



**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](http://www.procurement.vt.edu)

October 7, 2024

Apex Systems LLC  
Matthew Evans  
505 S Jefferson St Ste A  
Roanoke, VA 24011-2448

Dear Matthew,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-1886-2023  
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.

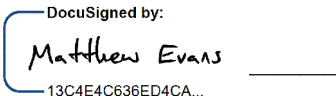
In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed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

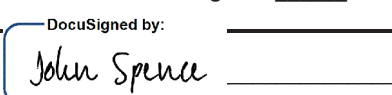
Chad Dalton  
Systems and Contracts Lead  
(540) 231-9129

Apex Systems LLC **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  Date: 10/22/2024  
Name: Matthew Evans Title: Sr. Managing Director  
(please print)

**We currently participate in the Wells One Program:** \_\_\_\_\_

**We would like to participate in the Wells One Program:** \_\_\_\_\_

Approved:  Date: 10/22/2024  
Assistant Director, Goods and Services

**CONTRACT MODIFICATION AGREEMENT**

Date: June 14, 2024

Contract No.: VTS-1886-2023

Modification No.: Three (3)

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

Contractor: Apex Systems LLC

Commodity: Temporary Employment Services

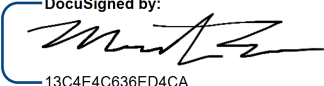
This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

**Description of Modification:**

This contract is hereby amended to include participation in the Virginia Higher Education Procurement Consortium (VHEPC) as specified in the attached Addendum.

Except as provided herein, all terms and conditions of Contract Number VTS-1886-2023, as heretofore changed, remain unchanged and in full force and effect.

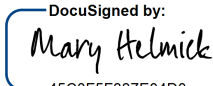
Apex Systems LLC

By:  DocuSigned by:  
13C4E4C636ED4CA...

(Signature)  
Matt Evans

Matt Evans  
Sr Managing Director

Virginia Tech

By:  DocuSigned by:  
Mary Helmick 7/18/2024  
45C0E5F337E04D0...

Mary W. Helmick  
Director of Procurement

**AGREEMENT  
PUBLICLY ACCESSIBLE CONTRACT**

This Agreement executed this 31 day of May, 2024 by and between Virginia Polytechnic Institute and State University, (“the University”) and Apex Systems LLC (“Supplier”).

**TERM**

The term of this Publicly Accessible Contract (“PAC”) shall remain in effect until the expiration or termination of the Primary Agreement.

**WITNESS**

WHEREAS, the University and Supplier have executed an agreement, VTS-780-2018, dated January 3, 2018 (the “Primary Agreement”), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- I. Supplier will:
  - A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement (“Third-Party Access”).
  - B. Pay the Virginia Higher Education Procurement Consortium (“Consortium”) one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.
  - C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and
  - D. Provide semi-annual reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.
- II. The University will ensure the Consortium:
  - A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and
  - B. Maintains a Supplier-approved version of the Supplier’s logo on the Consortium website.

### III. Payment

- A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31<sup>st</sup> of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

- B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager  
Procurement and Supplier Diversity Services  
University of Virginia, Carruthers Hall  
PO Box 400202  
1001 N. Emmet Street  
Charlottesville, VA 22904

Note 'PAC payment' on check.

### IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party's address as shown below.

If to the University:

Mary Helmick  
300 Turner Street, Suite 2100, Blacksburg, VA 24061  
[procurement@vt.edu](mailto:procurement@vt.edu)

If to [Supplier]:

ATTN: Contracts Department  
Apex Systems, LLC  
4400 Cox Road, Suite 200, Glen Allen, Va 23060  
[legalnotices@apexsystems.com](mailto:legalnotices@apexsystems.com)

## ACCEPTANCE

**For [Lead Institution]**

DocuSigned by:  
*Mary Helmick*  
45C0F5F337E04D0...

Mary Helmick  
Director of Procurement

6/28/2024

Date

**For [Supplier]**

DocuSigned by:  
*Matt Evans*  
13C4E4C636ED4CA...

Matt Evans  
Sr Managing Director

6/28/2024

Date

Agreement #: VTS-780-2018-PAC

**CONTRACT MODIFICATION AGREEMENT**

Date: January 30, 2024

Contract No.: VTS-1886-2023

Modification No.: Two (2)

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

Contractor: Apex Systems LLC

Commodity: Temporary Employment Services

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

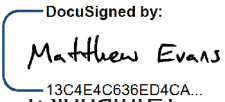
**Description of Modification:**

Effective immediately, signatures shall not be required to signify execution of an SOW. Each SOW shall be deemed executed upon Virginia Tech's issuance of a valid purchase order.

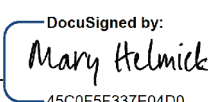
Except as provided herein, all terms and conditions of Contract Number VTS-1886-2023, as heretofore changed, remain unchanged and in full force and effect.

Contractor

Virginia Tech

By:   
DocuSigned by:  
13C4E4C636ED4CA...  
(Signature)  
Matthew Evans  
\_\_\_\_\_  
Name and Title

Sr. Managing Director

By:   
DocuSigned by:  
45C0F5F337E04D0...  
Mary W. Helmick  
\_\_\_\_\_  
Director of Procurement

## **CONTRACT MODIFICATION AGREEMENT**

Date: June 14, 2023

Contract No.: VTS-1886-2023

Modification No.: One (1)

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

Contractor: Apex Systems, LLC

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-1886-2023, as heretofore changed, remain unchanged and in full force and effect.

Contractor

Virginia Tech

|     |                                                                                                             |                       |     |                                                                          |  |
|-----|-------------------------------------------------------------------------------------------------------------|-----------------------|-----|--------------------------------------------------------------------------|--|
| By: | <div>DocuSigned by:<br/><i>Matthew Evans</i><br/>13C4E4C636ED4CA...<br/>(Signature)<br/>Matthew Evans</div> |                       | By: | <div>DocuSigned by:<br/><i>Mary Helmick</i><br/>5943314F5CD3478...</div> |  |
|     |                                                                                                             | Sr. Managing Director |     | Mary W. Helmick                                                          |  |
|     | Name and Title                                                                                              |                       |     | Director of Procurement                                                  |  |



COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-1886-2023

This contract entered into this 4<sup>th</sup> day of November 2022 by Apex Systems LLC 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  
ds  
ME MH  
(initials)

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

Contractor  
By: Matthew Evans  
13C4E4C636ED4CA...  
(Signature)  
Matthew Evans Sr. Managing Director  
Name and Title

Virginia Tech  
By: Mary Helmick  
5943314F5CD3478...  
Mary W. Helmick  
Director of Procurement

# RFP



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](mailto: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](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](mailto: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](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](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**

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| <b>1</b> | <p><b><u>ACCOUNTANT</u></b></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>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2</b> | <p><b><u>CARPENTER</u></b></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>                                                                                      |
| <b>3</b> | <p><b><u>COMPUTER SUPPORT SPECIALIST</u></b></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>                                                                                                 |
| <b>4</b> | <p><b><u>COOK</u></b></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> |



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| 5 | <p><b><u>DISHWASHER</u></b></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><b><u>ELECTRICIAN</u></b></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><b><u>EQUIPMENT OPERATOR</u></b></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><b><u>ADMINISTRATIVE ASSISTANT</u></b></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>                                                                                                                                                                                                                                                                                           |
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| 10 | <p><b><u>FARM WORKER</u></b></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><b><u>FISCAL TECHNICIAN</u></b></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><b><u>FOOD SERVICE WORKER</u></b></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><b><u>GENERAL LABORER</u></b></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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 15 | <p><b><u>GRAPHIC ARTIST</u></b></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><b><u>GROUNDS WORKER</u></b></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><b><u>HOUSEKEEPING WORKER</u></b></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><b><u>General Laborer/Special Projects Crew</u></b></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 entrances 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> |

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| 20 | <p><b><u>LABORATORY TECHNICIAN</u></b></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><b><u>MECHANIC</u></b></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><b><u>OFFICE CLERK</u></b></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><b><u>PAINTER</u></b></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>                                                                                                                                                                                                                                                                              |
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| 26 | <p><b><u>PROGRAMMER</u></b></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><b><u>Help Desk Technician</u></b></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><b><u>IT Security Analyst</u></b></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><b><u>Systems Analyst</u></b></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><b><u>SECURITY GUARD</u></b></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><b><u>TRADES WORKER</u></b></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><b><u>FOOD SERVICE ASSISTANT/Server</u></b></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><b><u>WAREHOUSE WORKER</u></b></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><b><u>WEB DESIGNER</u></b></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         | <b>NEW</b> 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          | <b>NEW</b> 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:**

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 Polytechnical Institute Request for Proposals

RFP #49302207

Temporary  
Employment Services

August 2, 2022

## Submitted by:

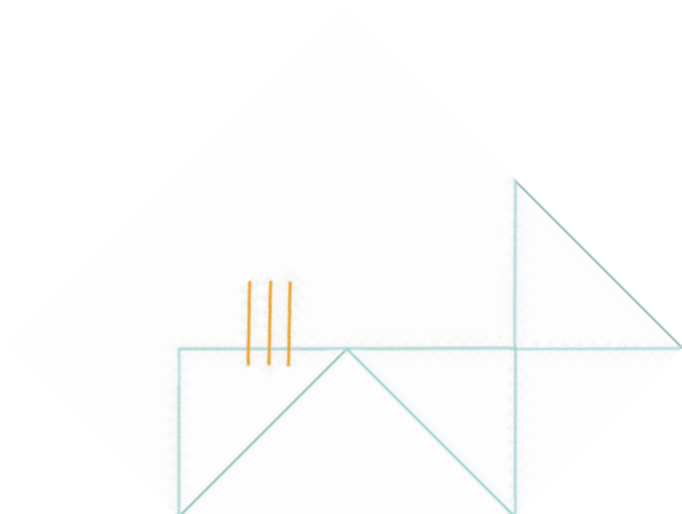
**Matthew Evans, Senior Managing Director**

**Apex Systems**

505 S Jefferson Street, Unit A

Roanoke, VA 24011

[mevans@apexsystems.com](mailto:mevans@apexsystems.com)





APEX  
SYSTEMS

# Proposal Acknowledgement

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](mailto: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](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.*

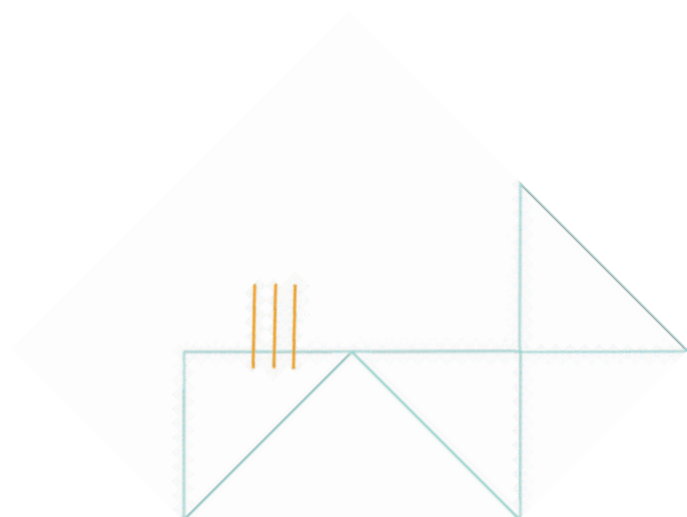
AUTHORIZED SIGNATURE: Eric Sholl Date: 8/1/2022

03/28/2022

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# Technical Proposal





# **Response to Request for Proposals #49302207**

## **Temporary Employment Services**

### **Virginia Polytechnical Institute**

**August 2, 2022**

**Submitted by:**  
**Matthew Evans, Senior Managing Director**  
**Apex Systems**  
**505 S Jefferson Street, Unit A**  
**Roanoke, VA 24011**  
**[mevans@apexsystems.com](mailto:mevans@apexsystems.com)**  
**336-544-6264**

July 22, 2022

Virginia Polytechnical Institute

Kim Widrig  
Senior Buyer  
Phone: 540-231- 8543  
Email: kdcromer@vt.edu



To Whom It May Concern:

Apex Systems (Apex) is pleased to submit our proposal to Virginia Polytechnical Institute (Virginia Tech) in response to your Temporary Employment Services Request for Proposal (RFP). Our enclosed proposal responds to your requirements for a proven solution that delivers quality professionals at a fair price. In addition to our company's strong ties with the Hokie community, Virginia Tech will receive excellent customer service from our local account and delivery teams.

Apex Systems was founded in 1995 in Richmond, Virginia and has been a division of ASGN, Inc. since 2012. Over the past 25 years, Apex has grown to be a leader in the IT services industry due to our ability to deliver high-quality consultants and solutions to solve our clients' issues. We serve over 300 of the Fortune 500 companies and mid-market and emerging companies from a variety of industries including Government Services, Consumer and Industrial, Technology, Healthcare, Financial, Business Services, Energy and Utility, Insurance, Communications and Life Sciences. Apex currently has over 3,300 internal employees and we placed over 44,300 consultants on assignment in 2021.

Apex's Roanoke, VA office will serve as the primary support branch for this contract, however Apex's over 70 locations in North America that can provide support for additional locations if Virginia Tech so desires.

Apex is a division of ASGN, Inc. In 2021, the Apex segment of ASGN generated \$2.97 Billion of revenue. Additional financial statements and ESG content can be viewed at ASGN.com.

We look forward to taking the next step in the proposal process. If you require any clarification regarding the contents of our proposal or have questions about the service Apex provides, please contact me or Account Manager Lindsay Wirt.

Respectfully,

Matthew Evans, Senior Managing Director  
Apex Systems  
505 S Jefferson Street, Unit A  
Roanoke, VA 24011  
mevans@apexsystems.com  
336-544-6264

## Executive Summary

Apex Systems (Apex) is a world class technology services business that incorporates industry insights and experience to deliver workforce mobilization, modern enterprise, and digital innovation solutions to fulfill our clients' digital visions. We use our unique deployment model to build qualified, industry specialized fit-for-purpose teams and combine them with proven solutions and service models to achieve results. Our agility and obsession with providing value enables us to support an ever evolving digital world.

We have more than 70 offices serving 1,900+ clients in all major industries across the US, Canada and Mexico, including over 350 of Fortune 500 companies. Over the past eight years, we have executed more than 8,000 statements of work (SOW) and deployed over 150,000 consultants.

Apex's model is strategically aligned to deliver services at the right balance of project control, risk management, work quality and customization that are delivered at a lower cost than traditional firms due to our ability to build on demand, fit-for-purpose teams. We offer significant advantages over our competitors: flexibility, deployment model, industry expertise, proven solutions and value.

- **Flexibility:** Apex does not take a one-size-fits-all approach to providing solutions; rather, we listen to the needs of our client to create the right project approach and adapt our solution throughout the life of the engagement as our clients' needs evolve. We are able to respond rapidly with scalable services and teams that meet our clients' engagement requirements because of our deployment model and strong project oversight framework.
- **Deployment Model:** Apex's deployment model is centered on providing the right resources with the requisite skills for the client project. We build custom teams by deploying consultants from our virtual bench of over 16 million professionals within our Talent Cloud. This model allows us to provide teams tailored to fit the needs of the client at a lower cost than traditional consulting firms.
- **Industry Expertise:** For each client engagement, Apex utilizes our industry experts to help us better understand the unique challenges of each client's industry and trends that impact that industry. Our solutions are developed and overseen by consulting and industry veterans to ensure engagement delivery, quality and timeliness.
- **Proven Solutions:** Apex has brought together a team of consulting industry veterans with experience at the world's top firms. This team has developed solutions to meet the needs of the modern business. Last year, we executed solutions for 2,100 client projects using these solutions.
- **Value:** Our flexibility, deployment model, industry expertise and proven solutions allows us to offer tailored solutions and significant cost savings without compromising overall engagement quality.



## Plan for Providing Temporary Employment Services to Virginia Tech

Apex Systems was founded in 1995 in Richmond, Virginia and has been a division of ASGN, Inc. since 2012. Over the past 26 years, Apex has grown to be a leader in the IT services industry due to our ability to deliver high-quality consultants and solutions to solve our clients' issues. We serve 350 of the Fortune 500 companies and mid-market and emerging companies from a variety of industries including Government Services, Consumer and Industrial, Technology, Healthcare, Financial, Business Services, Energy, Insurance, Communications and Life Sciences.

With more than 70 offices serving 1,900+ clients in all major industries across North America, Apex will be able to find candidates for Virginia Tech both on campus in Blacksburg as well as off-campus roles throughout the Commonwealth. Virginia Tech will primarily be supported from our Roanoke, VA office—only 45 minutes away—which gives us the local knowledge to effectively source top talent. With branch offices in nearly every metropolitan area in the United States, we are capable of meeting the needs of any client at a local and national level.

Virginia Tech's primary local point of contact will be Account Manager Lindsay Wirt. She will serve as the main touch point for the day-to-day operations of this contract. Matthew Evans, based in our Greensboro office, will serve as the first point of escalation should the need arise. Matthew will work closely with Eric Sholl, our State and Local Governments Industry Director, to align our Maryland and DC-metro offices to best support Virginia Tech's account for surge hiring or various other needs.

A major component of our strategy is high-touch communication with our clients. **This means our Account Managers actively interface with client leaders**, such as the Contract Administrator, to discuss potential challenges, consultant work performance, and much more. Lindsay will take a proactive approach to best support Virginia Tech.

Apex maintains normal business operating hours of Monday through Friday from 8:00 AM to 5:00 PM, with Account Managers being available 24/7 via phone or email. Additionally, Apex is closed for all federal holidays.

Below, we have detailed our recruiting process which will be our roadmap for providing both on- and off-campus resources for Virginia Tech. Additionally, we will further discuss our Recruiting Process in the Qualifications and Experience section of this proposal.

## Apex Recruiting Methodology

Apex has grown to be an industry leader by providing only the highest quality resources to our clients. We leverage our skill-focused recruiting and screening expertise to provide resources with the requisite skills and

experience for each client. Apex's skill-focused methodology provides Virginia Tech with the following advantages:

- **Higher Caliber Candidates** – Skill-focused recruiters have a complete understanding of technical requirements leading to better candidate screenings
- **Stronger Talent Pipelines** – Skill-focused recruiters have a greater ability to evaluate the appropriate technical aptitude of candidates
- **Shorter Response Time** – Skill-focused recruiters are familiar with the characteristics of strong candidates within their respective disciplines and build pipelines of qualified candidates

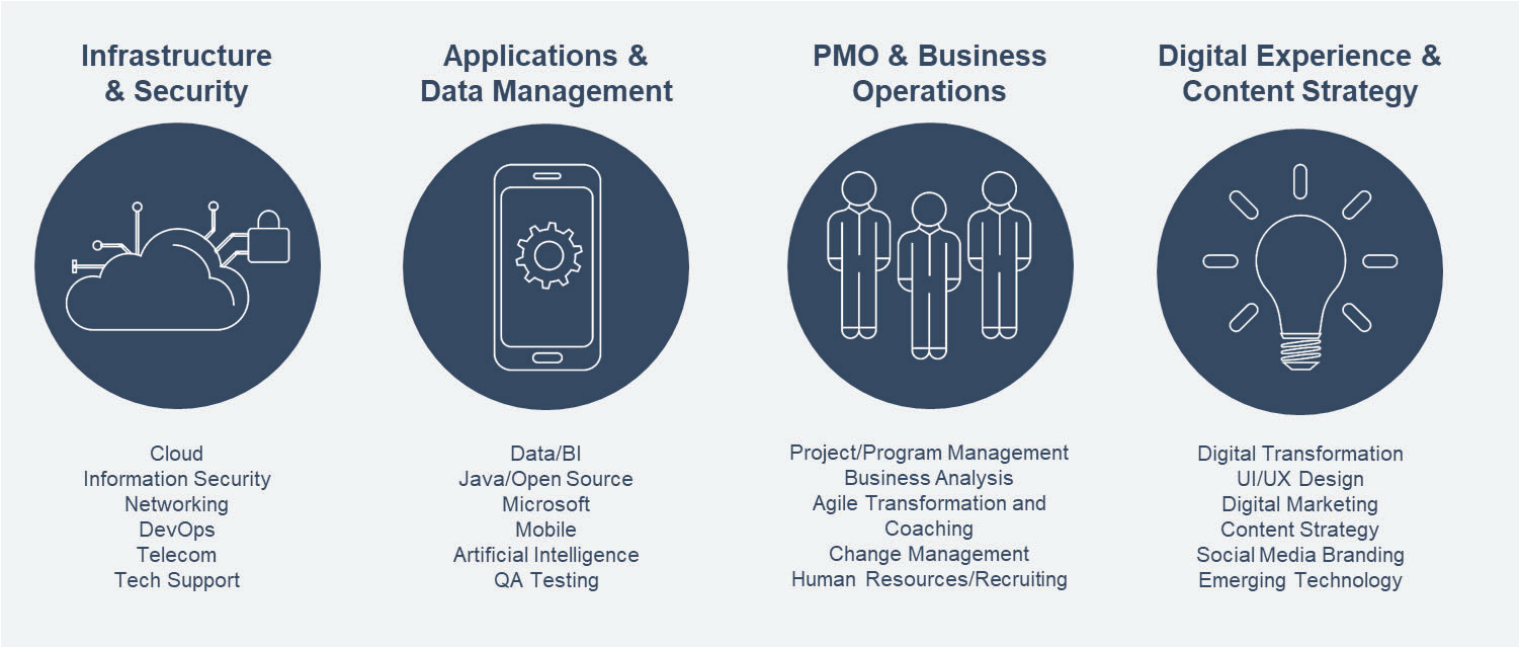
With 70+ offices nationwide and a recruiting engine of over 800 skill-focused recruiters, we can meet the needs of any company at a local and national level. **Our recruiting reach into the North American IT talent pool provides Virginia Tech the unparalleled ability to scale and flex your footprint as needed at competitive pricing.** For this engagement, we will be using our Roanoke branch office to source local candidates. If needed, we will also engage our Virginia offices as well as other offices we have scattered throughout the Blue Ridge area.

### **Skill-Focused Recruiting**

Apex's skill-focused recruiting methodology is the backbone of our organization and provides significant advantages to our clients. **On average, Apex can provide qualified candidates to our clients within 48 to 72 hours by utilizing our skill-focused recruiting approach** and development of a Virginia Tech pipeline. Since 2017, we have averaged four business days from the job posting to interview Information Security professionals with a 57.45% fill ratio. Additionally, our Top Candidate fill ratio has been 60.47% for Virginia Tech using this strategy.

Virginia Tech – Temporary Employment Services – RFP #49302207

As a part of Apex employees’ continued development, all recruiters are required to complete technology training. Recruiters must complete an intensive four-week technical training course and pass an online assessment before they are assigned to a specific skill area. Once assigned, recruiters focus solely on sourcing top notch candidates within their skill focus areas. These key skill sets are shown in the graphic below:



## Rates:

Apex utilizes various technologies that provide our recruiters with real-time market data through tools such as Gartner's Talent Neuron. Due to ever-increasing labor rates with a historic short supply, Apex's expertise sourcing quality talent will give Virginia Tech confidence throughout the hiring process. Our industry know-how combined with our skill-focussed recruiters find the right talent who will be a right fit for Virginia Tech.

In addition to the rates listed in the table below, Apex is submitting supplemental pricing to provide rates for the Information Technology and Life Science industries for Virginia Tech's consideration.

| Labor Classification        | Pay Rate Range  | Junior Level<br>Bill Rate<br>(1-3 years) | Mid-Level<br>Bill Rate<br>(3-6 years) | Senior Level<br>Bill Rate<br>(6+ years) |
|-----------------------------|-----------------|------------------------------------------|---------------------------------------|-----------------------------------------|
| Accountant                  | \$18.00-\$27.00 | \$36.17                                  | \$41.84                               | \$49.08                                 |
| Carpenter                   | N/A             | N/A                                      | N/A                                   | N/A                                     |
| Computer Support Specialist | \$20.00-\$32.00 | \$35.00                                  | \$41.50                               | \$52.00                                 |
| Cook                        | N/A             | N/A                                      | N/A                                   | N/A                                     |
| Dishwasher                  | N/A             | N/A                                      | N/A                                   | N/A                                     |
| Electrician                 | N/A             | N/A                                      | N/A                                   | N/A                                     |
| Equipment Operator          | N/A             | N/A                                      | N/A                                   | N/A                                     |
| Administrative Assistant    | \$18.00-\$25.00 | \$33.64                                  | \$37.13                               | \$41.29                                 |
| Farm Worker                 | N/A             | N/A                                      | N/A                                   | N/A                                     |
| *Fiscal Technician          | \$12.50-\$16.00 | \$22.00                                  | \$26.00                               | \$30.00                                 |
| Food Service Worker         | N/A             | N/A                                      | N/A                                   | N/A                                     |
| General Laborer             | N/A             | N/A                                      | N/A                                   | N/A                                     |

## Virginia Tech – Temporary Employment Services – RFP #49302207

|                                                |                 |         |         |         |
|------------------------------------------------|-----------------|---------|---------|---------|
| <b>*Graphic Artist</b>                         | \$24.00-\$40.00 | \$41.79 | \$52.00 | \$63.25 |
| <b>Grounds Worker</b>                          | N/A             | N/A     | N/A     | N/A     |
| <b>Housekeeping Worker</b>                     | N/A             | N/A     | N/A     | N/A     |
| <b>General Laborer / Special Projects Crew</b> | N/A             | N/A     | N/A     | N/A     |
| <b>Laboratory Technician</b>                   | \$19.36-\$27.35 | \$37.52 | \$41.99 | \$46.66 |
| <b>Mechanic</b>                                | N/A             | N/A     | N/A     | N/A     |
| <b>*Office Clerk</b>                           | \$10.00-\$13.50 | \$20.00 | \$25.00 | \$28.00 |
| <b>Painter</b>                                 | N/A             | N/A     | N/A     | N/A     |
| <b>Programmer</b>                              | \$35.00-\$60.00 | \$56.00 | \$80.00 | \$95.00 |
| <b>*Help Desk Technician</b>                   | \$17.00-\$30.00 | \$32    | \$37.00 | \$46.00 |
| <b>*IT Security Analyst</b>                    | \$42.00-\$60.00 | \$68.00 | \$80.00 | \$95.00 |
| <b>Systems Analyst</b>                         | \$31.00-\$50.00 | \$51.00 | \$68.00 | \$80.00 |
| <b>Security Guard</b>                          | N/A             | N/A     | N/A     | N/A     |
| <b>Trades Worker</b>                           | N/A             | N/A     | N/A     | N/A     |
| <b>Food Service Assistant / Server</b>         | N/A             | N/A     | N/A     | N/A     |
| <b>Warehouse Worker</b>                        | \$17.67-\$27.08 | \$35.28 | \$39.49 | \$36.20 |
| <b>*Web Designer</b>                           | \$27.00-\$45.00 | \$51.00 | \$62.61 | \$73.46 |

### **Record Keeping Processes**

Apex Systems requires that contractors provide detailed proof of all time and expenses and submit these along with client approvals and supporting documentation on a weekly basis. Once contractors have provided the necessary documentation, the branch accounting representative reviews all documentation against client approvals and ensures that client billing agreements are adhered to. Once verified, the field accountant will submit the time for both pay and bill.

Both pay and bill functions are handled by the Oracle PeopleSoft database system and run through a series of systematic checks based on both the client-level guidelines and individual contractor and project funding agreements (PO, SOW, Contract Exhibits, Job Records, etc.) as noted below.

Once verified by system checks, a draft invoice is generated. A designated billing specialist will again review all supporting documentation against invoice items and ensure that client requirements are met as noted below. Once verified, the invoice is finalized in our system and an invoice is generated. The billing specialist will ensure that the invoice is submitted in the preferred client format, including customized paper invoices and client-managed Vendor Management Systems (VMS).

### **Procedure for Potential Billing Issues**

To ensure that our accounting records are maintained at a high level of timeliness and accuracy, we will dedicate a billing analyst and a local field accounting representative to Virginia Tech. Apex billing analysts work closely with field accounting and systems representatives to identify invoice discrepancies, as well as ensure that billing stays within client budgetary limits and that requests for periodic accounting records and reports are quickly met. If a payment discrepancy occurs, Apex conducts additional research to determine the source. If the error is due to an incorrect bill rate entered in the system, we will correct the invoice and bill for the remaining balance. If we bill the incorrect number of hours worked, we process and adjustment to correct the contractor's timecard.

## Qualifications and Experience

As an industry leader and a current supplier to Virginia Tech, Apex is poised to continue providing complete, quality, end-to-end solutions in support of Virginia Tech's staffing objectives as outlined within the scope of this RFP.

Since 2017, Apex has placed over 120,000 technical professionals with our clients and executed more than 4,000 statements of work (SOW). We service over 1,100 clients and had over 30,000 resources on assignment in 2016. Our client portfolio includes some of the world's leading companies and government entities. Apex operates more than 65 branches across the United States and Canada, including four branches in Virginia, and continues to grow that number each year.

Apex is an expert in the delivery of IT staffing and services. As an industry-leading firm, we are capable of fulfilling requirements for all IT roles, including all IT and Life Science related roles listed in Attachment B. Apex is capable of, and has the proven experience, supporting requirements in all major IT skill areas from entry level to senior and managerial level. The following sections further demonstrate our qualifications and experience in providing temporary employment services.

### Higher Education Experience

Apex has a focus on strong relationships with higher education clients. Apex understands the unique challenges a higher education institution faces and has provided solutions to the top universities in the country. Virginia Tech will benefit from Apex's experience in supporting higher education clients.

**Apex has placed over 1,900 IT resources in the education sector since 2017 and currently supports over 40 higher education clients nationwide.**

Examples of our higher education clients are as follows:

- Five of the Top 10 Research Universities in the U.S.
- Twenty Medical Research Universities
- Four Higher Education Institutions in Virginia

### Skill Practice Groups

Apex has 15 skill practice groups that are made up of practice directors, technical screeners, and skill-focused recruiters.

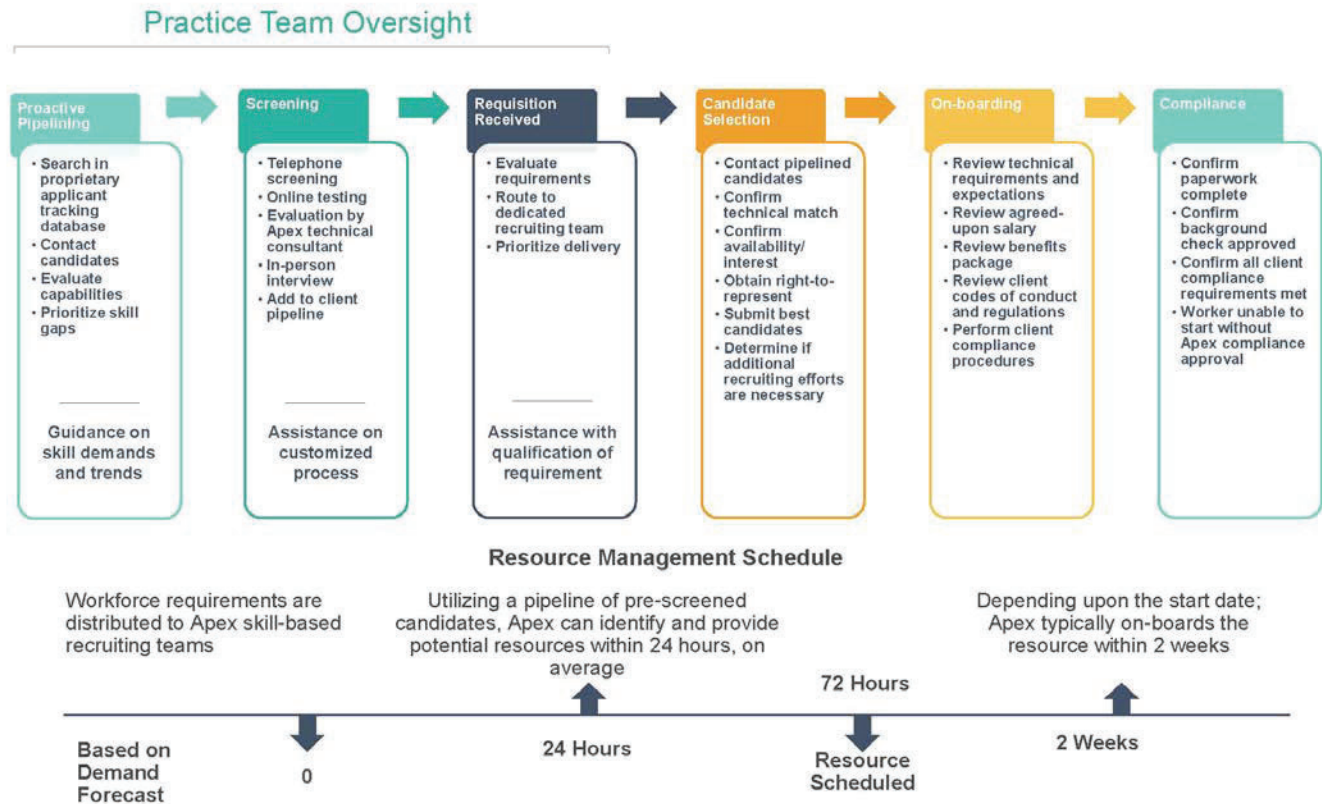
- A practice director, who is a technical subject matter expert (SME) in one or more fields of IT, leads each group. The practice director qualifies high-level client requirements, creates technical training for recruiters, and stays abreast of key IT trends in his or her respective area of expertise
- Our skillset-focused recruiters in each practice group receive training from the practice leaders to improve their knowledge and screening capabilities. They are responsible for sourcing candidates, performing the first level of screening, and proactively building out candidate pipelines in each skill area
- An expert technical screener, who is also a SME in one or more fields of IT and currently works within his or her field, provides an additional layer of screening to ensure candidates have the requisite skills to meet Virginia Tech's requirements

The skill practice groups enhance our ability to source, place hard-to-fill skillsets, and ensure that only candidates that pass thorough technical screening are presented to our clients. Our innovative skill practice groups benefit Virginia Tech by ensuring that we correctly qualify the position requirements, efficiently recruit the right technical resources, and thoroughly screen the candidates before submitting their resumes to Virginia Tech. The table below displays our ability to source and place resources within these skillsets.

| Practice Area                            | Nationwide Placements<br>Since 2012 |
|------------------------------------------|-------------------------------------|
| Technical Support                        | 23,668                              |
| Project Management and Business Analysis | 18,235                              |
| Networking                               | 9,116                               |
| Data and Business Intelligence           | 6,290                               |
| Java/Open Source                         | 5,079                               |
| Telecom                                  | 4,016                               |
| Quality Assurance                        | 3,622                               |
| Microsoft                                | 3,461                               |
| Information Security                     | 2,691                               |
| Healthcare IT                            | 2,107                               |
| Enterprise Software                      | 938                                 |
| Legacy Systems                           | 620                                 |
| Mobile Development                       | 439                                 |
| Digital                                  | 235                                 |
| Cloud                                    | 211                                 |



## Recruiting Process



### Apex Recruiting Process

Apex's recruiting process provides multiple advantages to our clients including:

- **Experienced Team** – Expert recruiters with extensive technical and delivery experience who maintain personal relationships with candidates
- **Technology** – Multiple AI, machine learning, and process automation tools to augment and optimize the delivery process
- **Elite Candidate Qualification Program** – Customized screening program to ensure technical aptitude of candidates

The first step in our recruiting process is a thorough qualification to ensure an understanding of Virginia Tech requirements to discover the characteristics beyond the established job descriptions that will make our consultants successful. Then we use our best-in-class recruiting, screening, and compliance process to ensure that the candidates we are supplying are the best fit for the project. The graphic below outlines our full recruiting process in more detail:

### Apex Screening Process



## Virginia Tech – Temporary Employment Services – RFP #49302207

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Apex delivery teams use a thorough and proven screening process to establish a pool of viable candidates for each client. Our process is flexible and can accommodate additional client requirements. Our process is focused on answering 3 criteria:

- Does the candidate fit Virginia Tech's environment?
- Does the candidate have the skills necessary to do the job?
- Is the candidate reliable?

Should Virginia Tech have any special screening requests, Apex will gladly implement a customized solution.

To screen candidates, all Apex recruiters and account managers use a best practice process that includes the following elements:

- **Telephone Screening** – Apex uses this initial screen to verify candidates' basic skill proficiencies, availability, and overall interest in a position to establish a pool of potential candidates.
- **Skill Proficiency Testing** – Using the services of our technical aptitude verification partners, IKM TeckChek and Coderbyte, our recruiters can further assess a candidate's skill proficiency by testing the candidate's technical skills.
- **In-Person/Virtual Interview** – During this interview, our recruiter and/or technical screener evaluate the candidate's technical aptitude, professional demeanor, and overall commitment to the proposed assignment.
- **Technical Screening** – Technical SMEs from our Skill Practices perform in-depth technical evaluations. These screeners ask thorough and highly technical questions that are specific to the client's job requirements.
- **Technical Reference Checks** – Apex recruiters verify a minimum of two managerial references to verify candidates' past performance and job history.

Based on the screening steps described, if a candidate meets all the requirements and has the professional and intangible skills required to support Virginia Tech's requirements, the Apex account manager will submit the candidate's resume to the client stakeholder and coordinate an initial client interview.

Our philosophy is that every candidate must meet all three of the above criteria in order to move forward in the process. This standard is essential to appropriately assess the candidate's commitment to the client and to ensure a custom fit with Virginia Tech's culture.

### Qualification and Client Pipeline

Apex is committed to sourcing and delivering top quality professionals with the skills required as stated in SW2. Our experience shows that meeting with clients to gather the technical and non-technical requirements of a position is the best way to confirm we source the best

## Virginia Tech – Temporary Employment Services – RFP #49302207

candidates. After this kick-off meeting, the account manager collaborates with the local delivery team to evaluate the requirements and create a recruiting plan for the client. Qualifying the position includes, but is not limited to:

- Gaining an understanding of the business driver behind the open position(s)
- Gathering job descriptions and critical skills required
- Discussing pre-screening questions and any required testing
- Gaining an understanding of the technical and cultural environment in which the consultant will work
- Reviewing budget and contract duration

Skill-focused recruiters in the local branch use the recruiting plan to build and maintain a customized pool of candidates specific to Virginia Tech's program initiatives. **Having a tailored pool of candidates ensures we can deliver at the staffing level required and streamlines our placement process.**

### Apex Elite Qualification Program

Providing top quality candidates is part of Apex's commitment to delivering high quality services to our clients. To deepen our commitment to delivering top quality candidates, we developed the Apex Elite Qualification Program (EQP). This program provides deeper and more comprehensive skill evaluations of candidates compared to traditional methods found in the industry. **On average, 'elite-qualified' candidates are 24% more likely to be selected by our clients over our competition.** On our current contract, our 'elite-qualified' candidates have a 60.47% fill ratio which highlights the success of this program for our clients.

## Apex's Innovation

With the current trends of the labor market, there is an increased demand for innovative staffing solutions as an industry. As industry leaders, Apex is at the forefront of providing our clients with 21<sup>st</sup> Century staffing solutions by maintaining a robust alumni network, creating meaningful development opportunities, and leveraging our Associate Vendor



### Apex Talent Cloud

Pipeline of 20+ million candidates, global applicant flow, and direct feeds



### Automation Tools

Ecosystem of marketing outreach, sourcing, screening, and BOT automation tools



### Virtual Bench

Skill focused recruiting teams with technical expertise that maintain active candidate bench



### Optimized Value

Accelerated time to fill, improved candidate quality, and on time project execution

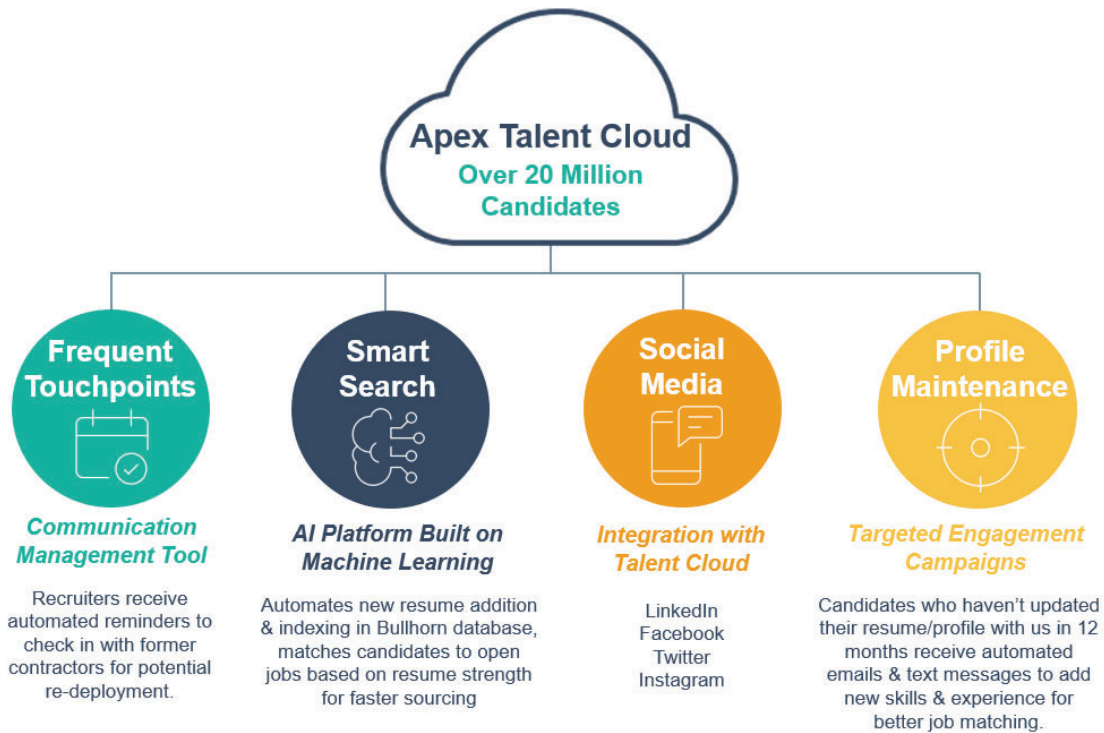
Program. Our clients receive these resources in addition to our skill-focused recruiting teams.

The following section details these programs—many of which will be used throughout this contract by our recruiters to source the best talent possible for Virginia Tech.

### Apex Talent Cloud

Apex's Talent Cloud includes Bullhorn, our applicant tracking system (ATS) and database, Cybercoders database, as well as the DaXtra Search tool that is used for continuous sourcing. **The Talent Cloud gives our recruiters access to over 20 million candidates throughout North America.** Additionally, our skill-focused recruiters add over 20,000 new candidate resumes to our database each week. Bullhorn is integrated with major professional networking and employment search sites such as Monster, CareerBuilder, LinkedIn, Indeed, Dice, Clearance Jobs, Craigslist, and IKM TeckCheck, our technical aptitude verification partner.

To meet our clients' staffing needs, Apex skill-focused recruiters are continuously searching for candidates and contacting them to assess their job qualifications. Candidate skill and aptitude information is also tracked in Bullhorn. Our process allows us to be proactive in our pipeline search and makes it possible for our delivery teams to see similar job openings throughout North America, while viewing pre-screened candidates for those openings. As a result, Apex already has a significant pipeline of candidates in each of the skill areas required Virginia Tech and can provide quality professionals quickly.



### Apex Alumni Program

The Apex Alumni Program was implemented with the purpose of redeploying our highest performing, tried and tested professionals for new assignments. With hundreds of professionals completing assignments each month, Apex places high importance on maintaining frequent communication with Apex Alumni (Alumni). Account and delivery teams stay in frequent communication with our professionals during and post-assignment. Communication can include face-to-face meetings, as well as outreach via social media, automated touch point tools and Apex's Alumni Newsletter. Alumni are also encouraged to join our Talent Network that will automatically send them jobs based on their skill set and preferences.

Furthermore, Apex's staff includes replacement coaches that have calls with delivery managers to go over the performance reviews of talent. Replacement coaches use the quarterly reviews and performance results to help identify Alumni that are a good fit for other assignments. Accessing performance history within our ATS is valuable for identifying high quality performers and creating an Alumni pipeline. Virginia Tech will benefit by having access to skilled candidates with a proven history of performance with specific clients, skill sets and industries. We never miss a chance for re-engaging and redeploying our highest proven professionals with Apex's Alumni Program.



### Referrals

Apex had over 44,000 professionals on assignment in 2021, making us one of the largest employers of IT, Clinical and Scientific professionals in the United States. As a result, we have relationships with a significant percentage of the IT and Life Sciences talent available, including those who may have insight into the skills needed by Virginia Tech of Virginia Tech. **We offer an attractive referral bonus program and use extensive relationships with other professionals to access professionals interested in a new career.** Furthermore, many professionals referred to Apex are seeking a career change but have not posted their resumes on job boards giving our clients **exclusive access** to these potential candidates.

### STEM Partnerships and Programs

Apex works with over 70 STEM partners across the country to foster, through training, a new generation of resources in the newest technologies. **STEM partners increase our access to candidates with emerging skill sets and increase our talent pipeline with the most in-demand talent nationwide.** Utilizing this pipeline, we match qualified talent with our clients' technical needs. Training and Continuous Development Providing continued education and customized stand-alone training programs for our workforce has been a hallmark of our service offerings and will continue to be important for the future. While training has always been an essential part of talent retention and driver of positive business outcomes, it is becoming more essential for generating the right workforce to keep up with technology changes. In addition to leveraging STEM partnerships to build talent pipelines, Apex works with our clients to assess the technical requirements for in-demand resources. Assessments are used to create strategies for training our incoming and current Workforce. Apex Talent University (ATU) offers the following customizable training and professional development programs for both STEM Partnership graduates and current industry professionals alike: Customized Onboarding During the onboarding process, Apex ensures that all of our consultants are trained and ready to be productive on the first day of the assignment. Onboarding training can include Apex requirements, client processes and procedures, technical training if necessary and shadowing. This training is customizable to the client's requirements.

## Virginia Tech's Apex Systems Team

Apex Systems has a longstanding history with Virginia Tech. Since 2017, we have placed 56 professionals and have valued our partnership. A unique connection to your institution, Apex Systems was founded by Virginia Tech graduates and our leadership is very involved with making the Hokie Community thrive. From the Apex Center—founded by our founders Brian Callaghan, Ted Hanson, Win Sheridan, and Jeffrey Veatch—giving students entrepreneurial opportunities throughout their

undergraduate career to our on- and off-campus involvement, Apex has shown we are true partners of Virginia Tech.

Virginia Tech will be served by our Account Manager Lindsay Wirt who currently supports and will continue to support Virginia Tech. Lindsay will serve as the day-to-day point of contact for Virginia Tech and will be in charge of high-touch communication with the Tech team. Prior to joining Apex, Lindsay spent four years in the real estate industry as licensed realtor based in New York City before becoming an Account Executive with the Roanoke Times in Roanoke, VA. In this role, she excelled in customer service, vendor relations, scheduling, planning, and budget management. Since joining Apex nearly three years ago, she has used these skills to build successful partnerships with various clients throughout the Valley. She has successfully supported higher education, retail, finance, and Fortune 500 clients. Lindsay began supporting Virginia Tech in 2019, providing staff augmentation services to help the university increase productivity and meet its business objectives. In 2021, Lindsay began working with Virginia Tech in a consulting engagement focused on cloud data strategies.



#### **Account Management and Delivery**



Matthew will serve as the initial escalation point of contact for the Virginia Tech account. As Apex's Greensboro branch Managing Director, Matthew is directly responsible for overseeing the Virginia Tech account team and Apex's account performance. He oversees operations at the local branch level; he will ensure that the Roanoke team is meeting Virginia Tech's expectations for customer service, quality and responsiveness as well as review performance on any Virginia Tech SLAs. He will coordinate with the Virginia Tech team to determine the best strategy to ensure both Apex and Virginia Tech are satisfied with our service. Matthew has been with Apex for 18 years—with nine of those as Managing Director. He has supported several complex enterprise organizations in various industries and has worked with other higher education institutions.

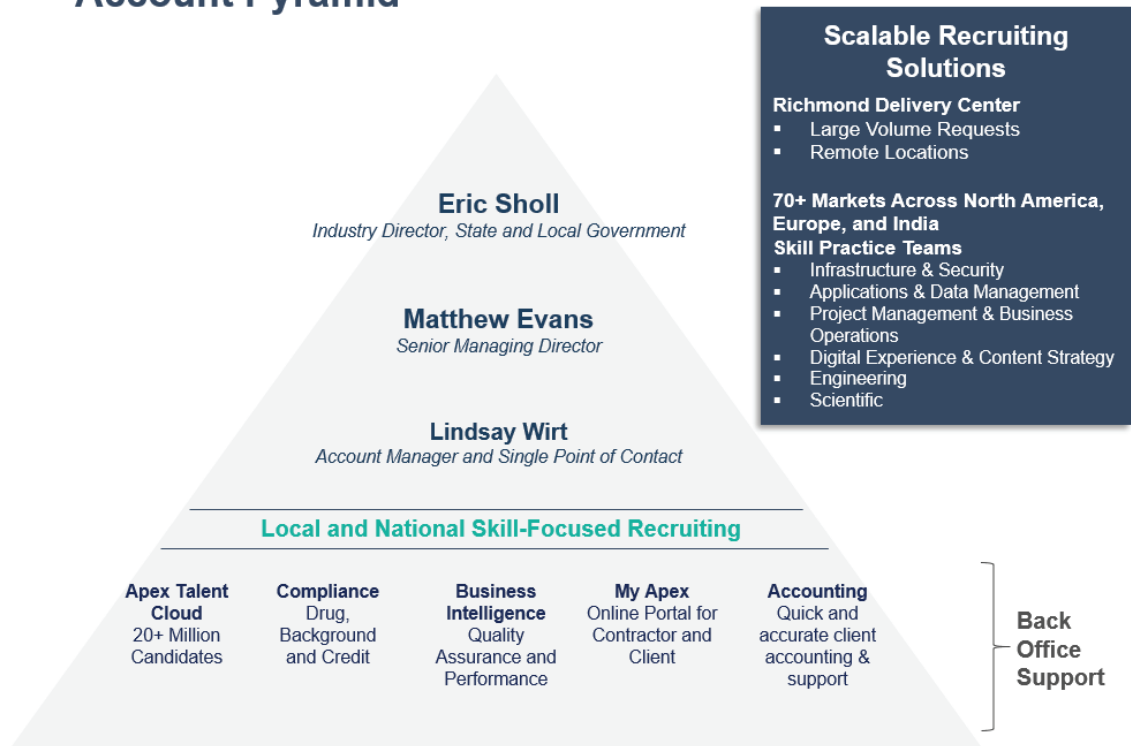
#### **Eric Sholl, Industry Director State and Local Government**

As the Industry Director of State and Local Government accounts, Eric Sholl will serve as the point of contact to manage various field offices throughout the Valley. He will handle the strategic oversight from a state-level perspective. Eric will align all of our Virginia and, if necessary, North Carolina branch offices to support Virginia Tech and leverage our footprint throughout the Valley for all locations. Eric will continue to directly work with Account Manager Lindsay Wirt and the Virginia Tech Account and Delivery Teams to ensure service excellence for Virginia Tech.



Throughout his career, he has helped establish valuable relationships with clients, such as State, Local and Education Industry accounts, as well as multiple government services systems. Eric joined Apex in 2006 as a technical recruiter focusing on IT, Engineering and Government Services, where he was a valuable and productive asset and leader. Following several successful years as an Account Executive, Eric was again promoted to his current position responsible for business development and overall account management for specific Government Service portfolio accounts, such as State/Local, Federal Government, systems integrators, and DOD. Over the past 15 years Eric has been a valuable team member and is well-versed in the trends and factors that impact Virginia Tech.

Account Pyramid



Back Office Support

Apex has invested in back office infrastructure that will support Virginia Tech’s program from initial receipt of requirement through consultant off-boarding. Our back office teams have extensive experience implementing unique requirements for our clients and fulfilling specialized needs. These teams focus on executing our clients’ compliance, legal, reporting, and invoicing requirements. Apex’s back office teams operate with robust controls in place to minimize risk to Virginia Tech. Apex is committed to conducting business ethically and, as a publicly traded entity, we comply with all relevant standards, regulations and policies pertaining to employment, wages, taxes and benefits. In addition to having formal controls in place, Apex’s back office teams stay current with pertinent standards, regulations, and policies. Teams proactively create, update



## Virginia Tech – Temporary Employment Services – RFP #49302207

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and enforce department policies and procedures to comply with the latest state, federal and local employment laws. Additional details about Apex's back office teams are available upon request.

## References

[REDACTED], Virginia Tech

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED] Virginia Tech Transportation Institute

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## SWaM Utilization Plan

Apex is a Large Business and cannot be classified as SWaM; however, we have a robust Diversity and Inclusion program in which we use subcontracting partners to enable our clients to meet SWaM goals. We will make every effort to mirror Virginia Tech's SWaM spend goals. In the following section, we have outlined our Associate Vendor Program which we will utilize to complement our own sourcing strategies. Apex values Virginia Tech's commitment to diversity and forms a true partnership with our subcontractors—providing them meaningful engagement opportunities which allow them to grow further.

### Diversity Success

- **Over 50 proven certified diverse partners** within our Associate Vendor Program who are able to supplement our diversity efforts
- **\$202 Million in Spend in 2019** with Certified Diverse Suppliers, **87% of total Tier II Payout**
- **53%** of Apex's **internal workforce** is currently comprised of **women**
- **37%** of Apex's **consultant workforce** is currently comprised of **women**
- **52%** of Apex's **consultant employees** self identify as **diverse**
- In 2020 we supported **over 800 Veterans** transition into new career paths with our clients
- Provided diversity and Veteran hiring best practice presentations and reporting capabilities for various clients

### Testimonial

*"The professionalism, preparation, and execution of helping me get employment was far above and beyond from anything I had experienced to date. As a retired Navy Veteran, I can't thank [Apex] enough. What a superstar team!"*

*– Apex Veteran consultant*

### Associate Vendor Program

Apex has a formal Associate Vendor Program (AVP) that includes a community of over 50 vetted and proven certified diverse suppliers to supplement our staffing services. These partners are certified minority, women, other diverse-owned firms or historically underutilized businesses. Our AVP enables Apex to support all of our clients' diversity initiatives, while building and maintaining a customized pipeline of high-quality candidates. Our diverse partners are specifically chosen based on

their ability to provide our clients true value through quality, price and innovation.

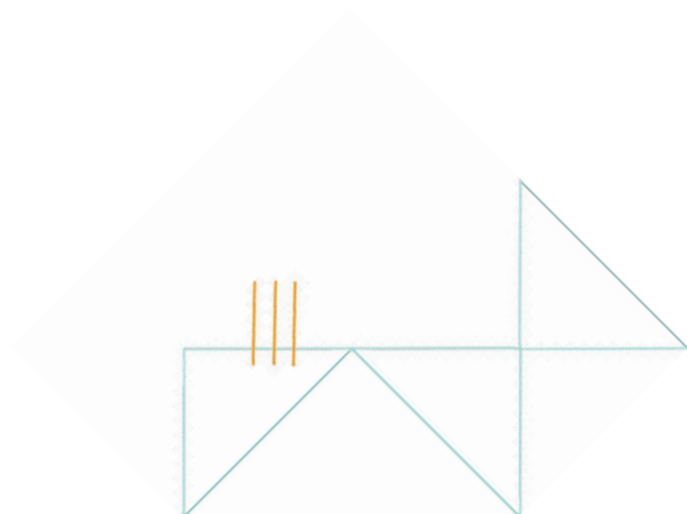
Apex has enhanced our ability to provide top candidates and help clients reach their diversity goals with our new Associate Vendor Management App (AV App). Through the AV App, Apex account and delivery teams can perform vendor checks and review vendor details in real time. They can also access compliance documents and notes from previous placements with a vendor, which gives us greater ability to provide candidates from only the best partners and partners approved for specific clients.

**Benefits of the AV Management App:**

- Ability to search all known vendors and review their standing, capabilities, location (including countries served), business status, and contact information
- Ability to leave vendor specific notes for other Apex users to reference
- Ability to access certain vendor documents directly
- Ability to view approved clients associated with each vendor
- Ability to search placements associated with each vendor (including visa type and employer of each consultant)
- Automatic live data updates from our applicant tracking system Bullhorn



# Appendix





APEX  
SYSTEMS

# Pricing Documentation

| <b>Job Title</b>                                                                                                                                                                                                                                                                                                               | <b>Jr. Bill Rate<br/>(3 years)</b> | <b>(0- Mid Bill Rate<br/>(3-6 years)</b> | <b>Sr. Bill Rate<br/>(7+years)</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|------------------------------------|
| .NET Architect                                                                                                                                                                                                                                                                                                                 | n/a                                | n/a                                      | \$156.29                           |
| Architects typically will have 10+ years of experience. Junior Level Architects will have more hands-on development experience, where Senior Architects are going to be further removed from hands on coding. All architects will have strong design experience.                                                               |                                    |                                          |                                    |
| .NET Developer                                                                                                                                                                                                                                                                                                                 | \$65.55                            | \$89.55                                  | \$104.16                           |
| Developers with experience in ASP.NET, ASP.NET MVC, C#, or VB.NET, JavaScript, HTML, CSS, Developers and Consumers of WebServices (SOAP and/or REST), WCF, Web API, Entity, LINQ, SQL, T-SQL, SSIS/SSRS                                                                                                                        |                                    |                                          |                                    |
| Advanced JavaScript Developer                                                                                                                                                                                                                                                                                                  | \$86.22                            | \$104.02                                 | \$117.90                           |
| Developers who focus on front-end development/client side and work with JavaScript and Advanced JavaScript Frameworks such Angular, Backbone, Bootstrap, Ember, Knockout, Node, React, etc.. These developers will also work with HTML, CSS and have Responsive Web Design (RWD) experience.                                   |                                    |                                          |                                    |
| Agile Coach                                                                                                                                                                                                                                                                                                                    | \$95.76                            | \$112.39                                 | \$129.25                           |
| Experience in Agile Coach role, not just as Scrum Master. Experience leading Agile teams, defining Agile approach, principles and practices, and coaching leaders and team in Agile ways of working. Agile Certification(s).                                                                                                   |                                    |                                          |                                    |
| Android Developer                                                                                                                                                                                                                                                                                                              | \$87.12                            | \$116.41                                 | \$134.46                           |
| Developers with experience in Android, Java, XML, JSON, Consuming Web Services, Developing the UI in code and using GUI tools                                                                                                                                                                                                  |                                    |                                          |                                    |
| Automated Tester                                                                                                                                                                                                                                                                                                               | \$75.31                            | \$82.06                                  | \$95.27                            |
| Manual and Automated testing skills. Technologies may include Quality Center, UFT, Selenium, JMeter, SoapUI, SQL, etc. Experience level depends on if they're running automated scripts vs. building/creating automated test scripts.                                                                                          |                                    |                                          |                                    |
| Big Data Engineer/Architect                                                                                                                                                                                                                                                                                                    | \$113.68                           | \$133.51                                 | \$159.36                           |
| Responsible for designing and building data processing pipelines for structured and unstructured data using tools and frameworks                                                                                                                                                                                               |                                    |                                          |                                    |
| Business Analyst                                                                                                                                                                                                                                                                                                               | \$68.41                            | \$78.10                                  | \$87.73                            |
| 3-7 years of experience and a strong understanding of SDLC, Agile and/or Waterfall methodologies, JAD and UAT session facilitation, and systems and data analysis. Proficient in SQL and experience creating test plans and test scripts.                                                                                      |                                    |                                          |                                    |
| Citrix Engineer                                                                                                                                                                                                                                                                                                                | \$71.92                            | \$87.57                                  | \$104.39                           |
| Responsible for ensuring the reliability and stability of platforms and applications and maintaining all aspects of the Citrix Environment. They are responsible for design, build, and day-to-day operations of Citrix environment. Experienced in virtualization.                                                            |                                    |                                          |                                    |
| Cloud Security Engineer                                                                                                                                                                                                                                                                                                        | \$120.75                           | \$142.49                                 | \$168.13                           |
| Cloud Security Engineers are responsible for building highly secure cloud platforms; responsible for developing customer facing security functionality and platform security. Cloud security engineers have experience with security & penetration testing experience in application, network, platform and hardware security. |                                    |                                          |                                    |

|                                                                                                                                                                                                                                                                                                                                                              |         |          |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|----------|
| Cloud/Infrastructure Architect                                                                                                                                                                                                                                                                                                                               | N/A     | N/A      | \$156.20 |
| Responsible for overseeing the Cloud strategy. They have experience in cloud adoption plans, cloud application design, and cloud management and monitoring. Cloud architects oversee application architecture and deployment in cloud environments.                                                                                                          |         |          |          |
| Cloud/Infrastructure Engineer                                                                                                                                                                                                                                                                                                                                | N/A     | \$127.62 | N/A      |
| Responsible for the development of web applications and tools within an AWS Cloud platform. They will have experience with programming languages such as Java, .NET, PHP, Ruby, etc. They will have experience with Puppet, Chef, Ansible, or SaltStack. Other technologies they may work with include: Docker, NoSQL.                                       |         |          |          |
| Cognos (Reports) Developer                                                                                                                                                                                                                                                                                                                                   | \$71.59 | \$84.24  | \$101.52 |
| Responsible for designing, developing and deploying of BI systems and data warehouses using BI tools. They will have specific experience with IBM Cognos and will work with other BI tools.                                                                                                                                                                  |         |          |          |
| Data Miner                                                                                                                                                                                                                                                                                                                                                   | \$92.03 | \$118.34 | \$146.74 |
| Responsible for developing data pipelines and analyze real-time data. They develop applications to create information from historical and current data.                                                                                                                                                                                                      |         |          |          |
| Data Modeler                                                                                                                                                                                                                                                                                                                                                 | \$72.51 | \$86.22  | \$106.26 |
| Responsible for building out logical and physical data models. They have experience with relational database modeling and building normalized and de-normalized databases.                                                                                                                                                                                   |         |          |          |
| Data Scientist                                                                                                                                                                                                                                                                                                                                               | \$93.10 | \$119.03 | \$149.39 |
| Responsible for designing predictive analytics code and applications. They convert algorithms to machine learning code using Python, R, and related libraries                                                                                                                                                                                                |         |          |          |
| Data Warehouse Developer                                                                                                                                                                                                                                                                                                                                     | \$89.33 | \$109.22 | \$132.81 |
| Responsible for data modeling, and semantic/business layer development. They have experience with SSAS, SAP BW, OBIEE, or Microstrategy                                                                                                                                                                                                                      |         |          |          |
| Data Center Engineer                                                                                                                                                                                                                                                                                                                                         | \$78.00 | \$95.36  | \$111.02 |
| Responsible for maintaining data centers. Responsibilities may include racking and cabling servers and other equipment, performing network infrastructure cabling, maintaining optimal A/C and power conditions for data centers, hardware installation and configuration in production and staging environments, Windows and/or Unix server administration. |         |          |          |
| DevOps Engineer                                                                                                                                                                                                                                                                                                                                              | \$81.33 | \$101.25 | \$124.66 |
| These engineers have a development and systems/operations (typically Unix/Linux) background. They have the ability to develop and write scripts along with systems experience. They will have experience in configuration and will work with tools such as: Puppet, Chef, Ansible, or SaltStack, and Git and Docker.                                         |         |          |          |
| Digital Content Strategist/Manager                                                                                                                                                                                                                                                                                                                           | \$78.33 | \$87.19  | \$104.20 |
| Responsible for Overseeing the planning, development and acquisition of content for online sites or assigned market segment. They create social media engagement strategy and use Web Analytic (Google/Adobe) reports to determine best marketing strategies.                                                                                                |         |          |          |
| ETL Developer                                                                                                                                                                                                                                                                                                                                                | \$78.79 | \$93.94  | \$113.29 |



ETL developers have experience with ETL job design, development, unit testing, and support. They are experience in dimensional modeling, design schemes, data integration and data modeling. They will have experience with tools such as: Informatica, DataStage, SSIS, or SAP Data Services, Talend.

|                  |         |         |         |
|------------------|---------|---------|---------|
| Graphic Designer | \$46.64 | \$58.04 | \$70.60 |
|------------------|---------|---------|---------|

Graphic Designers are more your artists – they pick design logos and make things look visually appealing.

|                      |         |          |          |
|----------------------|---------|----------|----------|
| Hadoop Administrator | \$85.66 | \$115.52 | \$141.97 |
|----------------------|---------|----------|----------|

Responsible for managing large scale distributed computing environments. They will manage Hadoop clusters and ecosystems

|                  |          |          |          |
|------------------|----------|----------|----------|
| Hadoop Developer | \$101.30 | \$137.83 | \$165.55 |
|------------------|----------|----------|----------|

Responsible for developing data related applications. They work with building pipelines using streaming and batch data processing.

|                             |         |         |          |
|-----------------------------|---------|---------|----------|
| Informatica (ETL) Developer | \$78.79 | \$93.94 | \$113.29 |
|-----------------------------|---------|---------|----------|

Responsible for developing, implementing, and testing data movement solutions. Experienced in designing and developing Informatica ETL mappings, developing and testing ETL jobs. They work with the Informatica tool in addition to ETL development.

|               |         |          |          |
|---------------|---------|----------|----------|
| iOS Developer | \$81.65 | \$108.08 | \$132.94 |
|---------------|---------|----------|----------|

Developers with experience in iOS, Objective C and/or Swift, XML, JSON, Consuming Web Services, Developing the UI in code and using GUI tools

|                  |         |         |          |
|------------------|---------|---------|----------|
| IT Audit Analyst | \$79.33 | \$91.23 | \$104.91 |
|------------------|---------|---------|----------|

IT Audit Analysts assist the Internal Audit team in their execution of the risk assessment process, audit plans, and other audit matters or special projects. IT Audit Analysts perform technical and operational audits, reviews of key internal control procedures in connection with regulatory or internal control testing, and assist with the coordination and execution of external audits.

|                       |         |         |          |
|-----------------------|---------|---------|----------|
| IT Compliance Analyst | \$86.05 | \$98.97 | \$113.80 |
|-----------------------|---------|---------|----------|

The Compliance Analyst ensures products and processes for assigned business units are in compliance with applicable laws and regulations. He/she participates in the development of compliance policies and procedures, and monitors compliance within assigned business lines through review of self-assessments and periodic testing.

|                      |         |         |         |
|----------------------|---------|---------|---------|
| ITSM Process Analyst | \$63.17 | \$76.66 | \$93.76 |
|----------------------|---------|---------|---------|

Responsible for defining, documenting, monitoring and analyzing IT processes within the Information Technology Infrastructure Library (ITIL) framework.

|                |          |          |          |
|----------------|----------|----------|----------|
| Java Architect | \$145.32 | \$158.76 | \$202.86 |
|----------------|----------|----------|----------|

Architects typically will have 10+ years of experience. Junior Level Architects will have more hands-on development experience, where Senior Architects are going to be further removed from hands on coding. All architects will have strong design experience.

|                |         |          |          |
|----------------|---------|----------|----------|
| Java Developer | \$96.60 | \$137.59 | \$152.76 |
|----------------|---------|----------|----------|

|                                                                                                                                                                                                                                                                                                                                                                                          |          |          |          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|
| Developers with experience in Java, J2EE, JSP, Servlets, OOP, JavaScript, HTML, CSS, Struts or Spring (MVC), Spring Core, Hibernate/JPA or EJB, Developers and Consumers of WebServices (SOAP and/or REST), JUnit, RDBMS                                                                                                                                                                 |          |          |          |
| Machine Learning Developer                                                                                                                                                                                                                                                                                                                                                               | \$93.10  | \$119.03 | \$149.39 |
| Responsible for designing analytics code and applications. They use existing libraries in Python, Scala, and R to execute predictive analysis. They can also be software engineers who need a math, statistics, or analytics background.                                                                                                                                                 |          |          |          |
| Manual Tester                                                                                                                                                                                                                                                                                                                                                                            | \$57.67  | \$68.70  | \$81.96  |
| Standard QA tester with limited or no automation experience. Typically perform system testing, regression testing, and/or web services/UI based testing. They are also responsible for creating test cases and test scripts.                                                                                                                                                             |          |          |          |
| MicroStrategy (Reports/BI) Developer                                                                                                                                                                                                                                                                                                                                                     | \$71.59  | \$84.24  | \$101.52 |
| Responsible for designing, developing reports, dashboards, etc. specifically with the MicroStrategy tool. They will have experience in MicroStrategy web customizations and MicroStrategy report design. They may also have experience with MicroStrategy Grid Reports, Dashboards, VLDB settings.                                                                                       |          |          |          |
| Middleware Administrator                                                                                                                                                                                                                                                                                                                                                                 | \$78.49  | \$90.28  | \$106.38 |
| Responsible for installation and configuration, tuning, sizing, and clustering of application server components. They will also do deployments and migrations of components. They work on Websphere, Weblogic, or JBOSS. Knowledge of Java.                                                                                                                                              |          |          |          |
| Middleware Engineer                                                                                                                                                                                                                                                                                                                                                                      | \$84.63  | \$99.48  | \$121.28 |
| Responsible for installation, configuration, tuning, sizing, clustering, deployments and migrations. They develop tools to automate processes. Experience in writing scripts. They work on Websphere, Weblogic, or JBOSS. Knowledge of Java.                                                                                                                                             |          |          |          |
| Mobile Hybrid Web Developer                                                                                                                                                                                                                                                                                                                                                              | \$86.04  | \$109.48 | \$136.74 |
| Developers with experience with JavaScript, HTML/CSS, RWD and/or BootStrap, usually some JavaScript library optimized with some mobile considerations in mind and fluid development (such as Angular or React), and some third party tool such as ionic or PhoneGap                                                                                                                      |          |          |          |
| Network Administrator                                                                                                                                                                                                                                                                                                                                                                    | \$63.18  | \$85.34  | \$98.95  |
| Responsible for maintaining the network. They design and install LANs, WANs, Internet and intranet systems, and network segments. They will have TCP/IP experience and typically have experience in Cisco, or Juniper, or other similar products.                                                                                                                                        |          |          |          |
| Network Architect                                                                                                                                                                                                                                                                                                                                                                        | \$113.69 | \$130.44 | \$144.61 |
| Experience in network infrastructure architecture. Responsible for designing computer networks, including local area networks (LANs), wide area networks (WANs), the Internet, intranets, and other data communications systems. Experience with infrastructure sizing and capacity planning. Expert in routine and switching. Creates, tests, and evaluates networks. Develop roadmaps. |          |          |          |
| Network Engineer                                                                                                                                                                                                                                                                                                                                                                         | \$73.90  | \$94.97  | \$107.70 |
| Responsible for defining and growing the network infrastructure. Experienced with routers, switches, firewalls, load balancing. They will have TCP/IP experience and will work with Cisco, Juniper, or other similar products.                                                                                                                                                           |          |          |          |
| OBIEE (Reports) Developer                                                                                                                                                                                                                                                                                                                                                                | \$71.59  | \$84.24  | \$101.52 |

|                                                                                                                                                                                                                                                    |          |          |          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|
| Responsible for Developing Business Intelligence Related content (reports, dashboards etc.) using Oracle Business Intelligence Enterprise Edition, in general OBIEE developers work with analytical data and generate reports and dashboards.      |          |          |          |
| Oracle Apps Administrator                                                                                                                                                                                                                          | \$111.61 | \$128.40 | \$155.47 |
| Responsible for performance tuning, system optimization, and maintenance of Oracle Applications/Oracle E-Business Suite systems. May handle incidents and determine system/application failures.                                                   |          |          |          |
| Oracle Apps Business Analyst                                                                                                                                                                                                                       | \$111.68 | \$128.78 | \$143.81 |
| Liaise between the business, technology teams and support teams for Oracle Applications/Oracle E-Business Suite projects. Develops requirements, creates functional specifications.                                                                |          |          |          |
| Oracle Apps Developer                                                                                                                                                                                                                              | \$125.57 | \$144.39 | \$169.82 |
| Responsible for development of Oracle applications, providing technical support. Design and develop programs, interfaces, and reports for modules to meet business requirements.                                                                   |          |          |          |
| Oracle Apps Functional Architect                                                                                                                                                                                                                   | \$152.15 | \$177.46 | \$194.34 |
| Provides solution architecture, configuration, and support of Oracle Applications/Oracle E-Business Suite systems. Provides guidance, direction, solution design, and sounds knowledge of Oracle Applications/E-Business Suite base functionality. |          |          |          |
| Oracle Apps Program Manager                                                                                                                                                                                                                        | \$132.55 | \$150.27 | \$164.58 |
| Program Manager who manages Oracle Apps enterprise project managers and programs. Will have a foundation in formal project management.                                                                                                             |          |          |          |
| Oracle Apps Project Manager                                                                                                                                                                                                                        | \$127.70 | \$144.88 | \$161.24 |
| Responsible for managing Oracle Applications/Oracle E-Business Suite projects. Ensure all targets are met on time on budget and on quality. Create and maintain project schedule and scope.                                                        |          |          |          |
| Oracle Apps Technical Architect                                                                                                                                                                                                                    | \$152.96 | \$177.49 | \$193.35 |
| Provides technical architecture solution, and support of Oracle Application systems. Provides guidance, direction, design and sound knowledge of Oracle Applications/Oracle E-Business Suite technical functionality.                              |          |          |          |
| Oracle Apps Tester/QA                                                                                                                                                                                                                              | \$111.57 | \$129.44 | \$154.24 |
| Develop test cases, test scripts, testing strategy. Interface with business users for issue resolution around Oracle Applications/Oracle E-Business Suite.                                                                                         |          |          |          |
| Oracle Apps Trainer/Instructional Designer                                                                                                                                                                                                         | \$109.33 | \$126.82 | \$144.88 |
| Trainer/Instructional designer responsible for developing training materials process and technical training materials for Oracle Applications/Oracle E-Business Suite                                                                              |          |          |          |
| Oracle Database Administrator (DBA)                                                                                                                                                                                                                | \$84.20  | \$99.90  | \$122.29 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |          |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|
| Responsible for installation, configuration, patches, security, back-up & recovery, and performance tuning. Senior DBAs will have experience with one or more of the following products: Oracle RAC, Golden Gate, DataGuard or Exadata.                                                                                                                                                                                                                                                                 |          |          |          |
| Oracle Developer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$75.69  | \$88.33  | \$110.32 |
| Responsible for stored procedure development, data modeling, and query optimization                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |          |
| PHP Developer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$69.23  | \$80.71  | \$93.22  |
| Developers who work with the PHP server-side language along with JavaScript, HTML, and CSS.                                                                                                                                                                                                                                                                                                                                                                                                             |          |          |          |
| Program Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$103.56 | \$117.84 | \$133.91 |
| 10+ years of experience. Responsible for 1-4 PMs with a program/portfolio of 5-10 projects and a multi-million dollar budget. Experience managing large-scope, complex programs and projects. Executive leadership skills, strong business acumen, and excellent with risk and issue management / resolution. Experience with complex budget planning, management, and control. Experience implementing business and/or technical processes, monitoring and measuring project results, and coordinating |          |          |          |
| Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$87.85  | \$114.20 | \$129.66 |
| Manage multiple projects simultaneously, managing budgets from 500K to \$2+ million. Experience communicating to all levels of the organization, strong financial management (budgets), effective communicator with strong leadership, time management, risk management, and conflict resolution skills. Experience with multiple methodologies and PM Tools. May have PMP or other cert.                                                                                                               |          |          |          |
| Scrum Master                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$82.40  | \$94.92  | \$111.47 |
| CSM certification or acted as Scrum Master in multiple roles. Knowledge of multiple Agile approaches (Scrum, SAFe, XP, Kanban, etc.) and experience with Agile techniques (user stories, TDD, continuous integration, etc.). May have technical background or previous PM experience.                                                                                                                                                                                                                   |          |          |          |
| Security Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$77.29  | \$91.21  | \$107.62 |
| Information Security Analysts are responsible for the oversight and coordination of information technology security efforts to reduce risks to systems and applications. Security Analysts are also responsible for monitoring, evaluating and maintaining security systems to protect critical information assets from internal, as well as external threats and vulnerabilities by defining information protection standards and controls.                                                            |          |          |          |
| Security Architect                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$100.05 | \$118.06 | \$139.31 |
| Security Architects determines security requirements by evaluating business strategies and requirements; researching information security standards; conducting system security and vulnerability analyses and risk assessments; studying architecture/platform; identifying integration issues; preparing cost estimates.                                                                                                                                                                              |          |          |          |
| Security Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | \$96.13  | \$113.44 | \$133.85 |
| Information Security Engineers are responsible for performing all functions required to support day-to-day data security operations, supporting and maintaining a broad suite of information security infrastructure, accountable for security and networking infrastructure component availability and integrity, monitoring compliance with IT security policy, and coordinating investigation and reporting of security incidents. Participate in the planning, design, installation, and            |          |          |          |
| ServiceNow Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$83.58  | \$133.36 | \$150.40 |
| Responsible for the Configuration and Customization of the ServiceNow platform, including workflow creation, building service requests and record producers based off of customer requirements, importing and exporting data between ServiceNow and other systems. Experience with incident, problem, asset, change, service request, configuration management, Knowledge Management, SLAs) in ServiceNow and experience customizing the ServiceNow Platform.                                           |          |          |          |
| ServiceNow Developer/Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$86.76  | \$142.24 | \$158.70 |

Responsible for configuring, developing, and administering core and custom solutions in ServiceNow. Responsible for the integration of enterprise software systems with ServiceNow. May also be responsible for developing content management for ServiceNow solutions.

|                                |  |  |          |
|--------------------------------|--|--|----------|
| Solutions/Enterprise Architect |  |  | \$198.21 |
|--------------------------------|--|--|----------|

This is a very senior level role. They will have both deep technical and strategic business knowledge. They are typically responsible for providing architectural governance, reviewing projects to ensure alignment to architectural and technical strategy. They will almost always have prior experience in multiple IT disciplines and may have worked with one or more programming languages throughout their career. They will have a deep understanding of architectural concept. Some

|                        |         |          |          |
|------------------------|---------|----------|----------|
| Spark/Hadoop Developer | \$94.23 | \$128.21 | \$154.00 |
|------------------------|---------|----------|----------|

Developers are Hadoop/Big Data Developers with Hadoop development and Spark experience. They may also have experience with Spark Streaming.

|                                  |         |         |          |
|----------------------------------|---------|---------|----------|
| SQL Database Administrator (DBA) | \$82.96 | \$98.42 | \$120.48 |
|----------------------------------|---------|---------|----------|

Responsible for installation, configuration, patches, security, back-up & recovery, and performance tuning.

|               |         |         |          |
|---------------|---------|---------|----------|
| SQL Developer | \$75.69 | \$88.33 | \$110.32 |
|---------------|---------|---------|----------|

Responsible for stored procedure development, data modeling, and query optimization

|                  |         |         |          |
|------------------|---------|---------|----------|
| Storage Engineer | \$70.54 | \$91.23 | \$112.11 |
|------------------|---------|---------|----------|

Responsible for designing or monitoring storage systems. They typically are familiar with multiple operating systems. They do installation, monitoring, and upgrades. They have experience with one or more of the following: Brocade, Dell, EMC, Hitachi, HP 3PAR, IBM, NetApp, or Nimble.

|                        |         |         |          |
|------------------------|---------|---------|----------|
| Talend (ETL) Developer | \$78.79 | \$93.94 | \$113.29 |
|------------------------|---------|---------|----------|

Responsible for writing ETL/Data Integration code/apps using Talend application. An average developer has good database and BI knowledge and can work with different types of data sources.

|             |         |         |          |
|-------------|---------|---------|----------|
| UI Designer | \$82.83 | \$94.01 | \$107.18 |
|-------------|---------|---------|----------|

Responsible for the visual elements. They will be more involved in the project and can come up with solutions to create a better user interface and experience. They work with HTML and CSS.

|              |         |         |          |
|--------------|---------|---------|----------|
| UI Developer | \$71.71 | \$87.07 | \$104.71 |
|--------------|---------|---------|----------|

Developers who focus on front-end development and primarily work with JavaScript, HTML, CSS. They do not typically work with advanced JavaScript Frameworks

|                                  |         |         |         |
|----------------------------------|---------|---------|---------|
| Unix/Linux Systems Administrator | \$62.45 | \$86.79 | \$98.00 |
|----------------------------------|---------|---------|---------|

Responsible for installation, testing, and updating of software on systems. Adding and removing user accounts, managing access and privileges, running backups and monitoring permissions. Perform daily system monitoring. They must also have experience with Unix commands. They will have experience in one or more of the flavors including: AIX, Red Hat, HP-UX, or Solaris.

|                             |         |         |          |
|-----------------------------|---------|---------|----------|
| Unix/Linux Systems Engineer | \$72.54 | \$88.62 | \$108.71 |
|-----------------------------|---------|---------|----------|

Responsible for the installation, monitoring, testing, configuration, migration, maintenance and troubleshooting. They manage the application/server environment. Most have experience in a scripting language such as C, Perl, or Shell. They will have experience in one or more of the flavors including: AIX, Red Hat, HP-UX, or Solaris.

|                              |         |         |          |
|------------------------------|---------|---------|----------|
| UX Designers or UxD Designer | \$85.28 | \$96.90 | \$113.56 |
|------------------------------|---------|---------|----------|

These designers understand how users think and design around that - they think about how a user will interact with the site.

