scope of Work

Abacus has read and understood the Specifications/Scope of Work outlined in the RFP and is prepared to address any challenges as it relates to order fulfillment, client service, workforce transition, and M/WBE participation.

With a local branch that is equipped to fully support the UMW service needs, and an experienced project implementation team, Abacus will be able to effectively address each area under the Specifications/Scope of Work.

- **Job Descriptions:** Detailed job descriptions provided by the UMW will be thoroughly reviewed with the recruitment team, utilized when reviewing resumes and interviewing candidates, and referred to in the development of skills assessments issued to candidates.
- **Staff Selection Process:** Our recruitment team is trained and has processes in place for submitting candidates with their resume, background verification, and any other requested information the UMW would like to review prior to selection. Abacus has a flexible approach and can customize its submittal process to fit the UMW's needs.
- **Metrics:** Abacus has the capabilities to provide monthly Excel reporting of all incumbent temporary staff to the UMW's HR Department and Procurement & Materials Management. This reporting will include the information requested under Specifications/Scope of Work in the RFP. Our flexible service approach also allows us to customize reporting, provide weekly utilization reports, or provide additional reporting the UMW may request.
- **Customer Service:** Contact information for our local branch team will be provided to all the UMW contacts along with an exclusive distribution email address for the UMW to reach our entire local and project implementation/management team. Michele Massaro and Michael Brady will serve as initial contract negotiation and implementation team and will partner with the UMW to ensure branch contact information is readily available. They, along with the entire team listed under "Key Program Personnel" in the Statement of Work section will be on the exclusive UMW distribution email and available as contacts throughout the entire contract period.

## Implementation

### Contract Implementation

The Abacus program team that will be managing this program for the UMW possesses extensive experience in managing a contract of this size and scope. The most critical aspect of a contract implementation of this complexity is for all parties to have a well-developed service blueprint that maps out our mutual obligations and defined timeline to achieve key benchmarks necessary to ensure a seamless service transition.

Abacus intends to engage a “top down” approach in which our executive and corporate level program team will stand up this program in partnership with the UMW so that we are aligned with service and delivery.

### Workforce Transition

Successfully transitioning an agency workforce takes experience, sensitivity and most importantly a high awareness of the concerns that individuals have when they experience a potential change in employers. The employee must feel empowered and understand that there are options.

We have found that overwhelmingly the agency workforce closely identifies with the client organizations to which they are assigned. It is important that all Abacus messaging related to a workforce transition be supported by the UMW however not directed by your organization in terms of how a new contract may impact an individual’s assignment.

Abacus will implement a transition campaign to include a high level of messaging directed to the agency worker so that they are aware of their options and the benefits of continuing their assignment with your organization.

- Tenure credit which allows them to move to conversion
- Benefit access and availability
- Pay consistency
- Process improvement

In addition to our experienced contract implementation and program team, Abacus engages an experienced internal Transition Team to conduct regular Q&A sessions with existing workforce set up at times that work best for your business operations combining in-person with virtual options so that we may quickly get ahead of workforce concerns.

Individuals that participate in our workforce transition process are impressed with the ease in which they can complete the transition to Abacus.

- Online application process
- Secure document validation process
- Automated conditional offer of employment process
- Text/email background authorization tool
- Electronic new hire onboarding package

### Local Presence

Abacus has an established presence within Virginia and an experienced local team that is prepared to support the UMW through order fulfillment, site visits, efficient onboarding/terminations, addressing performance, attendance, or accident-related issues. Our local office address is 2500 E Parham Road, Suite 4, Richmond, VA 23228 (52.1 miles from UMW campus).

## Program Overview

Our service model as described will be combined with our talent acquisition and recruiting capabilities offering the UMW a full-service single-source solution. We offer an overview of our service strategies to be leveraged to support this contract.

### Sourcing and Recruitment

To maintain a robust pipeline of qualified candidates, Abacus continuously sources and recruits' applicants of all skill levels and experience to capture talent within a wide range of job categories to meet the needs of our clients.

Our client needs are sourced by recruiting specialists with real- world experience in their respective fields. By analyzing supply and demand metrics locally and nationally, we are able to locate specific talent in the selected target area.

Abacus has a resume database of currently over 300,000 candidates to tap into to quickly fill positions systemwide. Our recruitment team will work closely with you to better understand your specific requirements.

