RFP NO. # 0464 -
Information Technology Support Services & Supplemental Staffing for Electronic Information Systems (EIS) and Telecommunications

RFP RESPONSE
Submitted to

Jefferson Parish
State of Louisiana

Attn:
Department of Purchasing
Jefferson Parish

IntelliBee

Submitted by

IntelliBee Inc
400 Renaissance Center, Suite 2600.
Detroit MI 48243

Closing Date and Time: Aug 25th, 2023, 3.30 PM CST

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A. Cover Letter

IntelliBee Inc. a Detroit, MI based technology firm, is pleased to present this response for RFQ-0464 Information Technology Support Services and Supplemental Staffing Response to the County of Jefferson Parish, LA for Electronic Information Systems (EIS) and Telecommunications.

We understand that the County of Jefferson Parish, Electronic Information Systems (EIS) and Telecommunications, is looking for vendors who can provide Technological and staffing Services and we believe that we are uniquely positioned to provide these services.

We are a **minority company** certified by the National Minority Development Council and a **DBE** in multiple states. We are an Inc5000 fastest growing companies in the country.

IntelliBee was established in 2000 and has been doing business in the Government, Manufacturing, Finance and Healthcare verticals.

We are providing professional services in the information technology to Wayne County, City of Detroit, Wayne County Airports, Detroit Water and Sewerage Department (DWSD), Oakland County, Clark County (Nevada), Baltimore School District, Atlanta Public Schools, and the State of Arkansas, Colorado, Connecticut, Florida, Georgia, Indiana, Iowa, Michigan, North Carolina, Oregon, South Carolina, Tennessee, Virginia and Washington besides other private sector organizations in the Professional Services area using our **IntelliStaff** methodology.

We are a rapidly growing multi-national consulting organization using cloud as a platform with associates spread across the globe specializing in .net/JAVA, Salesforce, Cloud and Mobility Services. In addition to our Detroit headquarters, IntelliBee has delivery centers in Farmington Hills, San Francisco and Hyderabad, India.

In summary: We pride ourselves on being agile and outcome driven. We are confident that our expertise in technologies relevant to your IT needs, our focus on TCO and Time-to-market and our ability to invest in sharing your risks, and above all our strong commitment to you as a key customer, make us a strong IT vendor partner for Jefferson Parish. We look forward to working with the County **of Jefferson Parish,** in staffing your projects through staff augmentation services and delivering SOW based projects.

Sincerely,

Prasad Beesabathuni

President, IntelliBee

B. Technical Proposal Elements

Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications. (See Section 2.7.A for further details.)

Technical

1. Each proposer shall address how the proposer will achieve/meet the Scope of Work as stated in Section 2.1. Technical approach shall detail the following: Plans and/or schedule of implementation, orientation, and/or installation, etc. (whichever is relevant to the RFP requirements).

2. Plans for necessary training, where applicable. Information demonstrating an affirmative statement shall be required that the proposer has reviewed the Scope of Work, understands the nature thereof and is willing and capable of providing the services thereof.

3. Proposer shall likewise include any information concerning any innovative concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.

B.1 Scope of Work

From the RFP, we understand the technical landscape and the kind of resources the county is seeking. We have been performing similarly at WCAA and Wayne county airport water department.

B.2 Training plans

B.2 TRAINING PROGRAMS

- We provide **40 hours/year** of mandated training for all project staff.
- We have a **well-defined** training calendar and have invested in internal training facilities and trainers.
- We encourage **ongoing and continuous** training from peers and specialists within the company staff:
- We provide **extensive training** on quality, technology, products, project management, soft skills and training based on customer specific needs.

B.3 Innovative concepts

Please refer to Section D Innovative Concepts

Project Support

The Parish may require assistance from the contractor for traditional projects, including application upgrades/integrations, Microsoft Office 365 development related to SharePoint, Teams, Power Platform, power automate, etc., telecommunications auditing, disaster recovery planning & testing, graphic design, IT training, project management, data analytics, and indoor & outdoor Wi-Fi projects.

The successful proposer will be expected to support the Parish with future non-traditional IT-related projects that support technology infrastructure, including electrical, copper & fiber wiring, directional drilling & boring, backup UPS devices, backup generators, data center HVAC & environmental controls. Any electrical, copper, or fiber jobs must be documented with the latest CAD software and provided to the Parish upon completion.