Responsible for Conducting usability testing and help decide layout of web pages based on the user's experience. They will use web analytic tools to drive UX innovation. Experienced in creating wireframes and use cases and will sometimes do prototyping. Strong understanding of user research and testing techniques.

|                               |         |         |         |
|-------------------------------|---------|---------|---------|
| Windows Systems Administrator | \$57.82 | \$78.25 | \$90.14 |
|-------------------------------|---------|---------|---------|

Responsible for installation, testing, and updating of software on systems. Adding and removing user accounts, managing access and privileges, running backups and monitoring permissions. Perform daily system monitoring. Experienced on Windows Servers.

|                          |         |         |          |
|--------------------------|---------|---------|----------|
| Windows Systems Engineer | \$68.00 | \$84.02 | \$103.16 |
|--------------------------|---------|---------|----------|

Specialize in the Windows System. Responsible for the installation, monitoring, testing, configuration, migration, maintenance and troubleshooting. They manage the application/server environment.

|                                                                                                                                                                                                             | Jr. Bill<br>Rate<br>(0-3 years) | Mid Bill<br>Rate<br>(3-6 years) | Sr. Bill Rate<br>(7+years) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------------|
| <b>Job Title</b>                                                                                                                                                                                            |                                 |                                 |                            |
| Lab Assistant                                                                                                                                                                                               | \$36.79                         | \$41.71                         | \$46.50                    |
| Prepare lab equipment for upcoming experiments. Report data and compile information into graphs and documents. Clean and maintain lab equipment. Gather data and information from test subjects.            |                                 |                                 |                            |
| Lab Technician                                                                                                                                                                                              | \$37.52                         | \$41.99                         | \$46.66                    |
| Receiving, labeling and analyzing samples (blood, tissue, fluids, etc.) Designing and executing laboratory testing according to standard procedures. Conducting experiments under defined conditions,       |                                 |                                 |                            |
| Chemist                                                                                                                                                                                                     | \$49.00                         | \$59.72                         | \$71.16                    |
| conduct basic lab research and testing. Testing of samples (blood, tissue, fluids, etc.) for analysis. Reports and documents proper results.                                                                |                                 |                                 |                            |
| Microbiologist                                                                                                                                                                                              | \$48.90                         | \$57.11                         | \$68.82                    |
| Conducts testing to identify bacterial, viral, fungal, and parasitic agents contributing to infectious process. Utilization of aseptic technique, and automated instrumentation as related to microbiology. |                                 |                                 |                            |
| Research Assistant                                                                                                                                                                                          | \$40.42                         | \$44.52                         | \$51.88                    |
| Carry out experiments and research according to SOPs laid out by researchers. Collect and log experimental data and conduct statistical analysis of data set.                                               |                                 |                                 |                            |
| Research Associate                                                                                                                                                                                          | \$47.89                         | \$58.78                         | \$68.96                    |
| Plans, organizes, and conducts research in a scientific setting. Develops plans for projects.                                                                                                               |                                 |                                 |                            |
| Research Scientist                                                                                                                                                                                          | \$61.99                         | \$79.21                         | \$88.84                    |
| planning and conducting experiments, recording an analyzing data. Carry out testing, types of testing/instrumentation will vary depending on lab/department. Writing papers, report, reviews and summaries. |                                 |                                 |                            |
| Bioinformatics                                                                                                                                                                                              | \$64.00                         | \$82.40                         | \$105.16                   |

Collect, manage, and study biological (DNA and Biochemical) data at the molecular level by using computer software and hardware. Can design computer databases, develop algorithms to study data

|                |         |         |         |
|----------------|---------|---------|---------|
| Lab Management | \$57.02 | \$67.60 | \$75.96 |
|----------------|---------|---------|---------|

Responsible for management of laboratory scientists and technicians, developing lab safety policies that align with accreditation standards and overseeing budgetary and administrative responsibilities.

|      |         |         |         |
|------|---------|---------|---------|
| EH&S | \$47.08 | \$67.68 | \$69.76 |
|------|---------|---------|---------|

Inspect and evaluate the environment, equipment and processing in working areas to ensure compliance with government regulations and industry standards.





APEX  
SYSTEMS

# Attachment A

## 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](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](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.



APEX  
SYSTEMS

# Attachment B

**ATTACHMENT B****Position Classifications**

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>1</b> | <p><b><u>ACCOUNTANT</u></b></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>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2</b> | <p><b><u>CARPENTER</u></b></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>                                                                                      |
| <b>3</b> | <p><b><u>COMPUTER SUPPORT SPECIALIST</u></b></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>                                                                                                 |
| <b>4</b> | <p><b><u>COOK</u></b></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> |

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| 5 | <p><b><u>DISHWASHER</u></b></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><b><u>ELECTRICIAN</u></b></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><b><u>EQUIPMENT OPERATOR</u></b></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><b><u>ADMINISTRATIVE ASSISTANT</u></b></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>                                                                                                                                                                                                                                                                                           |
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| 10 | <p><b><u>FARM WORKER</u></b></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><b><u>FISCAL TECHNICIAN</u></b></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><b><u>FOOD SERVICE WORKER</u></b></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><b><u>GENERAL LABORER</u></b></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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 15 | <p><b><u>GRAPHIC ARTIST</u></b></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><b><u>GROUNDS WORKER</u></b></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><b><u>HOUSEKEEPING WORKER</u></b></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><b><u>General Laborer/Special Projects Crew</u></b></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 entrances 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> |



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| 20 | <p><b><u>LABORATORY TECHNICIAN</u></b></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><b><u>MECHANIC</u></b></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><b><u>OFFICE CLERK</u></b></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><b><u>PAINTER</u></b></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>                                                                                                                                                                                                                                                                              |
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| 26 | <p><b><u>PROGRAMMER</u></b></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><b><u>Help Desk Technician</u></b></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><b><u>IT Security Analyst</u></b></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><b><u>Systems Analyst</u></b></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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| 28 | <p><b><u>SECURITY GUARD</u></b></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><b><u>TRADES WORKER</u></b></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><b><u>FOOD SERVICE ASSISTANT/Server</u></b></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><b><u>WAREHOUSE WORKER</u></b></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><b><u>WEB DESIGNER</u></b></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> |

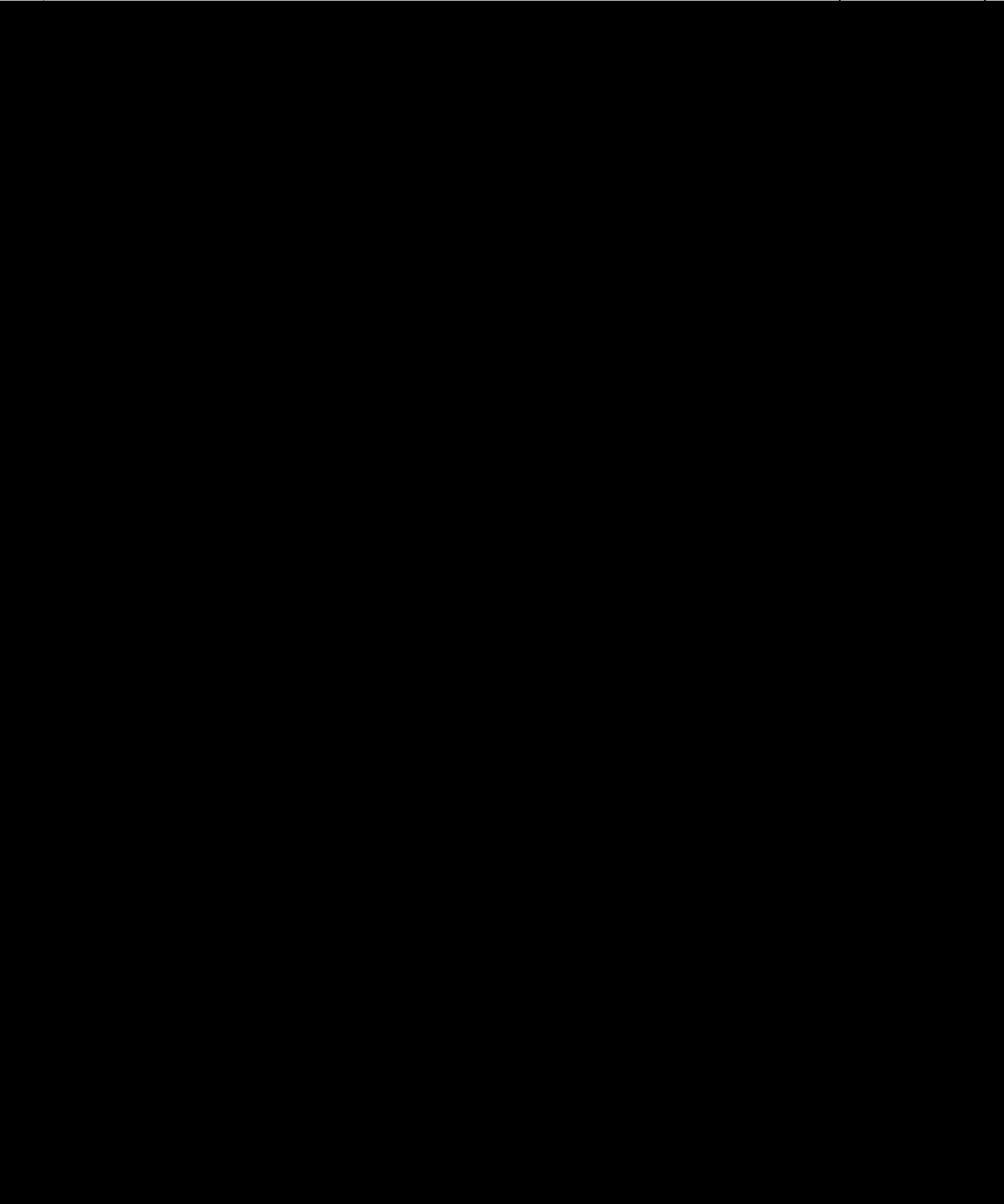


APEX  
SYSTEMS

# Certificate of Insurance



DATE (MM/DD/YYYY)



