



Procurement

300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

October 7, 2024

Abacus Corporation
Michele Massaro
610 Gusryan St
Baltimore, MD 21224-2930

Dear Michele,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-1884-2023
Commodity/Service: Temporary Employment Services
Renewal Period: 2/1/25 - 1/31/27
Renewal #: (1 of 2) two-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by ASAP.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.

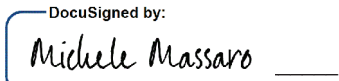
In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely,

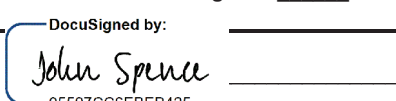
Chad Dalton
Systems and Contracts Lead
(540) 231-9129

Abacus Corporation **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  Date: 10/7/2024
Name: Michele Massaro Title: COO
(please print)

We currently participate in the Wells One Program: _____

We would like to participate in the Wells One Program: _____

Approved:  _____
Assistant Director, Goods and Services

Date: 10/7/2024

CONTRACT MODIFICATION AGREEMENT

Date: June 14, 2023

Contract No.: VTS-1884-2023

Modification No.: One (1)

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Abacus Corporation

Commodity: Temporary Employment Services

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

The Criminal Conviction Check Term and Condition within this contract is hereby replaced in its entirety and replaced with the following:

CRIMINAL CONVICTION CHECKS: All criminal conviction checks must be concluded before the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check before re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. All criminal conviction checks will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees must self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If, any time during the term of the contract, Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.

- a. The University has an awarded contract with a service provider for criminal conviction screening and background checks. The University prefers this vendor be utilized by the Contractor to comply with the contractual obligations and University Policy 4060.
- b. If Contractor chooses to utilize a different firm than the university's preferred provider, the Contractor's selected service provider shall be pre-approved by the Virginia Tech Police department as an acceptable service provider for criminal

conviction and background checks to ensure that firm's service levels meet the requirements of University Policy 4060.

- c. If a Contractor chooses to utilize a different firm than the university's preferred provider, a five-day hold will be required before placement of employees deemed by the Contractor to meet all of the requirements of the University including a clean background check. Contractor shall provide the University with the name, date of birth and the last four digits of the social security number of all individual(s) to be placed in a temporary position under this contract. The University reserves the right to conduct its own background check process during this hold period.

Except as provided herein, all terms and conditions of Contract Number VTS-1884-2023, as heretofore changed, remain unchanged and in full force and effect.

Contractor

Virginia Tech

By:

Michelen Massaro
(Signature)
Michelen Massaro - COO
Name and Title

By:

DocuSigned by:
Mary Helmick
5943314F5CD3478...
Mary W. Helmick
Director of Procurement

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-1884-2023

This contract entered into this 2nd day of November 2022 by Abacus Corporation hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

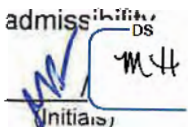
SCOPE OF CONTRACT: The Contractor shall provide Temporary Employment Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From February 1, 2023 through January 31, 2025 with the option of two 2-year renewals.

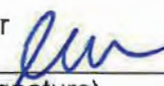
COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 49302207 dated June 21, 2022, together with Addendum Number 1 To RFP dated July 7, 2022, Addendum Number 2 To RFP dated July 11, 2022, the proposal submitted by the Contractor dated August 2, 2022 and the negotiation summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility.


Initials

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By: 
(Signature)
Michael P. Brady, CAO
Name and Title

Virginia Tech
By: 
DocuSigned by:
5943 314F5CD3478...
Mary W. Helmick
Director of Procurement

RFP

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Request for Proposal #49302207

For

Temporary Employment Services

June 21, 2022

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP # 49302207, Temporary Employment Services

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until July 12, 2022 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Kim Widrig, Senior Buyer, Phone: (540) 231- 8543 e-mail: kdcromer@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by July 5, 2022 at 12:00 PM. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

Proposals must be submitted electronically at:

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at support@gobonfire.com.

It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions. Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?_ga=2.42375717.1472165071.1588110542-997330893.1585332052

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 1000MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE: _____ Date: _____

03/28/2022

[INCLUDE THIS PAGE]

I. PURPOSE:

This Request for Proposal (RFP) seeks to solicit proposals to establish a contract through competitive negotiations by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia, and existing childcare providers in the New River Valley of Virginia.

In order for Virginia Tech to fulfill its mission, a well-trained and diverse workforce must be in place. The intent of Virginia Tech's Human Resources Department is to maintain a fully employed workforce of wage, salaried and student wage positions. However, certain unexpected and unpredictable event such as short-term projects, leaves, and voluntary terminations requires the university to utilize the services of temporary employment agencies. It is vital that Virginia Tech departments, on and off-campus, be able to fill unexpected vacancies on a temporary basis in an efficient and expeditious manner.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

The term of this contract is for two years, or as negotiated. There will be an option for two (2) two-year renewals, or as negotiated.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <https://eva.virginia.gov/>, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS:

- A. Virginia Tech needs the services of a contractor, or multiple contractors, to provide temporary employment services as follows:
1. Temporary personnel as required for the position classifications listed in Attachment B as well as other position classifications, which may be required for future needs.
 2. Temporary personnel shall be employed by the contractor. The Contractor shall be responsible for all payroll taxes, Worker's Compensation, payroll reports, and all other employer federal and state record keeping and reporting requirements for temporary personnel (such as associated costs and reporting requirements for the Affordable Care Act).
 3. Jobs requiring a driver's record check must be completed with acceptable results before driving. Positions requiring a CDL must have a valid CDL license, a completed driving

check with acceptable results, and an active DOT medical certification before driving. *Federal law (and VT policy) requires items other than those listed above, including the following.* All DOT-mandated CDL drivers are also subject to DOT drug and alcohol testing rules that include (but are not limited to) a (clear) pre-employment drug screening and participation in a random drug and alcohol screening program, along with pre-employment and annual queries of the FMCSA Clearinghouse

4. Contractor, at its expense, shall conduct a criminal conviction screening on all employees who work on the Virginia Tech campus, or have access to Virginia Tech computer systems, including remote access. A criminal conviction check should consist of at least the following:
 - a. National criminal database search to include at least felony and misdemeanor convictions.
 - b. A social security trace to identify where the candidate/employee has lived for the past 7 years. The social security trace shall also include a Death Index Scan (DOB), and confirmation that the social is valid.
 - c. County level court searches to identify at least felony and misdemeanor convictions in all counties where the candidate/employee has lived in the past 7 years (as identified by the social security trace).
 - d. Search of the National Sex Offender database.

All criminal conviction checks must be concluded prior to employees gaining access. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks.

Virginia Tech reserves the right to audit a Contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 3 days.

If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the Contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing.

Criminal history background screening shall be conducted for all positions as required in Virginia Tech Policy #4060. Failure to comply with the terms of this provision may result in the termination of the contract.

5. Each temporary employee supplied by the Contractor should be available for the entire length of the assignment. If a temporary employee is unable to complete an assignment, a one-week notice is preferred. The Contractor should immediately provide another candidate to fulfill the assignment.
6. It is preferred that the contractor have an office located within a fifty-mile radius of Virginia Tech's Blacksburg campus, preferably in the New River Valley area. It is also desirable that the Contractor have offices strategically located throughout the Commonwealth of Virginia to provide services for Virginia Tech's off-campus offices.

7. The Contractor shall not charge the university any placement fees or agency fees if a temporary employee submits an application for full-time employment and is selected for employment through a competitive selection process. The temporary employee will normally give the Contractor a two-week notice prior to being employed by the university.
8. It is the responsibility of the Contractor or their temporary employees to provide transportation to the required locations. Temporary service personnel must comply with all Virginia Tech regulations, including but not limited to those pertaining to vehicle parking at the university. All personnel parking a vehicle on campus must obtain a parking permit at Parking Services located at 455 Research Center Drive, Blacksburg, Virginia, 24061.
9. Compensation to all temporary employees shall be at a minimum of \$12.00 per hour effective January 2023.

B. Virginia Tech will be responsible for the following:

1. Hiring departments will advise the Contractor of positions requiring driver's record checks.
2. The hiring department will determine the normal working hours for temporary personnel. Virginia Tech has some departments that are in operation as much as twenty-four (24) hours a day. Workweeks may include weekends and holidays. In addition, there may be overtime work. Overtime hours must be approved in advance by the department supervisor/manager. Lunch periods will range from 30-60 minutes and will be determined by management. No payments will be made for lunch periods.
3. Persons authorized to request temporary personnel will be identified by the Contract Administrator.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for providing temporary employment services:
 - a. Describe Offerors ability to provide temporary employees on the Virginia Tech campus located in Blacksburg, Virginia as well as off-campus offices located throughout the Commonwealth of Virginia.
 - b. Identify the location of Offerors office or offices that will service the Virginia Tech account.
 - c. Describe the typical turn-around time for confirming the availability of a temporary placement.
 - d. Describe the average time frame for placement of temporary employee into requested position.

- e. Identify your regular and holiday office hours.
- f. Identify an account representative to handle and assist in any and all scheduling, billing and problem solving.
- g. Describe Offerors willingness to meet periodically with the contract administrator when required to discuss all services.

2. Rates:

- a. Identify recommended hourly pay rate, bill rate, overtime rate, and overtime bill rate for the position classifications listed in Attachment B.
- b. Provide a plan for adjusting rates during the initial contract period and subsequent contract renewals.
- c. Describe record keeping process that identifies the hours worked by the temporary employee.
- d. Describe billing process.

3. Qualifications/Experience:

- a. Describe Offerors qualifications and experience in providing temporary employment services.
- b. Identify account manager to be assigned to contract and describe their qualifications and experience.
- c. List names, qualifications, and experience of other staff that may provide services under the contract.

4. References:

Four (4) recent references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.

Please indicate if you currently have a VASCUPP contract with another institution.

1. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

2. The return of the General Information Form and addenda, if any, signed and filled out as required.

D. General Requirements

3. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	20
2. Qualifications and experiences of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to provide the Services	20
4. Cost (or Price)	30
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole

determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

IX. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

X. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XI. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XII. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XIII. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to

the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XIV. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XV. CONTRACT ADMINISTRATION:

- A. Jeff Cumberland, Talent Acquisition Manager at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XVI. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B – Position Classification

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf

ADDITIONAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL EMAIL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf

10. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

11. INSURANCE:

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employers Liability - \$100,000.00
- C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
- D. Automobile Liability - \$500,000.00
- E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.
- F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

12. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

ATTACHMENT B**Position Classifications**

1	<p><u>ACCOUNTANT</u></p> <p>Duties: May involve one or more of the following: Payroll, Cost Accounting, Accounts Payable/Receivable, including invoice processing, recoverable billings and account reconciliation.</p> <p>Preferred Qualifications: Undergraduate degree in accounting or related field or extensive work-related experience. Proven experience in an accounting office or accounts receivable/accounts payable function. Considerable knowledge of Generally Accepted Accounting Principles. Experience with job cost accounting, invoice processing, and/or account reconciliation. Strong analytic and problem solving skills.</p>
2	<p><u>CARPENTER</u></p> <p>Duties: May include repair and installation of floors, repair and installation of ceilings (including grid type drop ceiling), hanging doors, installation of door hardware, assembling and disassembling office furniture, picture and shelving installation, demolition of walls or structures, installation of asphalt roofing shingles, rough framing of new or renovation construction using metal or wood studs, installation of sheetrock or other wall material, construction of small structures, installation and removal of concrete forms, pouring and finishing concrete, installation of trim work and paneling, installation of cabinets, and general shop duties such as furniture repairs.</p> <p>Preferred Qualifications: Journey-level experience in commercial and/or residential carpentry. Ability to safely, frequently, and independently move 50 lbs. Ability to climb and work from ladders and scaffolds. Overtime may be required.</p>
3	<p><u>COMPUTER SUPPORT SPECIALIST</u></p> <p>Duties: Provide hardware and desktop systems administration in support of computer infrastructure. Perform installation, configuration, upgrades, security, and maintenance of computer systems. Provide troubleshooting and application support to users. Perform network and server administration of departmental Windows servers. Perform and manage production control activities.</p> <p>Preferred Qualifications: Bachelor's degree in computer science, computer engineering or related field or equivalent level training and experience. Experience in installation, maintenance and configuration of multiple desktop operating systems. Working knowledge of a variety of desktop applications software including data base, spreadsheet, word processing, graphics and internet software. Ability to communicate effectively with computer users and vendors. Ability to troubleshoot hardware and software problems.</p>
4	<p><u>COOK</u></p> <p>Duties: Assist with daily food preparation based on production needs. Follow established procedures for recipes, prepping, cooking, handling, storage, presentation of food product, and ensure compliance with the procedures thus providing a high quality product. Check all items before leaving kitchen ensuring items are attractive, garnished, palatable, and proper temperature. Monitor quality and appearance of foods on serving lines. Help ensure a clean and safe environment for employees and customers. Maintain equipment to ensure safety and good sanitation. Responsible for proper food handling techniques.</p> <p>Preferred Qualifications: Demonstrated knowledge of commercial kitchen and food service operations including recipe management, preparation, set-up, merchandising, presentation, and maintenance. Ability to communicate effectively with all levels of personnel and public; excellent customer services skills; ability to handle multiple tasks and serve high volume/quality in a fast paced environment.</p>

5	<p><u>DISHWASHER</u></p> <p>Duties: Operation of dish room equipment, sort, wash, sanitize, dry, and stack pots, dishes, glassware and other utensils used in preparation and service of food and dining operations. Perform housekeeping duties and maintain a clean and safe work area.</p> <p>Preferred Qualifications: Ability to stand on feet for extended periods of time and to lift up to 35 lbs. Ability to work with minimal supervision quickly and efficiently. Ability to work around water and commercial detergents for long periods of time.</p>
6	<p><u>ELECTRICIAN</u></p> <p>Duties: Perform maintenance and repair of building electrical systems of up to and including 480VAC. Perform installation of building electrical systems. Install and maintain motors and associated controls, and respond to emergency calls. Trouble shoot problems with motors, motor control centers and controls such as fire stats, freeze stats, float switches and air flow sensors.</p> <p>Preferred Qualifications: Journey-level electrician experience. Experience in maintenance and installation of electrical power and lighting systems, motors, and associated controls. Demonstrated working knowledge of power controls, the National Electrical Code and ability to follow electrical drawings; ability to climb and work from elevated workstations such as ladders and scaffolds, and work in confined spaces at elevated temperatures. Ability and willingness to safely use respirator equipment. Due to emergency response requirement, must be able to respond to emergency calls within one hour of notification. Experience in electrical maintenance as an institutional or commercial electrician, and/or completion of the Virginia Apprenticeship or similar Program.</p>
8	<p><u>EQUIPMENT OPERATOR</u></p> <p>Duties: Operate a wide variety of equipment including: excavators, front-end loaders, backhoes, dozers, delivery trucks and other equipment. Utilize equipment to excavate/transport/move material as directed.</p> <p>Preferred Qualifications: Experience operating a variety of light and heavy equipment such as: all types of forklifts (stand-up, sit down, gas, electric), scissor lifts, track hoe, excavator, hoe ram, track loader, large forklift, large delivery truck with hydraulic components required. Must be able to operate safely and efficiently in all conditions including in steep terrain and in adverse weather conditions.</p>
9	<p><u>ADMINISTRATIVE ASSISTANT</u></p> <p>Duties: Provide clerical support to the assigned area. Responsibilities will include, but may not be limited to reception, mail distribution, records management, preparing various correspondence, appointment scheduling, travel coordination, etc.</p> <p>Preferred Qualifications: Education and/or experience in secretarial, administrative or business related field. Ability to work independently and make decisions necessary to keep the office running efficiently. Ability and willingness to initiate needed functions without close supervision. Ability to communicate effectively, exercising tact, discretion, and diplomacy in dealing with a large number of diverse people from outside the office as well as internal personnel. Ability to interpret policies and procedures. PC skills such as Word, Excel, PowerPoint. Must be highly organized in approach to tasks.</p>

10	<p><u>FARM WORKER</u></p> <p>Duties: Provide assistance and general support in all aspects related to operation of farm. May include feeding/watering animals, gathering supplies, moving/preparing materials, grounds work including digging, shoveling, planting, irrigation, etc. Other duties as assigned.</p> <p>Preferred Qualifications: Knowledge of farm operation basic tools helpful. Ability to lift up to 100 lbs. Ability and willingness to work around large animals.</p>
12	<p><u>FISCAL TECHNICIAN</u></p> <p>Duties: Process invoices, reconcile accounts, and perform other fiscal duties to support assigned area/department. Perform data entry, search, and retrieve information from applicable systems. Prepare financial reports, research issues, process journal transfers, and provide support to financial analyses.</p> <p>Preferred Qualifications: Experience in a fiscal position in an accounts receivable/accounts payable division or other accounting-related office setting. Post-high school coursework in bookkeeping/accounting, advance degree, or professional certificate preferred. Experience with financial databases to include data entry, search, and retrieval. Extremely accurate data entry and recordkeeping skills. Proficiency using computers in an office environment. Excellent customer service and communications skills. The ability to prioritize work and meet deadlines in a high-volume, multi-task environment.</p>
13	<p><u>FOOD SERVICE WORKER</u></p> <p>Duties: Cook/grill all production to specifications. Serve and restock food. Report product problems to management and chef/kitchen staff. Stock items daily (utensils, plates, paper goods). Maintain sanitation and shop cleanliness at all times (serving lines, doors, glass, countertops, walls, counters, warmers, coolers, refrigerators, sweep/mop floors, and other service equipment). Break down/clean equipment per manual. May assist with cooking/grilling as needed.</p> <p>Preferred Qualifications: Experience in fast-food or large multi-menu food service facility. Basic math and excellent communication skills. Knowledge of basic sanitation procedures as per food (storage, handling, temperatures-hot and cold), preparation and presentation. Knowledge and use of general and commercial kitchen equipment (stoves, grills, warmers, knives, fryers, woks, steam tables, refrigerators, etc.). Ability to work with little or no supervision.</p>
14	<p><u>GENERAL LABORER</u></p> <p>Duties: Provide general support and assistance to mechanics, trades workers and other general personnel. Responsibilities may include gathering supplies, moving/preparing materials, grounds work including digging, shoveling, lawn care, etc.</p> <p>Preferred Qualifications: Knowledge of trades and grounds work and tools helpful. Ability to lift up to 100 lbs. Some experience in one or more trades (carpentry, painting, electrical, masonry) helpful.</p>

15	<p><u>GRAPHIC ARTIST</u></p> <p>Duties: Produce designs and layouts to meet defined marketing requirements. Implement graphics design requirements as assigned to meet the defined visual “look, feel and appeal”. Provide production and support for senior designers, including preparing comprehensive design prototypes for client approval, mounting posters, providing layout and text revisions, designing charts and graphs, and archiving final files to CDs or other media.</p> <p>Preferred Qualifications: Bachelor’s degree in graphics design or equivalent related experience. Knowledge of graphic design concepts and printing production, including digital page makeup, image scanning, digital photo manipulation, color separation production, and pre-press preparation of files. Comprehensive knowledge of desktop design and publishing processes on the Macintosh platform and command of related software, including InDesign, PageMaker, Freehand, Photoshop, Microsoft Word, and other related applications.</p>
16	<p><u>GROUNDS WORKER</u></p> <p>Duties: To support the Grounds Department in the installation and maintenance operations of the university grounds. This includes but is not limited to tree/shrubbery pruning; tree and shrub removal; landscaping; preventative maintenance of equipment; snow/ice removal; and other duties as assigned.</p> <p>Preferred Qualifications: Ability to safely operate all equipment including but not limited to chainsaws, power hedge trimmer, and hand tools. Some basic knowledge of preventative maintenance on equipment. Ability to perform required duties safely in a densely populated area. Ability to work in a variety of weather conditions. Ability to prune trees and shrubs correctly. Ability to work with a variety of chemicals used in grounds keeping including insecticides, fertilizers, grass/weed killers, etc.</p>
17	<p><u>HOUSEKEEPING WORKER</u></p> <p>Duties: General housekeeping duties to include, but not limited to; trash removal, floor maintenance, cleaning of one or more of the following: hotel guest rooms, classrooms, offices, labs, stairwells, locker rooms, and other public areas as assigned.</p> <p>Preferred Qualifications: Ability to follow simple instructions. Ability to perform a variety of cleaning tasks. Ability to stand on feet for extended periods of time, climb stairs and lift up to 35 lbs.</p>
18	<p><u>General Laborer/Special Projects Crew</u></p> <p>Provide service to residents by delivering, removing, placing, storing and/or repairing furnishings in resident halls. Responsible for the care and handling of housekeeping supplies, equipment, and assigned keys. May be required to drive truck/van to haul scrap material for disposal at public landfill or other areas of disposal such as hoppers for recycling of wood and metal and other recyclable materials. Follow all health and safety rules and procedures. May be required to perform duties adjacent to buildings such as removing snow and ice from entranceways and sidewalks, raking leaves, gathering trash from grounds and sweeping sidewalks. Assist in preparation for special events and other work at the direction of the Housekeeping Supervisor.</p> <p>Preferred Qualifications: Previous experience such as: furniture repair; moving large, bulky, heavy objects; and inventory and storage. Must have excellent customer service and communication skills for interaction with employees, students and visitors at a large university campus. Experience in cleaning of institutional, domestic or commercial areas and use and care of manual and electrically powered cleaning equipment preferred.</p>

