



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.

Edward M. Smith III Account Manager
Authorized Signature Title
EDWARD M. SMITH III May 29, 2012
Printed Name Date
TECH ONE STAFFING LLC 480-449-3333
Company Name Telephone
1705 W. UNIVERSITY DR., SUITE 104 TEMPE, AZ. 85281
Address City, State, Zip

For clarification of this offer, contact:

Name: EDWARD SMITH Phone: 480-449-3333 Fax: 480-449-3339

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 5th 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 <i>wide open opportunity</i></p>	<p align="center">Offer & Acceptance Form</p>	<p align="right">Pinal County Finance Department 31 N. Pinal St. Bldg. A P.O. Box 1348 Florence, AZ 85132</p>
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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.

TECH ONE STAFFING LLC
Firm

Edward M. Smith III.
Authorized Signature



The Southwest's Premier Provider of IT Talent™

1705 W. University Dr., Suite #104, Tempe, AZ 85281
Office: 480-449-3333 FAX: 480-449-3339
www.TechOneIT.com

RFP PC-111717 BAFO Change Log

- 1.1.1 Exclusive Rights Clarified. Added clarification sentence.
- 1.1.7 Subcontract partnership with Contracts Professionals Inc. further explained and how it relates to Pinal County
- 1.1.7 Verified that background check and testing cost being included in Tech One's fees.
- 2.2.3 Current placement rate is roughly 15% of our total number of reqs we work in a months time. 70 clients requirements have yielded roughly 10 placements in a months time.
- 3 We cut our rate from 18% to 15%
- 1.1.3 Our 90 day guarantee remains the same.



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RFP PC-111717 Response Form 1

Pinal County
Finance Department
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Florence, AZ 85132

Responder Name: Tech One Staffing LLC

Responders shall complete the following Response Form, indicating their responses in the spaces provided. Additional pages may be added so long as they are clearly referenced in the spaces provided.

Please note: Any exception and the total number of exceptions taken will negatively affect your evaluation score. Compliance to Terms and Conditions has been identified as an evaluation criterion for this solicitation.

Any exception not contained within this section of the solicitation will be deemed invalid and will not be considered.

Acceptability of Responses

Offers that do not include this completed Response Form or that do include an incomplete Response Form or that include a completed Response Form with unacceptable responses may cause the entire offer to be deemed unacceptable and therefore non-responsive.

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.

***Tech One* maintains rigorous timelines throughout the job order process. Following is a summary for your review:**

Within 4 business hours of receipt of a job order, the Account Manager must thoroughly read through it and assure it contains all necessary information for a successful candidate search. If not, the Account Manager is to follow-up with the client to obtain the missing information. Regardless, the Account Manager must enter the information at hand into *Tech One's* candidate and information tracking system, MaxHire. Once entered, all Recruiters, Account Managers and Management receive a priority email copy of the information entered.

Tech One employs industry leading methods to determine whether the candidate is suitable to be represented by us. It starts with a review of a potential candidate's resume by one of our Recruiters, followed by an in-depth interview. Because our Recruiters have an IT background themselves, this step tends to eliminate most poor candidates from consideration due to technical concerns. But we also provide our Recruiters with client-specific information necessary to determine whether a candidate is a potential fit for that specific client.

Within a period of 3 to 5 days, Recruiting must have fully vetted candidates submitted to the client. The vetting process includes obtaining exclusive rights to submit the candidate to the Pinal County job opening which prevents duplicate submissions as well as unauthorized submissions by other vendors. By "exclusive rights" we mean to say that *Tech One* will agree with the potential candidate(s) that we will be the only firm authorized to represent him/her for any specific Pinal County requirement as to avoid duplicate



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submissions. We also obtain information on upcoming scheduled time off, any other interviewing activity, and any other job offers. This is a specifically tracked metric subject to weekly Management review and correction.

1.1.2 What items are reviewed during background checks of candidates?

Employment verification, education verification, verification of military status, drug screens, criminal background investigation and credit checks are all performed, when warranted or desired, by third-party experts. That assures the most up-to-date methodologies are used and the latest regulations are followed. *Tech One* has contracts with several vendors in these fields, but we would be happy to utilize specific companies if Pinal County so chooses.