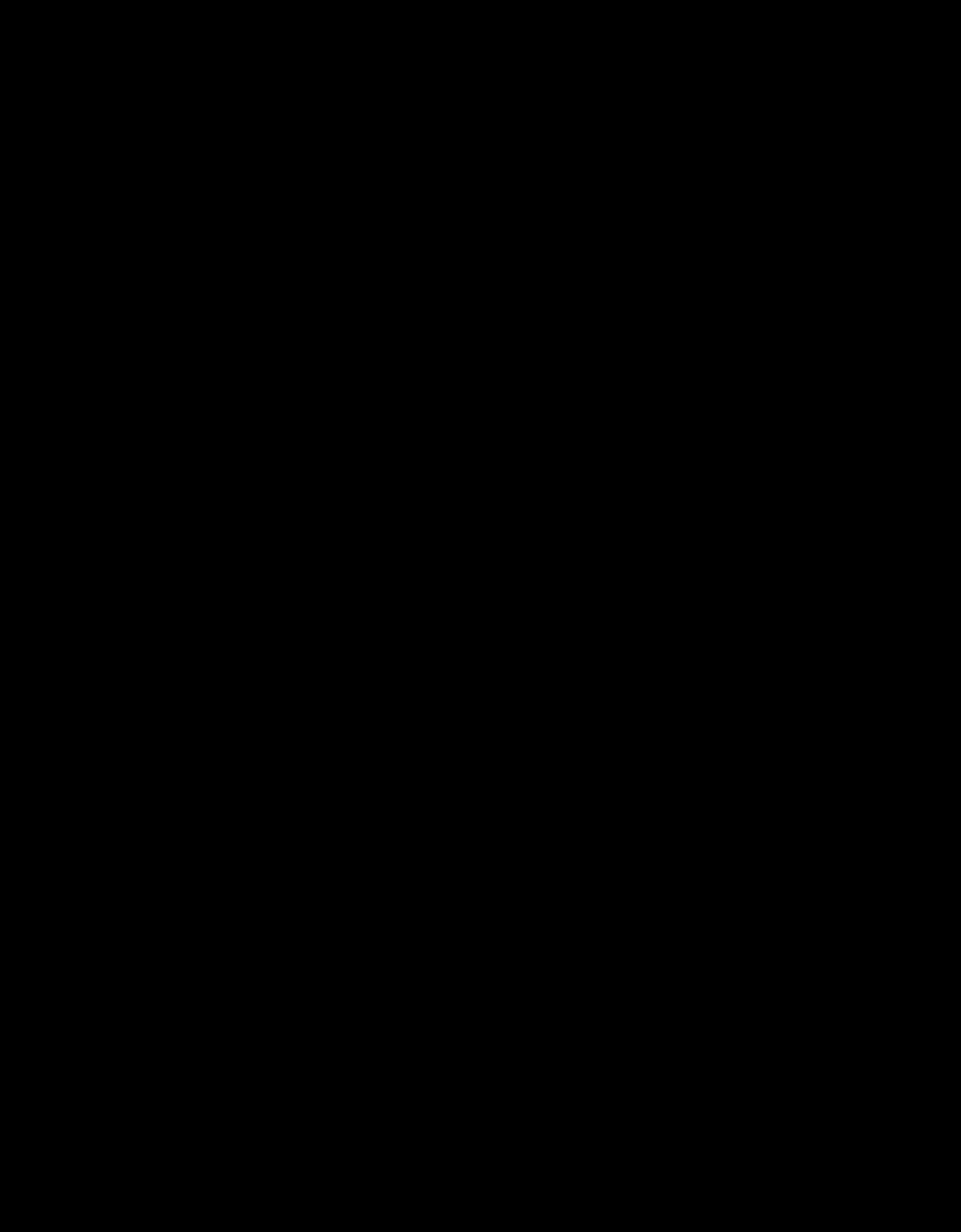


APEX  
SYSTEMS

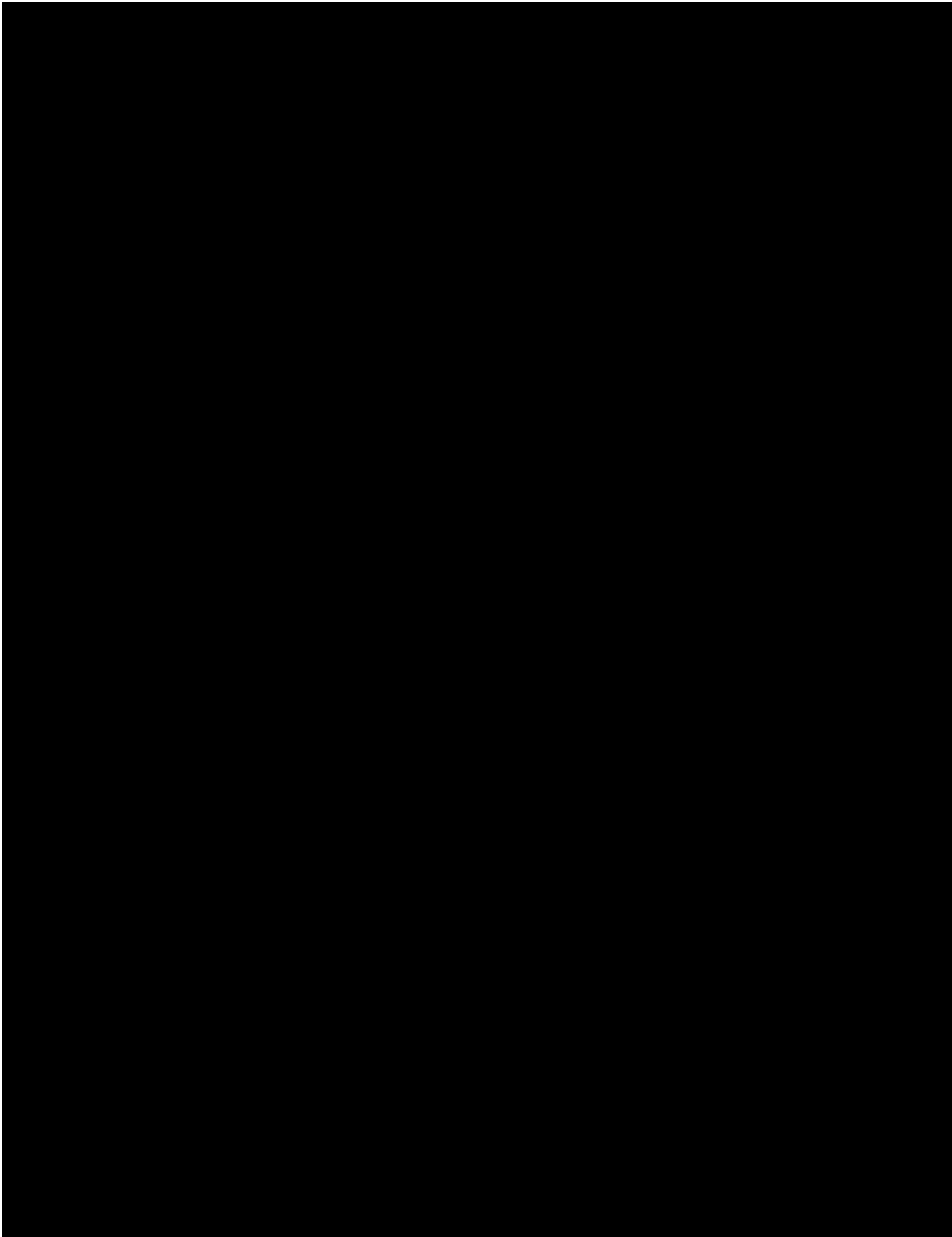
# Financial Statement

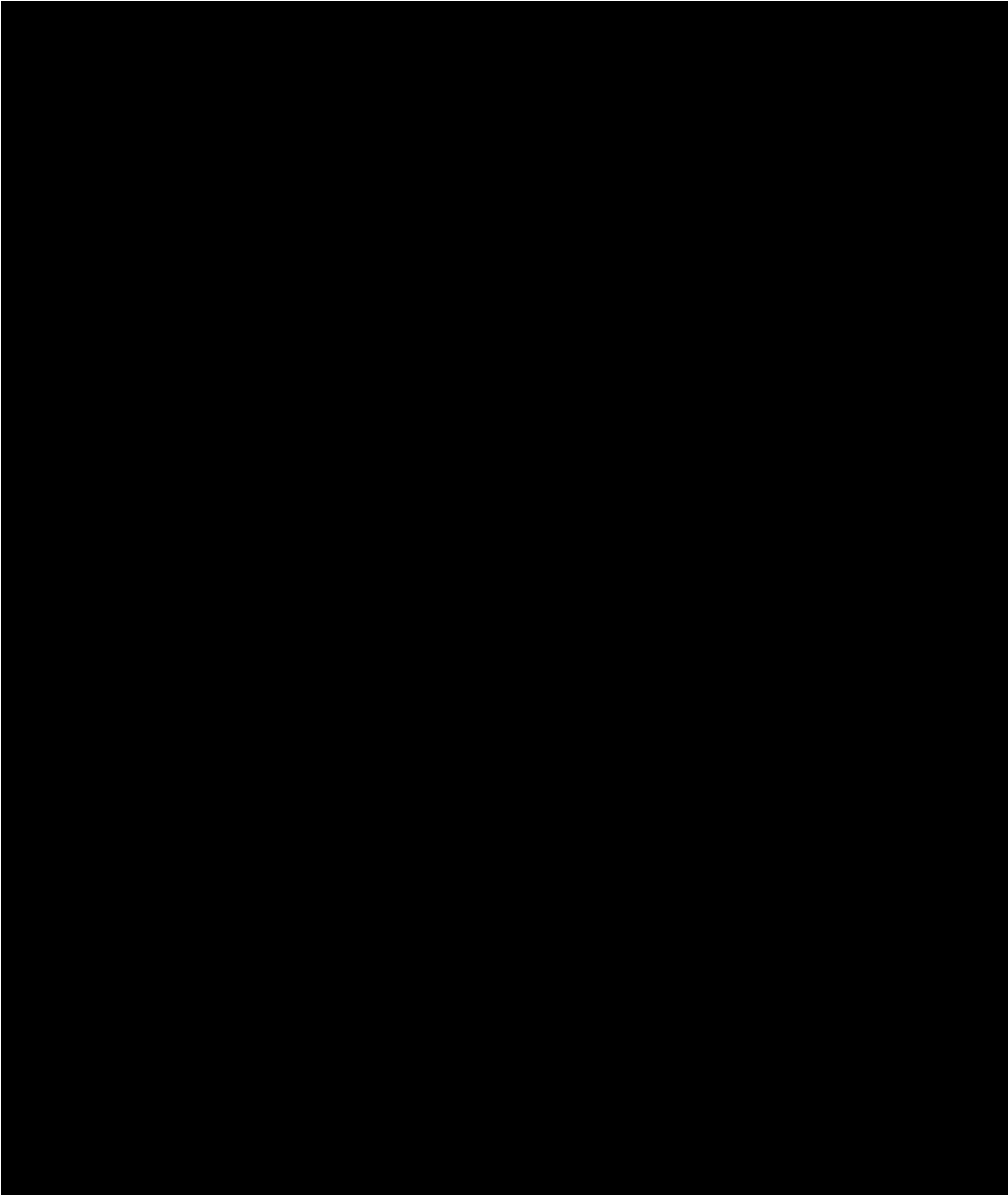
## *2019, 2020, and 2021 Reports*

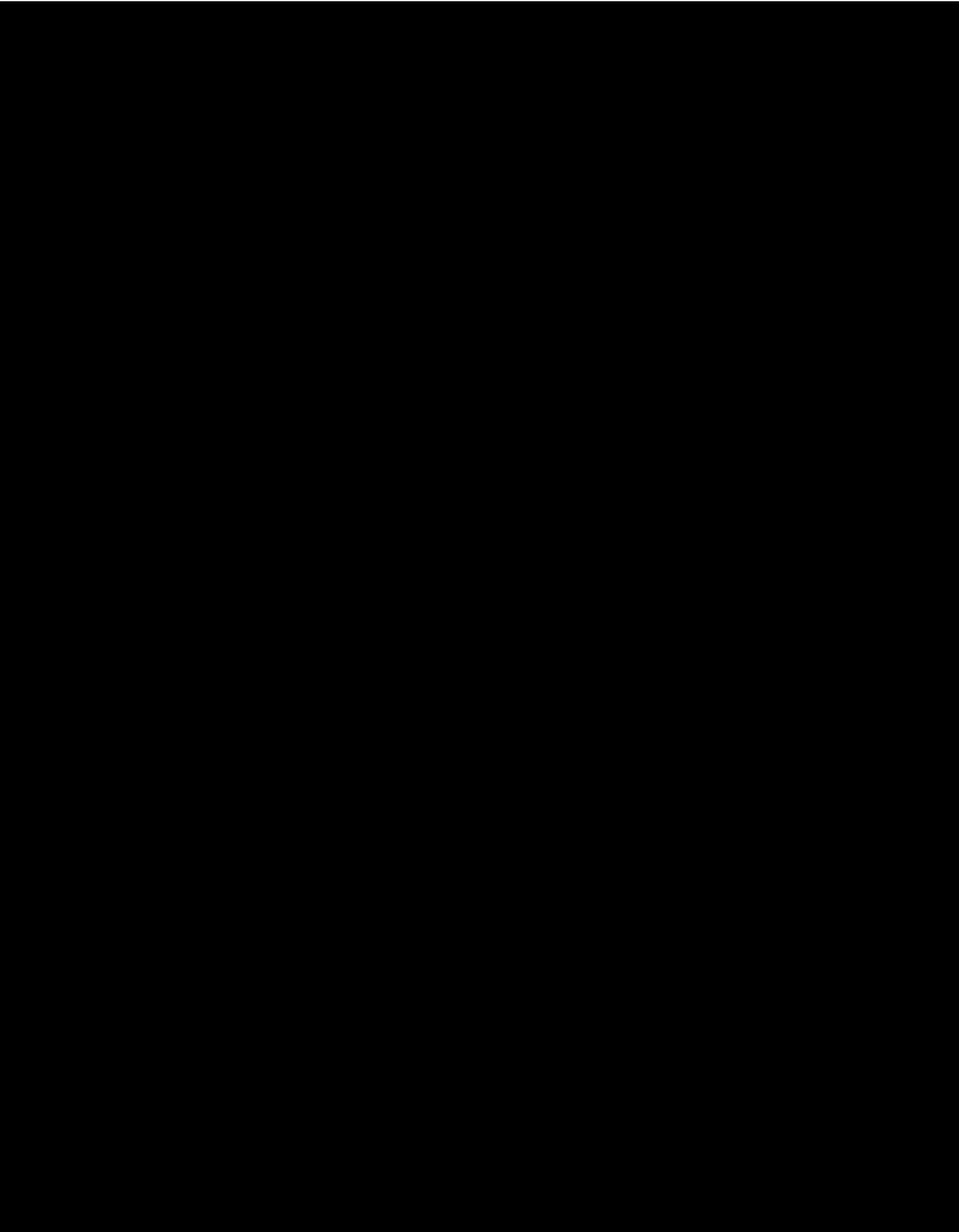


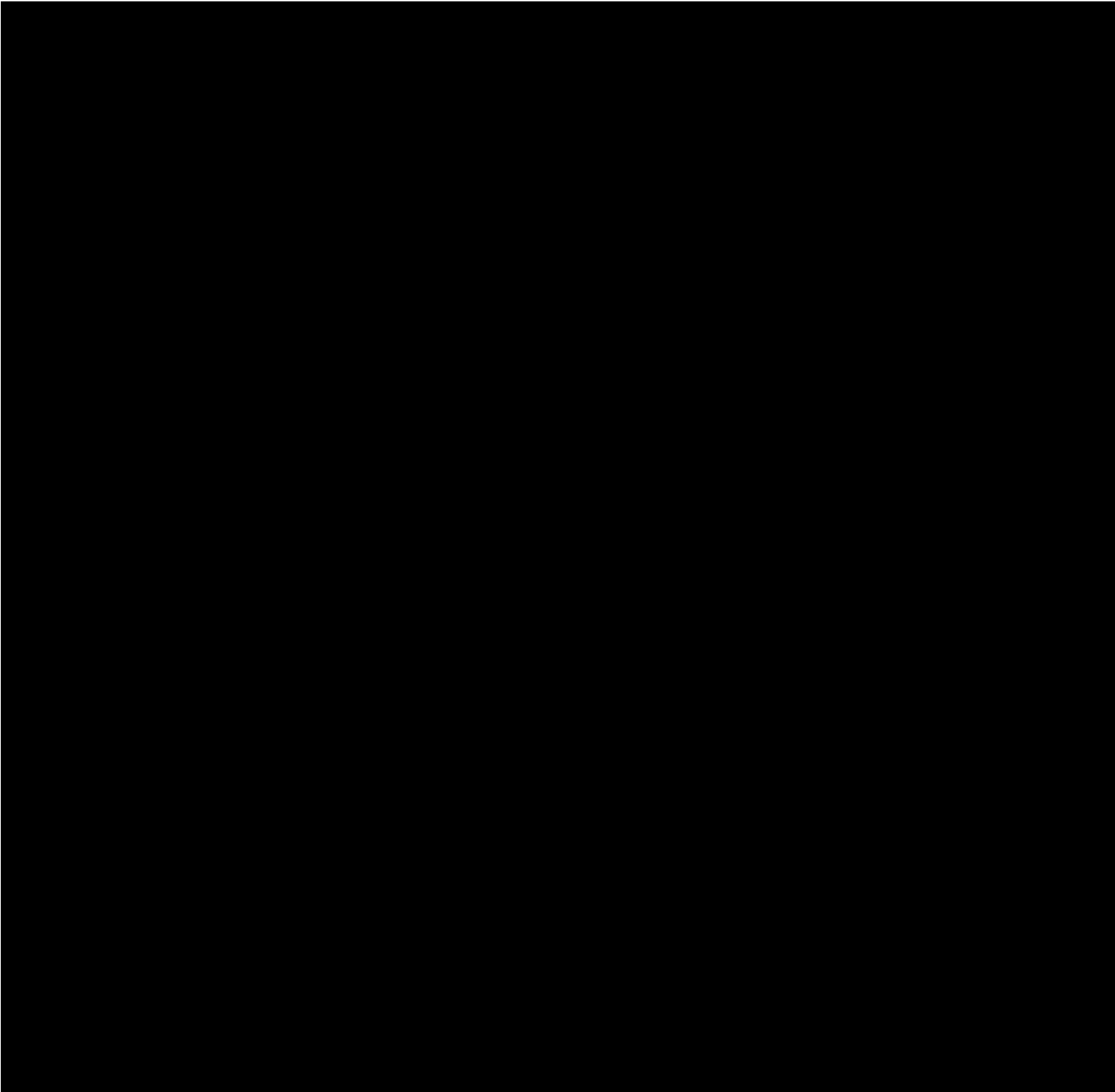


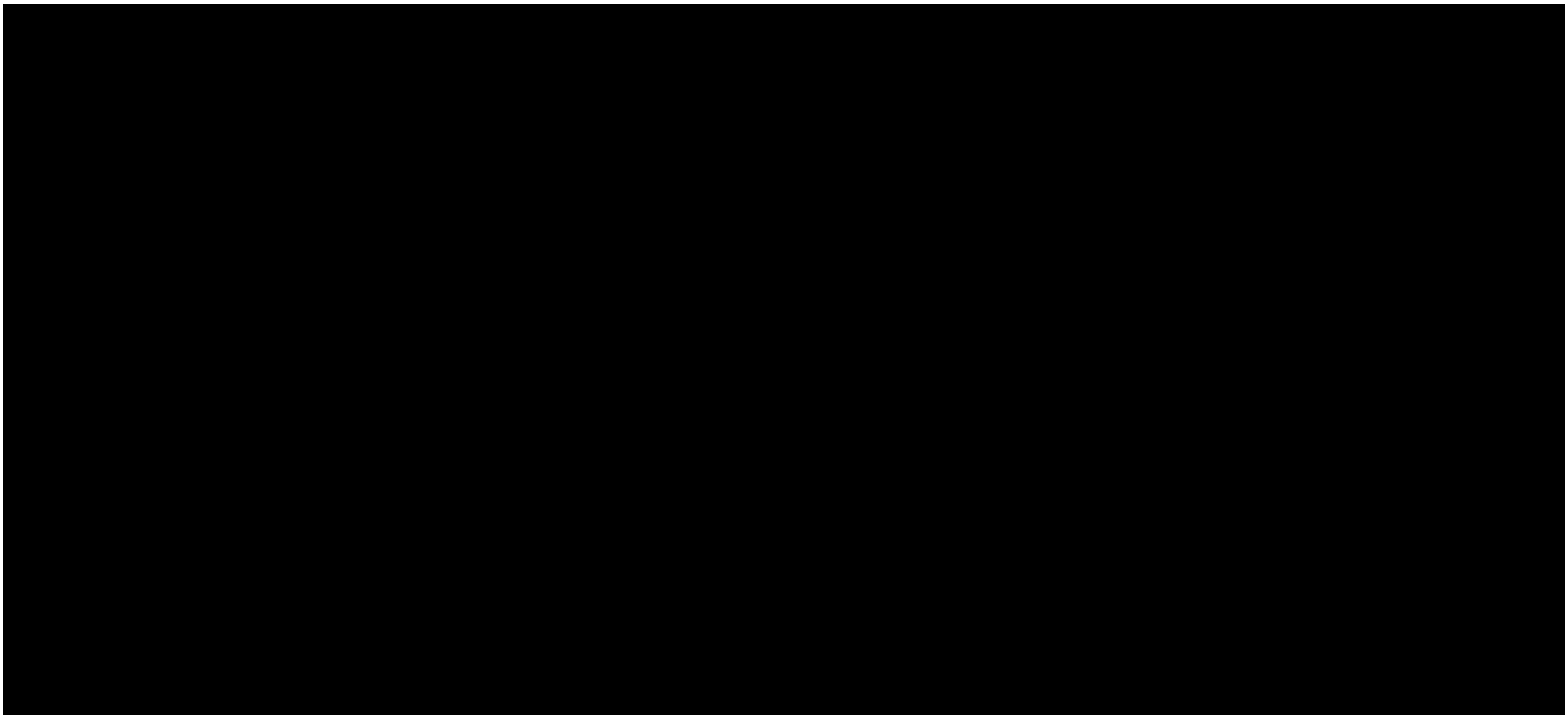


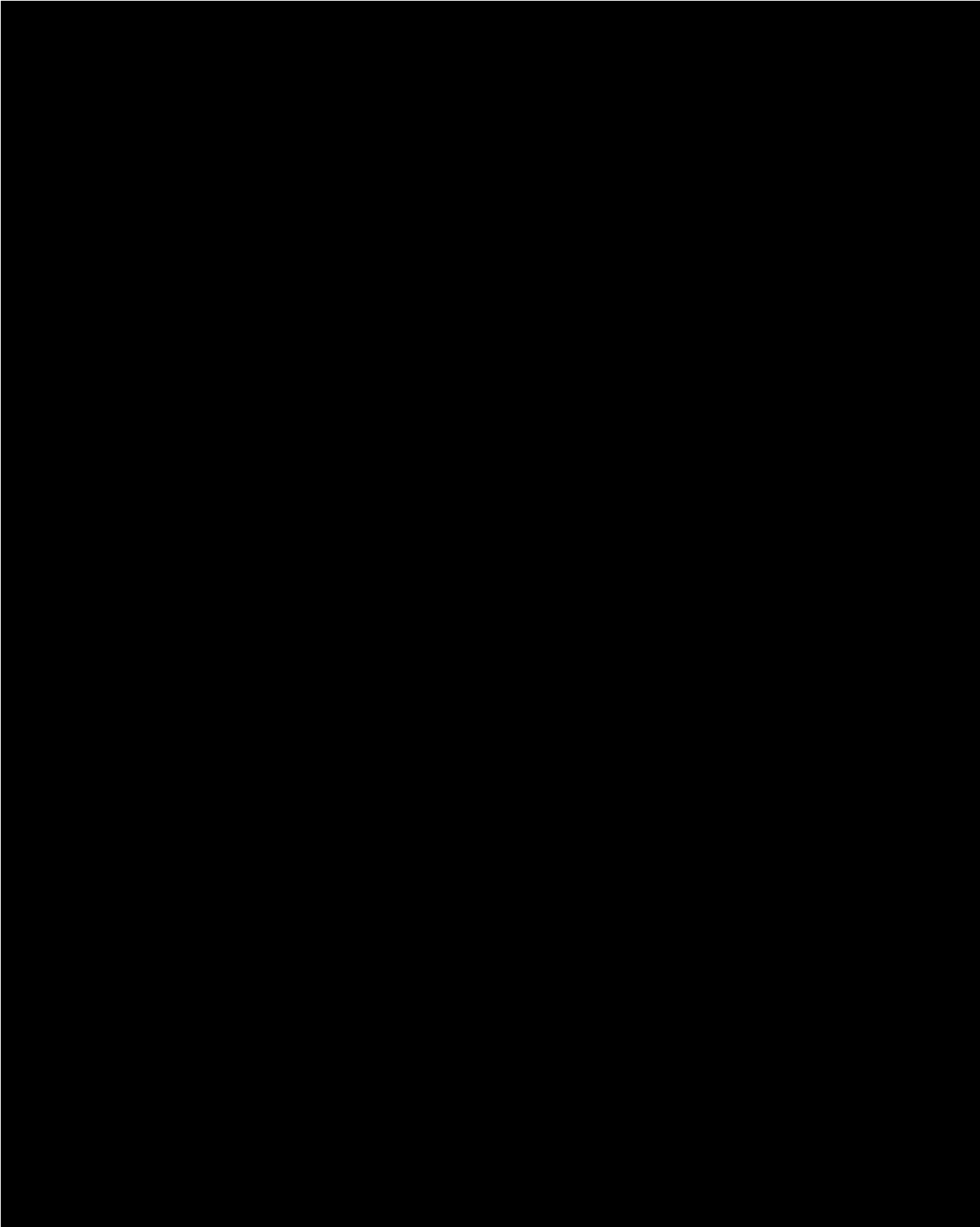


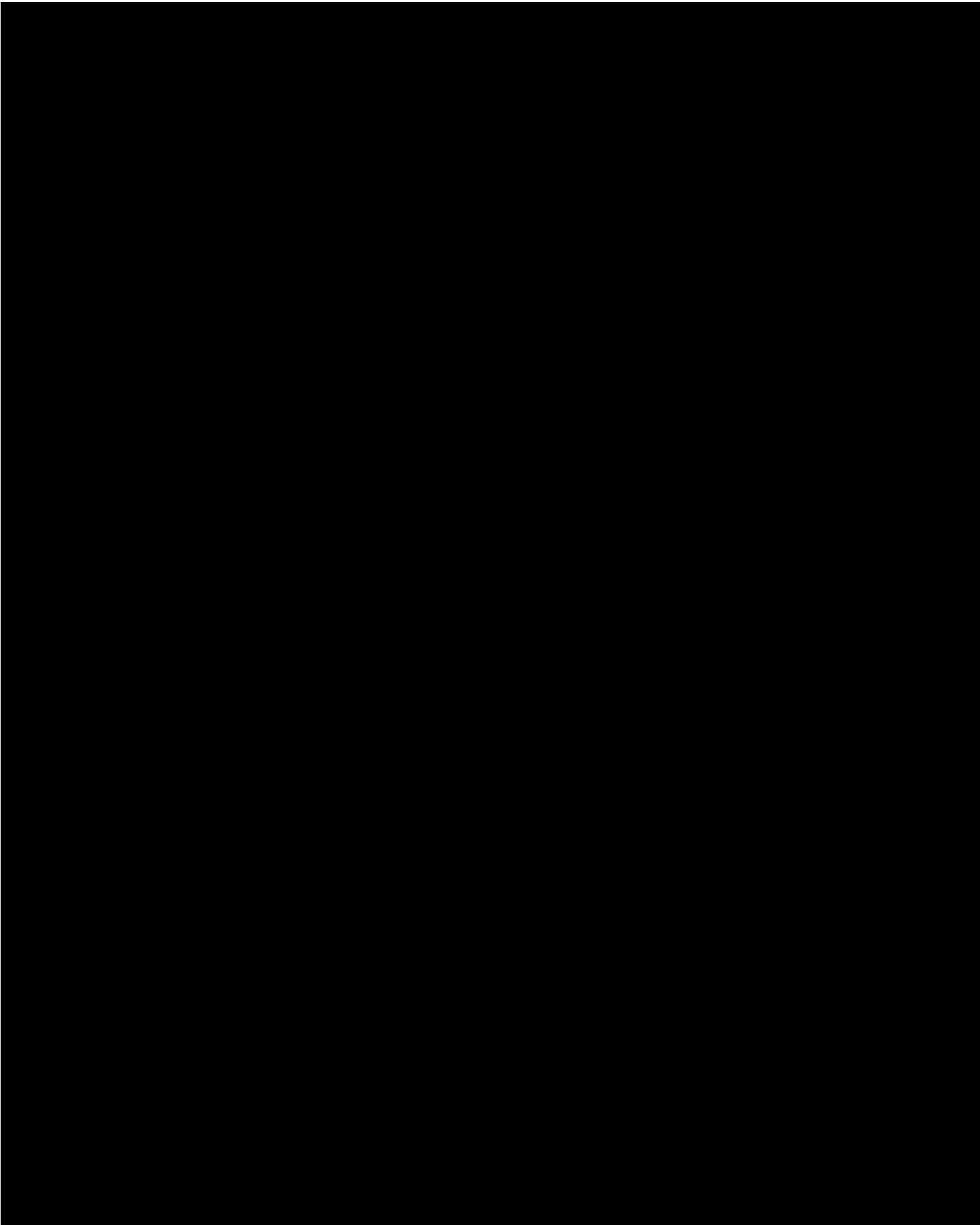


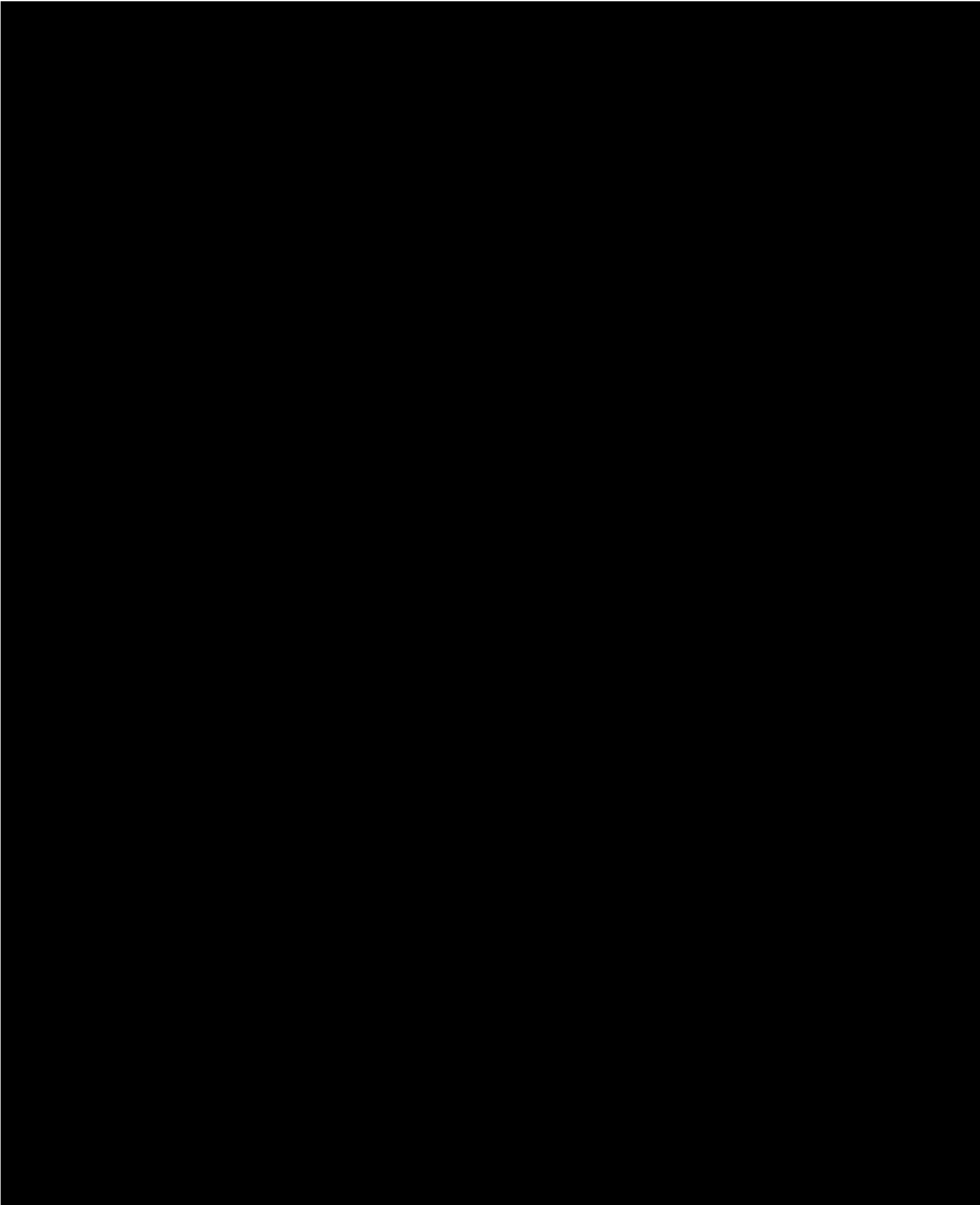




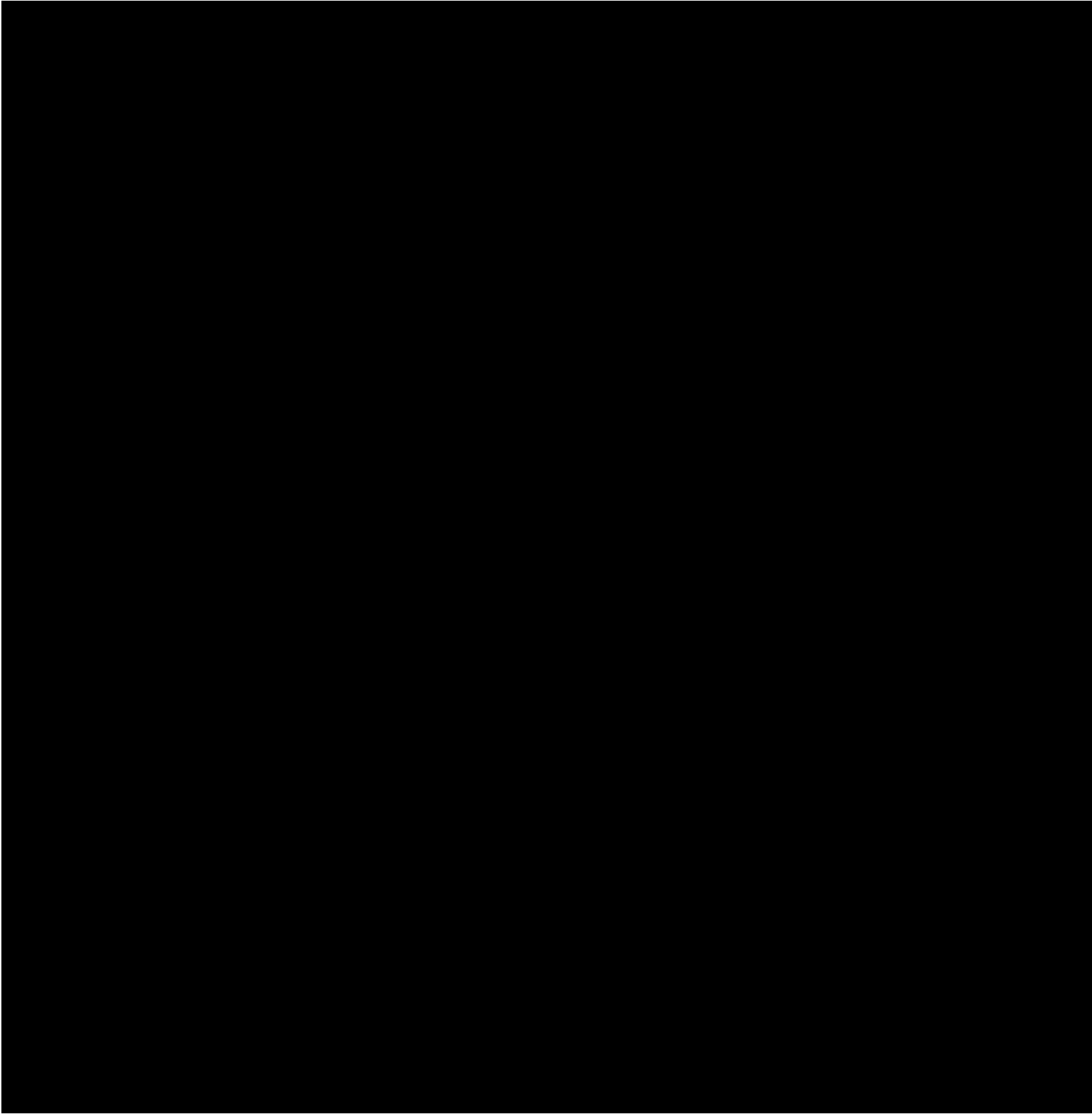


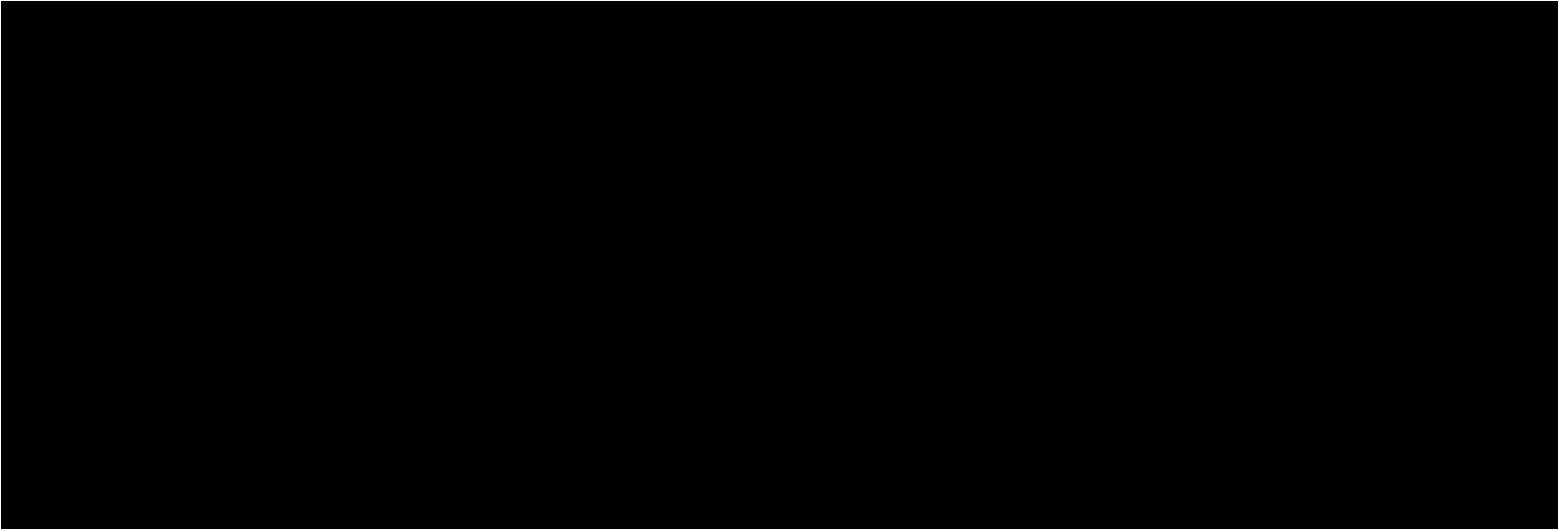


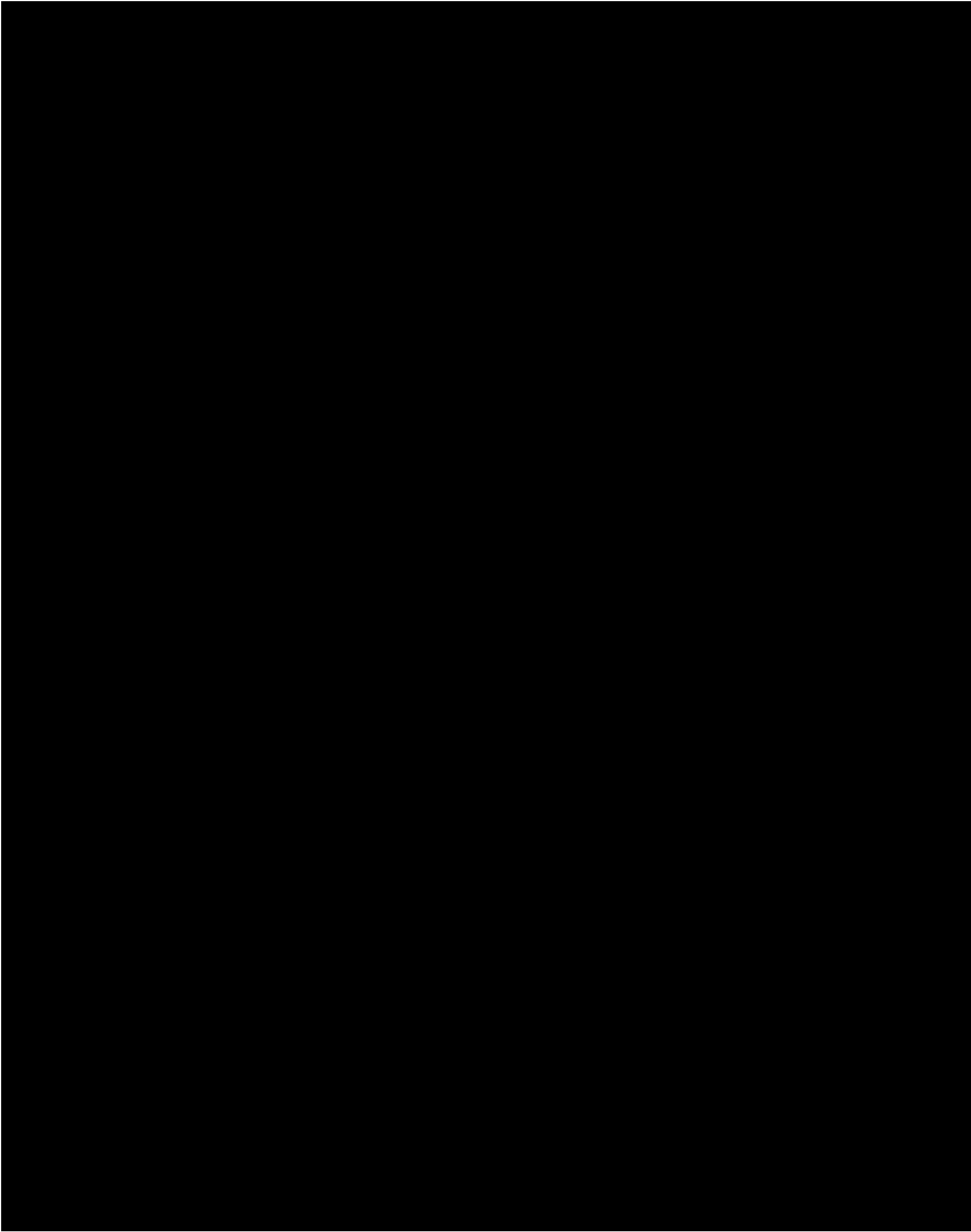


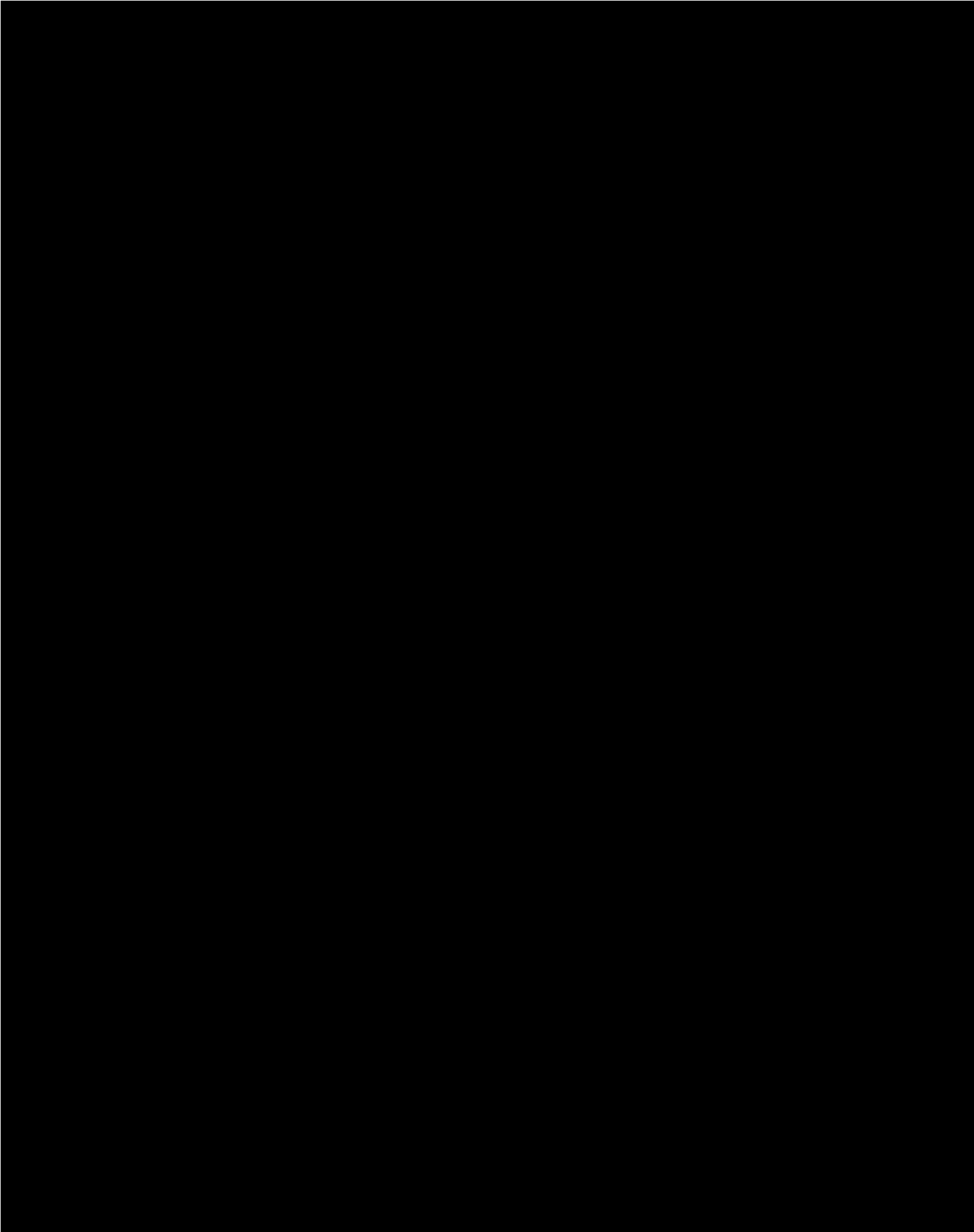


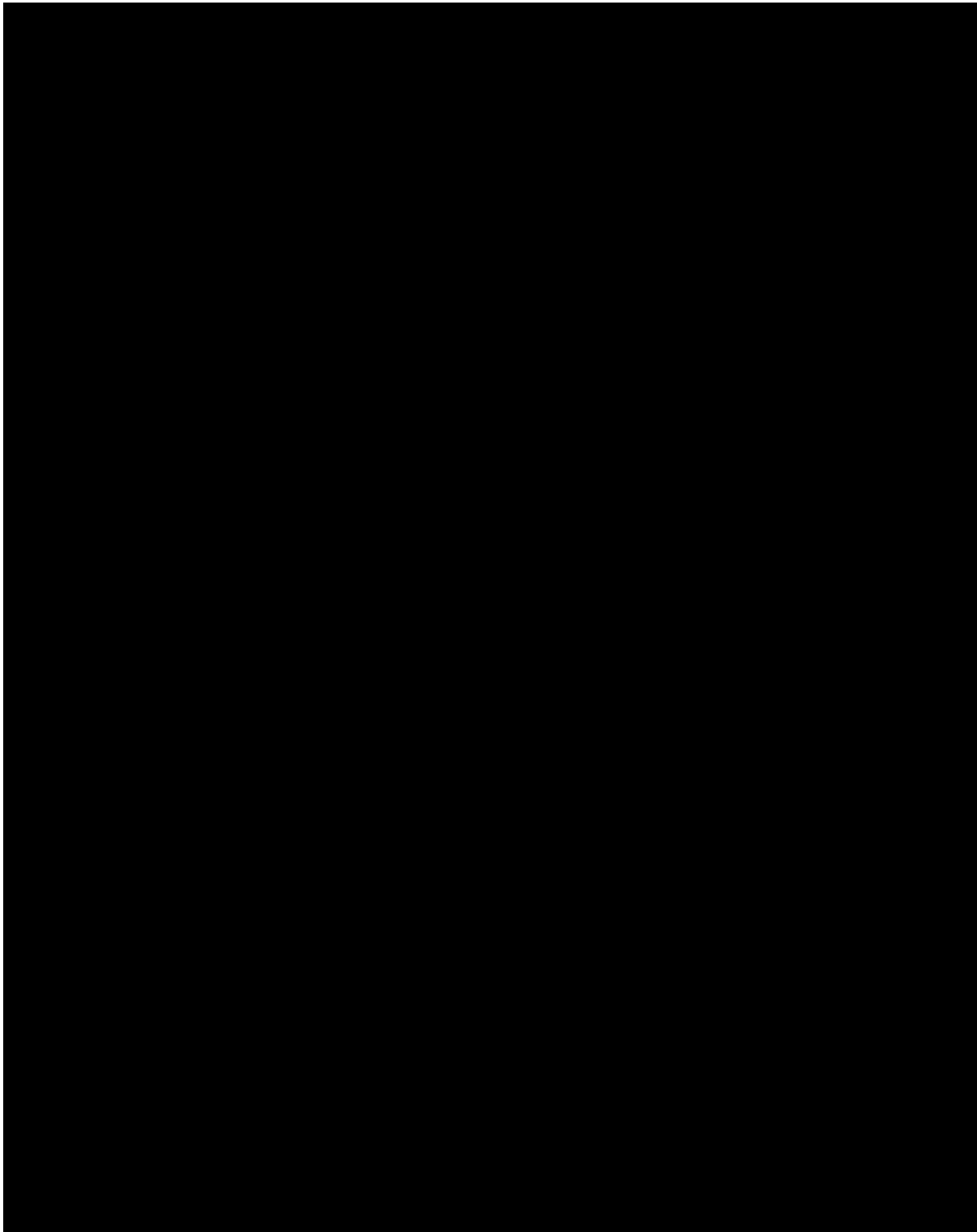


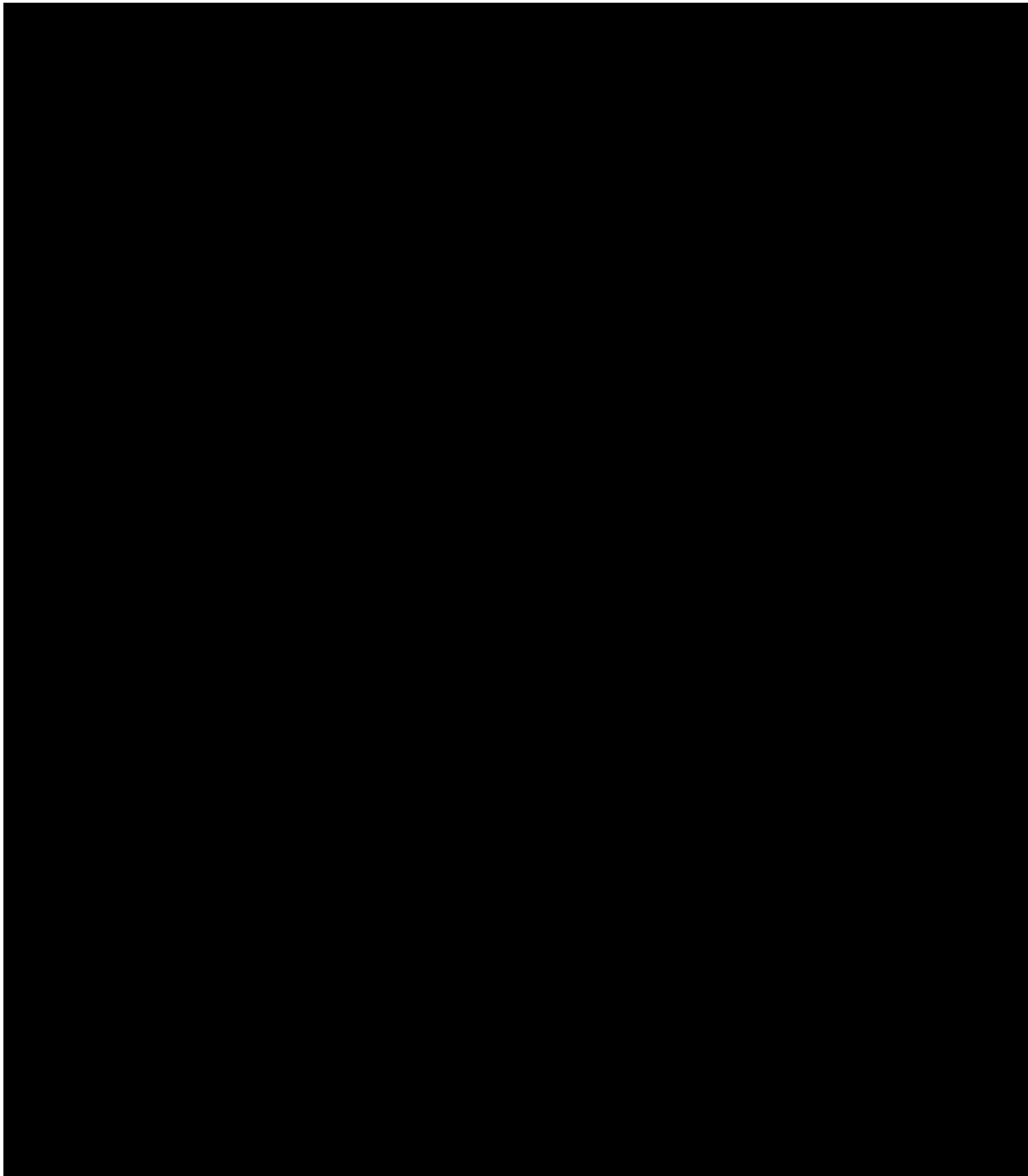


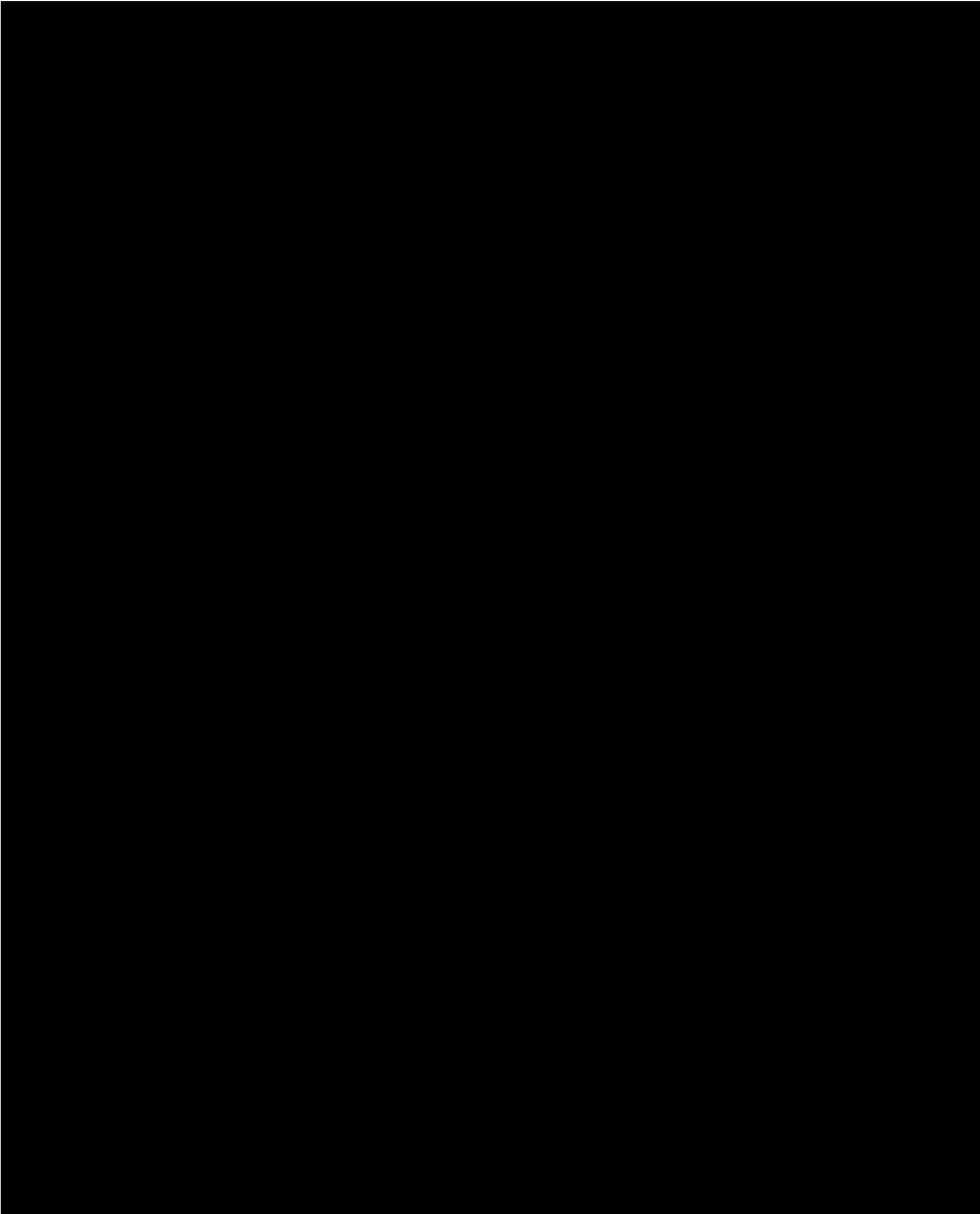


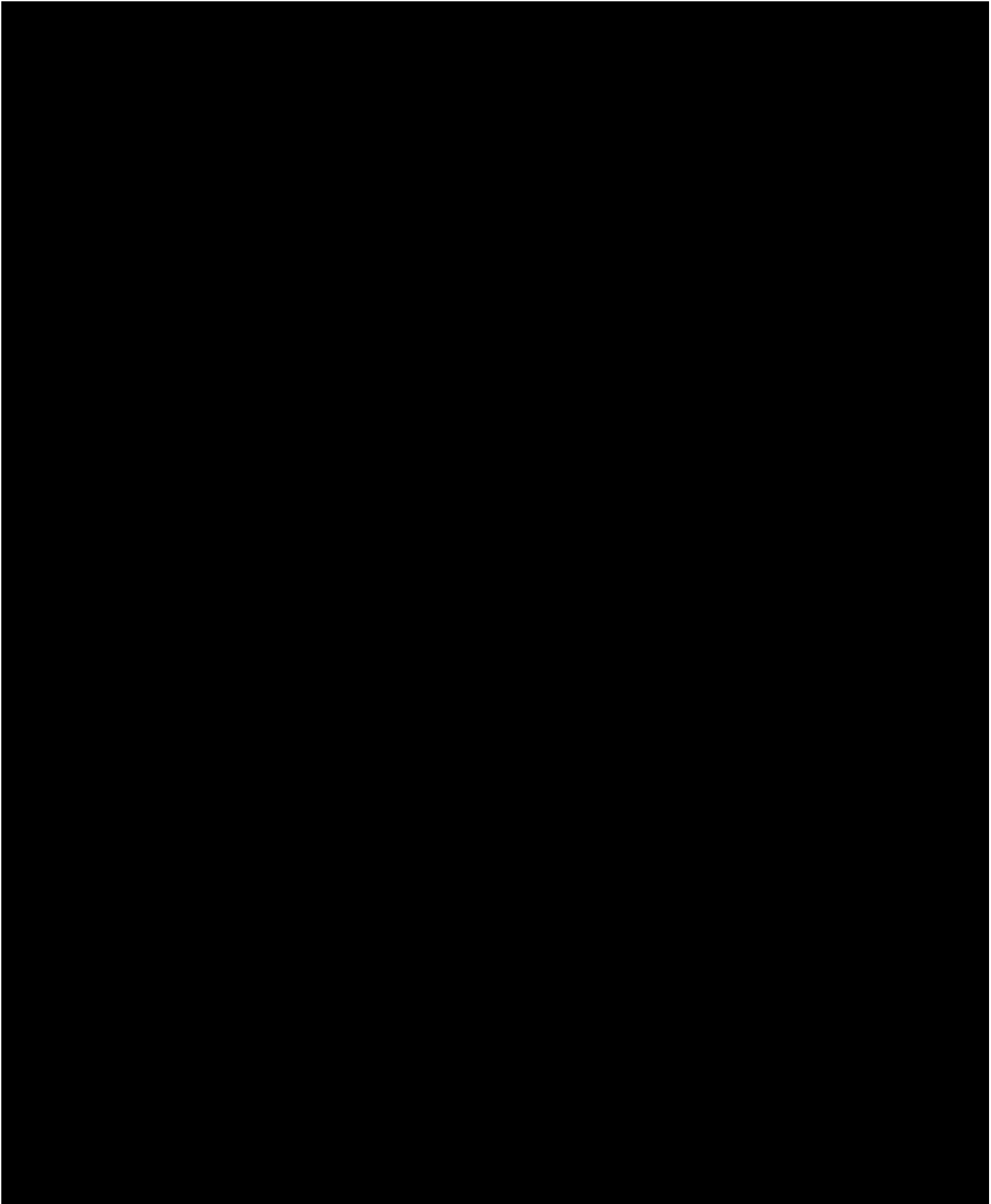




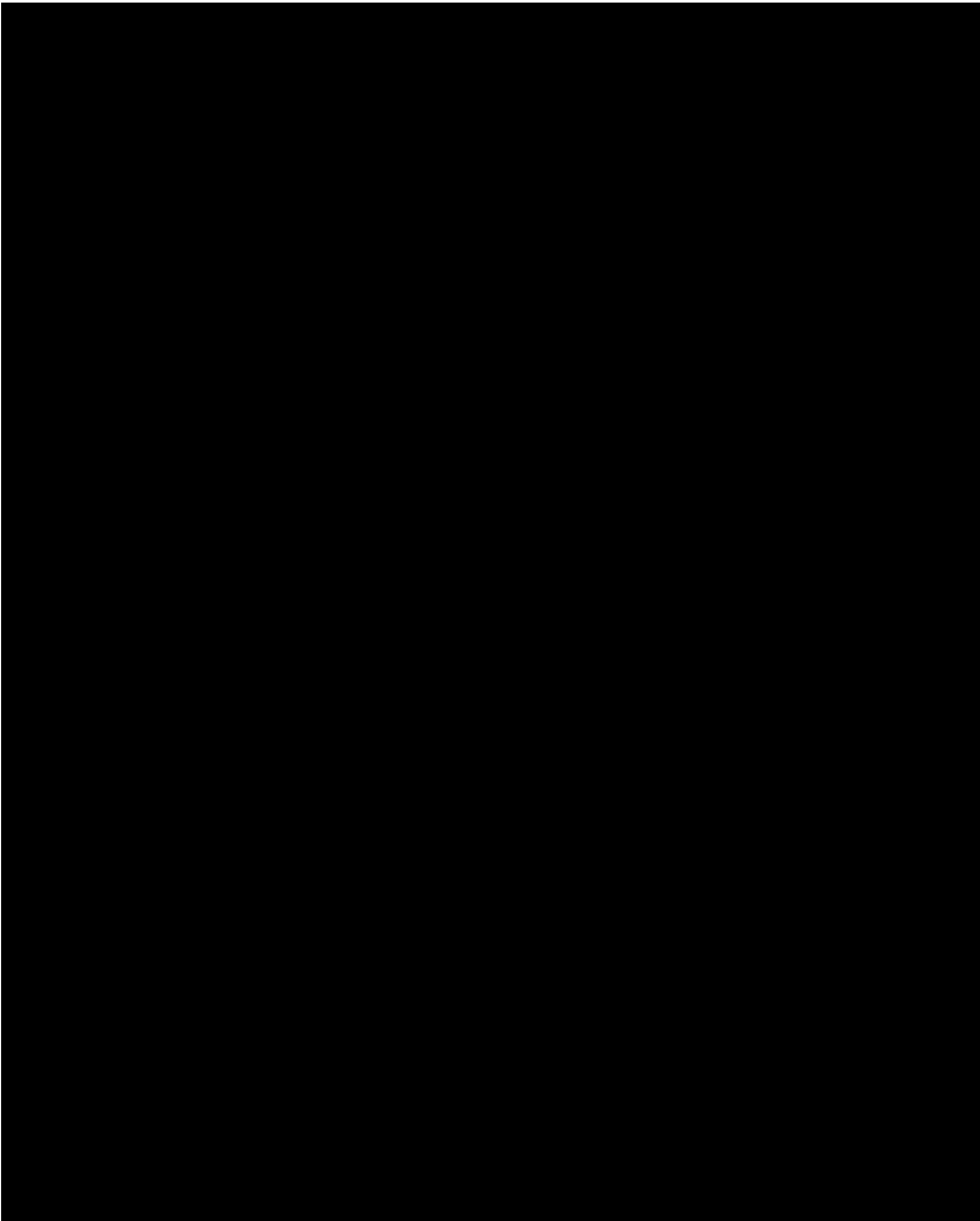


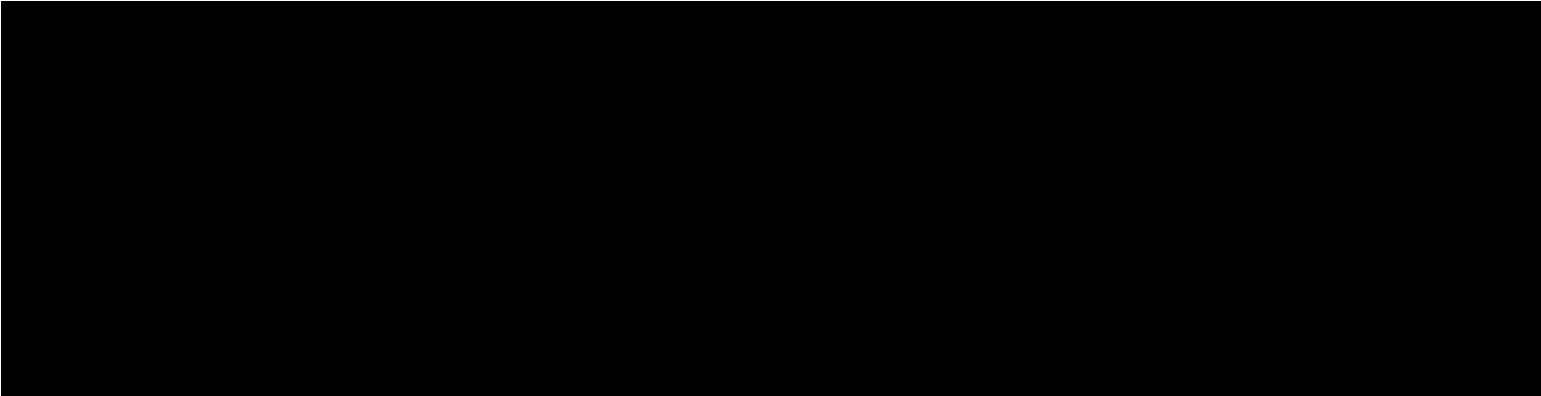


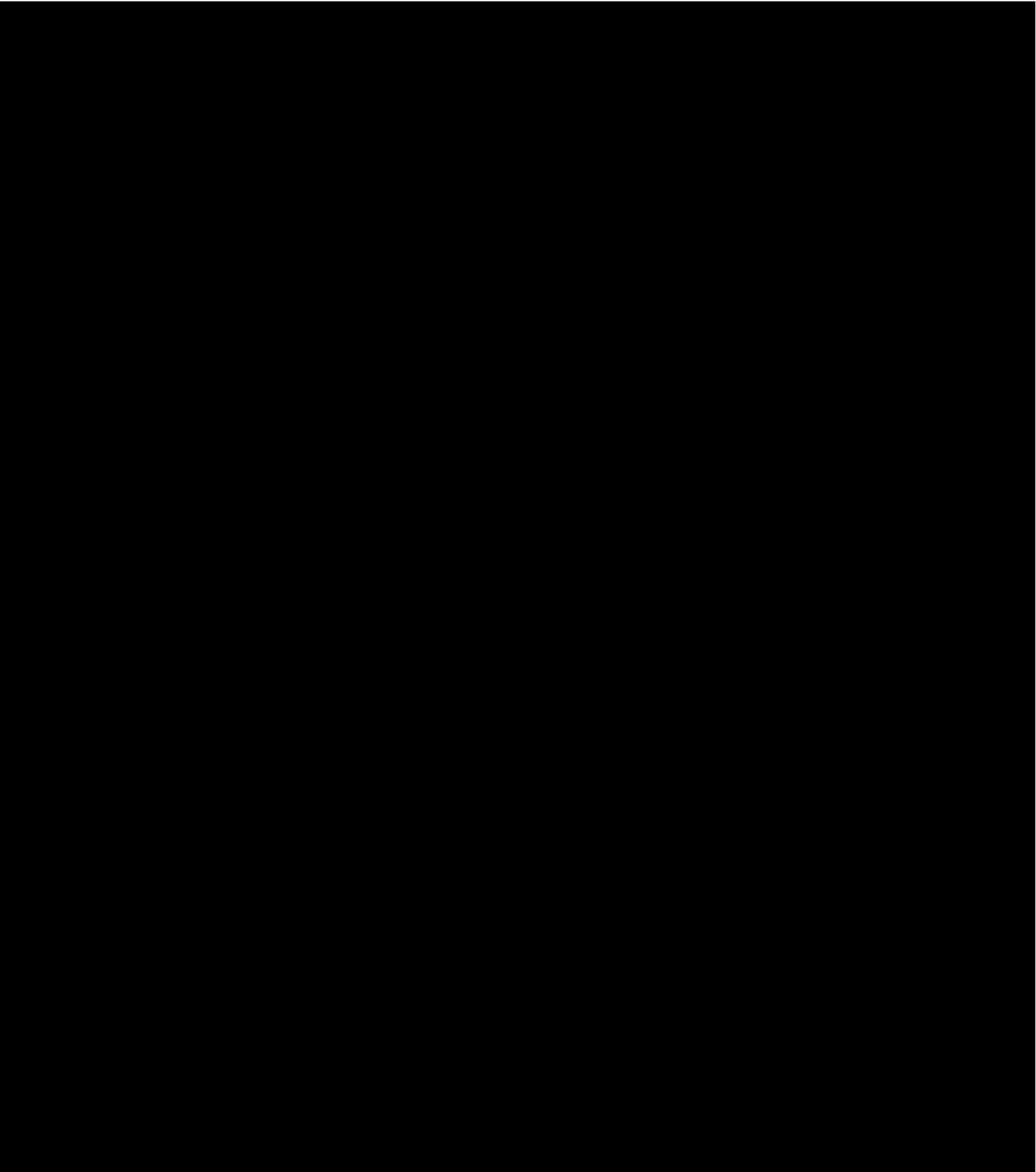


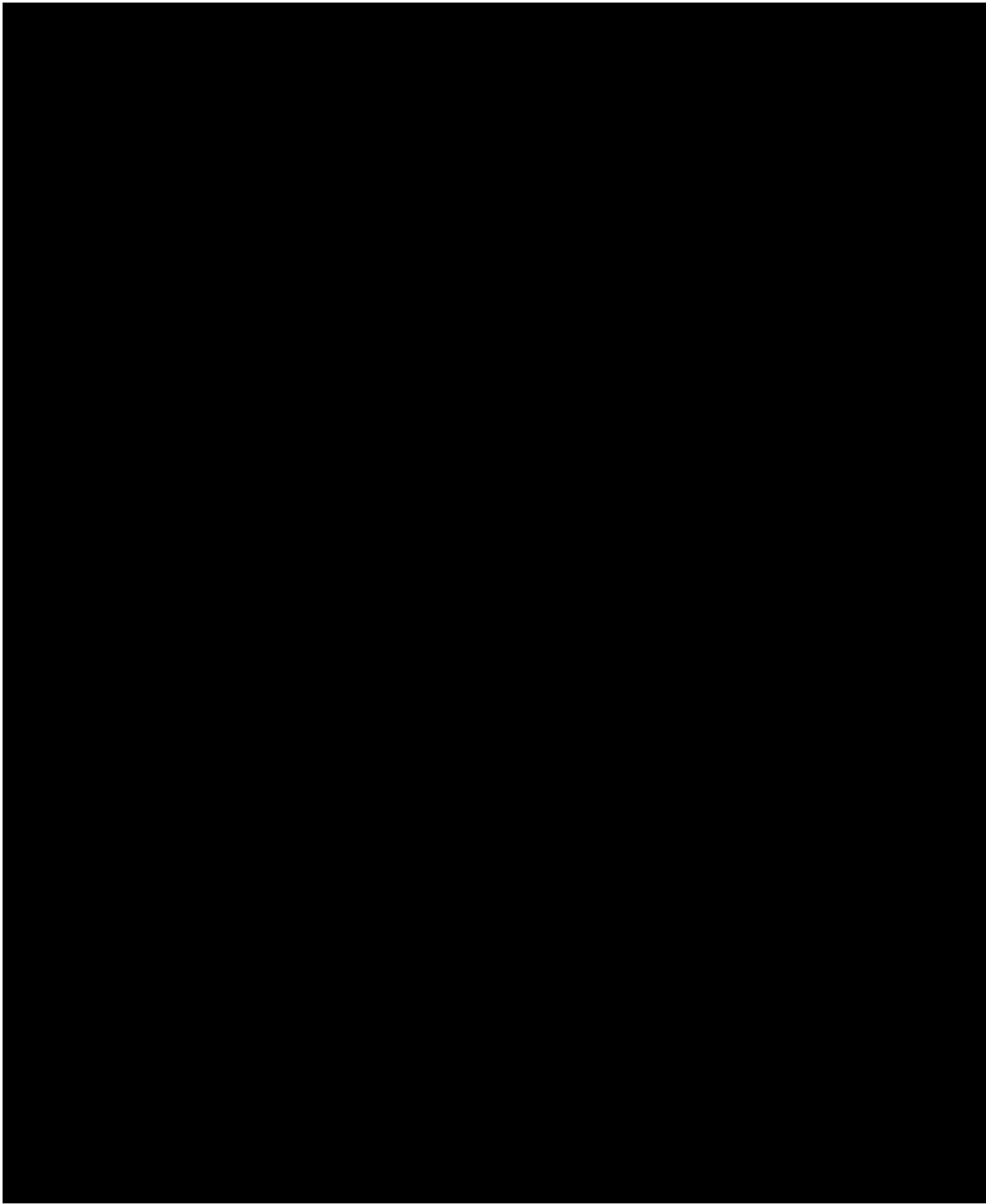


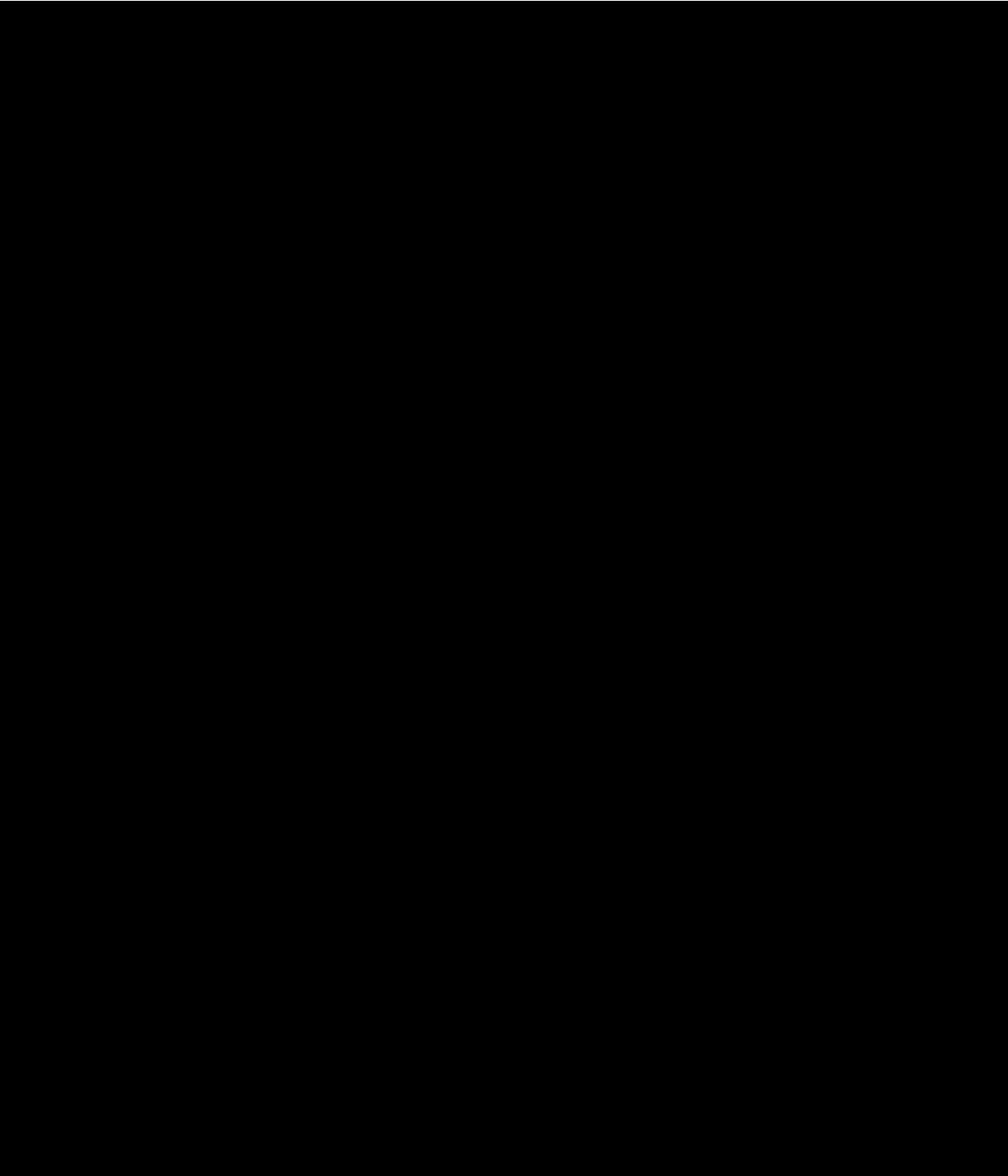


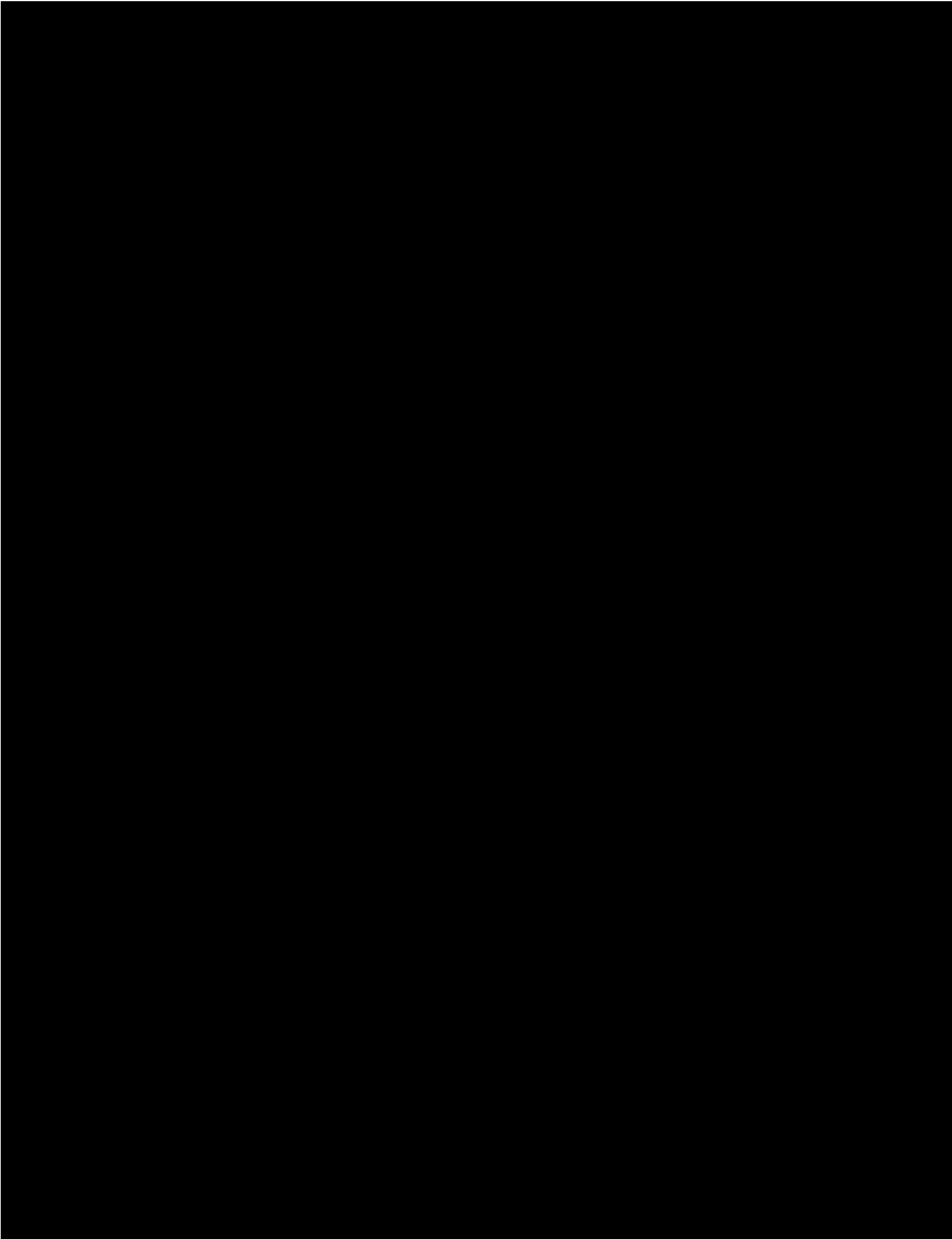


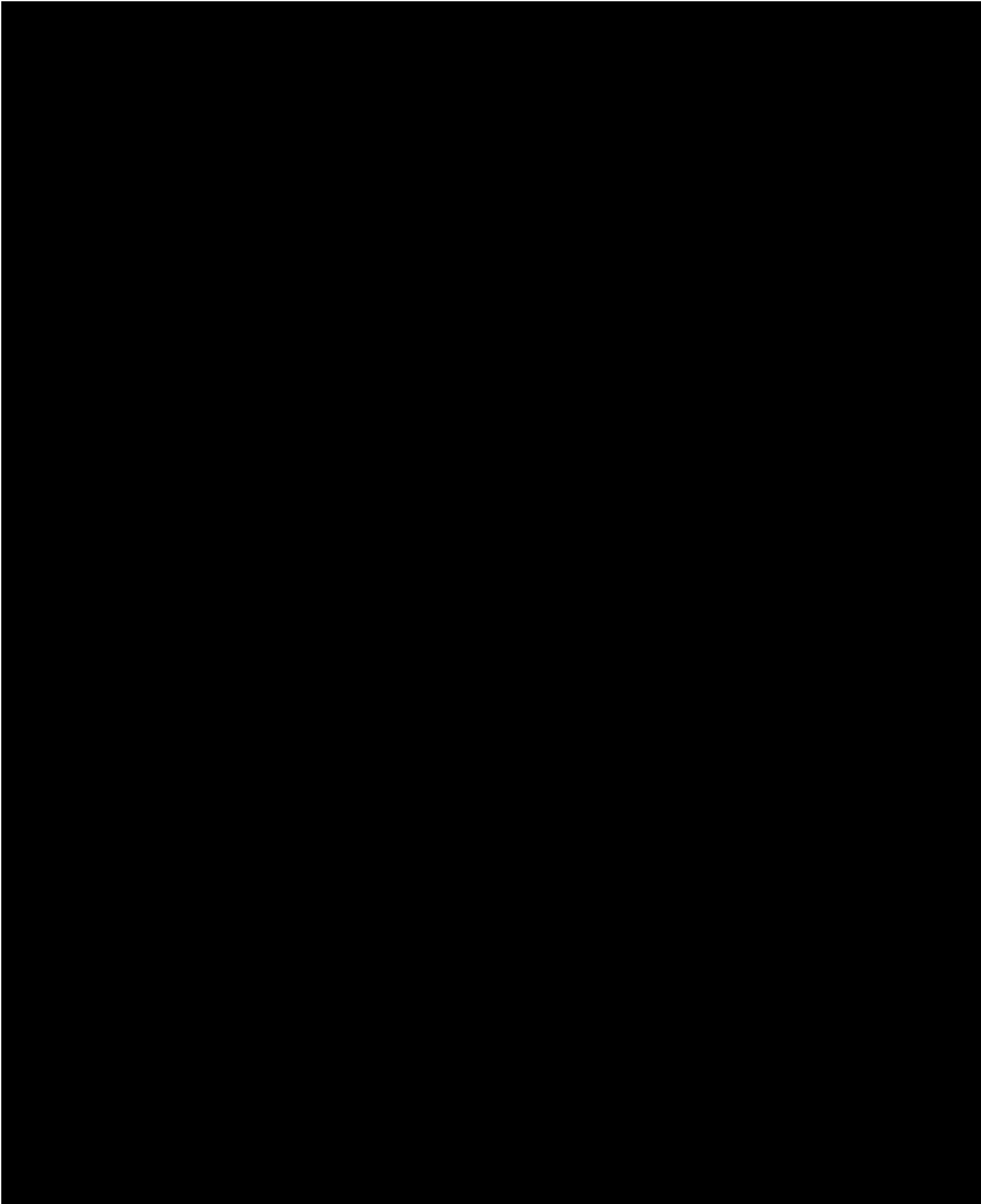


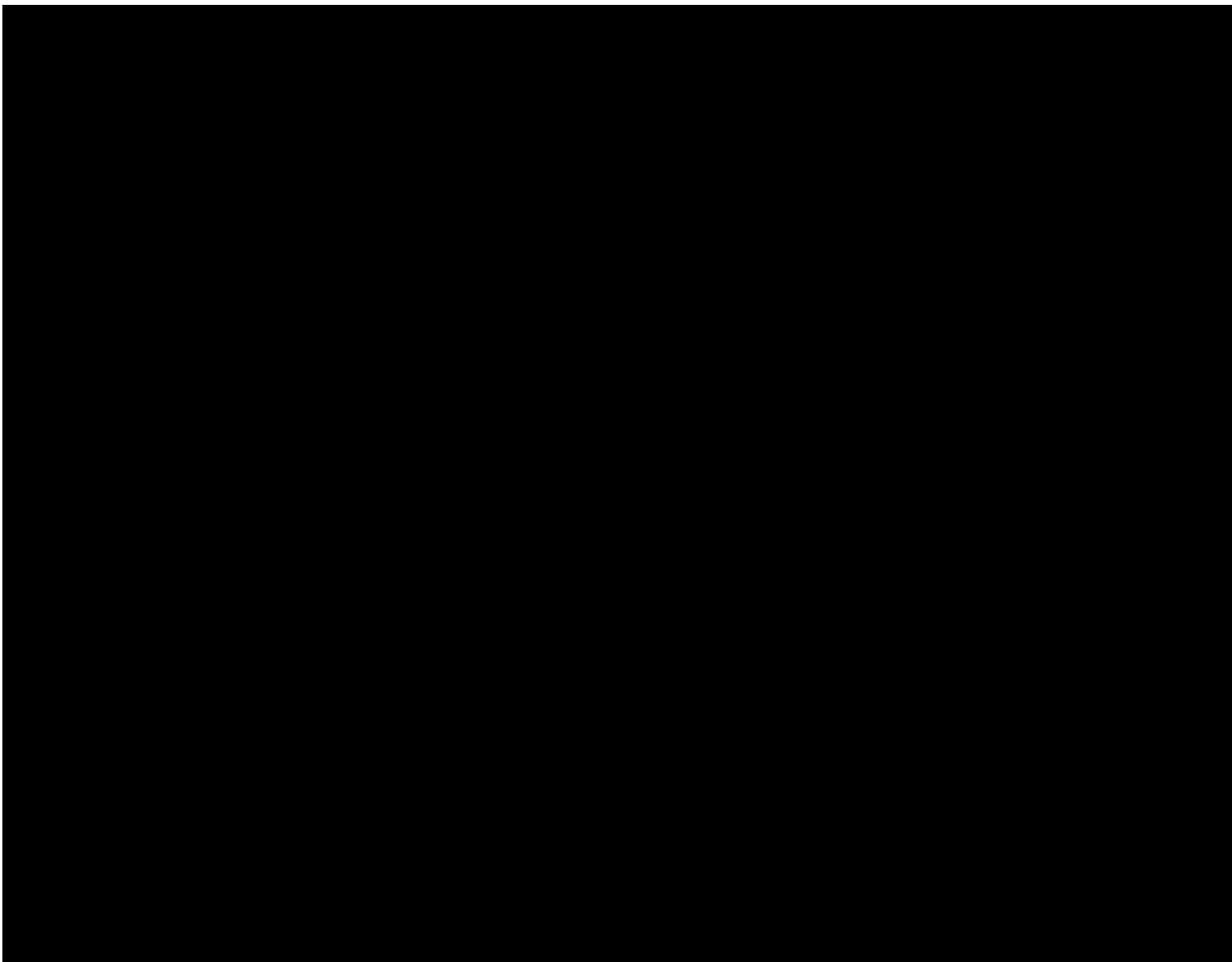




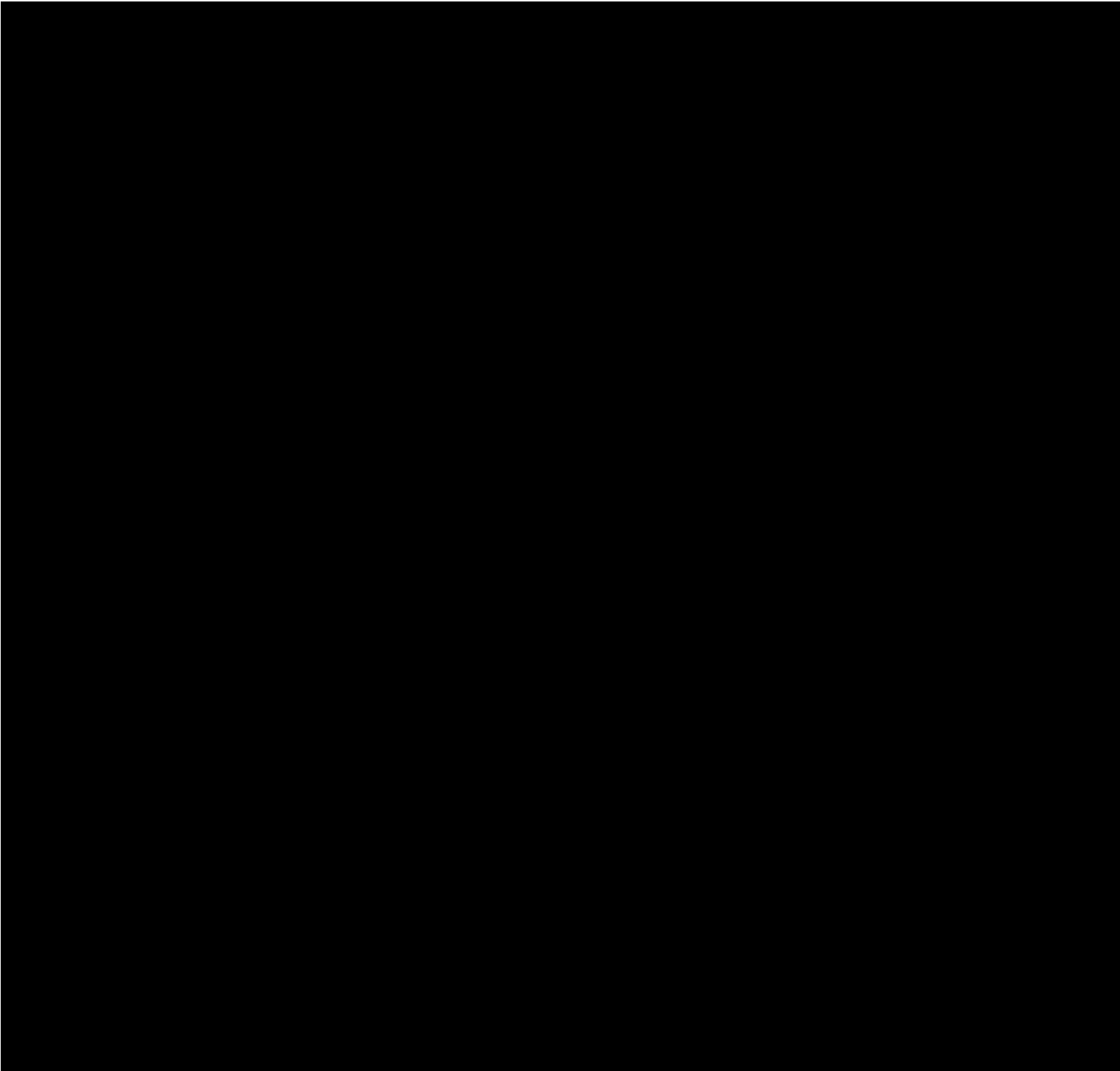


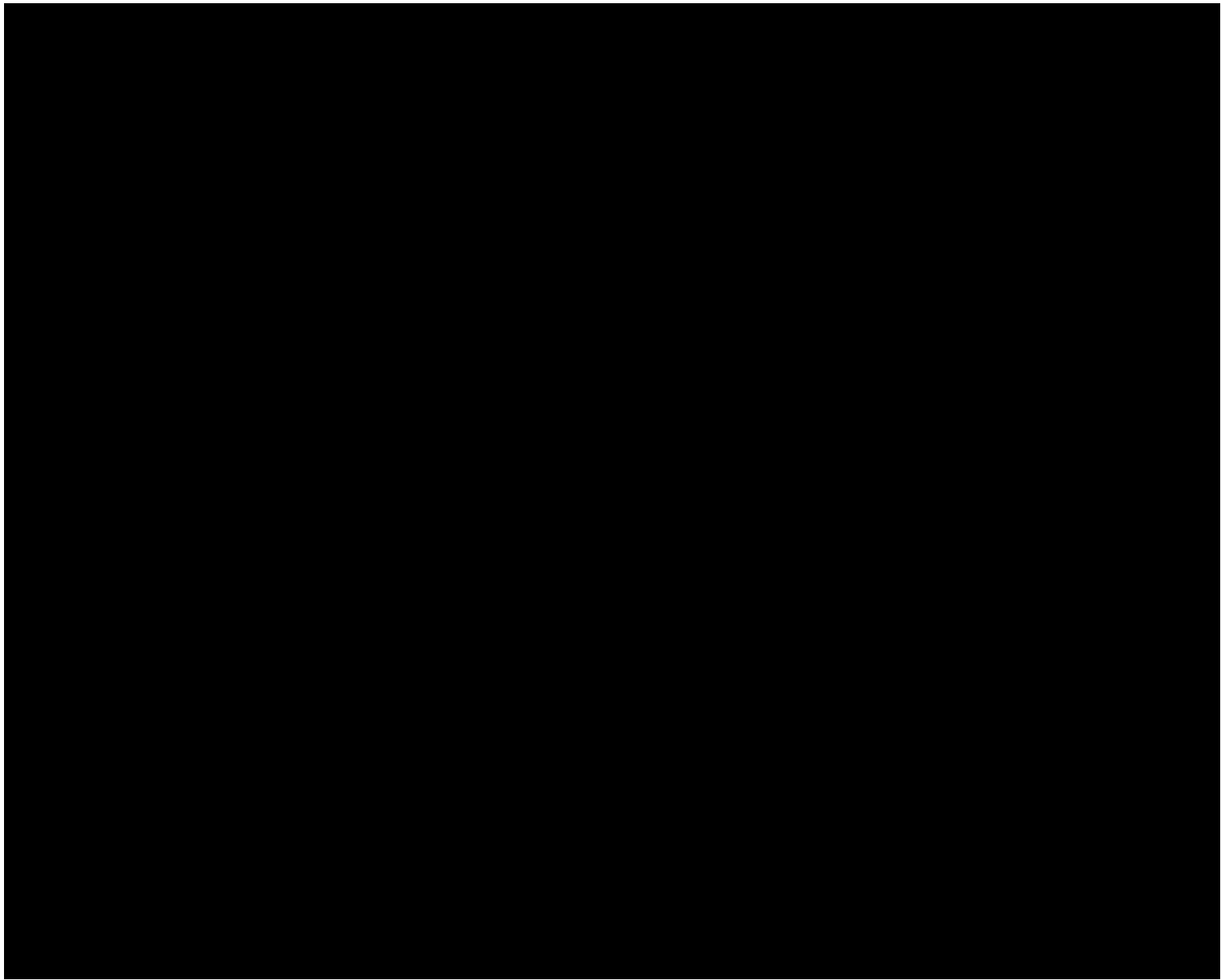


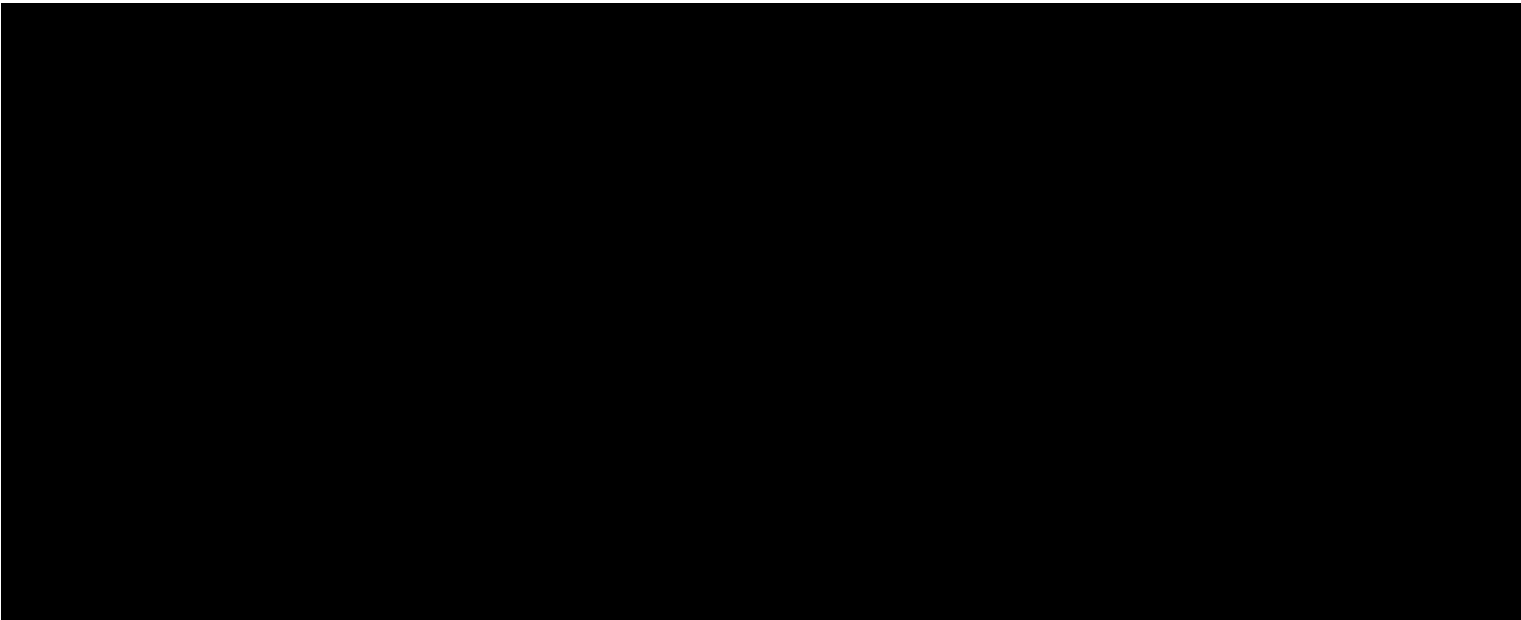


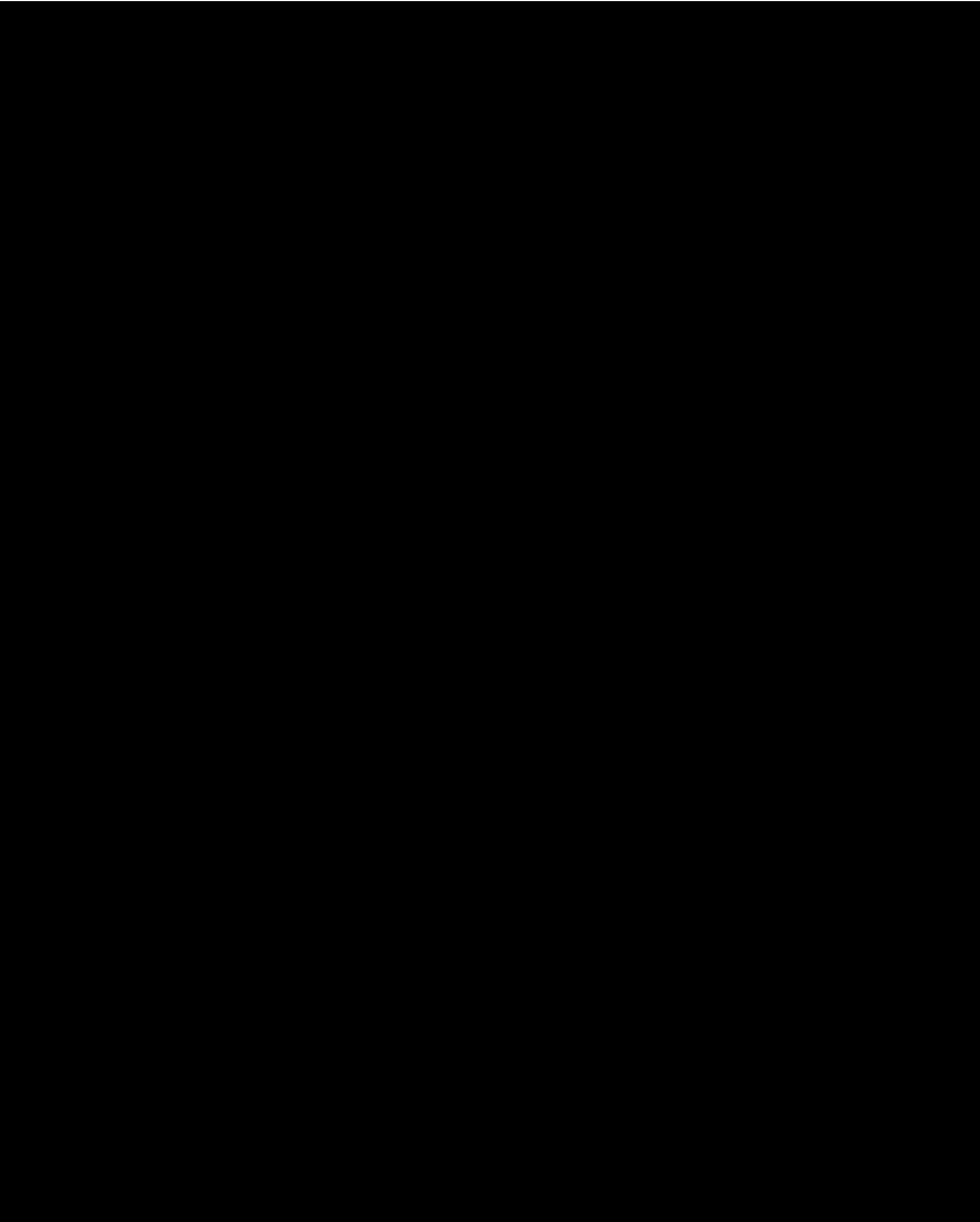


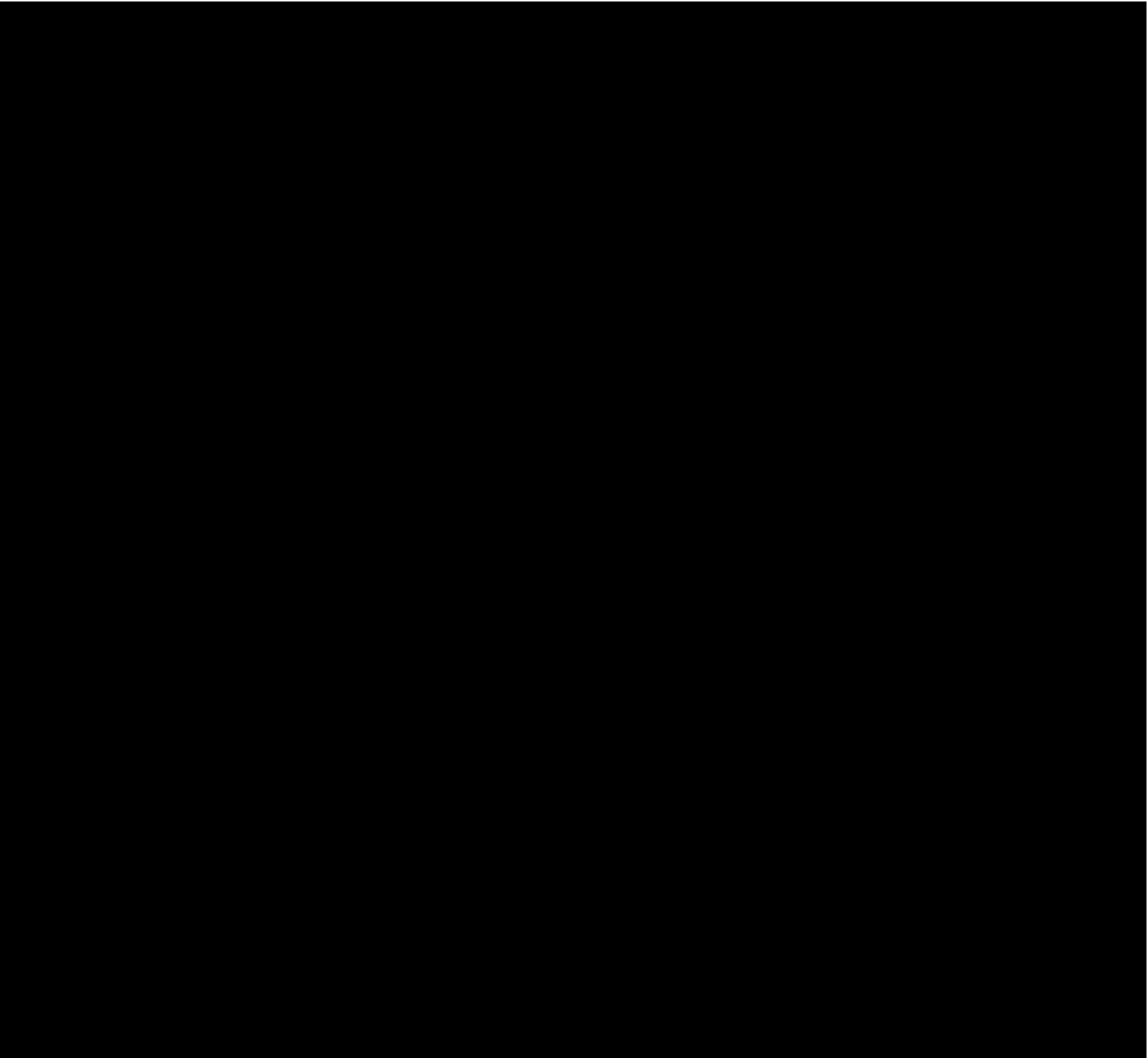


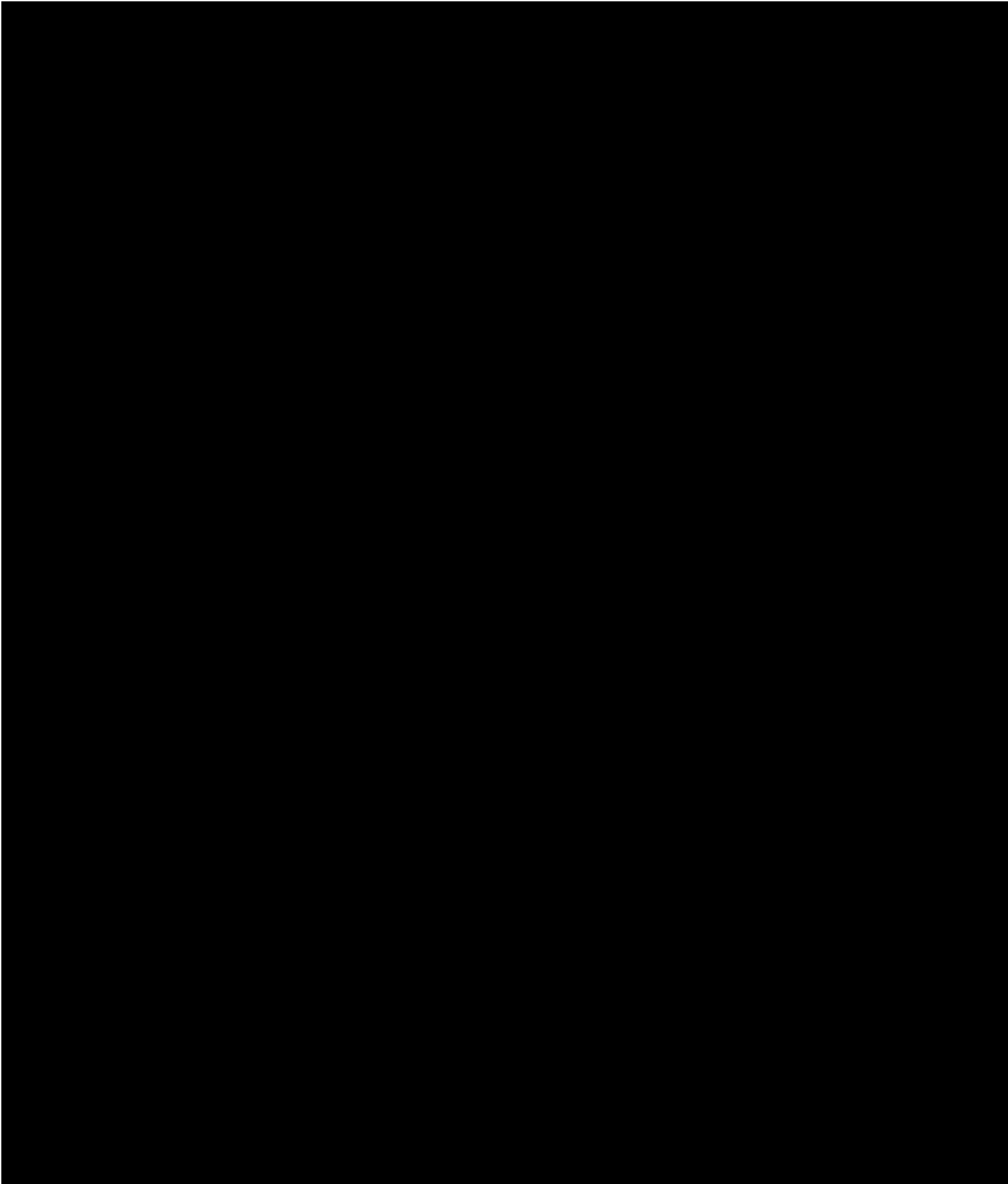


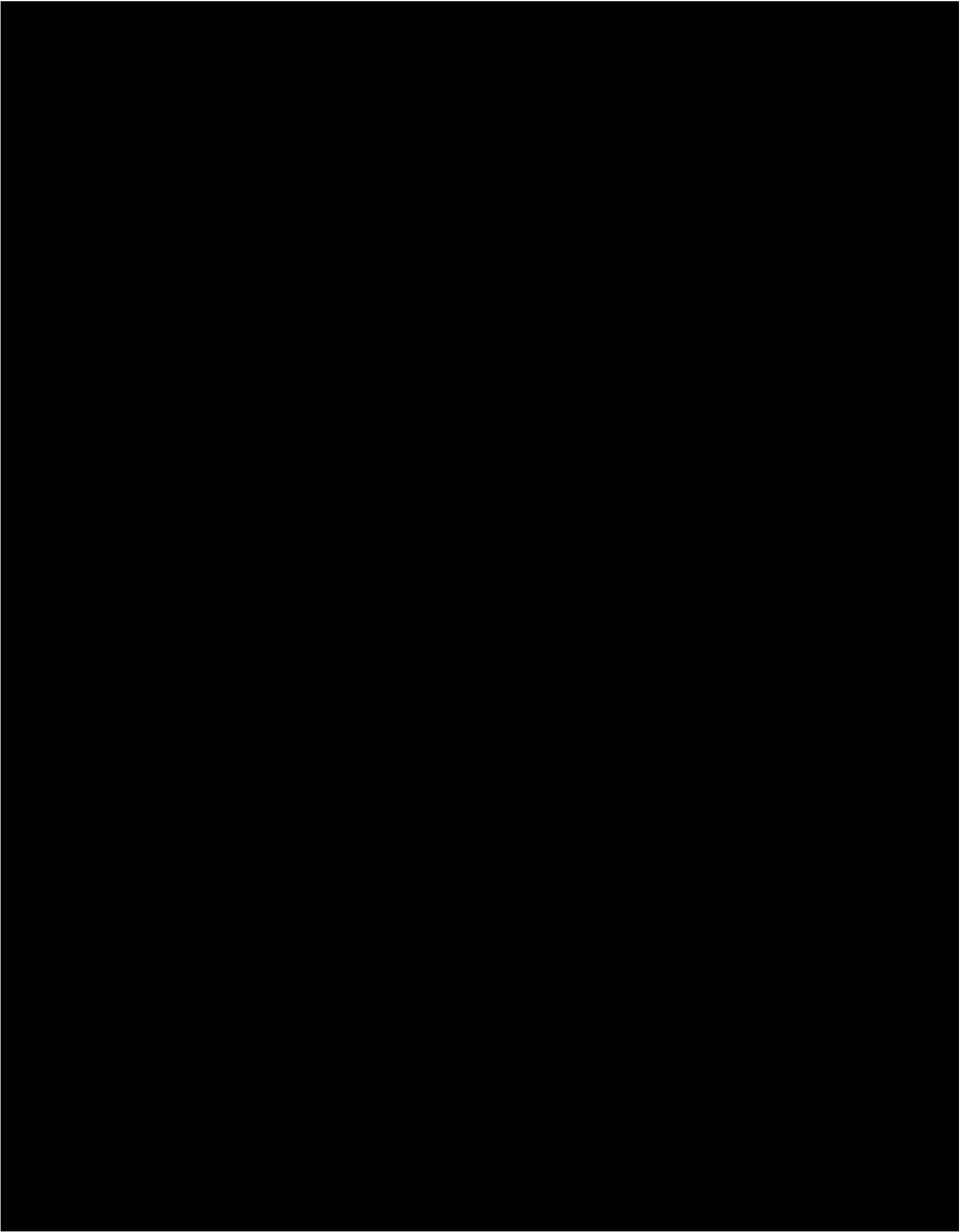