20	<p><u>LABORATORY TECHNICIAN</u></p> <p>Duties: Provide routine to moderately complex technical lab support for a research facility. Collect, analyze, and process laboratory samples. Perform a variety of tests, using both routine and special techniques and methods. May assist in report writing. Set up equipment and materials for course instruction. Perform routine library work, including finding literature and copying articles.</p> <p>Preferred Qualifications: Degree in related field or related experience. Knowledge of common laboratory equipment such as autoclaves, balances, pH meters, microscopes and spectrophotometers. Ability to accurately prepare media, solutions and reagents used in teaching laboratories. Thorough knowledge of basic laboratory principles and procedures, laboratory safety guidelines and analytical instrumentation. Ability to work independently and to communicate effectively.</p>
21	<p><u>MECHANIC</u></p> <p>Duties: Perform basic troubleshooting, repair and preventative maintenance on a wide variety of equipment, tools, engines, machines and other mechanically functioning equipment.</p> <p>Preferred Qualifications: Journey-level experience in maintenance, repair, or one of the trades. Commercial Driver's License desirable. Ability to safely, frequently, and independently move up to 50 lbs. Ability to climb and work from ladders and scaffolds. Overtime may be required.</p>
22	<p><u>OFFICE CLERK</u></p> <p>Duties: Provide clerical and administrative support. Duties include answering phones, message delivery, scheduling meetings, ordering supplies, processing mail, issuing uniforms, copying, typing, and filing. Organize time cards and enter wage and student wage data into Banner. Prepare daily deposits and cash log. Maintain bulletin boards and pleasant office appearance. Receive visitors and employees in a courteous manner and ensure customer satisfaction.</p> <p>Preferred Qualifications: Previous office administration experience with evidence of receptionist duties, processing mail, copying, typing, filing, cash handling and related paperwork, handling receipts and invoices, timecards, and/or data entry. Strong bookkeeping and word processing skills with emphasis on efficiency, accuracy, and organization. Demonstrated knowledge of computers such as Windows 2000/NT, Microsoft Office, and Outlook.</p>
23	<p><u>PAINTER</u></p> <p>Duties: Apply paints, stains, and varnishes to interior and exterior surfaces, including all tasks needed for surface preparation. Use ladders and scaffolds to gain access to work areas. Use all needed tools (brushes, rollers, spray guns) in a proficient manner. Install window glass and signs. Other duties as assigned.</p> <p>Preferred Qualifications: Journey-level experience in commercial and/or residential painting. Candidate should be able to perform routine institutional painting tasks. Ability to safely, frequently, and independently move up to 50 lbs. Ability to climb and work from ladders and scaffolds. Overtime may be required.</p>

26	<p><u>PROGRAMMER</u></p> <p>Duties: As directed, assist in the conduct of the analyses, design and implementation of software/systems technical support and operating system capabilities. Assist in coding and maintaining utilities, job control language, compilers and system software of a routine nature. Modify, maintain and update existing software of a standard nature. Review potential applications and interfaces of hardware and software. Prepare elemental feasibility studies to evaluate requirements for new or revised systems software. Participate in the design of detailed systems design specifications to meet defined requirements. Conduct tests of revised or newly developed systems software to collect operating data and identify operating characteristics.</p> <p>Preferred Qualifications: Bachelor's degree in Computer Science or a related field or equivalent experience; experience with systems/software programming activities in a business environment. Working knowledge of a high level or machine level language is preferred.</p>
27	<p><u>Help Desk Technician</u></p> <p>Duties: Provide first level technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.</p> <p>Preferred Qualifications: bachelor's degree in information technology or related training and experience in documentation, troubleshooting, and current office software.</p>
30	<p><u>IT Security Analyst</u></p> <p>Duties: plan and carry out security measures to protect a department's computer networks and systems.</p> <p>Preferred Qualifications: bachelor's degree in information technology or related training and experience in network and systems security, cyber security, or related fields</p>
31	<p><u>Systems Analyst</u></p> <p>Duties: design information systems solutions to help a department operated more efficiently and effectively.</p> <p>Preferred Qualifications: bachelor's degree in information technology or BIT or related training and experience in designing business solutions, understanding clients business needs, and good communication skills.</p>

28	<p><u>SECURITY GUARD</u></p> <p>Duties: Provide security for university buildings/facilities as assigned by locking and unlocking them at prescribed times and to report security deficiencies and unauthorized activity. Operate a motor vehicle and support the Police department in the prevention and detection of criminal activity and providing an orderly environment in support of the university mission.</p> <p>Preferred Qualifications: Must be able to walk a considerable amount of time in performance of duties including up/down stairs, ladders, etc. Must be able to meet and effectively deal with the public on all matters concerning security issues. Must be able to deal with an often-irate clientele. Must be able to work in adverse weather conditions, days, nights, and weekends. Must be able to work overtime when required. Must have a valid driver's license. Must pass a criminal conviction check. Familiarity with the Virginia Tech campus, streets, and parking areas helpful. Experience with mobile radio and computer highly desired.</p>
29	<p><u>TRADES WORKER</u></p> <p>Duties: Provide general repair, preventative maintenance and support services. Responsibilities may include general maintenance including carpentry, painting, plumbing, electrical, and mechanical systems.</p> <p>Preferred Qualifications: Knowledge of trades and grounds work and tools required. Ability to lift up to 100 lbs. Work experience in one or more trades (carpentry, painting, electrical, masonry).</p>
30	<p><u>FOOD SERVICE ASSISTANT/Server</u></p> <p>Duties: Provide food service to customers with a high level of customer satisfaction. Take customer orders and deliver meals to customers while ensuring a clean, safe and sanitary environment for employees and customers.</p> <p>Preferred Qualifications: Excellent customer relations and communication skills; some knowledge of general safety rules and sanitation in food handling. Requires the ability to handle money, operate a cash register, and complete related reports with a high degree of accuracy.</p>
31	<p><u>WAREHOUSE WORKER</u></p> <p>Duties: Provide a full range of warehouse functions including receiving, shipping, filling requisitions, issuing, ordering, inventorying, storing products, supplies and equipment. Provide pick-up and delivery services. Perform duties in a manner consistent with established safety and security standards and procedures.</p> <p>Preferred Qualifications: Previous experience in and knowledge of a stockroom/warehouse, shipping and receiving, and inventory procedures. Ability to obtain certification in operating equipment, such as forklifts, pallet jacks, and hand trucks. Ability to communicate and work quickly and efficiently. Ability to lift, handle, and transport up to 100 lbs.</p>
32	<p><u>WEB DESIGNER</u></p> <p>Duties: Produce design and layout for a variety of web site applications. Recommend techniques and treatments which support the visual "look, feel and appeal" graphics design concepts of the site. Create and manipulate web graphics to optimized palette, size, speed, navigation, structure and web page layout. Plan and design functional interfaces. Coordinate with marketing, web content and web technical staff to define graphics requirements that complement overall functionality and purpose of the web site.</p> <p>Preferred Qualifications: Education and/or equivalent level of training in Journalism, Communications, Design or similar field. Demonstrated expertise in current internet standards, including web browsers and browser specifications. Excellent web design skills and experience managing web site content using various web content management and word processing software. Practical experience in writing and editing for electronic media. Strong communication skills and a meticulous attention to detail. Experience developing projects that combine HTML, CSS, and PHP or similar. Proficiency with software such as Macromedia Dreamweaver, Adobe Acrobat, Adobe Photoshop, QuickTime, RealMedia, Microsoft Word, Macromedia Captivate and Microsoft PowerPoint. Experience designing and creating brochures helpful.</p>

ADDENDUM # 1 TO RFP # 49302207

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	NEW DUE DATE AND HOUR
July 7, 2022	August 2, 2022 at 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kim Widrig, Senior Buyer
E-MAIL ADDRESS: kdcromer@vt.edu TELEPHONE NUMBER (540) 231-8543
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Temporary Employment Services

1. Virginia Tech received a lot of questions and are currently working on getting answers. Another addenda with those answers will be posted by July 12.
2. All other terms, conditions and descriptions remain the same.
3. The due date and hour is changed from July 12 at 3:00 pm TO August 2 at 3:00 pm.

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

ADDENDUM # 2 TO RFP # 49302207

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	NEW DUE DATE AND HOUR
July 11, 2022	August 2, 2022 at 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kim Widrig, Senior Buyer
E-MAIL ADDRESS: kdcromer@vt.edu TELEPHONE NUMBER (540) 231-8543
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Temporary Employment Services

1. Please see the attached responses to inquiries received about this RFP. No more questions will be taken at this time.
2. All other terms, conditions and descriptions remain the same.