Although reference checking can also be outsourced to a 3rd-party, we find performing this function ourselves, performed by the responsible Recruiter, superior to outsourcing. This is due to the fact that we have first-hand knowledge of the candidate's prospective on a particular job experience allowing us to tailor questions to elicit the most in-depth feedback. This assures consistency between candidate and reference comments.

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

Placements made through *Tech One* are guaranteed. Should the selected candidate leave the client-company's employ for any reason other than no fault of their own (i.e., budget or staff reductions, reorganizations, etc) within 90-days of the initial hire date, *Tech One* will use its best effort to replace the candidate free-of-charge. This guarantee is contingent upon the client-company paying the placement fee in full prior to the employee's 45th calendar day of employment.

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

In addition to having access to our own proprietary candidate database, called MaxHire, which contains thousands of potential candidates developed over the nearly ten years in business, *Tech One* Recruiters have full subscription access to two of the most widely recognized IT talent acquisition databases on the market today - CareerBuilder.com and Dice.com. In addition, LinkedIn is a tool heavily utilized by our organization. *Tech One* Recruiters also routinely participate in numerous networking events, technical forums, technical blogs, and virtual technical communities.

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

Dependent on the job opportunity *Tech One* uses various methods to post and recruit for positions. The sites include, but are not limited to: *Tech One's* webpage, Dice.com, LinkedIn etc. The postings have proved to be extremely effective.

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.

When applicable, *Tech One* utilizes third-party testing and evaluation firms to assure the most up to date testing is performed for the latest IT skills. BrainBench, Proveit, and Derrico, among others, are vendors we use to provide independent testing and candidate evaluations for nearly every conceivable IT skill set.

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

Tech One has a subcontractor partnership with (CPI) Contract Professionals, Inc. Documentation will be processed through CPI in order to satisfy all the AZ state contract policy requirements to on-board new



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contractors and/or process invoices for placements. Tech One assumes responsibility of the candidate screening, background, and reference checks which costs are included in Tech One's fees. All responsibilities to provide the best efforts possible to carry out the agreement with Pinal County are defined – work is performed subject to the client's direction and responsibility.

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

Tech One has been operating in Phoenix, Arizona for over thirteen years. Our mission is to provide clients with better and more efficient methods of delivering technology and talent to their IT organizations. Our values are centered on providing outstanding service that exceeds expectations while working in partnership with our clients toward delivering expected results. We aim to be a valued team member and advisor while providing access to the best IT talent, techniques and development tools. We feel so strongly about our commitment to IT that we only provide IT services and have done so since our founding. This allows our recruiters and sales force to focus their entire attention to IT and become expert at its delivery.

Our clients span both public and private sectors and include hundred's of well known companies such as Arizona Public Service, US Airways, Salt River Project, Avnet, Banner Health, Wolters Kluwer Health and many more. We have also been IT service providers to numerous public sector agencies such as the City of Phoenix, State of Arizona and Maricopa County.

Tech One's resources offer substantial breadth and depth of experience as well as specialization in various applications and technologies. Our Project Managers, Enterprise Architects, Infrastructure Specialists, Developers and Quality Assurance Specialists are experienced in numerous public and private sector applications. Our clients have utilized *Tech One's* talented staff in areas such as Policy Administration, Health/Auto Claims Processing and extended automobile Insurance processing. Data Center and infrastructure personnel are experts in storage, networks, security, telephony, capacity planning and performance tuning. *Tech One's* talent pool consists of progressive IT professionals trained and experienced in the latest development tools, languages and methodologies which include, but are not limited to: .NET, Java, C#, Flash, Flex, Agile, Rational, Cognos, Informatica and many others. We also have highly experienced legacy systems veterans skilled in areas such as RPG, COBOL, CICS, IMS, and DB2.

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.



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Corporate Office

Tech One Staffing LLC
200 Motor Parkway, Suite D-26
Hauppauge, NY 11788

Local Office

Tech One Staffing LLC
1705 W University Drive, Suite 104
Tempe, Arizona 85281

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

100%

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.

Active IT Recruiters – 4

Gary Graham – 8 years w/ Tech One, 20+ years in industry

Susan Kernan – 3 years w/ Tech One, 15 years in industry

Stacy Neasham – 13 years w/ Tech One, 13 years in industry

Toni Gurrieri – 1 year w/ Tech One, 9 years in industry

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

Edward M. Smith III

480-449-3333 Office Ext. 507

602-326-8747 Cell

ed@techoneit.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?