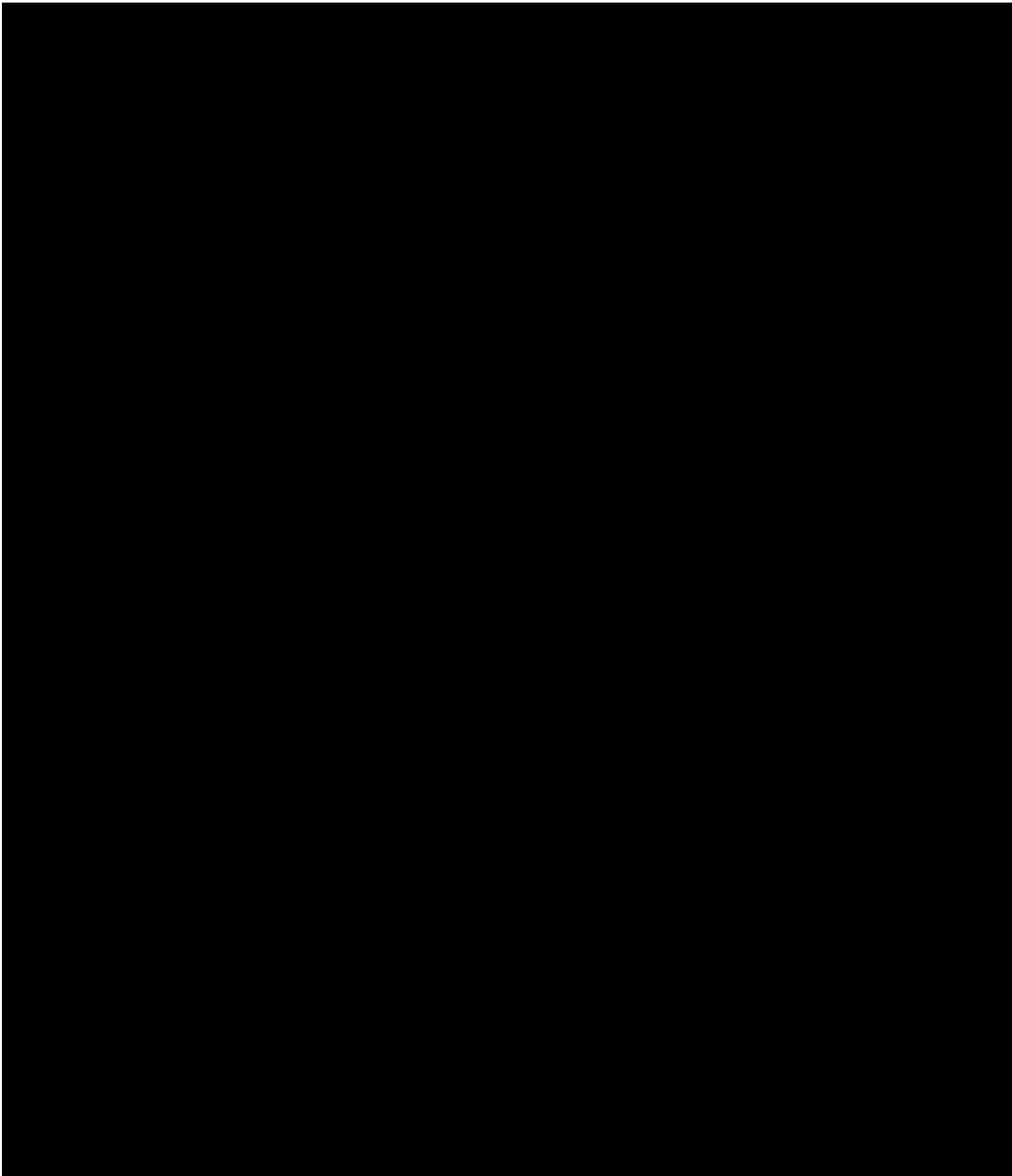


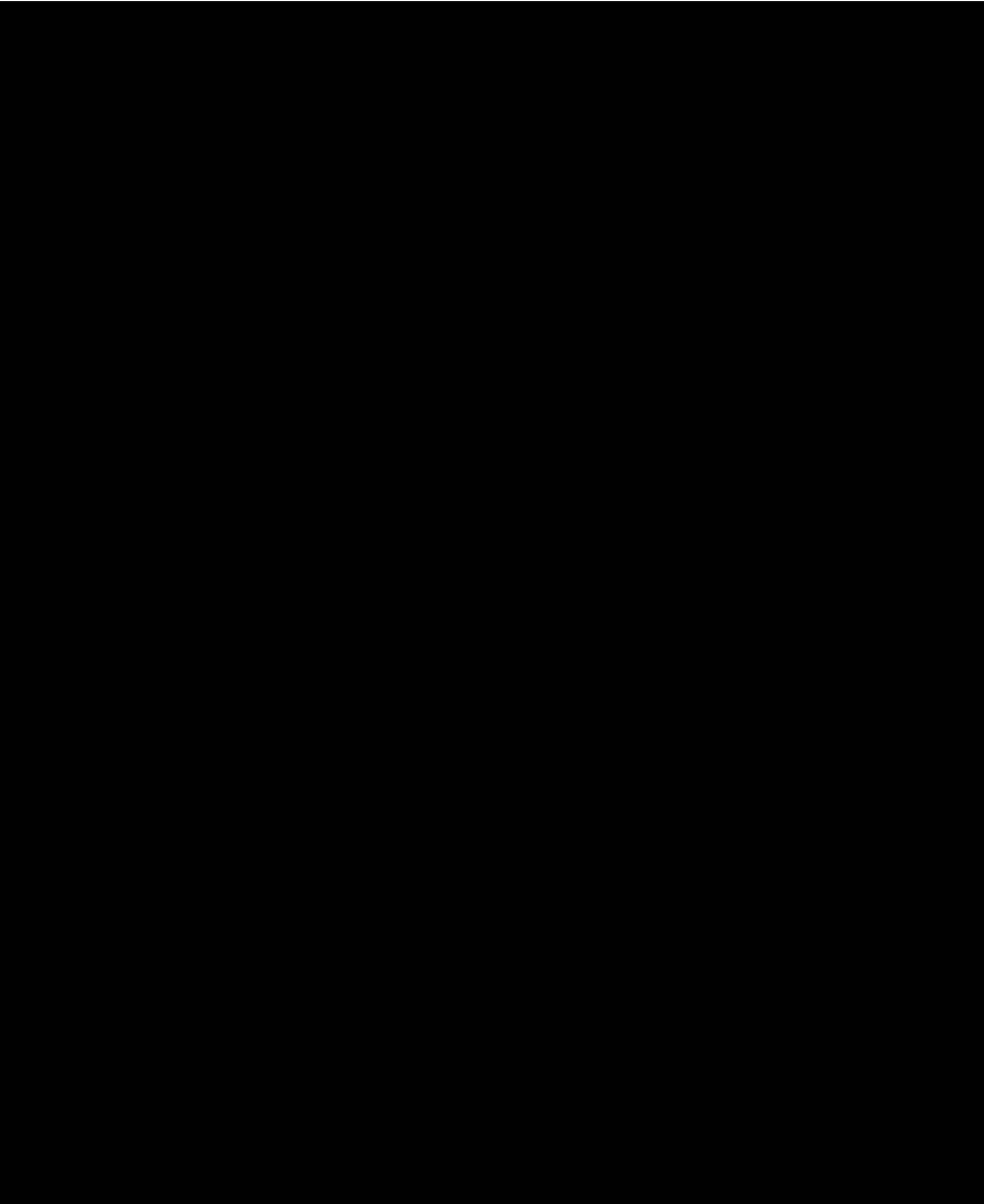


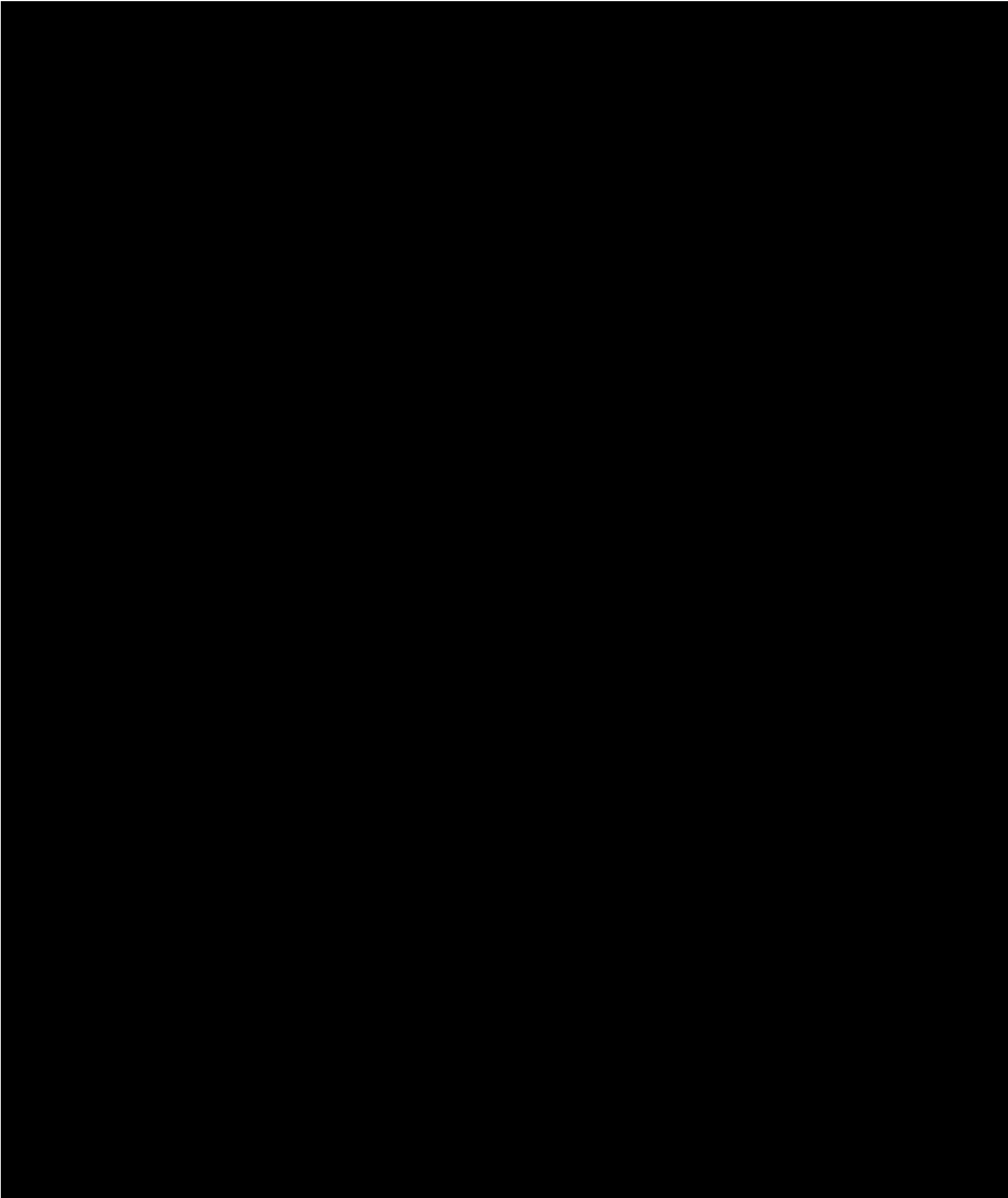


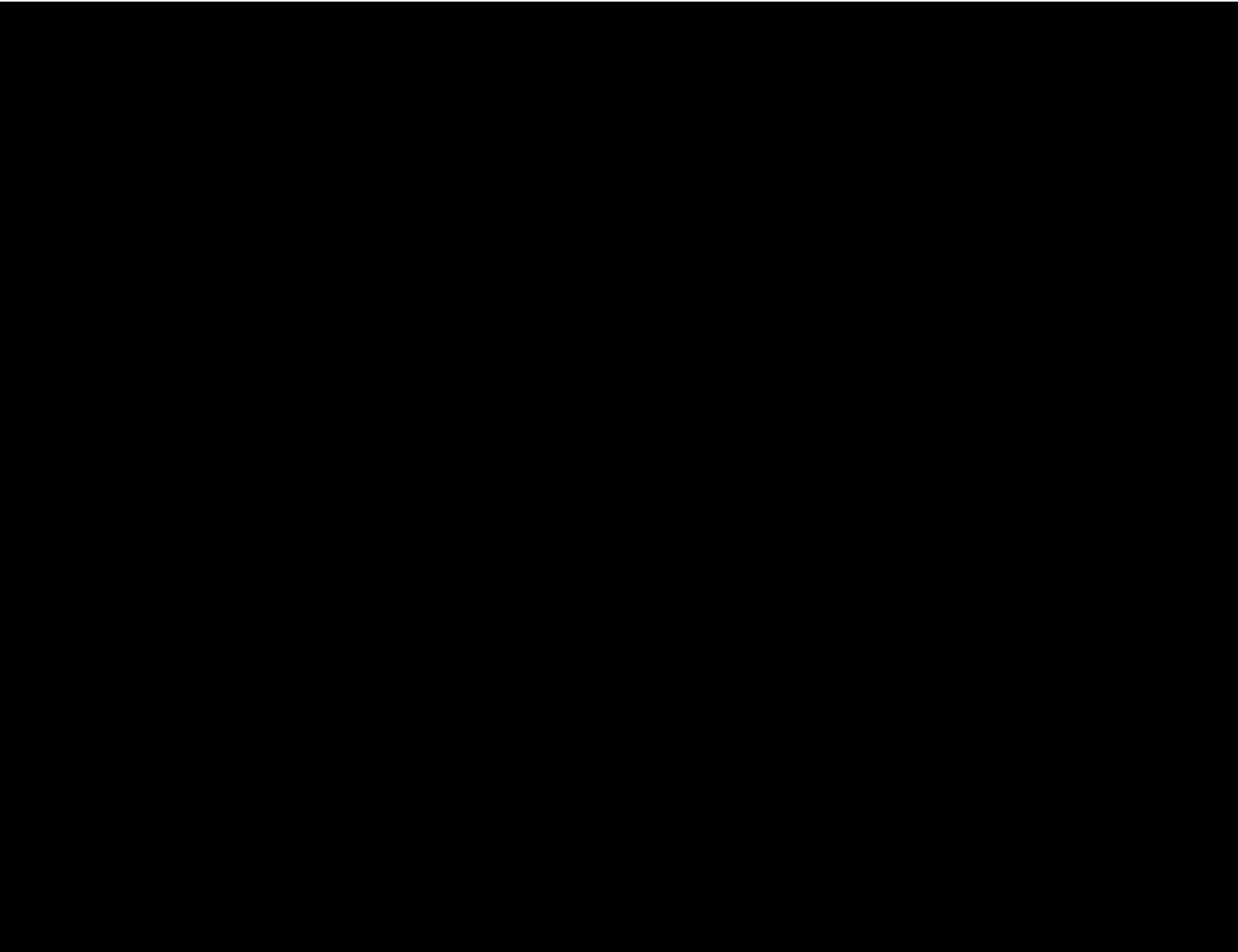


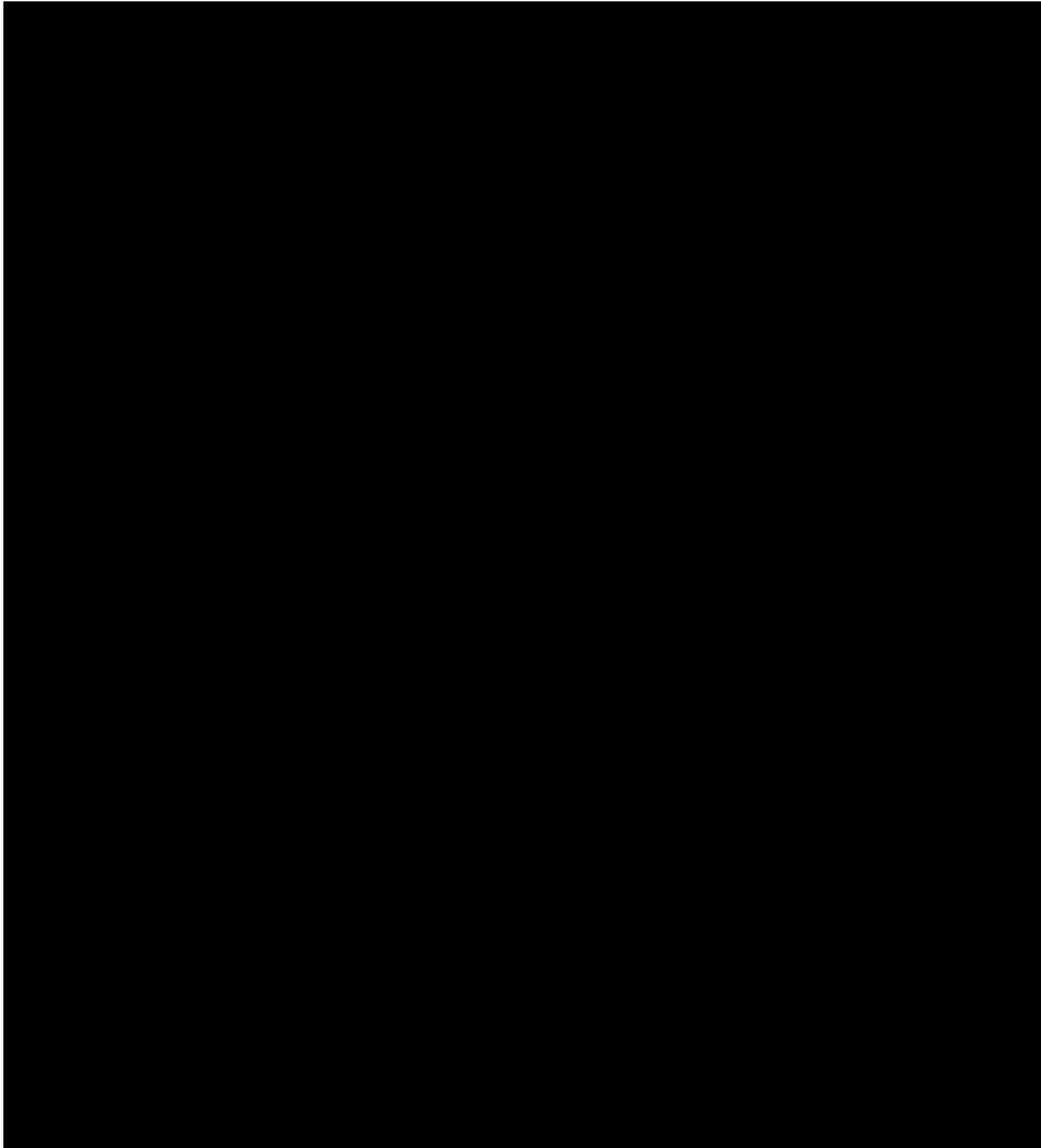


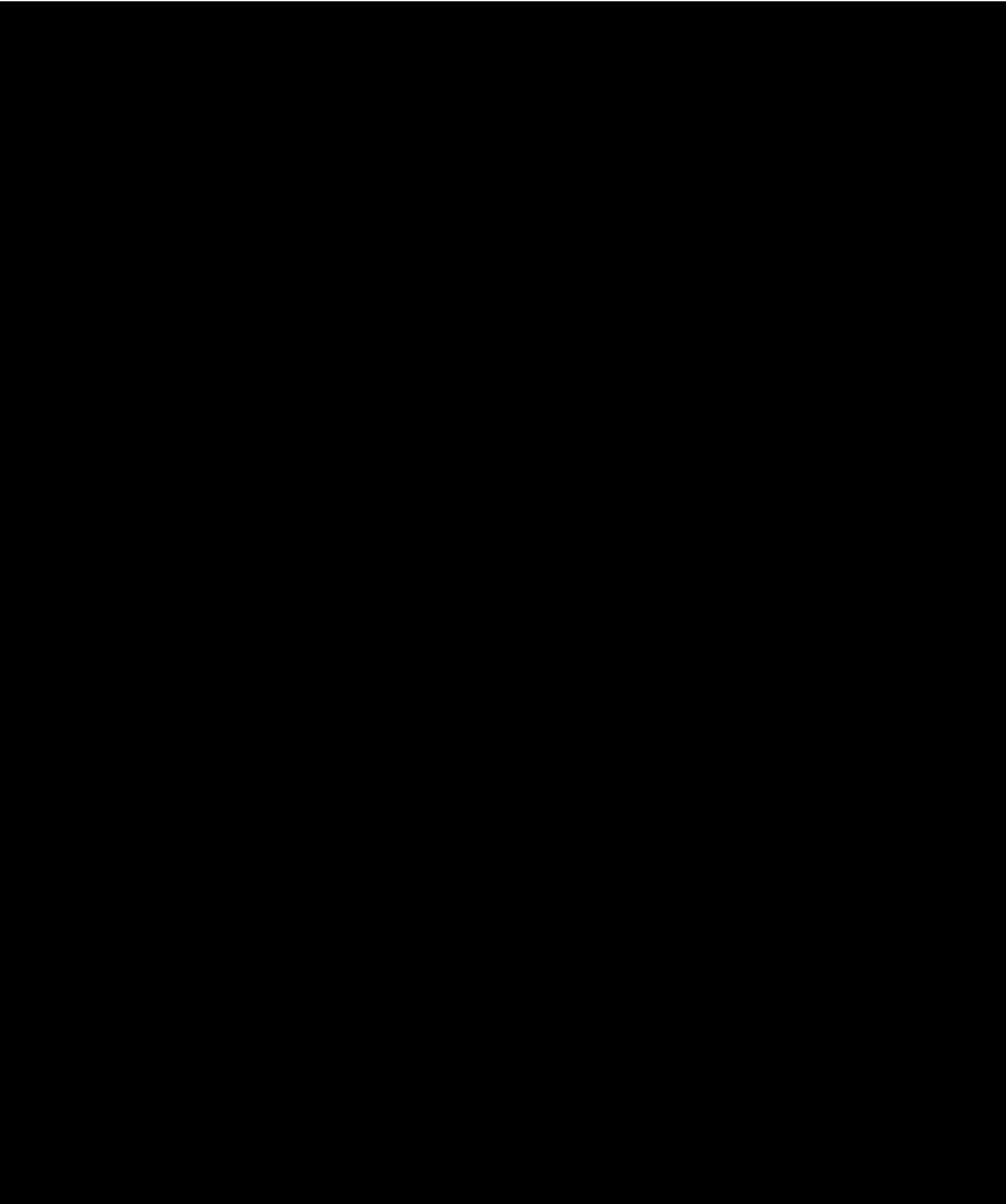


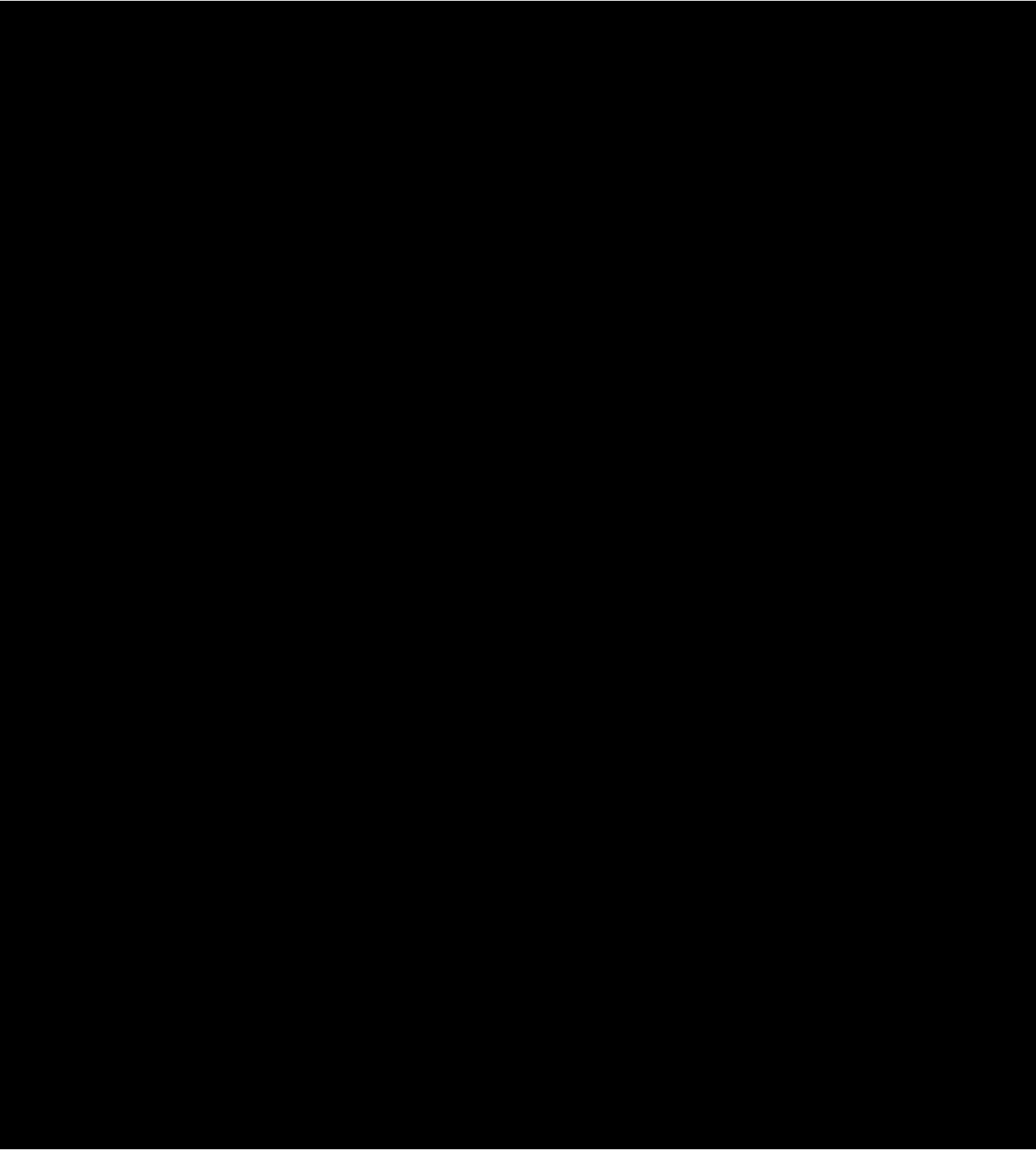


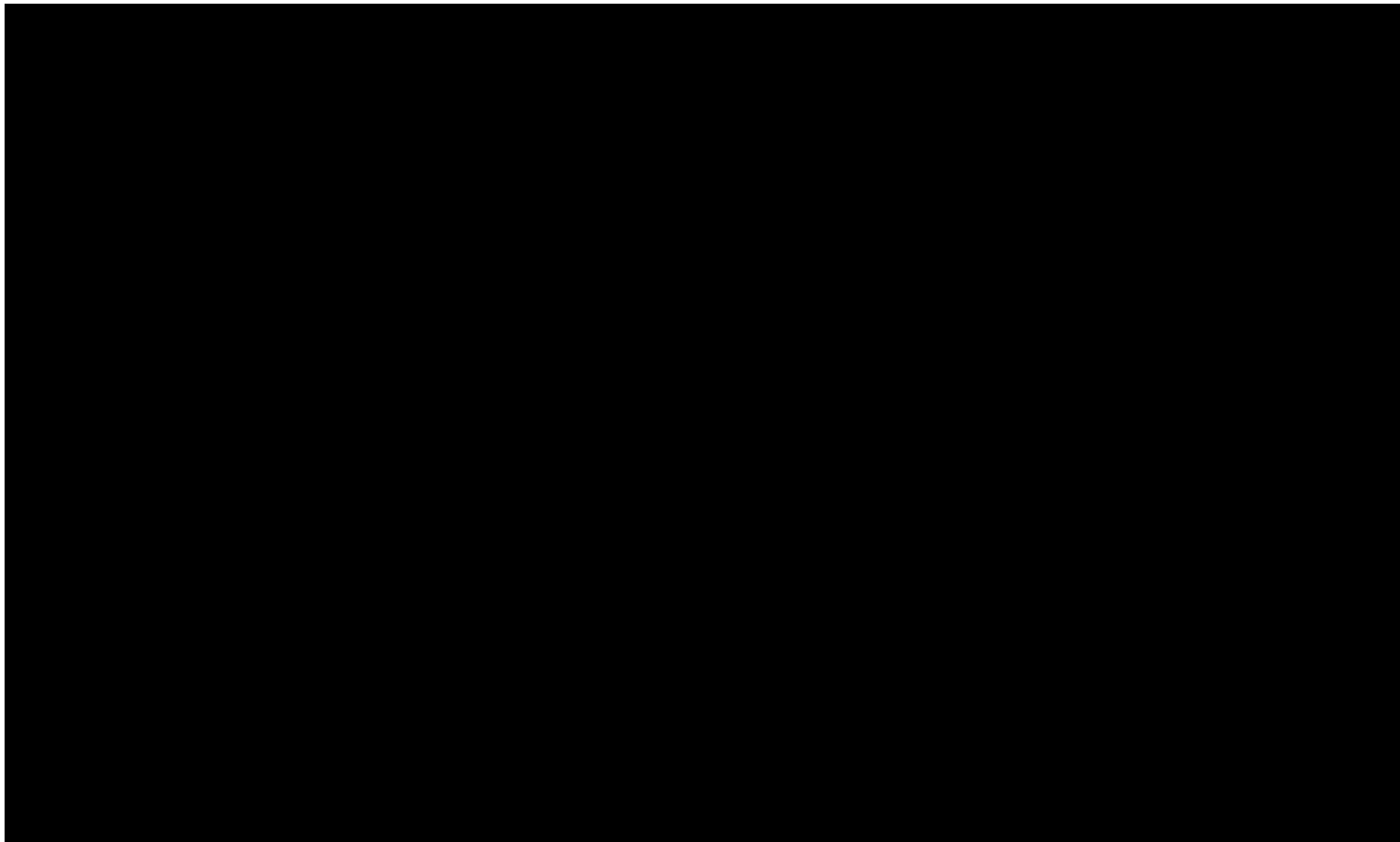




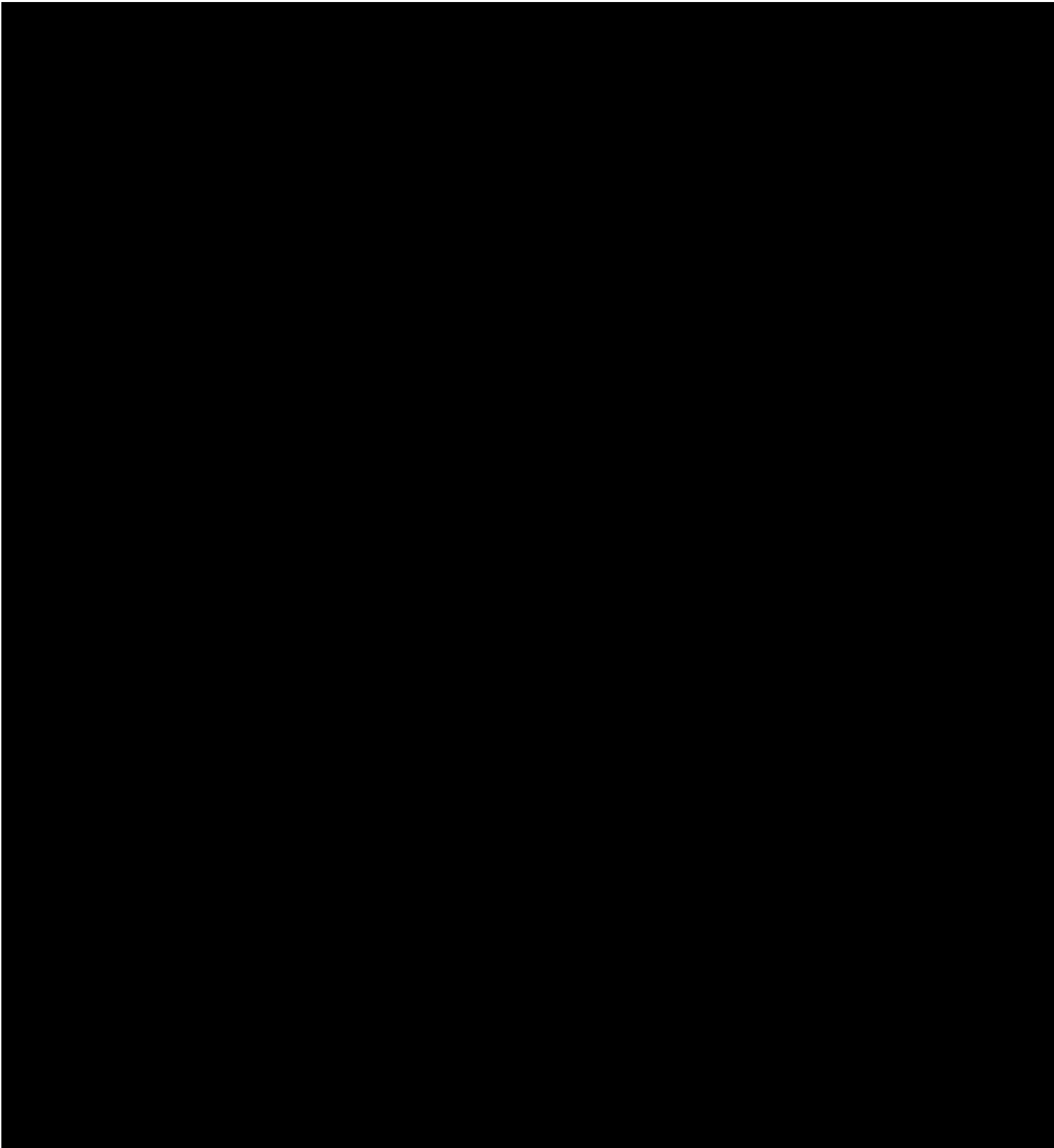


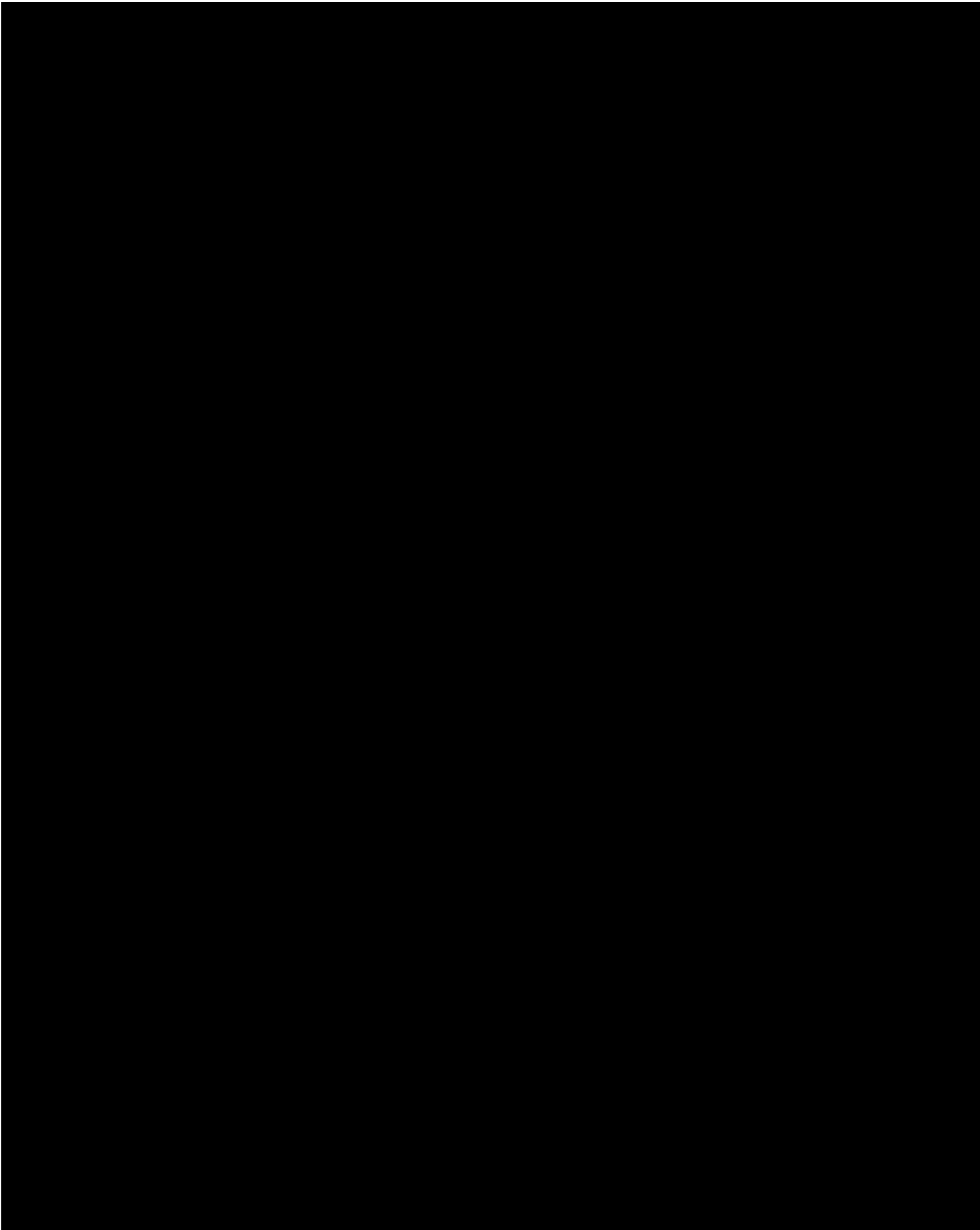


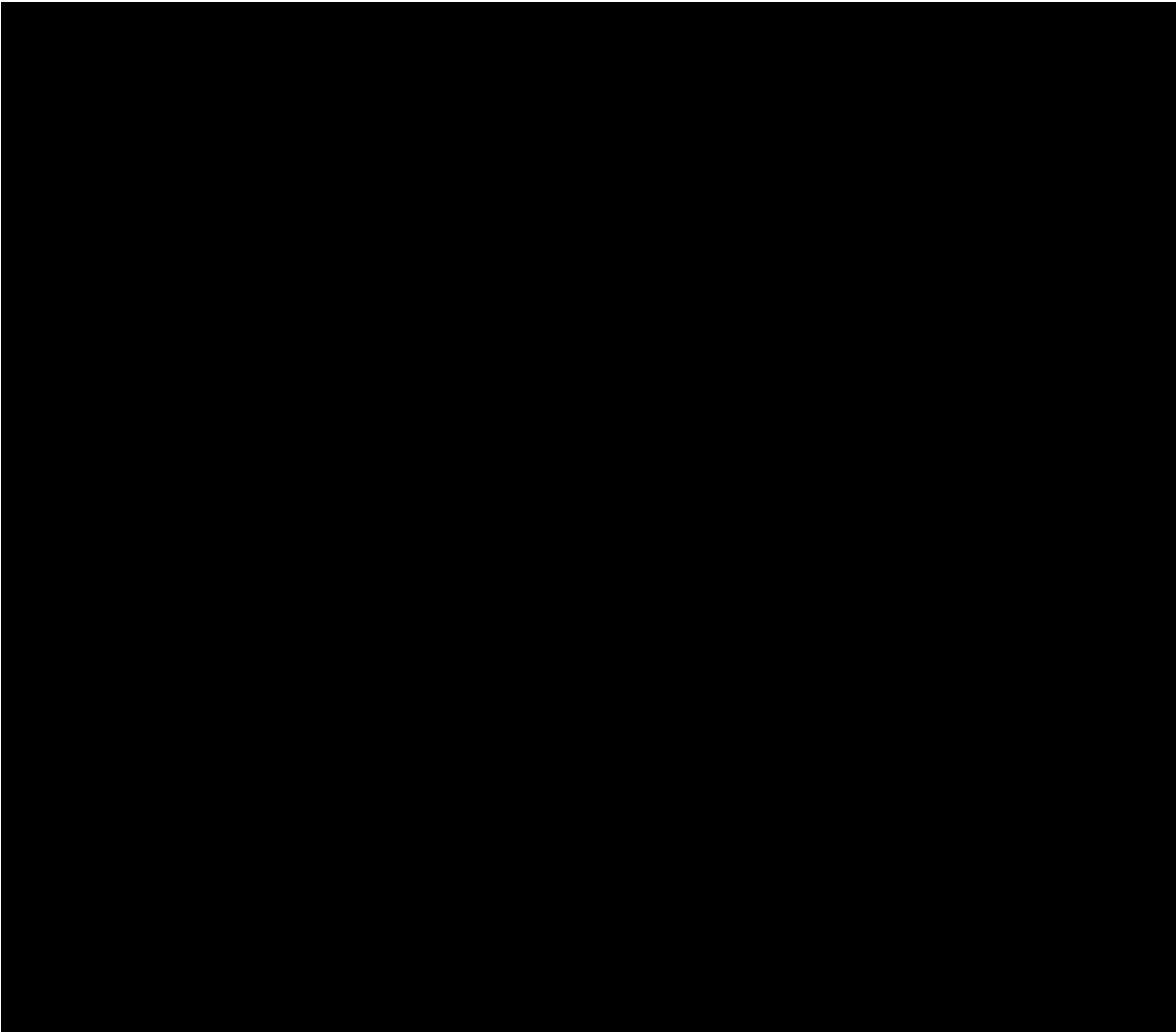


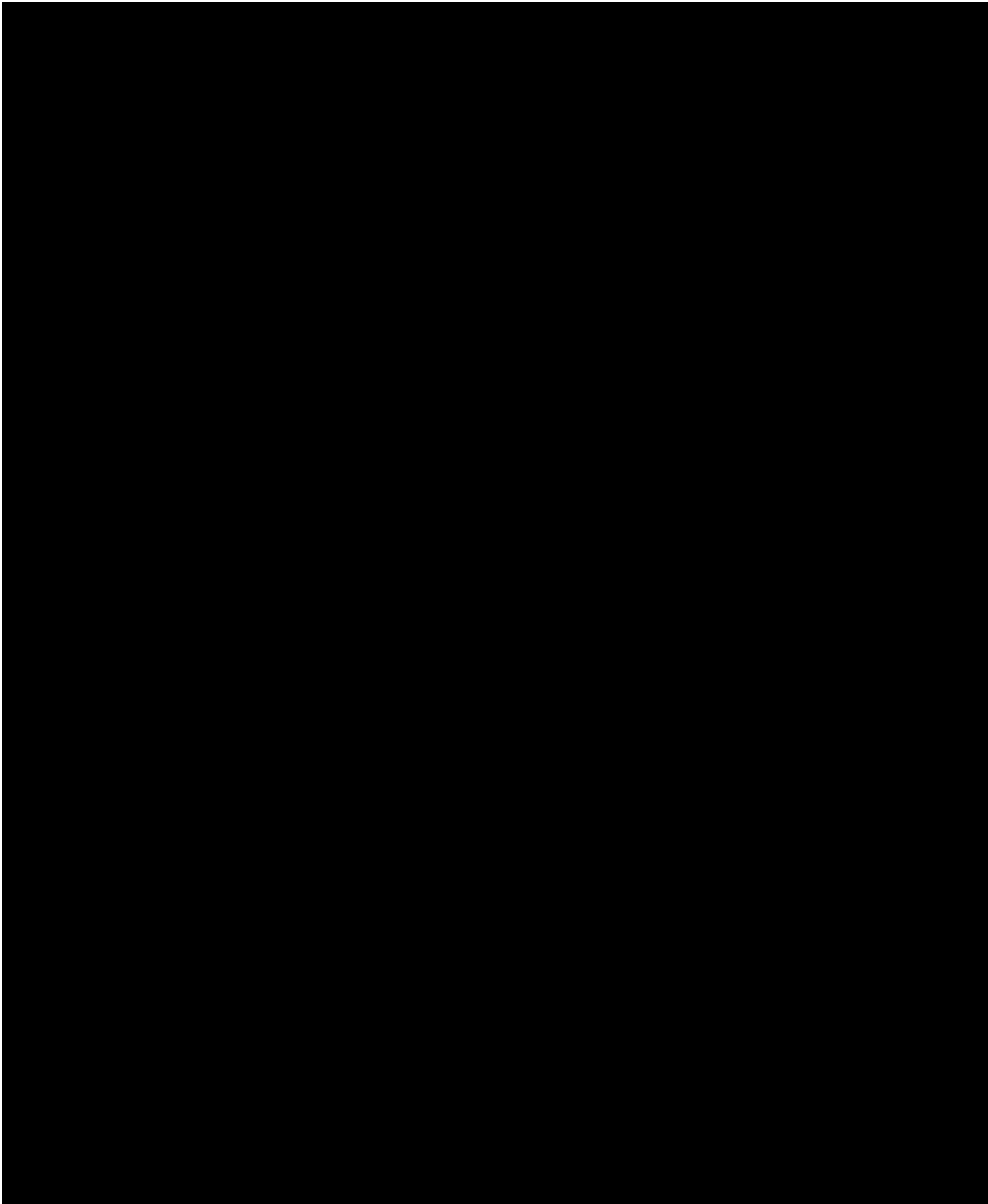


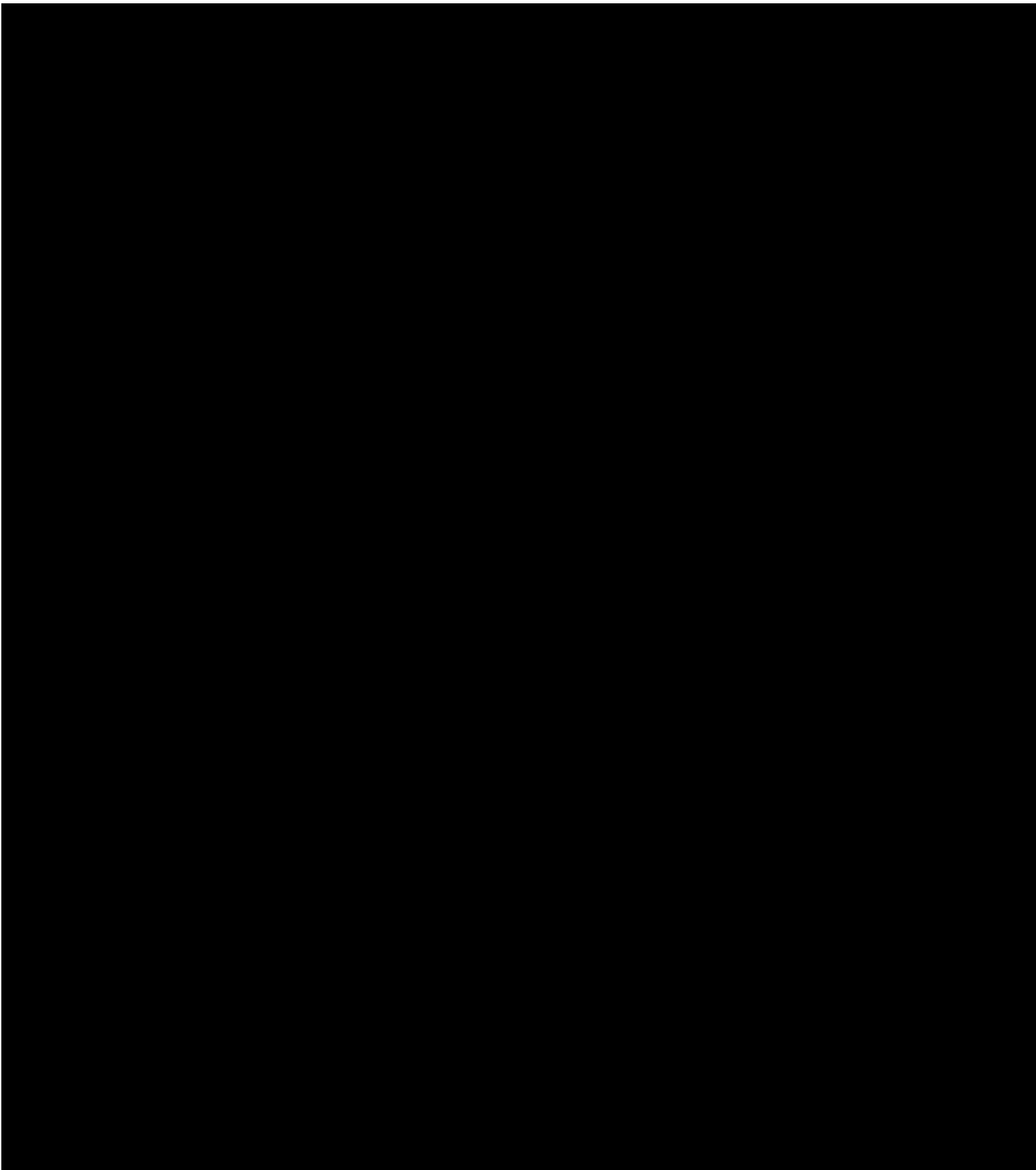


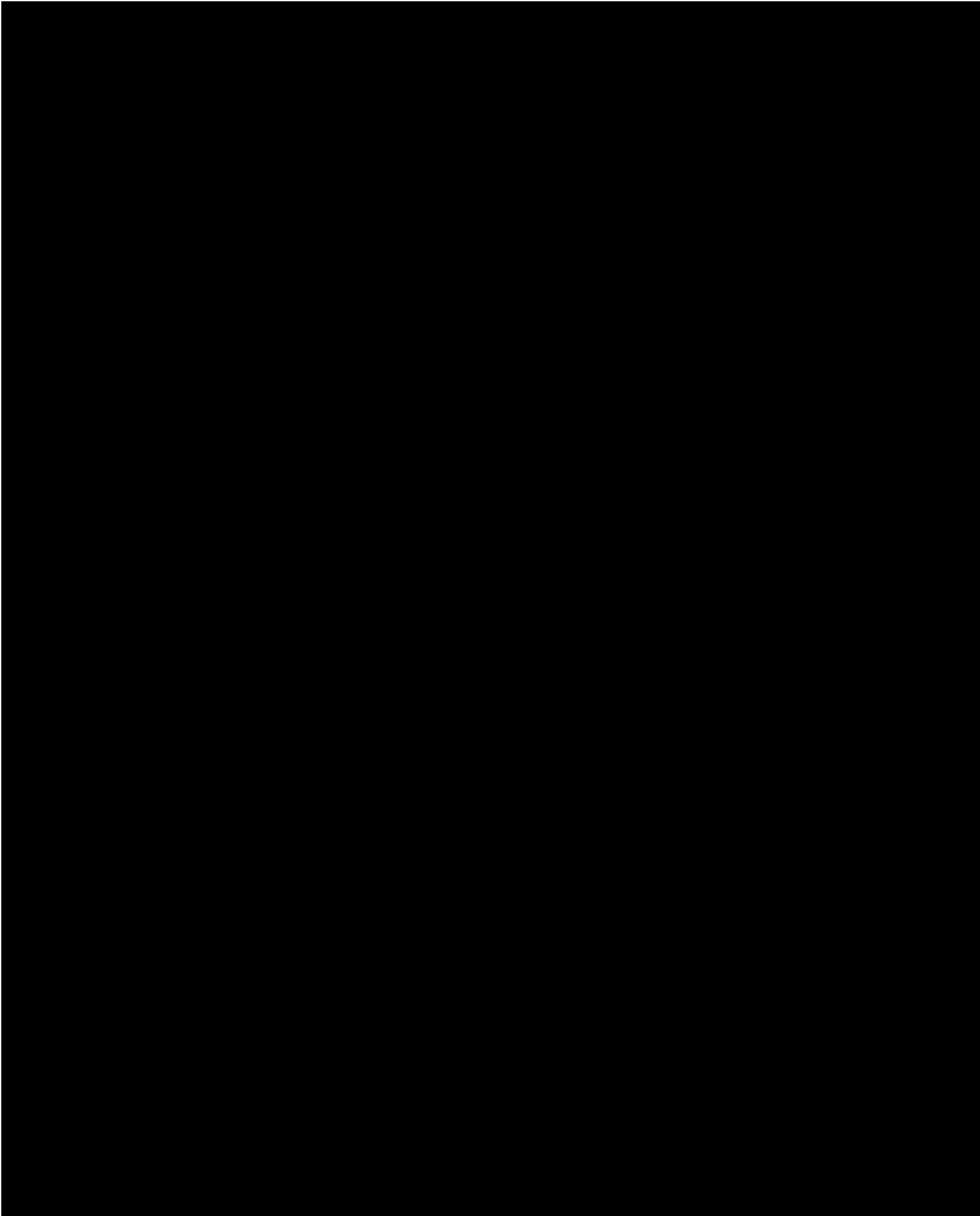


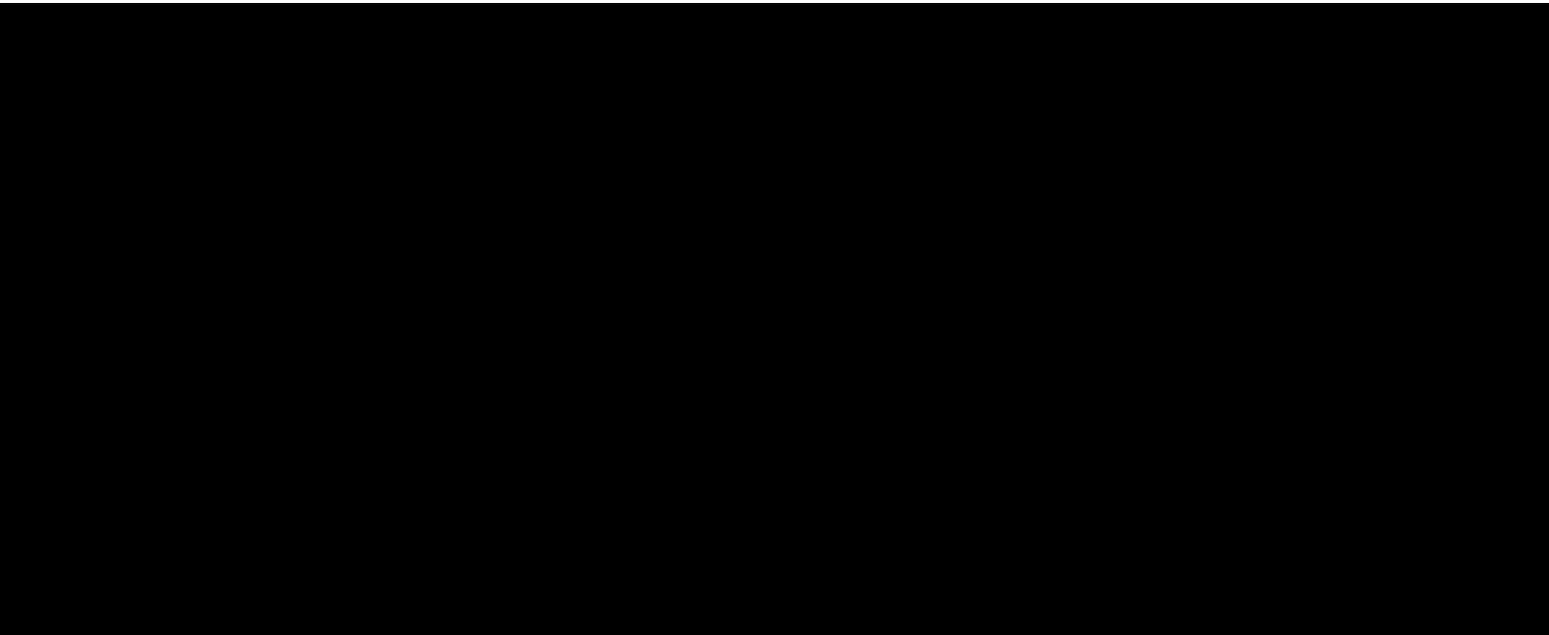


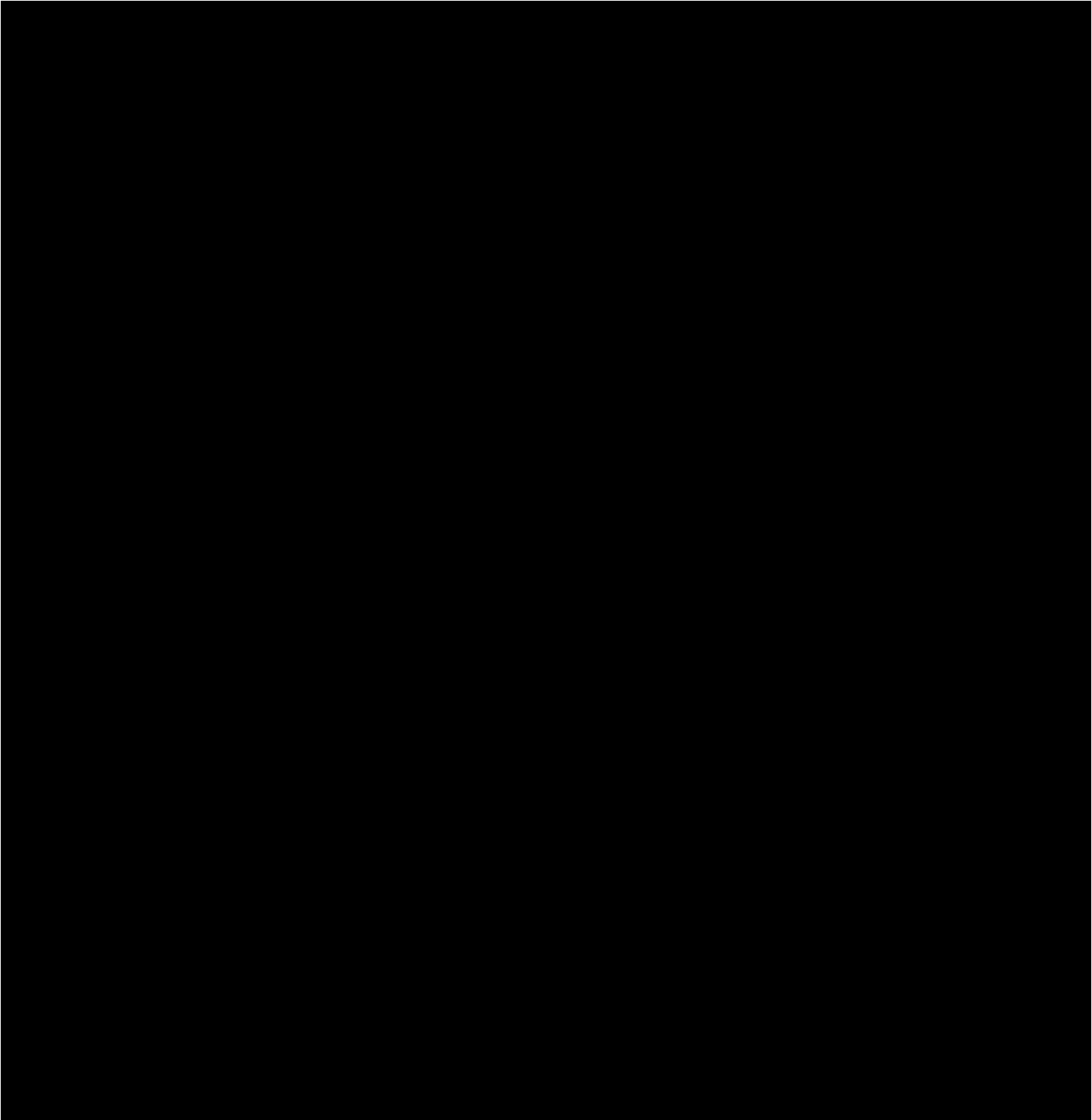




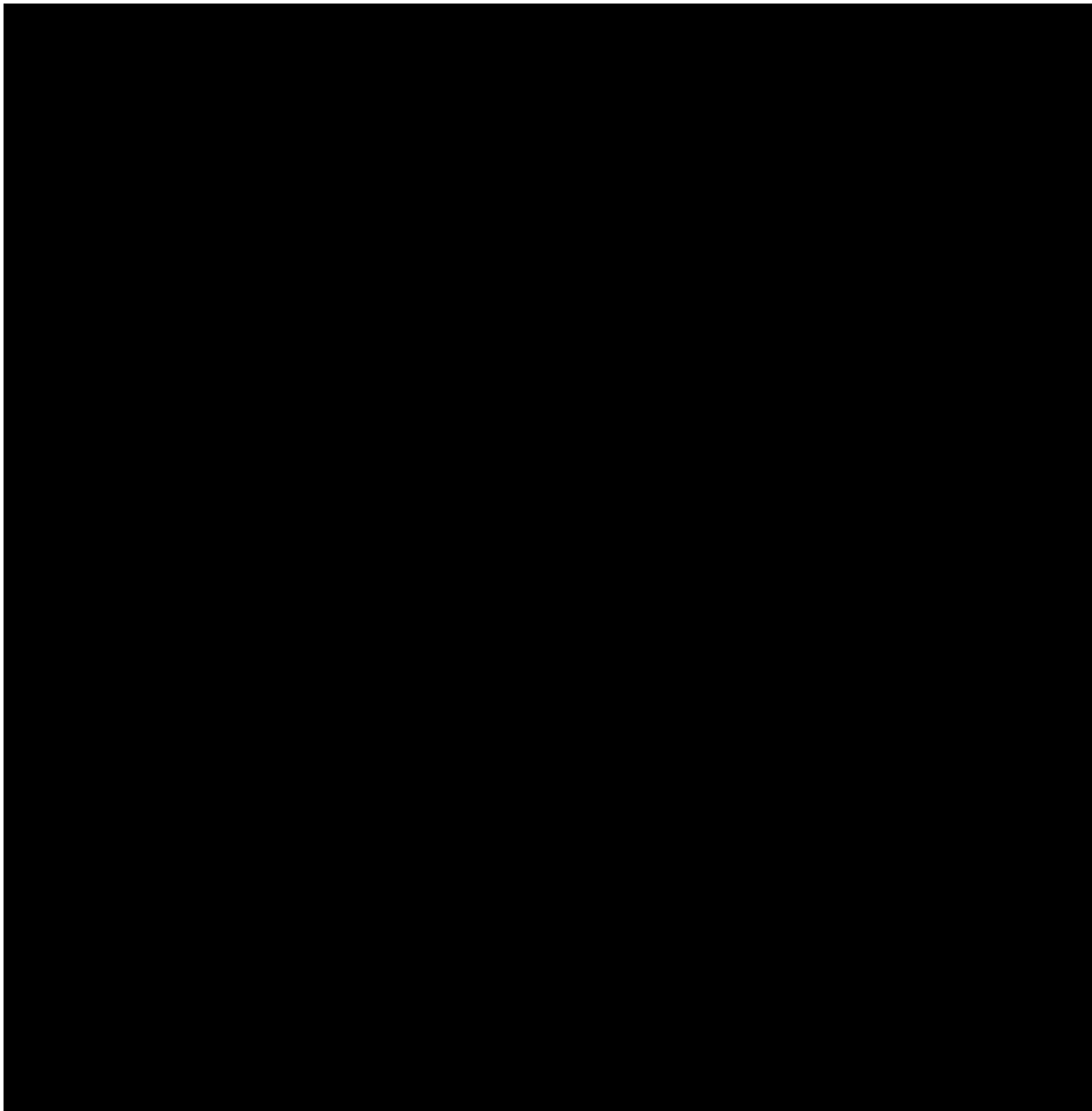


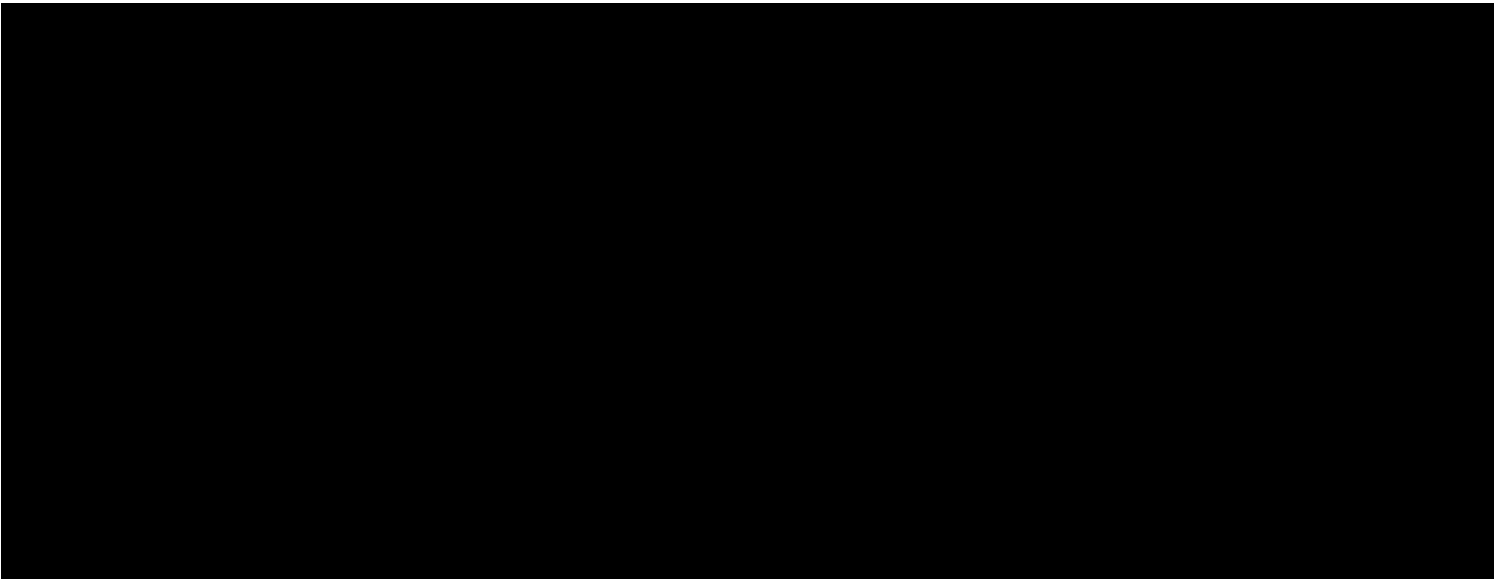


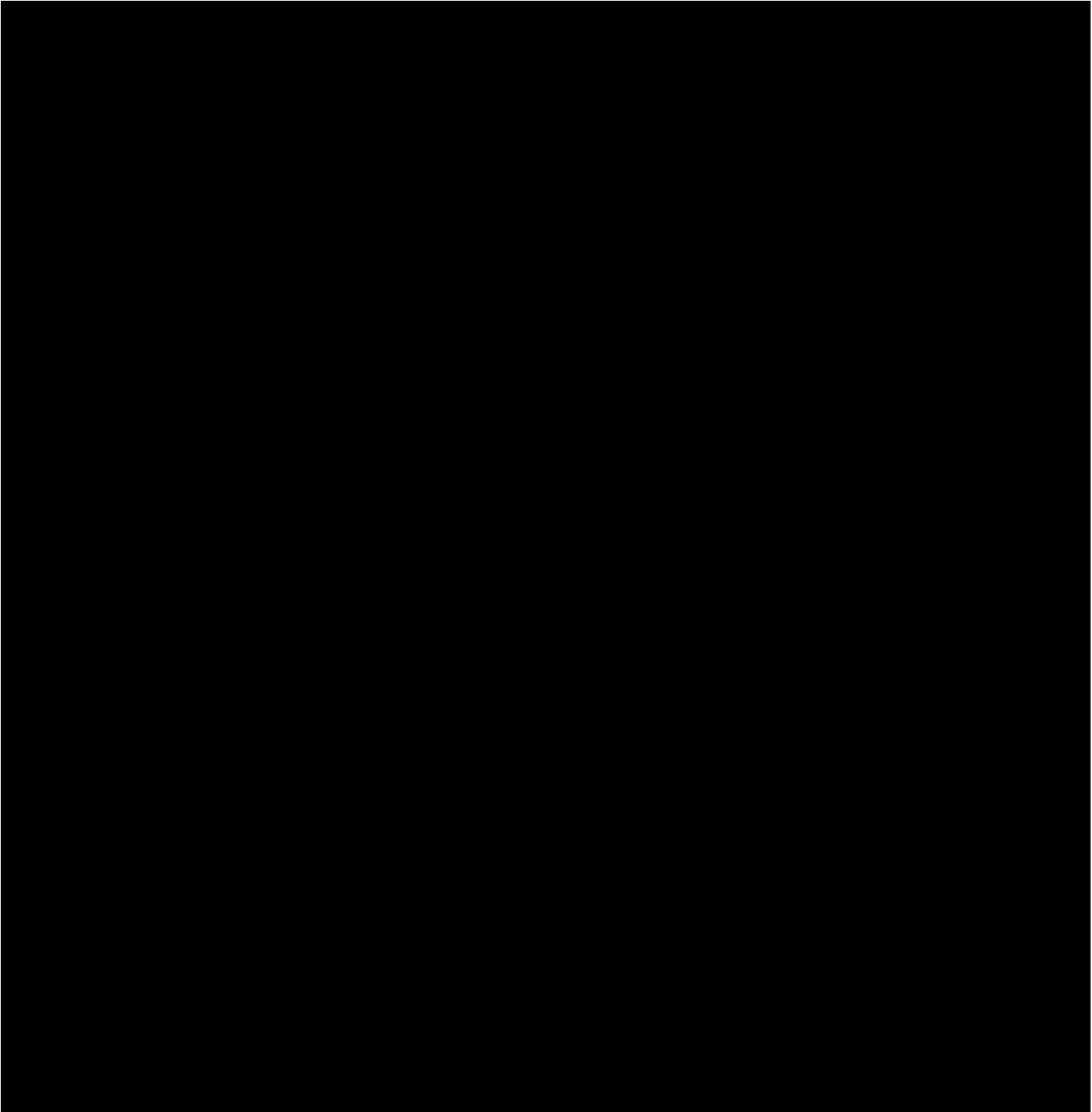


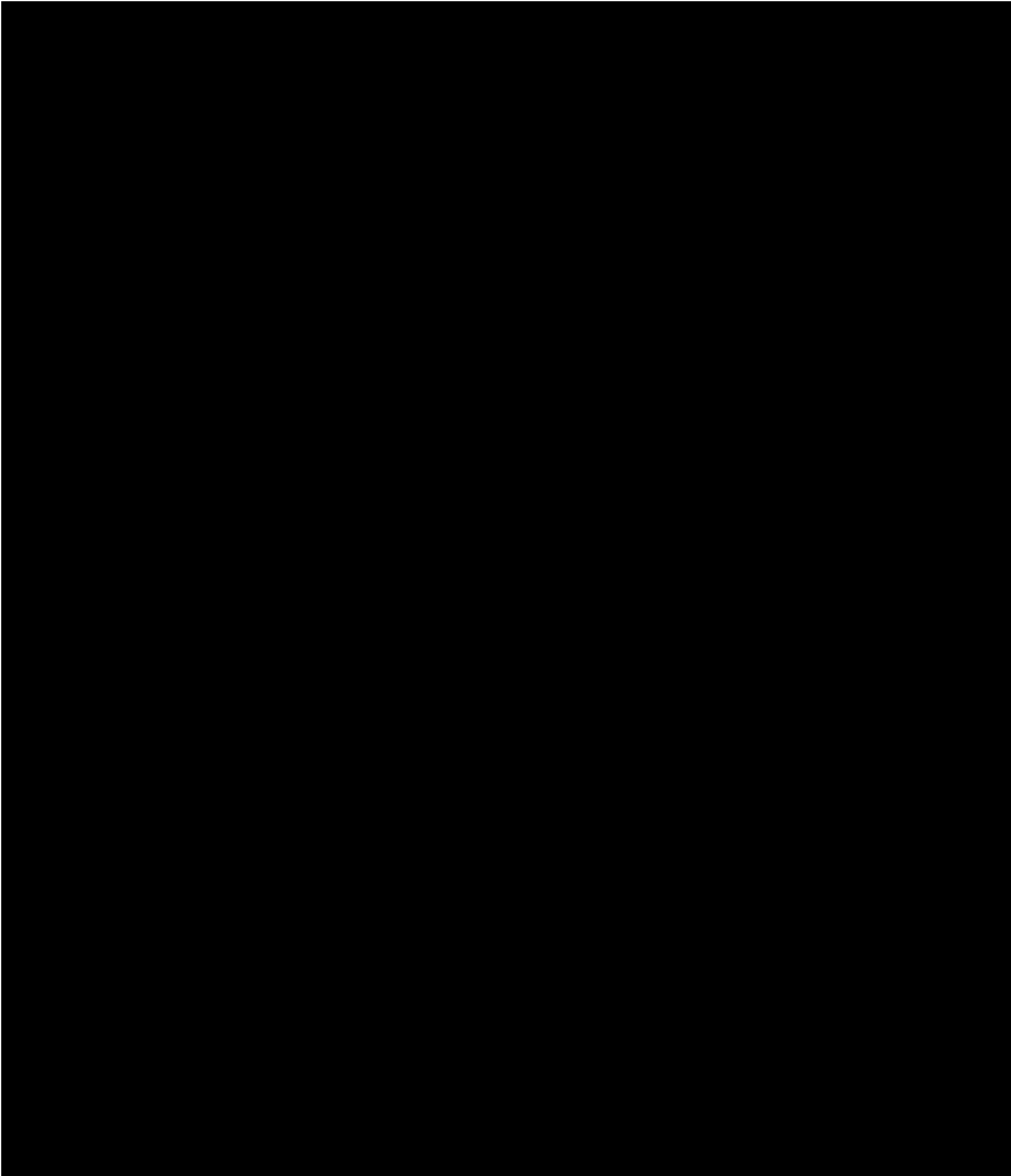


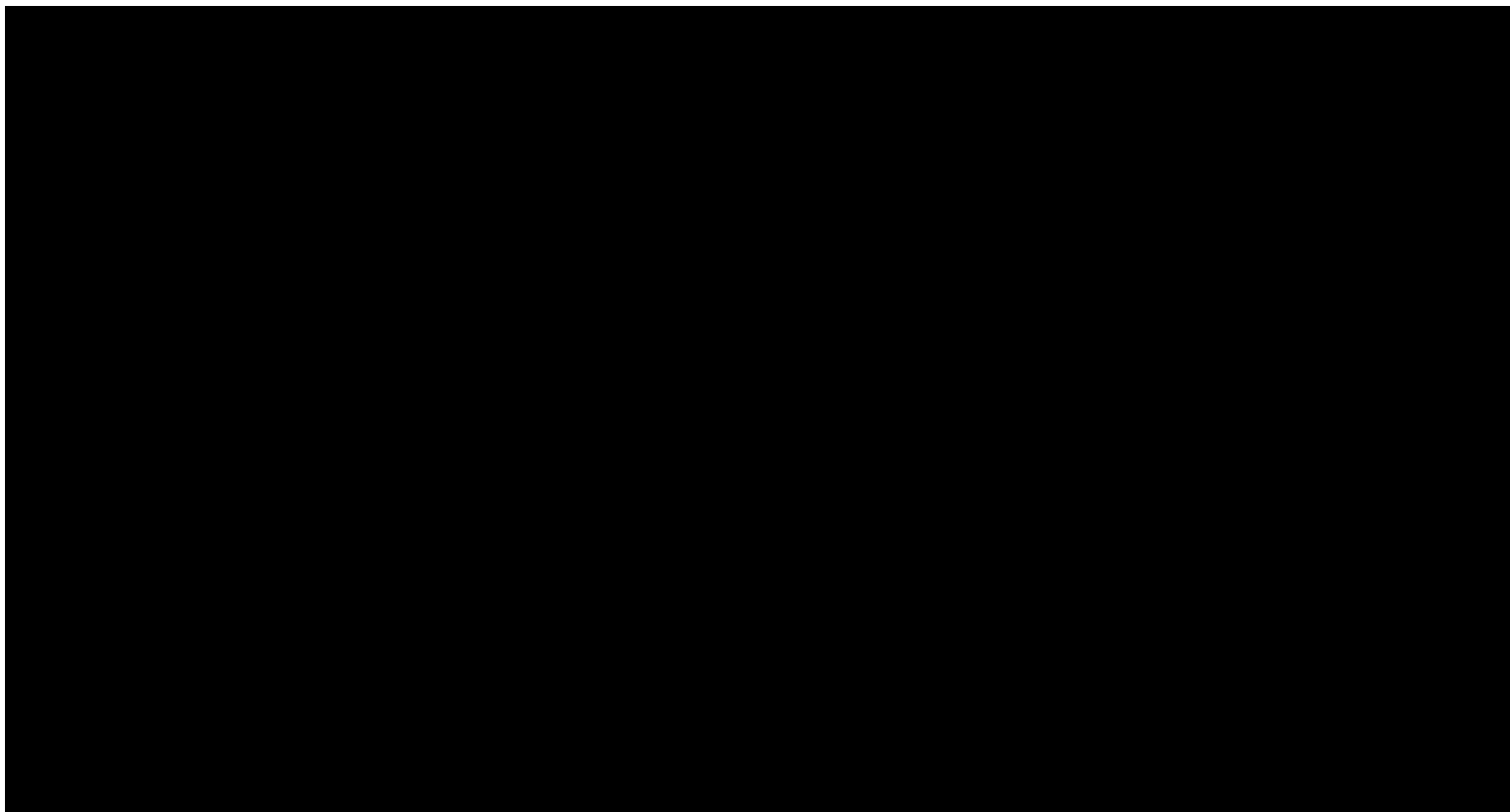




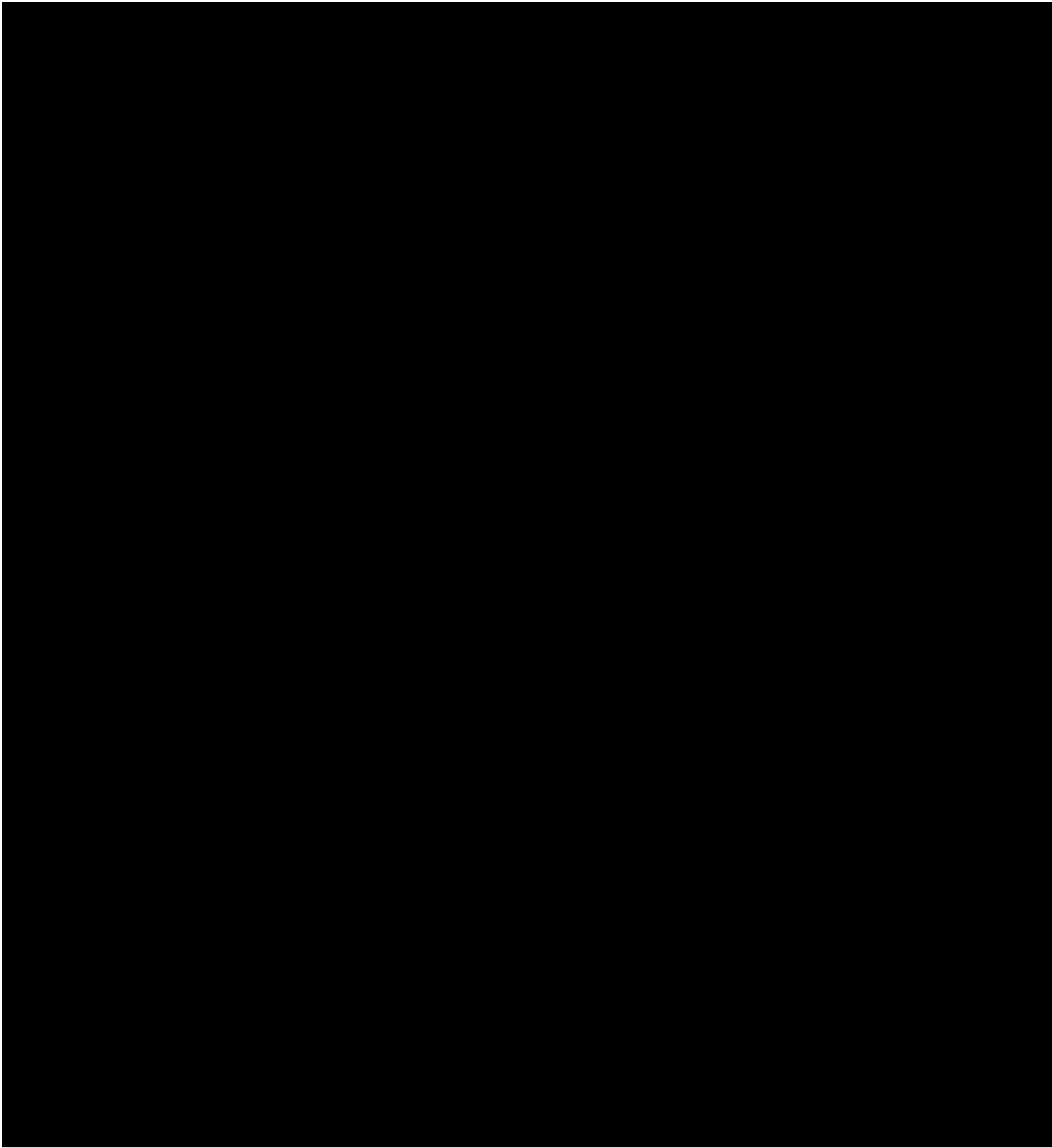


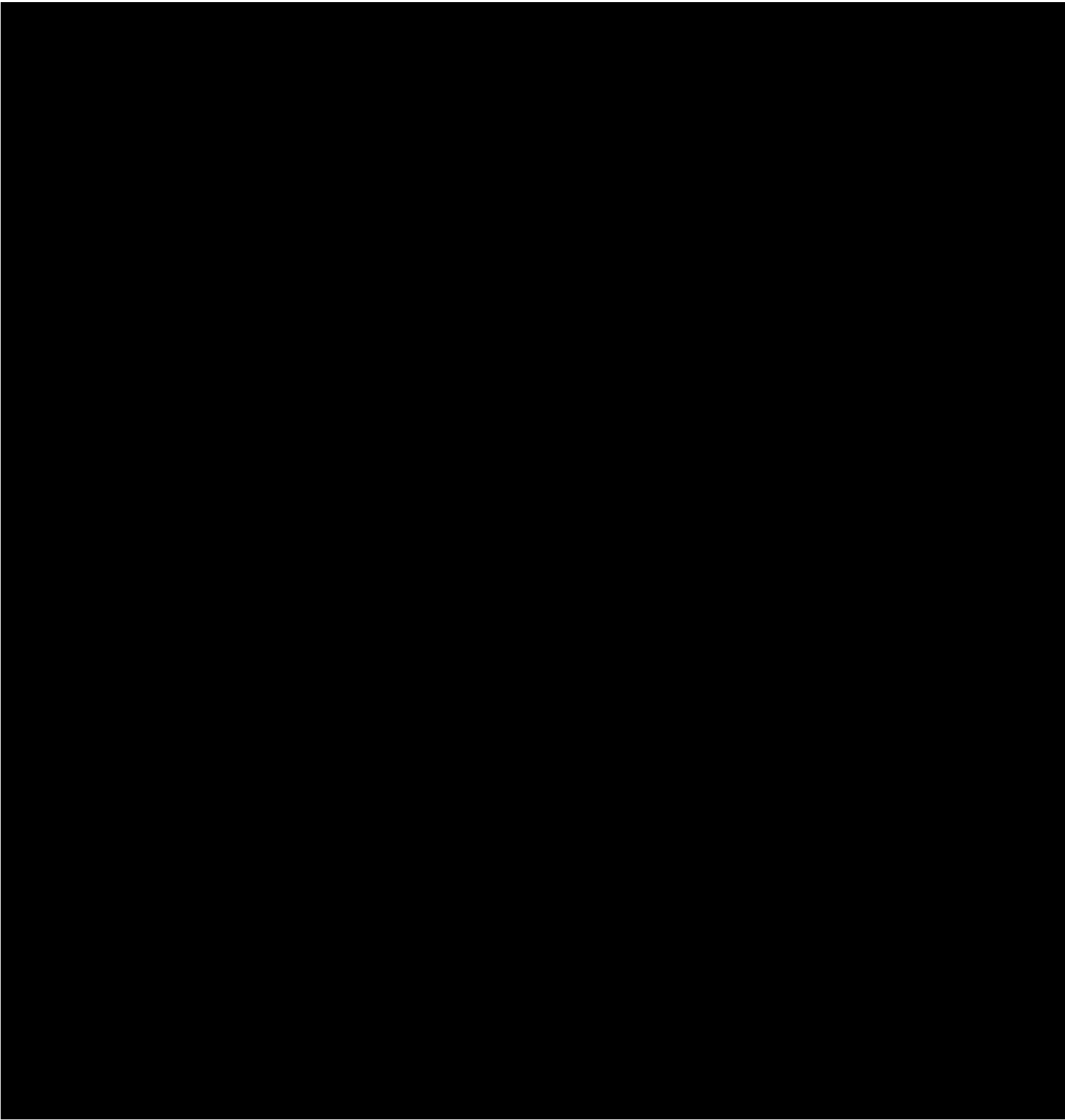




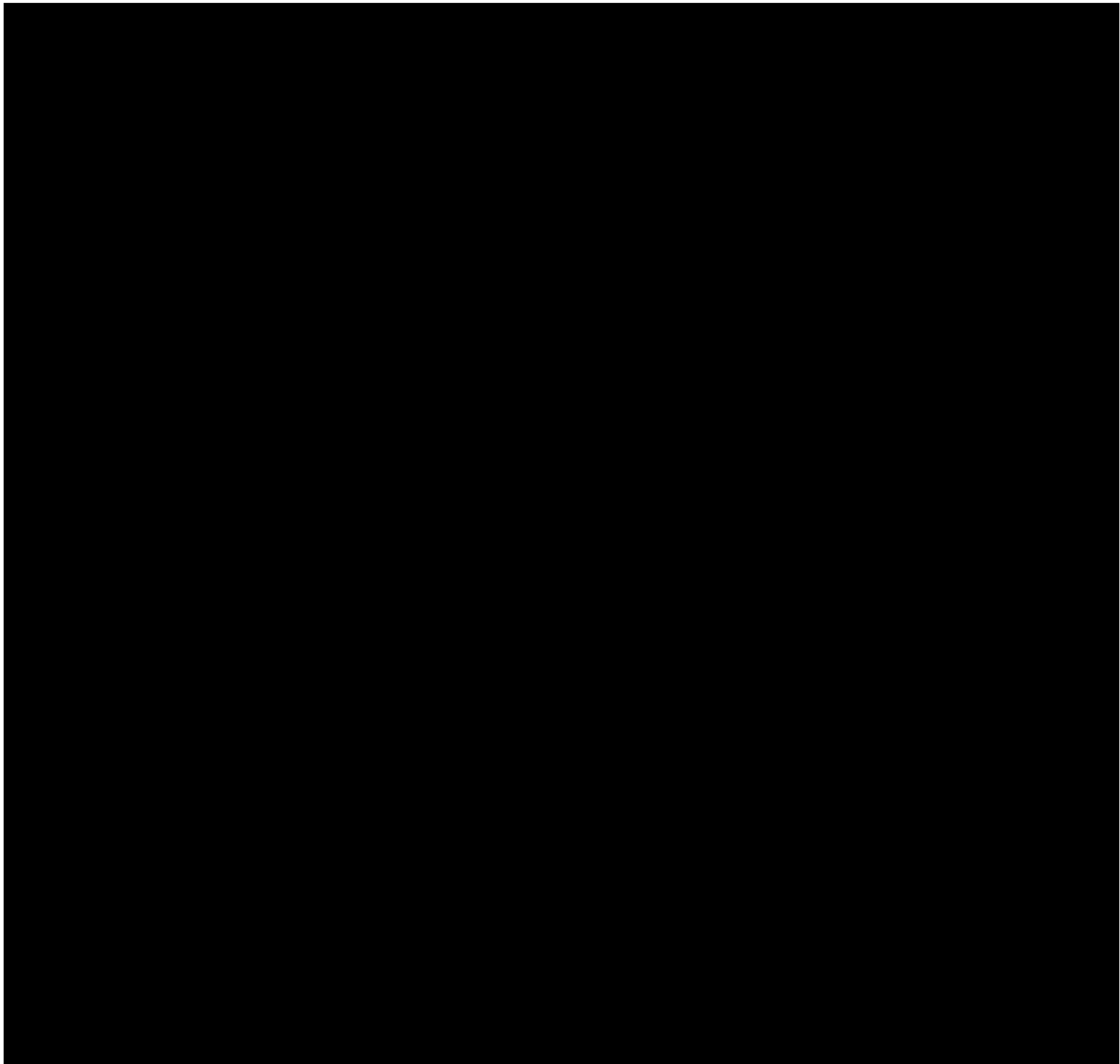


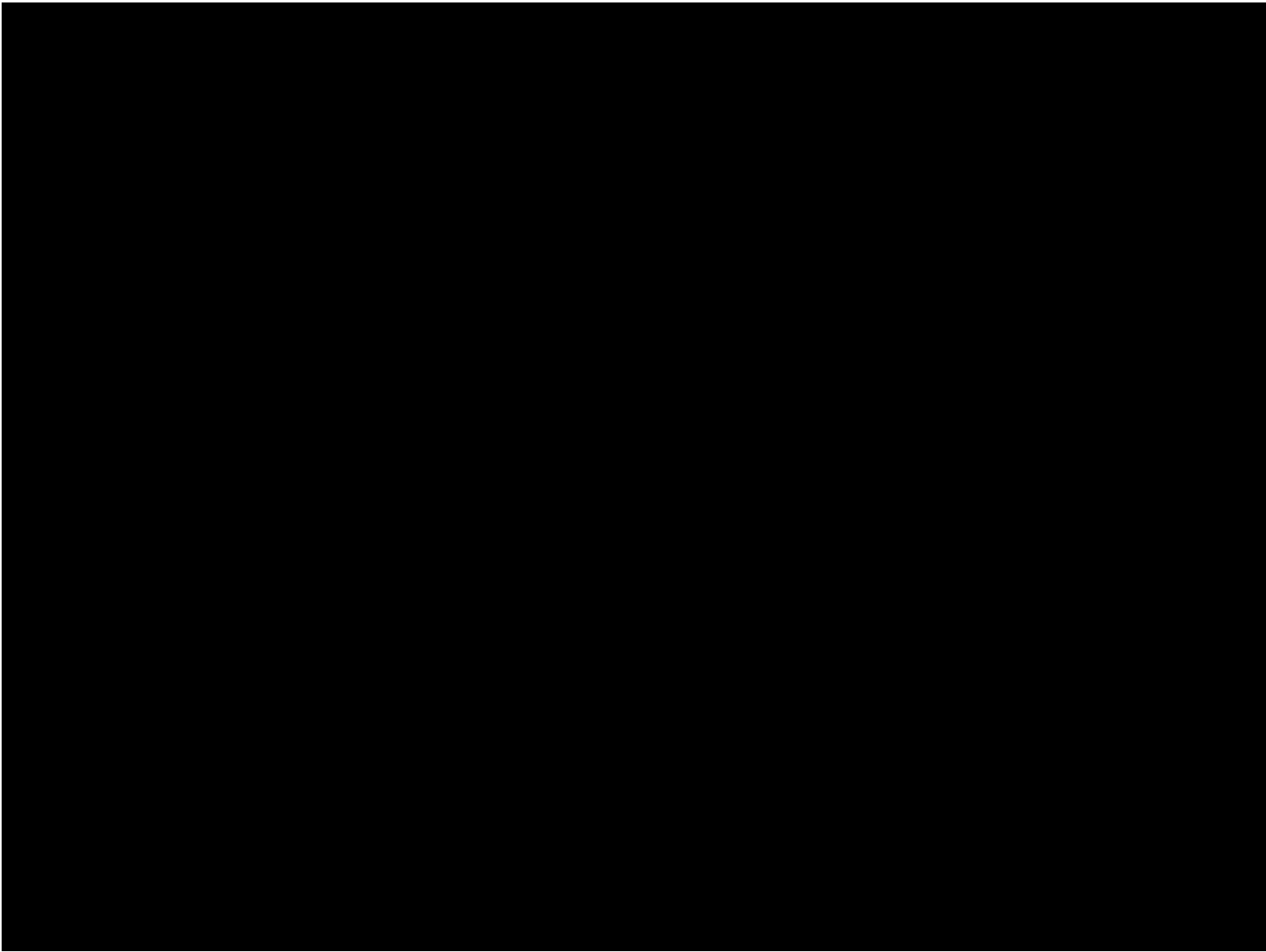


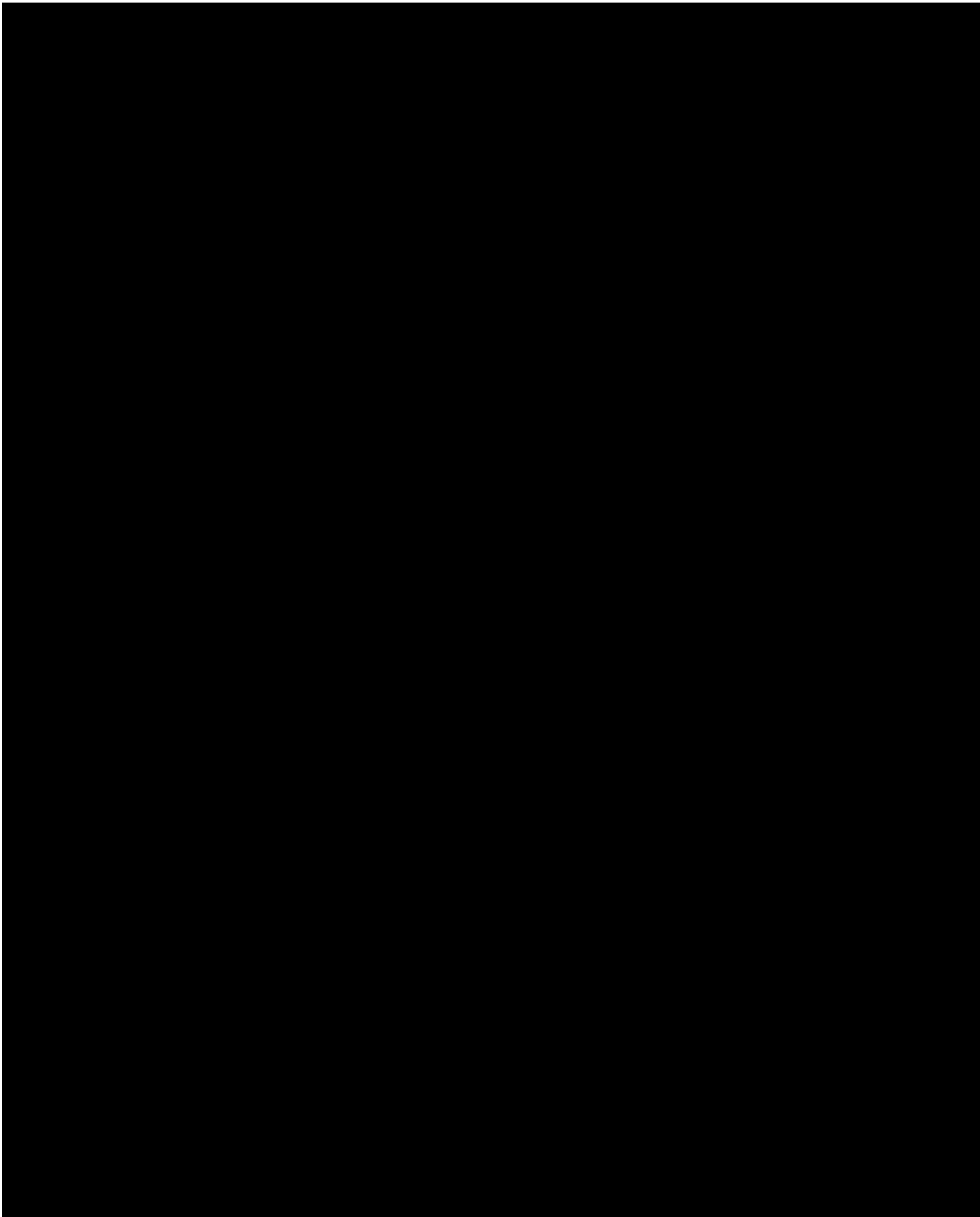


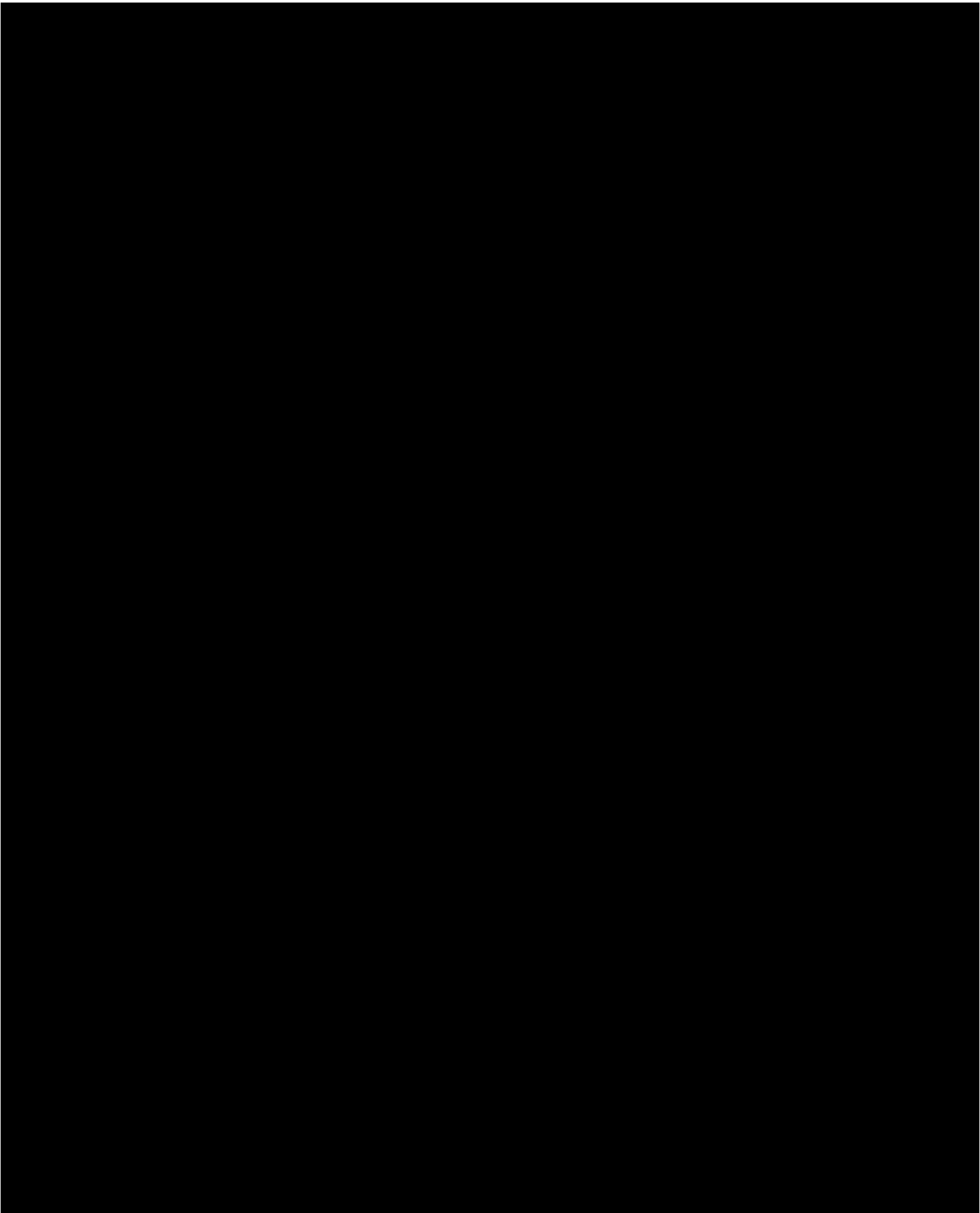


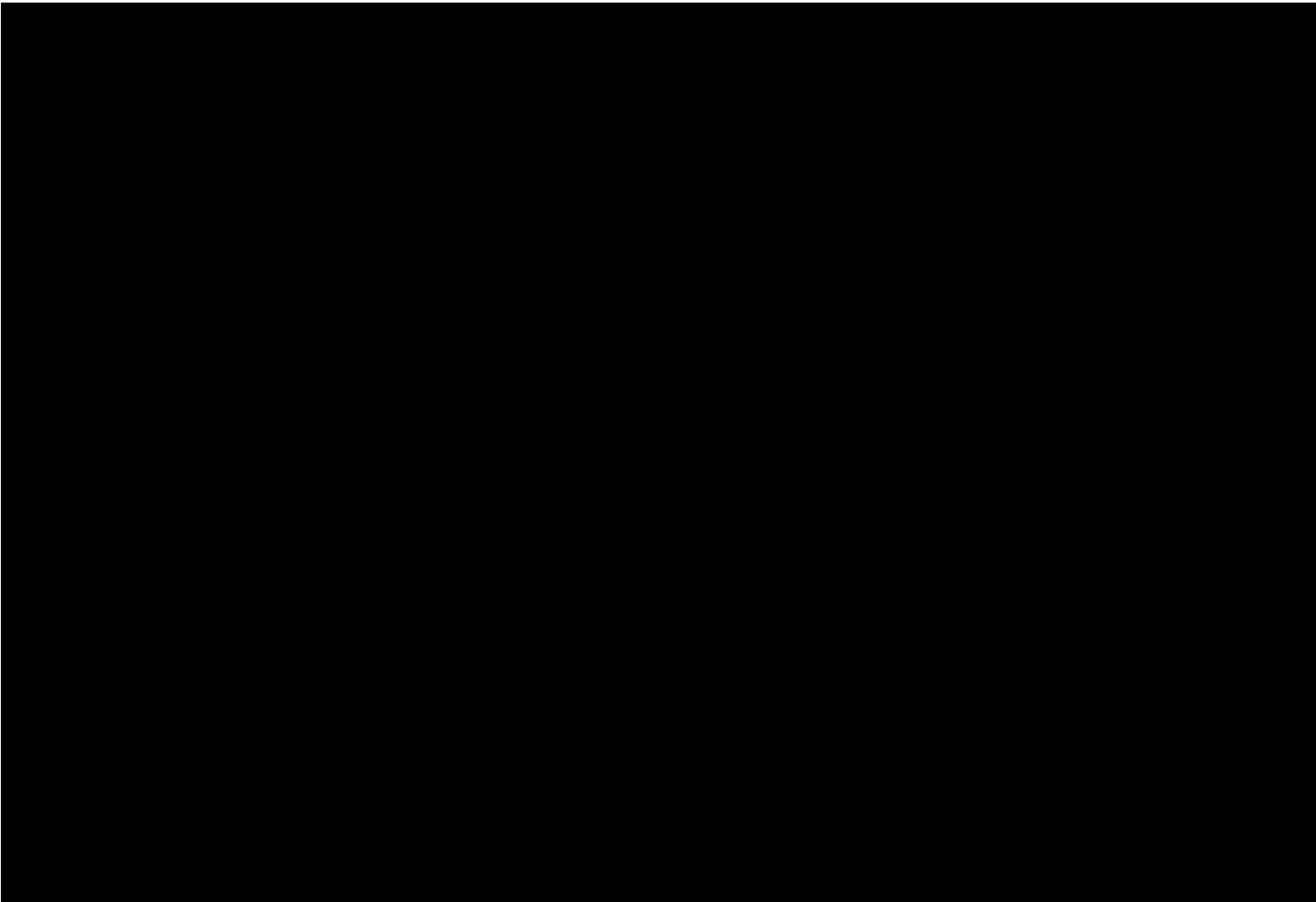


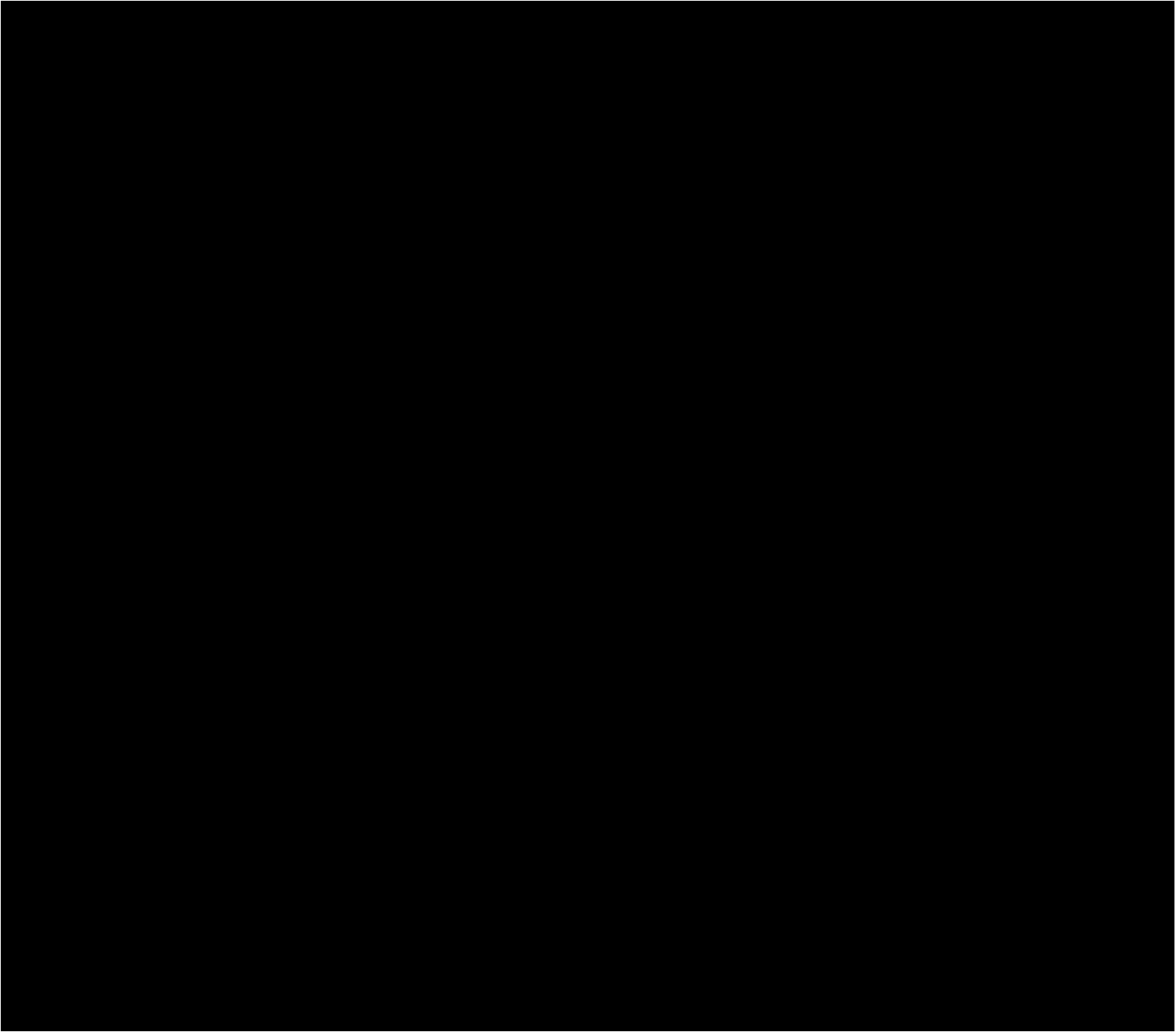


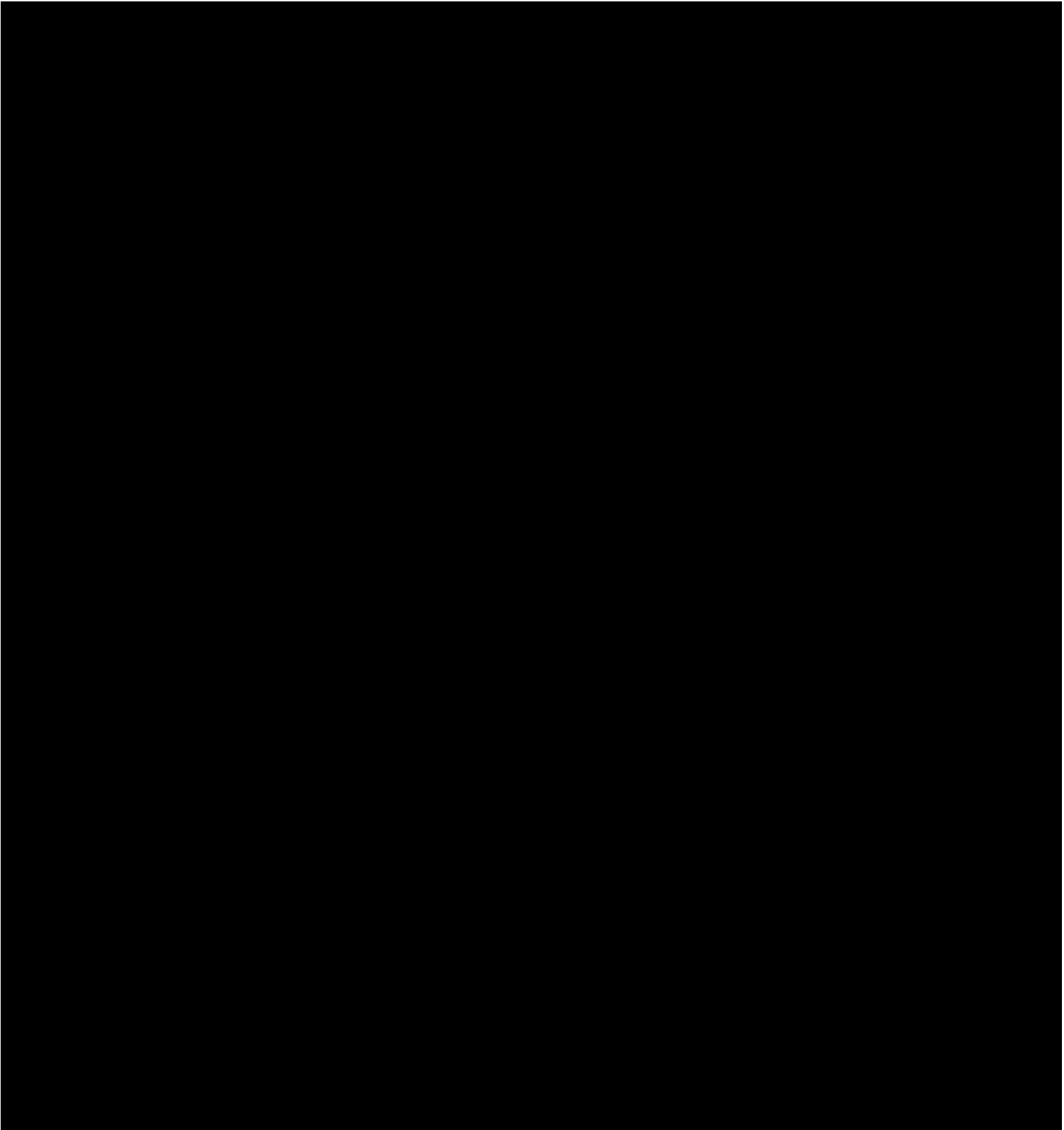














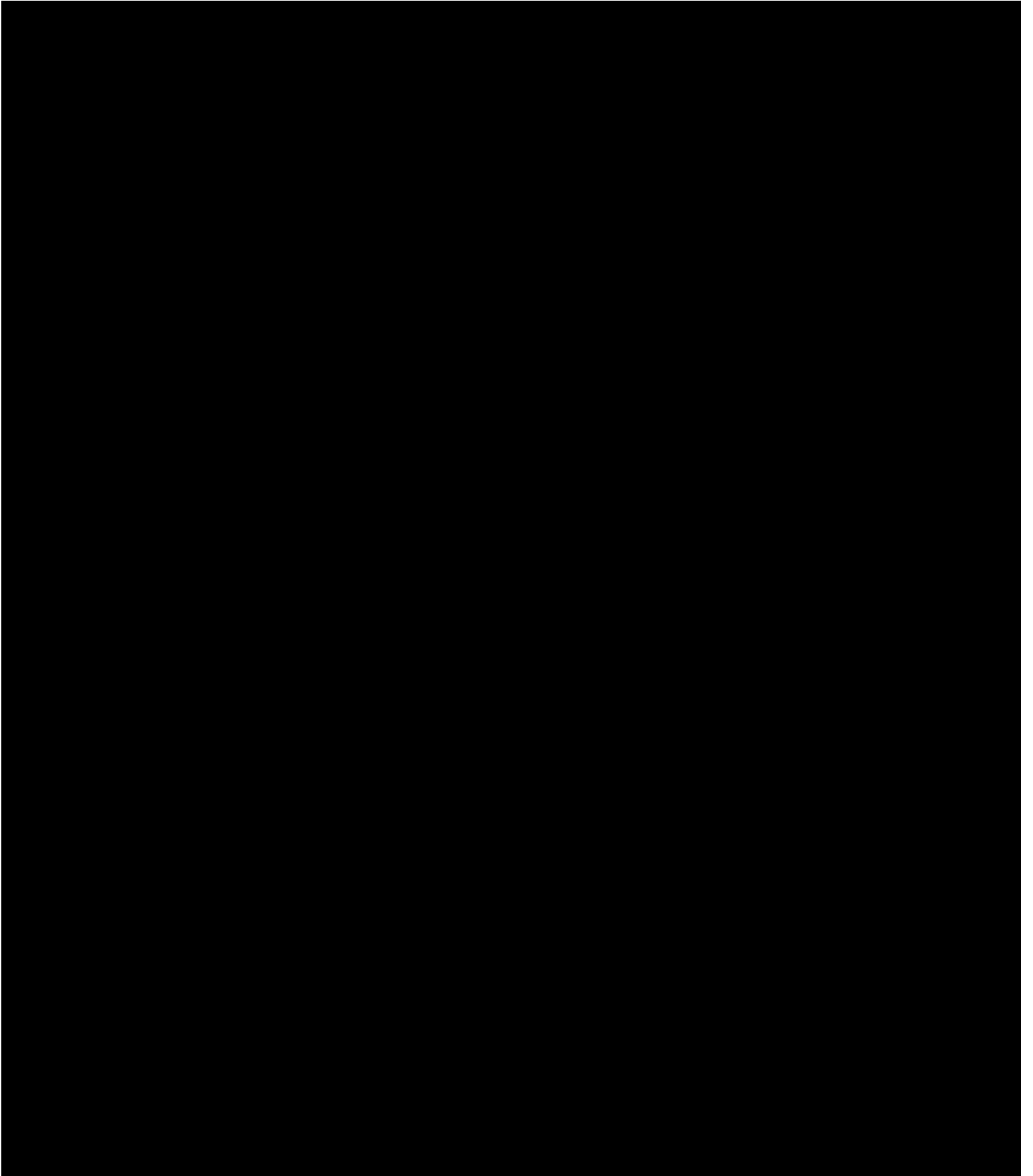
ASGN Incorporated  
26745 Malibu Hills Road  
Calabasas, CA 91301  
818.878.7900  
[asgn.com](http://asgn.com)

