



PINAL COUNTY  
wide open opportunity

## Offer & Acceptance Form

Pinal County  
Finance Department  
31 N. Pinal St.  
Bldg. A  
P.O. Box 1348  
Florence, AZ 85132

### OFFER AND ACCEPTANCE FORM

#### TO PINAL COUNTY:

The undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation.

Barbara E. Porter Director of Business Development  
 Authorized Signature Title  
Barbara E. Porter 8/8/12  
 Printed Name Date  
ENVISION, LLC 480-510-9013  
 Company Name Telephone  
8655 E. Via De Ventura #620, Scottsdale AZ 85258  
 Address City, State, Zip

For clarification of this offer, contact:

Name: Barb Porter Phone: 480-510-9013 Fax: 1-866-473-0869

#### ACCEPTANCE OF OFFER (For Pinal County Use Only)

The offer is hereby accepted and the Responder is now bound to sell or provide the materials, services, or construction as indicated by the Purchase Order or Notice of Award and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Offer as accepted by Pinal County.

The contract is for:

This contract shall henceforth be referenced to as Contract No. PC-111717. The Offeror is cautioned not to commence any billable work or to provide any material or service under this contract until Offeror receives an executed purchase order or notice to proceed.

Awarded this 5<sup>th</sup> day of September, 2012.  
David Snider Chairman David Snider  
 Name (Print) Title Signature

Approved as to form:

[Signature]  
Pinal County Attorney's Office

|  |  |   |
|--|--|---|
|  <p>PINAL COUNTY<br/><i>wide open opportunity</i></p> | <p>Offer &amp; Acceptance<br/>Form</p> | <p>Pinal County<br/>Finance Department<br/>31 N. Pinal St.<br/>Bldg. A<br/>P.O. Box 1348<br/>Florence, AZ 85132</p> |
|--|--|---|

**OFFER AND ACCEPTANCE FORM – Page 2**

By signing the previous page of the Offer and Acceptance Form, Responder certifies:

- A. The submission of the bid did not involve collusion or other anti-competitive practices.
- B. The Responder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
- C. The Responder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Submittal.
- D. The Responder certifies that it complies with Executive Order 12549 related to Federal Government Debarment and Suspension (see 4-7)
- E. The Responder certifies that the individual signing the bid is an authorized agent for the Responder and has the authority to bind them to the contract.

Envision, LLC  
Firm

Bob Parter  
Authorized Signature

## **Envision BAFO Change Log**

The following are a list of items changed in the Envision Best and Final Offer:

Change #1 – Page 1, Item 1.1.1 Method of Approach

Change #2 – Page 2, Item 1.1.2

Change #3 – Page 2, Item 1.1.3

Change #4 – Page 5, Item 2.1.4

Change #5, Page 7, Item 2.3 Key Personnel

Change #6, Page 8, Item 3 Cost

## Envision Response

### 1 METHOD OF APPROACH

Describe in detail the company's method of approach to be used to support the County under any subsequent Contract. Offer shall include the following at a minimum: Information on Recruiting, Advertising, Background Checks, Partnerships/Subcontractors and any other selection techniques when searching for qualified personnel. List any information on any innovative or unique methods the company uses that distinguish it from other responder(s).

#### 1.1 Method of approach

1.1.1 Detail the methods used in the company's candidate screening process.

#### *Envision Response*

Envision will respond to the customer's request for services within 1 day to let the Client know we are working on finding candidates for the position. Envision can typically respond with candidates within 3 to 4 days or sooner. For more specialized skills it may take a week or more.

Envision performs a 5-Step Hiring Process:

- 1) SPAT – We perform an initial phone screen with our candidates that we call SPAT. By performing a quick SPAT, our technical recruiters look for Soft Skills, Potential for long term employment, Aptitude to learn new technologies, and Technical Expertise.
- 2) Technical Screening – During our candidate's Face to Face Interview, our technical recruiters determine if their candidate requires further technical screening. The technical recruiter will choose the best method to screen our candidate. We use three types of screening methods:
  - Envision Tech Team – Comprised of a team of Envision Expert Champions. They conduct a 30 minute phone interview. We receive a detailed summary of the interview.
  - Derrico – Our screening service which conducts a 30 minute phone interview, screening up to 10 skills. We receive a detailed summary of the interview.
  - Review Net On-line Technical Tests – This is an On-Line Technical Test that offers 250 tests On-Line. We receive a Skill Level Rating Report.
- 3) Face to Face Interview - If the candidate has proven their technical capabilities to our technical recruiter, then the candidate moves to our Face To Face Interviewing Process. Account Managers will meet and interview the candidate to determine which clients the candidate would be best suited to work for based on employment experiences, technical capabilities, and soft skills.
- 4) Submittal Process – After candidates are fully vetted, Envision pre-closes the candidate on the position to ensure the candidate will seriously consider an offer from the client. Envision recruiters evaluate the candidates motivation for making a job change and motivation for considering the specific job at hand to make sure the job is a good match.
- 5) Candidate Processing - Reference Checks, I-9 Verification, Background Checks, and Security Clearances – We perform 3 reference checks and 1-9 Verification for U.S. Work Authorization on all new hires. We perform background checks and security clearances as

required by our clients. In addition, we practice a Bulls Eye Methodology to recruiting, and utilize many tools to find excellent candidates for our clients

1.1.2 What items are reviewed during background checks of candidates?

**Envision Response**

Envision will provide all required background checks and testing based on specific client requirements.

Envision performs a standard Social Security and Federal and State background criminal records check. Envision can also perform a credit check if needed.

Envision will absorb the cost of technical testing and background checks. Background checks will be performed after the candidate is selected by the Client but before the candidate starts work.

1.1.3 Outline your replacement guarantee of referred candidates (if any).

**Envision Response**

~~Client will receive a ninety (90) calendar day guarantee commencing with the candidate's start date. If the employee, within the first ninety (90) calendar days of employment with Client, is terminated for just cause due to his or her own actions, or if the employee voluntarily terminates the employment relationship, (exceptions include death, disability, layoff, etc.), Envision, LLC will attempt to replace the employee or issue a full credit equal to the fee paid, provided such fee was received within ten (10) days of the date the candidate was hired.~~

Client will receive a one hundred and twenty (120) calendar day guarantee commencing with the candidate's start date. If the employee, within the first one hundred and twenty (120) calendar days of employment with Client, is terminated for just cause due to his or her own actions, or if the employee voluntarily terminates the employment relationship (exceptions include death, disability, layoff), Envision, LLC will attempt to replace the employee or issue a full credit equal to the fee paid, provided such fee was received within thirty (30) days of the date the candidate was hired. If such payment is not received within such period, no credit shall be due under any circumstances. Substantial changes in duties or qualifications for the position, layoff, reorganizations and/or bankruptcies by the employer do not qualify as just cause for termination.