We employ various traditional and non-traditional sourcing and recruiting strategies to attract both actively and passively seeking applicants. Abacus has the experience to make effective placements within a wide range of job categories. Our recruiting

team is tasked to continuously modify their sourcing strategies so that we may keep pace with this very dynamic labor environment. We understand that wage is not the only consideration for the job-seeking applicant base – flexibility, work/life balance and a clearly defined professional progression path are important factors when considering employment opportunities.

Abacus utilizes a wide range of applicant sourcing techniques to identify the most qualified and flexible talent. In addition to conventional advertising, our recruiting team engages:

- **Outreach Programs/Community Partnerships:** Abacus is proud of these partnerships that range from locally based community programs to global organizations such as the International Rescue Committee to assist under-served communities to access meaningful employment opportunities.
- **Technical Schools and Job Training Organizations:** We partner with educational organizations throughout the United States to promote our hiring opportunities. Abacus proudly partners with “Skills for All” to encourage and sponsor job training initiatives that will most benefit our clients.
- **Hiring Events:** Participation in external hiring events has proven to be a great way for Abacus to build our branding in strategic markets.
- **Social Media Campaigns:** Our operations support team includes social media experts to implement various social media campaigns and market our employment opportunities by leveraging community sites, direct advertising campaigns and targeted industry sites.
- **Digital Campaigns:** Abacus continues to generate applicant interest through targeted digital campaigns to heavily promote our employment and assignment opportunities – we have seen great success with co-branding initiatives.
- **Military Initiatives:** Abacus proudly supports Veteran programs that assist with job placement/employment readiness. We are classified as a “Veteran Friendly” organization.



- **Job Boards:** Abacus is contracted with employment-based sites which target a more skilled workforce, within different industries. We subscribe to industry-specific sites, aggressively network employment opportunities by engaging social media sites and actively “mine & drill” more passively seeking talent.
- **Employee Referrals:** Abacus encourages our current workforce and third-party partners to refer talented applicants for consideration. We include a monetary incentive per selected referral to include ongoing compensation options for individuals successfully assigned to Abacus programs.

### Candidate Selection Process

Our client-focused candidate selection process has proven to help us identify quality candidates who are a great fit for the requested position, and who integrate well into the client culture. Our process includes Resume Review, Reference Check, Skills Testing, Interview, Employment Verification, Background Check and Substance Screening:

**Resume Review:** Abacus processes and scores resumes in a manner that allows our recruiters to focus appropriately on applicant experience. Our recruiters use a pre-screening checklist to efficiently identify quality candidates.

**Reference Check:** Each candidate provides at least three (3) professional references. Conducting reference checks allows us to learn more about the candidate’s previous performance and work ethic, enabling us to further hone our short-list of candidates for the requested position.

**Skills Testing/Assessments:** Abacus utilizes a wide- range of technology-based testing practices, that give us the ability to customize tests to focus on necessary key skills. Written and behavioral assessments are also available that cover a wide range of topics.



The following is a sample list of various tests we perform for temporary employee candidates:

- **Typing and Ten-Key Proficiency:** Evaluates speed and accuracy of word processing, as well as database spreadsheet skills.
- **Office Equipment and Organization:** Evaluates ability to operate standard office equipment, proficiency in accounting, data entry, and customer service skills if required by the position.
- **Office Software:** Evaluates proficiency in common office software, including Word, Excel, and PowerPoint.
- **Mathematic Computations:** Evaluates numerical aptitude and arithmetical operations if required by the position.
- **Communication and Aptitude:** Evaluates verbal communication and professional demeanor.

**Interview:** Interviews are conducted by experienced coordinators that possess recruiting knowledge and a unique understanding of our client expectations. This stage includes three types of interviews: Telephone, In-Person and Virtual.

- **Telephone Interview:** An initial telephone interview is conducted to assess how the candidate’s current and previous work experience matches our client’s requirements. The candidate is also



asked about training and education, wage preference, and if they are willing to submit to a drug screen and background check.

- **In-Person Interview:** Selected candidates from the telephone interview stage are invited to interview in-person with a staffing professional. A more in-depth assessment of required skills, personal communication, and future goals are performed during this interview.
- **Virtual Interview:** In recent years, Abacus has moved to a virtual interview option which allows us to interact directly with candidates without having them travel to one of our office locations. In many respects this interviewing technique has been instrumental to our growth and accessibility to talent.