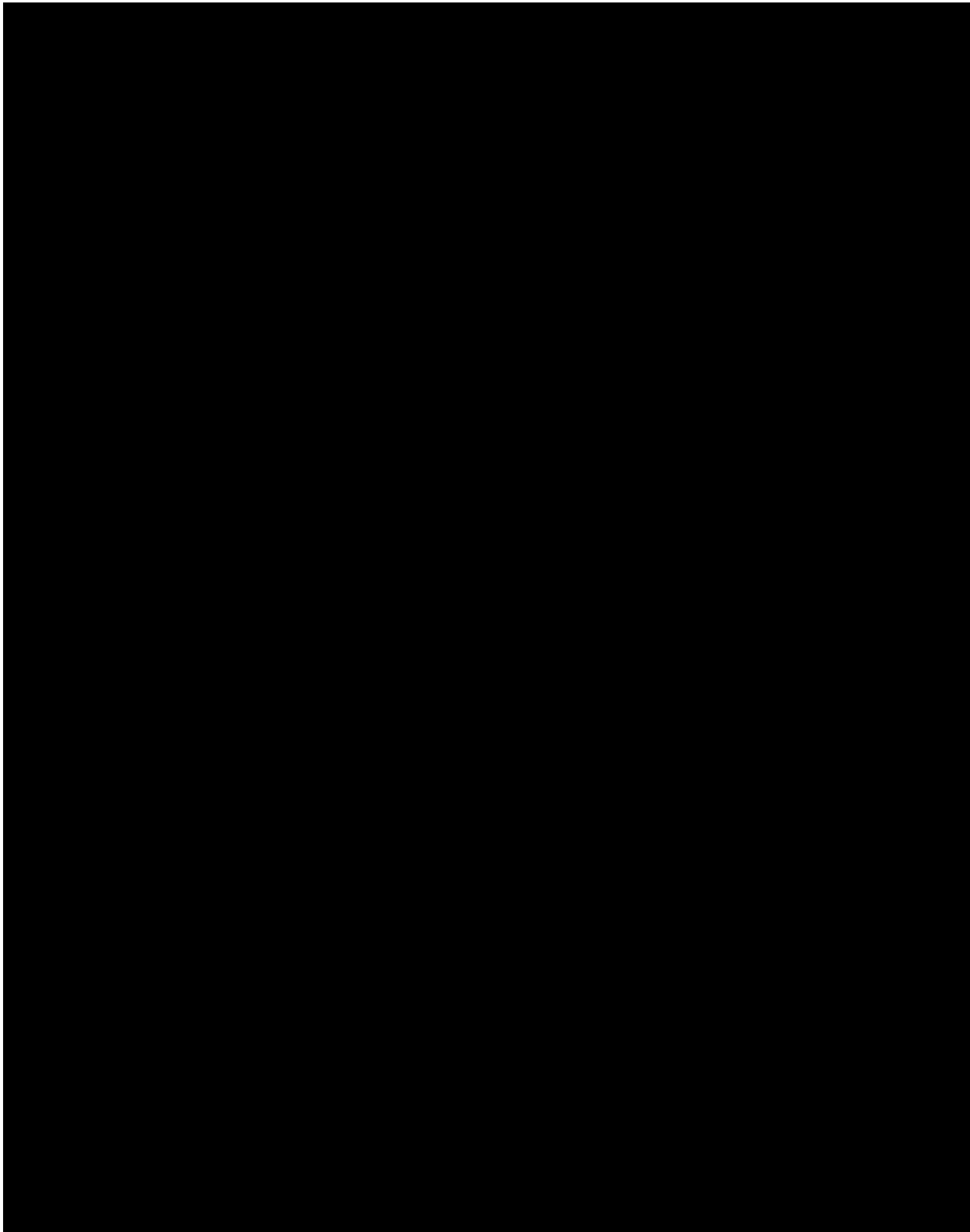


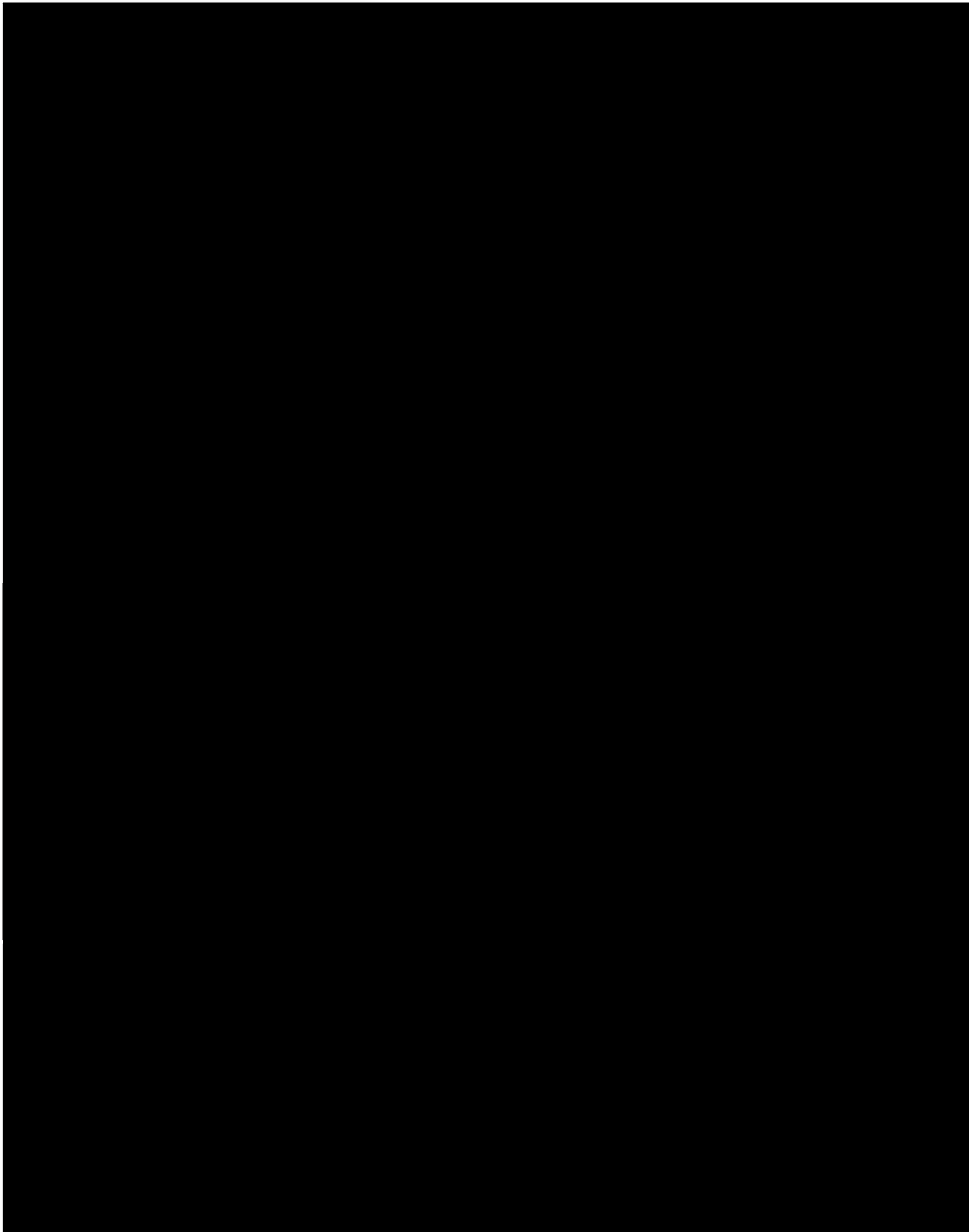


# **ASGN Incorporated**

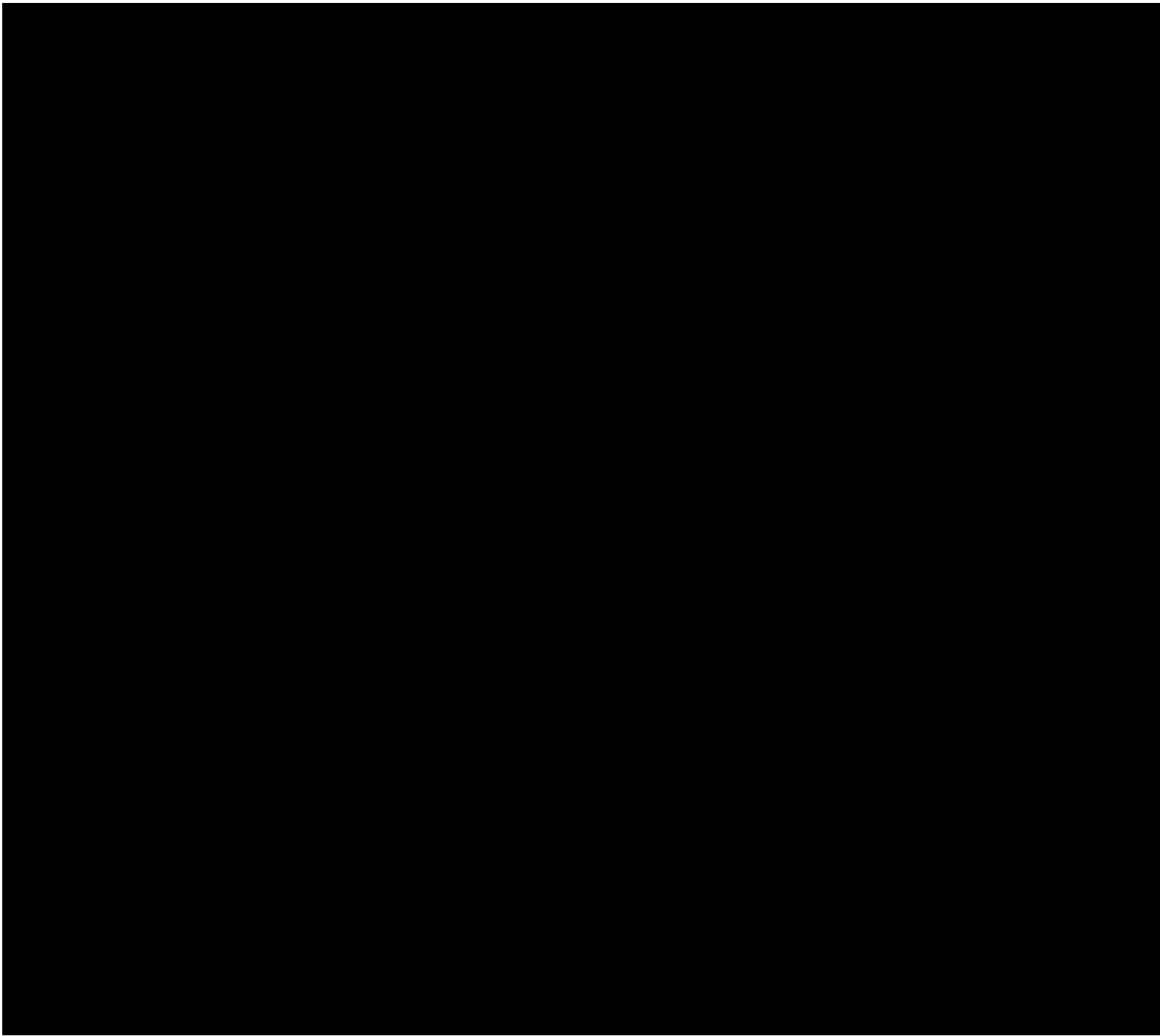
## Annual Report 2020

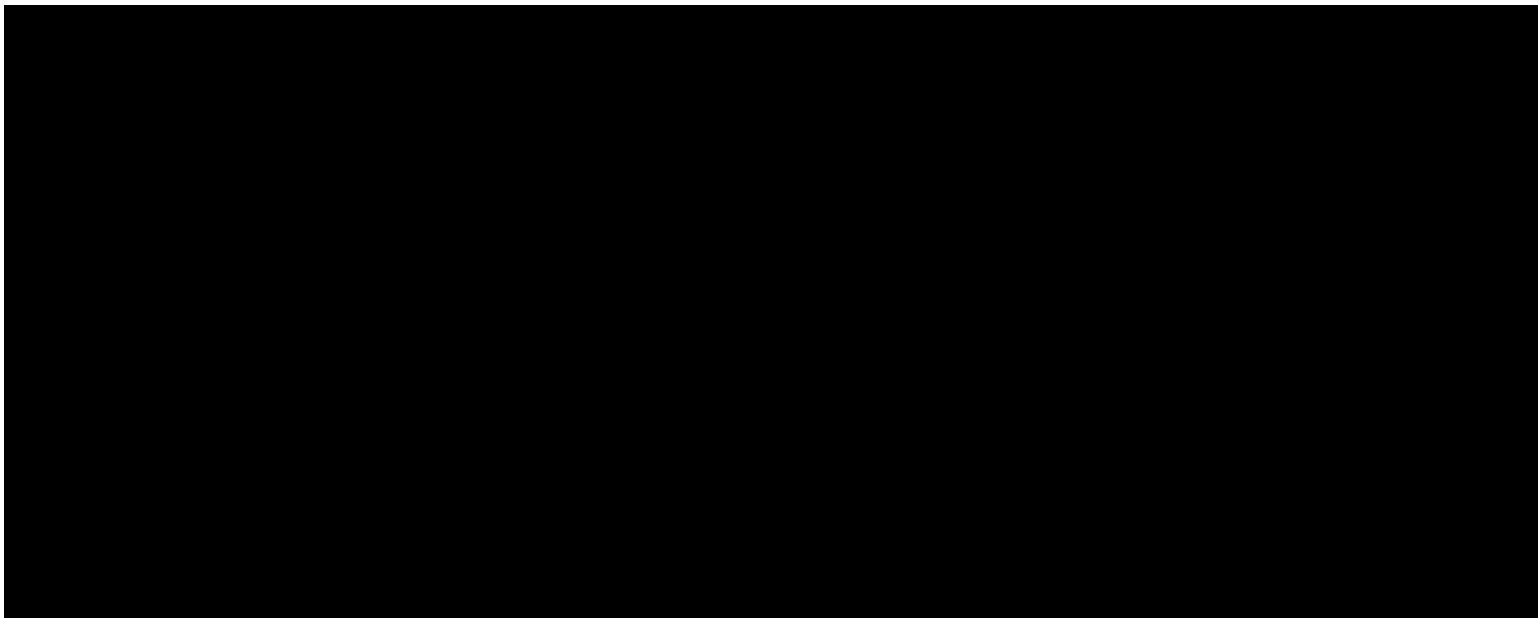






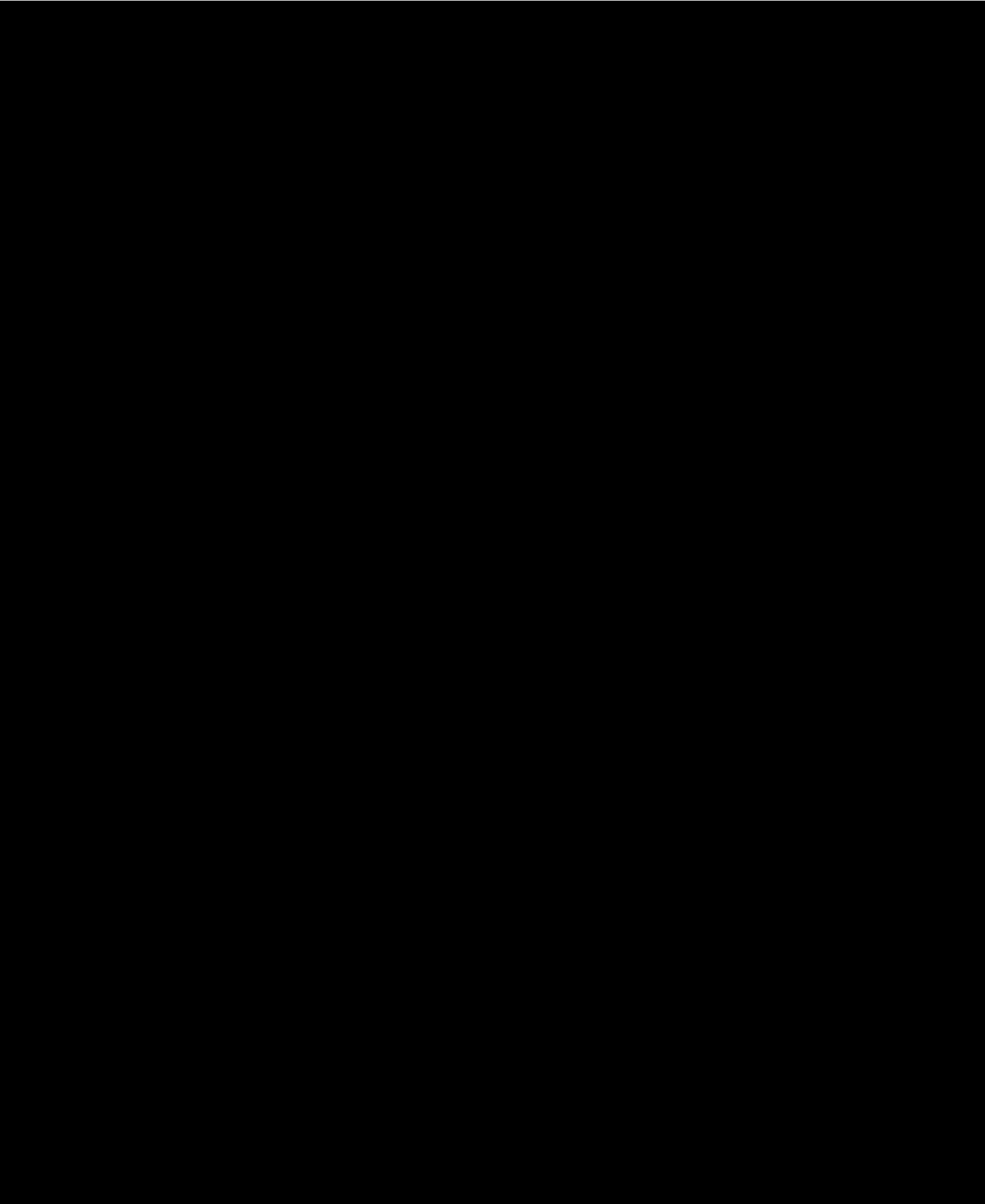


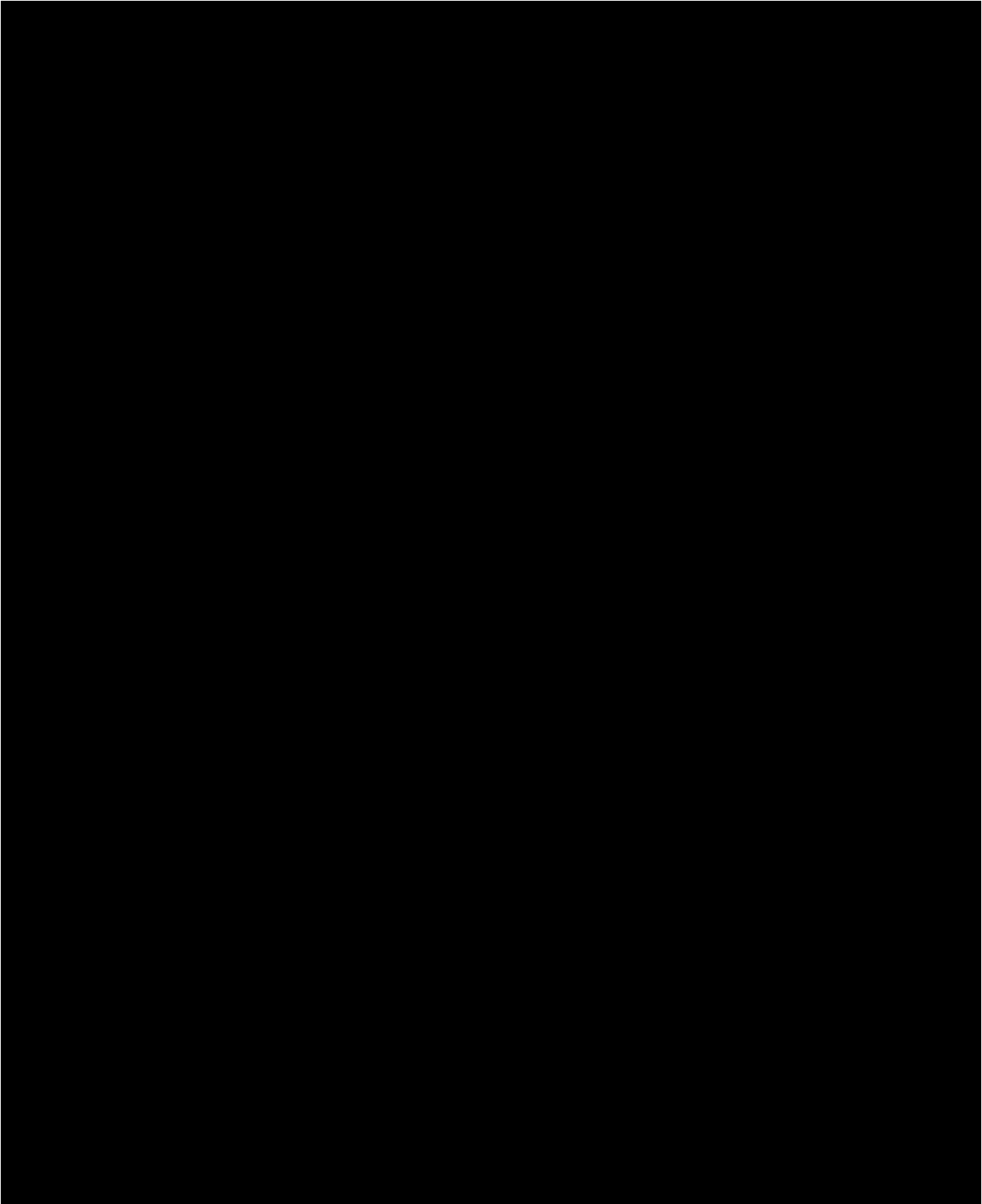


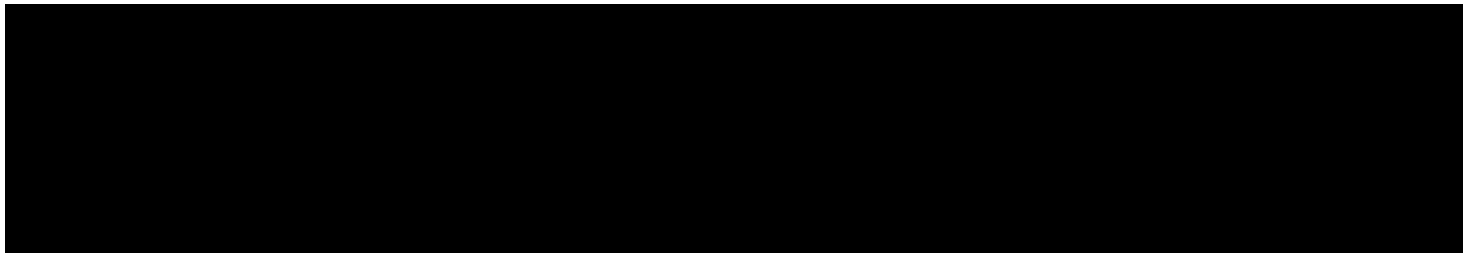


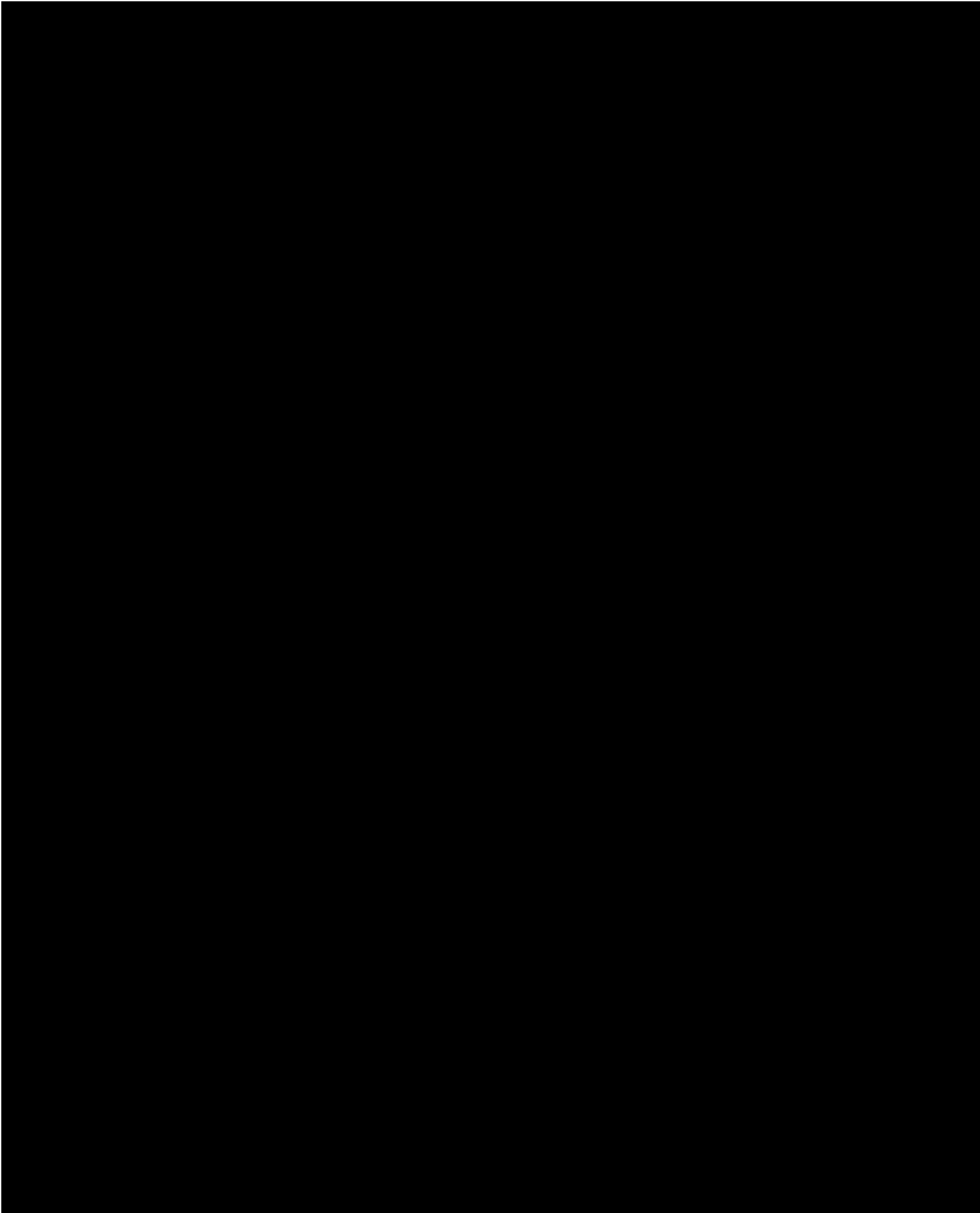




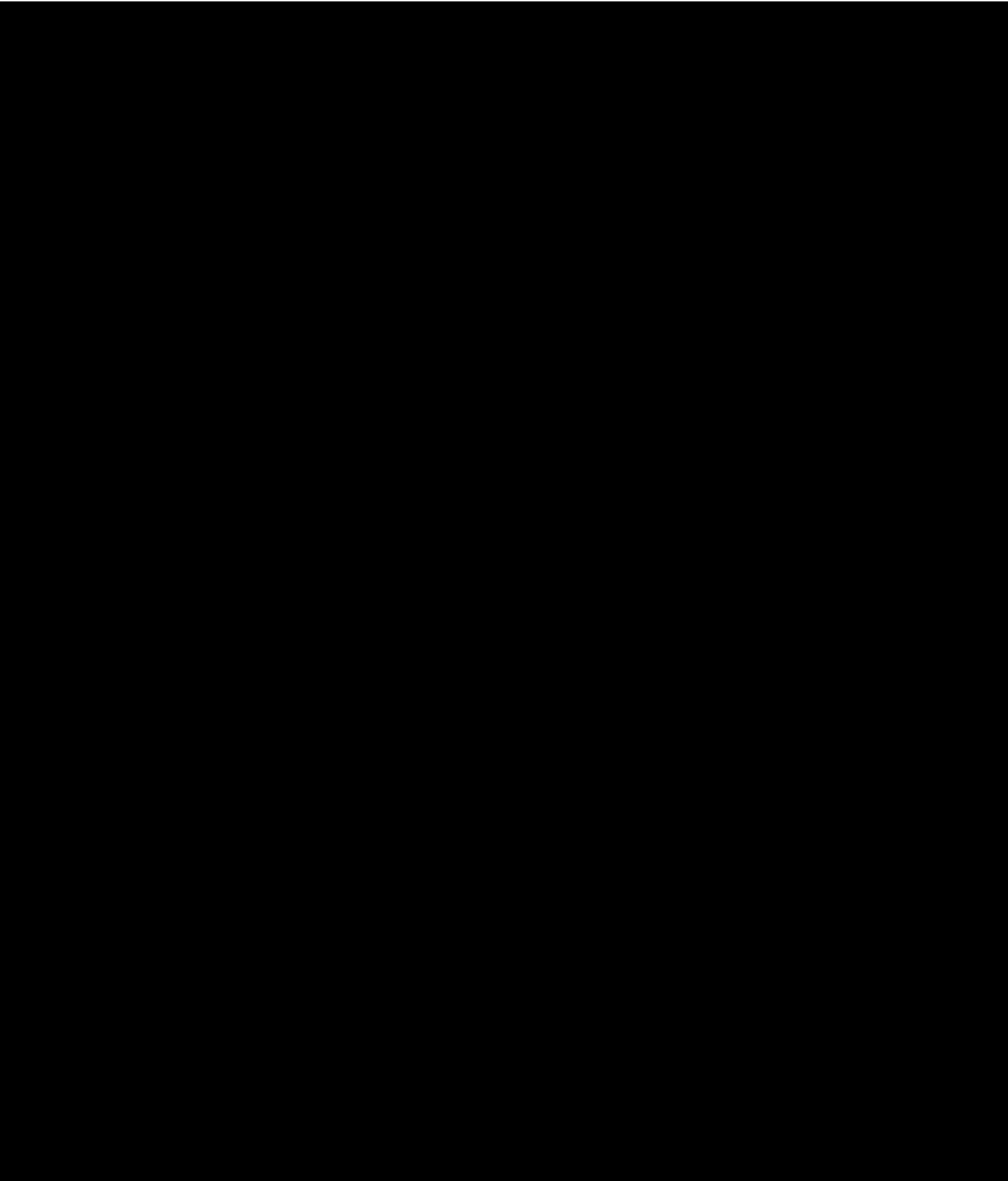


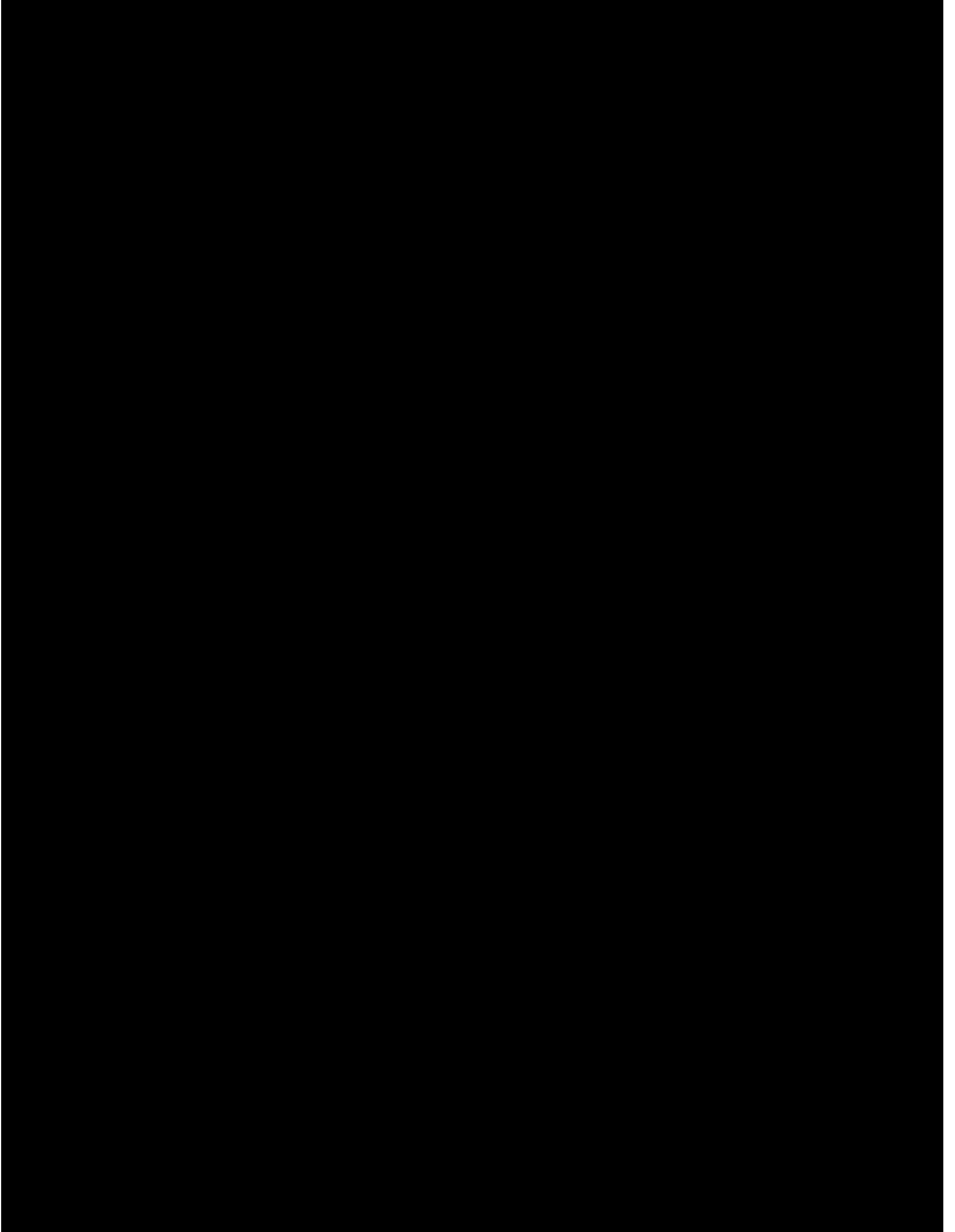


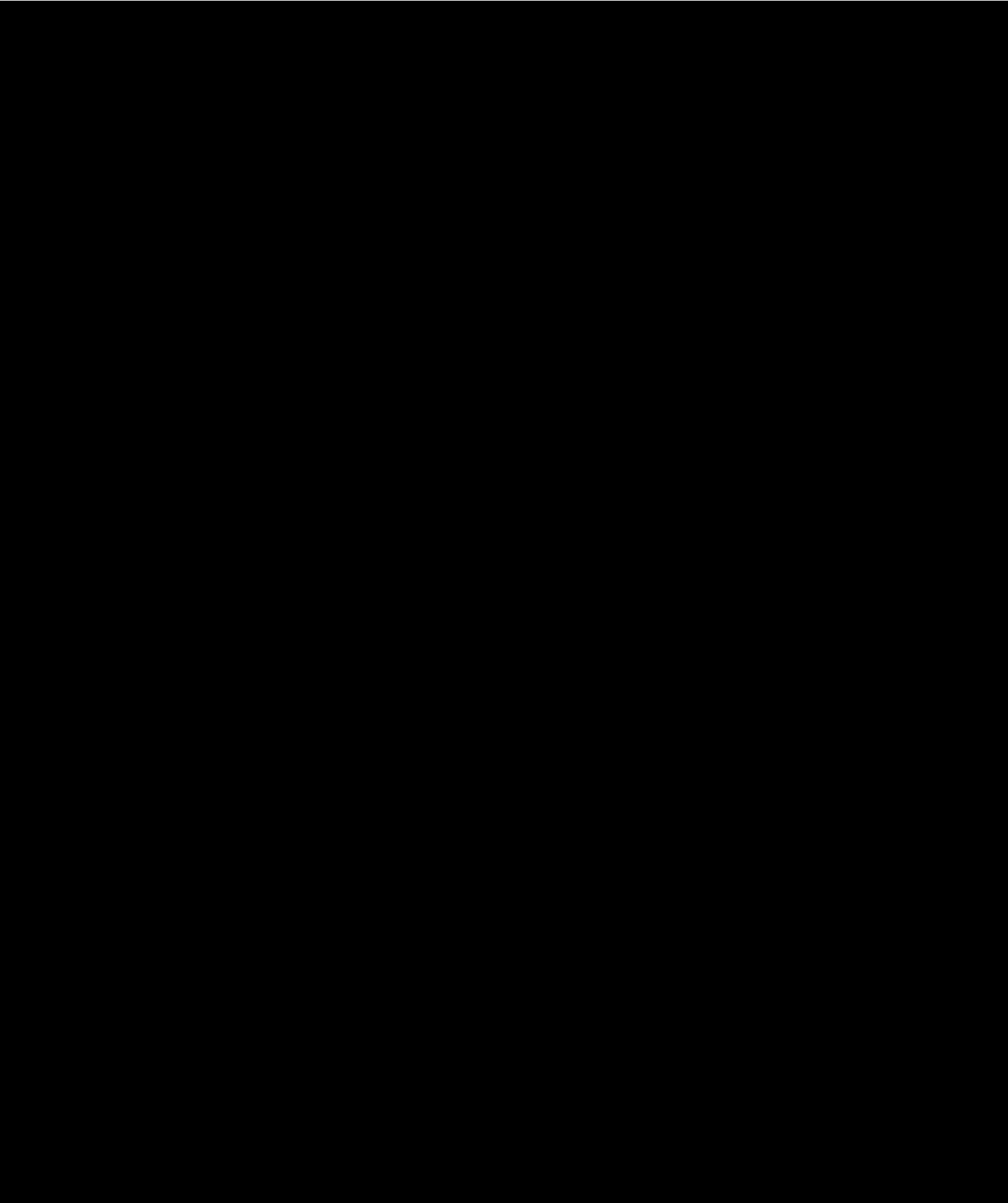






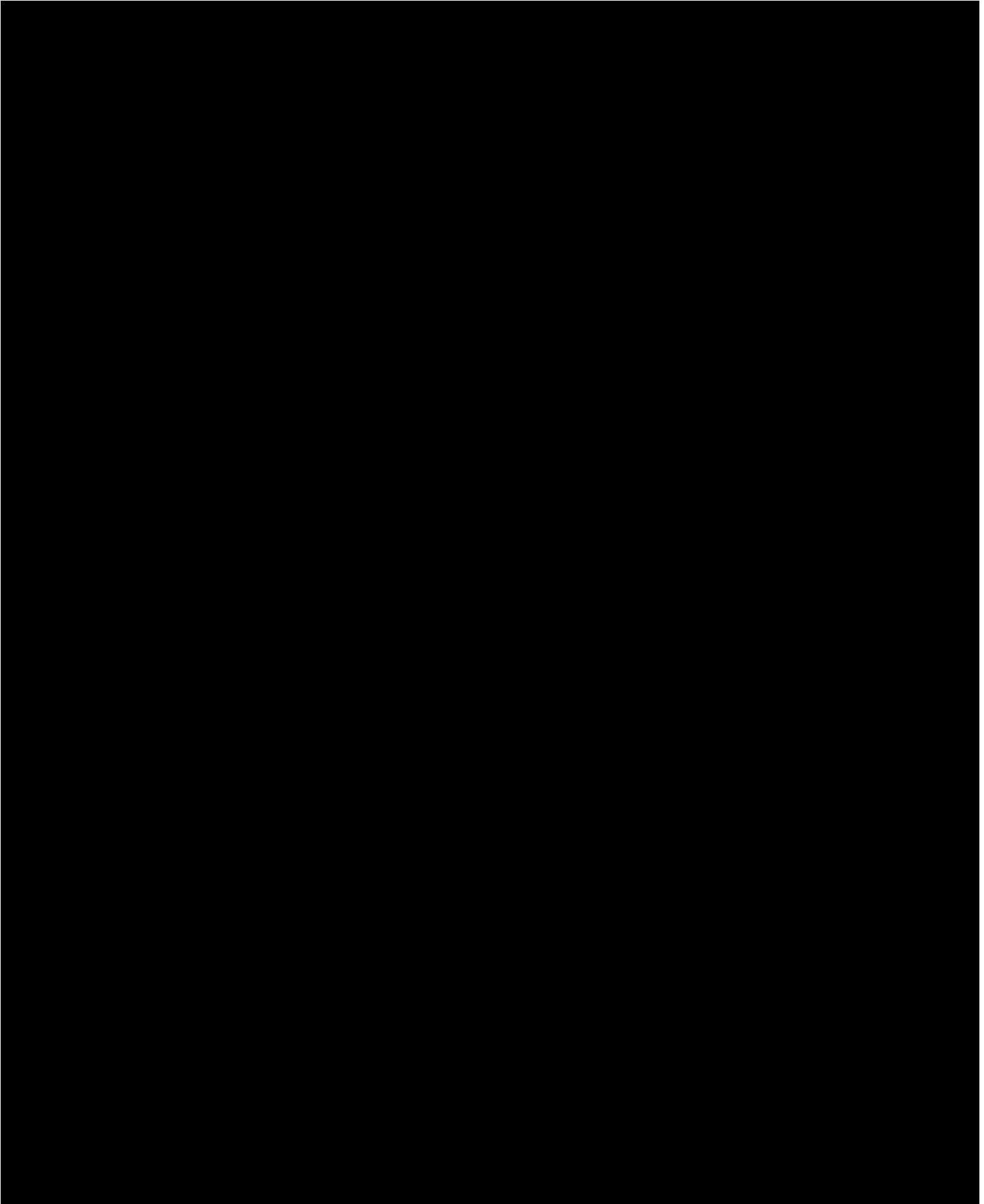


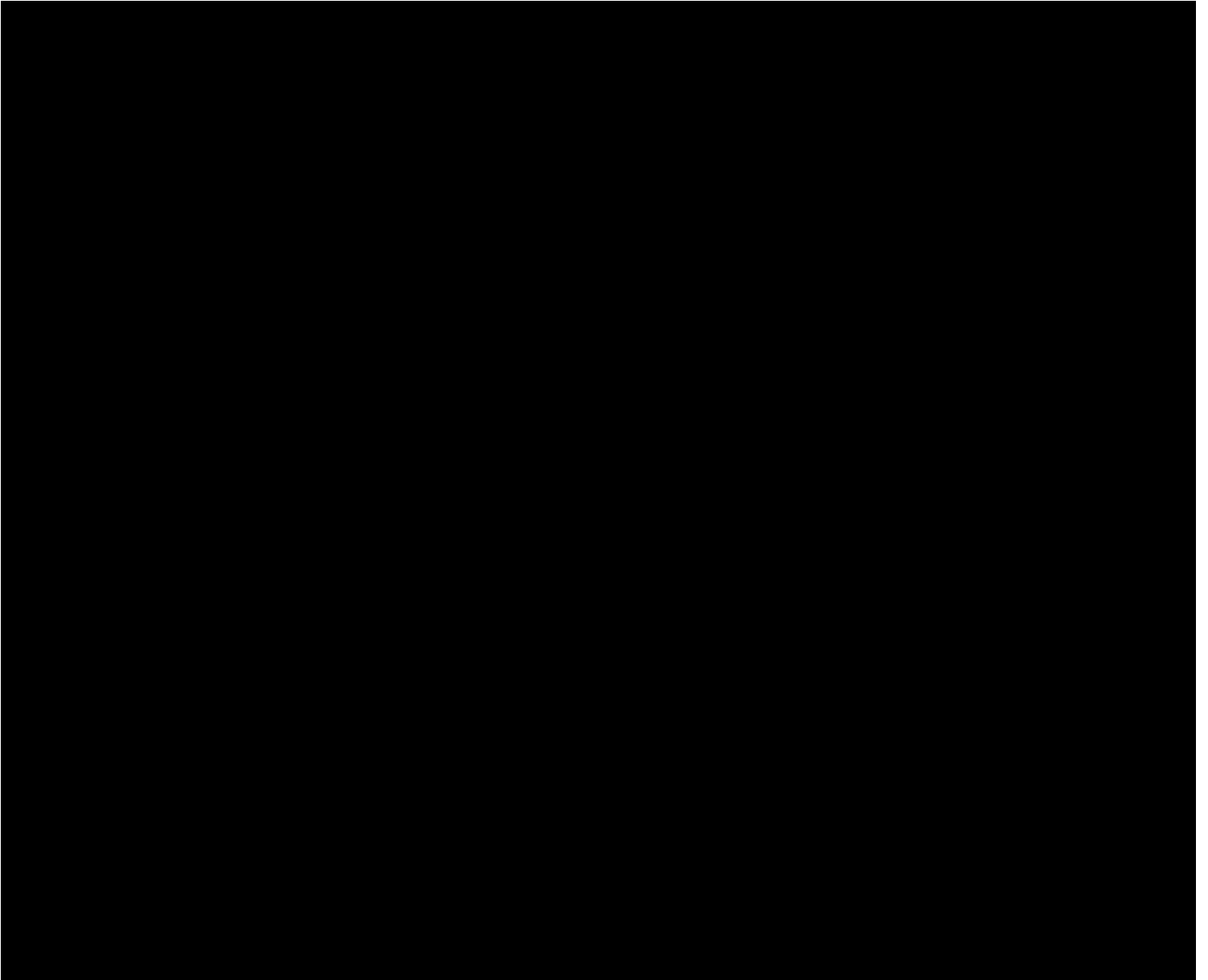


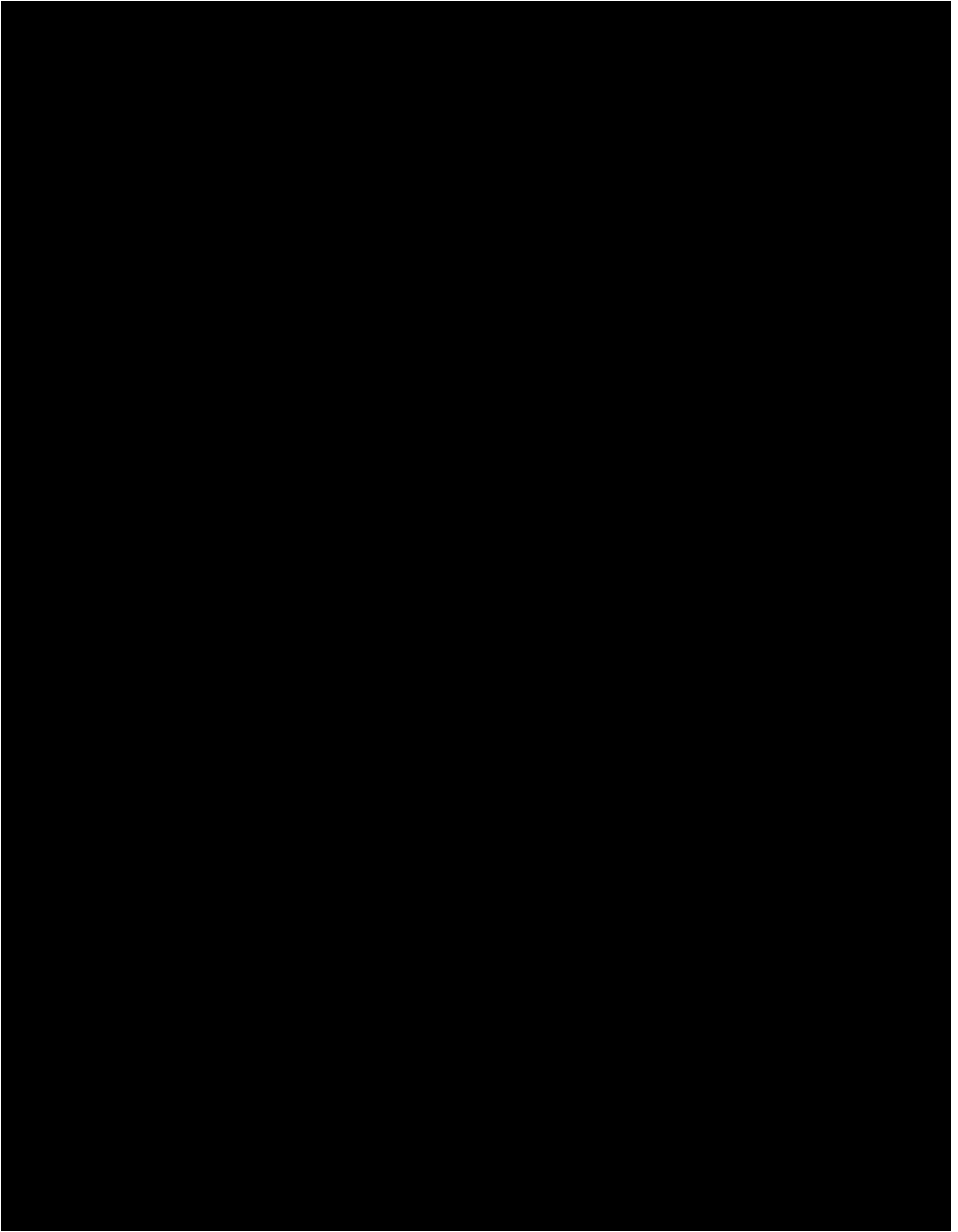


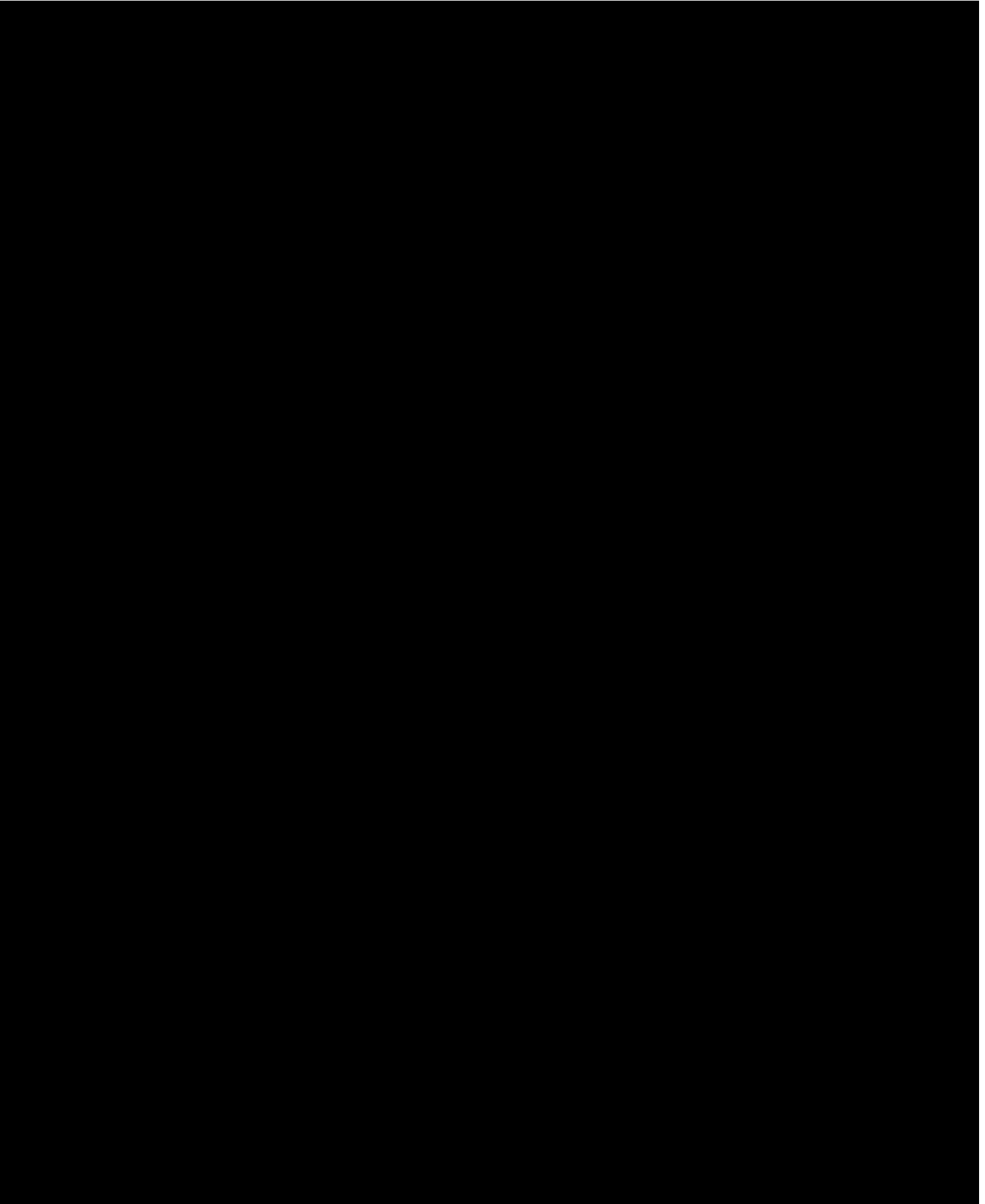




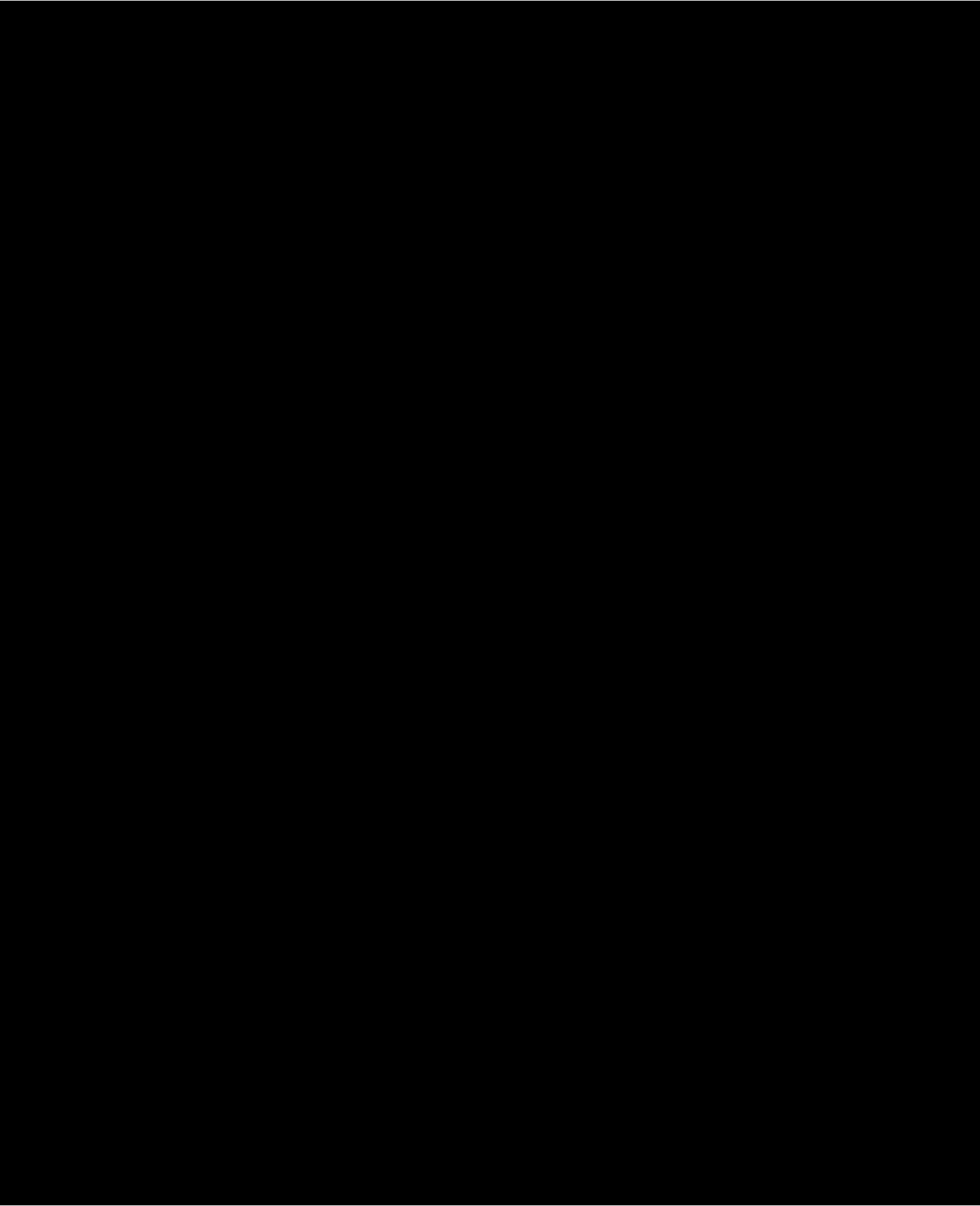






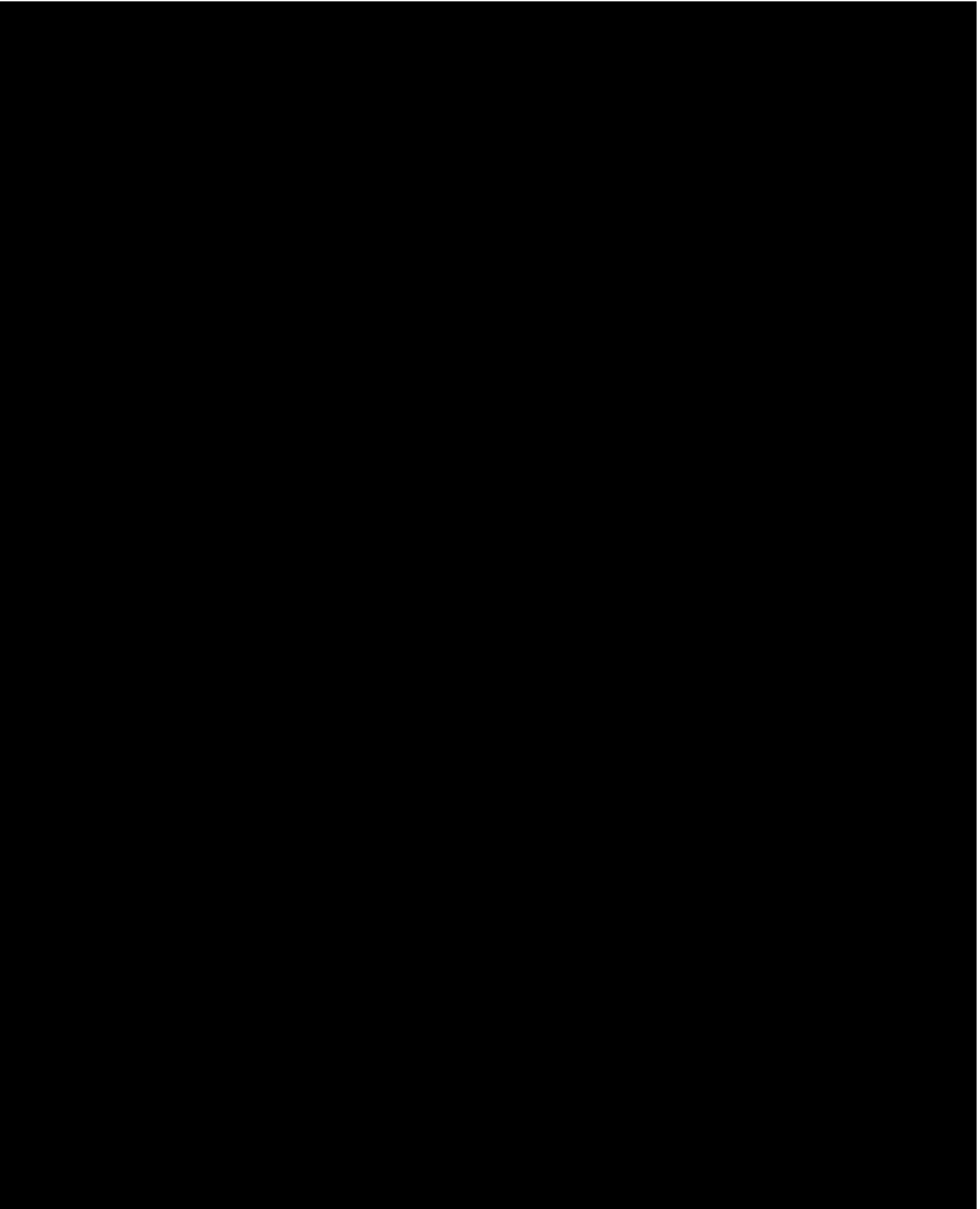


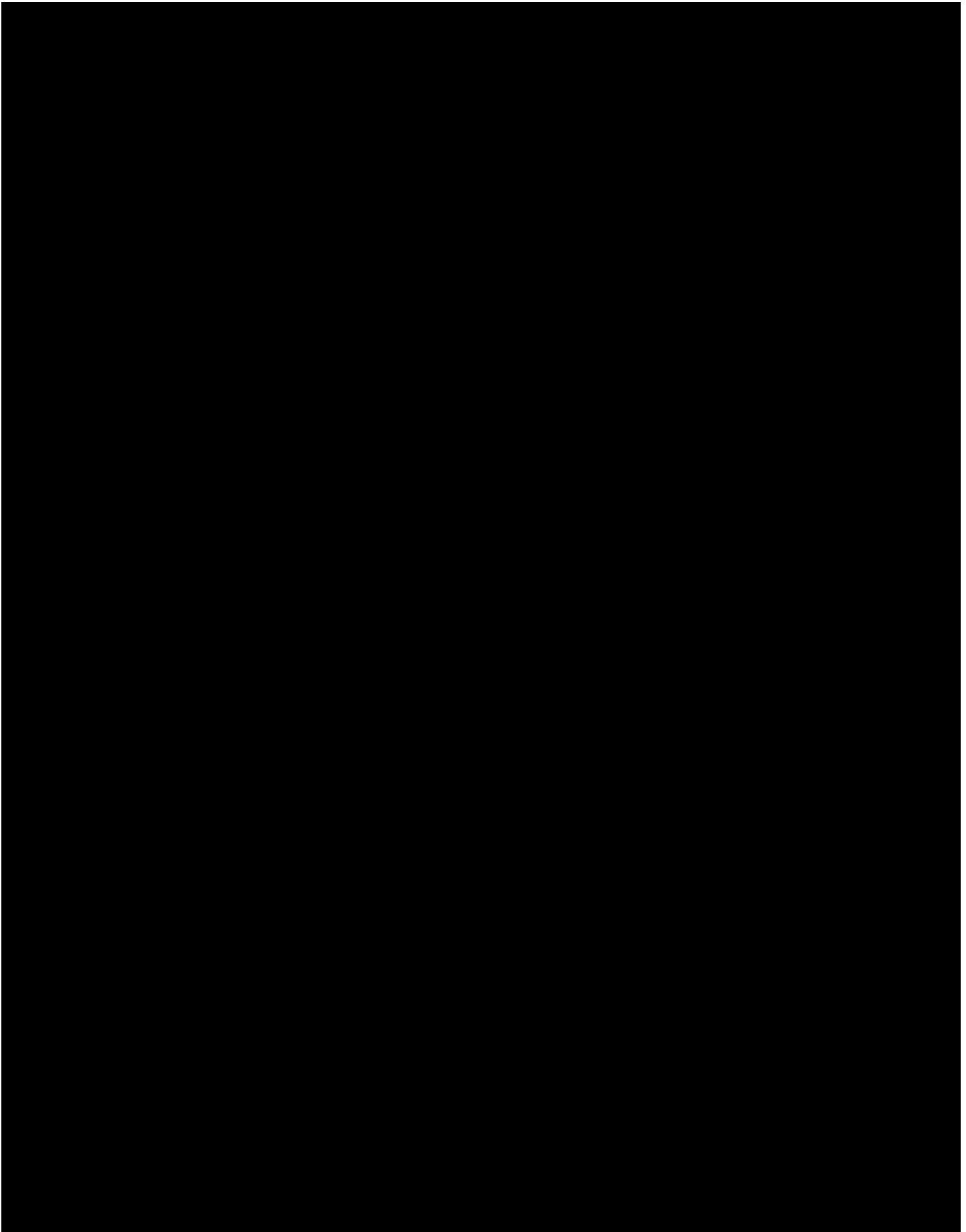


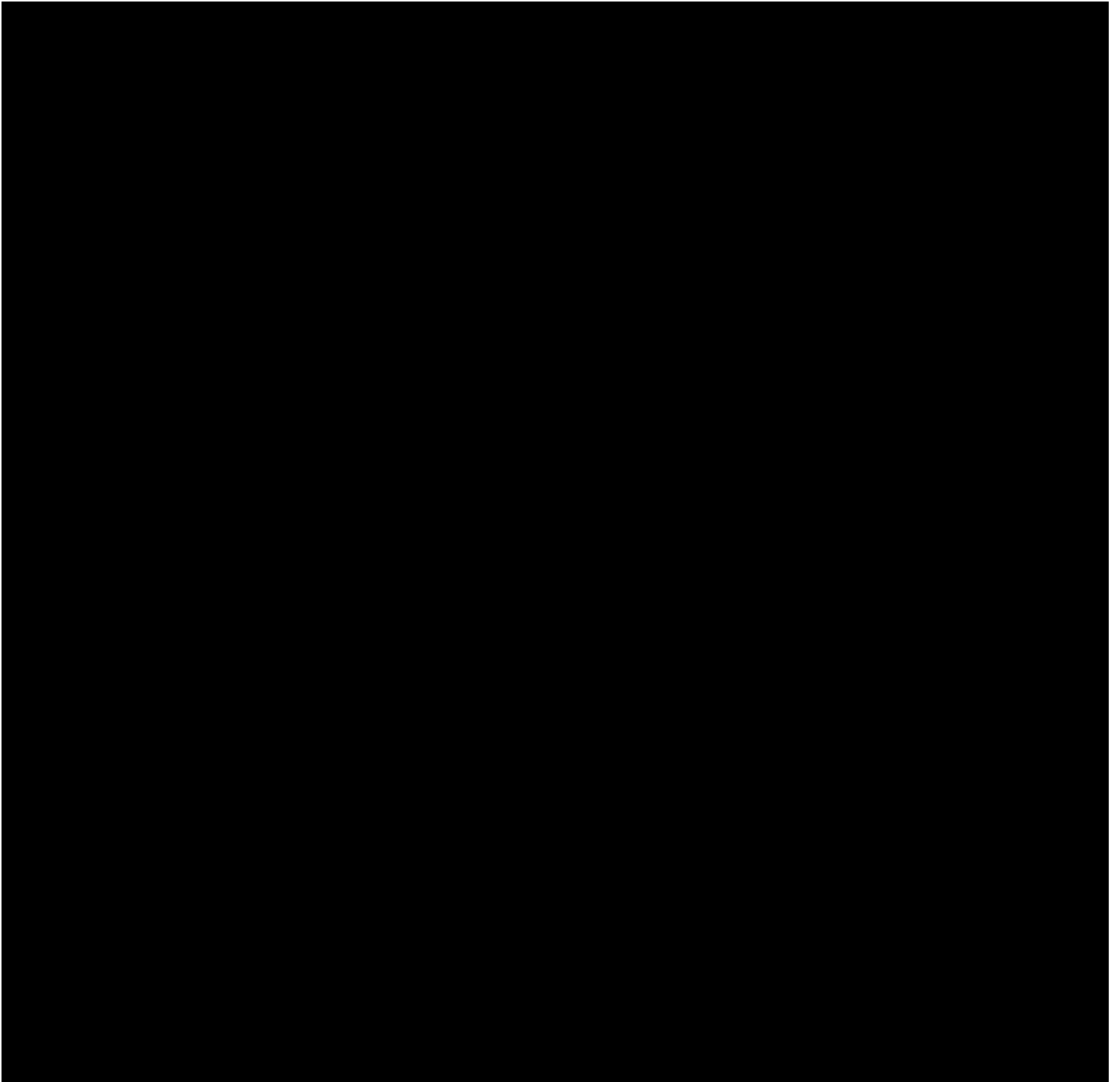




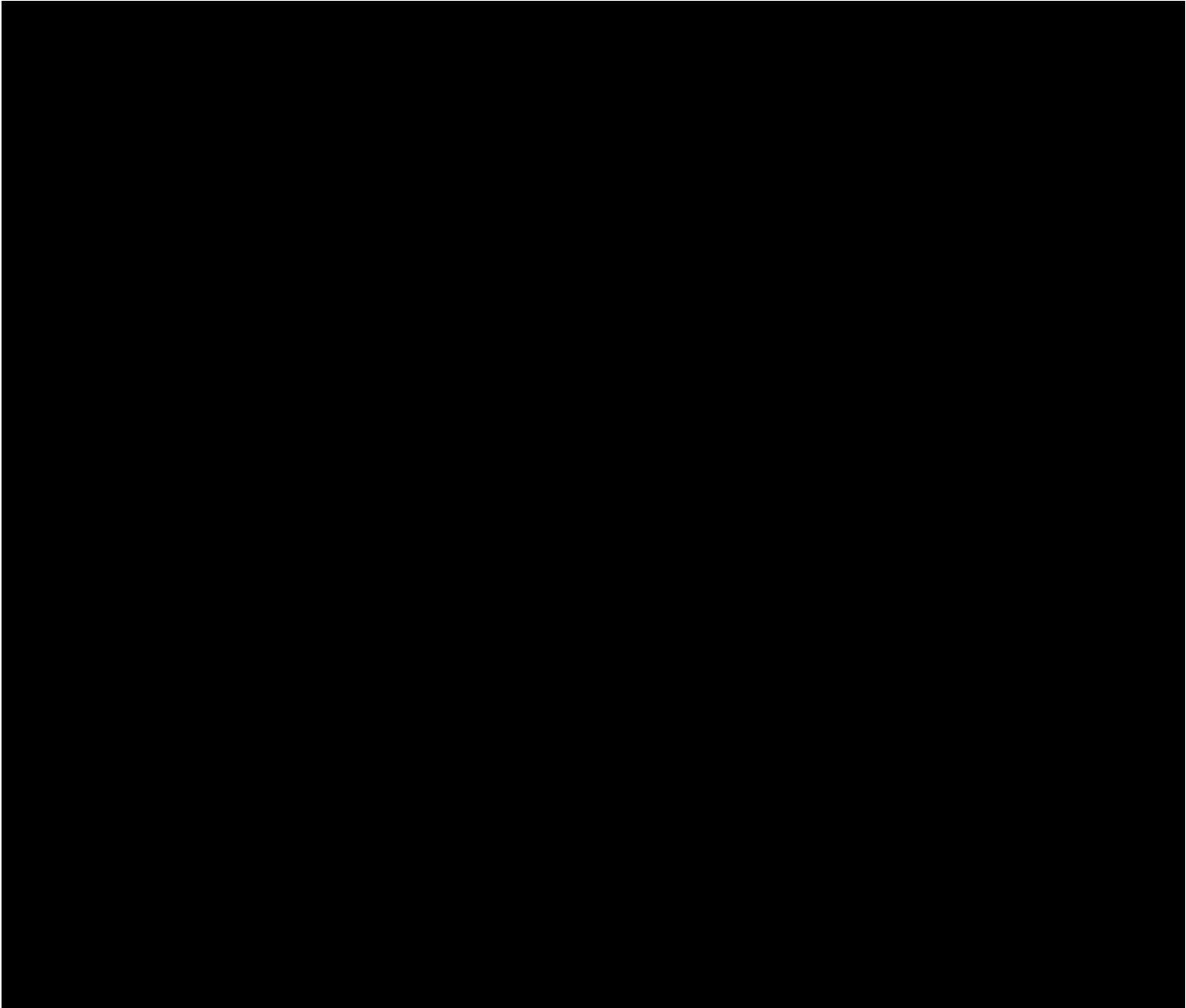




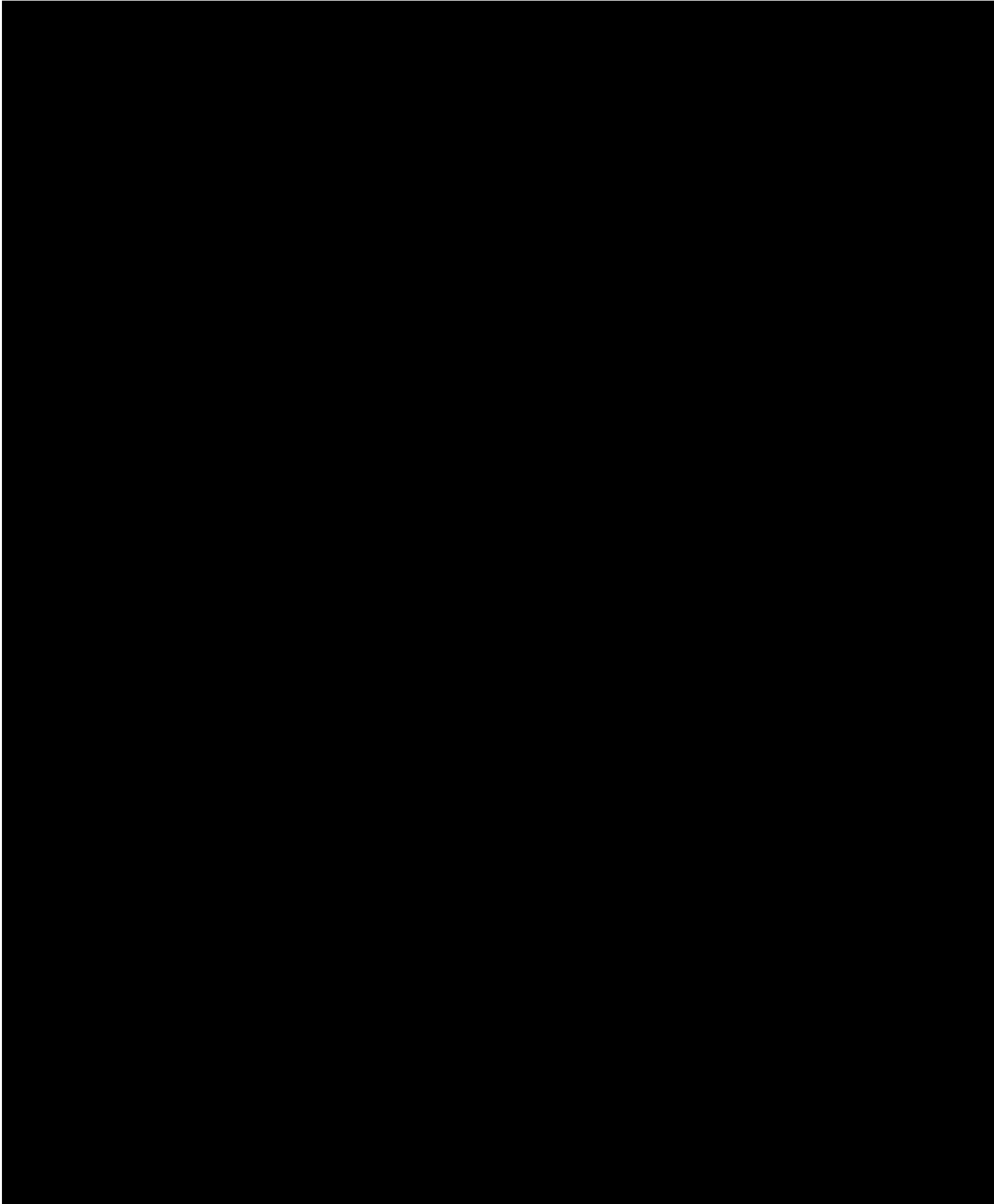


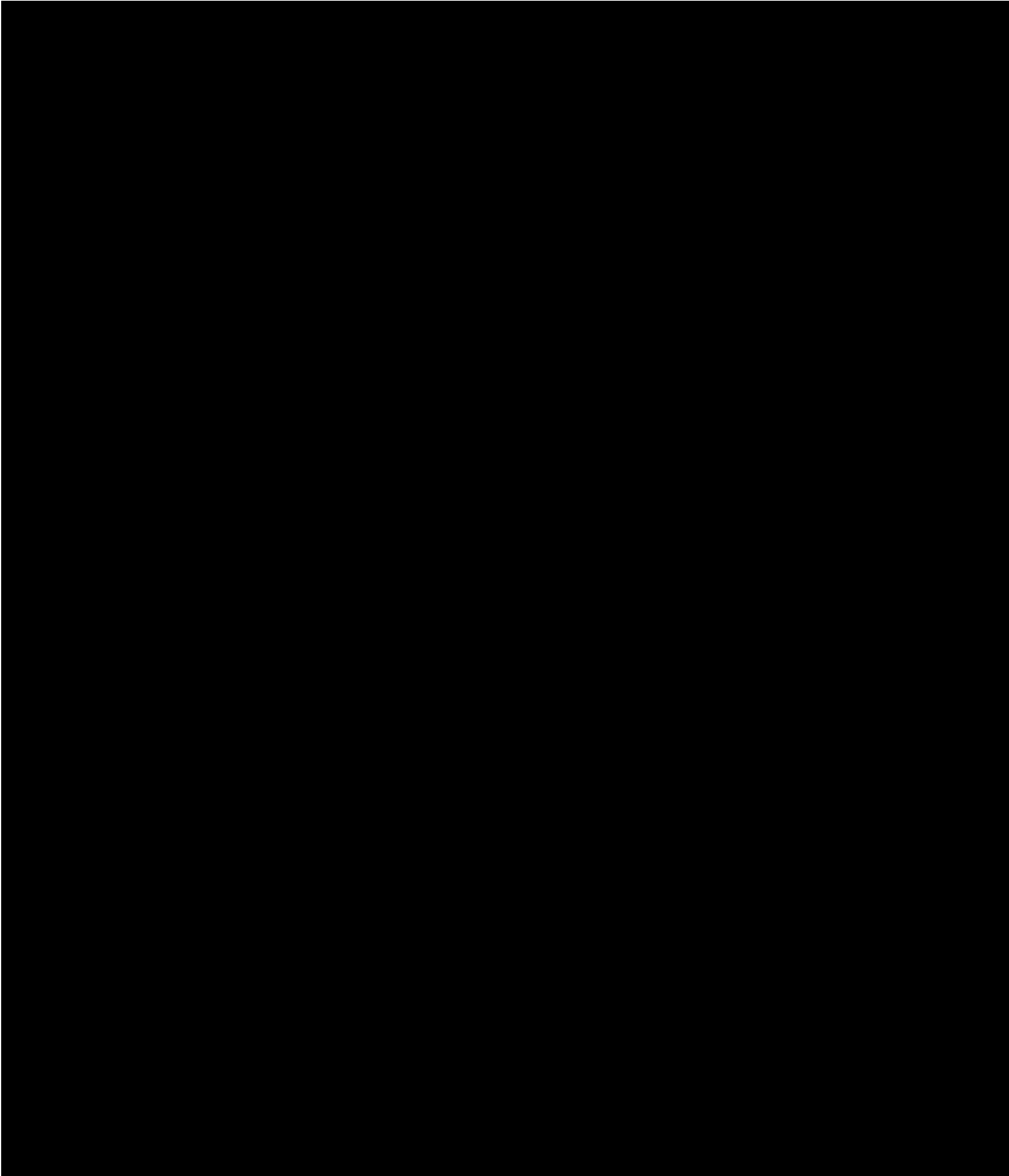




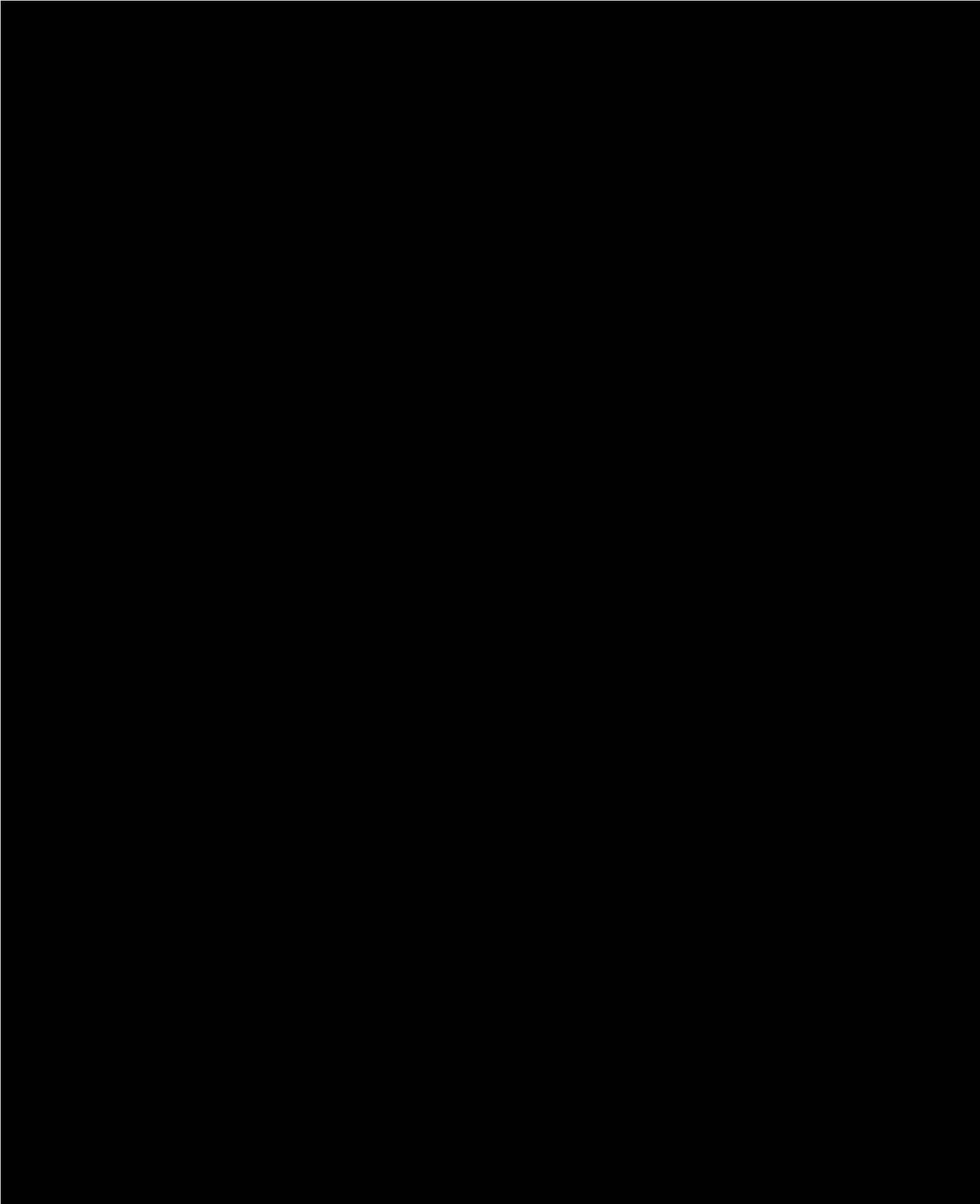


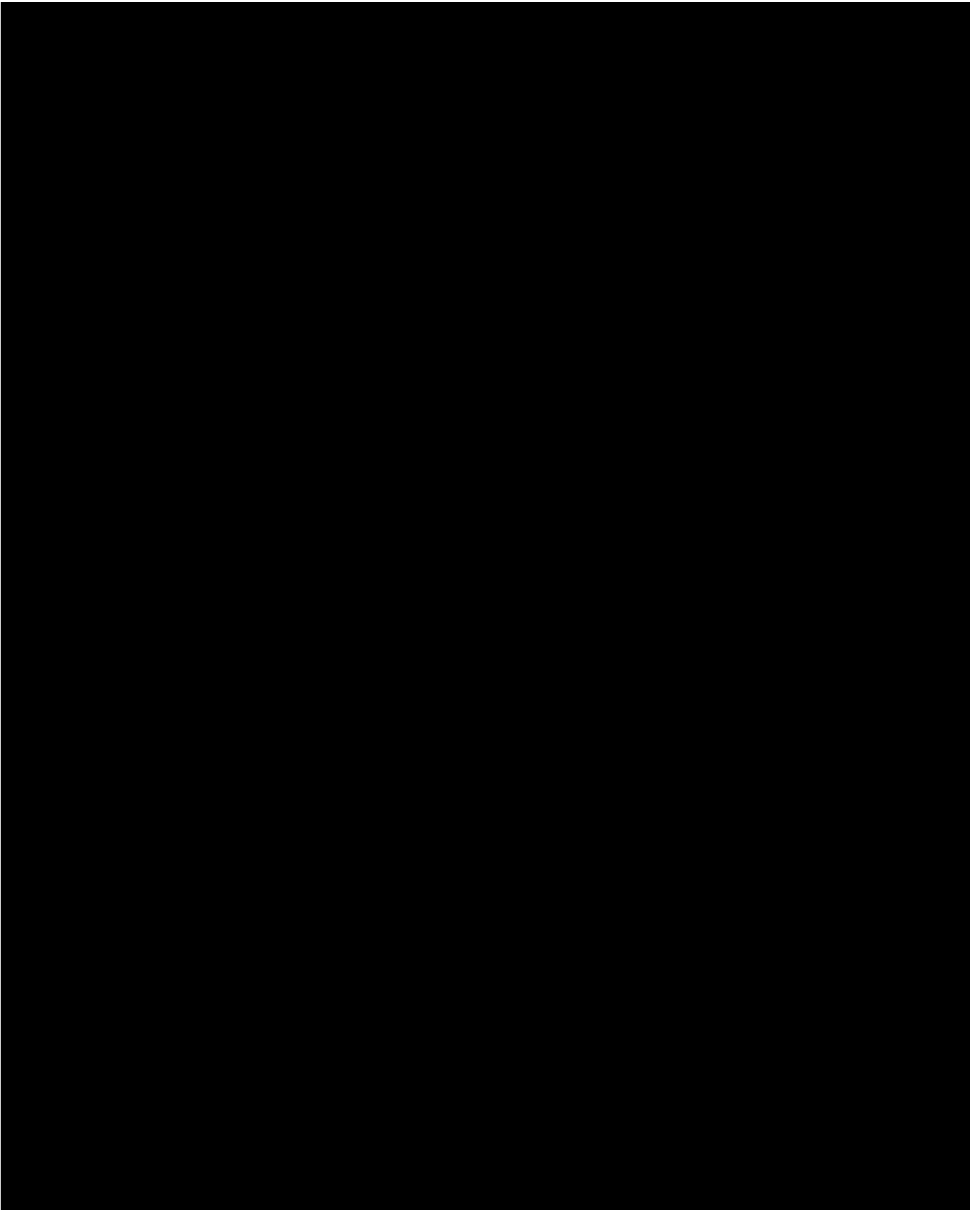


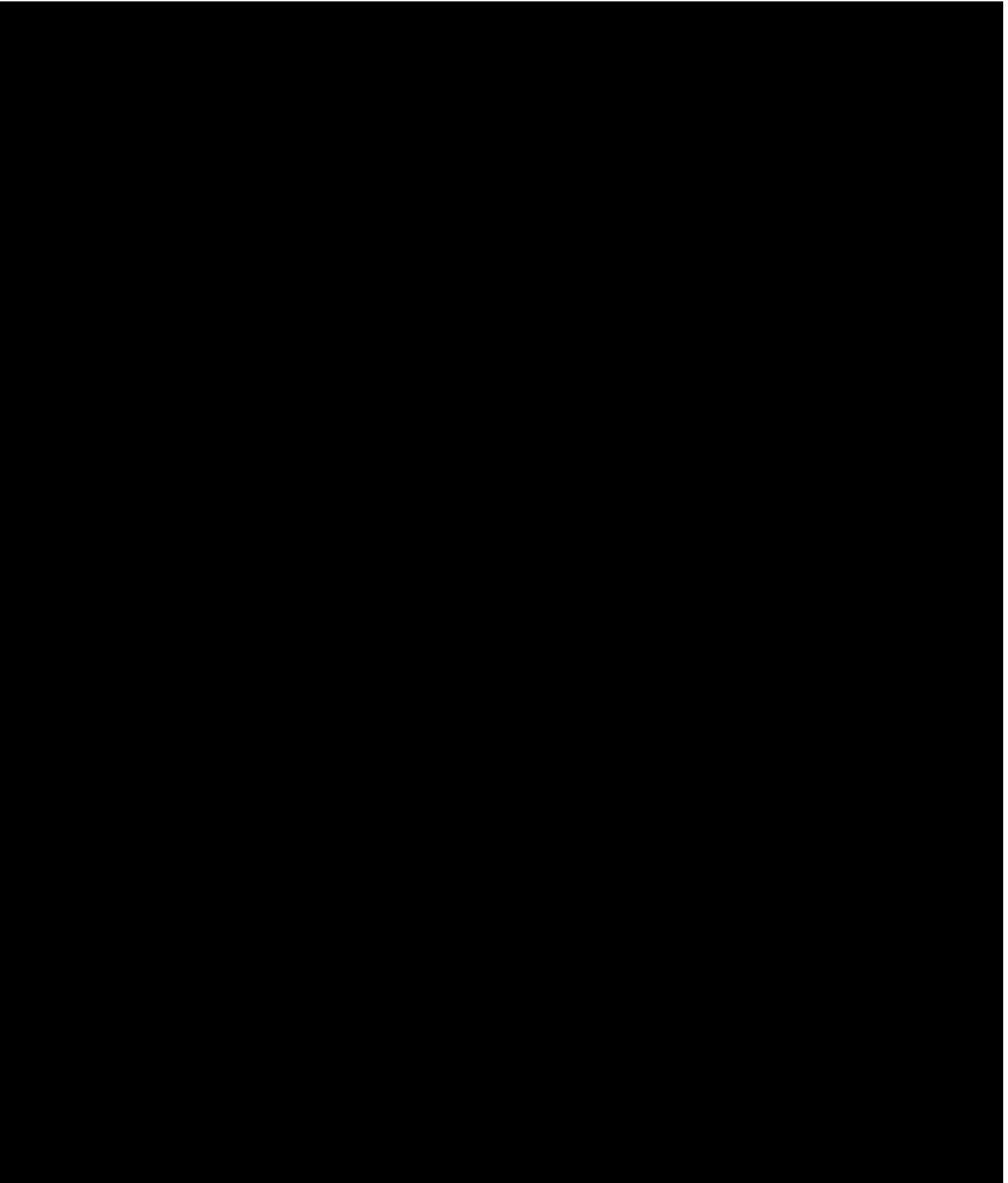