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1.1.4 What are the main recruiting methods used to build the company's pool of candidates?

**Envision Response**

**ENVISION SOURCES OF CANDIDATES**

1. MAXHIRE (Envision Candidate Database) - 53,000 candidate resumes.
2. REFERRALS - From Envision Consultants, Friends of Envision, and Clients
3. Envision Website – [www.envision.com](http://www.envision.com) – On-Line Applications
4. Job Boards: Indeed.com, Bullhorn.com, Dice, Monster
5. Social Networking: Linked-In, FaceBook, Craig's List
6. Business Networking
7. User Groups
8. Job Fairs and Virtual Job Fairs.

1.1.5 List the advertising methods typically used by the company for job postings and how effective they are.

**Envision Response**

Envision Website – [www.envision.com](http://www.envision.com) – On-Line Applications (15% of hires)

Job Boards: (40% of hires)

- Indeed (also indeed.com resume search.)
- Bullhorn D
- Dice
- Monster

Social Networking: (5% - 10% of hires)

- Linked-In
- FaceBook
- Craig's List

1.1.6 Do you utilize any Technical Competency Testing that will be used under a resulting contract? If so, please describe the type of testing used.

**Envision Response**

Envision will use of these methods to technically test new candidates.

- Technical Testing Resources:
- Derrico Phone Interview Technical Testing
- ReviewNet.com – On-Line Testing
- ProvelT.com – (Kenexa) On Line Assessment
- Envision Consultant Technical Interview

1.1.7 Do you partner/subcontract with any other companies? If so, list all subcontractors and describe how the partnership works.

**Envision Response**

Envision partners with many third party recruiting companies who supply 1099's for contractor positions. We use our own recruiters for Direct Hire placements.

**1.2 Additional Information:** List any relevant information that will distinguish your Method of Approach from other responders.

**Envision Response**

Envision uses both an employee Referral Program and a non-employee Friends of Envision referral program which results in finding 20% of our candidates.

## **2 CAPACITY OF RESPONDER**

**Describe in detail information on the company's ability to perform the services solicited by the County for this contract. Information should include but not be limited to: Company**

**Information, Experience in the Industry, Key Personnel, Financial Capacity, and Economic Outlook.** List any information on any innovative or unique methods the company uses that distinguish it from other responder(s).

**2.1 Company Information:** Responders shall provide general information about the company relative to the services required.

2.1.1 Provide the name of the company, location of its headquarters, and major office located closest to Florence, Arizona.

***Envision Response***

Envision, LLC., founded in 1983, is an IT Staffing and IT Project and Solutions Company focusing on IT Staff augmentation and Direct Hire Placements. Envision is based in St. Louis, Missouri with branch offices in Phoenix, Arizona ( 8655 E. Via de Ventura, Scottsdale, AZ 85258 and Marshalltown, Iowa. Envision has more than 200 highly skilled IT consultants working nationwide.

CERTIFICATIONS – Microsoft Silver Partner

Envision does business with many of the largest companies in the United States including: Anheuser Busch, Monsanto, Emerson, 3M, IBM, Boeing, Scottsdale Insurance, US West Airlines, University of Phoenix, and the State of Arizona.

**ENVISION IT STAFFING AND DIRECT PLACEMENT SERVICES**

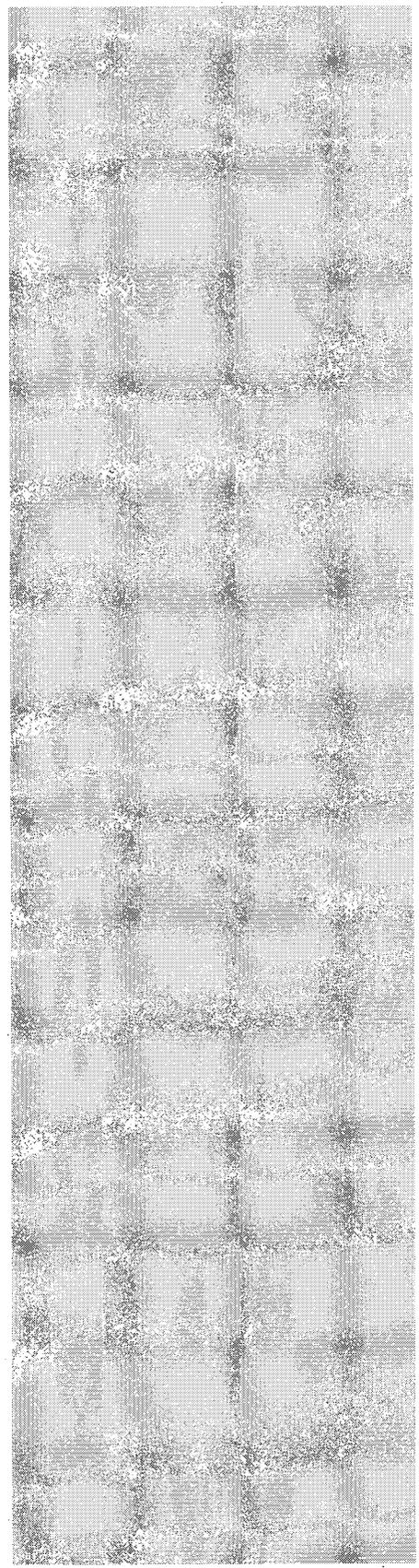
Envision offers full service staffing including contractors, right-to-hire and direct placement services. Envision has over 28 years of demonstrated success and proven expertise in IT staffing services including:

- |                                      |                              |
|--------------------------------------|------------------------------|
| Cloud Computing Specialists          | Mobile Application Dev.      |
| Web Design and Developers            | Programmer Analysts          |
| Database Administrators              | Help Desk Support            |
| Administrative Personnel             | Network Engineers            |
| Technical Writers                    | ERP Specialists              |
| Project Managers                     | Project and Technical Leads  |
| System Architects and Administrators | Data Warehousing Specialists |
| Systems Analysts                     | Business Analysts            |
| RISK Management & Business           | Integration Testers          |
| Continuity Experts                   | Software Developers          |

**The Envision Difference** - Envision employees have a passion for service. We strive to hire the best IT Professionals who are dedicated to exceeding our client expectations thru a comprehensive 10 step Recruiting Process.