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

REQUEST FOR INFORMATION: TEMPORARY EMPLOYMENT SERVICES RFP

1. Who is the current incumbent(s) on this contract and how long have they been serving?

RESPONSE: Contracts were awarded to four vendors. These vendors have been under contract since 2018. Those contracts are available for review on the Virginia Tech Contracts Website:
<https://contractsearch.procurement.vt.edu/?query=temporary%20employment%20services&page=1>

2. Can you please provide the pricing proposals of incumbents?

RESPONSE: Please see response to question 1. All pricing can be found in the contracts.

3. Can you please let us know the current budget and previous spending of this contract?

RESPONSE: The budget cannot be determined as temporary positions are acquired on an as-needed basis. 2021-2022 fiscal year spend was approximately \$610,000. This amount will vary depending on department needs from year to year.

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

RESPONSE: None at this time

5. Please confirm the anticipated number of awards.

RESPONSE: Virginia Tech reserves the right to award as many contracts as needed. At this time there is not a set number.

6. It is written in the RFP - "It is preferred that the contractor have an office located within a fifty-mile radius of Virginia Tech's Blacksburg campus, preferably in the New River Valley area. It is also desirable that the Contractor have offices strategically located throughout the Commonwealth of Virginia to provide services for Virginia Tech's off-campus offices." Is this a mandatory requirement?

RESPONSE: This is not a mandatory requirement.

7. What is the job location of the proposed candidates?

RESPONSE: Virginia Tech is looking for candidates all over Virginia as we have numerous locations across the Commonwealth.

8. Do we need to bid on all positions?

RESPONSE: No

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

RESPONSE: Please see answer to question 1 above. Incumbents are eligible to submit another proposal.

10. How many candidates were released in the previous contract? and How many positions do we expect in the current contract?

RESPONSE: This is unknown at this time.

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

RESPONSE: Please see the answer to question 20 regarding SWaM reporting.

12. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

RESPONSE: Yes

13. Are hourly rate ranges acceptable for proposed personnel?

RESPONSE: Yes

14. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

RESPONSE: Unknown at this time. Will depend on department's needs.

15. What will be the mode of oral presentation if conducted, via virtual or in-person?

RESPONSE: Any oral presentations will be conducted virtually via Zoom.

16. Do we need to submit Actual candidate resumes or sample resumes?

RESPONSE: Resumes are not needed at this time in the process.

17. How many people are currently working onsite and offsite?

RESPONSE: We will not be providing this information. You may contact our current vendors for information or reports they may provide.

18. Could you please provide the list of holidays?

RESPONSE: Virginia Tech's current holiday schedule can be found at:
<https://www.hr.vt.edu/benefits/leave/holiday-closing-schedule.html>

19. Are there **any mandated** Paid Time Off, Vacation, etc.?

RESPONSE: Please see holiday schedule at link above.

20. Does Virginia Tech have any specific SWaM spend goals you are trying to meet?

RESPONSE: The Commonwealth of Virginia has goals of 42% on SWaM spend. Although Virginia Tech constantly strives to increase our SWaM goals, we fall short. We ask all vendors to participate in level two reporting when feasible.

21. We are more focused on Administrative and IT staffing. We don't work on physical labor and other facilities maintenance type roles. Does that exclude us from the RFP in case we don't opt for the whole package?

RESPONSE: No

22. You haven't mentioned if the rates will be applicable for the full 2 year term or if we have a possibility of increasing the rates each year based on inflation and market conditions.

RESPONSE: This will be discussed during negotiations.

23. You are preferring a service provider and Account manager based in Blacksburg. Kindly share with us the number of incumbent vendors and average volume of work for us to detail the account servicing team. What account servicing structure do the incumbent vendors employ currently.

RESPONSE: While it is preferred, it is not required as Virginia Tech has many locations in Virginia.

24. In the solicitation instrument for RFP #49302207 Temporary Employment Services item #6 on page 5 states that " It is preferred that the contractor have an office located within a fifty-mile radius of Virginia Tech's Blacksburg campus, preferably in the New River Valley area."

Are qualified non-local and out of state Offerors excluded from bidding?

If not excluded, are local Offerors given a scoring advantage?

RESPONSE: Non-local and out of state Offerors are not excluded from putting in a proposal. The committee members may consider location when scoring but no advantage is specifically given.

25. Please share the current pay and bill rates for by position for temporary staff provided by the current vendor(s).

RESPONSE: Please see answer to #1. You can view contracts along with rates on our contracts page.

26. Would it be possible for VT to list the most frequently used temporary positions?

RESPONSE: Most of our roles fall into administrative staff, IT support, dining, event operations, trades but can also be varied at times beyond these roles.

27. Will there be Prevailing/Living wage requirements at time of award?

RESPONSE: The university has a minimum pay requirement of \$11 with it moving to \$12 Jan 1. 2023

28. What is the average temporary staff's tenure?

RESPONSE: The typical duration varies based on the department's needs.

29. Will VT interview/approve workers prior to placement?

RESPONSE: Some positions will have an interview, while others will not. It will depend on the need of each hiring unit and role.

30. Is drug testing required? If so, 5 panel or 10 panel?

RESPONSE: Only positions that have a requirement of CDL's or other safety specific roles would require drug testing.

31. What are your average time-to-fill rates? Are there any positions which tend to be challenging to fill?

RESPONSE: This is dependent on role and the search timeline.

32. Can VT provide any significant changes in enrollment or operations expected in the upcoming years that could impact labor spend or hiring volume?

RESPONSE: There is nothing planned that will necessarily impact the hiring, but ever changing labor markets will continue to impact our hiring plan.

33. Does VT expect any active contingent personnel to be transitioned to the new talent supplier? If so, how many resources are in the affected population?

RESPONSE: To be determined at time of award and dependent on which suppliers are awarded.

34. Does VT have tenure limits for contingent labor? If so, how are they enforced?

RESPONSE: No

35. Does VT expect vendors to provide timecard management or time clocks or does VT intend to leverage an existing internal time management process?

RESPONSE: We expect the vendor to keep track of all hours worked by workers.

36. What is the VT's preferred invoicing schedule (weekly, bi-weekly, monthly)?

RESPONSE: monthly

37. Does VT envision paying with a Purchasing Card?

RESPONSE: No

38. Does VT currently utilize (or plan to utilize post-RFP award) a Master Services Provider (MSP) or a Vendor Management System (VMS)? If yes, are there associated fees that we should be considering when assessing our pricing capabilities?

RESPONSE: No

39. Are there additional transactional costs related to VT's organization (e.g., program/VMS fees) we should consider when assessing our pricing?

RESPONSE: No

40. Please describe any overriding factors that tend to impact pay rates, length of assignments, or bill rates at your organization, such as federal/state acts, union requirements, and/or VT guidelines?

RESPONSE: Minimum pay is \$11 with an increase to \$12 in Jan. 2023

41. Does VT have mandatory PTO for contingent labor? If so, what is the expectation and does VT want this billed separately or factored into the markup/bill rate?

RESPONSE: No

42. Will VT be providing all equipment and workspaces needed for office-based positions?

RESPONSE: Yes, equipment and workspace will be provided by Virginia Tech.

43. What personal protection equipment (PPE) is required by VT and for which roles? What equipment is provided by VT versus what the vendor needs to provide? Will PPE be billed at cost to VT?

RESPONSE: If a role needs specific PPE the university will provide. This would exclude steel toe boots and pants if required for the role. Contingent workforce would need to furnish those.

44. Describe shift schedules for any positions outside normal business hours. How do shift schedules or other operational factors drive overtime usage? What is VT's experience with overtime as a percent (%) of total hours billed?

RESPONSE: The University has employees that work 24/7 and some roles may be outside M-F 8-5.

45. We understand that the contract will be awarded for an initial two-year period, with VT's option to renew for two, two-year renewals as negotiated. Will there be any consideration for pricing increases for the optional two years?

RESPONSE: Yes, this will be discussed during negotiations

46. Will all selected vendors receive the order at the same time? If not, with the award to potential multiple vendors, can you provide your process to deliver orders to the vendors? What will define your process - lowest price or fastest processing of the order?

RESPONSE: Contracts are posted and open to all campus departments. Departments work with vendors to determine which company best suits their needs. Pricing information is posted, so competition for each position is not required once contracts are in place.

47. May Bidder's provide an hourly rate range per job description selected on their pricing form?

RESPONSE: Yes

48. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will VT accept letters of attestation in lieu of actual background check results?

RESPONSE: Yes

49. Will WBE/MBE/DBE certifications from states other than be acceptable in this bid?

RESPONSE: In order to receive full SWAM points, the vendor has to be SWAM certified in Virginia.

50. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

RESPONSE: [REDACTED]

51. At what point in the RFP process would you like an ACORD proof of insurance document?

RESPONSE: At the time of the award

52. We are not classified as SWaM, what minimum percent do we need to subcontract to get the maximum possible point (10) for the Selection Criteria - Participation of Small, Women-Owned and Minority (SWAM) Business?

RESPONSE: In order to get a maximum of 10 points, the vendor would have to be Virginia SWAM certified. Subcontracting out to a SWAM vendor will get you 3-5 points depending on how much of the work is subcontracted out.

53. Are we required to provide benefits to our Temporary Employees? If yes, what minimum benefits must we provide?

RESPONSE: No, you are not required to provide benefits.

54. Throughout the tenure of the existing contract, please confirm the number of temp staff worked under the incumbent contracts and how many are active at this time?

RESPONSE: Not able to answer at this time.

55. Is there any challenge fulfilling the current staff needs with the existing contracts for related services or any specific improvements you are looking for?

RESPONSE: With the ever changing labor market, finding qualified individuals continues to be a challenge for all employers.

56. How much is intended to be spent (dollar value) once the contract is awarded?

RESPONSE: Unknown. This will depend on departmental needs.

57. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

RESPONSE: Please see answer to #52.

58. What are the current billable hourly rates or percentage mark-up rates?

RESPONSE: Please see answer to question #1. This will take you to our current contracts.

59. Are any of the position classifications considered faculty or do any of them hold any teaching responsibilities?

RESPONSE: No

60. Will the selected vendor be able to transition the current contingent workforce as part of the new?

RESPONSE: To be determined later depending on award winners.