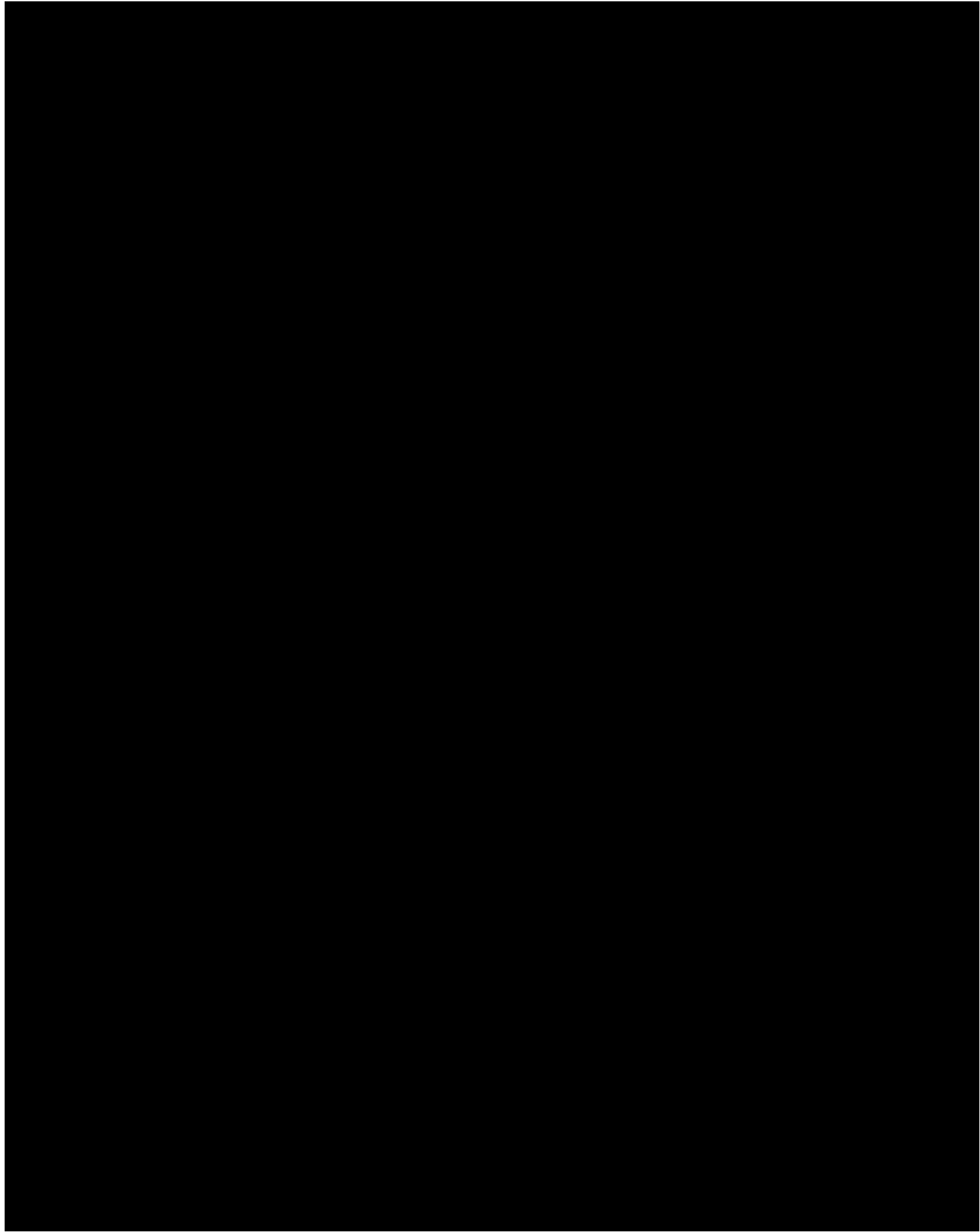




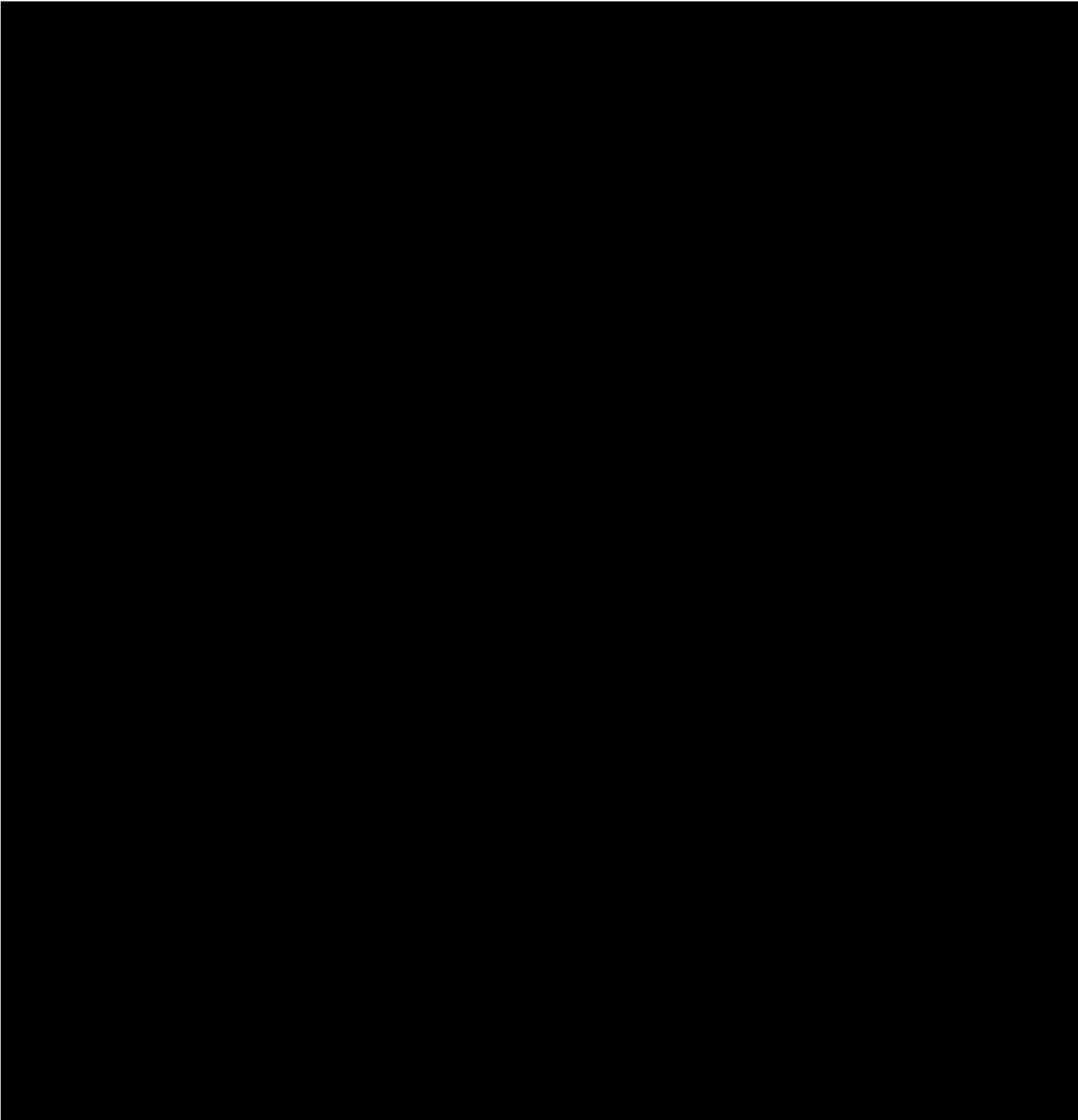


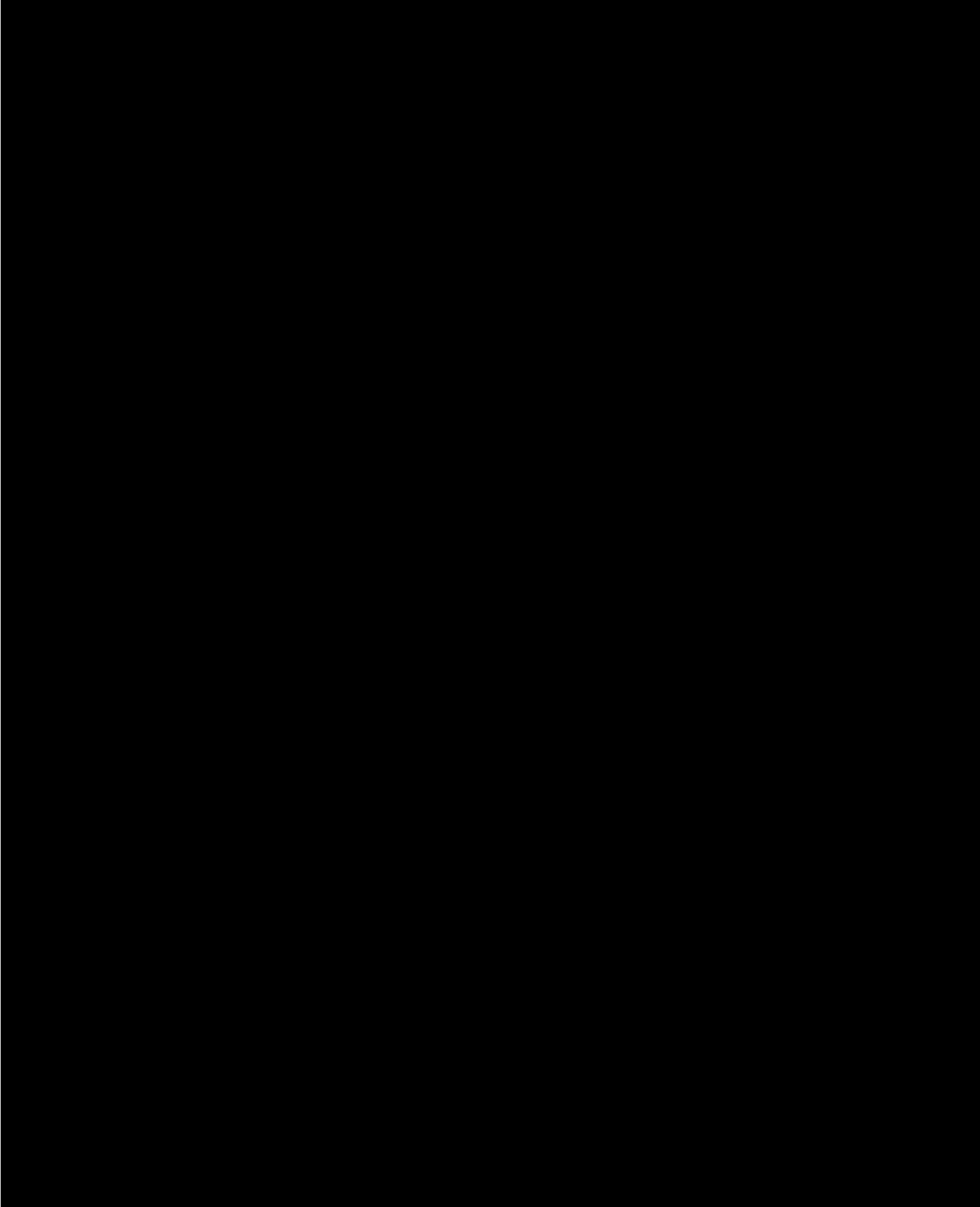






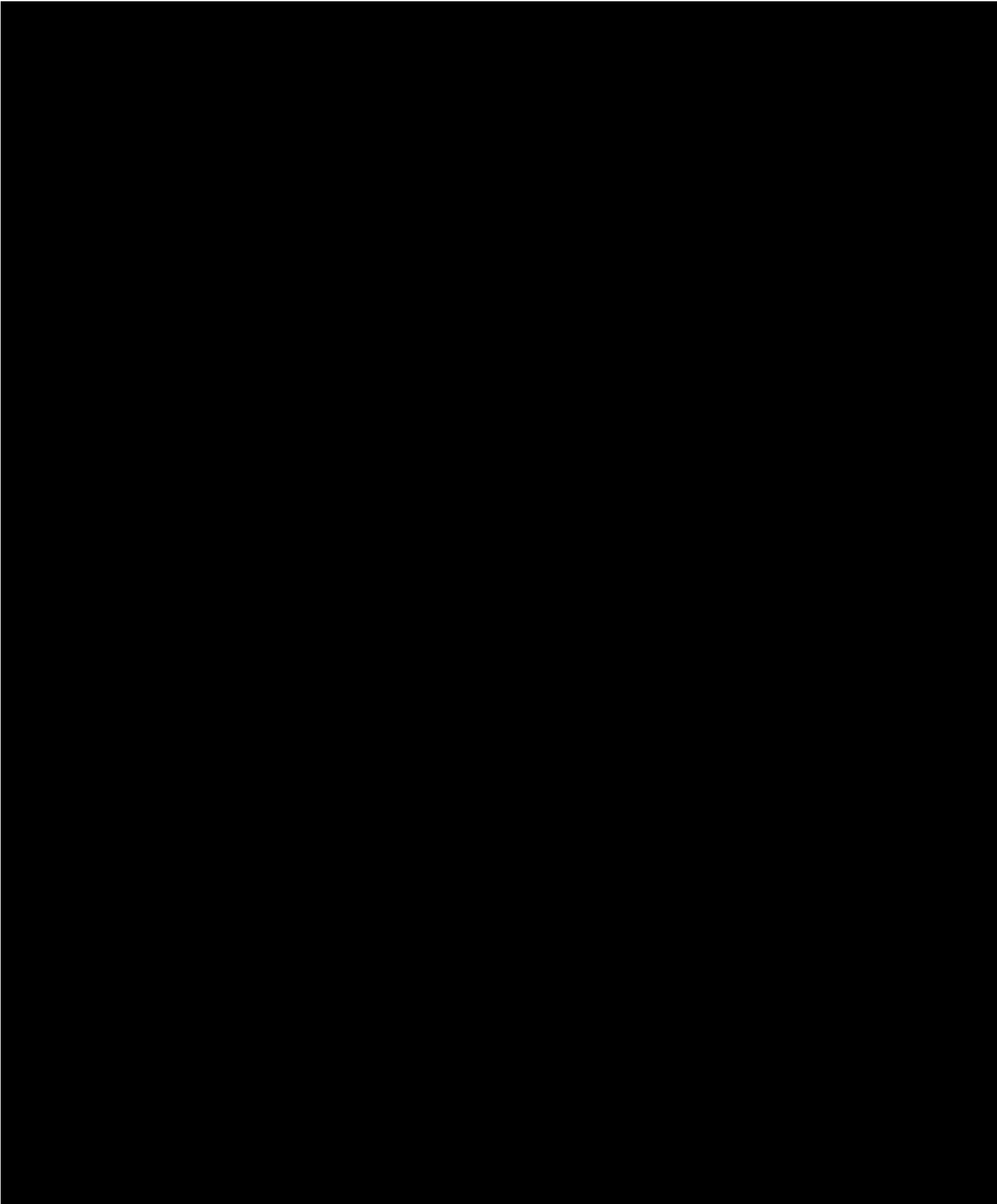




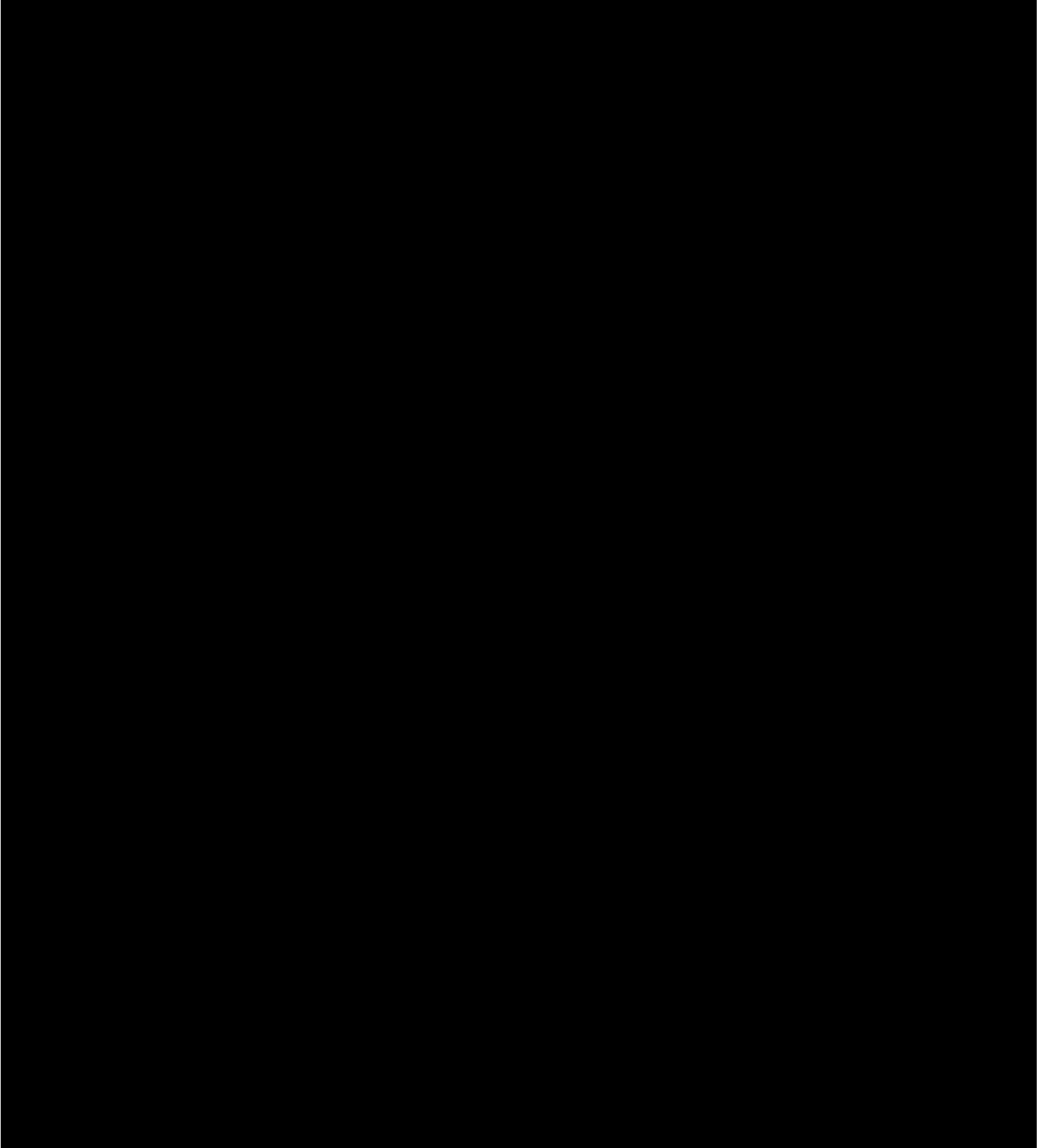






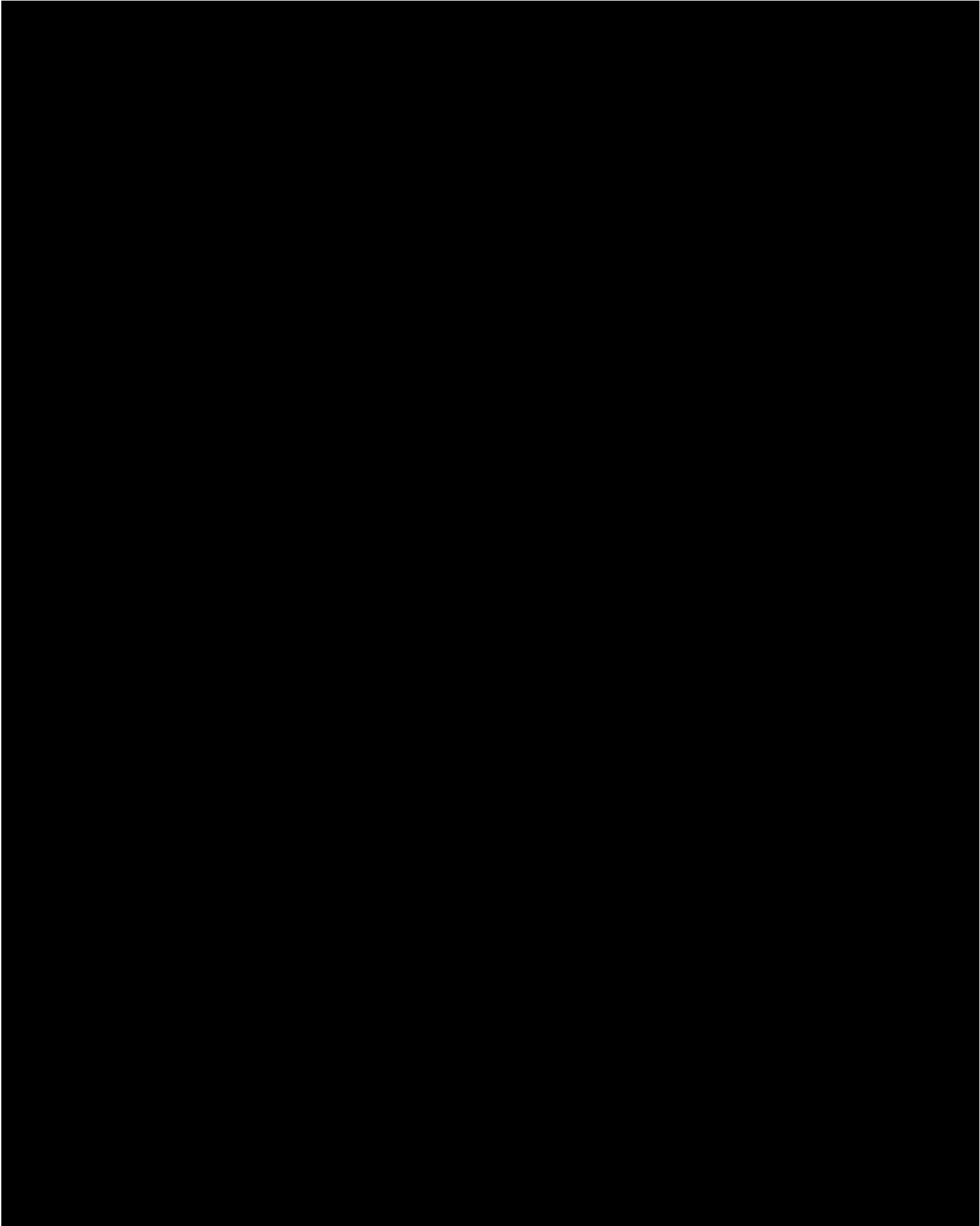


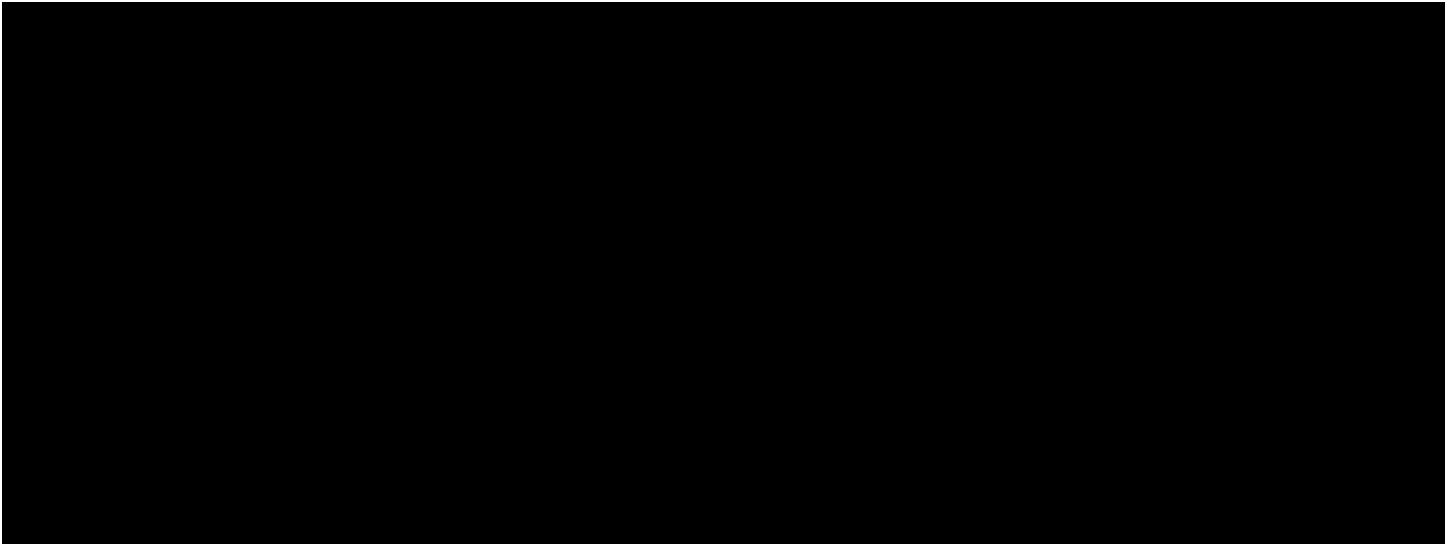


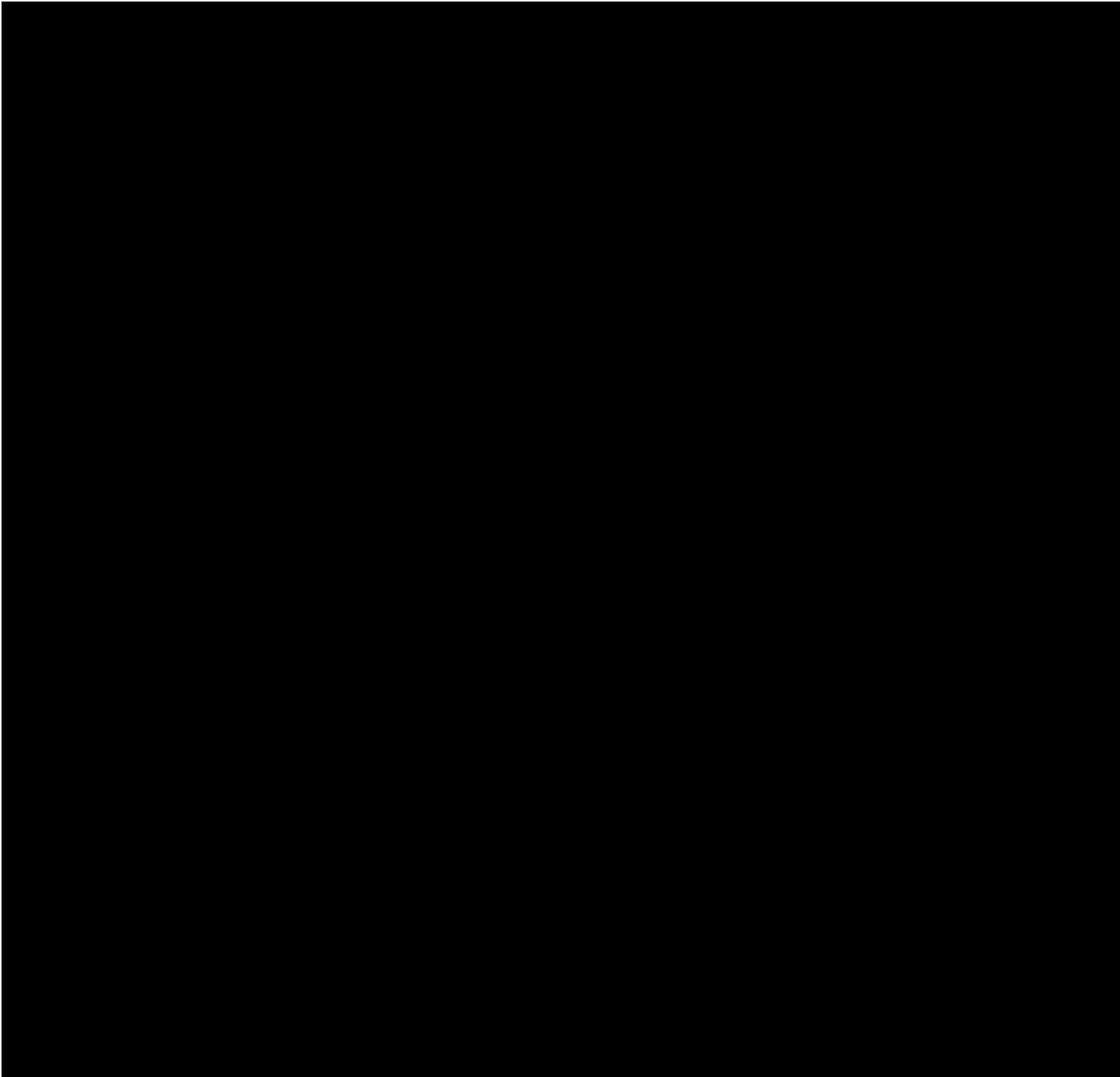




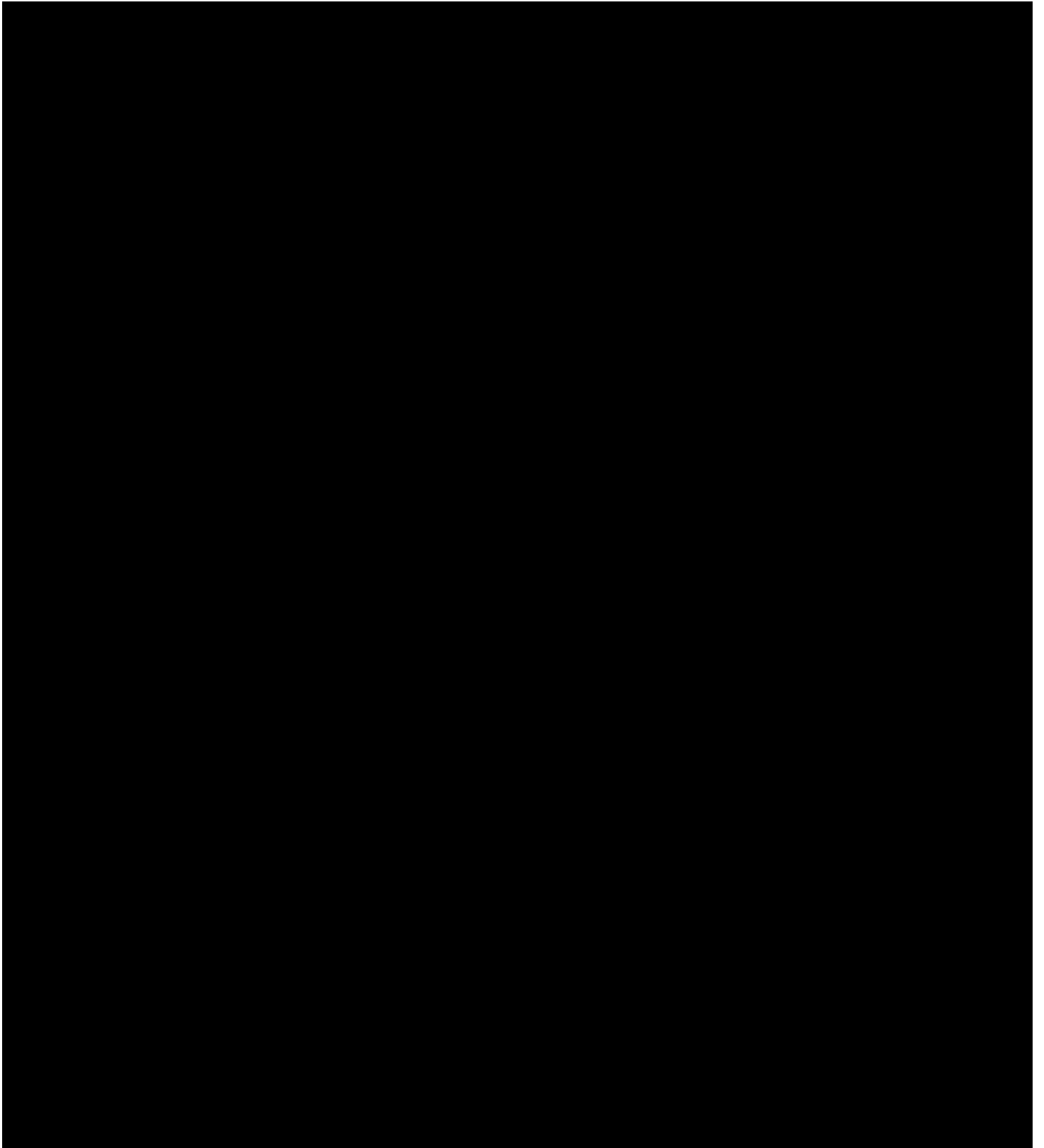


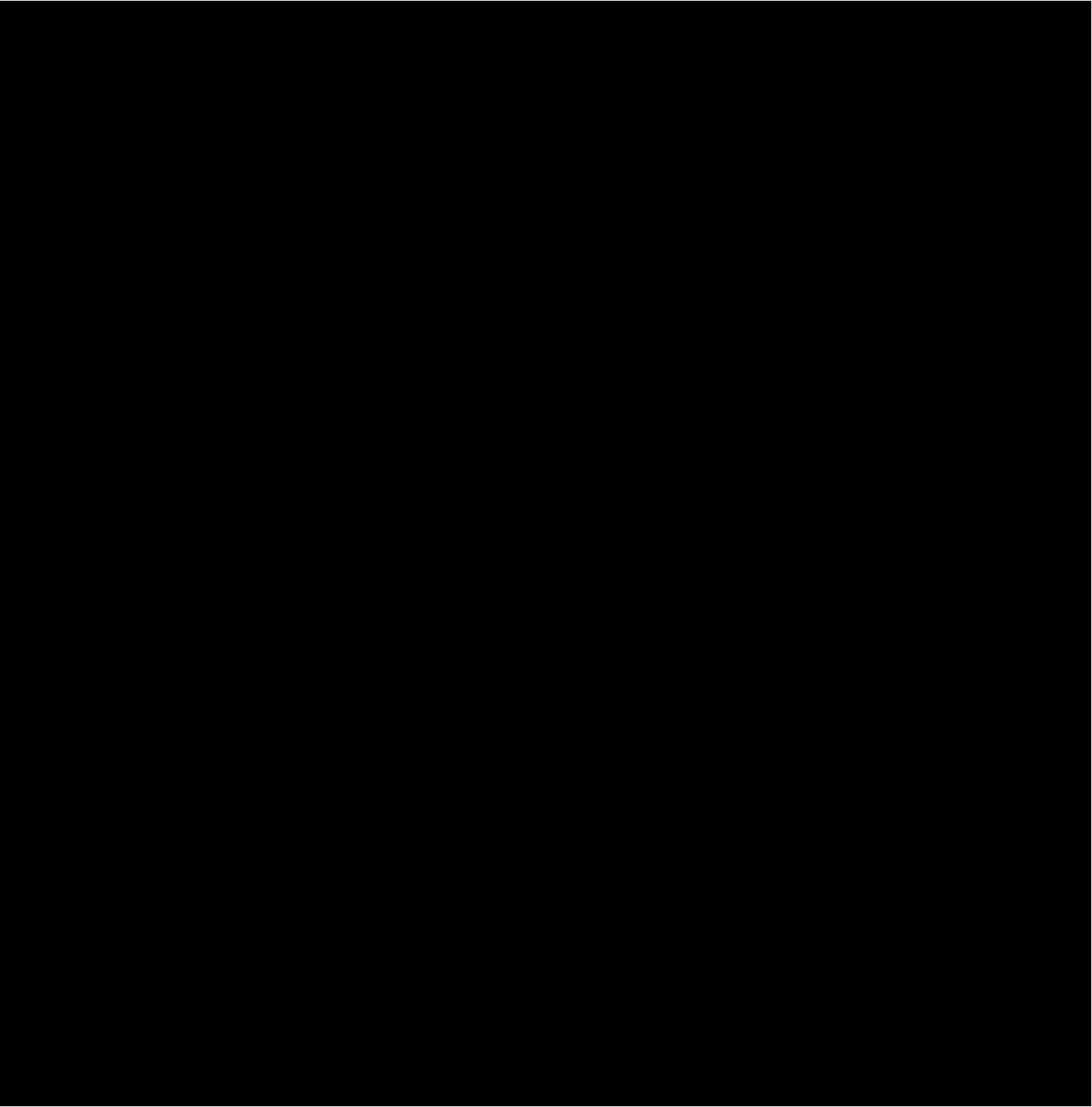




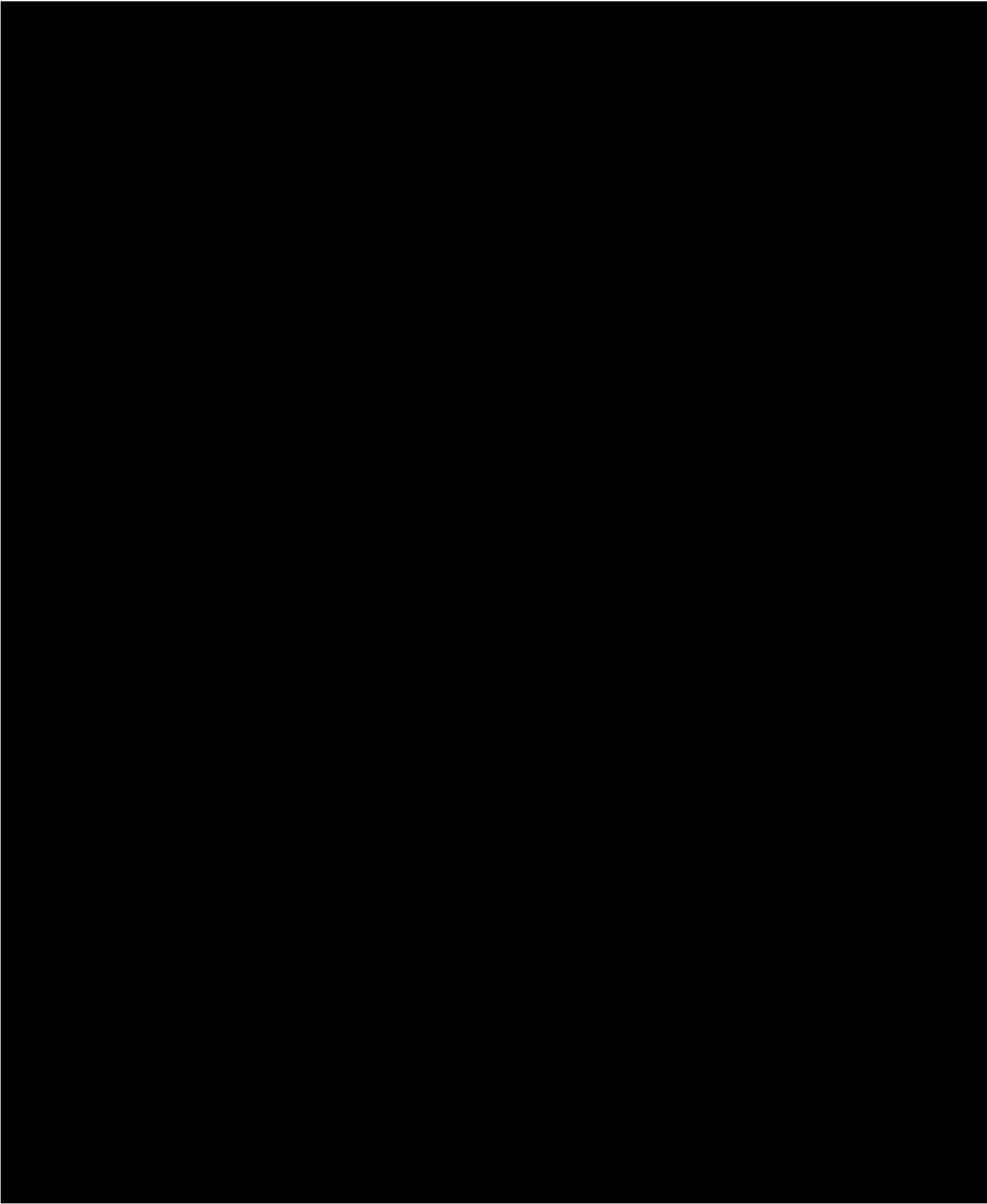


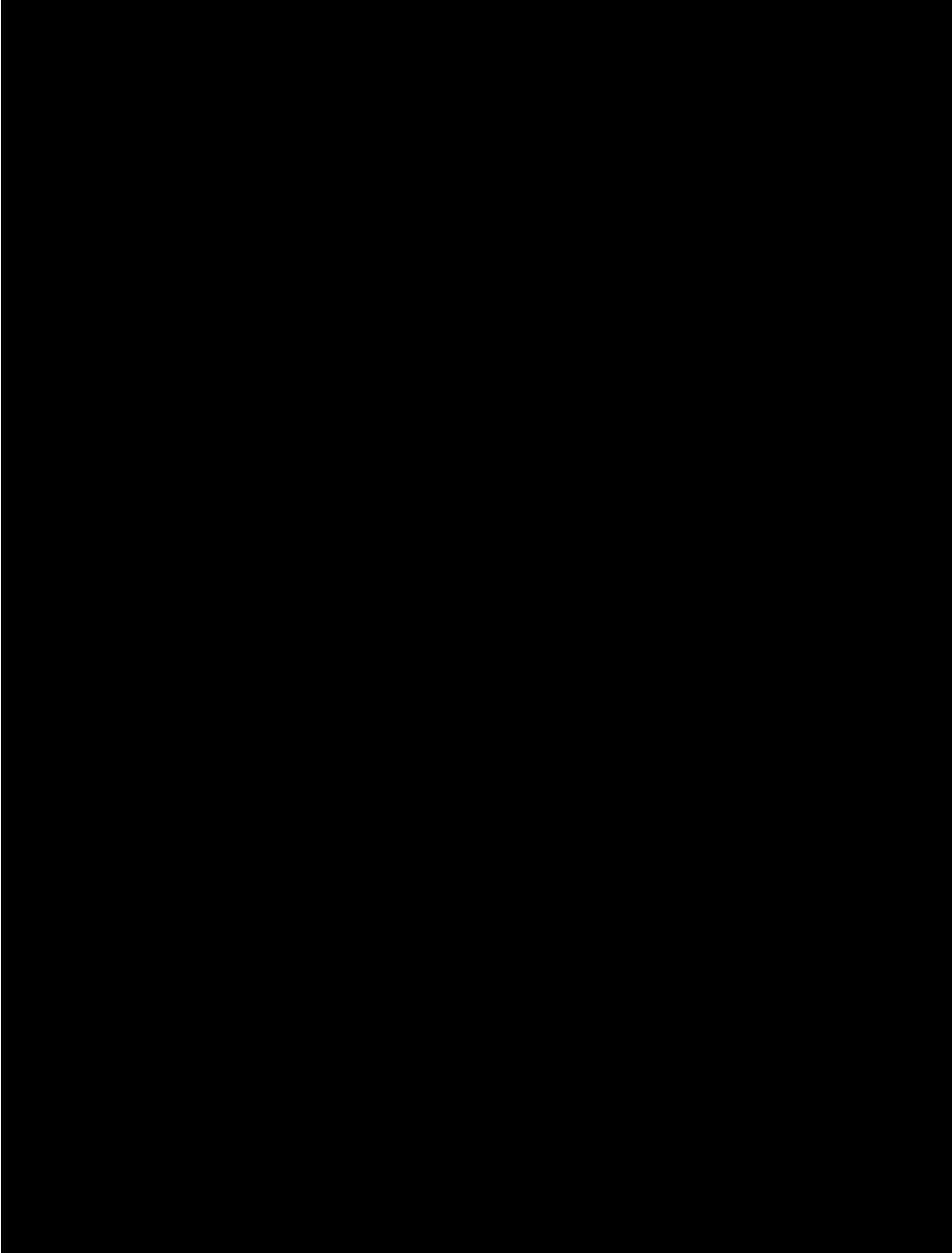


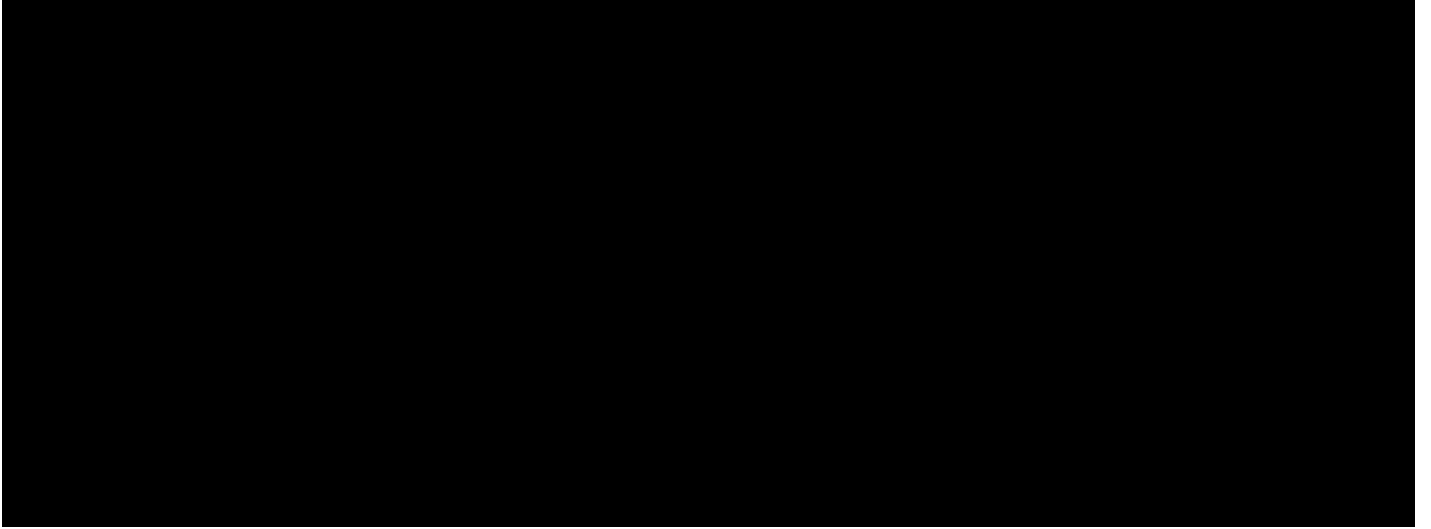


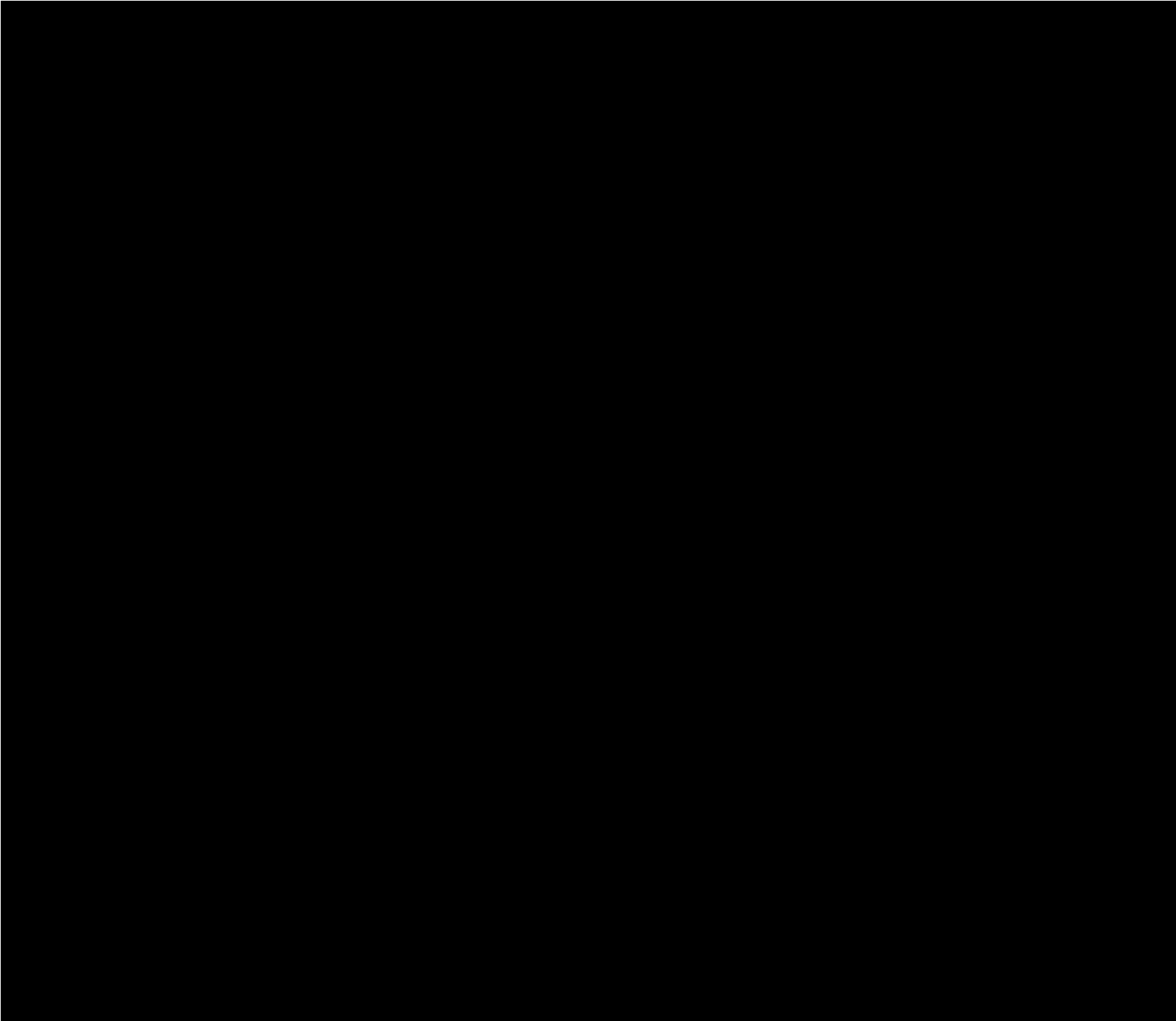






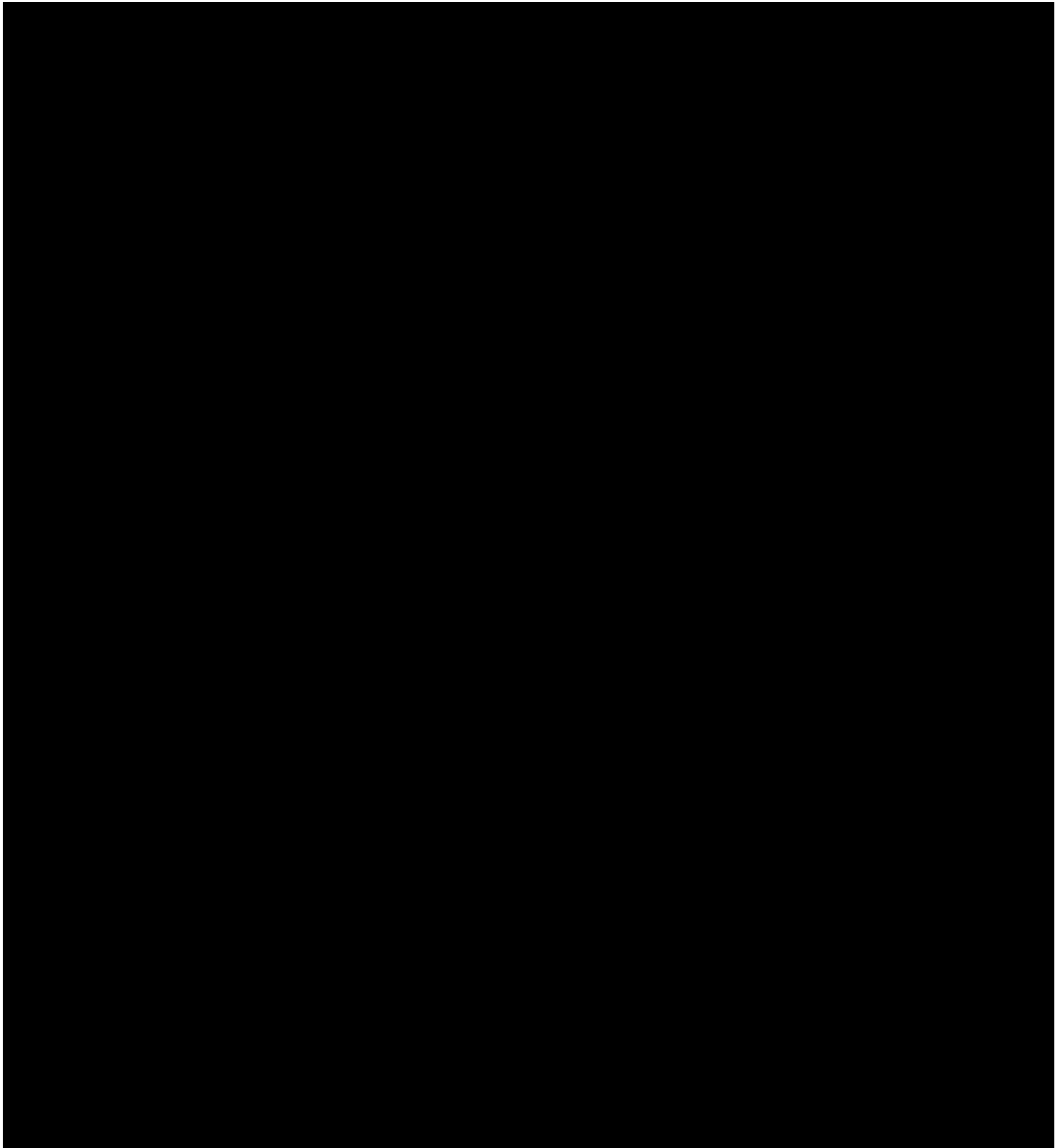














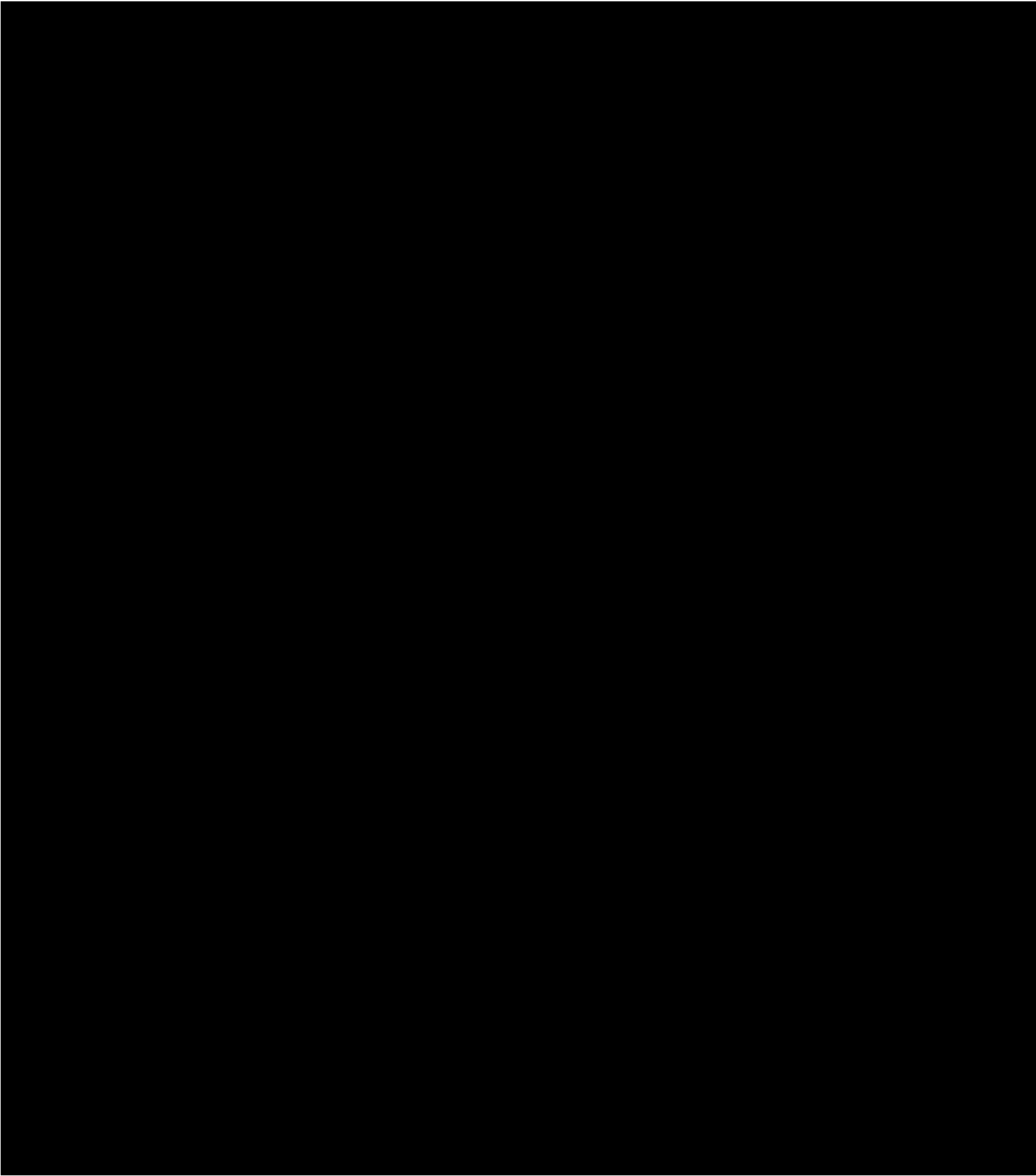
ASGN Incorporated  
4400 Cox Road, Suite 110  
Glen Allen, Virginia 23060  
888.482.8068  
[asgn.com](http://asgn.com)

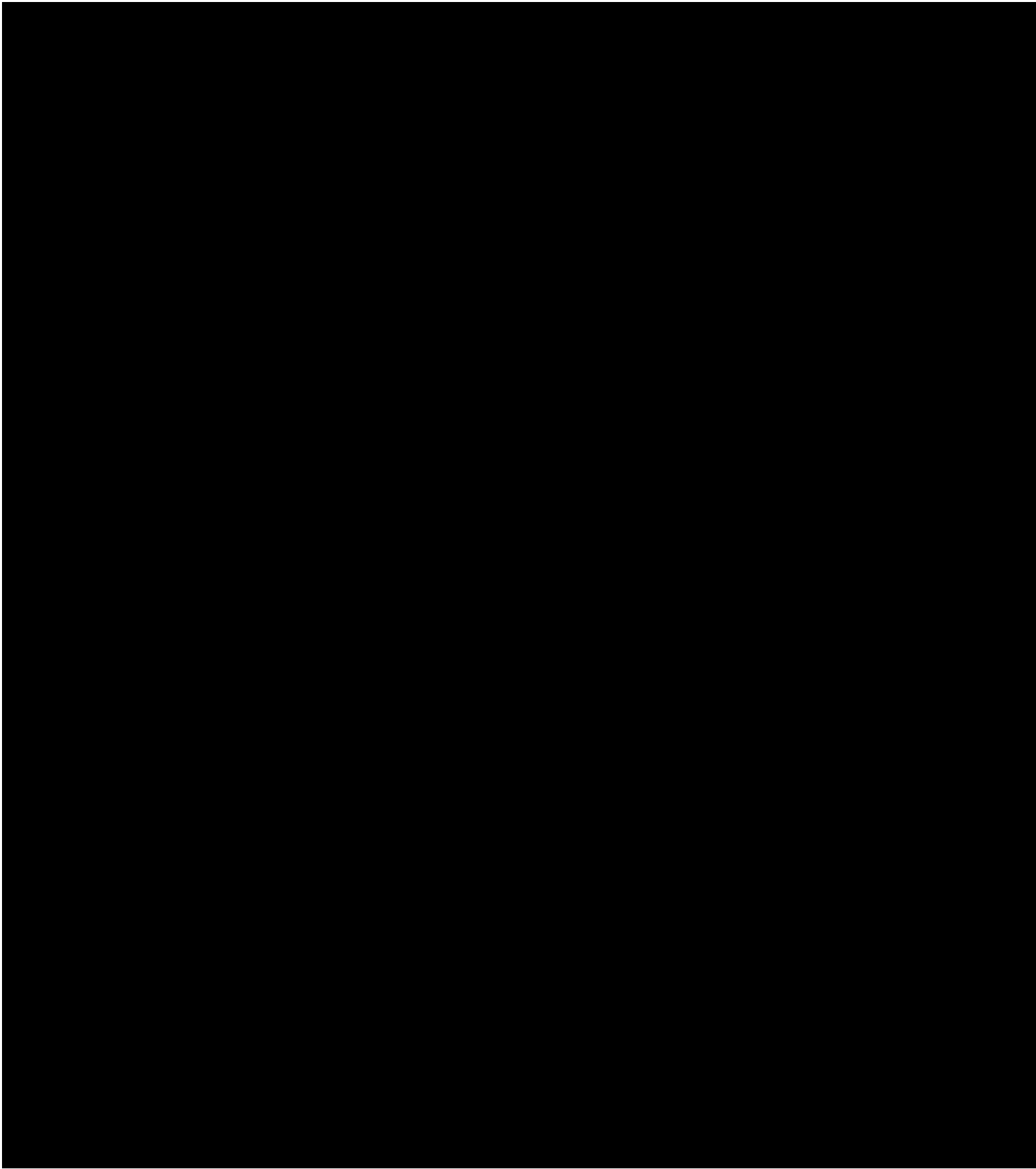


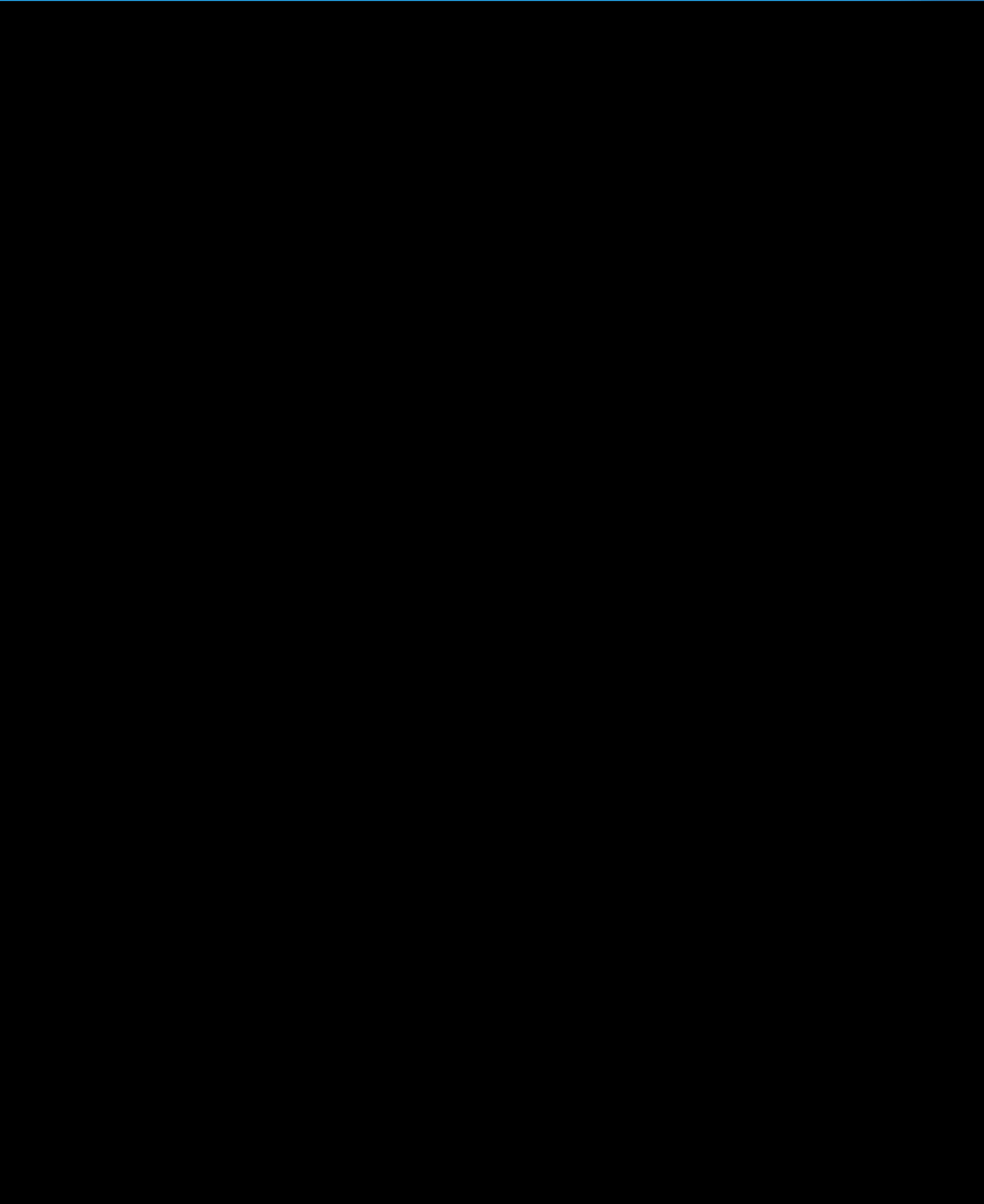
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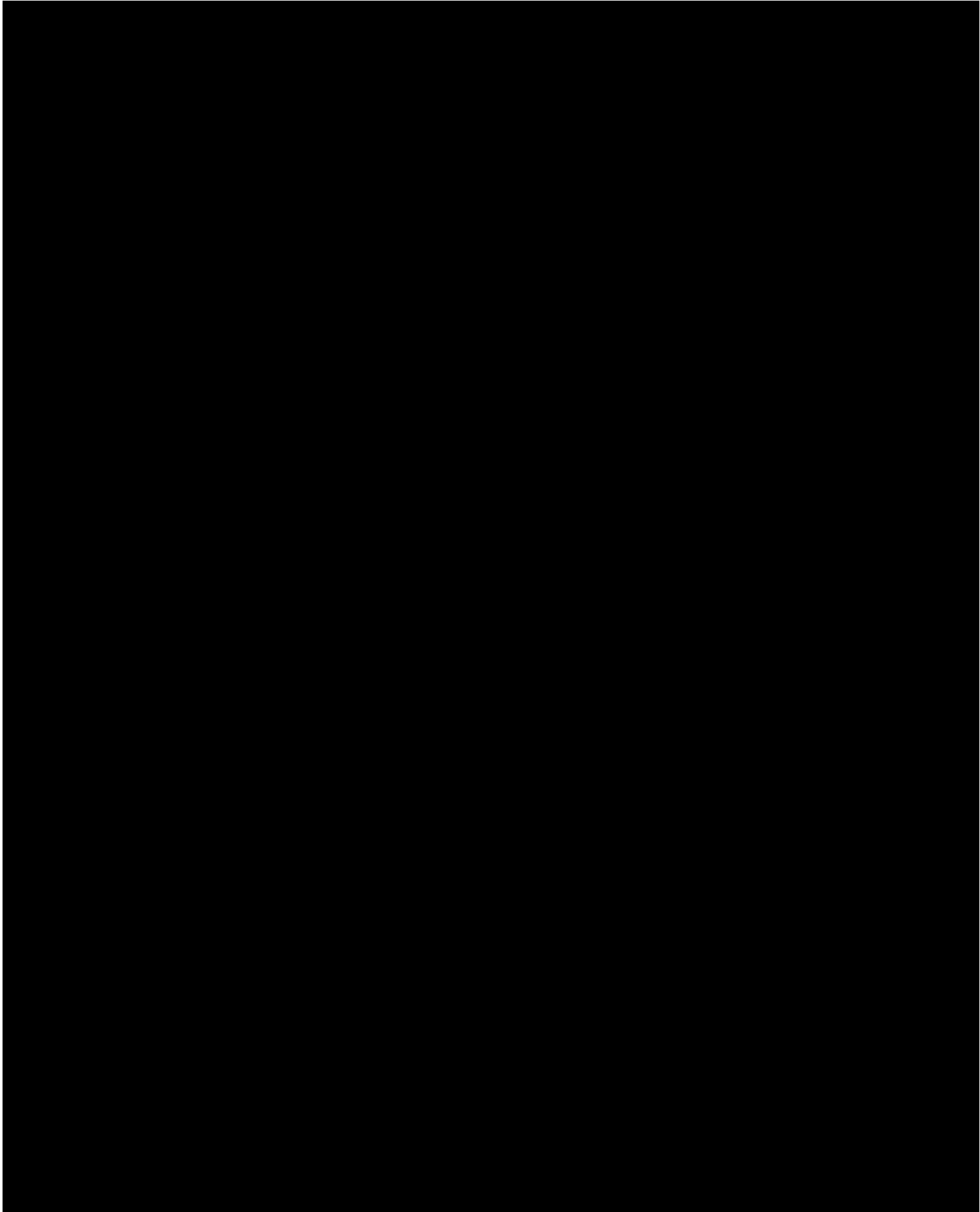
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**20**  
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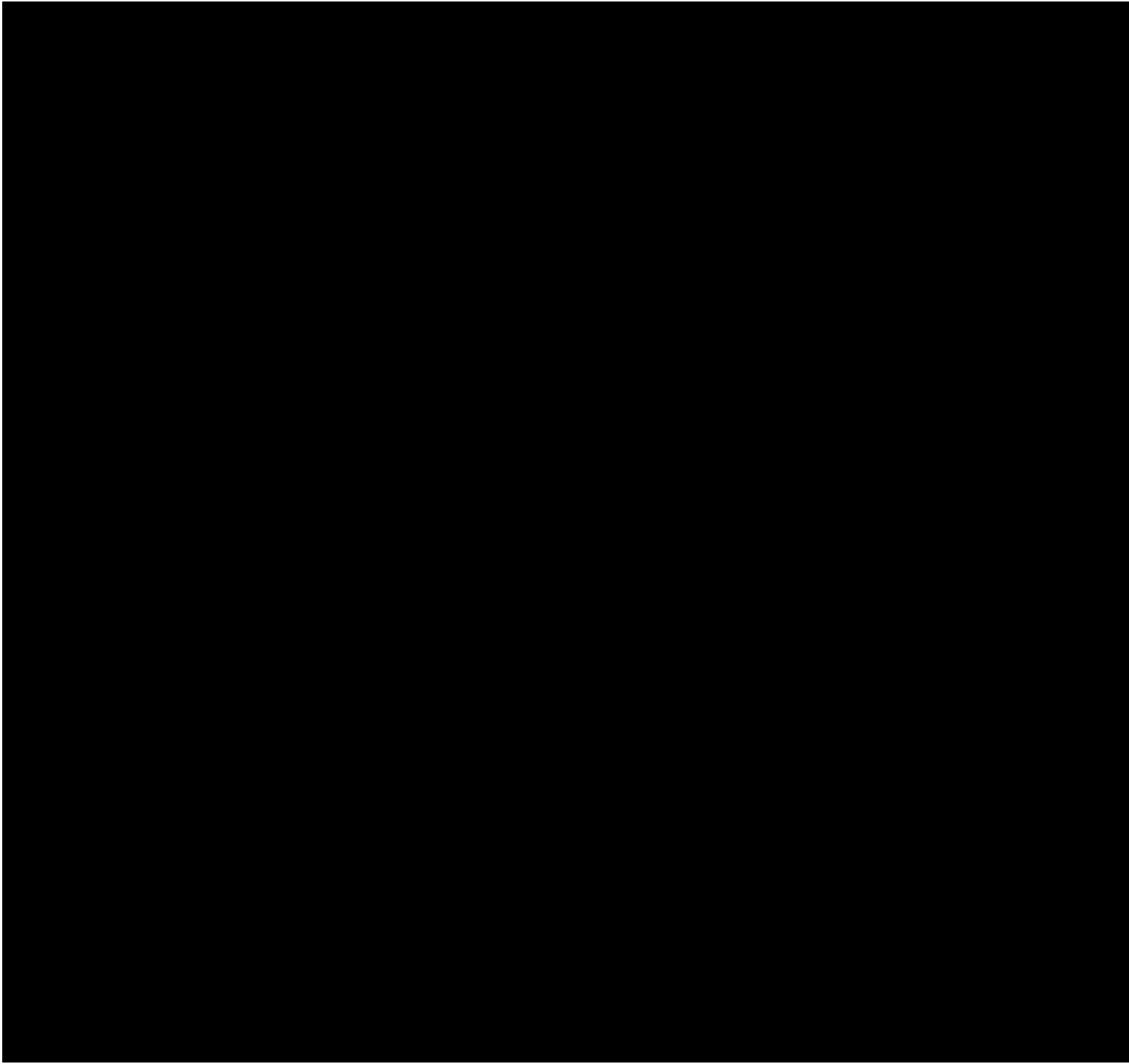