We are a Continuous Improvement Service Organization that is always looking at ways to improve our level of service to our clients, candidates, and consultants.

Envision Account Managers focus on the technical needs of the clients and strive to understand soft skill needs in addition to technical needs so that we have the right information before beginning the candidate search.



Envision recruiters are trained to focus on **quality** of candidates, not **quantity**. Envision recruiters strive to get it right the first time to achieve an extremely high submittal to placement ratio – with some clients it's 50% or higher. Envision recruiters also assist in helping to close your candidates to make sure the candidate is a serious contender for your positions so we don't waste your time.

2.1.2 What percentage of the company's business is derived from IT placements?

***Envision Response***

100% of Envision's business is derived from IT Placements.

2.1.3 How many active IT recruiters are on staff? Include length of service with the company as well as time in the industry.

***Envision Response***

Envision currently has 11 Senior IT Recruiters with over 100 years of combined experience working on filling our clients IT Job requirements.

2.1.4 Name and contact information of the principal contact person for RFP response.

***Envision Response***

Barb Porter – Branch Manager

(Account may be assigned to an Envision Account Manager for day to day business if selected)

Phone: 1-480-510-9013

barb.porter@envision.com

**2.2 Experience in Industry:** Responders shall provide evidence of their experience and performance in supporting similar customers as anticipated under any resulting contract.

2.2.1 How long has the company been in existence?

***Envision Response***

28 Years

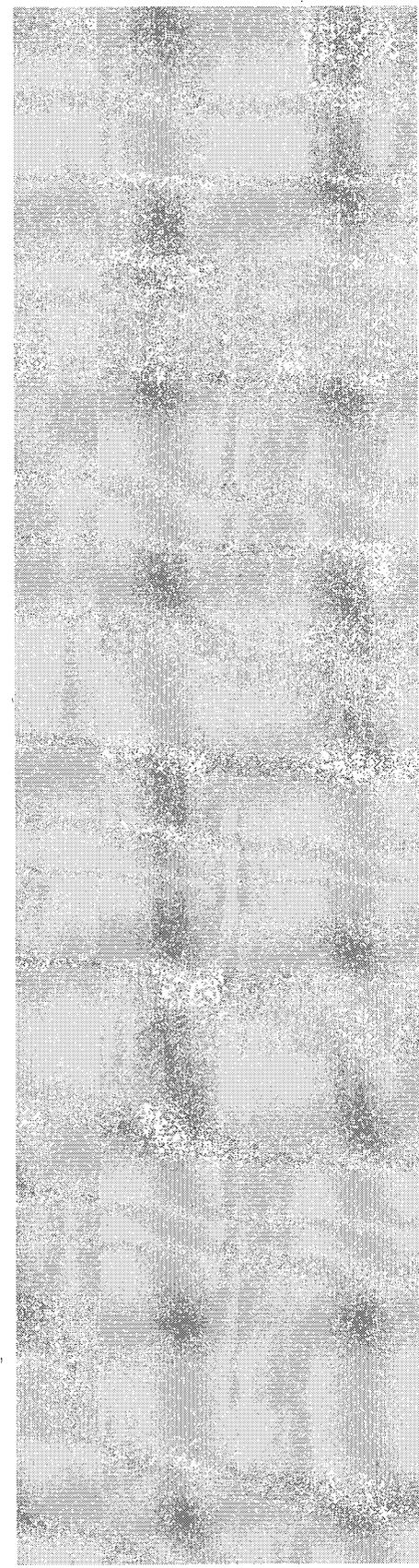
2.2.2 How long has the company been providing IT placements?

***Envision Response***

28 Years

2.2.3 What is your current placement rate? Describe any factors that have contributed to either a high or low placement rate.

***Envision Response***



Envision currently is on track to place 145 IT programmers for 2012, which is running 24% ahead of 2011 due to strong industry demand and additions to the Envision recruiting team to meet this demand..

2.2.4 Provide a minimum of five references from clients for whom you have provided similar services as defined in this solicitation. Include a brief history of performance for each company (how many placements, examples of job descriptions of placements, etc).

**Envision Response**

Envision LLC. References

**Following is a list of Envision references – All IT Staffing:**

| Account Name/<br>Years of Services | Phone Number                                | Contact                  | Address  |
|------------------------------------|---|--------------------------|--|
| Anheuser-Busch<br>28<br>years      | (314) 577-2000                              | Tom<br>Burkemper         | One Busch Place<br>Bldg 202<br>St. Louis, MO 63118         |
| Boeing<br>16 years                 | (480) 722-7303                              | Jim Compton              | 1800 S. Price Road<br>Chandler, AZ 85428                   |
| Salt River Project<br>6 years      | (602) 236-5217<br>Anne.tooman@srpnet.com    | Anne Tooman              | 1600 North Priest<br>Drive<br>Tempe, AZ 85281              |
| Arizona Public Service<br>6 year   | (602) 250-1000<br>Jessica.yokely@aps.com    | Jessica Yokely           | 400 North 5 <sup>th</sup> Street<br>Phoenix, AZ 85004      |
| Scottsdale Insurance<br>6 years    | (480) 365-3764<br>cutlipt@scottsdaleins.com | Tanya Cutlip             | 8877 North Gainey<br>Center Dr.<br>Scottsdale, AZ<br>85261 |
| Monsanto<br>10 years               | (314) 694-2968                              | Kathy<br>Gillespie       | 800 N. Lindbergh<br>Blvd.<br>Creve Coeur, MO<br>63167      |
| IBM<br>(Eclaro)<br>19 years        | (877) 774-3600                              | Kevin Donith<br>(Eclaro) | 200 W.5 <sup>th</sup> ST.<br>New York, NY<br>10019         |
| State of Arizona<br>7 years        | LS Robinson@azdes.gov                       | Lester<br>Robinson       | 3443 North Central<br>Phoenix AZ 85012                     |
| Emerson<br>9 years                 | (314) 553-1789                              | Ryan Matovich            | 8000 W. Florissant<br>Ave<br>St. Louis, MO 63136           |

2.3 **Listing of Your Key Personnel:** Responders shall provide a list of all key personnel that will be part of the contract including a principle contact person who will manage the account.

