

TopTalent Staffing, LLC

Offer and Proposal for University of Central Florida

Invitation To Negotiate (ITN) Number 2021-03TCSA
For Temporary Labor Services

SUBMIT OFFER TO:
Via Bonfire Web Portal
UNIVERSITY OF CENTRAL FLORIDA
 Phone: (407) 823-2661
www.procurement.ucf.edu
<https://ucfprocurement.bonfirehub.com/opportunities/49428>

University of Central Florida
INVITATION TO NEGOTIATE
Contractual Services
Acknowledgement Form

Your submission must be uploaded, submitted, and finalized prior to the closing time on **January 13, 2022 @ 2:00pm**. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the closing time to begin the uploading process and to finalize your submission. See **Appendix 4** for submittal instructions.

Page 1 of 38 Pages	OFFERS WILL BE OPENED January 13, 2022 @ 2:00pm EST and may not be withdrawn within 120 days after such date and time.	ITN NO. ITN2021-03
UNIVERSITY ADVERTISING DATE: November 17, 2021	ITN TITLE: Temporary Labor Services	
FEDERAL EMPLOYER IDENTIFICATION NUMBER 26-0318376		
SUPPLIER NAME TopTalent Staffing, LLC	REASON FOR NO OFFER:	
SUPPLIER MAILING ADDRESS 3901 E. Colonial Dr., Suite E		
CITY - STATE - ZIP CODE Orlando, FL 32803	POSTING OF PROPOSAL TABULATIONS	
AREA CODE	TELEPHONE NUMBER 407-896-2150	Proposal tabulations with intended award(s) will be posted for review by interested parties on the Procurement Services solicitation webpage and will remain posted for a period of 72 hours. Failure to file a protest in accordance with BOG regulation 18.002 or failure to post the bond or other security in accordance with BOG regulation 18.003 shall constitute a waiver of protest proceedings.
	FAX: 407-896-2151	
	EMAIL: staffing@toptalentusa.com	

Government Classifications
Check all that apply

- | | |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> American Woman |
| <input type="checkbox"/> Asian-Hawaiian | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> MBE Federal |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Non-Minority |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> PRIDE |
| <input type="checkbox"/> Small Business Federal | <input type="checkbox"/> Small Business State |

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the Supplier and that the Supplier is in compliance with all requirements of the Invitation To Negotiate, including but not limited to, certification requirements. In submitting an offer to an agency for the State of Florida, the Supplier offers and agrees that if the offer is accepted, the Supplier will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the procurement agency tenders final payment to the Supplier.

GENERAL CONDITIONS

1. SEALED OFFERS: All offer sheets and this form must be executed and submitted as specified in Section 2.6. Offer prices not submitted on any attached price sheets when required shall be rejected. All offers are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are either automatically rejected with respect to non-compliance with non-negotiable terms and conditions or may be rejected, at UCF's sole discretion, with respect to any other terms and conditions.

2. EXECUTION OF OFFERS: Offers must contain a manual signature of the representative authorized to legally bind the Respondent to the provisions herein. Offers must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the Supplier are to be initialed.

3. NO OFFER SUBMITTED: If not submitting an offer, respond by returning only this offer acknowledgment form, marking it "NO OFFER," and explaining the reason in the space provided above. Failure to respond

without justification may be cause for removal of the company's name from the solicitation mailing list. NOTE: To qualify as a respondent, the Supplier must submit a "NO OFFER," and it must be received no later than the stated offer opening date and hour.


AUTHORIZED SIGNATURE (MANUAL)

R. Bennett Herring, Vice President
AUTHORIZED SIGNATURE (TYPED), TITLE

4. PRICES, TERMS AND PAYMENT: Firm prices shall be negotiated and include all services rendered to the purchaser.

(a) DISCOUNTS: Cash discount for prompt payment shall not be considered in determining the lowest net cost for offer evaluation purposes.

(b) MISTAKES: Proposers are expected to examine the conditions, scope of work, offer prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the Proposer's risk.

(c) INVOICING AND PAYMENT: All Suppliers must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Suppliers shall submit properly certified original invoices to:

Division of Finance
12424 Research Parkway, Suite 300
Orlando, Florida 32826-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available at <https://fa.ucf.edu/travel-payables-forms/>.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

Interest Penalties: Supplier interest penalty payment requests will be reviewed by the UCF vendor ombudsman whose decision will be final.

Vendor Ombudsman: A vendor ombudsman position has been established within the UCF Division of Finance. It is the duty of this individual to act as an advocate for Suppliers who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The vendor ombudsman can be contacted at (407) 882-1082 or by mail at the address in paragraph 4(d) above.

The ombudsman shall review the circumstances surrounding non-payment to determine if an interest payment is due, the amount of the payment; and, shall ensure timely processing and submission of the payment request in accordance with University policy.



UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services
12424 Research Parkway, Suite 300
Orlando, FL 32816-0975

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA

OPENING DATE & TIME: ~~January 13, 2022 @ 2 p.m.~~ January 27, 2022 @ 2 p.m. EST (See below)

ITN TITLE: STAFF TEMPORARY SERVICES

ADDENDUM NUMBER: I ADDENDUM DATE: December 15, 2021

Purpose of this addendum is to:

- Provide answers to questions submitted during the open Q/A period on 1/13/22.
- Extend the due date for offer submission to 1/27/22 @ 2 p.m. EST.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR OFFER. FAILURE TO SIGN AND RETURN WITH YOUR OFFER COULD RESULT IN REJECTION OF YOUR OFFER.

R. Bennett Herring
PROPOSERS SIGNATURE

R. Bennett Herring
PRINT OR TYPE PROPOSER'S NAME

TopTalent Staffing, LLC
COMPANY NAME

staffing@toptalentusa.com
EMAIL ADDRESS



UNIVERSITY OF CENTRAL FLORIDA

Department of Procurement Services
12479 Research Parkway, Suite 600
Orlando, FL 32826-0050

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE

ITN NUMBER: 2021-03TCSA OPENING DATE & TIME: January 27, 2022 @ 2:00 p.m.

ITN TITLE: TEMPORARY LABOR SERVICES

ADDENDUM NUMBER: II ADDENDUM DATE: January 13, 2022

Purpose of this addendum is to:

- **Answer questions submitted during the Q/A period**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR OFFER. FAILURE TO SIGN AND RETURN WITH YOUR OFFER COULD RESULT IN REJECTION OF YOUR OFFER.