The UMW may elect to interview and select employees to fulfill requests. Abacus will provide candidate summaries for review and consideration, to include assessment scores and resume, coordinate interview, provide interview follow-up to agency and the candidate, and coordinate new placement starts as required.

**Employment Verification:** At this stage Abacus conducts a verification of dates of employment, job title, pay rate, reason for leaving, and rehire eligibility. We also verify the credentials, certification, bonding, and required immunizations for specific positions. All candidates are required to provide proof of citizenship or work authorization.

**Background Checks:** Abacus abides by a well-defined background check process executed by a Human Resources professional and adjudicated to client-specific standards. Checks include but are not limited to:

- ✓ Criminal Record Search
- ✓ National Criminal Record Check
- ✓ Statewide and Local Record Checks
- ✓ Driving Record Check
- ✓ Education Verification
- ✓ Employment Verification
- ✓ Sexual Offender Database Search
- ✓ Social Security Trace Search



Abacus Corporation has committed to 100% participation in the voluntary E-Verify program ensuring that our workforce is authorized to work in the United States.

We acknowledge that the UMW may require other checks as mandated by location or position.

**Substance Screening:** Abacus recognizes its responsibility to create and maintain a workplace that is free from illicit or inappropriate use of a controlled substance, drugs, or other medications by its employees. We assure our clients that we do not hire any temporary employee that was involved in a drug or alcohol use case during previous employment, that no employee may use illegal drugs, nor may consume alcohol at work at any such time that the employee's work is negatively affected. Indication of such use may result in immediate termination.

- ✓ **5-Panel Test:** As a standard, we use a 5-panel urine test that screens for cocaine, marijuana, opiates, amphetamines, and methamphetamines.
- ✓ **10-Panel Test:** Upon client request, we use a 10-panel that includes phencyclidine, propoxyphene, methadone, barbiturates, and benzodiazepines, in addition to the standard 5-panel test.

Employees are subject to substance screenings:

- ✓ As part of the candidate evaluation process
- ✓ Mandatory testing
- ✓ Random Testing
- ✓ For-Cause, Suspicion
- ✓ Post-Incident/Accident

### Requisition and Fulfillment Process

Our requisition process allows our team to have immediate access to important fulfillment information, as submitted by clients, 24/7. An order confirmation which clarifies the parameters sent so there is no confusion as to the scope of services being requested is validated with client requestor within 4-hours of receipt. While Abacus prefers to receive requirements electronically, we offer clients the flexibility to communicate submit requisitions verbally and directly to our on-site service team.

Periodic order updates will be sent to each user, within the parameters identified:

Order Response Time		
Order confirmation	Within <u>1 hour</u> of order receipt	Branch Acknowledgement
Open order status	Within <u>24 hours</u> of request and daily thereafter	Client Updated Daily – Branch
Placement notification	Within 5 - <u>business days</u> , upon client approval	Filled Date Confirmed – Branch

Order confirmations are a standard practice within our staffing model, and we guarantee that the requestor will receive an order confirmation and placement notifications prior to the deployment of agency employees to complete an order.

In the event that we are experiencing significant difficulties in filling a specific requirement, Abacus will partner to solution with the UMW leveraging non-billable strategies to include:

- Sign On Bonus
- Retention Incentives
- Attendance Incentives
- Specialized Affiliate Partners

### Orientation Training

Abacus will require all agency placements to participate in a comprehensive pre-placement orientation process prior to assignment within the UMW operations. Orientations cover a broad range of topics both specific to Abacus and the UMW. Our project management team will partner with your management to develop an orientation package that is comprehensive in providing assigned workforce important information and materials to ensure that they are set-up for a successful assignment experience.

In addition to reference material, all selected agency employees assigned to the UMW will complete a “Temporary Worker Agreement” during their onboarding process which will cover key

information and obligations as an assigned agency worker (UMW Policies relevant to Tobacco Free Workplace, Harassment, Technology Usage Policy, Facility Access, Badging, Equal Employment Opportunity, Code of Conduct, Confidentiality, Appearance, Drug & Alcohol-Free Workplace). This agreement is retained as part of a new hire's application file for reference and audit purposes.