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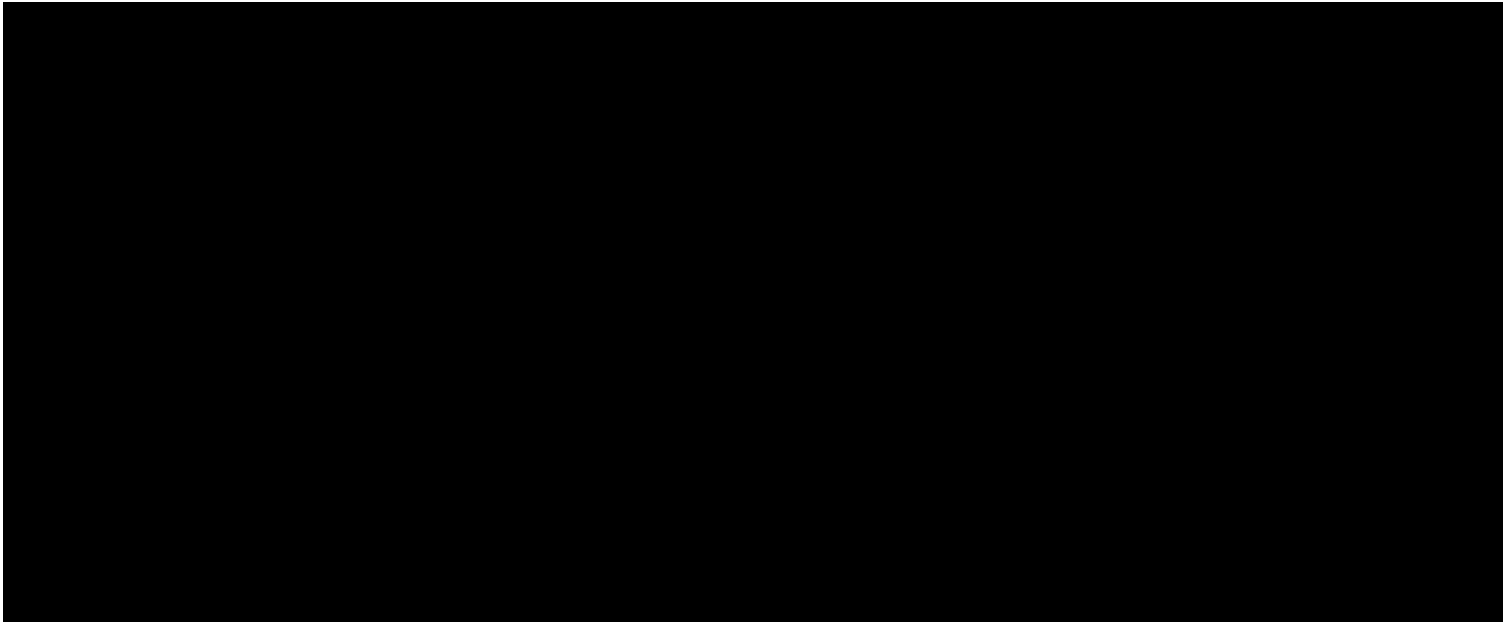


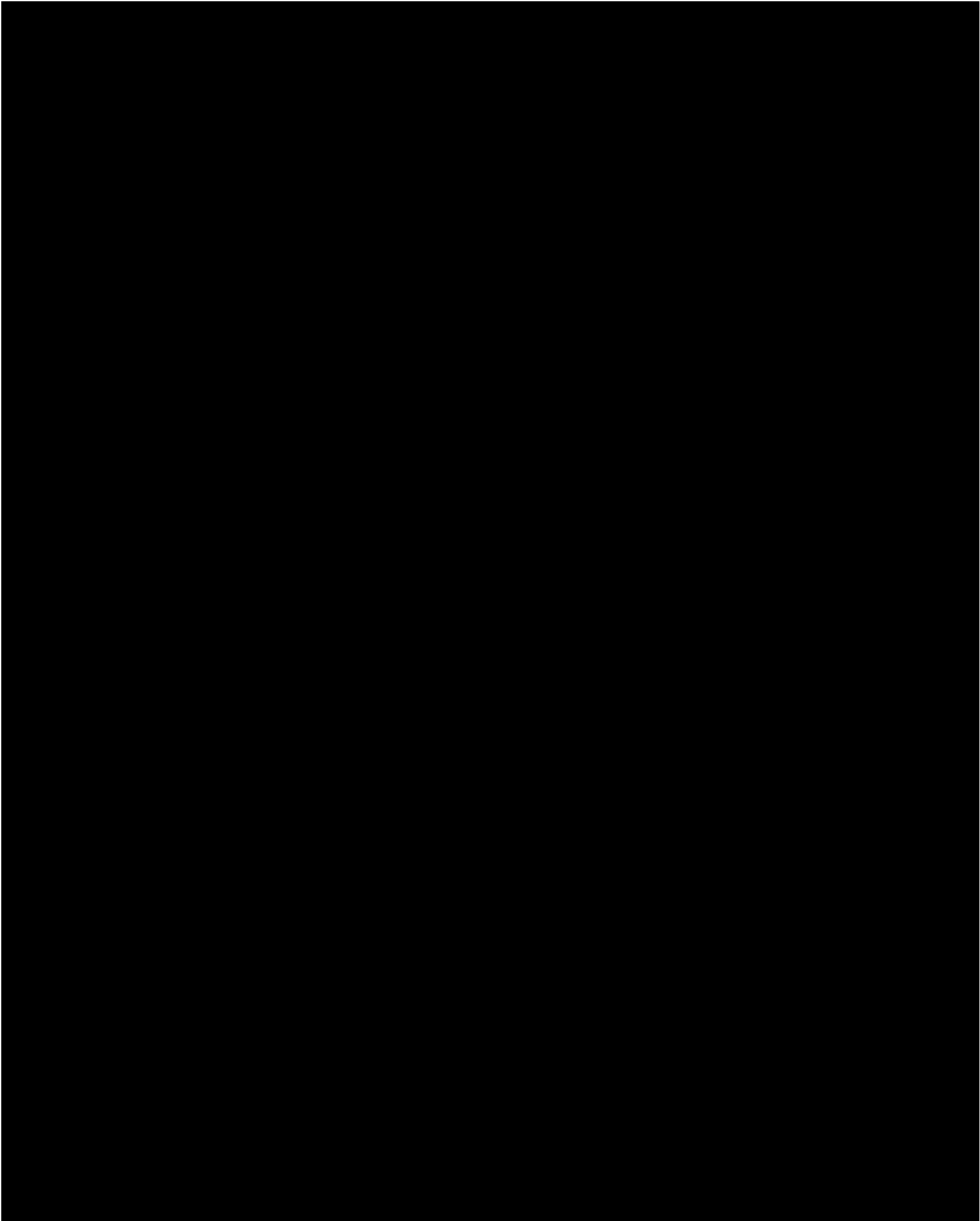


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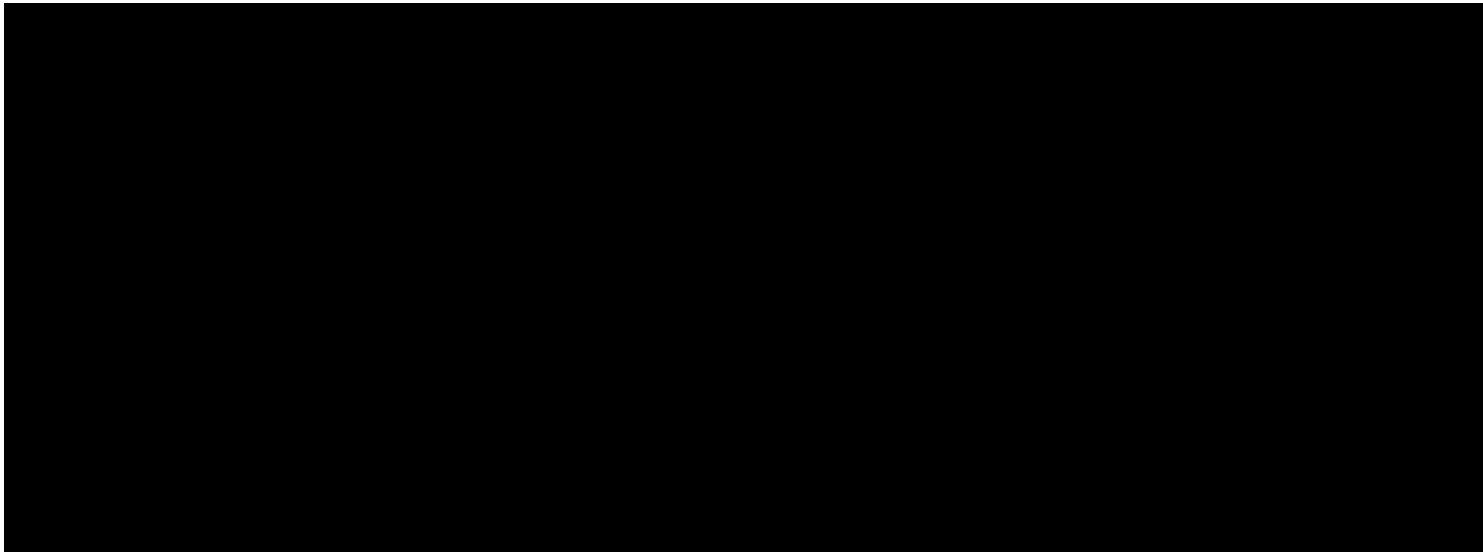


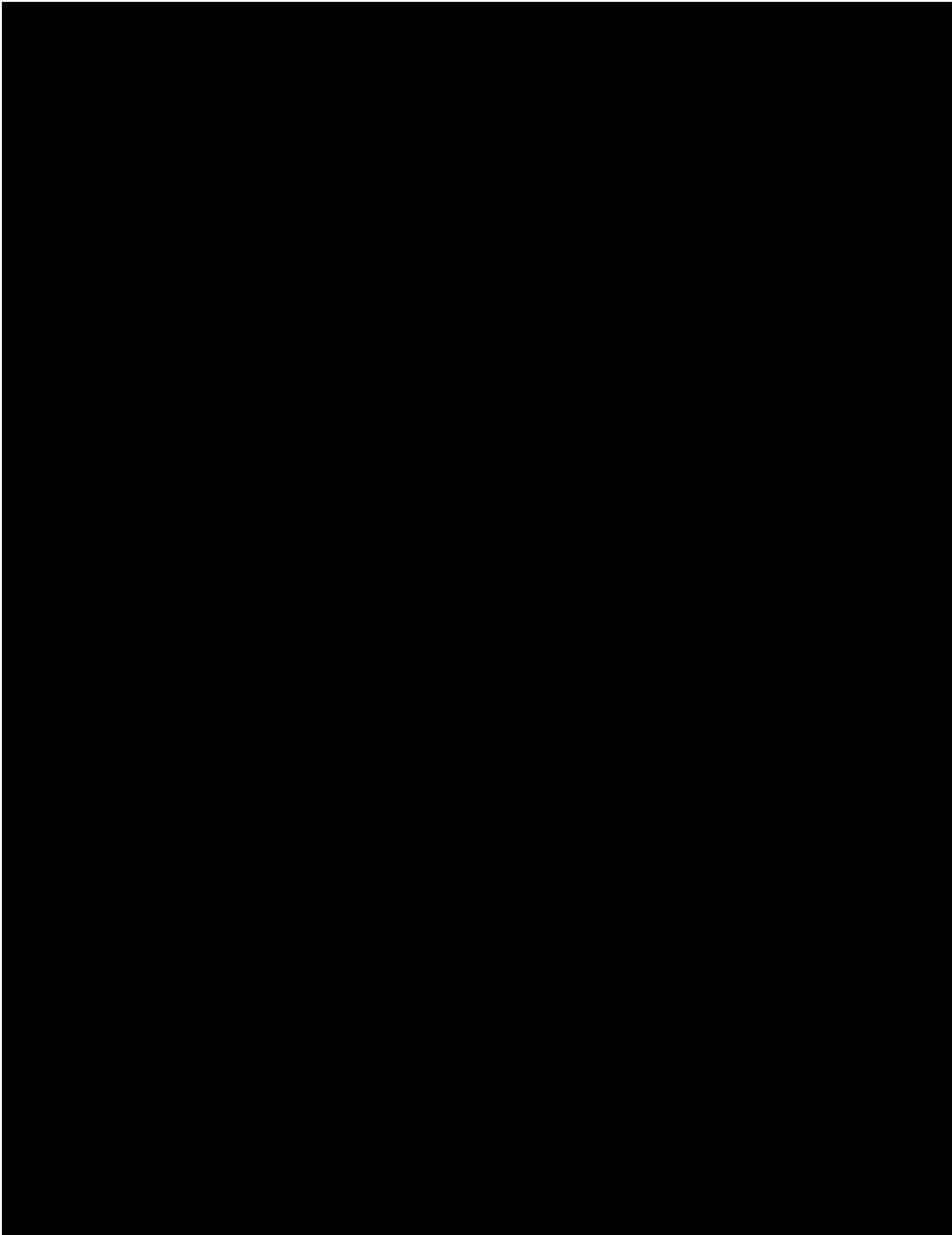






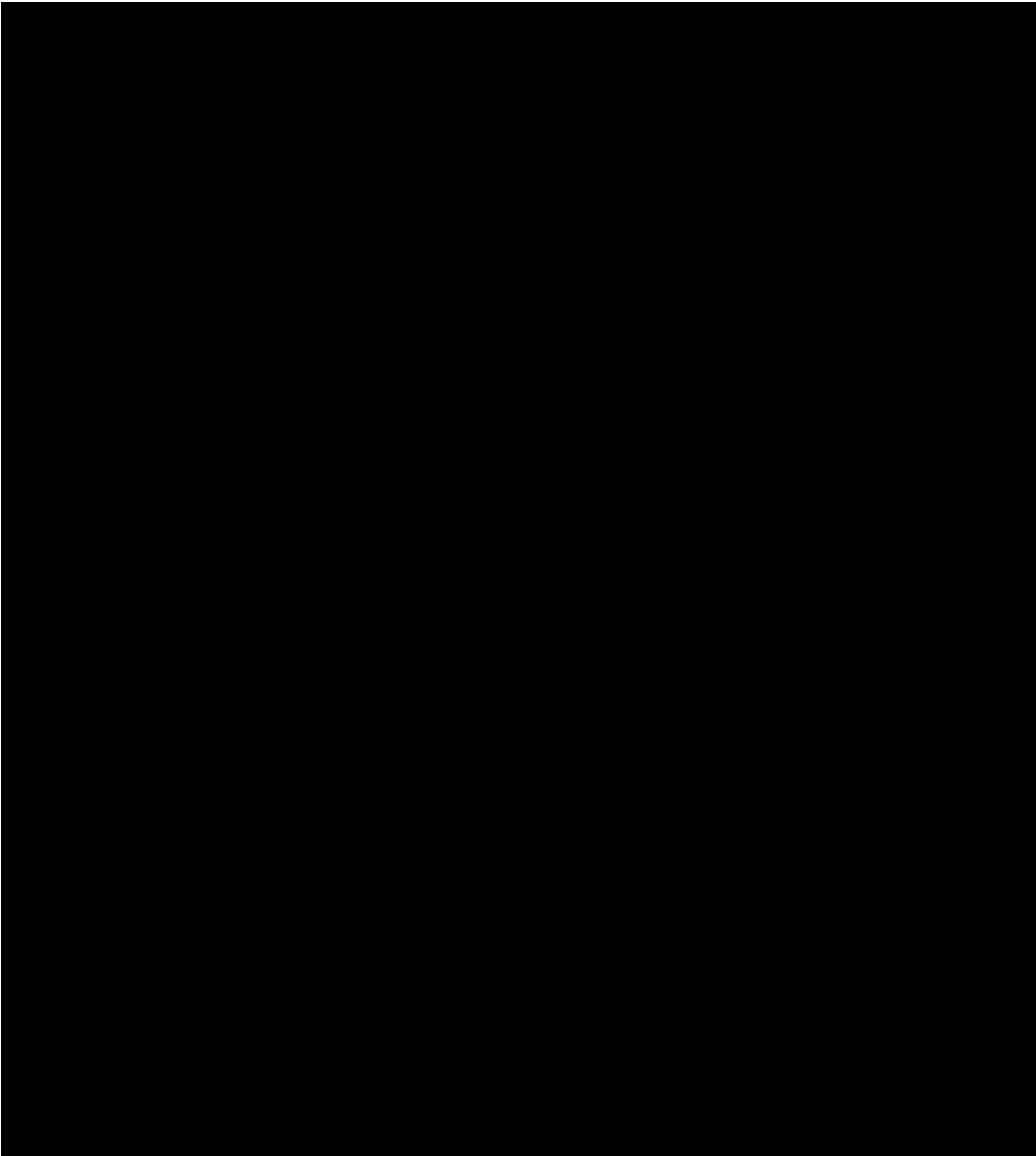


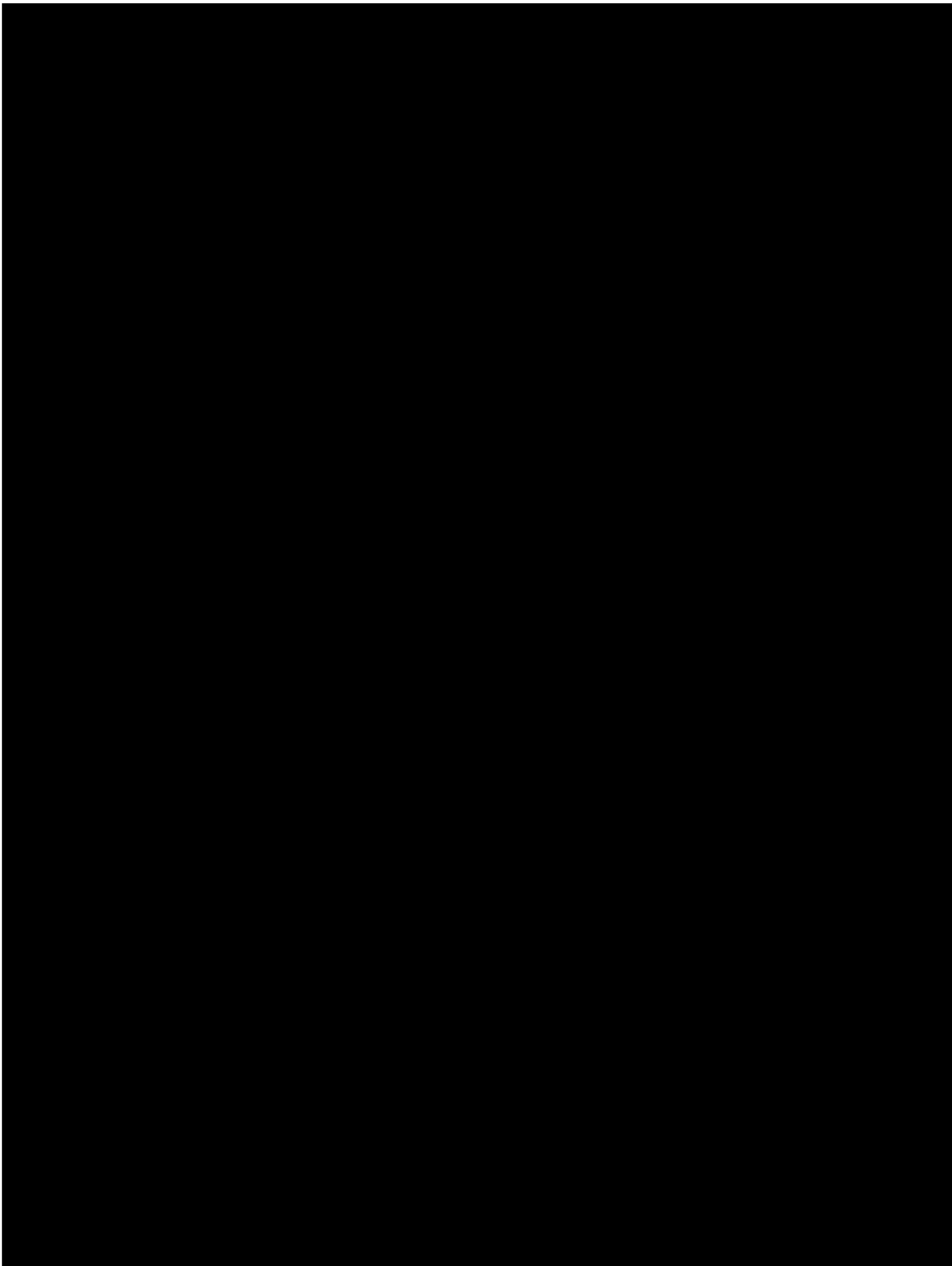


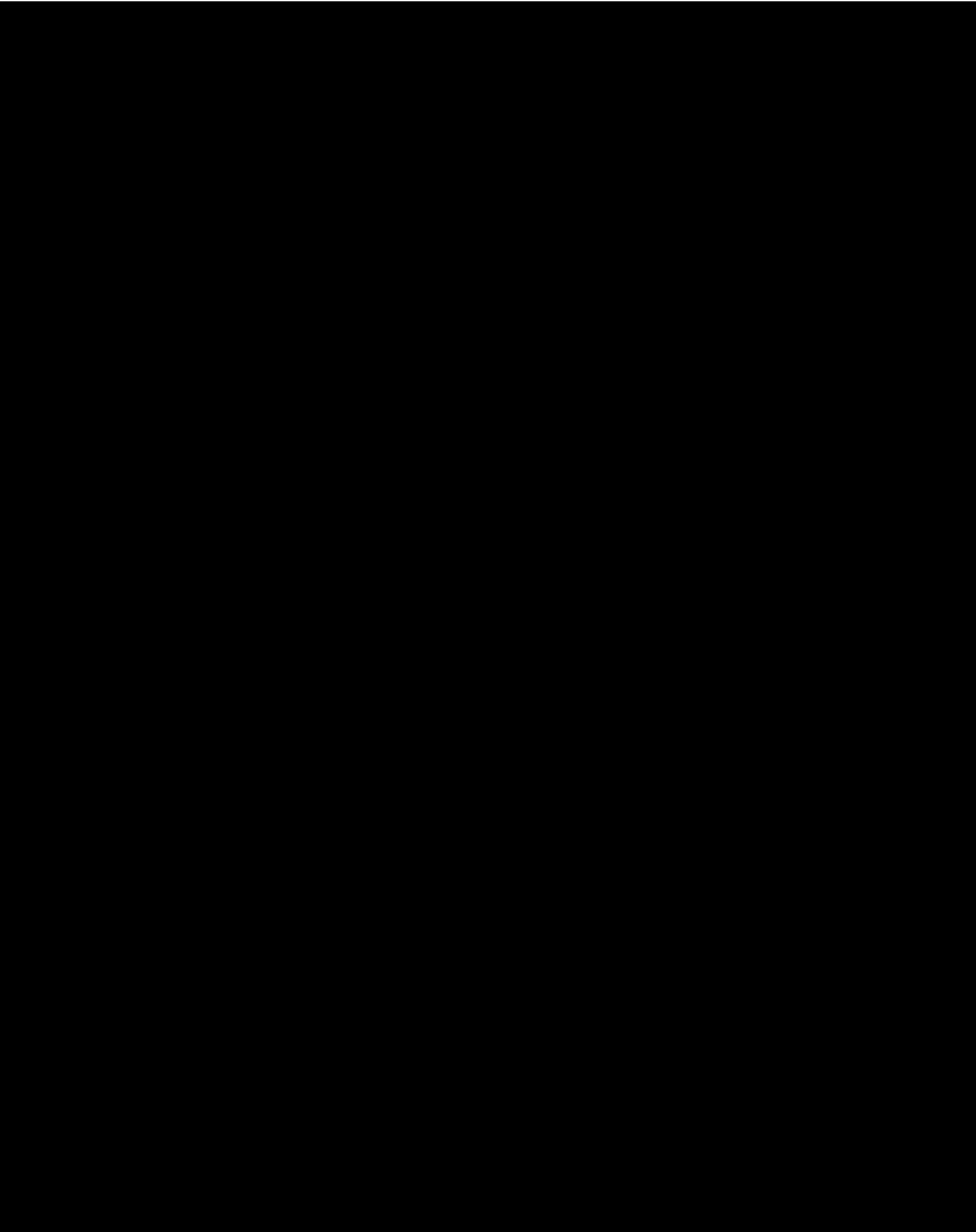


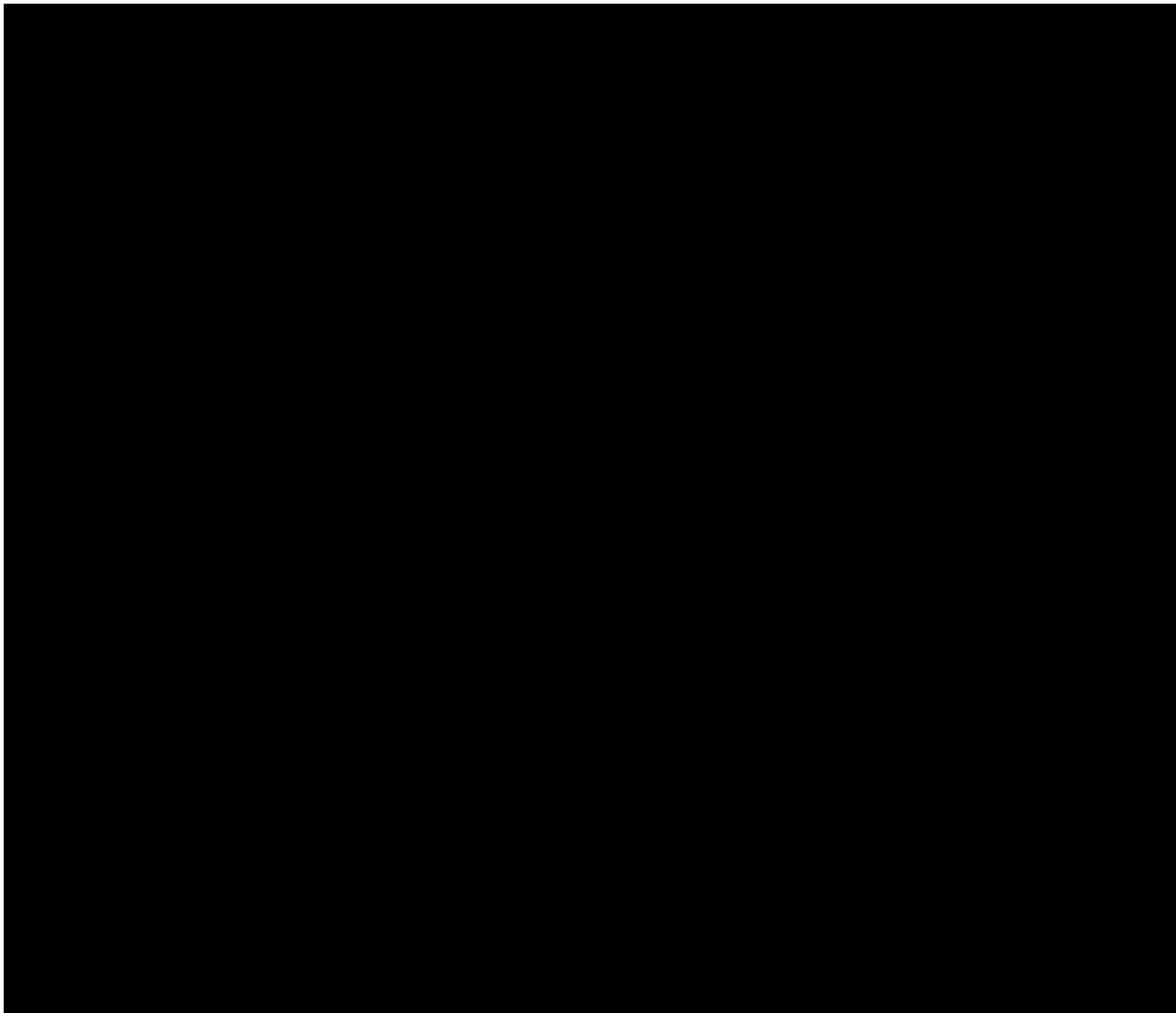




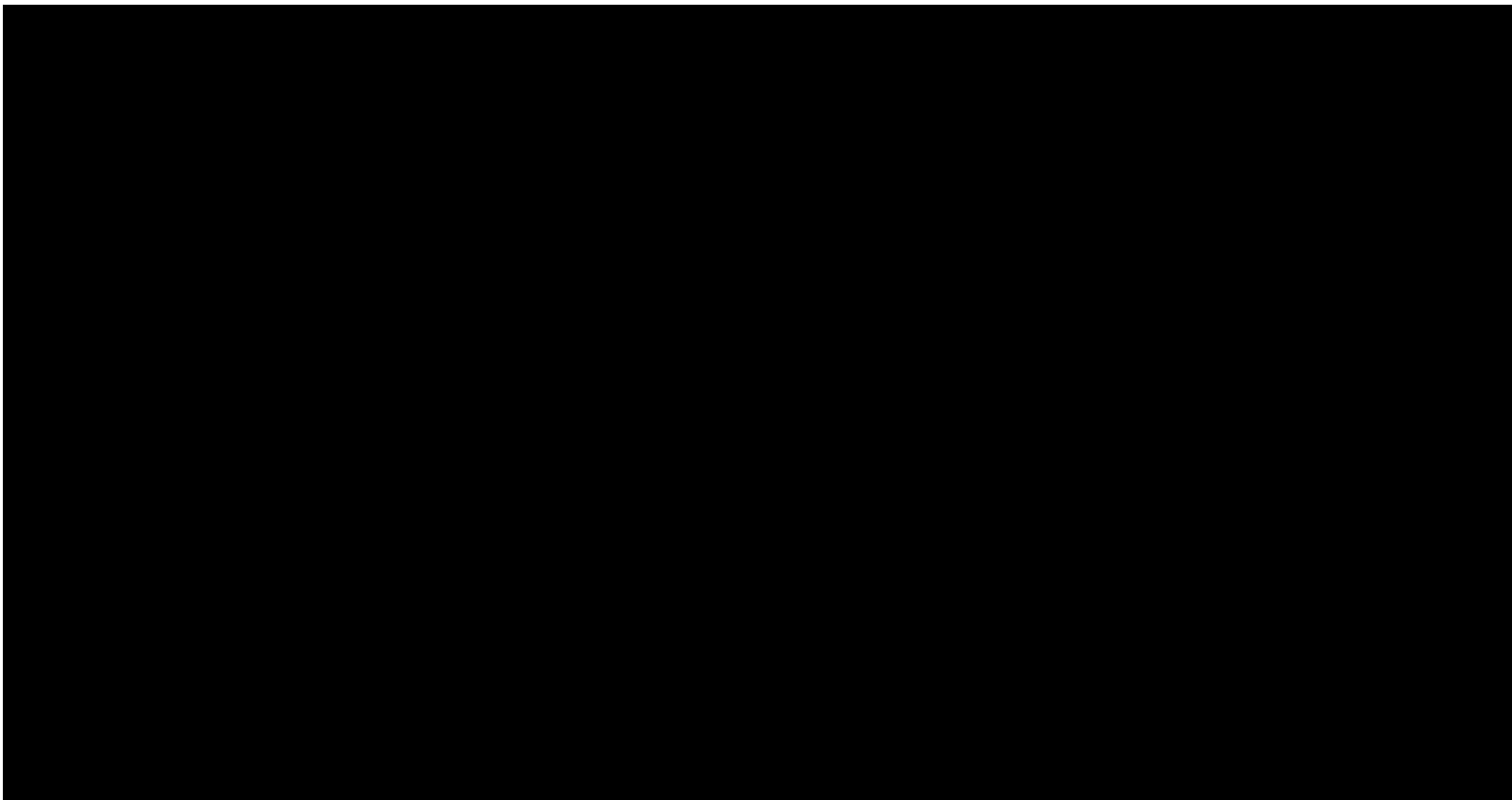


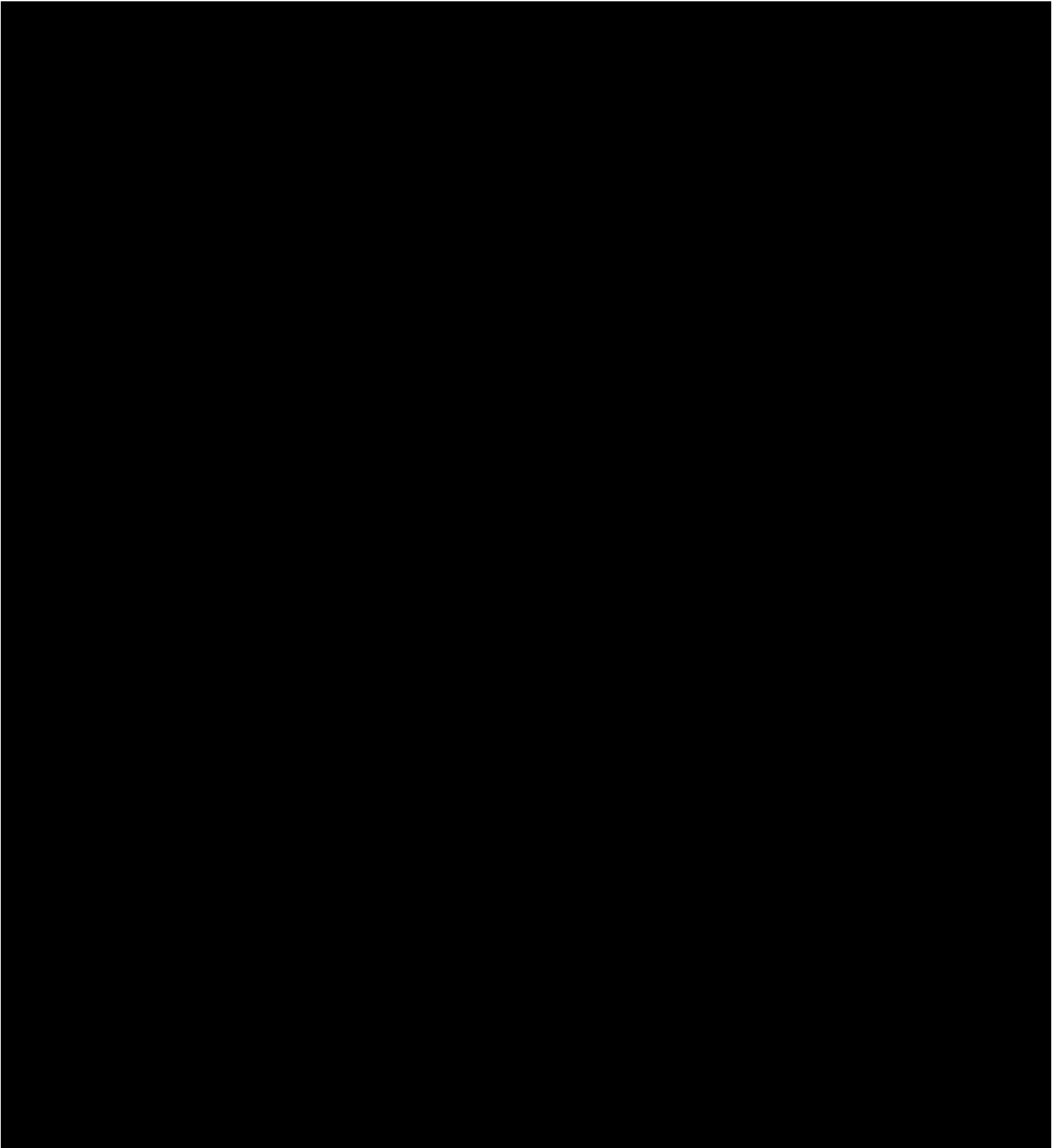


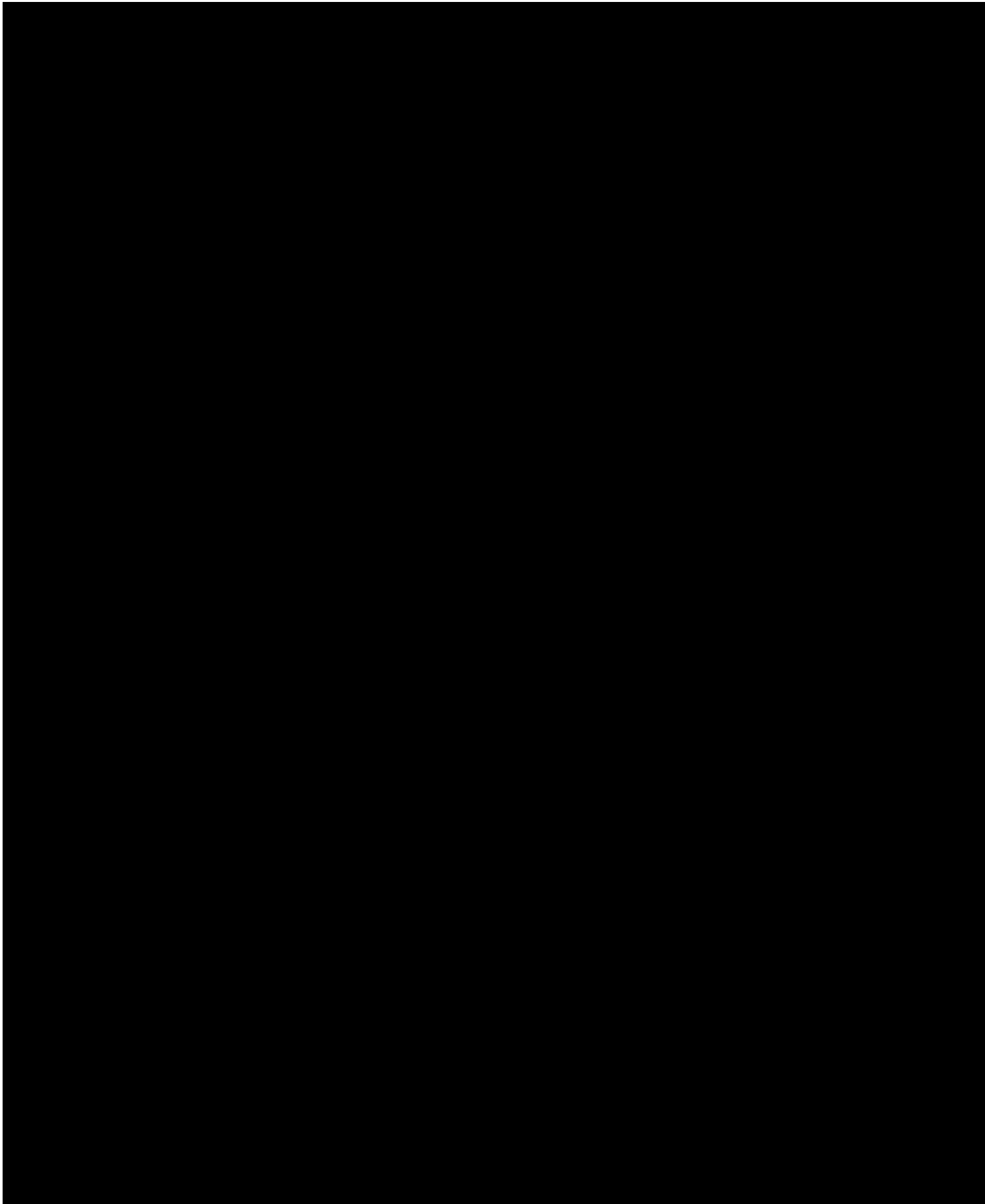


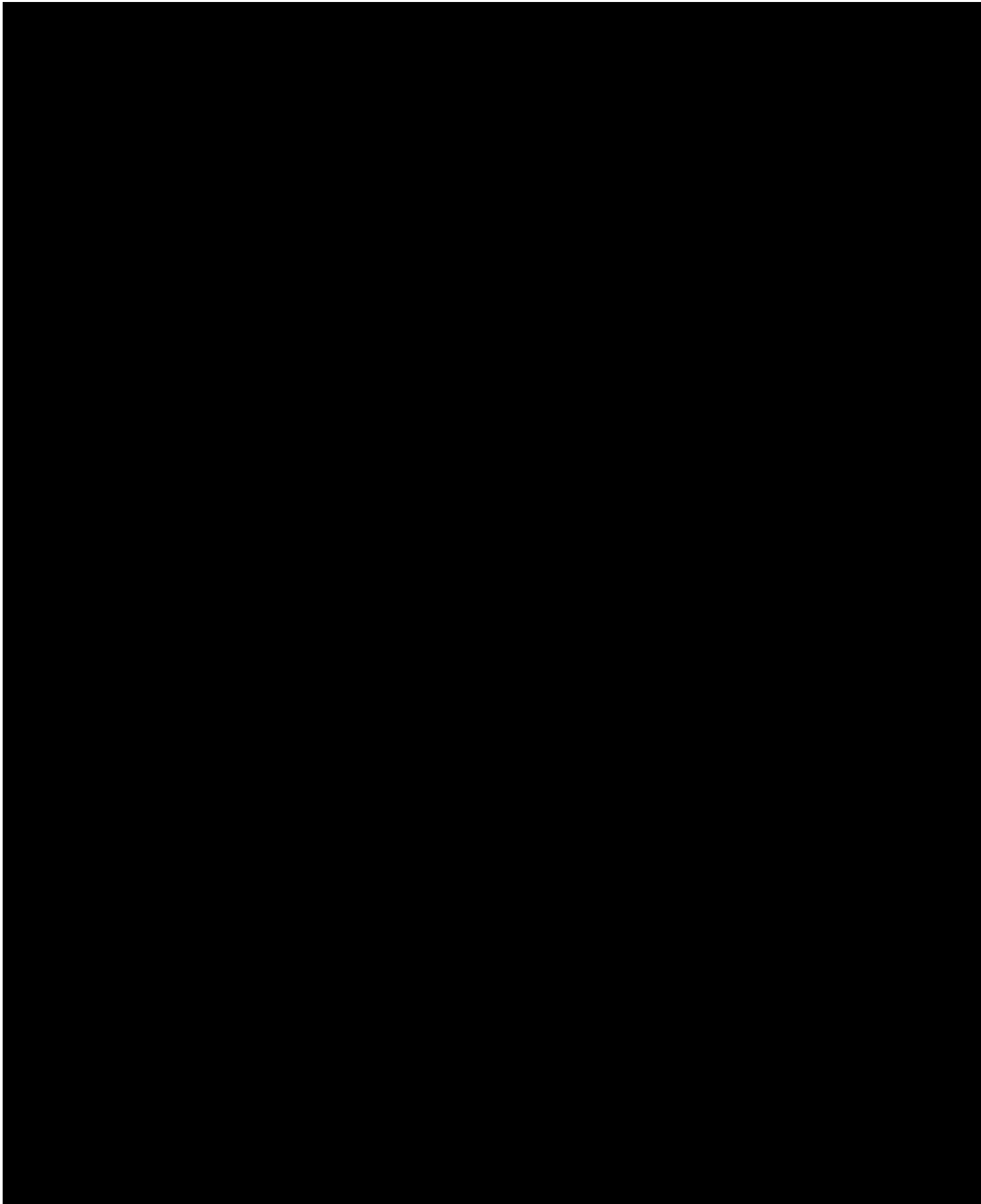


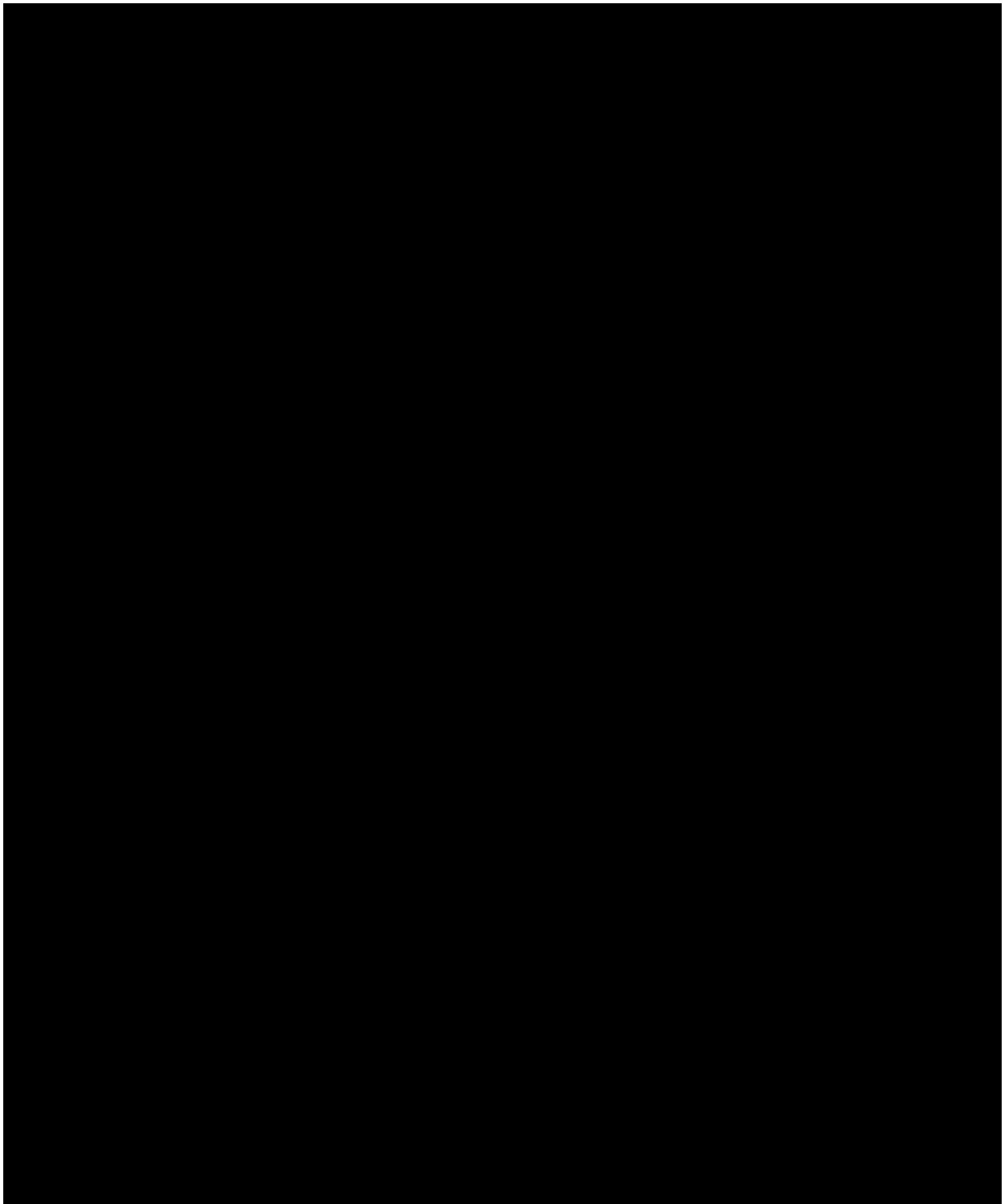




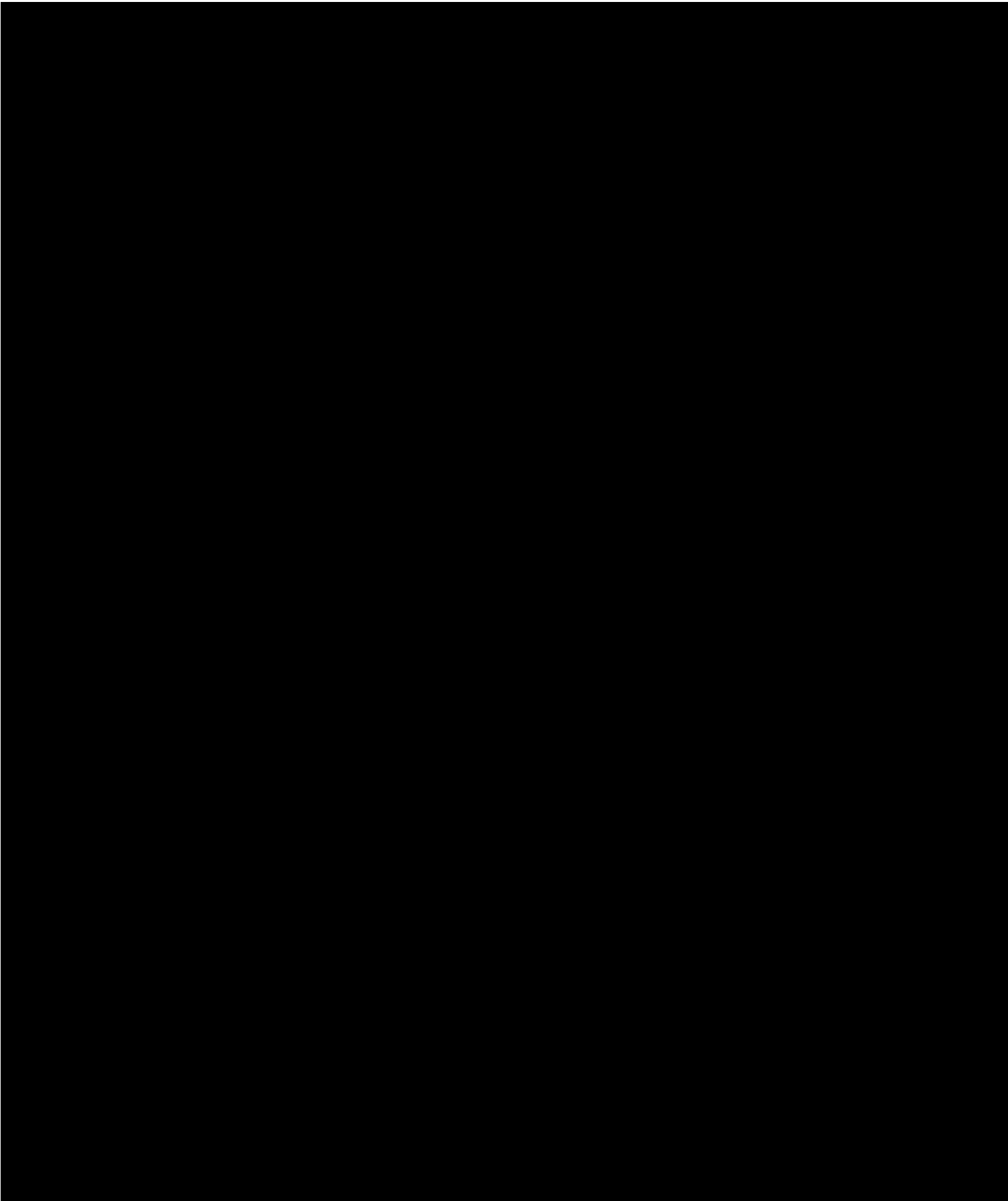






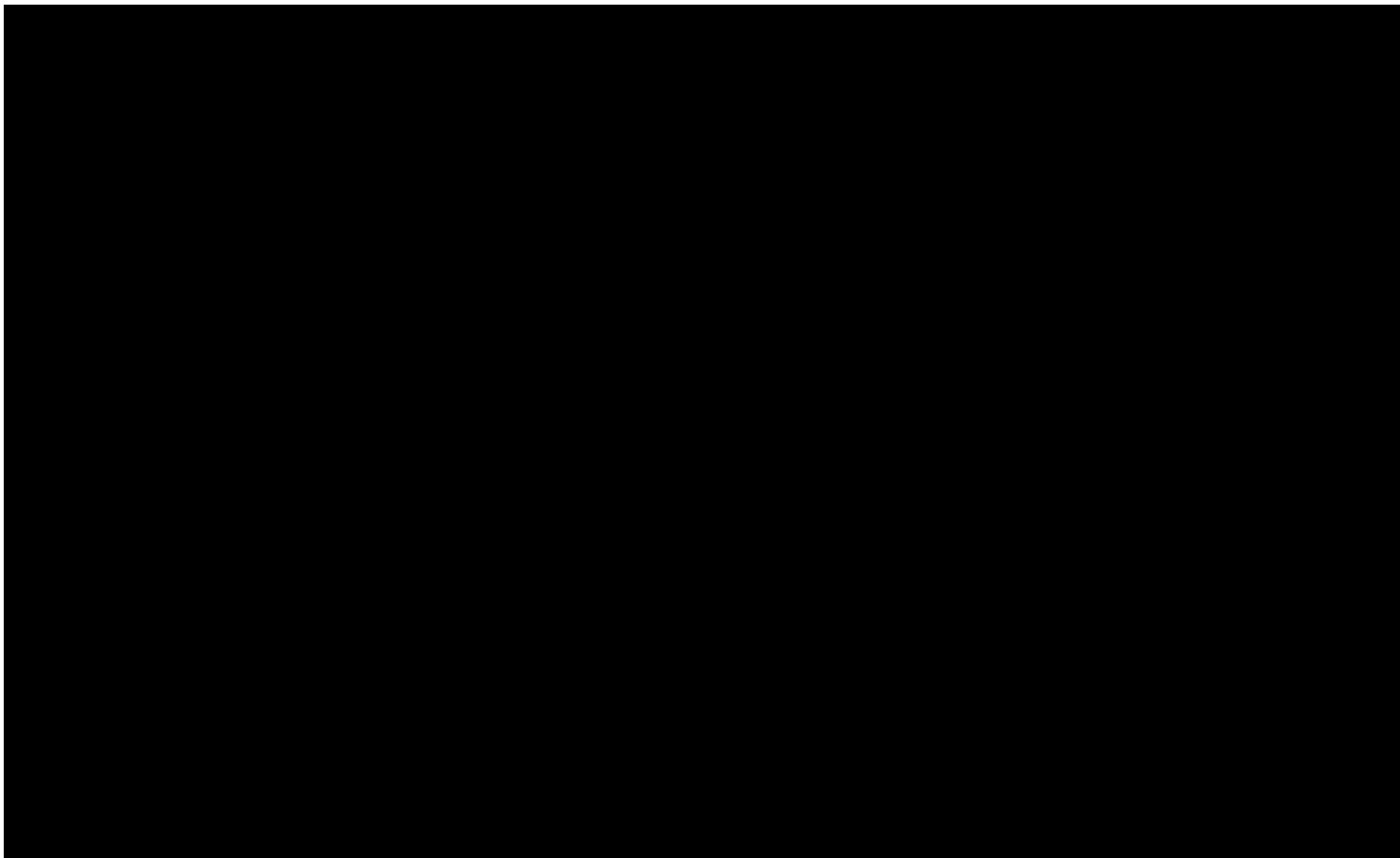






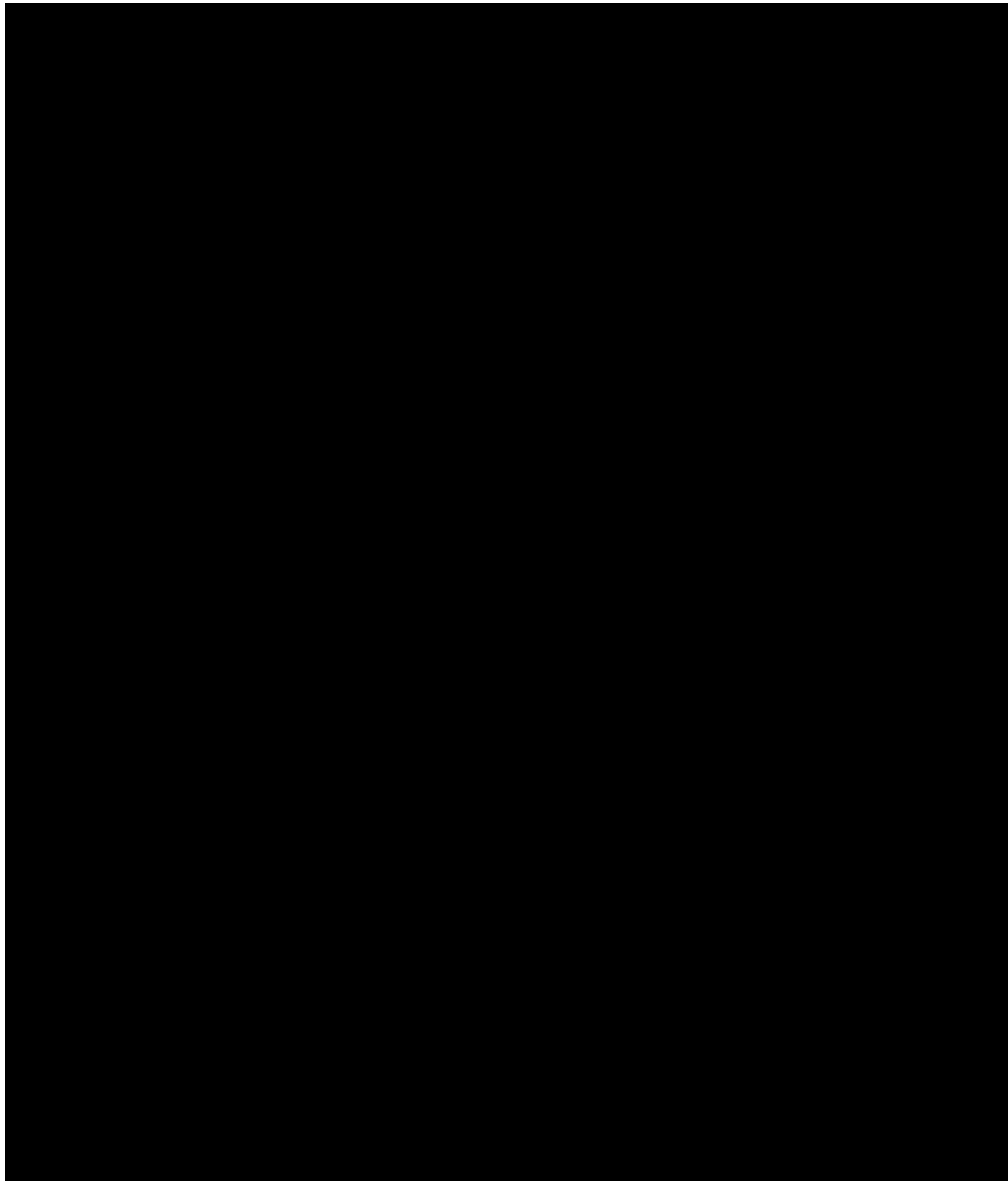


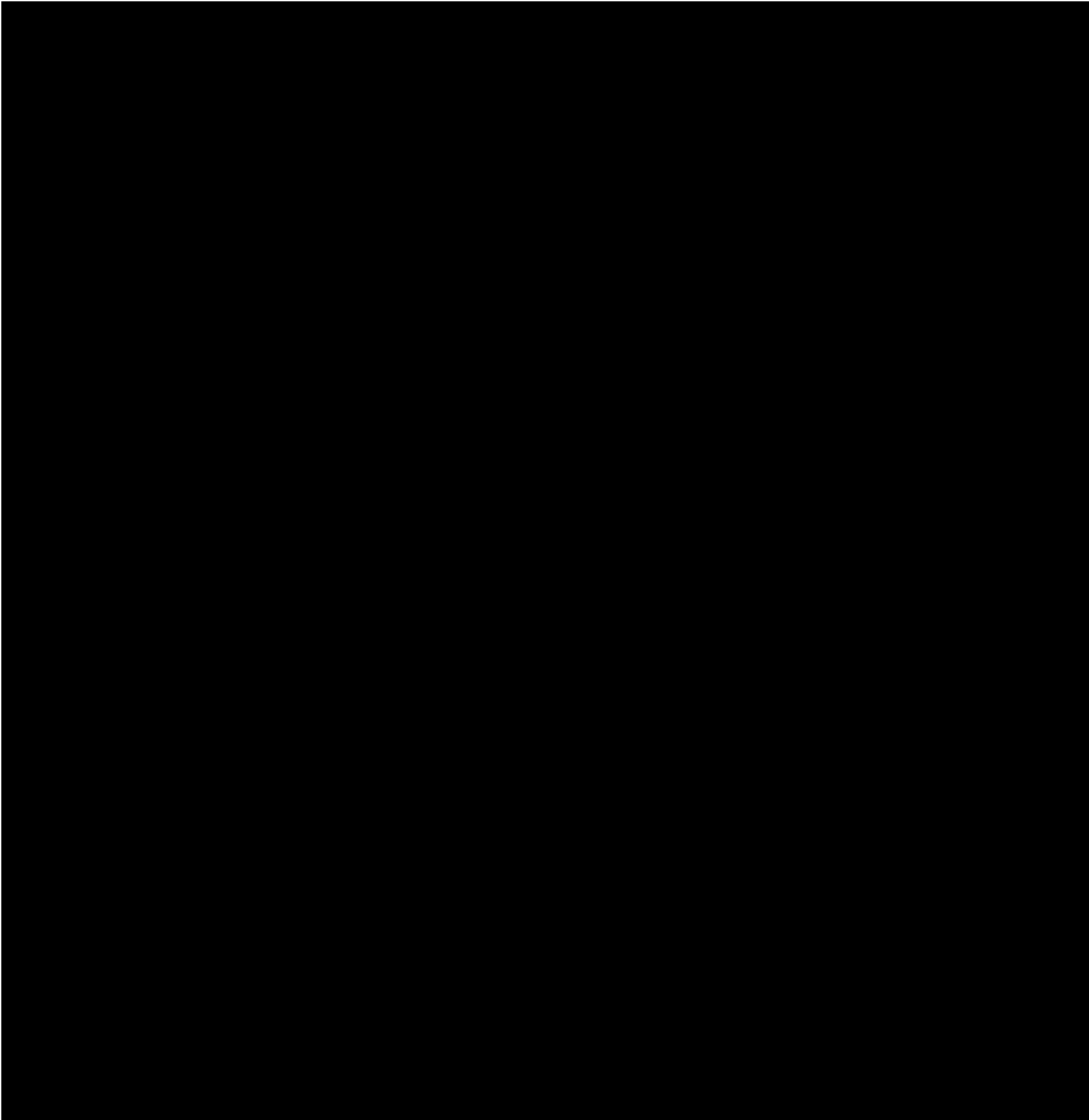


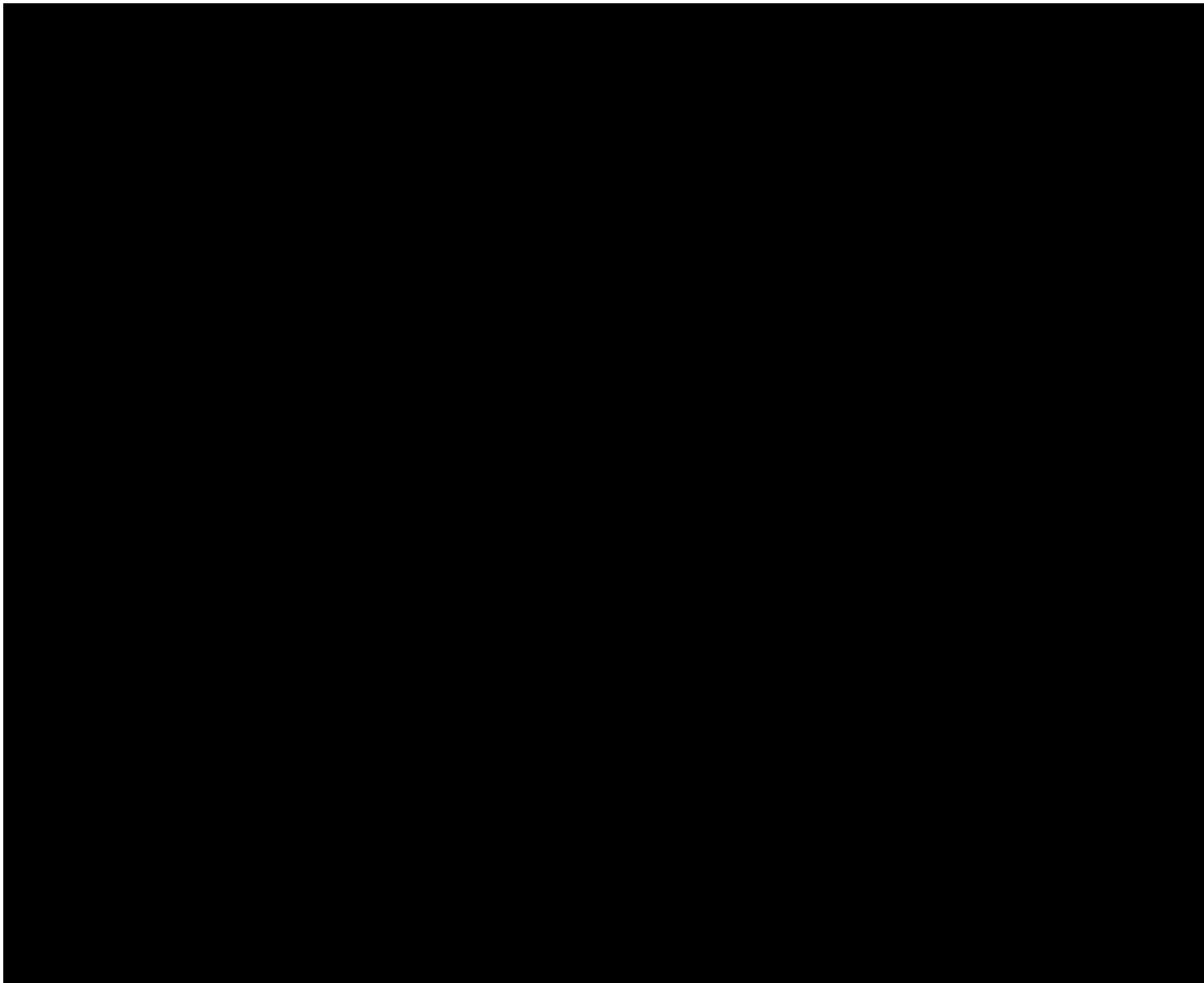




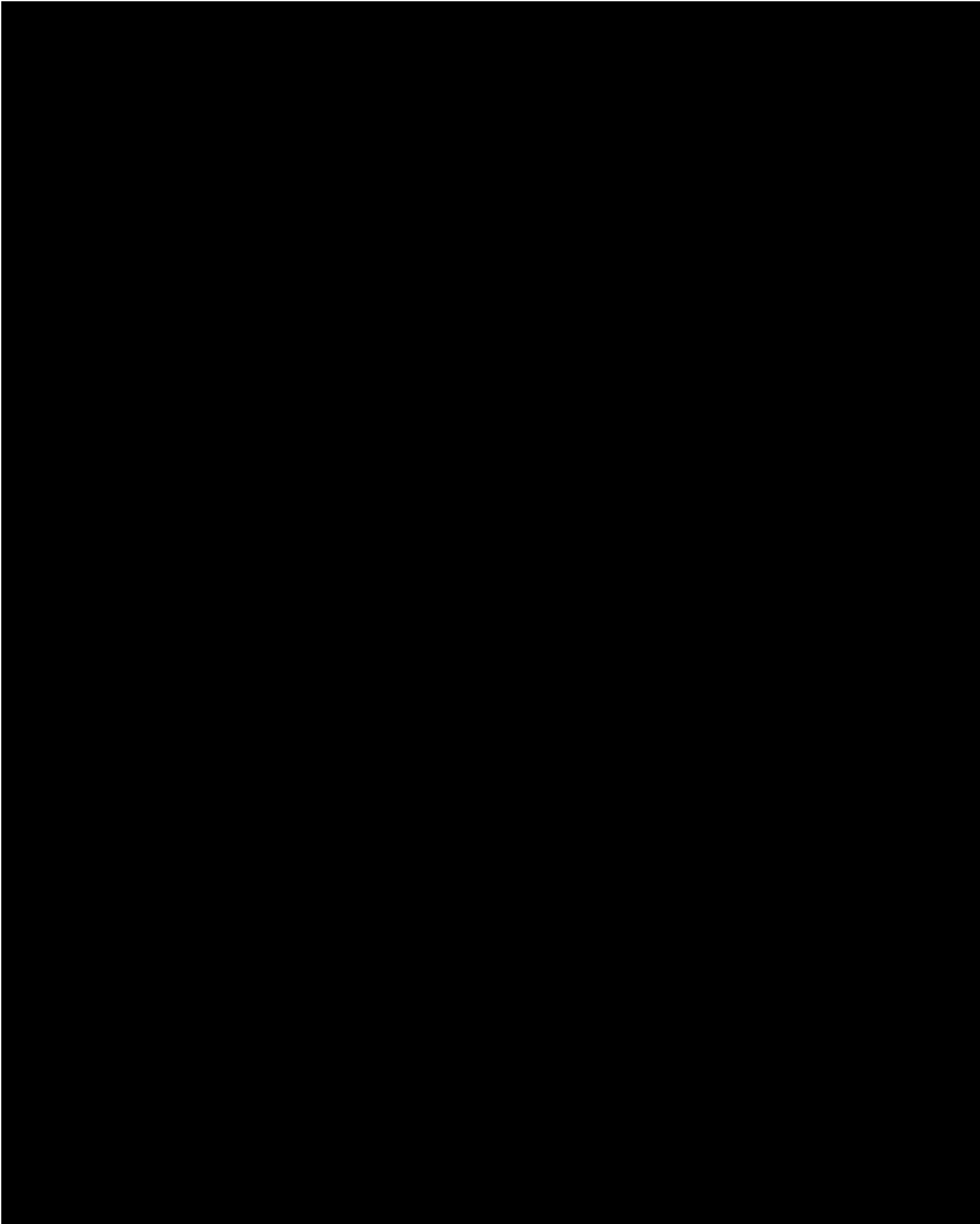




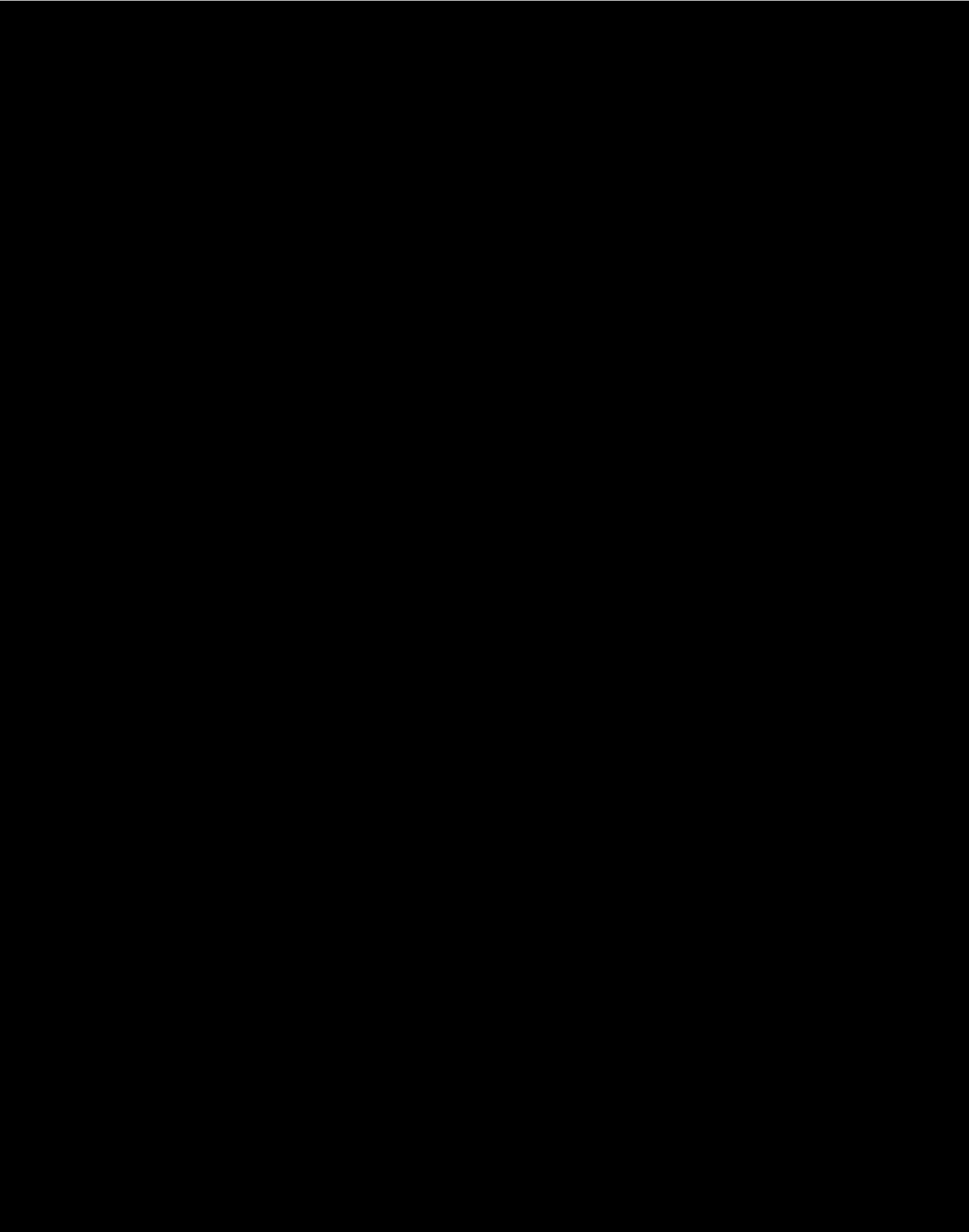


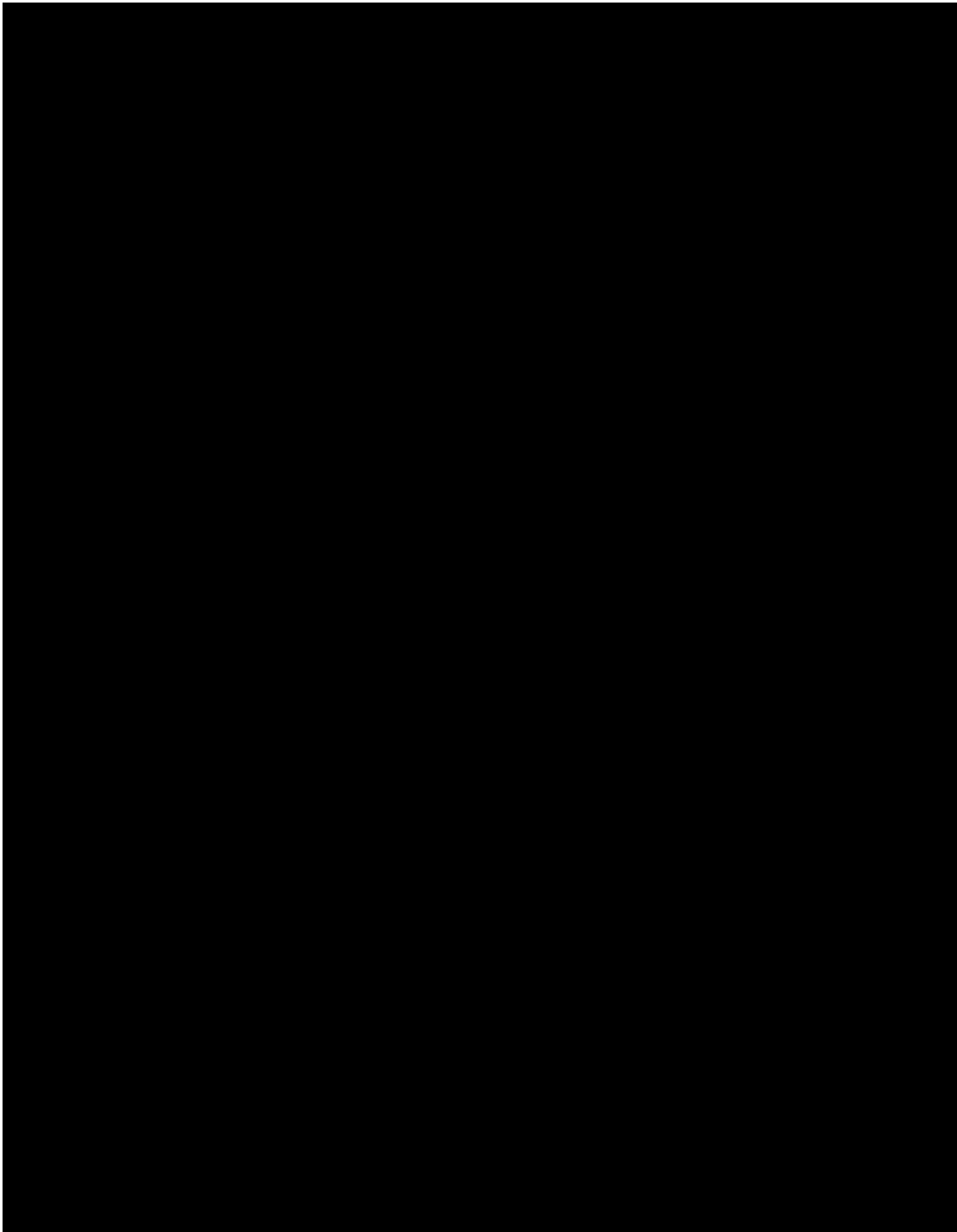


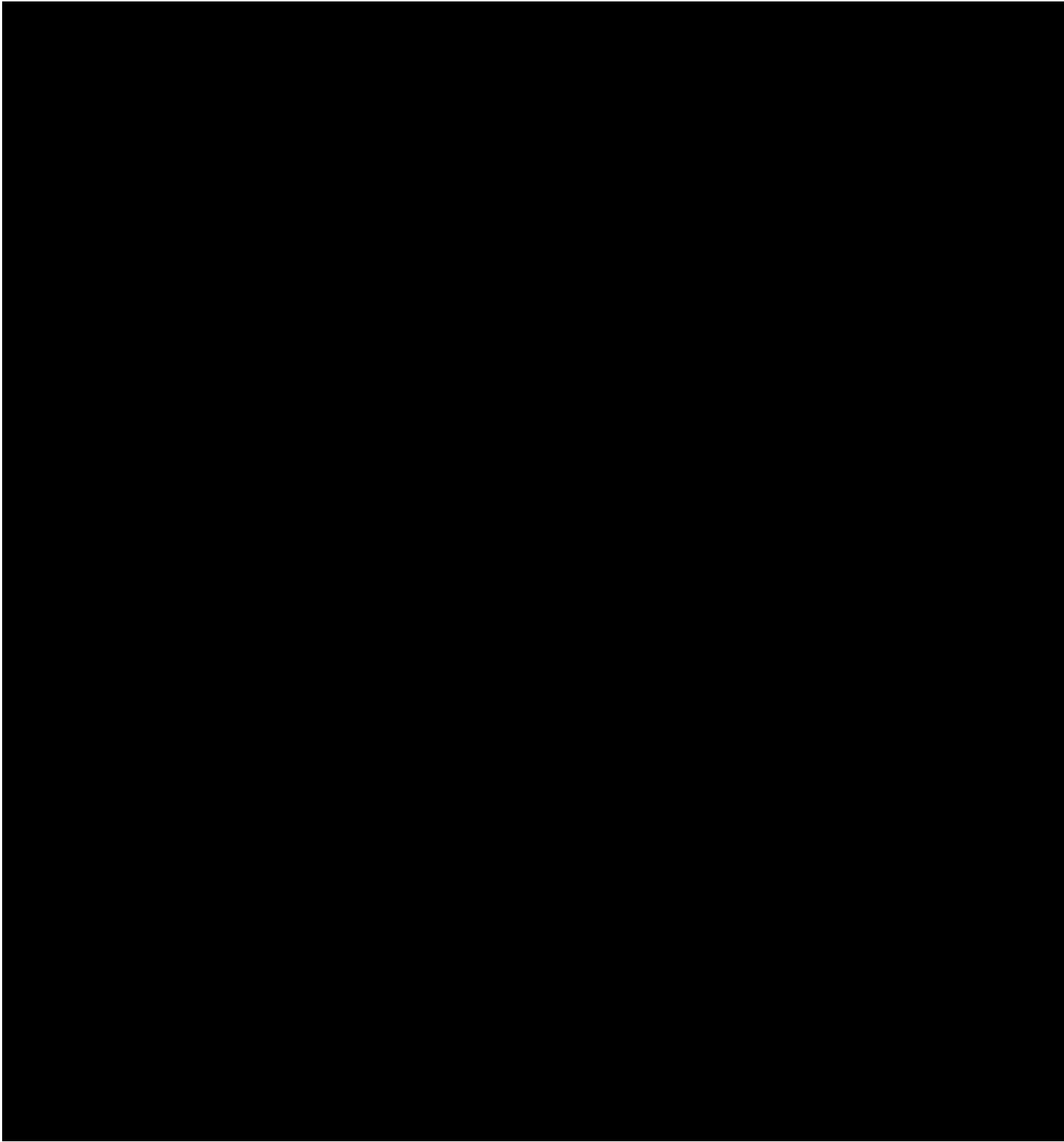
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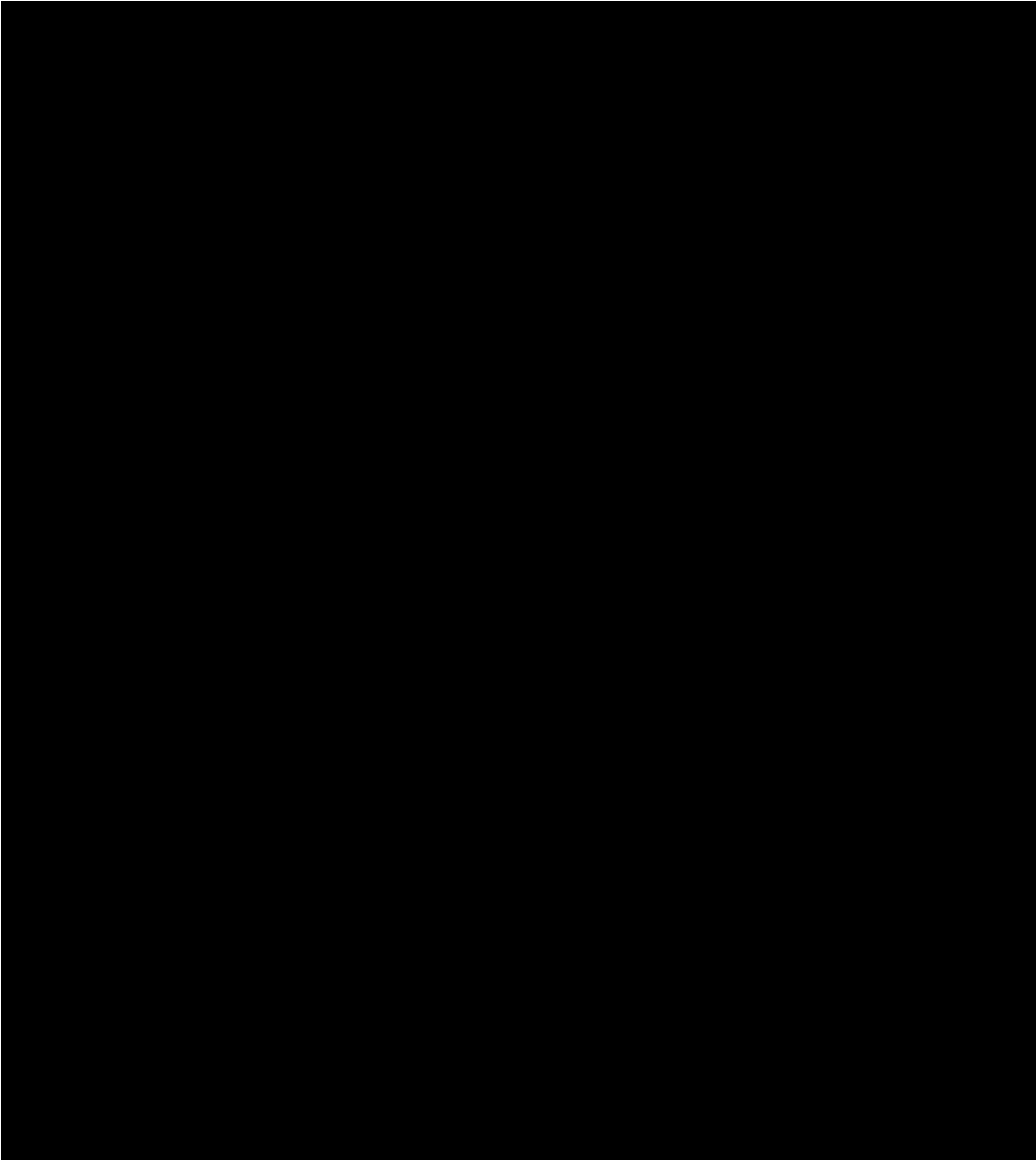