R. Bennett Herring
PROPOSERS SIGNATURE

R. Bennett Herring
PRINT OR TYPE PROPOSER'S NAME

TopTalent Staffing, LLC
COMPANY NAME

staffing@toptalentusa.com
EMAIL ADDRESS

**Answers to Questions
ITN 2021-03TCSA
TEMPORARY LABOR SERVICES**

1. Does this ITN include healthcare staffing? If so, What types of positions?
UCF Answer: There may be situations where the university will need the assistance with healthcare staffing, particularly in our student health services areas, for RNs. LPNs, CMA, phlebotomists.
2. Is it acceptable to respond to this ITN to support only one or two specific categories?
UCF Answer: Yes. This is an ITN where a pool of vendors for each category are awarded.
3. What is the estimated budget for this ITN? If unknown, please specify previous spending.
***UCF Answer: There is no estimated budget for this ITN. Various university departments use this contract on an as needed basis so the spend will vary. The estimated spend for previous years are:
FY19: 1.17M
FY20: 909K
FY21:984K***
4. Please provide name of the current vendor providing the services with a copy of their proposal.
UCF Answer: The list of incumbents for ITN1602 and a copy of their proposals are available on our website: <https://procurement.ucf.edu/contracts/>.
5. Kindly provide total number of temporary staffs on current assignment.
UCF Answer: We do not have visibility of the total number of temporary staffs on assignment. The positions are identified and filled on an as needed basis from various university departments.
6. What are the most frequently used job categories in the subject matter ITN?
UCF Answer: This is an ITN where a pool of vendors for each category are awarded. We are looking to cover all job categories.
7. What is the average length of the assignment?
UCF Answer: Various university departments use this contract on an as needed basis so the length of the assignment will vary.
8. Is there any preference for local vendor?
UCF Answer: Although we would not be opposed to a non-local vendor, the university prefers candidates in the state of Florida, when at all possible. Local vendors will have a better pulse on our local employment market.
9. Is it mandatory to utilize a sub-contractor?
UCF Answer: No. The preference is to award the ITN to a pool of vendors who specialize in filling temp staffing positions by category.
10. Kindly specify total number of FTE's working and current \$ value spent.
UCF Answer: See Questions 4 & 5.
11. Please provide list of sections to be answered in the technical proposal so to avoid compliance issues.
UCF Answer: The Respondent's response to this ITN shall be prepared in accordance with Section 3.0 "Required Offer Format."
12. Please provide list of forms/attachments to be provided with the proposal.
UCF Answer: Please reference section 2.5 Written Addendum, Appendix I, Appendix II, and Appendix III.

13. Do we have to submit certificate of insurance with the proposal?
UCF Answer: The actual certificate is not required until after awards are made. Please reference section 2.20 Limitation of Remedies, Indemnification, and Insurance, item C, regarding proof of coverage.
14. Do we have to submit business license with the proposal?
UCF Answer: Licensed to do business in the State of Florida is required.
15. Please provide specific format for references.
UCF Answer: See Question 11.
16. How much weightage is there in evaluation for a vendor providing educational references only?
UCF Answer: we will evaluate each vendor based on their proposal, the degree to which it satisfies the requirements the proposal sections in 3.0 and quality of references and services provided.
17. Do you have any document that states the kind of IT resources or job titles that the University intends to hire under this Staff augmentation Master Agreement?
UCF Answer: No, we do have description of IT resources or job titles. The job description and specific scope of work requirements will be provided at the time the need is identified.
18. What are the physical University of Central Florida locations where work is to be performed under this contract?
UCF Answer: The physical locations will be at the discretion of the various university departments doing the hiring.
19. Are all personnel/roles involved with this project required to be available for on-site work or are some roles, such as Information Technology roles, permitted to be remote?
UCF Answer: See Question 18.
20. If some personnel/roles are permitted to be remote, are you open to off-shore as well as US based remote work?
UCF Answer: We may be interested in offshore work based on candidate experience.
21. Please disclose the incumbent vendor names and, if possible, please share their proposals.
UCF Answer: See Question 4.
22. What service challenges are you experiencing with the current contract arrangement?
UCF Answer: Currently, there are no challenges that we are aware of.
23. What is the estimated budget for this contract? If unknown, please provide the previous spend.
UCF Answer: See Question 3.
24. What has been the percentage of Information Technology roles annually?
UCF Answer: We currently do not have this information breakdown.
25. What has been the percentage of Information Technology spend annually?
UCF Answer: We currently do not have of this information breakdown.
26. Are you seeking local vendors or are you equally open to awarding an out of state vendor?
UCF Answer: See Question 8.
27. Do you have a sample list of Information Technology roles you anticipate needing sourced through this contract?
UCF Answer: See Question 17.
28. Do you know what the scope of work would be for legal services?
UCF Answer: No. The department will define the legal services needed when they go out for quotes.

29. How many employees currently work under (or will be anticipated to work under) this contract?
UCF Answer: See Question 5.
30. Who are the present vendors?
UCF Answer: See Question 4.
31. How many vendors will be awarded as a result of this solicitation?
UCF Answer: The number of awardees is not know yet.
32. What are the current billable hourly rates?
UCF Answer: This ITN is seeking for vendors' capabilities and qualifications only and not billable hourly rates.
33. How much was spent (dollar value) on this service last year?
UCF Answer: See Question 3.
34. Is there a Prevailing/Living wage requirement associated with this project?
UCF Answer: No
35. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?
UCF Answer: While the university supports the use of MWBEs and all small and diverse vendors, we do not have any specific requirements or considerations allotted.
36. May we request a copy of the incumbent's contract?
UCF Answer: See Question 4
37. May we request a copy of the incumbents previously submitted proposal?
UCF Answer: See Question 4
38. Would you be able to provide more clarity on what qualifies as support staff and administrative positions?
UCF Answer: These categories are meant to be generic. The specifics will be provided when service is needed.
39. What are they measuring to choose the winner? Is it price? Past performance? Relationships with managers?
UCF Answer: Please reference section 2.8 Evaluation Criteria and selection Process of the ITN.
40. How many people are also competing on this?
UCF Answer: This ITN was publicly solicited. We do not know how many will participate at this time.
41. Has a Supplier already been selected and is this a formality?
UCF Answer: No
42. In the statement of **objective**, it states "ITN does not seek hourly pricing from proposers" however on the **same page it also states** that the "initial offer should contain the best terms from a cost or price and technical standpoint." What cost or price is this referring to?
UCF Answer: This ITN is not seeking for cost or price.
43. Please advise on what cost or price needs to be included - is the hourly rate or an estimated cost or price for the entire duration/length of the contract?
UCF Answer: Hourly rate is not requested for this ITN.
44. The duration and length of the project for all these Categories remains the same or it varies?
UCF Answer: It varies.