Additional Elements of our new hire orientation include:

- ✓ Company Overview, Abacus
- ✓ Company expectations
- ✓ Standards of Conduct
- ✓ Work Rules (Client Specified Policies and Procedures) - Disciplinary Procedures
- ✓ Non-Discrimination / Harassment / Sexual Harassment Prevention
- ✓ Employee Benefits
- ✓ Payroll Procedures
- ✓ Attendance Policy
- ✓ Call-Out Procedures
- ✓ Dress Code
- ✓ Badging/Access
- ✓ American with Disabilities Act
- ✓ Drug Free Workplace
- ✓ Workplace Breaks and Lunch Period expectations
- ✓ Agency specific rules and regulations, including computer use policies
- ✓ Review and execution of agency agreements

Signed copies of orientation documents and similar site-specific policies shall be retained for a minimum of three years or as required by law and made available for client review.

### Placement Process

Abacus knows that having the best professional personnel is integral to the ongoing success of our clients' operations. Our precise, comprehensive methods for providing staffing solutions ensures that our government clients get the maximum projected value for each tax-payer dollar of expenditure. We are committed to providing personnel with the skills, experience, and character to excel in their roles and assignments.

Abacus successfully assigned and employed more than **twenty-six (26) thousand employees** nationally in 2021.

An applicant is converted to "candidate status" only after our recruiter has thoroughly reviewed assessment results and the overall interview process. The decision to move forward with the candidate on-boarding process requires the confidence of our recruiting team that the applicant will make a viable placement option to meet the demands of our clients. Candidates are deemed "workplace ready" when they have demonstrated their skills competency, reliability through established references, a high degree of customer service as evaluated during their interview and onboarding process and has completed our previously referenced new hire orientation to ensure that key requirements such as dress code, agency policies & procedures have been reviewed.

Agencies may elect to interview and select employees to fulfill requests. Abacus will provide candidate summaries for review and consideration, to include assessment scores and resume, coordinate interview, provide interview follow-up to client and the candidate, and coordinate new placement starts as required.

### **Placement Notification**

Once a candidate has been selected for placement, Abacus will provide a placement notification to the UMW management that includes:

- Placement Full Name
- Confirmed Position, Pay and Hourly Bill Rate
- Confirmed Project Duration
- Report to details: Department Contact, Job Location, Work Schedule, and related details
- Orientation Confirmation

We also can furnish a data sheet for each newly hired employee to verify criminal background check, drug screening completion, educational background (as required), certification (as required), assessment scores, and other related documents as requested.

Additionally, Abacus will provide selected candidates with an assignment confirmation document which includes specific details such as:

- Department Name
- Assignment Location
- Point of Contact/Contract Information
- Work Schedule
- Special conditions such as parking, access, etc.
- Abacus Contact Information, Office Hours and After Hours Contact Information

Abacus will not charge the UMW for any newly assigned associate removed from placement within the first eight (8) hours on the job.

### **Termination**

Assignments ended due to job performance are immediately addressed with a confirmation as to the removal actions taken. It is always our goal, when possible, to handle assignment terminations “off-site” to avoid any client involvement. While this is never an easy decision, Abacus shall take the lead in removing an employee that is not satisfactorily meeting client’s performance needs and shall coordinate timely replacements within forty-eight (48) hours of notification by accessing our pool of qualified candidates. Abacus will waive all charges for up to eight (8) hours worked by a temporary employee that deemed unsatisfactory.

Based on access and other security factors, Abacus program management will work with the UMW to ensure that terminated employees do not regain access to your locations. All actions related to security and access will be well documented.

### **Equal Employment Opportunity**

Abacus affirms that it does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor. We include an EEO statement in all solicitations and advertisements for employment.

### **Job Performance**

A key element of our service model is our ongoing commitment to workforce quality. We take great strides to ensure that our employees are meeting and exceeding client performance requirements throughout the lifecycle of each placement. We believe that performance is to be evaluated regularly to avoid lingering

quality issues and client dissatisfaction. The Abacus on-site management team is tasked with regular performance reviews.

Our ability to motivate our assigned workforce is an important factor when our clients consider the cost of workforce replacements, related to what is typically considered very correctable performance issues.

Attendance is critical to our workforce's assignment success. We express the importance of reporting to work on time each day in our pre-placement orientation training and provide call out instructions for attendance tracking purposes.

Abacus employees also clearly understand our expectations of professional conduct while engaged on assignment and representing our company. We expect our agency workforce to present themselves professionally at all times and consider any behavioral concerns to be cause for immediate release from assignment.

Our workforce is advised to their responsibilities when it comes to managing and protecting client data and that any attempt to access client data beyond what is related to their job duties is strictly forbidden and a violation of corporate policy, subject to immediate termination. Any information obtained during performance of our employee's prescribed work will remain confidential and held as proprietary.