13+ Years

2.2.2 How long has the company been providing IT placements?

13+ Years

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

~~Current Placement Rate 10-15 Candidates per month~~

In order to further explain, current placement rate is roughly 15% of our total number of reqs we work in a months time. 70 clients requirements have yielded roughly 10 placements in a months time.



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- 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).

Tech One has a rich history and vast experience in providing IT services to a wide variety of clients, we possess a solid knowledge of a great many processes. We fully understand the critical success factors required to be effective. We, at Tech One, understand each organization has its unique needs, nuances, and preferences for how they conduct business with IT Services vendors. Tech One's consultative and adaptive approach lends itself well to any operating environment and fulfillment process. Tech One's knowledgeable and experienced Account Managers are well prepared to provide clients with qualified contractor resources or mobilize effective project teams capable of delivering IT solutions in the most timely and effective fashion. The following are brief project summaries. Client contact information may be provided upon request.

US Airways

Provided consultants and Project Managers to work with Sr. Executives & Regional Directors of Maintenance on improving their maintenance Web-based IT systems to minimize FAA violations/fines and streamline their operations after merger. Our consultants accomplished the following on time and within budget:

- Provided written proposal, change management plans, best practices, and analysis on if and how to migrate to 1 IT infrastructure after merger of America West Airlines & US Airways to Senior VP of Maintenance and Operations.
- Performed assessments of 10 Hubs and out stations; surveyed, evaluated, facilitated focus group and consolidated mechanics and supervisors' responses to working in a dual system environment.
- Analyzed and documented change management process, management engagement, trainer effectiveness, and daily operational processes.
- Provided human factor analysis and process improvement recommendations to enhance and close discrepancies between the two systems.

City of Phoenix

Since 1999, we have placed over 350 contractors who have developed, maintained, and supported applications at over 150 Arizona based clients. This includes the City of Phoenix Aviation where we placed Systems Analysts and GIS Developers and also the City's Finance and Accounting department where we placed SAP consultants. Our consultants are experienced in Object Oriented programming and work with the latest methodologies such as Agile and Scrum. We have consultants currently available who are skilled in the web based technologies such as .net, C#, SQL Server, VB, java, java script as well as legacy mainframe.

Court Technology Services – Superior Court of Maricopa County

Tech One was awarded approved vendor status with two other vendors to perform Information Technology consulting for CTS. Tech One consultants are working on a time and materials basis as Project Managers, Business Analysts, System Architects, Database Administrators and Developers to perform analysis and design tasks related to the development of the iCIS financial and case management



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applications. Systems are being developed utilizing VB, C#, ASP, .net, SQL Server, Crystal Reports and JavaScript.

Arizona Supreme Court

A Tech One Consultant worked as a Project Manager on a time-and-material basis to develop and manage project schedules and budgets, was responsible for developing and maintaining strong client/vendor relationships, and coordinated vendor and client resources. He also monitored and reported project status.

Arizona Public Service

Currently providing APS with a contingent workforce, resources range from Help Desk to Sr. Architects and Project Managers – six (6) current placements.

Integrated Court and Justice Information (ICJIS) Process Modeling Tools Evaluation

Tech One's Project Manager evaluated process modeling software and selected vendors receive an RFI. Upon the successful completion of the project, the director requested that Tech One provide a budgetary quote and outline an approach to managing and staffing the process redesign phase of the ICJIS project. The Tech One Consultant:

- Performed market research gathering information on 16 products. Researched for related information on activities in other jurisdictions. Provided weekly status reports to client executive team.
- An RFI was developed and sent to 12 vendors. Tools that represented a commitment to an application development methodology were excluded from the RFI.
- An analysis of the ten RFI responses was performed with a final list of three products that met the process modeling needs of ICJIS.
- Selected firms received an RFP to determine the best software for the project.

- 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.

Key Personnel (Primary Contract Contact)

Name: Edward M. Smith III

Telephone No.: 480-449-3333 ext. 507 Office 602-326-8747 Cell

E-Mail: ed@techoneit.com

Mailing Address: 1705 W. University Dr, Suite 104

City: Tempe

State: AZ **Zip:** 85281

Contract Responsibility (Describe work performed):

Responsible for the day-to-day support of the client/customer (Pinal County), who will serve as the primary point of contact. Edward Smith will provide customer support, technical support, planning



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and optimization for Pinal County, as well as nurturing the relationship between Tech One IT and Pinal County.