45. It states that the "initial offer should contain the best terms from a cost or price and technical standpoint. What is it referring to? Can you please elaborate.
UCF Answer: See Question 42
46. Does this solicitation require respondents to be able to fulfill positions in all categories listed or is it acceptable to respond to a specific category (i.e., Information Technology) listed in the ITN?
UCF Answer: It is acceptable to respond to a specific category.
47. Section 1.1, Paragraph 1 states "This ITN does not seek hourly pricing from proposers; however, each proposer must respond with their capabilities to meet the objectives of this ITN which includes reaching agreements on terms and conditions" and paragraph 1.2.D states "Therefore, the Respondent's initial offer should contain the best terms from a cost or price and technical standpoint". Could you please clarify the desired information you would like to have included in the proposal?
UCF Answer: See Question 42
48. Section 2.33 Subcontracts: It is stated that "The subcontractors and the amount of subcontract(s) shall be identified in the Respondent's response to this ITN". Since this ITN is for Temporary Labor Services, is it acceptable to simply state that subcontractors may be used in the fulfillment of the specific position(s) that are being requested? Since it is currently unknown about the various skills, position titles, etc. as well as the number of positions that may be acquired through this ITN, it is hard to identify the amount of subcontract(s) that may be used. Can you please provide guidance on what you would like to have included in the proposal to address this section?
UCF Answer: Vendor's proposal should address the capabilities and qualifications of your firm as it relates to the requirements of the ITN. We do not require that you list potential subcontractors in your offer. Subcontractors may be used; however, the awarded vendor has full responsibility for completion of the services.
49. For ITN 2021-03TCSA, do you have any idea the number of staffers you are looking for, for the Temporary information technology systems or database administrators, Temporary technician staffing needs, Temporary clerical or administrative assistance, Temporary financial staffing needs, and Temporary personnel services?
UCF Answer: We do not know the number of staffers needed. Temporary staff positions are identified and filled on an as needed basis from various departments.
50. What are the historical volumes of spending annually in the program?
UCF Answer: See Question 3.
51. Is there any incumbent companies that currently provide these services to the agency? If yes who are they?
UCF Answer: See Question 4.
52. Is there any forecasted/approved budget for this opportunity?
UCF Answer: No
53. What is UCF's anticipated total spend on Temporary Labor Services for 2021 and forecasted for 2022?
UCF Answer: See Question 3.
54. Based upon the skill sets highlighted in your ITN package of administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades and general maintenance, can you please share your Temporary Labor Services spend by skill classifications?
UCF Answer: We currently do not have this information breakdown.
55. What is the average length of a UCF temporary request? Are there any length limitations we should be aware of?
UCF Answer: See Question 5.
56. Understanding UCF is looking for a preferred supplier (multiple vendor award), can you please share the number of existing approved suppliers UCF has today?

UCF Answer: See Question 4.

57. Under your current model, how is UCF evaluating each of the supplier's performance?

UCF Answer: We currently don't have a supplier's performance evaluation in place. The individual department are responsible for supervising, replacing, and removing the temporary staff members that they hire.

58. Under your current model. How does UCF determine which supplier to seek Price Quote Request for individual requirements?

UCF Answer: Please reference the Scope of Work (p.30) in the ITN that outlines UCF will issue Price Quote Requests via email and the number of quotes requested will depend upon the anticipated total amount of the required service.

59. Although, UCF provided detailed ITN Evaluation of Responses criteria, when requesting Temporary Labor Services what are the 3 most important factors for the individual requesting department? (examples include: price, response time, access to quality of talent, business relationship, etc.).

UCF Answer: All factors noted are important. The department will select the candidate who offers the best value on a case by case basis.

60. Upon vendor selection, whom within UCF will be responsible for vendor relations? Procurement, HR, etc.

UCF Answer: Please see section 2.32 of the ITN document. UCF's Liaison with the successful respondent(s) will be Renee Grigor (HR). Additionally, the Contract Administrator will be Trinh Nguyen (Procurement)

61. How many max no. awards do you intend to give?

UCF Answer: See Question 31.

62. Can you please provide us with an estimated or NTE budget allocated for this contract?

UCF Answer: See Question 3.

63. What is the place of performance of the candidate?

UCF Answer: See Question 18.

64. Is Subcontracting allowed for this opportunity, if so, are there any specific participation goals to be met?

UCF Answer: See Question 48. There are no specific participation goals.

65. Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name? Is the incumbent eligible to submit the proposal again?

UCF Answer: The incumbents are eligible to submit their proposals again. Please reference question 4 for the names.

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

UCF Answer: Currently there are no pain points or issues that we are aware of.

67. Could you please share the previous spending on this contract, if any?

UCF Answer: See Question 3.

68. Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

UCF Answer: No

69. What is the total number of resources who are currently working on this project? Please let us know their position name and hourly rate?

UCF Answer: See Question 5.

70. Considering the current COVID-19 pandemic situation, if the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?
UCF Answer: Yes
71. Are hourly rate ranges acceptable for proposed personnel?
UCF Answer: Yes
72. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?
UCF Answer: See Question 18.
73. Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?
UCF Answer: Resumes for candidates was not requested in the ITN.
74. How many people are currently working onsite and offsite?
UCF Answer: We currently do not have this information breakdown.
75. Are there any mandated Paid Time Off, Vacation, etc.?
UCF Answer: Since they are not UCF employees, we will not have mandates. We may, however, expect candidate to observe university closure dates.
76. What is the annual contract spend?
UCF Answer: It varies by supplier
77. What is the annual spend or hours by WC code category or job title?
UCF Answer: See Question 3
78. What are the current rates?
UCF Answer: The rates will vary by the specific job category, job descriptions, scope of work, etc.
79. Who are the current vendors?
UCF Answer: See Question 4
80. Approximately how many vendors will be chosen to service this contract?
UCF Answer: See Question 31.
81. Are there direct hire opportunities?
UCF Answer: Direct hires will be considered, but final decisions will be based on university need and direct hire fees.
82. Is a local office required?
UCF Answer: It is not required, but highly preferred.
83. After responding to Price Quote Request (w/in 3-5 day requirement), how soon will selected vendor be notified? How long will the chosen vendor for that order have to fill the position? How soon will qualified/accepted candidate start?
UCF Answer: The individual department hiring will decide the above.
84. After awarding a Price Quote Request to a vendor, will the other awarded vendors have access to the successful quote information so that they can adjust their pricing going forward?
UCF Answer: The individual price quotes will not be posted, however, UCF is a public institution and follows all public records laws.