61. Are there any peak periods, hiring ramps or seasonal changes that drive increased headcount needs?

RESPONSE: No

62. What is the projected average headcount by position category for 2022-2024?

RESPONSE: Unknown, temporary employees are on an as-needed basis.

63. What are the current pay rates for each position and shift?

RESPONSE: See answer to #1

64. Are all orientations paid orientations? How long is the orientation?

RESPONSE: There is no specific orientation for these role, rather on the job training and thus it would be part of work hours.

65. Do you provide pay increases? If so, how is this typically done?

RESPONSE: Pay increases would be determined between hiring unit and vendors to discuss.

66. How often does VA Tech evaluate their compensation structure for agency associates for competitiveness in the local market?

RESPONSE: Unknown at this time.

67. How many regular hours were used last year on your contingent workforce by category?

RESPONSE: Unknown at this time.

68. How many overtime hours were used last year on your contingent workforce by category?

RESPONSE: Unknown at this time.

69. Is there a vendor management system included in the program that we should consider as an additional cost in our bill rate or markup?

RESPONSE: No

70. What reports would you like the staffing vendor to supply?

RESPONSE: Hours worked by employee

71. Can the selected staffing vendor hold job fairs onsite year-round?

RESPONSE: More discussion would be needed.

72. Is there any special training or orientation requirements?

RESPONSE: No

73. What components are currently run for a new hire pre-employment criminal background?

RESPONSE: Requirements are outlined in the RFP

74. What drug screen panel is currently used?

RESPONSE: Drug screening is not needed for positions outside CDL drivers

75. What adjudication matrix is used if available?

RESPONSE: No specific matrix is used, a hiring manager decision.

76. Do any of your positions require any of the following?

- a. • Audiograms – No
- b. • Chemical exposure - Potentially
- c. • Working at heights over eight feet- Potentially
- d. • Lifting over 50 lbs. without assistance - Potentially
- e. • Working in confined spaces (e.g., tanks, trenches, vessels, pits)- Most likely not
- f. • Use of respirators – Most likely not
- g. • Operating heavy equipment – Most likely not

RESPONSE: See above in red.

77. Does Virginia Tech agree to provide return to work/light duty on customers' premises to contingent workers who have job-related restrictions resulting from occupational injury?

RESPONSE: This can be discussed on an individual basis.

78. Can additional roles be requested or added to this scope? For example, with there already being a lab technician in the scope could a scientist and scientific researcher be added?

RESPONSE: Yes, this is just a sample of skill sets.

79. Does Virginia Tech expect/require all LCATs be responded to?

RESPONSE: No

80. In the previous contract, the LCATs were a lot more IT-specific. Can we provide supplemental or additional LCATs in our response?

RESPONSE: Yes

81. Is it possible to add a blanket subcontractor agreement to the contract?

RESPONSE: No

82. Is it ok to provide more detailed pricing?

RESPONSE: Yes

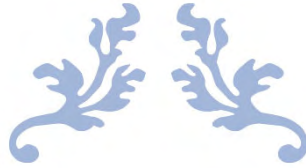
83. Can you provide access to your OSHA logs from the past two years that includes the number of workplace incidents and lost time?

RESPONSE: Not at this time.



Proposal





VIRGINIA POLYTECHNIC INSTITUTE AND STATE
UNIVERSITY

TEMPORARY EMPLOYMENT SERVICES



TECHNICAL PROPOSAL

AUGUST 2, 2022

ABACUS CORPORATION

610 Gusryan Street, Baltimore, MD 21224

VIRGINIA TECH
TEMPORARY EMPLOYMENT SERVICES
RFP #49302207



Abacus Corporation
610 Gusryan Street
Baltimore, MD 21224

August 2, 2022

Electronic Submission

Abacus Corporation ("Abacus") welcomes the opportunity to present our response to **RFP #49302207 TEMPORARY EMPLOYMENT SERVICES** in support of **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY ("VIRGINIA TECH")** contingent staffing requirements systemwide.

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

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

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

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

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

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

We appreciate your consideration and look forward to the vendor selection and award process. For purposes of contract negotiations, I will serve as your primary contact and available by phone [REDACTED] or email mmassaro@abacuscorporation.com

Respectfully Submitted,

A handwritten signature in black ink that reads "Michele A. Massaro".

Michele A Massaro CSP
Chief Operating Officer

VIRGINIA TECH
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1. Plan for Providing Temporary Employment Services

1(a). Ability to Provide Temporary Employees

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

Sourcing and Recruitment



Built for the decentralized hourly workforce, Abacus uses a best-of-breed talent management platform, **talentReef**, to help our company drive efficiencies in **finding, hiring, and retaining top talent**.

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

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

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

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

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

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

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

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

Candidate Selection Process

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

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

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

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



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

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

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

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- **Telephone Interview:** An initial telephone interview is conducted to assess how the candidate's current and previous work experience matches our client's requirements. The candidate is also asked about training and education, wage preference, and if they are willing to submit to a drug screen and background check.
- **In-Person Interview:** Selected candidates from the telephone interview stage are invited to interview in-person with a staffing professional. A more in-depth assessment of required skills, personal communication, and future goals are performed during this interview.
- **Virtual Interview:** In recent years, Abacus has moved to a virtual interview option which allows us to interact directly with candidates without having them travel to one of our office locations. In many respects this interviewing technique has been instrumental to our growth and accessibility to talent.

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

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

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

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



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

We acknowledge that Virginia Tech may require other checks as mandated by location or position.

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

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

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Employees are subject to substance screenings:

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

1(b). Office Locations and Local Presence

Abacus has an established presence across Virginia with servicing branches in Richmond and Tidewater, and an experienced local team that is prepared to support Virginia Tech through order fulfillment, site visits, efficient onboarding/terminations, addressing performance, attendance, or accident-related issues, and meeting any additional Virginia Tech requirements.

2500 E. Parham Rd, Ste. 4
Richmond, VA 23228

360 Southport Circle, Ste. 102
Virginia Beach, VA 23452

We currently support both commercial and government clients in the State of Virginia, including the Department of General Services (DGS), and continue to focus on our market expansion. We currently have branches in Richmond, VA and Virginia Beach, VA, and support state agencies across Virginia through the DGS contract.

1(c). Requisition and Fulfillment Process

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

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

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

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

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

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

1(d). Placement Process

Abacus knows that having the best professional personnel is integral to the ongoing success of our clients' operations. Our precise, comprehensive methods for providing staffing solutions ensures that our government clients get the maximum projected value for each tax-payer dollar of expenditure. We are committed to providing personnel with the skills, experience, and character to excel in their roles and assignments. The standard timeframe for placement into a requested position is within 5 business days of client selection of a candidate.

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

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

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

Placement Notification

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

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

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

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

- Department Name
- Assignment Location

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

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

1(e). Office Hours

Abacus is available for contact during Virginia Tech's operational hours, with a full-service email distribution that is monitored 24/7. Our remote recruiting, screening, and onboarding capabilities allow Abacus to perform all steps of the sourcing and selection process at any time.

1(f). Program Team

The relationship between a temporary staffing provider and client must be mutually beneficial, with long-term success always top of mind. Abacus contacts are available 24/7 to support Virginia Tech's needs outside of normal branch hours.

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

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

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

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

Michele Massaro	(Cell, anytime)
Michael Brady	(Cell, anytime)

To ensure that this program is propped up successfully, Abacus commits the talent of Chris Price, Client Relationship Manager, to serve as the project manager to Virginia Tech as we implement, integrate, and stabilize this program success for all parties. Scott has been an integral part of our

VIRGINIA TECH
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implementation team for more than two years, with over 20 years of industry experience. He brings a wealth of knowledge, strong leadership, and a thorough understanding of a successful staffing program to Virginia Tech

1(g). Quality Assurance and Consistent Meetings

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

Abacus will conduct regular quality performance check as follows:

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

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

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

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2. Rates

2(a). Recommended Pay/Bill Rates

Position Title	Pay Rate	Bill Rate	OT Pay Rate	OT Bill Rate
Accountant	\$29.26	\$36.58	\$43.89	\$53.98
Carpenter	\$23.50	\$29.38	\$35.25	\$43.36
Computer Support Specialist	\$21.50	\$26.88	\$32.25	\$39.67
Cook	\$19.00	\$23.75	\$28.50	\$35.06
Dishwasher	\$15.00	\$18.75	\$22.50	\$27.68
Electrician	\$24.00	\$30.00	\$36.00	\$44.28
Equipment Operator	\$20.00	\$25.00	\$30.00	\$36.90
Administrative Assistant	\$18.50	\$23.13	\$27.75	\$34.13
Farm Worker	No Bid	No Bid	No Bid	No Bid
Fiscal Technician	\$16.50	\$20.63	\$24.75	\$30.44
Food Service Worker	\$16.00	\$20.00	\$24.00	\$29.52
General Laborer	\$18.00	\$22.50	\$27.00	\$33.21
Graphic Artist	\$23.00	\$28.75	\$34.50	\$42.44
Grounds Worker	\$18.00	\$22.50	\$27.00	\$33.21
Housekeeping Worker	\$16.00	\$20.00	\$24.00	\$29.52
General Laborer/Special Projects Crew	\$19.50	\$24.38	\$29.25	\$35.98
Laboratory Technician	\$23.00	\$28.75	\$34.50	\$42.44
Mechanic	\$30.00	\$37.50	\$45.00	\$55.35
Office Clerk	\$20.00	\$25.00	\$30.00	\$36.90
Painter	\$16.00	\$20.00	\$24.00	\$29.52
Programmer	\$45.00	\$56.25	\$67.50	\$83.03
Help Desk Technician	\$22.00	\$27.50	\$33.00	\$40.59
IT Security Analyst	\$36.00	\$45.00	\$54.00	\$66.42
Systems Analyst	\$42.00	\$52.50	\$63.00	\$77.49
Security Guard	No Bid	No Bid	No Bid	No Bid
Trades Worker	\$20.00	\$25.00	\$30.00	\$36.90
Food Service Assistant/Server	\$15.00	\$18.75	\$22.50	\$27.68
Warehouse Worker	\$16.00	\$20.00	\$24.00	\$29.52
Web Designer	\$43.00	\$53.75	\$64.50	\$79.34

2(b). Contract Increases

Abacus will maintain current rates during contract period with no more than a 1% increase during contract renewal.