Key Personnel (as defined by Offeror as necessary)

Name: Leanne Kinnard

Telephone No.: 480-449-3333 ext. 501 Office 480-220-9729 Cell

E-Mail: lkinnard@techoneit.com

Mailing Address: 1705 W. University Dr. Suite 104

City: Tempe

State: AZ **Zip:** 85281

Contract Responsibility (Describe work performed):

Founder and President of Tech One, Leanne Kinnard, has spent over 25 years in IT in the Southwest. Ms. Kinnard's technical background combined with her experience as businessperson has given her a broadened perspective and unique ability to serve our client's IT needs.

Key Personnel (as defined by Offeror as necessary)

Name: Stacy Neasham

Telephone No.: 480-449-3333 ext. 503 Office 602-690-5687 Cell

E-Mail: stacy@techoneit.com

Mailing Address: 1705 W. University Dr, Suite 104

City: Tempe

State: AZ **Zip:** 85281

Contract Responsibility (Describe work performed):

Senior Recruiter

- 2.4 **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.
See Attached Financial Statements- Section 3
- 2.5 **Economic Outlook:** Responder shall describe their economic outlook for the next five fiscal years.
See Attached Financial Statements – Section 3
- 2.6 **Additional Information:** List any other relevant information that speaks to the capacity of the company.



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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.

Percentage: ~~18%~~ 15%

4 CONFORMANCE TO TERMS AND CONDITIONS AND TERMS AND CONDITIONS

Response Form Responses

that Edward M. Smith III have read, understand, and shall comply with all Terms and Conditions. Responders 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

Solicitation:
RFP PC-111717
IT Staffing Recruitment

Due Date: May 31, 2012 by 2:00PM Arizona Time

ORIGINAL COPY

Tech One Staffing LLC

1705 W. University Dr, Suite 104

Tempe, Arizona 85281

480-449-3333

Contact:

Edward M. Smith III

Account Manager

480-449-3333 ext. 507

ed@techoneit.com

Section One

Solicitation:

RFP PC-111717

IT Staffing Recruitment

Due Date: May 31, 2012 by 2:00PM Arizona Time

Title Page

Solicitation:

RFP PC-111717

IT Staffing Recruitment

Tech One Staffing LLC

1705 W. University Dr, Suite 104

Tempe, Arizona 85281

480-449-3333

Contact:

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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.

Edward M. Smith III Account Manager
Authorized Signature Title

EDWARD M. SMITH III May 29, 2012
Printed Name Date

TECH ONE STAFFING LLC 480-449-3333
Company Name Telephone

1705 W UNIVERSITY DR., SUITE 104 TEMPE, AZ. 85281
Address City, State, Zip

For clarification of this offer, contact:

Name: EDWARD SMITH Phone: 480-449-3333 Fax: 480-449-3339

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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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.

TECH ONE STAFFING LLC

Firm

Edward M. Smith III.

Authorized Signature



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Addendum Acknowledgement Form

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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.

TECH ONE STAFFING LLC
Firm
Edward M. Smith III
Authorized Signature



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Non-Collusion Statement

Pinal County
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NON-COLLUSION STATEMENT

State of Arizona)
County of MARICOPA) ss.

EDWARD M. SMITH III, affiant,
(Name)
the ACCOUNT MANAGER
(Title)
TECH ONE STAFFING LLC
(Contractor/Offeror)

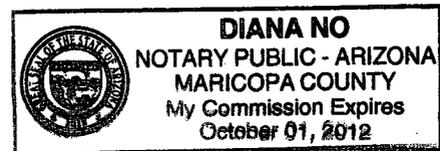
the persons, corporation, or company who makes the accompanying Offer, having first been duly sworn, deposes and says:

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.

Edward M. Smith III
(Name)
ACCOUNT MANAGER
(Title)

Subscribed and sworn to before me
this 31st day of May, 2012

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



NAME AND ADDRESS OF CERTIFICATE HOLDER:	DATE ISSUED _____ AUTHORIZED REPRESENTATIVE _____
-----------------------------------------	----------------------------------------------------------

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name Tech One Staffing LLC	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other LLC	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 1705 W. University Drive, Suite 104	Requester's name and address (optional)
City, state, and ZIP code Tempe, Arizona 85281	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. 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.

Social security number								

or

Employer identification number								
8	6	0	9	9	0	7	2	4

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

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. person (including a U.S. resident alien).