85. Will all business lines need to be supported? For example, are we able to provide support for IT positions only?
UCF Answer: See Question 46
86. Is there an MSP or VMS?
UCF Answer: No
87. Is there a set mark-up? Or maximum bill rate?
UCF Answer: No
88. Please provide spend by segment.
UCF Answer: See Question 3.
89. What is the length of the contract duration?
UCF Answer: This is a 3 yrs contract with the option to renew for 5 additional years
90. How many vendors does UCF intent to award?
UCF Answer: See Question 31.
91. Will we have the ability to add service offerings if we are awarded?
UCF Answer: Only service offerings that are within the scope of this ITN will be included in the contract award
92. If the Bidder has the required insurance coverage and is not “disagreeing” with the requirements, but its insurance carriers provide notice only to the policyholder, not additional insureds, and the Certificate of Insurance would not contain any notice language. As an alternative, Bidder could agree to provide the requested 30 days’ advance notice in the event of any material change or cancellation of coverage. As Section 2.20 is marked as non-negotiable, would this alternative notice be acceptable to UCF?
UCF Answer: Proof of insurance is required as outlined in the ITN.
93. Can the University of Central Florida (UCF) provide total temporary labor spend for 2019, 2020, and 2021?
UCF Answer: See Question 3.
94. How many staffing firms does UCF hope to align through this ITN?
UCF Answer: See Question 31.
95. Can UCF provide job descriptions for the labor disciplines listed in Section 1.1 Statement of Objective?
UCF Answer: No, we do have job descriptions for the labor disciplines listed. These categories are meant to be generic. The specifics will be provided when service is needed.
96. How many temporary workers commenced their assignment with UCF in 2021?
UCF Answer: See Question 5
97. Can UCF provide a headcount breakdown by job title for the temporary personnel that are currently on assignment?
UCF Answer: We currently do not have this information breakdown.
98. How many temporary staffing firms are currently used by UCF today?
UCF Answer: See Question 4
99. When UCF has a need for a temporary worker, is the requisition released to all the approved vendors at the same time?
UCF Answer: No, please reference the Scope of Work in the ITN regarding quote requests from suppliers.
100. Can UCF confirm that Appendix II Certificate of Non-Segregated Facilities, Appendix II Certificate of Non-Segregated Facilities Subpart – Contractor’s Agreements, and Appendix III Compliance and Certification of Good

Standings are provided for informational purposes only and are not required to be signed and submitted with the bid response?

UCF Answer: The above forms are required to be signed and submitted with the bid response.

101. Will all temporary labor positions with UCF be on-site or will there be some positions that can be worked remotely?
UCF Answer: See Question 18.
102. Is this opportunity only for the recruiting and placement of temporary personnel with UCF or will there also be an opportunity to also provide payroll services?
UCF Answer: This ITN is for temporary staff services with UCF.
103. If an incumbent vendor does not have its agreement renewed, will UCF consider allowing the transition of the supplier's temporary personnel to an approved supplier at a payroll services markup rate?
UCF Answer: When new contracts are awarded through this solicitation process, the previous contracts will expire. We do not dictate where/how the new awardees will find temp staff to offer
104. Are suppliers of temporary personnel allowed to speak with UCF Hiring Managers directly to gather additional insight into a new temporary position?
UCF Answer: Yes
105. Will there be an opportunity to provide direct placement services through this ITN?
UCF Answer: That is not the intention of this ITN. If there is a desire to hire temporary placements direct hire will be considered.
106. What percentage of temporary workers convert to full-time employees of UCF?
UCF Answer: Unknown. Most conversions occur with UCF temporary employees.
107. Can UCF provide any information on average length of assignment?
UCF Answer: See Question 7.
108. What challenges is UCF currently facing today with the current suppliers?
UCF Answer: See Question 22.
109. On this solicitation the resumes of people you want on section 3.2 is it for people assigned to work with UCF on requests or is it for specific job requirements UCF has.
UCF Answer: We're asking for qualifications/experience for employees that will be assigned to UCF account.
110. If it is a multiple-award contract, how many awards will be made under this contract?
UCF Answer: See Question 31.
111. Will UCF be sending Price Quote Requests to all awardees?
UCF Answer: No. Please reference the Scope of Work in the ITN regarding the quote requests to suppliers.
112. Is this a new contract or renewal of an existing contract?
UCF Answer: This ITN is a rebid for an existing contract.
113. If there is an existing contract, could you please share the name of the Current Suppliers (who are currently providing services to the UCF)?
UCF Answer: See Question 4.
114. How many awards were made in the past?
UCF Answer: See Question 4.

115. Could you please share the current Suppliers' pricing and Proposals?
UCF Answer: No, pricing were provided in the proposals.
116. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?
UCF Answer: See Question 3.
117. Please share the historical spend for the year 2020.
UCF Answer: See Question 3.
118. Can you please share the no. of positions served in previous years under this contract?
UCF Answer: We currently do not have this information at this time. Various university departments use this contract on an as needed basis.
119. Can you please share the amount of business each vendor did under this contract in previous years?
UCF Answer: See Question 3.
120. Which were the job titles most commonly filled under various labor categories such as administrative, accounting, training, support staff, information technology, professionals, light industrial, technical, skilled trades, and general maintenance in past?
UCF Answer: We currently don't have this detailed information.
121. Can you please share the email id/details where we can raise the public record request for the old RFP?
UCF Answer: Public records can be requested through gcounsel@ucf.edu.
122. Can you share details from where we can get old RFP details?
UCF Answer: See Question 121
123. Can you share details from where we can see the records for the old contract?
UCF Answer: See Question 4.
124. What is the expected annual budget of this contract? Please share the rough estimate?
UCF Answer: See Question 3.
125. How many positions are expected to be filled under this contract?
UCF Answer: We do not know how many positions are to be filled. Various university departments use this contract on an as needed basis.
126. Which are the job titles to be most commonly filled under this contract?
UCF Answer: See Question 6.
127. What will be the minimum duration of work for any job position?
UCF Answer: See Question 7.
128. List a minimum of three accounts that have similar needs to UCF. University and/or College accounts would be a plus.
- Is it mandatory to provide references from University and/or College accounts?
 - Will you consider references from other public sector clients?
 - Will you consider references from commercial clients?
 - Will you give preference to bidders who have references with University and/or College accounts as compared to bidders who have references with other public sector clients across the USA?
- UCF Answer:**
- Is it mandatory to provide references from University and/or College accounts? **No**

- Will you consider references from other public sector clients? **Yes**
- Will you consider references from commercial clients? **Yes**
- Will you give preference to bidders who have references with University and/or College accounts as compared to bidders who have references with other public sector clients across the USA? **Perhaps**

SECTION A

**EXPERIENCE AND QUALIFICATIONS
OF PROPOSER**

A. EXPERIENCE AND QUALIFICATIONS OF PROPOSER

1. Describe why your company believes it can provide and is qualified to provide temporary labor services as described in this ITN. Highlight any major features, functions, value-adds, and areas of support that differentiate your service from your competition.