### **Quality Assurance**

Our order fulfillment process serves as a key element of our service model. Once we have successfully placed the right talent to meet and exceed expectations, Abacus will initiate regular and ongoing communication to ensure that our agency workforce is fully engaged, and all parties are satisfied with their assignment experience.

Abacus will conduct regular quality performance check as follows:

- First day performance check for all new hires
- First week assignment experience survey
- Weekly contract employee performance checks
- Monthly employee engagement surveys
- Monthly performance evaluations (Abacus and workforce)

A key responsibility of our management team is to conduct regular visits to the UMW throughout to ensure that we are meeting and exceeding service goals.

Independent to our program team's efforts, our corporate operations support team distributes regular monthly surveys to clients encouraging honest feedback. Results are analyzed by our executive directly responsible for the success of our contract with the UMW and unfavorable reviews are subject to immediate follow-up.

### **Standard Reporting**

To accurately evaluate our contract performance, Abacus program management team will work closely with the UMW to establish key benchmarks and performance indicators to be tracked and reported on regularly.

Examples of common reports include:

- Average Fill Rate
- Average Time to Fill
- Average Attrition Rates

- On Time Fill Rate

The Abacus team will provide a monthly progress report to include:

- Activities performed during the reporting period
- Activities planned for the next reporting period
- Project change control summary
- Problems, issues, concerns, and recommendations
- Contract required data

No less than quarterly, Abacus will schedule a corporate Quarterly Business Review to evaluate overall contract performance. We will also collaborate with the UMW to establish and adhere to scheduled progress meetings critical to overall contract success.

### **Employee Relations**

As a highly responsible employer, Abacus is fully committed to creating an atmosphere to empower our employees to resolve employee relations issues promptly and professionally. We have a team of experienced and credentialed human relations professionals who are skilled in areas such as discrimination, harassment, and retaliation. We comply fully with laws such as the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and other common employee issues.

Concerns and complaints are managed through an escalation process that starts at the on-site program management level. Abacus also provides an open-door policy to senior program and executive leadership for our workforce to freely communicate questions, concerns and/or confidential reporting. We pride ourselves in the ability to be fair and to conduct our employee relations in the most professional manner possible.

### **Benefits**

We understand that benefits are an important industry differentiator and play an integral part in our sourcing and recruitment process. To attract and retain the highest quality talent, within the parameters of a competitive pricing model, we have created policies and benefits that are cost-effective, easy to access, and completely portable.

The intrinsic advantages associated with our efforts to offer more than a weekly paycheck are tangible to Abacus, our clients and most importantly our workforce. Retention, employee longevity, and diminished turnover are mutually beneficial and result from a robust benefit offering.

Abacus benefits include, but are not limited to:

- Medical Benefit, available upon employment
- Life Insurance
- Short Term Disability Insurance
- PTO
- Attendance Incentives
- Weekly payroll cycle
- Direct Deposit, convenient electronic payroll options
- Employee Referral Bonus
- Training Opportunities
- Service Awards and Recognitions – employee of the month, quarter, year

- Open-door management structure
- An employee friendly work environment

We comply with all provisions of the Affordable Care Act (ACA) applicable to our temporary employees.

### **Payroll Administration**

Abacus provides our workforce with access to an approved time collection process to submit their payroll for approval on a weekly basis. We will verify work hours according to contract policy and generate and distribute weekly payroll checks via direct deposit or a method convenient to the employee. We will make payroll tax deposits, including FICA/Social Security, FUTA, SUTA, as well as payroll tax reports (filing 940s, 941s, and W-2s).

All agency employees assigned to the UMW will be considered W2 employees and subject to all employment related payroll tax contributions.

### **Statutory Requirements**

Abacus will comply and submit all Federal and State unemployment insurance claims and defense processing. Provide Worker's Compensation insurance coverage, deposits, reporting, claim filings, and audit compliance. As well as providing Employers' Liability Insurance and General Liability Insurance.

### **Invoicing**

Abacus is committed to generating accurate invoices for only approved hours providing well-supported documentation when presenting monthly invoices to the UMW for all temporary services provided for the applicable billing cycle. While we offer a number of invoice format options, we strive to provide easy to read invoices, which confirms the direct compensation of our assigned workforce with a clearly stated mark-up for services.