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2(c). Payroll Administration

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

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

Statutory Requirements

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

2(d). Invoicing

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

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



3. Qualifications and Experience

3(a). Service Experience

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

Incorporated in 1944, Abacus is headquartered in Baltimore, Maryland with strategic operations in more than 50 markets throughout the United States. With branches that support statewide operations across Virginia, and an established relationship with state agencies and universities, Abacus is equipped with the service team and resources to meet Virginia Tech's staffing requirements.

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

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

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

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

- ✓ **Well-Established Leader in the Staffing Industry**
Abacus has consistently grown since 1944 into one of the largest corporate services companies in the United States. With our team of highly skilled professionals, Abacus successfully delivered more than fifteen (15) million hours of full spectrum staffing services in 2021 to private and public sector clients, including state and local agencies in more than 20 states.
- ✓ **Dedicated Account Management Team**
Through our dedicated Account management approach, supported by our team of staffing and operations professionals, Abacus offers customized service solutions to fulfill all emerging requirements within your environment.

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✓ **Financial Capabilities**

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

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

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

✓ **Proven Staffing Methodology**

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

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

Company Background

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

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

Our service programs can be customized to scale to client volume demands. We will partner with Virginia Tech to develop a service blueprint to well define program goals and expectations. Understanding your

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current multi-agency approach, both challenges and successes, will be critical to standing-up an effective program for your operations. Program goals and measurable KPIs will be incorporated into our service plan along with standard program elements to include, but not limited to:

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

3(b). Account Manager



Chris Price – Client Relationship Manager

3(c). Key Program Personnel – Qualification Summaries



Michael Brady, SPHR, CSP – Chief Administrative Officer



Michele Massaro, CSP – Chief Operating Officer

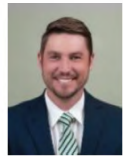
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Trey Daniels, – Operations Manager, Staffing



Scott Ellison, B.B.A. – Vice President, Staffing Operations



Gregory Wohlfort, CSP– Director, Strategic Relationships



John Wunder – Division President, ASG



Drew D'Avanzo – Senior Business Development Manager



Trey McGee – Account Executive

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Alex Suhrie – Director of Operations Support Center



Rachele Pearce – Director of Client Services

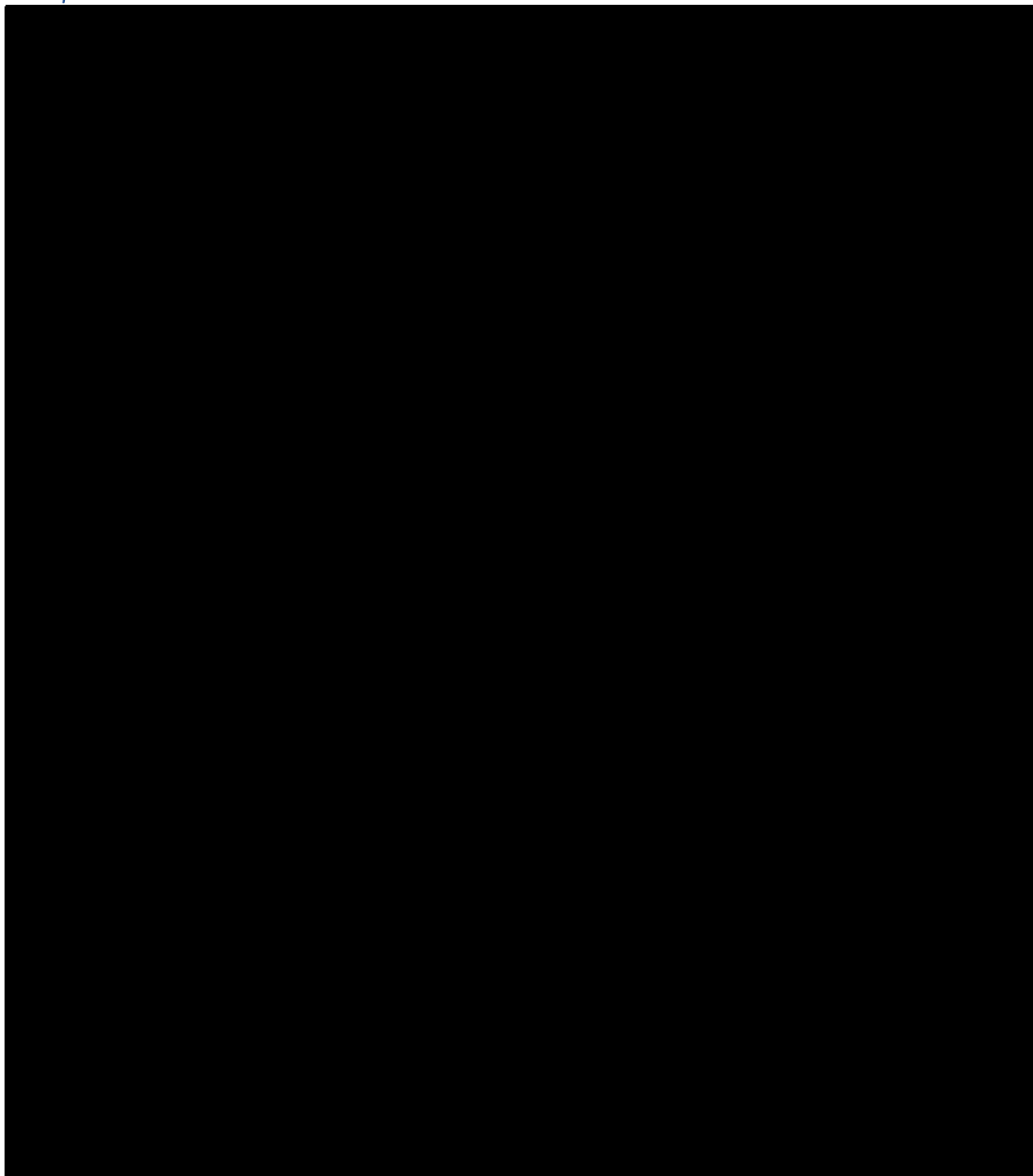


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4. Reference List/Experience

Experience



THIS INFORMATION IS TO BE KEPT CONFIDENTIAL

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5. Additional Information: Implementation/Management

Affiliate Supplier

Abacus continues to strategically develop and grow relationships with affiliate suppliers across the country to meet our clients' staffing needs and diversify our approach to staffing challenges in every market. Consistency and transparency are key to any affiliate supplier partnership, and Abacus strives to ensure our partners' success through open communication of current orders, routine performance feedback, and developing a cooperative workflow between Abacus and each affiliate supplier to eliminate service barriers.

Through organic, long-term relationships with multiple M/WBE partners, Abacus has developed an extensive affiliate supplier network that has introduced these partners and their workforce to new opportunities.

To support Virginia Tech's staffing program, Abacus has partnered with Jo-Lyn Services with a commitment of 35% participation of the total dollar value of the contract.

Company Name: Jo-Lyn Services

Company Address: 3212 Skipwith Rd, #104, Henrico, VA 23294

Company Telephone: 804-359-0391

Company Contacts: Frank Smith, jolyninc@verizon.net

Contract Implementation

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

Abacus intends to engage a "top down" approach in which our executive and corporate level program team will stand up this program in partnership with Virginia Tech so that we are aligned with service and delivery expectations.

Workforce Transition

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

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

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

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

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- Process improvement

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

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

Orientation Training

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

In addition to reference material, all selected agency employees assigned to Virginia Tech will complete a "Temporary Worker Agreement" during their onboarding process which will cover key information and obligations as an assigned agency worker (Virginia Tech Policies relevant to Tobacco Free Workplace, Harassment, Technology Usage Policy, Facility Access, Badging, Equal Employment Opportunity, Code of Conduct, Confidentiality, Appearance, Drug & Alcohol-Free Workplace). This agreement is retained as part of a new hire's application file for reference and audit purposes.

Additional Elements of our new hire orientation include:

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

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

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Termination

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

Job Performance

A key element of our service model is our ongoing commitment to workforce quality. We take great strides to ensure that our employees are meeting and exceeding client performance requirements throughout the lifecycle of each placement. We believe that performance is to be evaluated regularly to avoid lingering quality issues and client dissatisfaction. The Abacus on-site management team is tasked with regular performance reviews.

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

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

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

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

Standard Reporting

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

Examples of common reports include:

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

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

- Activities performed during the reporting period
- Activities planned for the next reporting period
- Project change control summary

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- Problems, issues, concerns, and recommendations

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

Employee Relations

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

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

Benefits

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

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

Abacus benefits include, but are not limited to:

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

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

ADDENDUM # 1 TO RFP # 49302207

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

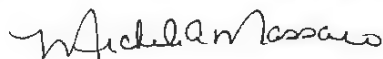
DATE	NEW DUE DATE AND HOUR
July 7, 2022	August 2, 2022 at 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kim Widrig, Senior Buyer
E-MAIL ADDRESS: kdcromer@vt.edu TELEPHONE NUMBER (540) 231-8543
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Temporary Employment Services

1. Virginia Tech received a lot of questions and are currently working on getting answers. Another addenda with those answers will be posted by July 12.
2. All other terms, conditions and descriptions remain the same.
3. The due date and hour is changed from July 12 at 3:00 pm TO August 2 at 3:00 pm.

I acknowledge that I have read and understand this addendum in its entirety.



Signature

8/2/2022

Date

ADDENDUM # 2 TO RFP # 49302207

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

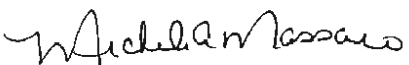
DATE	NEW DUE DATE AND HOUR
July 11, 2022	August 2, 2022 at 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kim Widrig, Senior Buyer
E-MAIL ADDRESS: kdcromer@vt.edu TELEPHONE NUMBER (540) 231-8543
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Temporary Employment Services

1. Please see the attached responses to inquiries received about this RFP. No more questions will be taken at this time.
2. All other terms, conditions and descriptions remain the same.

I acknowledge that I have read and understand this addendum in its entirety.