TopTalent Staffing has demonstrable experience in meeting requirements unique to governmental institutions such as Orange County Government, Seminole County Public Schools, the Greater Orlando Aviation Authority, and Turnpike Enterprises. TopTalent has focused its efforts on developing sourcing procedures that assure results. Competition for quality candidates dictates a multidimensional approach, including online web postings, classified advertising, referrals from current employees, recruiting from educational institutions, churches, job fairs, and other community sources. TopTalent continually recruits, in anticipation of client needs. The secret to our staffing success is that we work hard at it, every day!

To attract quality candidates, TopTalent offers a competitive benefits package to eligible field employees assigned to client work locations, including:

- a.) **Health Insurance** – For our 2022 plan year, we are offering 3 different United Healthcare group plans.
- b.) **Paid Holidays** – Six paid holidays per year, including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- c.) **Paid Time Off (PTO)** – Field employees can accrue 40 hours of PTO per plan year, with a maximum of 40 hours of accrued and unused PTO carried over from one plan year to the next.

All of TopTalent's benefits are offered to our field employees at no cost to our clients.

2. Provide an overview and history of your company. Describe the organization of your company that includes the organizational structure.

Incorporated in Florida, TopTalent Staffing, LLC has an office and is headquartered in Orange County, Florida. We have been providing quality staffing solutions to organizations in Central Florida since 1989. TopTalent's professional staff deploy 400 to 500 field employees weekly. We provide candidates for Temporary, Temp-To-Hire, and Direct Hire Placements in the following functional areas/industrial segments: Administrative, Accounting, Training, Support Staff, Low To Moderate Skilled Information Technology, Professionals, Light Industrial, Technical, Skilled Trades, General

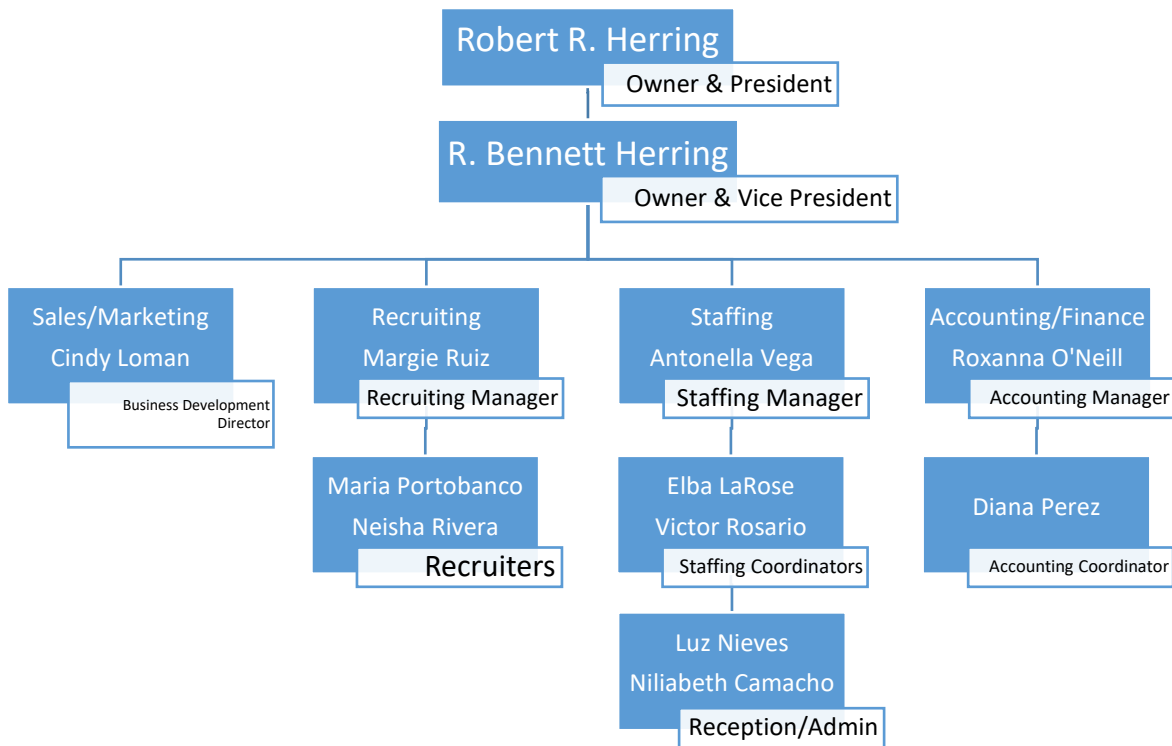
TopTalent.Staffing

Maintenance, Office Management, Finance, Customer Service, Legal Support, Host/Hospitality, Food Service, Custodial, and Warehouse Operations.

TopTalent Staffing's sales in 2021 exceeded \$9.5 Million, for 100+ clients.

TopTalent is organized into 4 functional areas: Sales/Marketing, Recruiting, Staffing, and Accounting/Finance/Administration.

The organizational chart for TopTalent Staffing appears below:



3. Provide information on your company size, industrial track record, financial stability, and years in business, etc.

TopTalent Staffing's sales in 2021 exceeded \$9.5 Million. Last year, we serviced over 100 clients in the Central Florida area. Our largest clients are Seminole County Public Schools, the Orlando Housing Authority, SunRail, the Greater Orlando Aviation Authority, and several non-governmental commercial accounts in the manufacturing sector.

TopTalent has been in business in Central Florida for 33 years, and is very stable financially.

4. List a minimum of three accounts that have similar needs to UCF. University and/or College accounts would be a plus. Proposers to include: a.) Company/University name and address, b.) Services rendered and length of service, and c.) Contact information for reference at UCF discretion.

a.) Client Company: University of Central Florida – Facilities Operations
Address: 3528 Perseus Loop, Orlando, FL 32816
Services Rendered: Maintenance personnel, including HVAC, plumbers, pressure washers, and general laborers/landscapers.
Length Of Service: Began servicing this client in 2015.
Client Contact Information: John McInerney, Manager, Facilities Maintenance;
Tel: 407-823-3206; Email: john.mcinerney@ucf.edu

b.) Client Company: Orange County
Address: 400 E. South St., Orlando, FL 32801
Services Rendered: Administrative, clerical, maintenance, pressure washers, general labor, and custodial.
Length Of Service: Continuous service since 2012, with multiple contracts.
Client Contact Information: Melisa Vergara, CPPB, Senior Purchasing Agent;
Tel: 407-836-5405; Email: melisa.vergara@ocfl.net

c.) Client Company: Orlando Housing Authority
Address: 390 N. Bumby Ave., Orlando, FL 32803
Services Rendered: Administrative, clerical, customer service, maintenance technicians, and general labor.
Length Of Service: Continuous service since 2009.
Client Contact Information: Janet Bridges, Human Resources Director;
Tel: 407-895-3300; Email: janet.bridges@orl-oha.org

d.) Client Company: Greater Orlando Aviation Authority
Address: One Jeff Fuqua Blvd., Orlando, FL 32827
Services Rendered: Customer Service Ambassadors, Leads, Supervisors, Onsite Manager, and Administrative Assistant.
Length Of Service: Continuous service since 2010.
Client Contact Information: James Soshea, Manager of Airport Customer Experience;
Tel: 407-825-3394; Email: james.soshea@goaa.org