Intellibee's core strength is in building products and providing project services.

We provide extensive staffing services for the IT projects in all areas of IT like Project managers, BA's, programmers, Testers, Desktop support, service system admins, web and mobile developers and others.

Intellibee has extensive expertise in implementing salesforce platform-based products/projects for various customers. We follow agile methodology in our projects. We are a salesforce, Oracle, and Microsoft partner.

Based on the project complexity we bring in additional vendors or vendor applications.

We have delivered a prototype for the jury management system for **Macomb County, Michigan**. Also, we have provided services to **Toyota, Detroit Water, Wayne County, Early Childhood Education, Baltimore and Saint Clara** **(Refer to appendix A.4- Work Contract)** . The scope includes concept creation, features inception, architecture, work with various 3rd party providers, design and build the system. This is later converted to a product for use with other courts.

Some of the features are:
1. End to end **Jury Management System**
2. Clerks: can communicate with potential jurors from intake to dismissal using SMS, email; '**ease of use' app**.
3. Jurors: can use phones, web, **tablets, or Kiosks (at court)** to update their information. Check-in within the court premises using geo-fencing and see their assignments on TV's.
4. Configurable application completely outsourced.
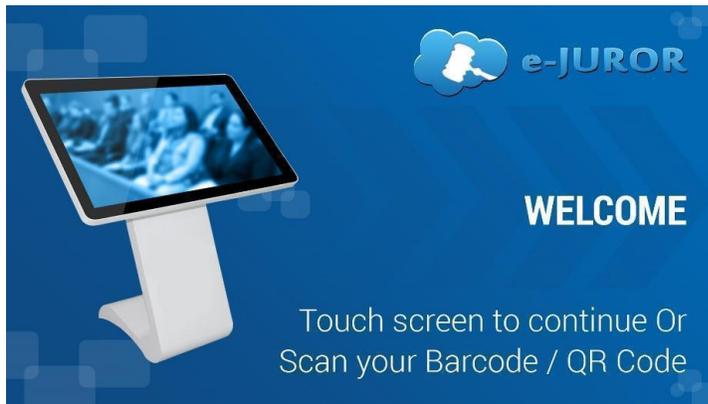
Fig: Kiosk view of the JMS app citizens
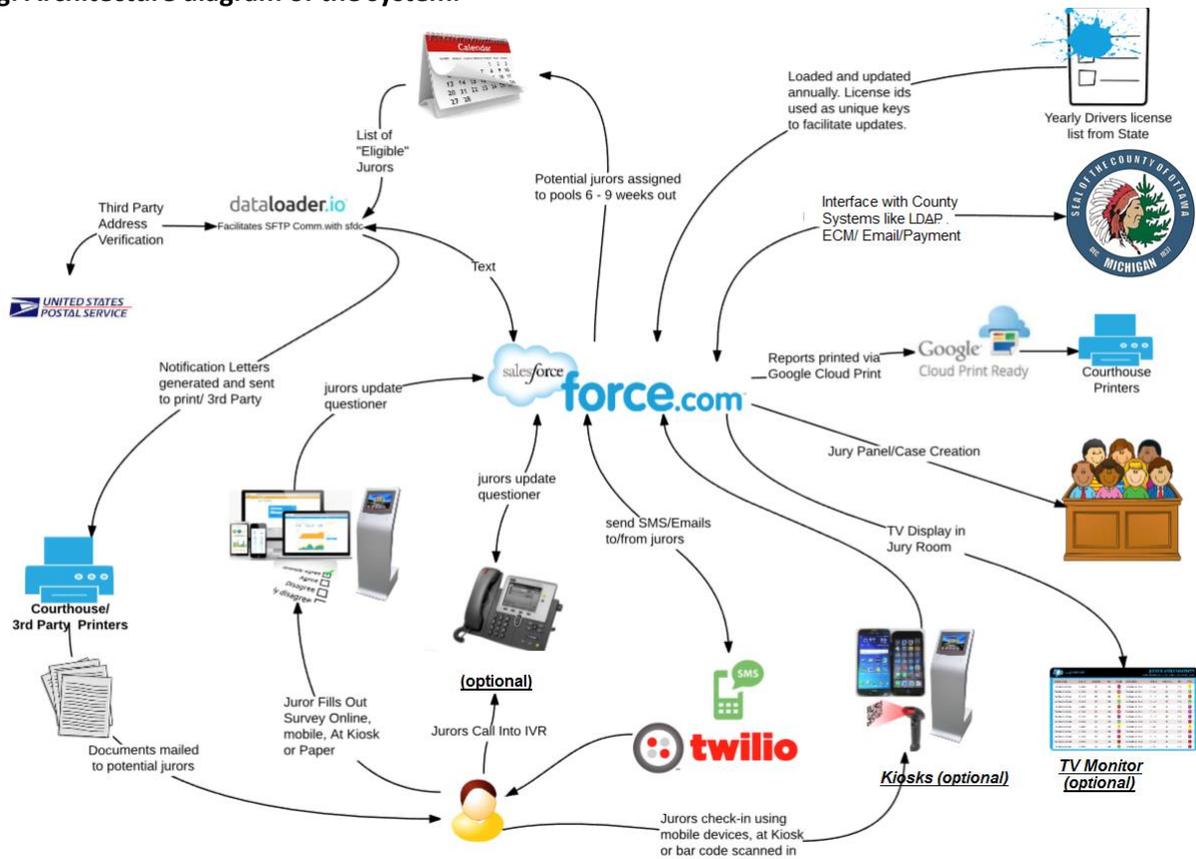
Fig: Mobile view of the JMS for