	8/2/2022
Signature	Date

REQUEST FOR INFORMATION: TEMPORARY EMPLOYMENT SERVICES RFP

1. Who is the current incumbent(s) on this contract and how long have they been serving?

RESPONSE: Contracts were awarded to four vendors. These vendors have been under contract since 2018. Those contracts are available for review on the Virginia Tech Contracts Website:
<https://contractsearch.procurement.vt.edu/?query=temporary%20employment%20services&page=1>

2. Can you please provide the pricing proposals of incumbents?

RESPONSE: Please see response to question 1. All pricing can be found in the contracts.

3. Can you please let us know the current budget and previous spending of this contract?

RESPONSE: The budget cannot be determined as temporary positions are acquired on an as-needed basis. 2021-2022 fiscal year spend was approximately \$610,000. This amount will vary depending on department needs from year to year.

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

RESPONSE: None at this time

5. Please confirm the anticipated number of awards.

RESPONSE: Virginia Tech reserves the right to award as many contracts as needed. At this time there is not a set number.

6. It is written in the RFP - "It is preferred that the contractor have an office located within a fifty-mile radius of Virginia Tech's Blacksburg campus, preferably in the New River Valley area. It is also desirable that the Contractor have offices strategically located throughout the Commonwealth of Virginia to provide services for Virginia Tech's off-campus offices." Is this a mandatory requirement?

RESPONSE: This is not a mandatory requirement.

7. What is the job location of the proposed candidates?

RESPONSE: Virginia Tech is looking for candidates all over Virginia as we have numerous locations across the Commonwealth.

8. Do we need to bid on all positions?

RESPONSE: No

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

RESPONSE: Please see answer to question 1 above. Incumbents are eligible to submit another proposal.

10. How many candidates were released in the previous contract? and How many positions do we expect in the current contract?

RESPONSE: This is unknown at this time.

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

RESPONSE: Please see the answer to question 20 regarding SWaM reporting.

12. If the proposed candidates are not available at the time of award, will the agency allow us to provide replacement personnel with similar or more skill sets?

RESPONSE: Yes

13. Are hourly rate ranges acceptable for proposed personnel?

RESPONSE: Yes

14. Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

RESPONSE: Unknown at this time. Will depend on department's needs.

15. What will be the mode of oral presentation if conducted, via virtual or in-person?

RESPONSE: Any oral presentations will be conducted virtually via Zoom.

16. Do we need to submit Actual candidate resumes or sample resumes?

RESPONSE: Resumes are not needed at this time in the process.

17. How many people are currently working onsite and offsite?

RESPONSE: We will not be providing this information. You may contact our current vendors for information or reports they may provide.

18. Could you please provide the list of holidays?

RESPONSE: Virginia Tech's current holiday schedule can be found at:
<https://www.hr.vt.edu/benefits/leave/holiday-closing-schedule.html>

19. Are there any mandated Paid Time Off, Vacation, etc.?

RESPONSE: Please see holiday schedule at link above.

20. Does Virginia Tech have any specific SWaM spend goals you are trying to meet?

RESPONSE: The Commonwealth of Virginia has goals of 42% on SWaM spend. Although Virginia Tech constantly strives to increase our SWaM goals, we fall short. We ask all vendors to participate in level two reporting when feasible.

21. We are more focused on Administrative and IT staffing. We don't work on physical labor and other facilities maintenance type roles. Does that exclude us from the RFP in case we don't opt for the whole package?

RESPONSE: No

22. You haven't mentioned if the rates will be applicable for the full 2 year term or if we have a possibility of increasing the rates each year based on inflation and market conditions.

RESPONSE: This will be discussed during negotiations.

23. You are preferring a service provider and Account manager based in Blacksburg. Kindly share with us the number of incumbent vendors and average volume of work for us to detail the account servicing team. What account servicing structure do the incumbent vendors employ currently.

RESPONSE: While it is preferred, it is not required as Virginia Tech has many locations in Virginia.

24. In the solicitation instrument for RFP #49302207 Temporary Employment Services item #6 on page 5 states that " It is preferred that the contractor have an office located within a fifty-mile radius of Virginia Tech's Blacksburg campus, preferably in the New River Valley area."

Are qualified non-local and out of state Offerors excluded from bidding?

If not excluded, are local Offerors given a scoring advantage?

RESPONSE: Non-local and out of state Offerors are not excluded from putting in a proposal. The committee members may consider location when scoring but no advantage is specifically given.

25. Please share the current pay and bill rates for by position for temporary staff provided by the current vendor(s).

RESPONSE: Please see answer to #1. You can view contracts along with rates on our contracts page.

26. Would it be possible for VT to list the most frequently used temporary positions?

RESPONSE: Most of our roles fall into administrative staff, IT support, dining, event operations, trades but can also be varied at times beyond these roles.

27. Will there be Prevailing/Living wage requirements at time of award?

RESPONSE: The university has a minimum pay requirement of \$11 with it moving to \$12 Jan 1. 2023

28. What is the average temporary staff's tenure?

RESPONSE: The typical duration varies based on the department's needs.

29. Will VT interview/approve workers prior to placement?

RESPONSE: Some positions will have an interview, while others will not. It will depend on the need of each hiring unit and role.

30. Is drug testing required? If so, 5 panel or 10 panel?

RESPONSE: Only positions that have a requirement of CDL's or other safety specific roles would require drug testing.

31. What are your average time-to-fill rates? Are there any positions which tend to be challenging to fill?

RESPONSE: This is dependent on role and the search timeline.

32. Can VT provide any significant changes in enrollment or operations expected in the upcoming years that could impact labor spend or hiring volume?

RESPONSE: There is nothing planned that will necessarily impact the hiring, but ever changing labor markets will continue to impact our hiring plan.

33. Does VT expect any active contingent personnel to be transitioned to the new talent supplier? If so, how many resources are in the affected population?

RESPONSE: To be determined at time of award and dependent on which suppliers are awarded.

34. Does VT have tenure limits for contingent labor? If so, how are they enforced?

RESPONSE: No

35. Does VT expect vendors to provide timecard management or time clocks or does VT intend to leverage an existing internal time management process?

RESPONSE: We expect the vendor to keep track of all hours worked by workers.

36. What is the VT's preferred invoicing schedule (weekly, bi-weekly, monthly)?

RESPONSE: monthly

37. Does VT envision paying with a Purchasing Card?

RESPONSE: No

38. Does VT currently utilize (or plan to utilize post-RFP award) a Master Services Provider (MSP) or a Vendor Management System (VMS)? If yes, are there associated fees that we should be considering when assessing our pricing capabilities?

RESPONSE: No

39. Are there additional transactional costs related to VT's organization (e.g., program/VMS fees) we should consider when assessing our pricing?

RESPONSE: No

40. Please describe any overriding factors that tend to impact pay rates, length of assignments, or bill rates at your organization, such as federal/state acts, union requirements, and/or VT guidelines?

RESPONSE: Minimum pay is \$11 with an increase to \$12 in Jan. 2023

41. Does VT have mandatory PTO for contingent labor? If so, what is the expectation and does VT want this billed separately or factored into the markup/bill rate?

RESPONSE: No

42. Will VT be providing all equipment and workspaces needed for office-based positions?

RESPONSE: Yes, equipment and workspace will be provided by Virginia Tech.

43. What personal protection equipment (PPE) is required by VT and for which roles? What equipment is provided by VT versus what the vendor needs to provide? Will PPE be billed at cost to VT?

RESPONSE: If a role needs specific PPE the university will provide. This would exclude steel toe boots and pants if required for the role. Contingent workforce would need to furnish those.

44. Describe shift schedules for any positions outside normal business hours. How do shift schedules or other operational factors drive overtime usage? What is VT's experience with overtime as a percent (%) of total hours billed?

RESPONSE: The University has employees that work 24/7 and some roles may be outside M-F 8-5.

45. We understand that the contract will be awarded for an initial two-year period, with VT's option to renew for two, two-year renewals as negotiated. Will there be any consideration for pricing increases for the optional two years?

RESPONSE: Yes, this will be discussed during negotiations

46. Will all selected vendors receive the order at the same time? If not, with the award to potential multiple vendors, can you provide your process to deliver orders to the vendors? What will define your process - lowest price or fastest processing of the order?

RESPONSE: Contracts are posted and open to all campus departments. Departments work with vendors to determine which company best suits their needs. Pricing information is posted, so competition for each position is not required once contracts are in place.

47. May Bidder's provide an hourly rate range per job description selected on their pricing form?

RESPONSE: Yes

48. To ensure FCRA compliance, it is our company's policy to provide clients with an attestation of completion of background check pursuant to client's requirements, but not the actual results. Will VT accept letters of attestation in lieu of actual background check results?

RESPONSE: Yes

49. Will WBE/MBE/DBE certifications from states other than be acceptable in this bid?

RESPONSE: In order to receive full SWAM points, the vendor has to be SWAM certified in Virginia.

50. If government-mandated costs or expenses are enacted during the contract term, will respondents be allowed to request rate increases to cover these higher rates?

RESPONSE:

51. At what point in the RFP process would you like an ACORD proof of insurance document?

RESPONSE: At the time of the award

52. We are not classified as SWaM, what minimum percent do we need to subcontract to get the maximum possible point (10) for the Selection Criteria - Participation of Small, Women-Owned and Minority (SWAM) Business?

RESPONSE: In order to get a maximum of 10 points, the vendor would have to be Virginia SWAM certified. Subcontracting out to a SWAM vendor will get you 3-5 points depending on how much of the work is subcontracted out.

53. Are we required to provide benefits to our Temporary Employees? If yes, what minimum benefits must we provide?

RESPONSE: No, you are not required to provide benefits.

54. Throughout the tenure of the existing contract, please confirm the number of temp staff worked under the incumbent contracts and how many are active at this time?

RESPONSE: Not able to answer at this time.

55. Is there any challenge fulfilling the current staff needs with the existing contracts for related services or any specific improvements you are looking for?

RESPONSE: With the ever changing labor market, finding qualified individuals continues to be a challenge for all employers.

56. How much is intended to be spent (dollar value) once the contract is awarded?

RESPONSE: Unknown. This will depend on departmental needs.