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 <i>Frank Weaver</i>	Date <i>4-23-12</i>
------------------	----------------------------------------------	---------------------

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.

U.S. person. 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

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.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

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,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A *disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

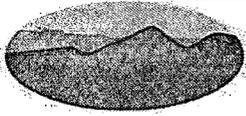
³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



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 sign 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?	N/A

Section Two

Solicitation:

RFP PC-111717

IT Staffing Recruitment



PINAL COUNTY
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RFP PC-111717 Response Form 1

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

Responder Name: Tech One Staffing LLC

Responders shall complete the following Response Form, indicating their responses in the spaces provided. Additional pages may be added so long as they are clearly referenced in the spaces provided.

Please note: Any exception and the total number of exceptions taken will negatively affect your evaluation score. Compliance to Terms and Conditions has been identified as an evaluation criterion for this solicitation.

Any exception not contained within this section of the solicitation will be deemed invalid and will not be considered.

Acceptability of Responses

Offers that do not include this completed Response Form or that do include an incomplete Response Form or that include a completed Response Form with unacceptable responses may cause the entire offer to be deemed unacceptable and therefore non-responsive.

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.

***Tech One* maintains rigorous timelines throughout the job order process. Following is a summary for your review:**

Within 4 business hours of receipt of a job order, the Account Manager must thoroughly read through it and assure it contains all necessary information for a successful candidate search. If not, the Account Manager is to follow-up with the client to obtain the missing information. Regardless, the Account Manager must enter the information at hand into *Tech One's* candidate and information tracking system, MaxHire. Once entered, all Recruiters, Account Managers and Management receive a priority email copy of the information entered.

***Tech One* employs industry leading methods to determine whether the candidate is suitable to be represented by us. It starts with a review of a potential candidate's resume by one of our Recruiters, followed by an in-depth interview. Because our Recruiters have an IT background themselves, this step tends to eliminate most poor candidates from consideration due to technical concerns. But we also provide our Recruiters with client-specific information necessary to determine whether a candidate is a potential fit for that specific client.**

Within a period of 3 to 5 days, Recruiting must have fully vetted candidates submitted to the client. The vetting process includes obtaining exclusive rights to submit the candidate to the Pinal County job opening which prevents duplicate submissions as well as unauthorized submissions by other vendors. We also obtain information on upcoming scheduled time off, any other interviewing activity, and any other job offers. This is a specifically tracked metric subject to weekly Management review and correction.



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RFP PC-111717 Response Form 1

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

1.1.2 What items are reviewed during background checks of candidates?

Employment verification, education verification, verification of military status, drug screens, criminal background investigation and credit checks are all performed, when warranted or desired, by third-party experts. That assures the most up-to-date methodologies are used and the latest regulations are followed. *Tech One* has contracts with several vendors in these fields, but we would be happy to utilize specific companies if Pinal County so chooses.

Although reference checking can also be outsourced to a 3rd-party, we find performing this function ourselves, performed by the responsible Recruiter, superior to outsourcing. This is due to the fact that we have first-hand knowledge of the candidate's prospective on a particular job experience allowing us to tailor questions to elicit the most in-depth feedback. This assures consistency between candidate and reference comments.

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

Placements made through *Tech One* are guaranteed. Should the selected candidate leave the client-company's employ for any reason other than no fault of their own (i.e., budget or staff reductions, reorganizations, etc) within 90-days of the initial hire date, *Tech One* will use its best effort to replace the candidate free-of-charge. This guarantee is contingent upon the client-company paying the placement fee in full prior to the employee's 45th calendar day of employment.

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

In addition to having access to our own proprietary candidate database, called MaxHire, which contains thousands of potential candidates developed over the nearly ten years in business, *Tech One* Recruiters have full subscription access to two of the most widely recognized IT talent acquisition databases on the market today - CareerBuilder.com and Dice.com. In addition, LinkedIn is a tool heavily utilized by our organization. *Tech One* Recruiters also routinely participate in numerous networking events, technical forums, technical blogs, and virtual technical communities.

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

Dependent on the job opportunity *Tech One* uses various methods to post and recruit for positions. The sites include, but are not limited to: *Tech One's* webpage, Dice.com, LinkedIn etc. The postings have proved to be extremely effective.

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.