Fig: Architecture diagram of the system.

IntelliFleet Vehicle Tracking System implementation.

- **Features:**
  - Track and monitor the Fleet activity remotely.
  - **Fleet 360:** Know whereabouts of the fleet location and fleet health in real-time on dashboards
  - This application provides alerts and notifications about Vehicle Service, Speed, Check Engine, Safety Notifications, seatbelt usage, Arrival & Departure etc. on a dashboard to the route manager.
  - The data can also be used for indicating Employee Delayed Start Notifications, vehicle maintenance issues etc.
- **Services provided:**
  - Architects, designed, configured, developed, tested, implemented and maintained the vehicle management system.

- o Used salesforce as a platform and Configured and customized the application to get the desired functionality.
- o This is highly scalable, secure and cloud hosted.
- o Integrated the data from the vehicle PID to the salesforce platform.
- o Integrated into company LDAP to provide single sign on (SSO) functionality.
- o Developed training material and provided training to the staff.
- o Provided end to end solution including project management of the deployment.
- o We are providing long term maintenance and support of the application including upgrades and support.

Project/our Product is successfully implemented within time, budget and scope (fixed bid project/product).

IntelliSIGN Digital Signage implementation.

- ● **Features:**
  - o Cost effective Digital Signage Designed for any Workplace
  - o Designed to create workplace communications that affect company culture for any size organization to scale to any number of units.
  - o Tailor content to specific employee groups and geographic regions.
  - o IT friendly, helping you manage all levels of access while ensuring flexibility, reach, and consistency.
  - o The content is displayed on the TV monitors throughout the factory
- ● **Services provided:**
  - o Architects, designed, configured, developed, tested, implemented and maintained the Signage system.
  - o Used salesforce as a platform: Configured and customized the application to get the desired functionality.
  - o Integrated the system with microcomputers that go behind the TV's
  - o Delivered safety videos that are on the factory floor.
  - o Provided end to end solution including project management of the deployment.
  - o We provide long term maintenance and support of the application including upgrades and support and printing services.

Project/our Product is successfully implemented within time, budget and scope (fixed bid project/product).

Goods Receipt Application

- ● Features:
  - o Merge multiple screens: users will be able to complete the transaction in one screen instead of 2 screens. This enhanced solution will eliminate the user's need to move to multiple screens during scanning of goods receipts. We will also change the focus to the next field and eliminate pressing the tab to go to the next field.
  - o Buffer feature: ability to scan multiple quantities continuously for a Purchase Order and trigger material document on change of PO or part number.
  - o User scans barcode of the Purchase Order, Part number, Quantity on shipping label or packing slip.
  - o The PO number will automatically get copied to reference number.
  - o Automatic trigger MFT label printing as soon as material document is posted.
  - o Data is transferred wirelessly and written in real time to appropriate SAP tables and can be seen immediately on the MIGO_GR screen.

- ● **Services provided:**
  - o Architected, designed, configured, developed, tested, implemented a good receipt application.
  - o Used SAP ABAP functionality to integrate directly on the bar code device.
  - o Functional configurations at the backend side – SAP ECC 6.0
  - o User will open the PentaSAP Goods Receipt application in Intermec CK71 device using the web browser HTML5
  - o Provided end to end solution including project management of the deployment.
  - o Provide long term maintenance and support of the application including upgrades.