*Envision Response:*

**Key Personnel (Primary Contract Contact)**

**Name:** Barb Porter – Branch Manager Phone: 1-480-510-9013

[barb.porter@envision.com](mailto:barb.porter@envision.com)

8655 East Via De Ventura, Suite G200  
Scottsdale, AZ. 85258

**Senior Account Manager:** [Elkus Bookman elkus.bookman@envision.com](mailto:elkus.bookman@envision.com)

Three Senior Arizona IT Recruiters:

Donald Hom – 602-918-0163 [donald.hom@envision.com](mailto:donald.hom@envision.com)

Scott Lieb - 908-3773851 [scott.lieb@envision.com](mailto:scott.lieb@envision.com)

Scott Collins – 602-321-1921 [scott.collins@envision.com](mailto:scott.collins@envision.com)

**Financial Capacity:** Responder shall provide copies of financial statements, preferably audited or reviewed, from fiscal year 2011 and shall describe in detail their financial capacity to support the County under any subsequent contract.

***Envision Response***

Envision, LLC is 91% owned by Lowy Enterprises, Inc. which was incorporated 1/12/1971 and has retained earnings of \$16,293,000.

2011 Financial Statements are attached. In Attachment A

**2.4 Economic Outlook:** Responder shall describe their economic outlook for the next five fiscal years.

***Envision Response***

The economic outlook for the IT Services industries for the next five years is very bright. YTD 2012 envision is 24% ahead in revenues.

**2.5 Additional Information:** List any other relevant information that speaks to the capacity of the company.

***Envision Response***

Envision is projected to do over \$20,000,000 in sales in 2012, has excellent banking relationships, and can handle the needs of Pinal County.

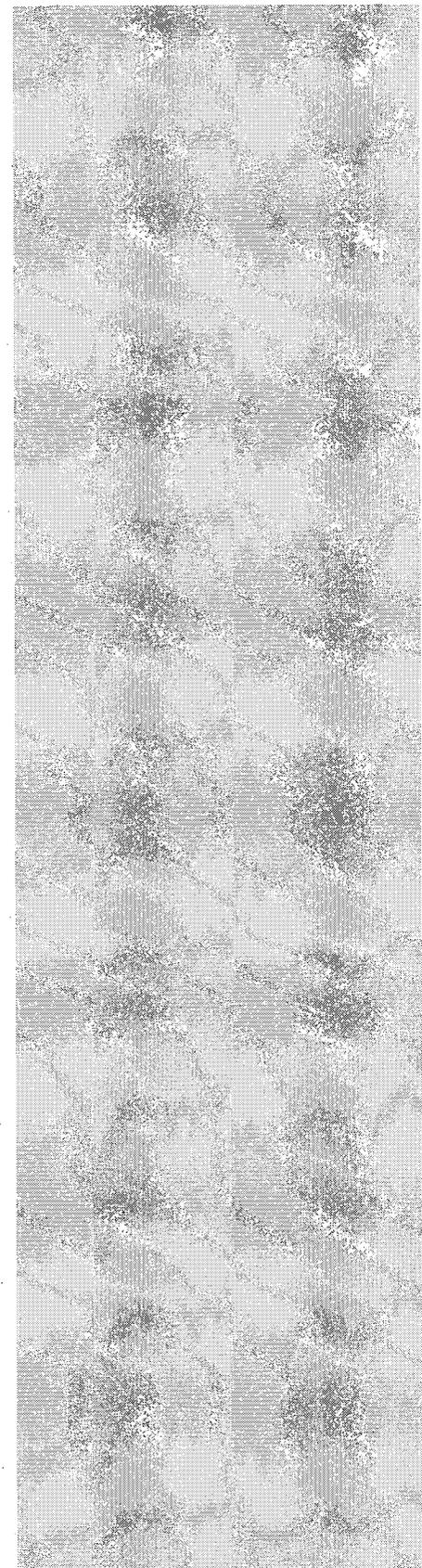
**3 COST**

**Cost (Placement Fee) shall be a firm, fixed percentage of the candidate's starting annual salary. Example – if a candidate's starting salary is \$50,000 and the contracted percentage is 10%, then the placement fee to be paid will be \$5,000.**

Responder's shall submit their percentage to be used under any resulting contract.

***Envision Response***

Percentage:



Envision normally charges 20% of first year's salary as a placement fee but will discount the fee to **15% of first year's salary for Pinal County**. The cost of any technical skills testing and drug testing will be the responsibility of Envision and will be included in the Placement fee.

**4 CONFORMANCE TO TERMS AND CONDITIONS AND TERMS AND CONDITIONS**

**Response Form Responses**

Envision LLC, has read, understands, and shall comply with all Terms and Conditions. Responders that accept the County's Terms and Conditions and Instructions shall check **YES** or **NO** to clearly indicate their acceptance. Responders who take exception to the County's Terms and Conditions and Instructions shall likewise clearly indicate their exception and provide Responder's suggested language.

**YES**, I acknowledge that I have read and understand all Terms and Conditions and will comply in any resultant contract.

**NO**, I acknowledge that I have read, understand all Terms and Conditions and will comply in any resultant contract with the exceptions listed below.