All invoices will show the breakdown of hours actually worked for each individual, the job classification, the hourly rate, the department services that are being provided, the person requesting the services, and the complete name of the temporary employee. Approved timesheets will be included with each weekly invoice distributed.

## Required Forms

Please see the following pages for the submission required documents:

- Completed and signed RFP (Page 1)
- Addendum 1 Acknowledgement
- Completed Attachment A: Pricing
- Completed Attachment B: References
- Completed Attachment C: Small Business Subcontracting Plan
- Completed Attachment E: Proposal Submission Checklist
- Current Certificate of Liability Insurance



**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: Abacus Corporation

Address of Offering Firm: 610 Gusryan Street, Baltimore, MD 21224

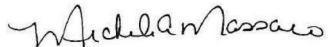
DSBSD Certification No.: N/A Expiration Date: N/A

eVA ID: C9568 Tax ID: 52-0554932

Email: govbids@abacusccorporation.com Telephone: 410-633-1900

Website: www.AbacusCorporation.com Fax: 410-633-1976

Submitted By (Print Name & Title): Michele Massaro, COO

Signature (In Ink):  Date: 4/20/2023

**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: Abacus Corporation

NAME OF OFFEROR REPRESENTATIVE: Michele Massaro

OFFEROR SIGNATURE: 

DATE: 4/20/2023

**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	\$18.00	\$25.20
2	Office Associate with Personal Computer Skills	\$17.00	\$23.80
3	Accountant/Sr. Accountant	\$25.50	\$35.70
4	Housekeeping Worker	\$18.00	\$25.20
5	Grounds Worker	\$18.00	\$25.20
6	General Laborer	\$18.00	\$25.20
7	Office Associate with IT and A/V skills	\$22.00	\$30.80
8	IT and A/V Technician	\$25.00	\$35.00
9	Application Support Programmer	\$30.00	\$42.00
10	Campus Buyer/Technical Support	\$30.00	\$42.00
*	OTHER SERVICES	\$0	\$0

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

## ATTACHMENT C: SMALL BUSINESS SUBCONTRACTING PLAN

**MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

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

### DEFINITIONS:

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

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

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

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

**Bidder Name:** Abacus Corporation

**Preparer Name:** Michele Massaro **Date:** 4/20/2023

### INSTRUCTIONS:

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

**ATTACHMENT C (CONT'D)****Section A**

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

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

DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Section B**

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

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

<b>Small Business Name, Address &amp; DSBSD Cert No.</b>	<b>Indicate if also: Micro (O), Women (W), or Minority (M) Certified</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract (%)</b>	<b>Planned Contract Dollars During Initial Period of the Contract (\$)</b>
Abundant Staffing Agency, LLC  7890 Richmond Rd, Unit 745, Toano, VA 23168  #800745	(M)	Ramona Taylor (P) 757-379-5855 <a href="mailto:rtaylor@abundantstaffingagency.com">rtaylor@abundantstaffingagency.com</a>	Human Resources or Staffing Services	TBD*	TBD*
Dominion Staffing Solutions  2480 Williston Dr, Charlottesville, VA 22901  #806033	(O)	Shelly Beard (P) 562-434-3869 <a href="mailto:shelly@dominionstaffingsolutions.us">shelly@dominionstaffingsolutions.us</a>	Personal Services	TBD*	TBD*
<b>Total Planned Subcontracting Spend (\$)</b>					TBD*

**THIS INFORMATION IS TO BE KEPT CONFIDENTIAL**

## **Minority/Women Business Enterprise Participation and Affirmative Action Policy**

Abacus is committed to promoting supplier diversity through engaging M/WBE partners in commercial and public-sector client service programs. Also, Abacus maintains a diverse workforce through affirmative action initiatives and engaging with a variety of community organizations and outreach programs.

### **Affirmative Action Policy**

It is the policy of Abacus Corporation to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information, or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Michael P Brady, CAO, will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout Abacus Corporation. A notice explaining the company's policy will remain posted.

### **Description of M/WBE Commitment**

To encourage quick and efficient order fulfillment, Abacus provides 100% access of client orders for affiliate suppliers to competitively fill with qualified candidates. This level of transparency promotes growth of our M/WBE partners while ensure our clients experience quick turnaround on their staffing needs.