Project successfully implemented on time and budget.

C. Proposer Qualifications and Experience

History and background of proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc. (See Section 2.7.B for further details.)

2.7.B Qualifications and Experience
1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.

2. Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project, in addition to resumes of any and all subcontractors.

C.1 Services to Government entities or Private Entities

IntelliBee Inc was registered in Michigan on 5/15/2000. IntelliBee has been in business for 18 years offering staff augmentation and project services.

We are providing professional services in the information technology to Wayne County, City of Detroit, Wayne County Airports, Detroit Water and Sewerage Department (DWSD), Oakland County, Clark County (Nevada), Baltimore School District, Atlanta Public Schools, and the State of Arkansas, Colorado, Connecticut, Florida, Georgia, Indiana, Iowa, Michigan, North Carolina, Oregon, South Carolina, Tennessee, Virginia and Washington besides other private sector organizations in the Professional Services.

We run our professional program like a process driven program using our *IntelliStaff Process*

- Intellibee has been providing staffing services since its inception in 2001. A copy of the contract with **Toyota** has been included. We have given examples of references for contracts exceeding more than 5 years and the recent contracts in providing information technology related contract staffing in the areas of staff augmentation and project work. Please appendix 4 for some of our contracts.
- We have included some sample profiles of personnel we can deploy quickly for the kind of skills the parish is looking for. Please refer to the appendix A.3 Resumes for sample profiles.
- Intellibee possesses experience in providing staffing services with a recruitment and screening process for securing qualified applicants for more than 10 years.
- In the project services, we have products that we have developed on the cloud, for Ex: Our products, *IntelliHRM, IntelliATS, IntelliTime* and *IntelliJMS* are built on top of a robust salesforce platform. All these applications are built on a very secure, and scalable platform. Some of these products are getting certified by Salesforce to be hosted on their app exchange products.

We follow a process driven fulfillment lifecycle process.

Some of the differentiators of our hiring process are:

- Fulfillment lifecycle as a "process" driven function
- Life cycle efficiency span – **four to ten business days** based on customers' requirements
- Defined hiring stages process follow through process.
- We have a separate, customized, dedicated fulfillment team based on the volume.
- Based on the volume, recruiters are assigned to source specific skill sets to hire.
- We reach out to our internal bench and our own database of **100K consultants**; besides using job portals like Indeed, Monster, CareerBuilder, LinkedIn, and others.
- We also reach out to a vast number of staffing vendors and channel partners.
- Our recruiters perform background checks like employment, LinkedIn check, social media presence, references, education checks, minimal technical skills, Soft skill competency assessment before they are passed on to the internal assessment by our technical staff.
- Our technical staff screen all candidates for **six stages** of numeric analytical internal tech screening (Level, Application, Domain, Technology, Scalability, Depth)
- Only after the candidates pass these tests, the resumes are presented to the client for their screening. We will coordinate with the candidate and the client manager for scheduling interviews.
- We use **Infocubic** or **HireRight** who does further background checks like Felony, Criminal check, Education, Employment, References, Credit check & Drug test)
- Sometimes due to time constraints references and education checks are done parallelly along with the internal technical screening.
- Proactive hiring to forecast demand.
- Daily monitoring by our leads
- If replacement is required, we provide a resource who is equally or better qualified at the same cost.
- Depending on client requirements, we follow compliance checks like felony, criminal, drug and credit check.
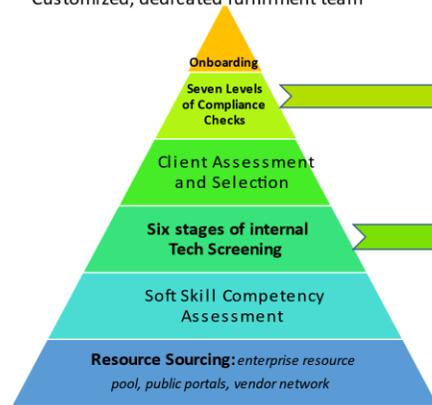
IntelliStaff Process

Once we understand the pipeline of resources established by the county in the next 4 to 6 weeks, we will proactively hire to the forecasted demand following our *IntelliStaff* process:

- Besides advertising the job, we will leverage our talent database which includes over 50 Million individuals and a 1000+ vendor network.
- Our hiring process follows the following framework.