When applicable, *Tech One* utilizes third-party testing and evaluation firms to assure the most up to date testing is performed for the latest IT skills. BrainBench, Proveit, and Derrico, among others, are vendors we use to provide independent testing and candidate evaluations for nearly every conceivable IT skill set.

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

Tech One has a subcontractor partnership with (CPI) Contract Professionals, Inc. Documentation will be processed through CPI, while *Tech One* assumes responsibility of the candidate screening, background, reference checks etc. All responsibilities to provide the best efforts possible to carry out the agreement with Pinal County are defined – work is performed subject to the client's direction and responsibility.



PINAL COUNTY
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**RFP PC-111717
Response Form 1**

Pinal County
Finance Department
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Florence, AZ 85132

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

Tech One has been operating in Phoenix, Arizona for over thirteen years. Our mission is to provide clients with better and more efficient methods of delivering technology and talent to their IT organizations. Our values are centered on providing outstanding service that exceeds expectations while working in partnership with our clients toward delivering expected results. We aim to be a valued team member and advisor while providing access to the best IT talent, techniques and development tools. We feel so strongly about our commitment to IT that we only provide IT services and have done so since our founding. This allows our recruiters and sales force to focus their entire attention to IT and become expert at its delivery.

Our clients span both public and private sectors and include hundred's of well known companies such as Arizona Public Service, US Airways, Salt River Project, Avnet, Banner Health, Wolters Kluwer Health and many more. We have also been IT service providers to numerous public sector agencies such as the City of Phoenix, State of Arizona and Maricopa County.

Tech One's resources offer substantial breadth and depth of experience as well as specialization in various applications and technologies. Our Project Managers, Enterprise Architects, Infrastructure Specialists, Developers and Quality Assurance Specialists are experienced in numerous public and private sector applications. Our clients have utilized **Tech One's** talented staff in areas such as Policy Administration, Health/Auto Claims Processing and extended automobile Insurance processing. Data Center and infrastructure personnel are experts in storage, networks, security, telephony, capacity planning and performance tuning. **Tech One's** talent pool consists of progressive IT professionals trained and experienced in the latest development tools, languages and methodologies which include, but are not limited to: .NET, Java, C#, Flash, Flex, Agile, Rational, Cognos, Informatica and many others. We also have highly experienced legacy systems veterans skilled in areas such as RPG, COBOL, CICS, IMS, and DB2.

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.

Corporate Office

**Tech One Staffing LLC
200 Motor Parkway, Suite D-26
Hauppauge, NY 11788**

Local Office

**Tech One Staffing LLC
1705 W University Drive, Suite 104
Tempe, Arizona 85281**



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

100%

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.

Active IT Recruiters – 4

Gary Graham – 8 years w/ Tech One, 20+ years in industry

Susan Kernan – 3 years w/ Tech One, 15 years in industry

Stacy Neasham – 13 years w/ Tech One, 13 years in industry

Toni Gurrieri – 1 year w/ Tech One, 9 years in industry

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

Edward M. Smith III

480-449-3333 Office Ext. 507

602-326-8747 Cell

ed@techoneit.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?

13+ Years

2.2.2 How long has the company been providing IT placements?

13+ Years

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

Current Placement Rate – 10 – 15 Candidates per month

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).

Tech One has a rich history and vast experience in providing IT services to a wide variety of clients, we possess a solid knowledge of a great many processes. We fully understand the critical success factors required to be effective. We, at Tech One, understand each organization has its unique needs, nuances, and preferences for how they conduct business with IT Services vendors. Tech One's consultative and adaptive approach lends itself well to any operating environment and fulfillment process. Tech One's knowledgeable and experienced Account Managers are well prepared to provide clients with qualified contractor resources or mobilize effective project teams capable of delivering IT solutions in the most timely and effective fashion. The following are brief project summaries. Client contact information may be provided upon request.



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US Airways

Provided consultants and Project Managers to work with Sr. Executives & Regional Directors of Maintenance on improving their maintenance Web-based IT systems to minimize FAA violations/fines and streamline their operations after merger. Our consultants accomplished the following on time and within budget:

- Provided written proposal, change management plans, best practices, and analysis on if and how to migrate to 1 IT infrastructure after merger of America West Airlines & US Airways to Senior VP of Maintenance and Operations.
- Performed assessments of 10 Hubs and out stations; surveyed, evaluated, facilitated focus group and consolidated mechanics and supervisors' responses to working in a dual system environment.
- Analyzed and documented change management process, management engagement, trainer effectiveness, and daily operational processes.
- Provided human factor analysis and process improvement recommendations to enhance and close discrepancies between the two systems.