57. Are additional points awarded to firms who are or have Minority Business Enterprise (MBE) partners?

RESPONSE: Please see answer to #52.

58. What are the current billable hourly rates or percentage mark-up rates?

RESPONSE: Please see answer to question #1. This will take you to our current contracts.

59. Are any of the position classifications considered faculty or do any of them hold any teaching responsibilities?

RESPONSE: No

60. Will the selected vendor be able to transition the current contingent workforce as part of the new?

RESPONSE: To be determined later depending on award winners.

61. Are there any peak periods, hiring ramps or seasonal changes that drive increased headcount needs?

RESPONSE: No

62. What is the projected average headcount by position category for 2022-2024?

RESPONSE: Unknown, temporary employees are on an as-needed basis.

63. What are the current pay rates for each position and shift?

RESPONSE: See answer to #1

64. Are all orientations paid orientations? How long is the orientation?

RESPONSE: There is no specific orientation for these role, rather on the job training and thus it would be part of work hours.

65. Do you provide pay increases? If so, how is this typically done?

RESPONSE: Pay increases would be determined between hiring unit and vendors to discuss.

66. How often does VA Tech evaluate their compensation structure for agency associates for competitiveness in the local market?

RESPONSE: Unknown at this time.

67. How many regular hours were used last year on your contingent workforce by category?

RESPONSE: Unknown at this time.

68. How many overtime hours were used last year on your contingent workforce by category?

RESPONSE: Unknown at this time.

69. Is there a vendor management system included in the program that we should consider as an additional cost in our bill rate or markup?

RESPONSE: No

70. What reports would you like the staffing vendor to supply?

RESPONSE: Hours worked by employee

71. Can the selected staffing vendor hold job fairs onsite year-round?

RESPONSE: More discussion would be needed.

72. Is there any special training or orientation requirements?

RESPONSE: No

73. What components are currently run for a new hire pre-employment criminal background?

RESPONSE: Requirements are outlined in the RFP

74. What drug screen panel is currently used?

RESPONSE: Drug screening is not needed for positions outside CDL drivers

75. What adjudication matrix is used if available?

RESPONSE: No specific matrix is used, a hiring manager decision.

76. Do any of your positions require any of the following?

- a. • Audiograms – No
- b. • Chemical exposure - Potentially
- c. • Working at heights over eight feet- Potentially
- d. • Lifting over 50 lbs. without assistance - Potentially
- e. • Working in confined spaces (e.g., tanks, trenches, vessels, pits)- Most likely not
- f. • Use of respirators – Most likely not
- g. • Operating heavy equipment – Most likely not

RESPONSE: See above in red.

77. Does Virginia Tech agree to provide return to work/light duty on customers' premises to contingent workers who have job-related restrictions resulting from occupational injury?

RESPONSE: This can be discussed on an individual basis.

78. Can additional roles be requested or added to this scope? For example, with there already being a lab technician in the scope could a scientist and scientific researcher be added?

RESPONSE: Yes, this is just a sample of skill sets.

79. Does Virginia Tech expect/require all LCATs be responded to?

RESPONSE: No

80. In the previous contract, the LCATs were a lot more IT-specific. Can we provide supplemental or additional LCATs in our response?

RESPONSE: Yes

81. Is it possible to add a blanket subcontractor agreement to the contract?

RESPONSE: No

82. Is it ok to provide more detailed pricing?

RESPONSE: Yes

83. Can you provide access to your OSHA logs from the past two years that includes the number of workplace incidents and lost time?

RESPONSE: Not at this time.

RFP # 49302207, Temporary Employment Services

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until July 12, 2022 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Kim Widrig, Senior Buyer, Phone: (540) 231- 8543 e-mail: kdcromer@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by July 5, 2022 at 12:00 PM. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

Proposals must be submitted electronically at:

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at support@gobonfire.com.

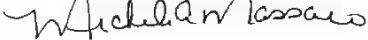
It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions. Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-_ga=2.42375717.1472165071.1588110542-997330893.1585332052

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 1000MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE:  Date: 8/2/2022

03/28/2022

[INCLUDE THIS PAGE]

Negotiation Summary




Negotiation Questions for Abacus Corporation

1. As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal. **Abacus Corporation ("Abacus") is comfortable with the information included in our proposal response being available as a public award announcement.**
2. Are there any additional financial or value-added incentives you would like to offer at this time? **Abacus will extend financial incentives to Virginia Tech for payrolling services reducing our markup to 20% to be applied to payrates for individuals that are referred by your organization or transitioned as a result of this new contract partnership.**
3. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit. **No**
4. Does Abacus Corporation agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later? **Abacus prefers to submit invoices on a weekly basis, however if monthly invoicing is a contract requirement, we are willing to agree to these terms.**
5. Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity? **Yes.**
6. Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees? **Yes.**
7. Do you agree that the initial contract period shall be two years? **Yes.**
8. **Upon completion** of the initial contract period, does Abacus Corporation agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for two (2) two-year periods, under the terms of the current contract? **Yes.**
9. If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less? **Yes.**
10. If awarded a contract, are you willing to hold prices firm for the initial contract period? **Yes.**
11. Will Abacus Corporation agree to participate in the Wells One AP Control Payment System? **Abacus is willing to explore and agree to the Wells One AP control payment system upon review and approval of their agreement terms & conditions.**

12. Please identify the highest-level executive in your organization that is aware of this solicitation. Describe that person's commitment to assuring the highest quality service to Virginia Tech if your organization is awarded a contract.

Michele Massaro, Chief Operating Officer oversees our government solicitation and contract process and has been involved in this solicitation process. She has direct oversight of our operational success as it relates to a contract partnership with Virginia Tech.

13. Will you be able to handle increased volumes of business and/or provide service to additional departments during the course of the contract? **Yes.**
14. How soon after contract award can you begin providing services? **Immediately.**
15. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP? **Yes.**
16. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company? **Yes.**
17. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees? **Yes.**
18. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 49302207 shall govern the contract if a contract is awarded to your company? **Yes.**
19. For purposes of interacting with HokieMart, please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.

Chris Price
Client Relationship Manager

cprice@abacuscorporation.com

20. Do you agree to waive all conversion/transfer fees if a candidate applies to Virginia Tech through the competitive application process and is hired as a full-time employee? **Yes.**
21. Discuss how you will provide services to campus and the availability of candidates by job type outlined in the RFP. Are there areas considered your specialty? Are there areas where you firm is not as specialized to provide candidates? Are there different divisions handling different areas or will you provide services from a centralized location?

Abacus has a longstanding relationship with Virginia state and municipal agencies and will practice a similar staffing model to provide services to the Virginia Tech campus. Abacus has developed a diverse pipeline of candidates through its support of state and local agencies across Virginia, and is prepared to quickly provide qualified candidates for the following roles; Accountant,

Carpenter, Computer Support Specialist, Cook, Dishwasher, Electrician, Equipment Operator, Administrative Assistant, Fiscal Technician, Food Service Worker, General Laborer, Graphic Artist, Grounds Worker, Housekeeping Worker, General Laborer/Special Projects Crew, Laboratory Technician, Mechanic, Officer Clerk, Painter, Programmer, Help Desk Technician, IT Security Analyst, Systems Analyst, Trades Worker, Food Service Assistant/Server, Warehouse Worker and Web Designer.

Abacus specializes in administrative, labor, food service, IT, and food service staffing. All services will be provided from our Virginia support team.

22. How are background screenings conducted? What is your policy and how are those fees addressed? **Background screenings are conducted through a third-party background screening service provider. There is a one-time payroll deduction of \$29.95 for background screenings for all new hires.**
23. Confirm the required level of conviction check, including drug and alcohol if required, will be covered in your submitted rates and that there will be no additional pass through fees. **Confirmed.**
24. Is your company's coordinator willing to meeting with Virginia Tech's contract administrator on an as-requested basis to discuss all services? **Yes.**
25. How will new position classifications be priced when an addition is needed to the contract? **Abacus will submit pricing for all new business classifications that may be incorporated into this contract for Virginia Tech procurement's review and approval.**
26. Do you agree to retain your employment records related to any resulting contract for six years? **Yes.**
27. Since the cost of living is greater in the Northern Virginia, Richmond and Tidewater areas as opposed to other parts of the commonwealth, do you recommend a pay differential for those Virginia Tech offices and, if so, how much differential do you recommend? **Based on Virginia Tech needs in these identified labor markets, Abacus may recommend a pay differential for certain positions and is willing to provide a wage analysis for your approval of any identified differential in rate from those submitted. Generally, we see a 5-7% cost of living adjustment in these markets.**
28. If a temporary employee from your company should become injured or incur a medical emergency while on the job at Virginia Tech, please describe your procedure for addressing this situation. **Virginia Tech will be provided with contact information for informing Abacus of any injury or medical emergencies. An Abacus representative will work with the employee to collect statements, perform a post-accident substance screening, and process Worker's Compensation paperwork if necessary.**
29. If Virginia Tech elects to contract with multiple contractors and does not stipulate primary or secondary contractors, is your company still willing to contract with Virginia Tech for temporary employment services? **Yes.**

30. "Criminal Background Checks" (page 5, number 4) shall be modified to include the following language.

The University has an awarded contract with a service provider for criminal conviction screening and background checks. The University prefers this vendor be utilized by the Contractor to comply with the contractual obligations and University Policy 4060. If Contractor chooses to utilize a different firm than the university's preferred provider, the Contractor's selected service provider shall be pre-approved by the Virginia Tech Police department as an acceptable service provider for criminal conviction and background checks to ensure that firm's service levels meet the requirements of University Policy 4060.

If a Contractor chooses to utilize a different firm than the university's preferred provider, a five day hold will be required before placement of temporary workers deemed by the Contractor to meet all of the requirements of the University including a clean background check. Contractor shall provide the University with the name, date of birth and the last four digits of the social security number of all individual(s) to be placed in a temporary position under this contract. The University reserves the right to conduct its own background check process during this hold period.

Will Abacus Corporation comply with the above? **Abacus routinely adopts the background screening and vendor requirements of our customers. We are willing to comply with the engagement of our service provider upon review and approval of their agreement terms & conditions.**

[REDACTED]