Intellibee's core staffing / hiring principle is to ensure that we hire quality associates with:-

- ✓ Right mix of Specialized Skills and in-depth appreciation of other skills
- ✓ High-energy, vibrant, and customer-focused attitude
- ✓ Right mix of smartness and diligence
- ✓ In-depth understanding of Industry domains for which they provide technology products / services.
- ✓ Greater resolve towards integrity

We have a stringent and robust Hiring and Recruitment process framework to hire and induct Intellibee associates. Our end-to-end stringent Hiring and Recruitment process framework is detailed below –

Process Framework

After hiring, a **proactive onboarding approach will be adopted**. Resources will be onboarded ahead of time in order to complete Security Checks, User Provisioning, Knowledge Transfer, in-house processes/methodologies and compliances, etc. The proactive onboarding of resources will help continue the momentum on the project activities and will ensure that all milestones are accomplished on schedule. See below our process framework continuation of actions and responsibilities:-

Action	Responsibility
Discovery Phase	
Discovery (Pre-Recruitment) Hiring Manager to raise requisition	Intellibee Hiring Manager – Industry Hires
Discovery (Pre-Recruitment) Consultation with Hiring manager on the requisition to identify hiring requirements, forecast needs, options and detailed job description, compensation and other details. **Seek approval (Pre-Recruitment)** Consolidate the requirements and discussion points. Raise approval to start the sourcing process	Intellibee Resource and HR Manager
Announce the Position to Employee Referrals / social media / Vendors / Channels ● Prepare the position draft to be published across various channels. Ensure approvals are in place before publishing the position to various channels. ● Ensure the decision is also made on the posting period of the position	Intellibee Resource and HR Manager
Interview Panelists(s) PMO / Delivery Team / Client Manager to identify panelists that will be part of the selection process	Intellibee Resource and HR Manager / Customer Team
Sourcing **Source resumes from across channels and shortlist with the job description**	Intellibee Hiring Manager

Action	Responsibility
Sourcing Phase	
Step 1 - Candidate Profiling: Dedicated Business and Technology SME will work very closely with the recruiting team to profile the candidates against: • Client job description and requirements • Education background (we look for a Bachelor's or Master's Degree in Engineering) • The institution the candidate graduated from (we have a preferred list of Institutions for Client) • Their previous companies (we have a preferred list of companies with suitable candidates for Client) • The nature of prior work (we look for product engineering capabilities) • The candidate's stability • The candidate's communication skills	Intellibee Hiring Manager
Online Tests: Online tests to focus on concepts and problem-solving skills, and are frequently refreshed Mandate a minimum score of 70% for the candidate to move to the next step in the interview process Modify and refresh the test, as needed, for use in the Client Incubation and Innovation Center	**Test Development:** Intellibee Technology Team **Test Administration:** Intellibee Hiring Manager
Telephone Pre-Screening: Dedicated technical SME will conduct a telephone interview to assess technical skills relevant to the job description. These interviews will primarily focus upon the conceptual skills and project experience of the candidates	**Dedicated Intellibee Technical Team**
In-Person White-Boarding Sessions: Short-listed candidates will be invited to attend an in-person white-boarding session to assess their analytical and problem-solving skills. Attention will be paid to the use of innovative approaches	**Dedicated Intellibee Technical Team**
Manager Interview: Short-listed students from Step 4 will interview with a manager to assess team collaboration skills, personality, and fit for the Client culture	**Intellibee Management Team**
Customer Interview: Again, we would recommend that a Client manager conduct the final interview, and the hire decision be a collaborative decision between the recruiting team and the Client manager.	**Customer Team**
Selection Phase	
Compensation and Benefits Senior management to discuss with each selected candidate for customizing compensation and benefits. Validate candidate aspirations and stability	**Intellibee HR Manager**
Offer Follow-Up Dedicated follow-up engine setup for the Client Incubation and Innovation Center. Create panel for each candidate to include the recruiter, an executive, and delivery team member(s) who are all responsible for rigorous follow up actions	**HR Operations Executive**
Hire Phase	
Governance and Reporting Publish daily / weekly reports on the hiring status. Participate in scheduled meetings	**Intellibee Resource and HR Manager**

Account management Structure

A dedicated account manager based in **Jefferson Parish, for the first 120 days,** will be assigned to this engagement. If there is a significant increase in resources or projects, we will invest in a dedicated full-time account manager on premise.