**Exceptions (only if checked 'NO')**

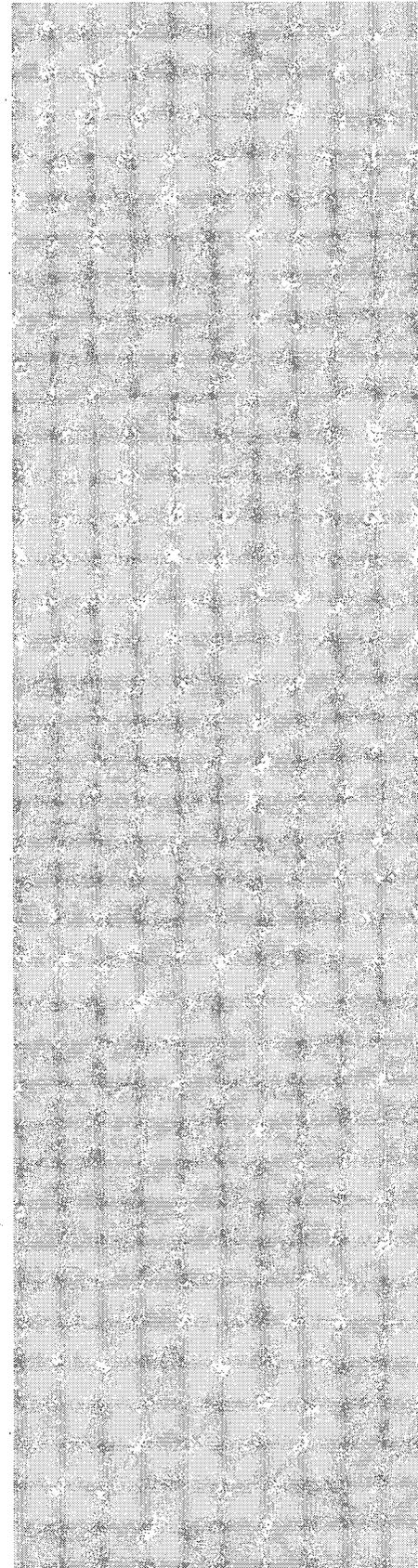
Responders that take exception to any Terms and Conditions shall justify their exception as well as proposing any changes to the County's language with the Responder's suggested changes clearly indicated. Additional pages may be added so long as they are clearly referenced in the spaces provided. **Please note that taking exception to any Terms and Conditions may affect your evaluation score.** Both the number of exceptions and the severity of the exceptions can affect your score and may have you deemed non-responsive for this solicitation.

Cite the specific Term and Condition for which an exception is taken:

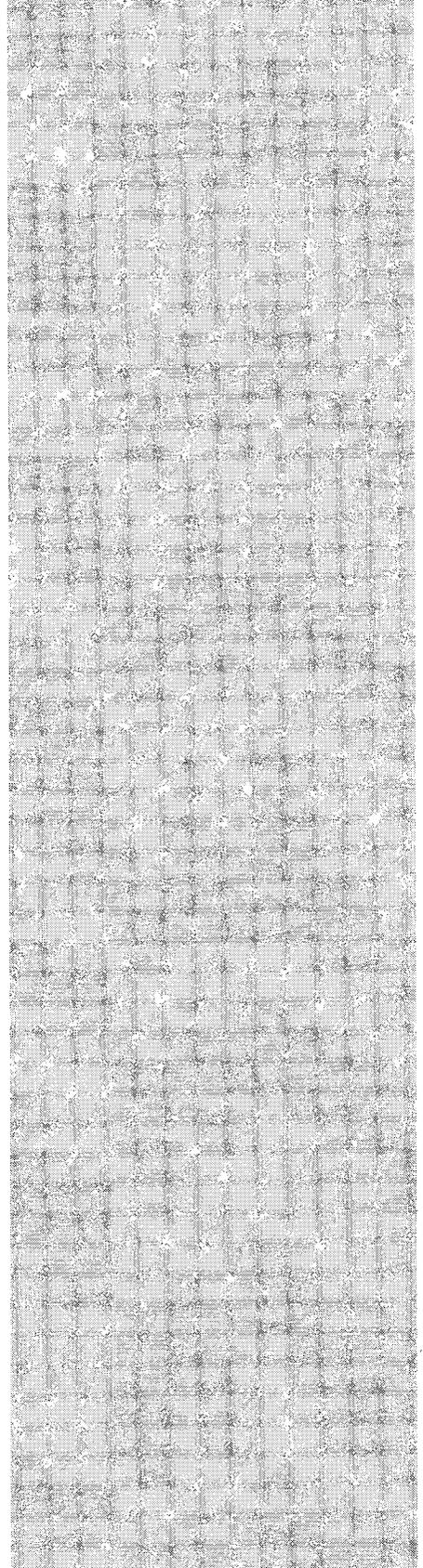
N/A

Responder's justification for the exception: N/A

Responder's suggested changes: N/A



**End of Response Form 1**



**RFP PC – 111717  
Pinal County  
IT Staffing Recruitment**

**Finance Department  
31 N. Pinal Street  
Bldg A  
P.)Box 1348  
Florence, AZ 85132**

**Response By:**

**Envision LLC  
Barb Porter  
Director of Business Development  
8655 East Via De Ventura  
Suite G 200  
Scottsdale AZ 85258**

**ORIGINAL**

**Section One**



**PINAL COUNTY**  
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Finance Department  
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### OFFER AND ACCEPTANCE FORM

TO PINAL COUNTY:

The undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation.

Barb Porter Director of Business Development  
 Authorized Signature Title  
Barb Porter 5/25/12  
 Printed Name Date  
Envision LLC (480) 510-9013  
 Company Name Telephone  
8655 E. Via De Ventura, Ste-G200, Scottsdale AZ 85258  
 Address City, State, Zip

For clarification of this offer, contact:

Name: Barb Porter Phone: (480) 510-9013 Fax: 1-866-473-0869

#### ACCEPTANCE OF OFFER (For Pinal County Use Only)

The offer is hereby accepted and the Responder is now bound to sell or provide the materials, services, or construction as indicated by the Purchase Order or Notice of Award and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Offer as accepted by Pinal County.

The contract is for:

This contract shall henceforth be referenced to as Contract No. PC-111717. The Offeror is cautioned not to commence any billable work or to provide any material or service under this contract until Offeror receives an executed purchase order or notice to proceed.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

Name (Print) Title Signature

Approved as to form:

\_\_\_\_\_  
Pinal County Attorney's Office



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*wide open opportunity*

## Offer & Acceptance Form

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### OFFER AND ACCEPTANCE FORM – Page 2

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- A. The submission of the bid did not involve collusion or other anti-competitive practices.
- B. The Responder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
- C. The Responder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Submittal.
- D. The Responder certifies that it complies with Executive Order 12549 related to Federal Government Debarment and Suspension (see 4-7)
- E. The Responder certifies that the individual signing the bid is an authorized agent for the Responder and has the authority to bind them to the contract.