SECTION B

**PROJECT STAFF
QUALIFICATIONS/EXPERIENCE**

B. PROJECT STAFF QUALIFICATIONS/EXPERIENCE

- 1. List the total number of employees, include job titles and experience of individual(s) who will be assigned to the UCF account; include resume(s).**

Project Team

Robert R. Herring, Owner & President – Almost 50 years of business management experience, with nearly 40 years dedicated to the staffing industry. bob@toptalentusa.com

R. Bennett Herring, Owner & Vice President – Over 20 years of business management experience, primarily in the staffing industry. bennett@toptalentusa.com

Cindy Loman, Business Development Director – Rejoined TopTalent in 2010, with more than 25 years of staffing industry experience. Responsibilities include identification, development, and implementation of client relationships. cindy@toptalentusa.com

Margie Ruiz, Recruiting Manager – Margie joined TopTalent in 2019, with over 15 years of experience in the staffing and human resources fields. Margie is responsible for the team that recruits and screens candidates, to fulfill our clients' needs. margie@toptalentusa.com

Antonella Vega, Staffing Manager – Antonella is a rising star in TopTalent, who has over 6 years of experience in the staffing and human resources fields. Antonella manages the team that conducts in-person interviews of our candidates and matches the candidates to our clients' needs. Antonella also maintains primary responsibility for ensuring that staffing is occurring effectively and efficiently at our largest clients (including UCF, if TopTalent is fortunate enough to be selected as a service provider). antonella@toptalentusa.com

Roxanna O'Neill, Accounting Manager – Roxanna has almost 20 years of accounting experience in a variety of industries. accounting@toptalentusa.com

Elba LaRose, Staffing Coordinator – Elba has over 20 years of staffing experience, the last 4 ½ of which has been at TopTalent Staffing. elba@toptalentusa.com

Other Recruiters, Staffing Coordinators, & Support Staff

The staff at TopTalent are versatile and varied in experience, pulling from all segments of the staffing industry. With over 35 years of combined experience in the staffing industry, our staffing professionals recruit and select candidates for many different client positions. They are responsible for client contact, order processing, candidate recruiting, screening, and processing, as well as processing payroll and client invoicing.

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Robert R. Herring
Owner & President

Almost 50 years of business management experience, with nearly 40 years dedicated to the staffing industry as majority owner of TopTalent Staffing.

Five years of management experience as Senior Vice President of Rubel Linehan Corporation, a holding company with interests in wholesale distribution, real estate, air charter services, and other investments.

Ten years of senior financial management experience with Lockheed Martin Corporation in the Information Technology and Real Estate division.

One year of experience with Price Waterhouse & Company.

MBA	Emory University	Atlanta, GA
BSBA	University of North Carolina	Chapel Hill, NC
CPA	State of Florida	

R. Bennett Herring, SPHR, SHRM-SCP
Owner & Vice President

Bennett has over 25 years of experience in the Human Resources and Staffing fields, with extensive knowledge of recruiting and screening candidates, EEO, ADA, FMLA, wage and hour laws/regulations, hiring practices, compensation and benefits, ACA compliance, employee relations, workplace safety, legal compliance, and strategic management. He first joined TopTalent Staffing in 1996, working in various operational and administrative roles, learning the business.

Prior to his return to TopTalent in April, 2020, Bennett was Human Resources Director at an online travel wholesaler, with over 300 employees worldwide. He was also HR Director at a consumer products company, and Director of HR & Risk Management/Insurance at an administrative support company for the staffing industry.

Bennett holds a Bachelor's degree in Business Administration/Human Resource Management from the University of Florida, an MBA from the University of Georgia, and a law degree from the University of Florida. He also holds the HR Certification Institute's Senior Professional in Human Resources (SPHR) and the Society for Human Resource Management's Senior Certified Professional (SHRM-SCP) certifications. Bennett is an active member of the Society for Human Resource Management and the local Greater Orlando Society for Human Resource Management (GOSHRM). He and his wife, Mary Lou, live in Oakland, Florida, with their two daughters.

Cindy Loman Business Development Director

Cindy Loman rejoined TopTalent Staffing in 2010, with over twenty-five years of progressively increasing responsibility in the staffing industry, with a strategic focus on client partnerships and management.

In her role as Business Development Director with TopTalent Staffing, Cindy is responsible for the identification, development, and implementation of client accounts. She works directly with executive management in the development of proposals for obtaining new business and maintaining existing contracts. Cindy has built TopTalent's employment brand through innovative and effective strategies.

Cindy is a Certified Staffing Professional (CSP). Born and raised in Chicago, IL, Cindy graduated with a BS in Economics and Management from Southern Illinois University. Cindy served on the Board of Directors for the Greater Orlando Society for Human Resource Management (GOSHRM) from 2012 to 2016.

Cindy is passionate about key issues, including women in the workforce, ensuring diversity and inclusion, as well as corporate social responsibility.

Specialties

Leadership, Business Development, Organizational Design, Workforce Solutions, Management, Talent Development, and Sales.

An accomplished business-to-business results-oriented, sales, and management professional, with an extensive history of capitalizing on new/existing business to produce record-setting sales numbers. A strategic thinker with a talent for establishing successful marketing plans and objectives, and a history of increasing profits and market share.

Professional Strengths

- Increase growth, market share, and gross profits
- Territory development, turnaround, and growth management
- Outsell major competitors to obtain greater market share
- Successful contract negotiator, producing win-win scenarios
- Ability to build and maintain key strategic relationships with clients

Margie Ruiz
Recruiting Manager

WORK HISTORY

TopTalent Staffing

Recruiting Manager

12/2021 – Present

Staffing Manager

2/2020 – 12/2021

Staffing Coordinator

4/2019 – 2/2020

Lyneer Staffing Solutions

Assistant Branch Manager

10/2014 – 4/2019

San Juan Bay Pilot

Human Resources Manager

10/2008 – 2/2013

ARAMARK

Office Administrator Human Resources

2/2007 – 10/2008

Labor Ready, Inc.