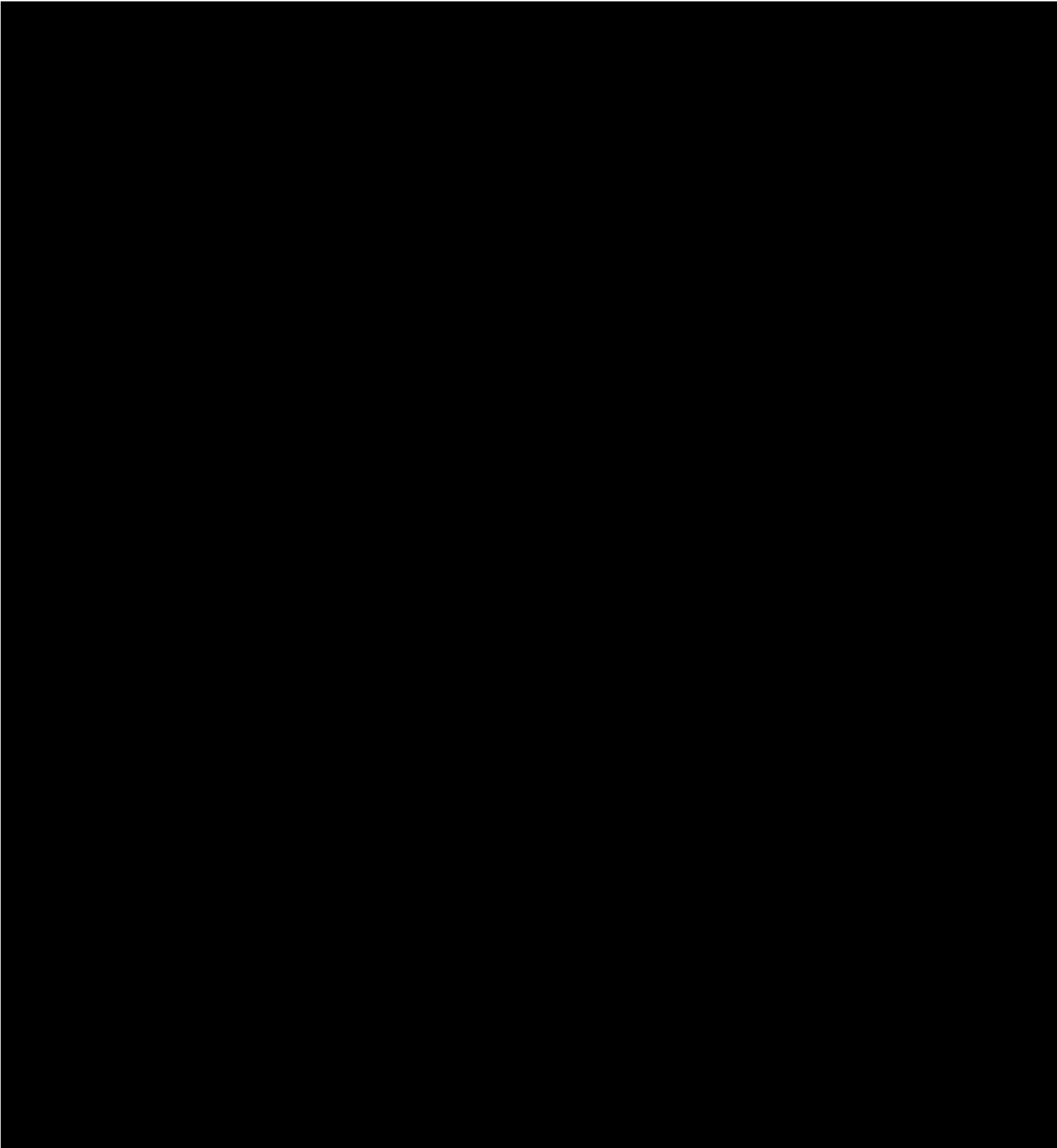


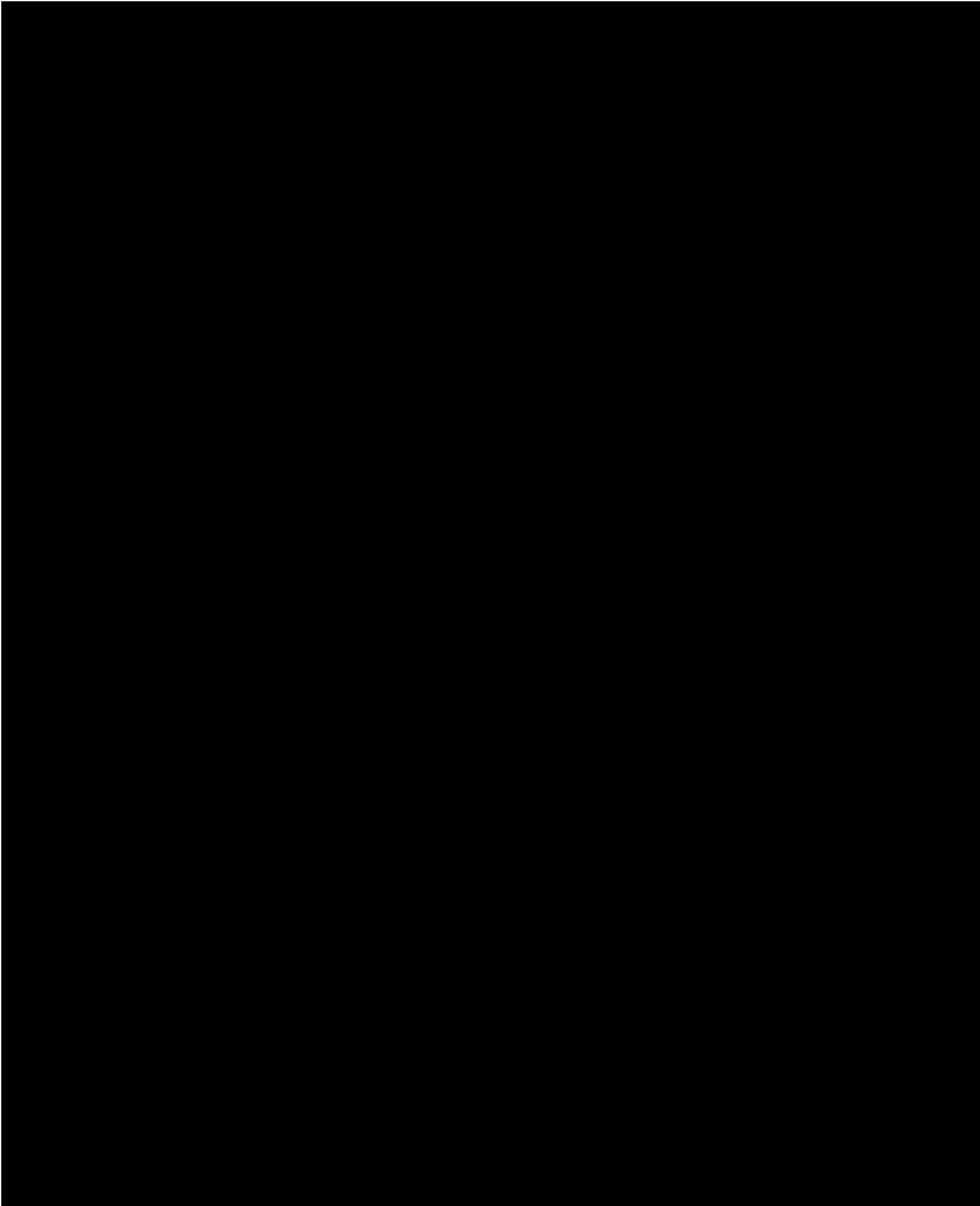








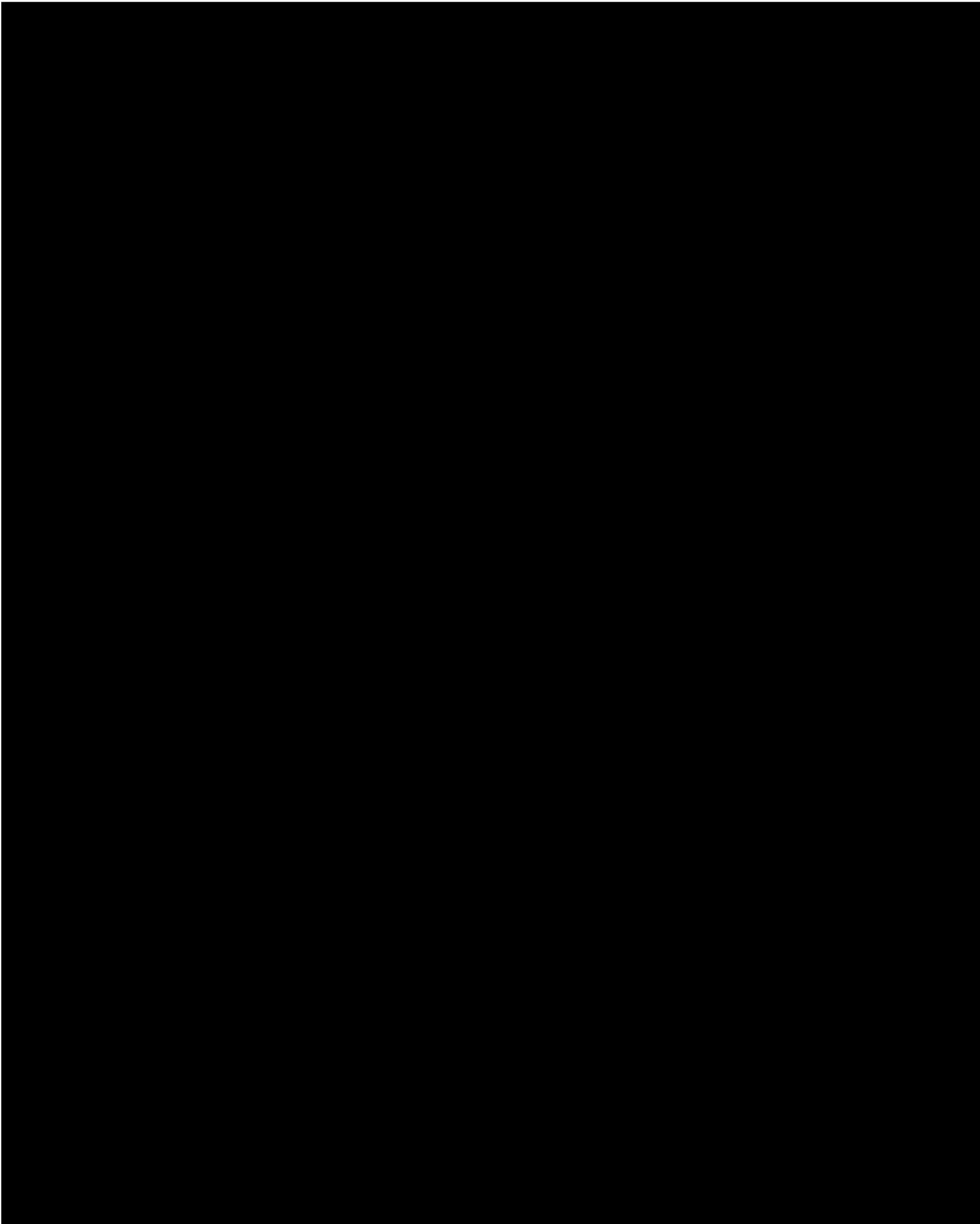


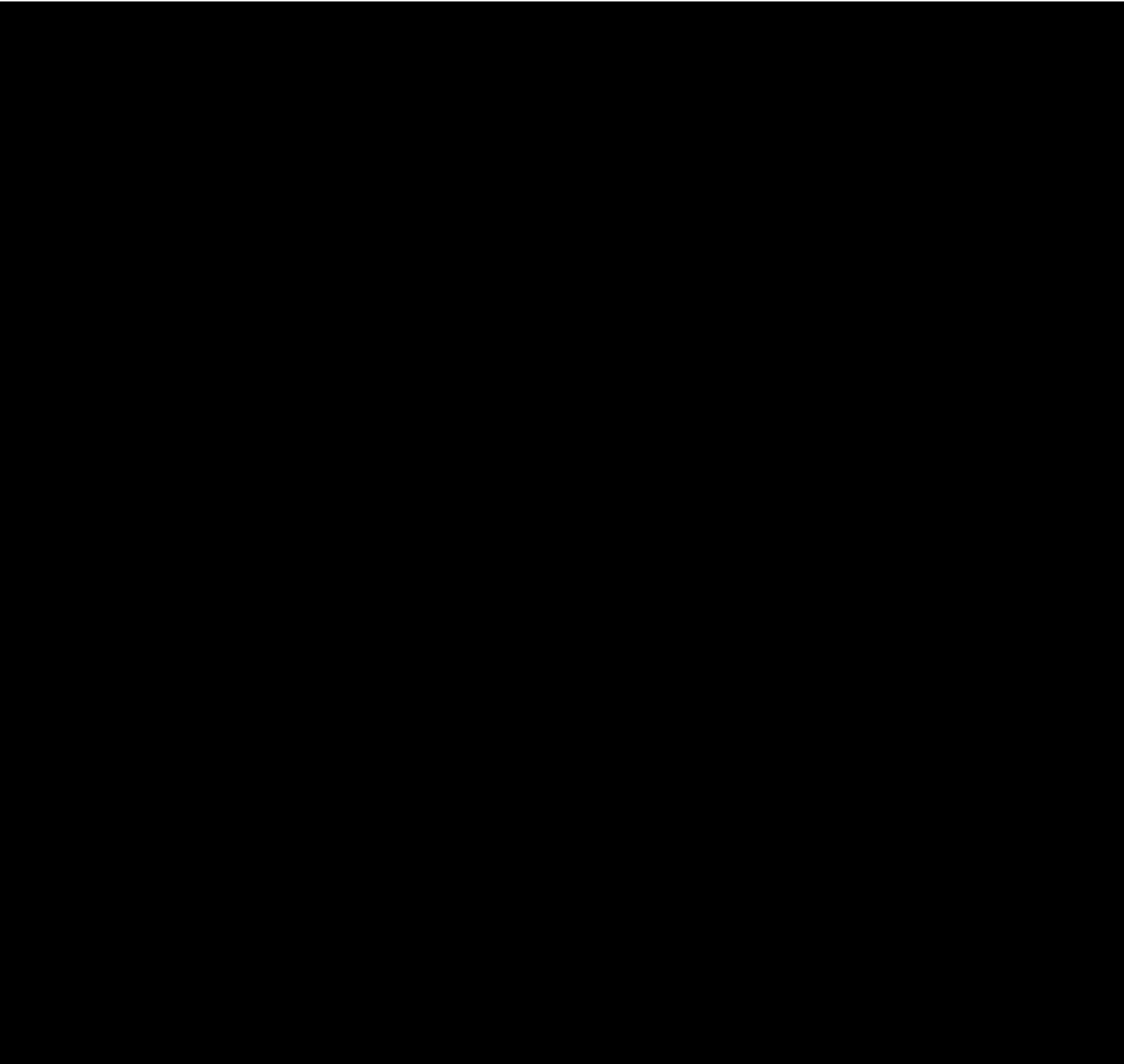


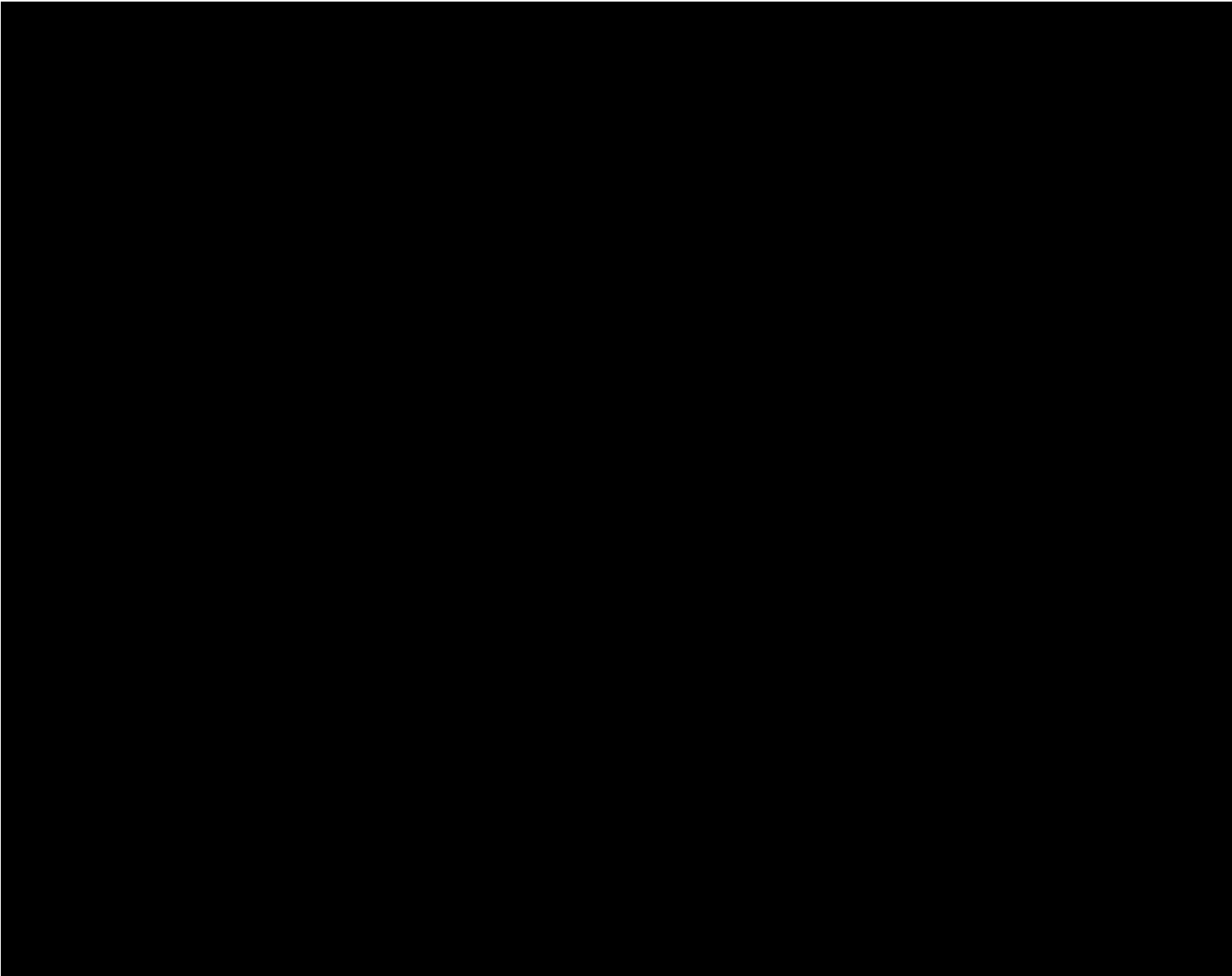


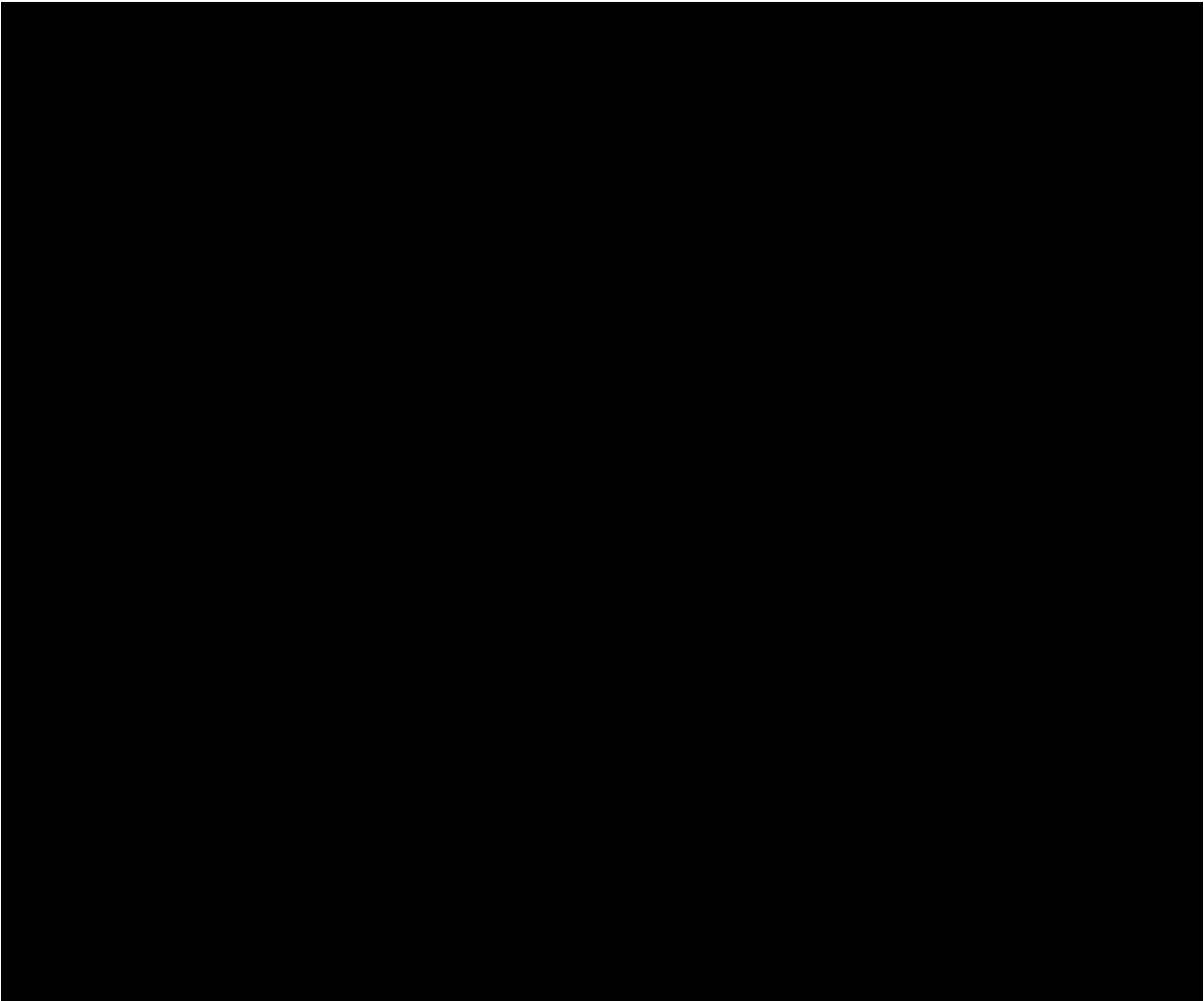


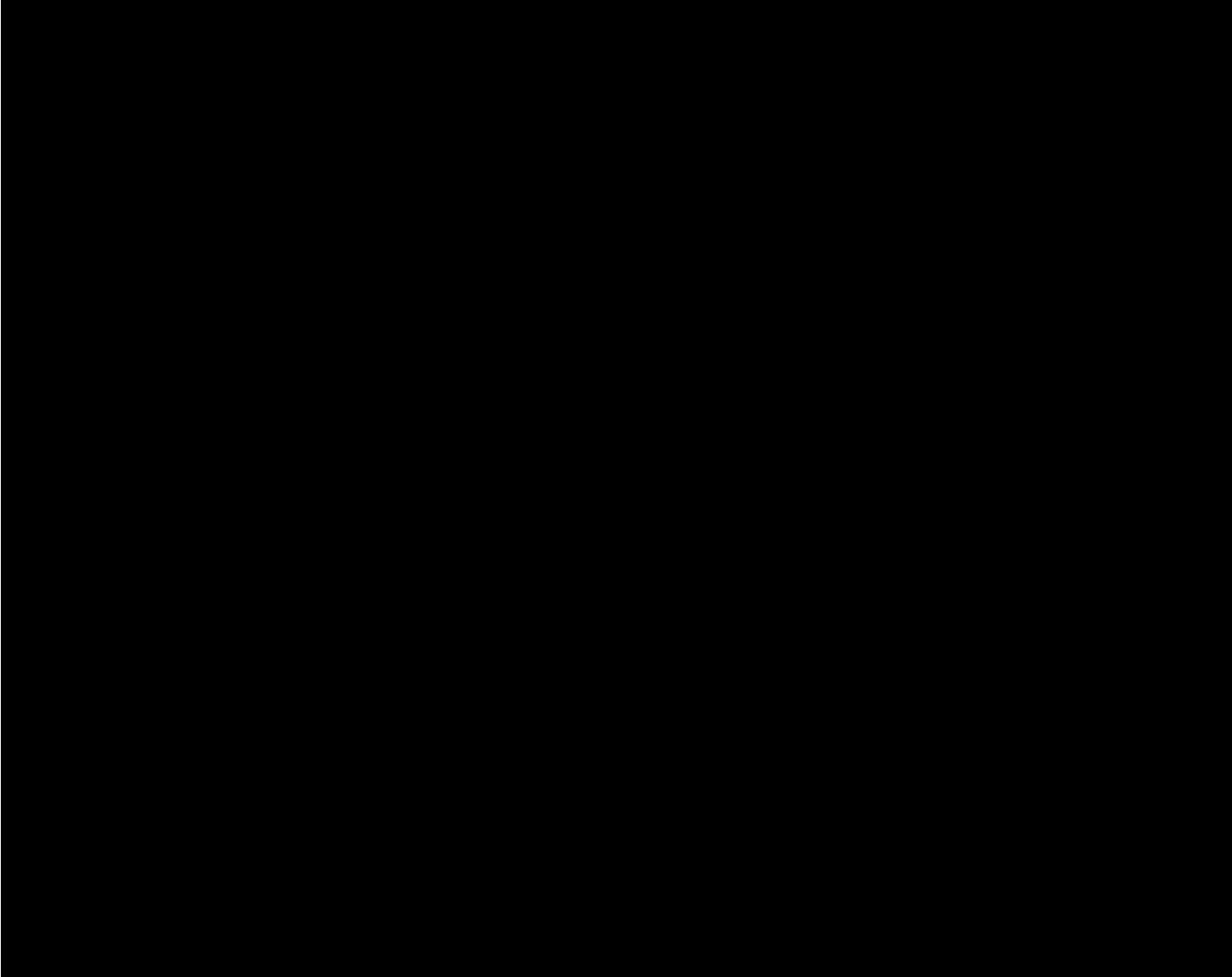


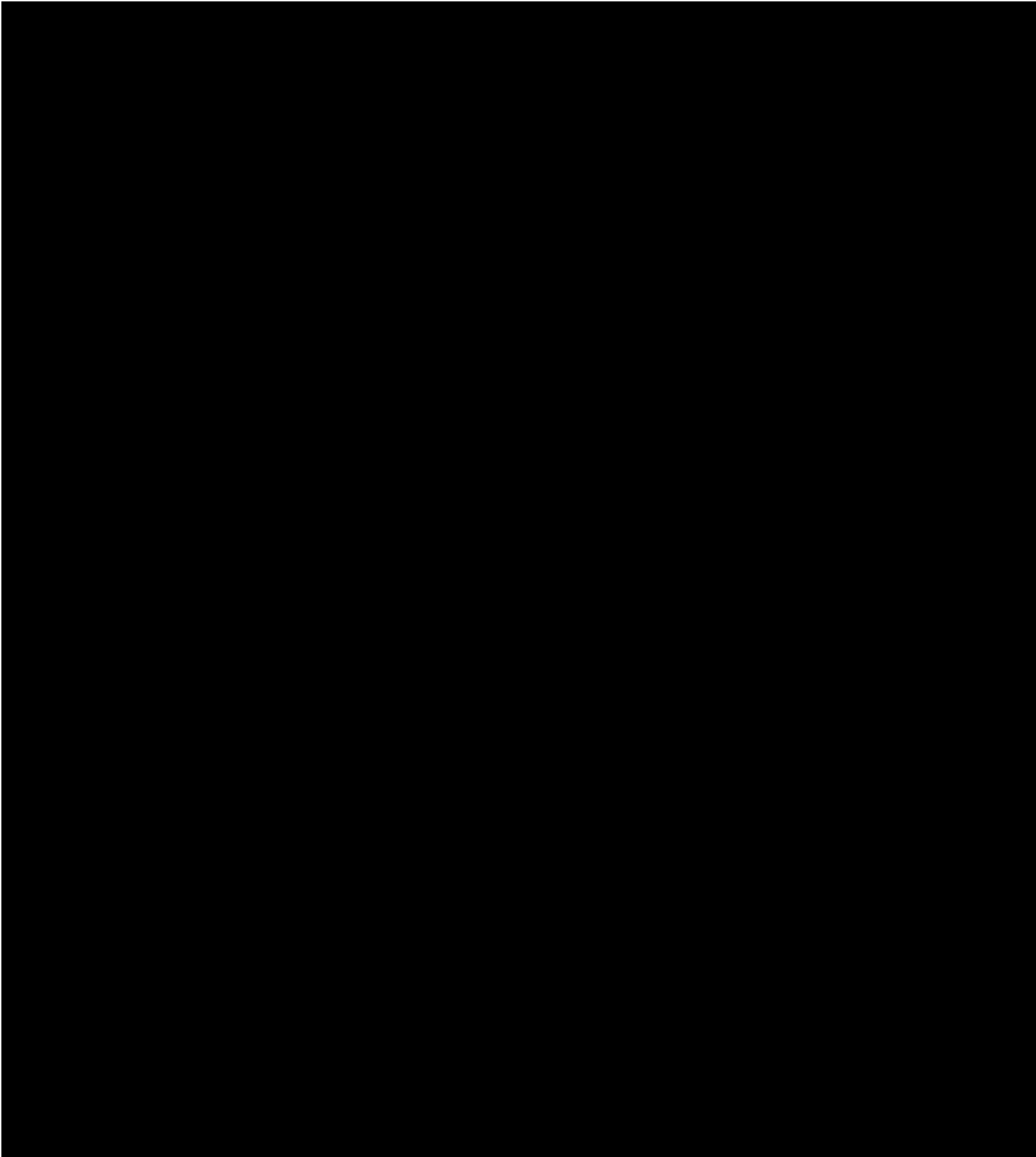


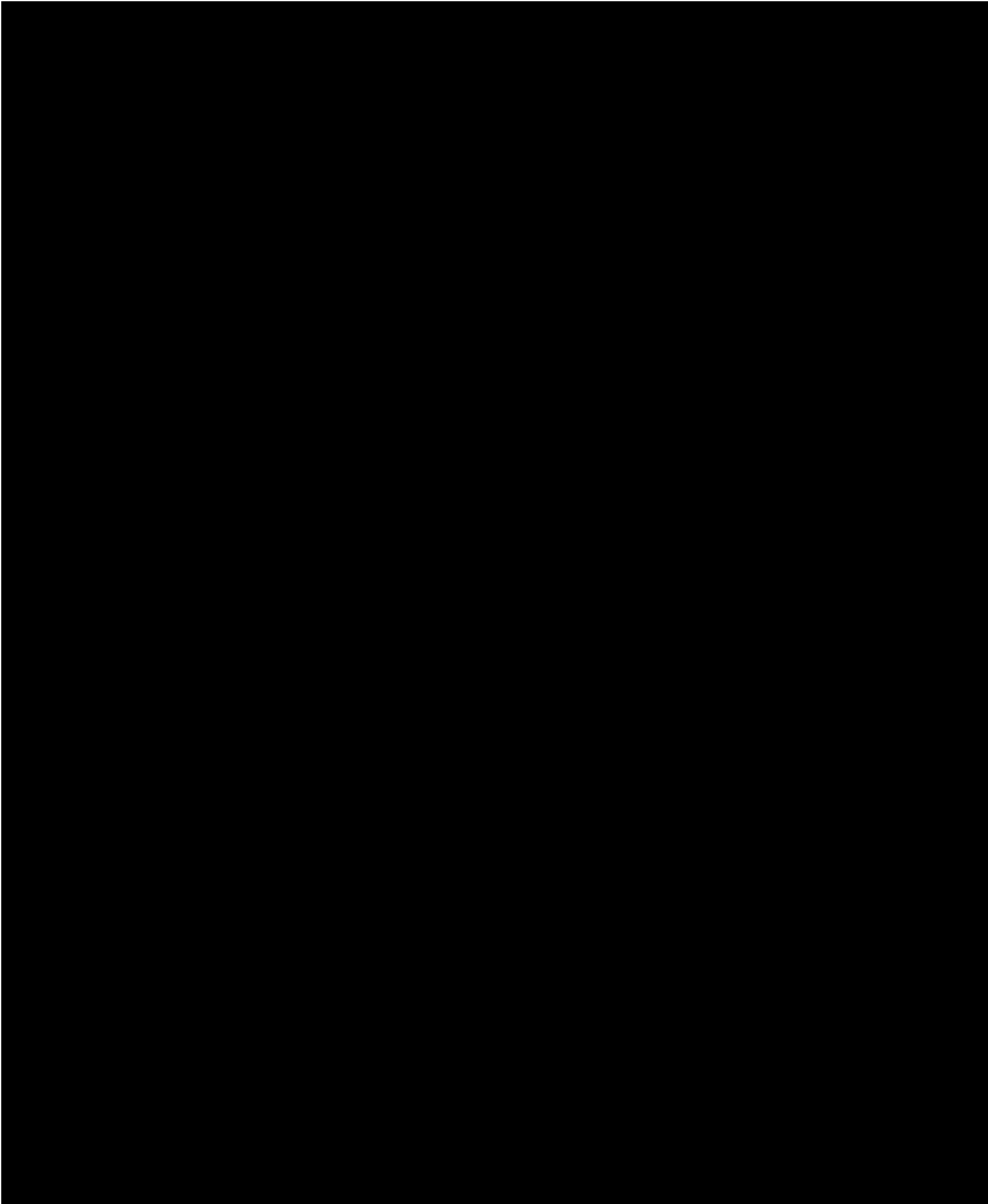


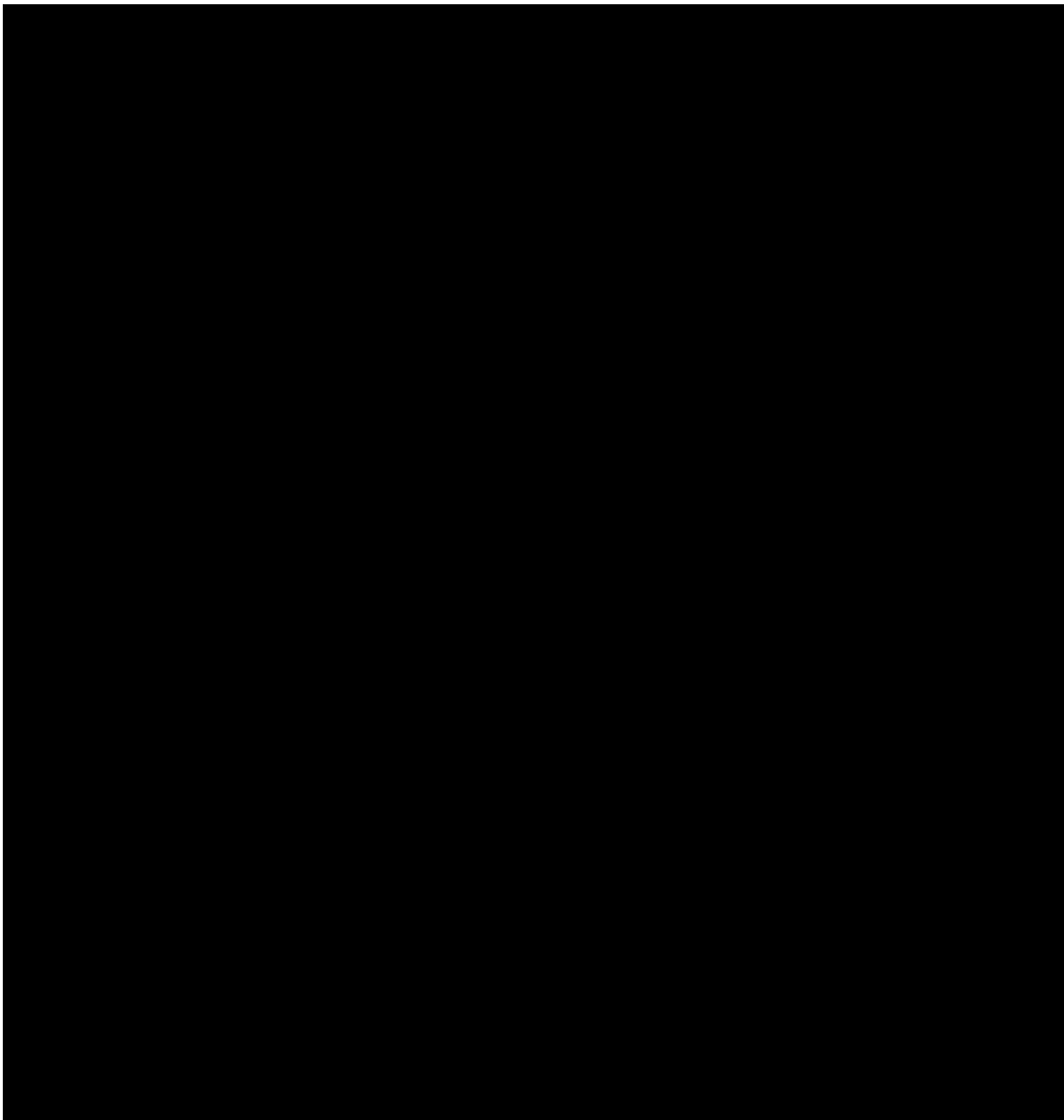




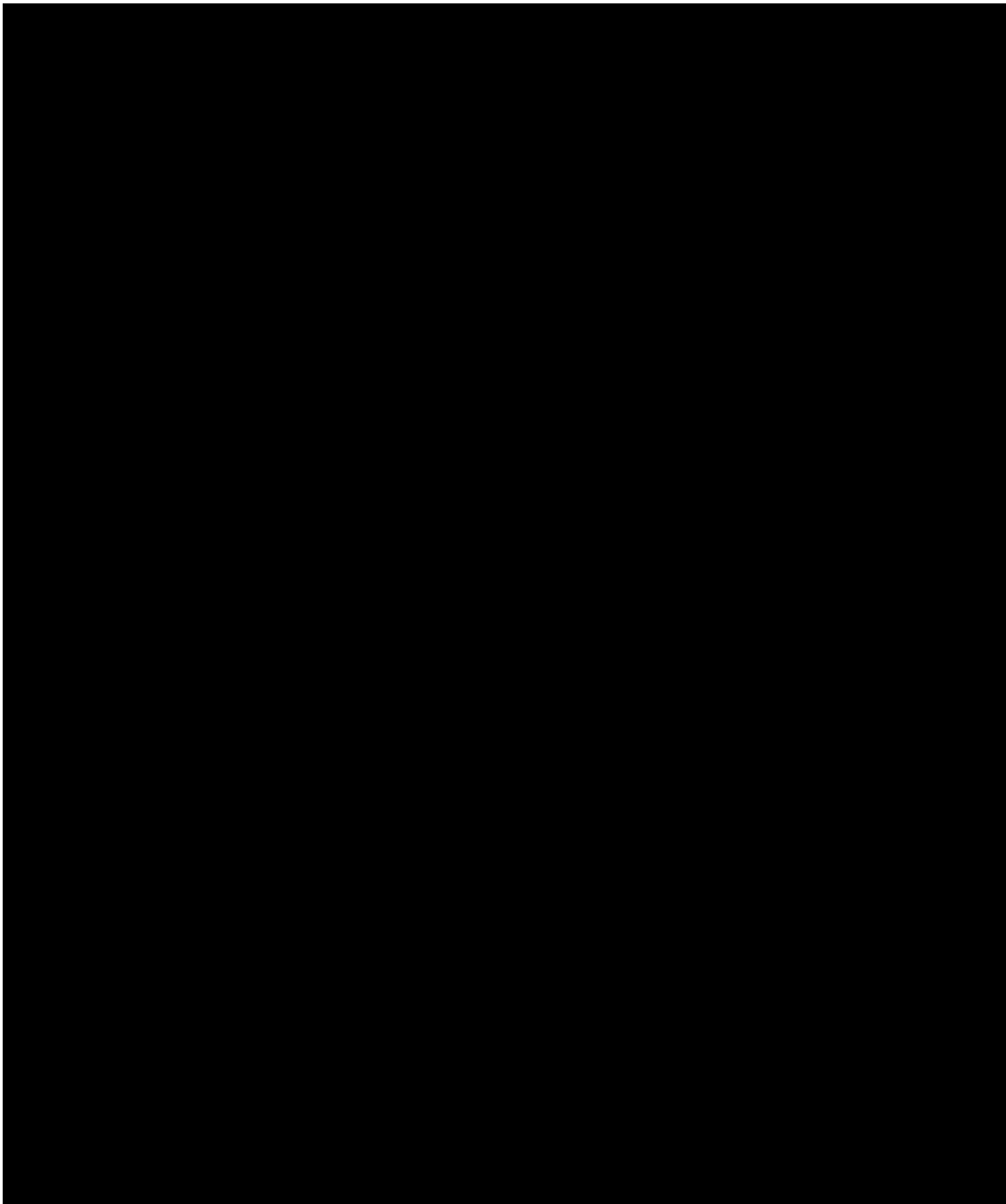


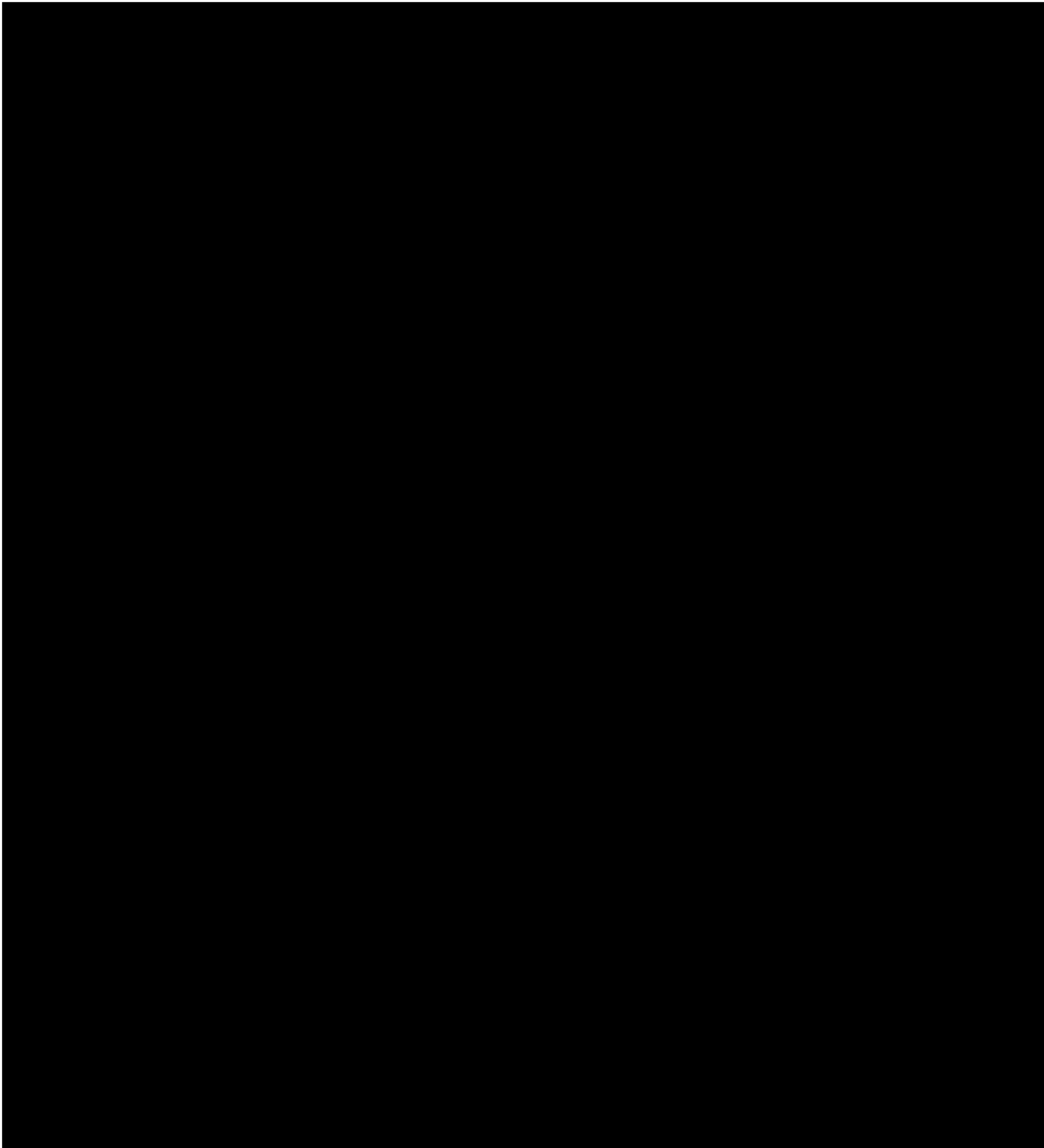


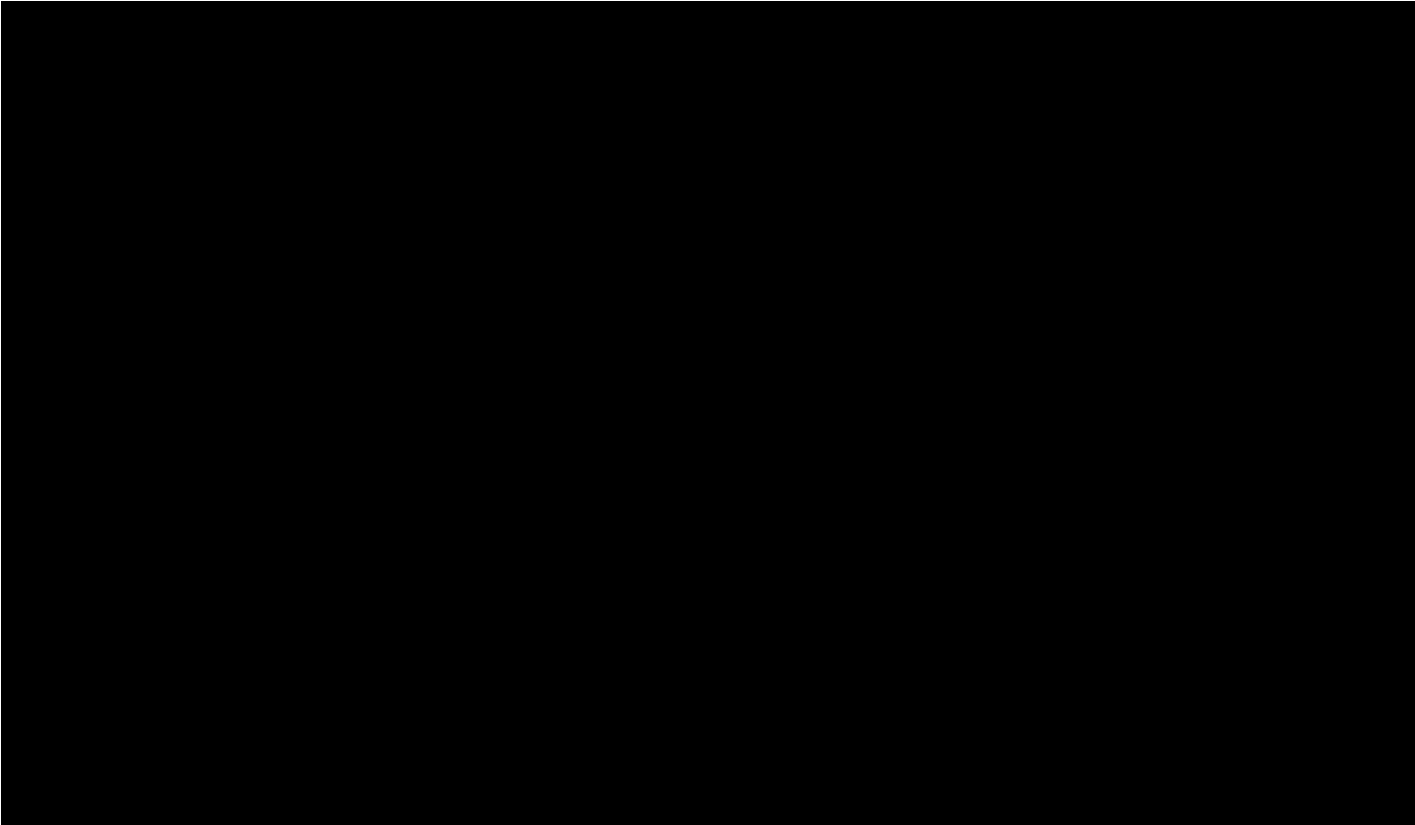


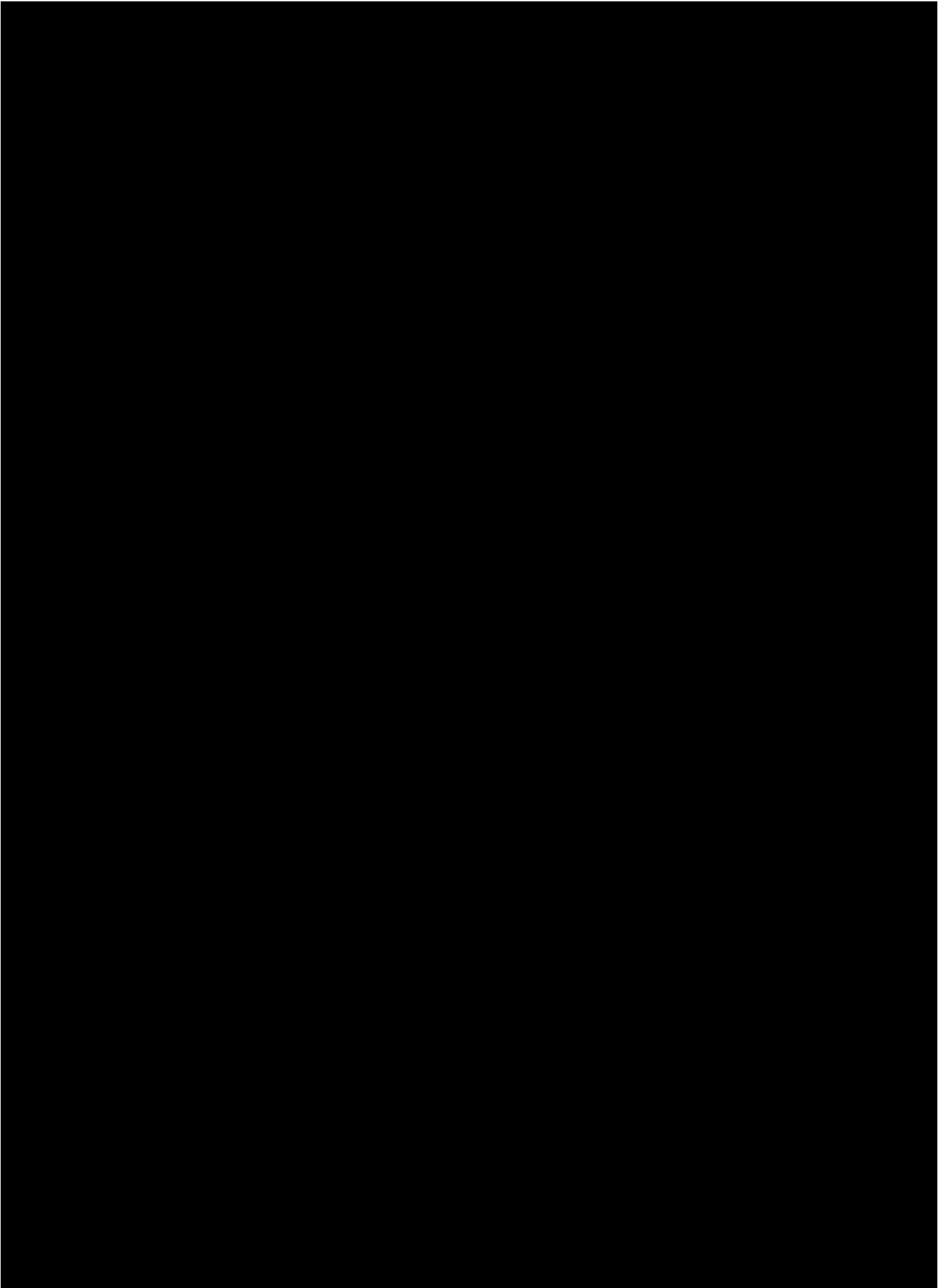


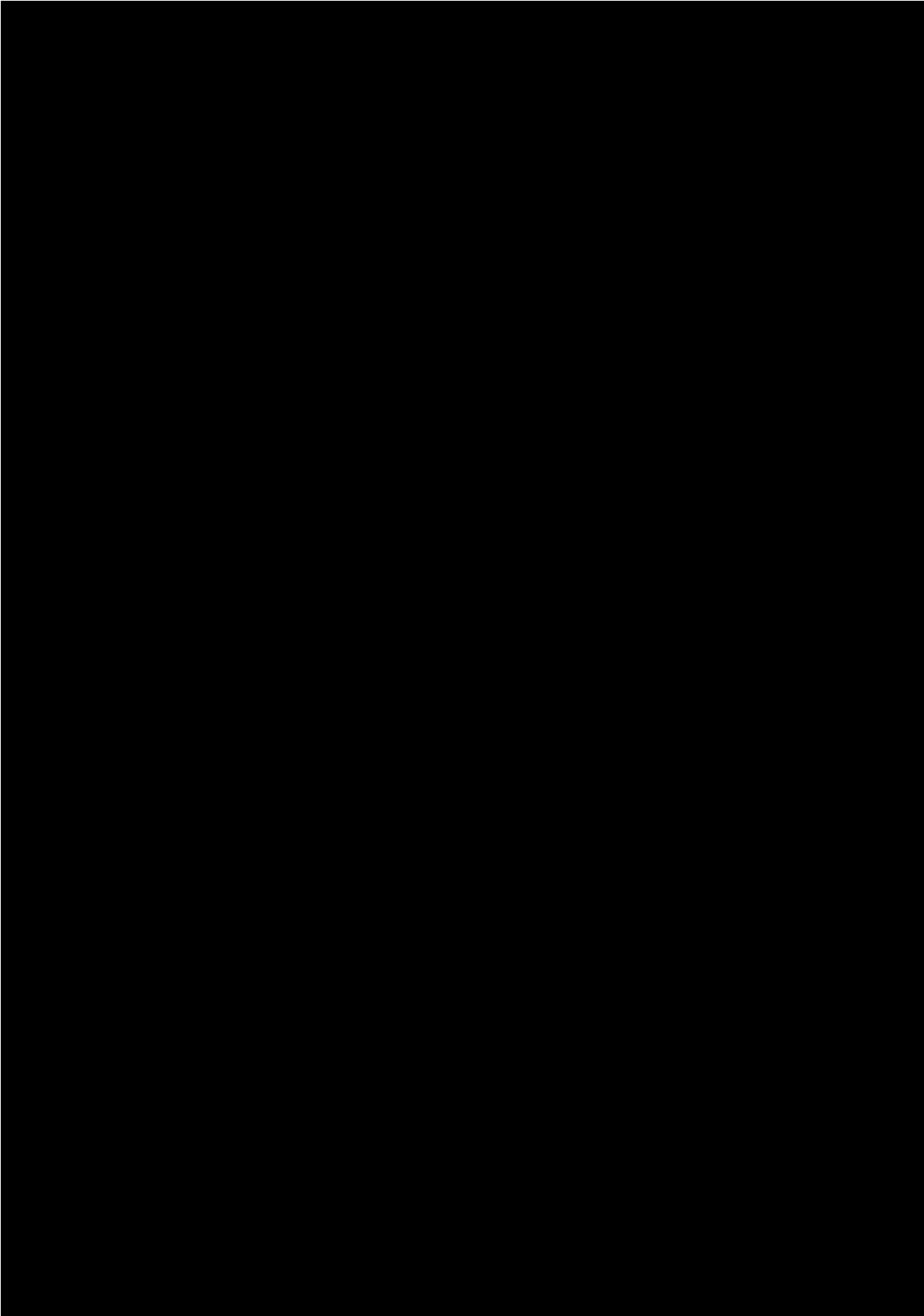


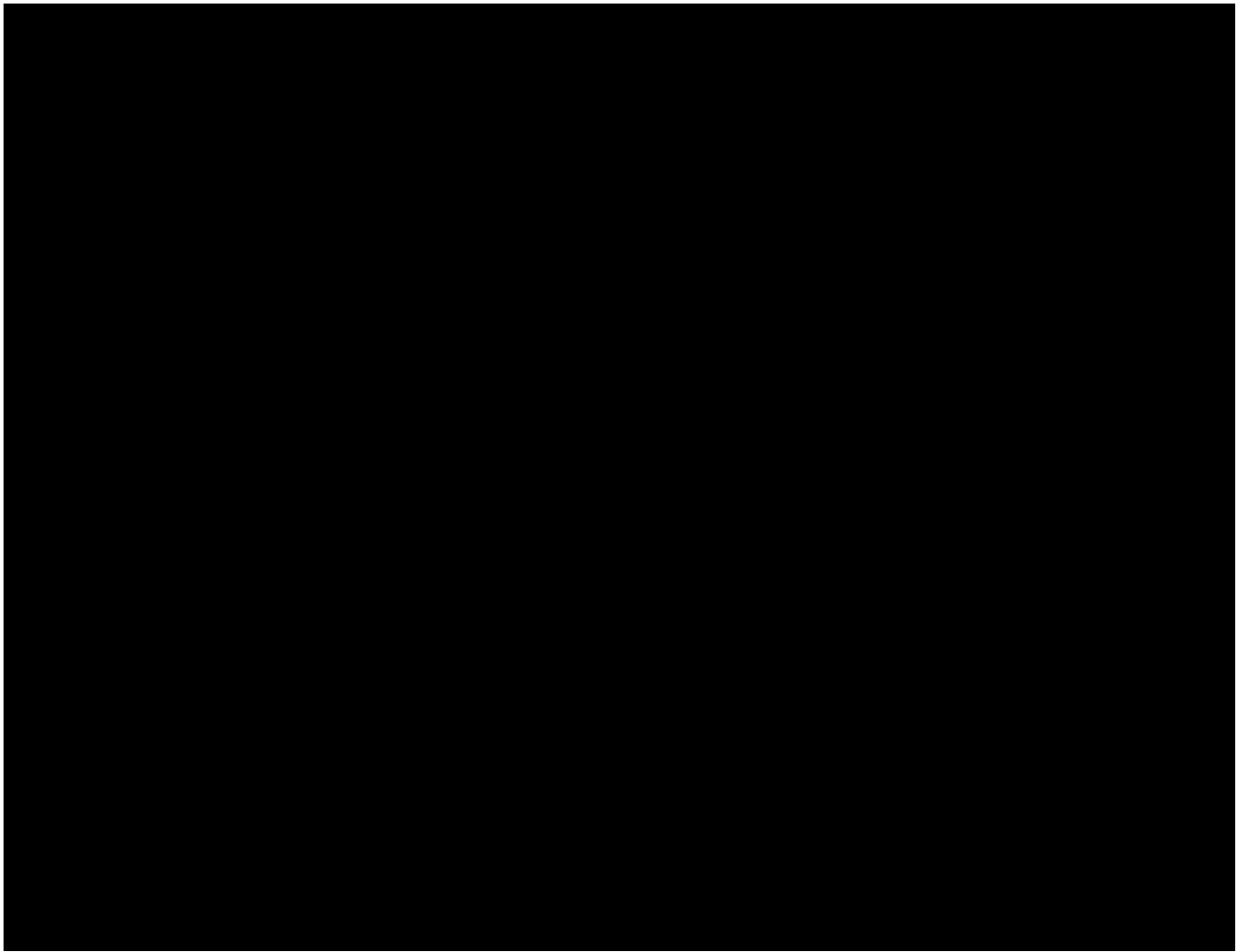


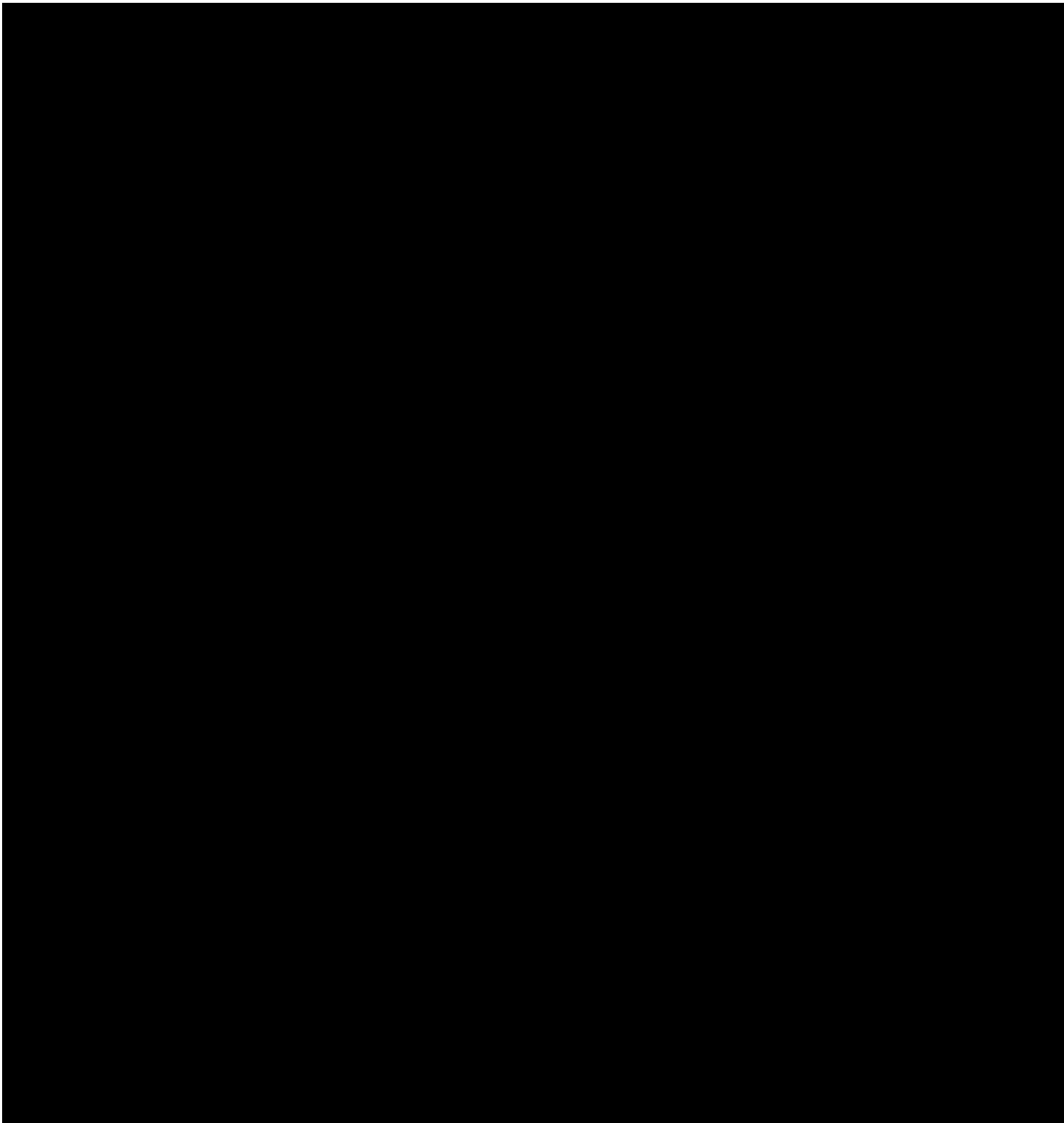






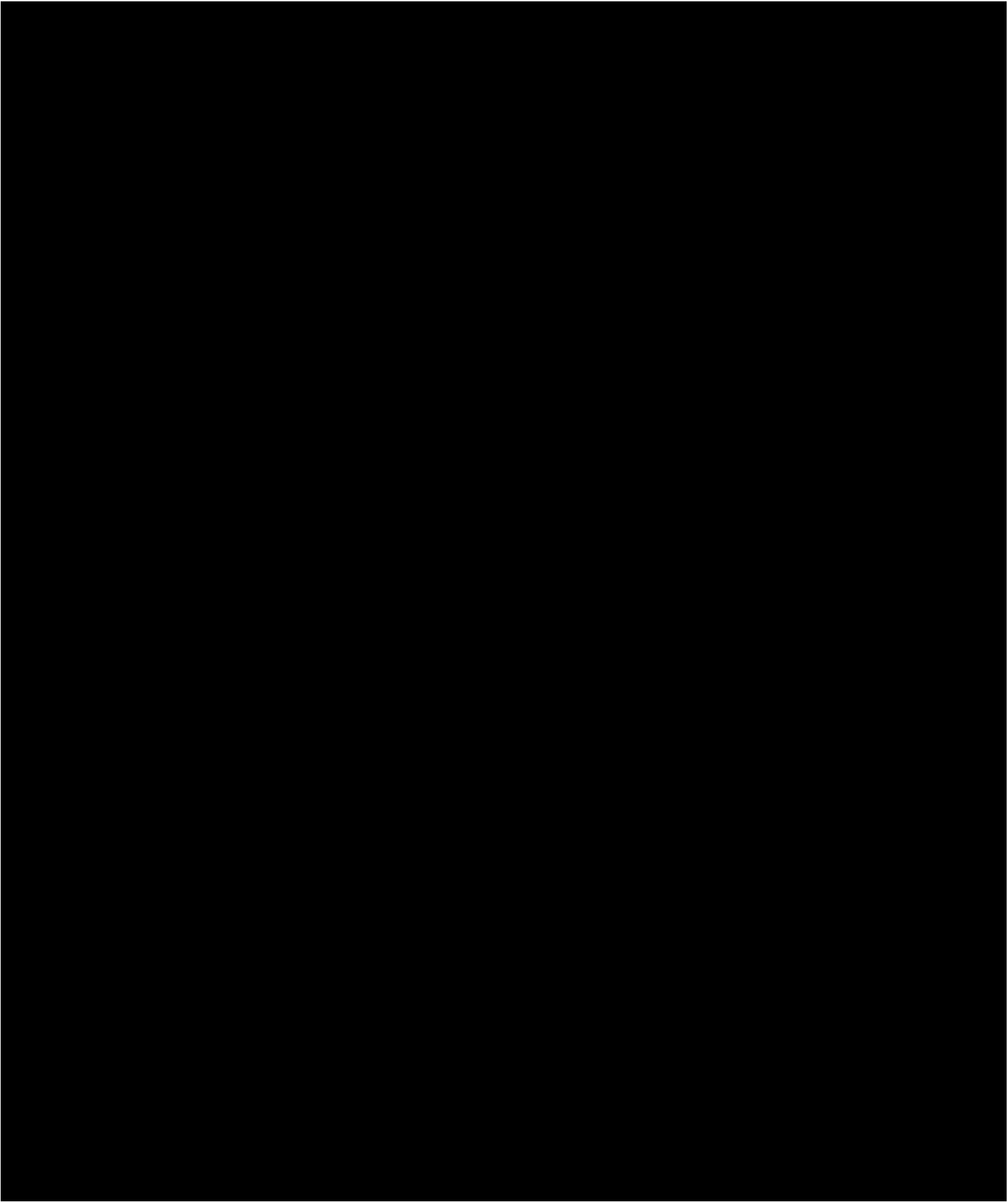






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APEX  
SYSTEMS

# Signed Amendments

## 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         | <b>NEW</b> 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

7/19/2022

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          | <b>NEW</b> 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

7/19/2022

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.



APEX  
SYSTEMS

# Negotiation Summary

### Negotiation Questions for Apex Systems, Inc

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. *Apex Systems (Apex) has provided a redacted copy of our proposal fit for public use.*
2. Are there any additional financial or value-added incentives you would like to offer at this time? *No.*
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 Apex Systems, LLC. agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later? *Yes.*
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 Apex Systems, LLC. 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 Apex Systems, LLC. agree to participate in the Wells One AP Control Payment System? *Apex cannot agree to participate in the Wells AP Control Payment System, as we do not accept credit cards. We only accept ACH or check.*
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. *Ed Perry – Principal / Executive Vice President – Mid-Atlantic Region. Ed's commitment to providing the highest level customer service to our clients has driven these best practices in his offices, including our Roanoke Office that supports 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, the day of execution of the contract.*
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. *Lindsay Wirt will be the main point of contact for this engagement. Apex will utilize the functionality of HokieMart to assign various points of contact for different functions of this contract. Upon award, Apex will work with Virginia Tech to ensure that all necessary functions are completed by correct parties internally.*
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?

*Apex will provide services to Virginia Tech through our dedicated team in the Roanoke branch led by Account Manager Lindsay Wirt. Lindsay will work in tandem with our Roanoke Delivery Team to ensure Virginia Tech receives highly qualified candidates in a timely manner every time. Additionally, she will leverage our Richmond, Norfolk, and Falls Church branches to deliver candidates to Virginia Tech's locations outside of Blacksburg.*

*Apex specializes in IT placements, including but not limited to, each of the positions in this category listed in the RFP. We are also adept at hiring positions outside of IT that are listed in the RFP as well.*

22. How are background screenings conducted? What is your policy and how are those fees addressed?

*Once a candidate has accepted a position, Apex facilitates the next stage of pre-employment on boarding, including background checks. Apex uses the services available through SterlingBackCheck to complete our background checks; however, we will be happy to utilize Virginia Tech's preferred vendor if required. Our standard background checks include education verification, date of birth verification, social security number verification, and criminal background checks. We can also perform any additional background checks or drug screenings as requested by Virginia Tech.*

*On average, it takes Apex three to five days to complete a background check for potential candidates. Our Compliance department manages our background checks and drug screenings. Daily monitoring of the screening process ensures proper turnaround time. Once a background check is completed, we review the results in accordance with each client's criteria. Compliance also tracks all of our contract employees' screenings, maintains the most recent documentation, and communicates the results with the account manager. The account manager, Dan Francis, will communicate if the candidate was cleared on all background checks via email and phone with Virginia Tech once we receive the results. Weekly audits are performed to ensure that the contract employees currently on assignment have the proper compliance requirements.*

*Apex will be financially responsible for the background checks on all candidates. There will be no billing or charge to Virginia Tech for fees associated with background checks.*

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.

*We confirm that Apex will not charge Virginia Tech any additional fees for background or drug screens.*

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? *Our pricing is based on market value and conversations with internal employees at VT.*
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? *Pricing is inclusive to all regions of Virginia.*

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.

*Apex's Employee Handbook has a policy in place that requires our employees to report all accidents, environmental incidents, injuries, and occupational illnesses. Apex works with our worker's compensation insurance carrier to conduct investigations on all such incidents. To ensure confidentiality, we only share and review this information with the appropriate parties.*

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 Apex Systems, LLC. comply with the above? *Yes.*