Envision, LLC

Firm

Baeb Parter

Authorized Signature



PINAL COUNTY  
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# Addendum Acknowledgement Form

Pinal County  
Finance Department  
31 N. Pinal St.  
Bldg. A  
P.O. Box 1348  
Florence, AZ 85132

## ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation Addendums are posted on the Pinal County website at the following address:  
<http://pinalcountyz.gov/Departments/Finance/Pages/BidsProposals.aspx> . It is the responsibility of the Responder to periodically check this website for any Solicitation Addendum.

This page is used to acknowledge any and all addendums that might be issued. Any addendum issued within five days of the solicitation due date, will include a new due date to allow for addressing the addendum issues. Your signature indicates that you took the information provided in the addendums into consideration when providing your complete response.

Please sign and date:

ADDENDUM NO. 1 Acknowledgement \_\_\_\_\_  
Signature Date

ADDENDUM NO. 2 Acknowledgement \_\_\_\_\_  
Signature Date

ADDENDUM NO. 3 Acknowledgement \_\_\_\_\_  
Signature Date

If no addendums were issued, indicate below, sign the form and return with your response.

Envision  
Firm  
Barb Potter  
Authorized Signature



# Non-Collusion Statement

Pinal County  
Finance Department  
31 N. Pinal St.  
Bldg. A  
P.O. Box 1348  
Florence, AZ 85132

## NON-COLLUSION STATEMENT

State of Arizona )  
County of Maricopa ) ss.  
Barbara E Porter affiant,  
(Name)  
the Director of Business Development  
(Title)  
Envision LLC  
(Contractor/Offeror)

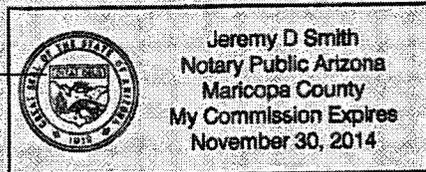
the persons, corporation, or company who makes the accompanying Offer, having first been duly sworn, deposes and says:

That such Offer is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Responder has not directly or indirectly induced or solicited any other Responder to put in a sham Offer, or any other person, firm or corporation to refrain from offering, and that the Responder has not in any manner sought by collusion to secure for itself an advantage over any other Responder.

Barbara E. Porter  
(Name)  
Director of Business Development  
(Title)

Subscribed and sworn to before me  
this 7<sup>th</sup> day of August, 2012

Jeremy D Smith  
Signature of Notary Public in and for the  
State of Arizona  
County of Maricopa



|  |  |
|--|--|
| NAME AND ADDRESS OF CERTIFICATE HOLDER | DATE ISSUED _____<br><br>AUTHORIZED REPRESENTATIVE _____ |
|--|--|

**Request for Taxpayer  
 Identification Number and Certification**

Give form to the  
 requester. Do not  
 send to the IRS.

**Name (as shown on your income tax return)**  
**Envision, LLC.**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ **P.....**  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
**#6 CityPlace Drive; Suite 350**

City, state, and ZIP code  
**St. Louis, MO. 63141**

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

|                                |         |
|--------------------------------|---------|
| Social security number         |         |
| OR                             |         |
| Employer identification number |         |
| 43                             | 1838425 |

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here** Signature of U.S. person ▶ *Barb Porter* Date ▶ *3/9/12*

**General Instructions**  
 Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**  
 A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



**PINAL COUNTY**  
wide open opportunity

## Responders Checklist

Pinal County  
Finance Department  
31 N. Pinal St.  
Bldg. A  
P.O. Box 1348  
Florence, AZ 85132

### RESPONDERS CHECKLIST

|   | Yes/No        |
|---|---------------|
| Did you <b>sign</b> your Offer sheet?   | Yes           |
| Did you sign and notarize the Non-collusion statement?                              | Yes           |
| Did you acknowledge all addendums, if any?  | Yes           |
| Did you complete all required Response Forms?                                       | Yes           |
| Did you include your W-9 Form?  | Yes           |
| Did you include any necessary attachments?  | Yes           |
| Is the outside of your submittal marked with the Solicitation #, Due Date and Time? | Yes           |
| Did you include one original and the required number of copies?                     | Yes           |
| Did you follow the order for submissions of documents?                              | Yes           |
| Did you include proof of insurance(s) if requested?                                 | Not requested |
|   |               |
|   |               |

**RFP PC – 111717  
Pinal County  
IT Staffing Recruitment**

**Finance Department  
31 N. Pinal Street  
Bldg A  
P.)Box 1348  
Florence, AZ 85132**

**Response By:**

**Envision LLC  
Barb Porter  
Director of Business Development  
8655 East Via De Ventura  
Suite G 200  
Scottsdale AZ 85258**

**ORIGINAL  
Section Two**

## Envision Response

### 1 METHOD OF APPROACH

**Describe in detail the company's method of approach to be used to support the County under any subsequent Contract. Offer shall include the following at a minimum: Information on Recruiting, Advertising, Background Checks, Partnerships/Subcontractors and any other selection techniques when searching for qualified personnel. List any information on any innovative or unique methods the company uses that distinguish it from other responder(s).**

#### **1.1 Method of approach**

1.1.1 Detail the methods used in the company's candidate screening process.

##### *Envision Response*

Envision performs a 5-Step Hiring Process:

1) SPAT – We perform an initial phone screen with our candidates that we call SPAT. By performing a quick SPAT, our technical recruiters look for Soft Skills, Potential for long term employment, Aptitude to learn new technologies, and Technical Expertise.

2) Technical Screening – During our candidate's Face to Face Interview, our technical recruiters determine if their candidate requires further technical screening. The technical recruiter will choose the best method to screen our candidate. We use three types of screening methods:

- Envision Tech Team – Comprised of a team of Envision Expert Champions. They conduct a 30 minute phone interview. We receive a detailed summary of the interview.
- Derrico – Our screening service which conducts a 30 minute phone interview, screening up to 10 skills. We receive a detailed summary of the interview.
- Review Net On-line Technical Tests – This is an On-Line Technical Test that offers 250 tests On-Line. We receive a Skill Level Rating Report.

3) Face to Face Interview - If the candidate has proven their technical capabilities to our technical recruiter, then the candidate moves to our Face To Face Interviewing Process. Account Managers will meet and interview the candidate to determine which clients the candidate would be best suited to work for based on employment experiences, technical capabilities, and soft skills.

4) Submittal Process – After candidates are fully vetted, Envision pre-closes the candidate on the position to ensure the candidate will seriously consider an offer from the client. Envision recruiters evaluate the candidates motivation for making a job change and motivation for considering the specific job at hand to make sure the job is a good match.