## THIS INFORMATION IS TO BE KEPT CONFIDENTIAL

### Abacus Team Diversity

Diversity amongst the Abacus team is a very important focus, as our workforce must feel represented by their employer who represents them. Growth from within has led to significant tenure within Abacus' ranks and is encouraged and accessible for all members of our team.

### Private-Sector Participation

In an increasingly competitive hiring environment, engaging many partners to meet client needs is key. Abacus has a demonstrated history of successfully supporting private-sector clients of various sizes through M/WBE partnerships. Michele Massaro on our team has extensive experience partnering with M/WBE affiliate suppliers and ensuring they experience the consistency and transparency that Abacus is committed to providing.

### Assurance

To provide SWAM participation, Abacus Corporation has contacted Abundant Staffing Agency, LLC and Dominion Staffing Solutions to partner as subcontractors for the UMW project. The percentage (%) of planned involvement and planned contract dollars (\$) has not yet been identified. When Abacus receives a response from either/or agencies, the UMW will be notified and updated.

#### University of Mary Washington - Solicitation #23-1521 Temporary Staffing Services



Richardson, Kate

To [shelly@dominionstaffingsolutions.us](mailto:shelly@dominionstaffingsolutions.us)



Thu 4/20/2023 3:41 PM

Good afternoon Shelly,

I'm with Abacus Staffing, and we're working on a bid to provide temporary staffing services to the University of Mary Washington. The positions include administrative, general labor, technicians, etc. We came across your business in the Virginia SBSD directory and would like to include you as a subcontractor in this bid.

If you are interested or would like to learn more, please let me know at your earliest convenience.

Thanks you!

**Kate Richardson**

Government Services Coordinator

**Abacus Staffing Services**

Office: (410) 252-2400 ext. 211

Direct: (443) 652-4072

[krichardson@abacuscorporation.com](mailto:krichardson@abacuscorporation.com)

Apply online at [www.AbacusOnline.jobs](http://www.AbacusOnline.jobs)

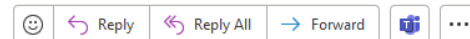


## University of Mary Washington - Solicitation #23-1521 Temporary Staffing Services



Richardson, Kate

To [rtaylor@abundantstaffingagency.com](mailto:rtaylor@abundantstaffingagency.com)



Thu 4/20/2023 4:40 PM

Good afternoon Ramona,

I'm with Abacus Staffing, and we're working on a bid to provide temporary staffing services to the University of Mary Washington. The positions include administrative, general labor, technicians, etc. We came across your business in the Virginia SBSD directory and would like to include you as a subcontractor in this bid.

If you are interested or would like to learn more, please let me know at your earliest convenience.

Thank you!

**Kate Richardson**

Government Services Coordinator

**Abacus Staffing Services**

Office: (410) 252-2400 ext. 211

Direct: (443) 652-4072

[krichardson@abacuscorporation.com](mailto:krichardson@abacuscorporation.com)

Apply online at [www.AbacusOnline.jobs](http://www.AbacusOnline.jobs)







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2022

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).

<b>PRODUCER</b> HMS Insurance Associates, Inc. 20 Wight Ave Suite 300 Hunt Valley MD 21030	<b>CONTACT NAME:</b> Erica Grelli <b>PHONE (A/C, No, Ext):</b> 443-632-3346 <b>E-MAIL ADDRESS:</b> egrelli@hmsia.com	<b>FAX (A/C, No):</b> 443-632-3498
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Hartford Fire Insurance Co		19682
<b>INSURER B:</b> Everest National Insurance Company		10120
<b>INSURER C:</b> Selective Insurance Company of South Carolina		19259
<b>INSURER D:</b> New Hampshire Insurance Company		23841
<b>INSURER E:</b> Arch Specialty Insurance Company		21199
<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:** 1243181506**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			91ML001717-221	9/28/2022	9/28/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			S 2164050	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			91CU001292-221	9/28/2022	9/28/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	WC15893657	4/1/2022	4/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B A E	Professional Liability Crime/3rd Party Employee Theft Cyber Liability			91ML001717-221 30 FA 0379744 22 C-4LPY-050099-CYBER-2022	9/28/2022 4/1/2022 10/9/2022	9/28/2023 4/1/2023 10/9/2023	E&O Occurrence: \$1M Theft of Clients Prop Privacy Liability E&O Aggregate: \$2M \$5M Per Occ/Agg \$1,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Abacus Corporation  
610 Gusryan Street  
Baltimore MD 21224

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

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## 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

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- 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](mailto: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

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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