Assistant Branch Manager

5/2004 – 2/2007

EDUCATION

Bachelor's Degree in Criminal Justice, Interamerican University

Antonella Vega
Staffing Manager

WORK HISTORY

TopTalent Staffing

Staffing Manager

12/2021 – Present

Staffing Coordinator

11/2020 – 12/2021

Pacesetter Personnel Services

Recruiter

9/2020 – 11/2020

Westgate Resorts

Jr. Operations Trainer

2019 – 9/2020

Front Desk Certified Field Trainer

2017 – 2019

Temporary Professional Integrated Services

Human Resources/Recruiter

2016 – 2017

Dialogo UPR

Journalism Intern

2015 – 2016

EDUCATION

Bachelor's of Arts Degree in Creative Writing, University of Puerto Rico

Roxanna O'Neill
Accounting Manager

WORK HISTORY

TopTalent Staffing Accounting Manager	9/2019 – Present
John E. Russi, CPA, PA Staff Accountant	1/2018 – 9/2019
The Law Offices Of Dan Newlin Accounting Assistant	8/2016 – 10/2017
Preschool Diagnostic Intervention Services Accounting Clerk II	11/2012 – 8/2016
Damaris Pinero Accountant Accounting Manager	1/2003 – 8/2012

EDUCATION

Bachelor's of Science Degree in Accounting, Polytechnic University

Master of Science in Accounting, Keller Graduate School of Management

Elba LaRose
Staffing Coordinator

WORK HISTORY

TopTalent Staffing

Staffing Coordinator
Reception/Admin

8/2018 – Present
10/2017 – 8/2018

Zales Corp

Assistant Manager

3/2012 – 10/2017

Westover Job Corps Center

Records Clerk

7/2011 – 2/2012

Rent A Center

Account Manager

5/2009 – 7/2011

Premiere Staffing Services, LLC

Staffing Coordinator

1/2008 – 5/2009

First Financial Employee Leasing

Payroll Specialist

6/2005 – 11/2007

Agentry

Staffing Coordinator

7/1991 – 5/2005

EDUCATION

Holyoke Community College

- 2. Clearly identify the skill sets your staff is capable of providing, and clearly indicate if subcontractors or sub-consultants will be used. Identify special projects they have staffed, any membership in professional organizations relevant to the performance of this contract. Also indicate how the quality of staff over the term of the agreement will be assured.**

TopTalent's staff are highly skilled at evaluating client needs, recruiting to those needs, screening candidates, communicating with candidates and clients, and following up, following up, following up! We provide candidates for Temporary, Temp-To-Hire, and Direct Hire Placements in the following functional areas/industrial segments: Administrative, Accounting, Training, Support Staff, Low To Moderate Skilled Information Technology, Professionals, Light Industrial, Technical, Skilled Trades, General Maintenance, Office Management, Finance, Customer Service, Legal Support, Host/Hospitality, Food Service, Custodial, and Warehouse Operations.

TopTalent Staffing does not utilize subcontractors or sub-consultants, unless required by a client. We have staffed a number of special projects over the years, including, most recently, customer service teams at the Orlando International Airport and manufacturing staff at a number of commercial clients to meet peak demand during the COVID pandemic.

Our Business Development Director is a Certified Staffing Professional, and our Vice President holds multiple human resources professional certifications. TopTalent is active in the local chapter of the Society for Human Resource Management, named GOSHRM.

TopTalent Staffing believes in promoting from within for our Recruiters, Staffing Coordinators, and Support Staff, because we find that it: a.) motivates our staff, by providing clear career paths, and b.) promotes long tenure in our organization, which leads to consistent quality of our internal staff.

SECTION C

OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

C. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

1. Describe your company's capacity in providing services in all temporary labor areas, including non-management, management and technical categories. Also, how do you propose to deliver these services to UCF in a timely manner?

At TopTalent Staffing, we value our employees and do everything we can to ensure they are happy and productive on their assignments. Assuring the highest quality placement translates into client satisfaction. TopTalent has one of the most extensive screening and interviewing processes, which has allowed us to be a premier staffing firm in Central Florida since 1989.

TopTalent's performance tracking starts with the first day of the employee's assignment. We contact our clients within 15 minutes of the proposed start time, to ensure our employee has arrived safely and on time. If the client has further questions or concerns, we address those at this time. We also conduct a 2nd day performance check with the client, to further discuss the employee's job performance. We contact our clients and employees on a weekly basis, in order to stay on top of the employee's job performance and satisfaction. At the end of each assignment, TopTalent sends the client a satisfaction survey, and the employee an exit interview. And, TopTalent contacts our clients on a quarterly basis, to discuss how we may better serve the client in the future.

Frequent communication is key to any successful placement. Keeping in contact with our clients throughout the assignment assists us in making sure the highest quality production and satisfaction levels are achieved.

TopTalent tracks and analyzes the number of days that each staffing order has been open each and every day. Internal resources are allocated accordingly, in order to ensure that staffing orders are filled in a timely manner.

2. Describe how urgent requests are handled.

Urgency is key in the staffing business. TopTalent Staffing emphasizes an acute sense of urgency with every one of our staffing professionals, on every order. However, we do have procedures in place for extremely urgent client requests.

TopTalent Staffing has over 1,300 active candidates in the Central Florida area in our candidate/employee database. These candidates have been screened, interviewed, background checked, and drug screened, and are ready to go to work. When our clients have an extremely urgent request, we find a suitable candidate in our candidate/employee database, and we send that candidate to the client work location within a few hours or the next day (with the client's advance approval, of course). Bypassing the interview with the

client hiring authority/manager (again, with the client's advance approval) speeds the process of getting the individual to work at the client work location. We emphasize with the candidates in such a situation that the client will be "trying them out" in the job; A sort of working interview. Within a short time, the client manager will likely know whether the candidate will work out or not. If it is not working out, the client manager only has to notify TopTalent Staffing, and we will remove and replace the candidate.

Finally, in after-hours urgent situations our after-hours staffing email address is staffing@toptalentusa.com and our after-hours phone line is 407-340-0646.

3. Provide an explanation of how background checks will be processed.

During our screening process, we investigate and verify information provided by the candidate. TopTalent completes Criminal background checks on all candidates in all states and counties of previous residence/work. In addition, a State of Florida Level I Background Check will be completed for all candidates to be assigned to UCF. TopTalent utilizes the VECHS Level II criminal background screening system for the public schools in Seminole and Orange counties. When necessary with UCF, TopTalent could provide Level II criminal background checks. TopTalent utilizes the E-Verify system, to confirm work authorization. Educational and professional licensure requirements, if applicable, are verified during the interview and follow up procedures.

4. Describe your process of vetting employees to meet the needs of the university; including professional appearance, reliability and workplace skills.

Upon receipt of a request from a client, TopTalent enters the job requirements into our online order processing system and immediately attempts to match a candidate in our candidate/employee database to the job specifications. Possible matches are reviewed, and likely candidates are contacted for exploration of the opportunity. If no candidate matches are found in our candidate/employee database, then TopTalent proceeds to advertising and sourcing candidates utilizing the sources outlined in question A.1., above.