5) Candidate Processing - Reference Checks, I-9 Verification, Background Checks, and Security Clearances – We perform 3 reference checks and 1-9 Verification for U.S. Work Authorization on all new hires. We perform background checks and security clearances as required by our clients. In addition, we practice a Bulls Eye Methodology to recruiting, and utilize many tools to find excellent candidates for our clients

1.1.2 What items are reviewed during background checks of candidates?

### ***Envision Response***

Envision will provide all required background checks and testing based on specific client requirements.

Envision performs a standard Social Security and Federal and State background criminal records check. Envision can also perform a credit check if needed.

#### 1.1.3 Outline your replacement guarantee of referred candidates (if any).

### ***Envision Response***

Client will receive a ninety (90) calendar day guarantee commencing with the candidate's start date. If the employee, within the first ninety (90) calendar days of employment with Client, is terminated for just cause due to his or her own actions, or if the employee voluntarily terminates the employment relationship, (exceptions include death, disability, layoff, etc.), Envision, LLC will attempt to replace the employee or issue a full credit equal to the fee paid, provided such fee was received within ten (10) days of the date the candidate was hired. If such payment is not received within such period, no credit shall be due under any circumstances. Substantial changes in duties or qualifications for the position, layoff, reorganizations and/or bankruptcies by the employer do not qualify as just cause for termination.

#### 1.1.4 What are the main recruiting methods used to build the company's pool of candidates?

### ***Envision Response***

#### **ENVISION SOURCES OF CANDIDATES**

1. MAXHIRE (Envision Candidate Database) - 53,000 candidate resumes.
2. REFERRALS - From Envision Consultants, Friends of Envision, and Clients
3. Envision Website – [www.envision.com](http://www.envision.com) – On-Line Applications
4. Job Boards: Indeed.com, Bullhorn.com, Dice, Monster
5. Social Networking: Linked-In, FaceBook, Craig's List
6. Business Networking
7. User Groups
8. Job Fairs and Virtual Job Fairs.

#### 1.1.5 List the advertising methods typically used by the company for job postings and how effective they are.

### ***Envision Response***

Envision Website – [www.envision.com](http://www.envision.com) – On-Line Applications (15% of hires)

Job Boards: (40% of hires)

- Indeed (also indeed.com resume search.)
- Bullhorn D
- Dice
- Monster

Social Networking: (5% - 10% of hires)

- Linked-In

- FaceBook
- Craig's List

1.1.6 Do you utilize any Technical Competency Testing that will be used under a resulting contract? If so, please describe the type of testing used.

***Envision Response***

Envision will use of these methods to technically test new candidates.

- Technical Testing Resources:
- Derrico Phone Interview Technical Testing
- ReviewNet. com – On-Line Testing
- Provelt .com – (Kenexa) On Line Assessmen
- Envision Consultant Technical Interview

1.1.7 Do you partner/subcontract with any other companies? If so, list all subcontractors and describe how the partnership works.

***Envision Response***

Envision partners with many third party recruiting companies who supply 1099's for contractor positions. We use our own recruiters for Direct Hire placements.

**1.2 Additional Information:** List any relevant information that will distinguish your Method of Approach from other responders.

***Envision Response***

Envision uses both an employee Referral Program and a non-employee Friends of Envision referral program which results in finding 20% of our candidates.

**2 CAPACITY OF RESPONDER**

**Describe in detail information on the company's ability to perform the services solicited by the County for this contract. Information should include but not be limited to: Company Information, Experience in the Industry, Key Personnel, Financial Capacity, and Economic Outlook. List any information on any innovative or unique methods the company uses that distinguish it from other responder(s).**

**2.1 Company Information:** Responders shall provide general information about the company relative to the services required.

2.1.1 Provide the name of the company, location of its headquarters, and major office located closest to Florence, Arizona.

***Envision Response***

Envision, LLC., founded in 1983, is an IT Staffing and IT Project and Solutions Company focusing on IT Staff augmentation and Direct Hire Placements. Envision is

based in St. Louis, Missouri with branch offices in Phoenix, Arizona ( 8655 E. Via de Ventura, Scottsdale, AZ 85258 and Marshalltown, Iowa. Envision has more than 200 highly skilled IT consultants working nationwide.

#### CERTIFICATIONS – Microsoft Silver Partner

Envision does business with many of the largest companies in the United States including; Anheuser Busch, Monsanto, Emerson, 3M, IBM, Boeing, Scottsdale Insurance, US West Airlines, University of Phoenix, and the State of Arizona.

#### ENVISION IT STAFFING AND DIRECT PLACEMENT SERVICES

Envision offers full service staffing including contractors, right-to-hire and direct placement services. Envision has over 28 years of demonstrated success and proven expertise in IT staffing services including:

Cloud Computing Specialists

Web Design and Developers

Database Administrators

Administrative Personnel

Technical Writers

Project Managers

System Architects and Administrators

Systems Analysts

RISK Management & Business

Continuity Experts

Mobile Application Dev.

Programmer Analysts

Help Desk Support

Network Engineers

ERP Specialists

Project and Technical Leads

Data Warehousing Specialists

Business Analysts

Integration Testers

Software Developers

**The Envision Difference** - Envision employees have a passion for service. We strive to hire the best IT Professionals who are dedicated to exceeding our client expectations thru a comprehensive 10 step Recruiting Process.

We are a Continuous Improvement Service Organization that is always looking at ways to improve our level of service to our clients, candidates, and consultants.

Envision Account Managers focus on the technical needs of the clients and strive to understand soft skill needs in addition to technical needs so that we have the right information before beginning the candidate search.

Envision recruiters are trained to focus on **quality** of candidates, not **quantity**. Envision recruiters strive to get it right the first time to achieve an extremely high submittal to placement ratio – with some clients it's 50% or higher. Envision recruiters also assist in helping to close your candidates to make sure the candidate is a serious contender for your positions so we don't waste your time.

2.1.2 What percentage of the company's business is derived from IT placements?

***Envision Response***

100% of Envision's business is derived from IT Placements.

2.1.3 How many active IT recruiters are on staff? Include length of service with the company as well as time in the industry.

***Envision Response***

Envision currently has 11 Senior IT Recruiters with over 100 years of combined experience working on filling our clients IT Job requirements.