City of Phoenix

Since 1999, we have placed over 350 contractors who have developed, maintained, and supported applications at over 150 Arizona based clients. This includes the City of Phoenix Aviation where we placed Systems Analysts and GIS Developers and also the City's Finance and Accounting department where we placed SAP consultants. Our consultants are experienced in Object Oriented programming and work with the latest methodologies such as Agile and Scrum. We have consultants currently available who are skilled in the web based technologies such as .net, C#, SQL Server, VB, java, java script as well as legacy mainframe.

Court Technology Services – Superior Court of Maricopa County

Tech One was awarded approved vendor status with two other vendors to perform Information Technology consulting for CTS. Tech One consultants are working on a time and materials basis as Project Managers, Business Analysts, System Architects, Database Administrators and Developers to perform analysis and design tasks related to the development of the iCIS financial and case management applications. Systems are being developed utilizing VB, C#, ASP, .net, SQL Server, Crystal Reports and JavaScript.

Arizona Supreme Court

A Tech One Consultant worked as a Project Manager on a time-and-material basis to develop and manage project schedules and budgets, was responsible for developing and maintaining strong client/vendor relationships, and coordinated vendor and client resources. He also monitored and reported project status.

Arizona Public Service

Currently providing APS with a contingent workforce, resources range from Help Desk to Sr. Architects and Project Managers – six (6) current placements.



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Integrated Court and Justice Information (ICJIS) Process Modeling Tools Evaluation

Tech One's Project Manager evaluated process modeling software and selected vendors receive an RFI. Upon the successful completion of the project, the director requested that Tech One provide a budgetary quote and outline an approach to managing and staffing the process redesign phase of the ICJIS project. The Tech One Consultant:

- Performed market research gathering information on 16 products. Researched for related information on activities in other jurisdictions. Provided weekly status reports to client executive team.
- An RFI was developed and sent to 12 vendors. Tools that represented a commitment to an application development methodology were excluded from the RFI.
- An analysis of the ten RFI responses was performed with a final list of three products that met the process modeling needs of ICJIS.
- Selected firms received an RFP to determine the best software for the project.

- 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.

Key Personnel (Primary Contract Contact)

Name: Edward M. Smith III

Telephone No.: 480-449-3333 ext. 507 Office 602-326-8747 Cell

E-Mail: ed@techoneit.com

Mailing Address: 1705 W. University Dr, Suite 104

City: Tempe

State: AZ **Zip:** 85281

Contract Responsibility (Describe work performed):

Responsible for the day-to-day support of the client/customer (Pinal County), who will serve as the primary point of contact. Edward Smith will provide customer support, technical support, planning and optimization for Pinal County, as well as nurturing the relationship between Tech One IT and Pinal County.

Key Personnel (as defined by Offeror as necessary)

Name: Leanne Kinnard

Telephone No.: 480-449-3333 ext. 501 Office 480-220-9729 Cell

E-Mail: lkinnard@techoneit.com

Mailing Address: 1705 W. University Dr. Suite 104

City: Tempe

State: AZ **Zip:** 85281

Contract Responsibility (Describe work performed):



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Founder and President of Tech One, Leanne Kinnard, has spent over 25 years in IT in the Southwest. Ms. Kinnard's technical background combined with her experience as businessperson has given her a broadened perspective and unique ability to serve our client's IT needs.

Key Personnel (as defined by Offeror as necessary)

Name: Stacy Neasham

Telephone No.: 480-449-3333 ext. 503 Office 602-690-5687 Cell

E-Mail: stacy@techoneit.com

Mailing Address: 1705 W. University Dr, Suite 104

City: Tempe

State: AZ **Zip:** 85281

Contract Responsibility (Describe work performed):

Senior Recruiter

- 2.4 **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.
See Attached Financial Statements- Section 3
- 2.5 **Economic Outlook:** Responder shall describe their economic outlook for the next five fiscal years.
See Attached Financial Statements – Section 3
- 2.6 **Additional Information:** List any other relevant information that speaks to the capacity of the company.

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.

Percentage: **18%**

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

Response Form Responses

that Edward M. Smith III have read, understand, and shall comply with all Terms and Conditions. Responders 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.



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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