As likely candidates are contacted, each is thoroughly pre-screened before scheduling an in-person interview in our office. Every individual who TopTalent places on an assignment at a client location has undergone an in-person interview with one of our staffing professionals. We find that the process of scheduling an interview in our office at an appointed time is a helpful tool in screening out most candidates with attendance issues.

Once the candidate arrives at our office for their scheduled interview, they complete our application and related paperwork. We attempt to identify candidates who seek longevity, stability, and a career opportunity. During our screening process, we investigate and verify information provided by the candidate. We explore the candidate's preferred work schedule and environment, and long-term interests, desired compensation,

etc. TopTalent completes Criminal background checks on all candidates in all states and counties of previous residence/work. In addition, a State of Florida Level I Background Check will be completed for all candidates to be assigned to UCF. TopTalent utilizes the E-Verify system, to confirm work authorization. Educational and professional licensure requirements, if applicable, are verified during the interview and follow up procedures. Computer and software skills are assessed at the basic, intermediate, and advanced levels. Test results indicate speed, accuracy, and proficiency. And, all candidates must pass a drug screen before being placed on assignment at a client location.

Upon receipt of a request from UCF, TopTalent will provide candidate information and, where appropriate/requested, the candidate's resume. Interviews with the UCF hiring authority/manager will be scheduled, when requested. For candidates who are selected by UCF, a detailed orientation will be provided by TopTalent, in order to familiarize selected candidates with UCF's work environment, procedures, and policies.

5. What is your company's fill percentage and lead time to get an employee ready to work?

TopTalent Staffing's onboarding process is a fast one. During the initial interview, we complete most of the onboarding documents such as the background check, drug screen, I-9 and W-4, among other documents. The purpose is, not only to speed up the process, but to guarantee the quality of our candidates.

We have an active pool in our database system that continues to grow based on interviews scheduled and walk-ins. TopTalent Staffing uses multiple recruitment platforms such as Indeed, ZipRecruiter, LinkedIn and Betterteam. We also participate in job fairs and maintain close contact with local educational institutions. However, COVID-19 not only impacted the World but also the work force. Although the market condition is not the same as 5 years ago, TopTalent Staffing's professionals work actively to find the right candidates for each requirement. The timeframe on filling an order will vary depending on the job requirements. We can fill positions as fast as the same day or within a week or two, depending on the candidates' reaction to the job opportunity. Although we understand the importance of filling an order quickly, we take pride in the quality that we deliver.

**APPENDIX I
SUPPLEMENTAL OFFER SHEET
TERMS AND CONDITIONS**

The sections set forth below are to each be initialed as YES for "understood and agreed upon" or NO for "not agreed to." Failure to complete and return this document with your offer could result in rejection of your offer, at UCF's sole discretion. Respondents shall not check sections as "understood and agreed upon" with the intent to negotiate a change to those sections/terms and conditions after tentative award of a contract resulting from this ITN. Respondents disagreeing with any negotiable term or condition of this ITN are to provide a clear and detailed reason for the disagreement and a solution to the disagreement in his/her offer. A Respondent's disagreement with any non-negotiable section of this ITN may be automatically rejected. Failure of the University and the tentative awardee to come to an agreement with respect to terms and conditions within a time frame UCF determines to be reasonable constitutes grounds for rejection of that offer, and the University shall have the right, at its sole discretion, to award the contract to the next favorable respondent.

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.1 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.2 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.3 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.6 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.7 Section Not Used			
2.8 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.11 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.13 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.14 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.16	✓	_____	<u>RBH</u>
2.17	✓	_____	<u>RBH</u>
2.18 **Non-negotiable**	✓	_____	<u>RBH</u>
2.19	✓	_____	<u>RBH</u>
2.20 **Non-negotiable**	✓	_____	<u>RBH</u>
2.21	✓	_____	<u>RBH</u>
2.22	✓	_____	<u>RBH</u>
2.23	✓	_____	<u>RBH</u>
2.24	✓	_____	<u>RBH</u>
2.25	✓	_____	<u>RBH</u>
2.26	✓	_____	<u>RBH</u>
2.27 **Non-negotiable**	✓	_____	<u>RBH</u>
2.28 **Non-negotiable**	✓	_____	<u>RBH</u>
2.29	✓	_____	<u>RBH</u>
2.30 **Non-negotiable**	✓	_____	<u>RBH</u>
2.31 **Non-negotiable**	✓	_____	<u>RBH</u>
2.32	✓	_____	<u>RBH</u>
2.33	✓	_____	<u>RBH</u>
2.34	✓	_____	<u>RBH</u>
2.35 **Non-negotiable**	✓	_____	<u>RBH</u>
2.36	✓	_____	<u>RBH</u>
2.37	✓	_____	<u>RBH</u>
2.38	✓	_____	<u>RBH</u>
2.39 **Non-negotiable**	✓	_____	<u>RBH</u>

<u>SECTION</u>	<u>YES</u>	<u>NO</u>	<u>RESPONDENT INITIALS</u>
2.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.41	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.42 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.45	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.46	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.47	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.49 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.51	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.52 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.53 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.54	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.55	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.56 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.57 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.58 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
2.59 **Non-negotiable**	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
Appendix I	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
Appendix II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
Appendix III	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>
Appendix IV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RBH</u>

Company: TopTalent Staffing, LLC Authorized Representative's Name: R. Bennett Herring

Authorized Representative's Signature: R. Bennett Herring Date: 1/26/2022

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES

We, TopTalent Staffing, LLC certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive Order 11246, as amended.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS ON REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

The Contractor and subcontractors shall abide by the requirements of 41 CFR Section 60-1.4(a), 60-300.5(a), 60-741.5(a), and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action program and posting requirements. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status, or physical or mental disability.

NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.

APPENDIX II

CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

SEC. 202. Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued

pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or Supplier. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or Supplier as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

Company: TopTalent Staffing, LLC

Authorized Representative's Name: R. Bennett Herring

Authorized Representative's Signature: *R. Bennett Herring*

Date: 1/26/2022

APPENDIX III

COMPLIANCE AND
CERTIFICATION OF GOOD STANDINGS

The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Suppliers shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation shall forward a certification of good standing, upon request of UCF.** Noncompliance with this provision may constitute rejection of proposal or termination of a contract at UCF's sole discretion.

CERTIFICATION

I certify that the company submitting an offer under this solicitation is in compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: TopTalent Staffing, LLC

Authorized Representative's Name: R. Bennett Herring

Authorized Representative's Signature: *R. Bennett Herring*

Date: 1/26/2022

APPENDIX IV

BONFIRE SUBMISSION INSTRUCTIONS FOR SUPPLIERS

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: Any	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://ucfprocurement.bonfirehub.com/opportunities/49428>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jan 13, 2022 2:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>