2.1.4 Name and contact information of the principal contact person for RFP response.

***Envision Response***

Barb Porter – Branch Manager

Phone: 1-480-510-9013

barb.porter@envision.com

**2.2 Experience in Industry:** Responders shall provide evidence of their experience and performance in supporting similar customers as anticipated under any resulting contract.

2.2.1 How long has the company been in existence?

***Envision Response***

28 Years

2.2.2 How long has the company been providing IT placements?

***Envision Response***

28 Years

2.2.3 What is your current placement rate? Describe any factors that have contributed to either a high or low placement rate.

***Envision Response***

Envision currently is on track to place 145 IT programmers for 2012, which is running 24% ahead of 2011 due to strong industry demand and additions to the Envision recruiting team to meet this demand..

2.2.4 Provide a minimum of five references from clients for whom you have provided similar services as defined in this solicitation. Include a brief history of performance for each company (how many placements, examples of job descriptions of placements, etc).

***Envision Response***

Envision LLC. References

**Following is a list of Envision references – All IT Staffing:**

| Account Name/<br>Years of Services | Phone Number                                | Contact                  | Address  |
|------------------------------------|---|--------------------------|--|
| Anheuser-Busch<br>28<br>years      | (314) 577-2000                              | Tom<br>Burkemper         | One Busch Place<br>Bldg 202<br>St. Louis, MO 63118         |
| Boeing<br>16 years                 | (480) 722-7303                              | Jim Compton              | 1800 S. Price Road<br>Chandler, AZ 85428                   |
| Salt River Project<br>6 years      | (602) 236-5217<br>Anne.tooman@srpnet.com    | Anne Tooman              | 1600 North Priest<br>Drive<br>Tempe, AZ 85281              |
| Arizona Public Service<br>6 year   | (602) 250-1000<br>Jessica.yokely@aps.com    | Jessica Yokely           | 400 North 5 <sup>th</sup> Street<br>Phoenix, AZ 85004      |
| Scottsdale Insurance<br>6 years    | (480) 365-3764<br>cutlipt@scottsdaleins.com | Tanya Cutlip             | 8877 North Gainey<br>Center Dr.<br>Scottsdale, AZ<br>85261 |
| Monsanto<br>10 years               | (314) 694-2968                              | Kathy<br>Gillespie       | 800 N. Lindbergh<br>Blvd.<br>Creve Coeur, MO<br>63167      |
| IBM<br>(Eclaro)<br>19 years        | (877) 774-3600                              | Kevin Donith<br>(Eclaro) | 200 W.5 <sup>th</sup> ST.<br>New York, NY 10019            |
| State of Arizona<br>7 years        | LS Robinson@azdes.gov                       | Lester<br>Robinson       | 3443 North Central<br>Phoenix AZ 85012                     |
| Emerson<br>9 years                 | (314) 553-1789                              | Ryan<br>Matovich         | 8000 W. Florissant<br>Ave<br>St. Louis, MO 63136           |

**2.3 Listing of Your Key Personnel:** Responders shall provide a list of all key personnel that will be part of the contract including a principle contact person who will manage the account.

*Envision Response:*

**Key Personnel (Primary Contract Contact)**

**Name:** Barb Porter – Branch Manager Phone: 1-480-510-9013

[barb.porter@envision.com](mailto:barb.porter@envision.com)  
8655 East Via De Ventura, Suite G200  
Scottsdale, AZ. 85258

Three Senior Arizona IT Recruiters:

Donald Hom – 602-918-0163 [donald.hom@envision.com](mailto:donald.hom@envision.com)  
Scott Lieb - 908-3773851 [scott.lieb@envision.com](mailto:scott.lieb@envision.com)  
Scott Collins – 602-321-1921 [scott.collins@envision.com](mailto:scott.collins@envision.com)

**Financial Capacity:** Responder shall provide copies of financial statements, preferably audited or reviewed, from fiscal year 2011 and shall describe in detail their financial capacity to support the County under any subsequent contract.

***Envision Response***

Envision, LLC is 91% owned by Lowy Enterprises, Inc. which was incorporated 1/12/1971 and has retained earnings of \$16,293,000.

2011 Financial Statements are attached. In Attachment A

**2.4 Economic Outlook:** Responder shall describe their economic outlook for the next five fiscal years.

***Envision Response***

The economic outlook for the IT Services industries for the next five years is very bright. YTD 2012 envision is 24% ahead in revenues.

**2.5 Additional Information:** List any other relevant information that speaks to the capacity of the company.

***Envision Response***

Envision is projected to do over \$20,000,000 in sales in 2012, has excellent banking relationships, and can handle the needs of Pinal County.

**3 COST**

**Cost (Placement Fee) shall be a firm, fixed percentage of the candidate's starting annual salary. Example – if a candidate's starting salary is \$50,000 and the contracted percentage is 10%, then the placement fee to be paid will be \$5,000.**

Responder's shall submit their percentage to be used under any resulting contract.

***Envision Response***

Percentage:

Envision normally charges 20% of first year's salary as a placement fee but will discount the fee to **15% of first year's salary for Pinal County.**

**4 CONFORMANCE TO TERMS AND CONDITIONS AND TERMS AND CONDITIONS**

**Response Form Responses**

Envision LLC, has read, understands, and shall comply with all Terms and Conditions. Responders that accept the County's Terms and Conditions and Instructions shall check **YES** or **NO** to clearly indicate their acceptance. Responders who take

exception to the County's Terms and Conditions and Instructions shall likewise clearly indicate their exception and provide Responder's suggested language.

**YES**, I acknowledge that I have read and understand all Terms and Conditions and will comply in any resultant contract.

**NO**, I acknowledge that I have read, understand all Terms and Conditions and will comply in any resultant contract with the exceptions listed below.

**Exceptions (only if checked 'NO')**

Responders that take exception to any Terms and Conditions shall justify their exception as well as proposing any changes to the County's language with the Responder's suggested changes clearly indicated. Additional pages may be added so long as they are clearly referenced in the spaces provided. **Please note that taking exception to any Terms and Conditions may affect your evaluation score.** Both the number of exceptions and the severity of the exceptions can affect your score and may have you deemed non-responsive for this solicitation.

Cite the specific Term and Condition for which an exception is taken:

*N/A*

Responder's justification for the exception: *N/A*

Responder's suggested changes: *N/A*

**End of Response Form 1**