Independent of the account manager, we request all needs of the resources and projects be directed to our company mailbox **jeffersonparish@IntelliBee.com**. These will be handled by the account leads and assigned to the appropriate focus group for staffing or projects.

We have daily meetings with our account managers and recruiters, weekly management calls and monthly executive meetings with all the sales and delivery teams.

Our account managers are in constant touch with all our employees and their client manager to take any corrective action.

Some of the systems used to manage the contract are:
- **IntelliATS ATS** tool for managing our requirements and resources (database).
- **PayChex** for HR services.
- **Google Drive** and **Google Docs** for document management.
- **Salesforce** for CRM and pipeline management.

We will setup 3 levels of account management structure as outlined below at the executive level, at program level and at project level. This will setup a good communications framework for the program. In addition, it will serve as a guide for communications throughout the life of the program and will be updated as communication needs change. This will also improve project efficiency and the utilization of resources.

Below is our recommended client organization to setup Project Communications and Escalation process between executive management and project management for this engagement:

Roles and Responsibilities:-

#	Type (continue)	Description / Purpose	Responsibility	Audience	Method	Frequency
1	**Executive Steering Committee**	• Discuss issues and risks that have been escalated to Strategic Leadership team. • Review Change Requests and overall status of the program. • Remove roadblocks to the program's success. • Render strategic decisions. • Provide support for the overall program, including necessary human and other resources.	Executive Committee members from County IT and IntelliBee	County IT Executive leaders and IntelliBee CEO and Relationship Manager.	Group Meeting	Quarterly

2	**Tactical Portfolio Steering Committee Member**	• Discuss issues and risks that have been escalated to the Tactical Leadership team. • Understand, monitor, and control the program budget. • Remove roadblocks to program and project success. • Communicate project issues and concerns to the Executive Management Team for resolution. • Review and approve program change control items not requiring escalation to the Executive Steering Committee.	IntelliBee Project Manager and County IT Project Manager	County IT Leadership team and IntelliBee Steering Leadership Team	Group Meeting	Monthly
3	**Project Management Committee**	• Identify and resolve Issues and Risks. • Establish clear goals and deliverables. • Execute, monitor, and control the projects.	Project Manager	County IT & IntelliBee Team members	Group Meeting	Daily/ Weekly

The following is our employee summary:

Staff Retention

Our staff retention rate falls between **85% to 90%**

Our associate's retention approach and methods include:

Employer brand is a key differentiator for employee retention: We have demonstrated the ability to establish and promote the Client brand with our employees. This has led to a high degree of pride and satisfaction within the account.

Compensation and Benefits: Intellibee provides competitive tailor-made compensation packages between 75th to 95th of the market percentile, with Joining Bonus, Notice Period Buyouts, and a staged Retention Bonus. This helps to maintain a satisfied and motivated workforce.

Tools & Technology: Mitigate the risk in project execution/ delivery by means of Tools, Knowledge Management

Abundant growth opportunities and career paths: The flat organization environment fosters innovation and collaboration amongst employees

Flexible rotation policy: Intellibee has a flexible rotation policy which enables the employee to move across projects/engagements/technologies and location. This is done, of course, with respect for the governance structures of each account.

Promoting employee inclusion programs: We have rolled out many programs to increase the levels of employee engagement including local social events, buddy programs and engagement initiatives through social media. This is an area that requires constant assessment of existing programs and looking for new and creative ways to enhance inclusion.

Consultative Approach to Performance Management: The key objective of this is to provide quick feedback and coaching support to everyone to improve their performance.

C.2 Key Personnel

Mel Wilkinson will be the point of contact to this assignment. His resume is included as an Appendix **(Refer Appendix A.6 - Mel Wilkinson Resume)**

D. Innovative Concepts

Present innovative concepts, if any, not discussed above for consideration. How is the responding firm uniquely different from other firms? What new innovations can you offer?

Our Differentiators:

Intellibee believes that we possess unique capabilities that will be key to the success of this initiative:

- **We provide Innovative Solutions**
- **Design Led Engineering:** Our unique Design Led Engineering approach and visualization techniques enable rapid production of the **'look and feel'** of the application for the business user community. This approach minimizes costly rework and enables quicker deployment.
- **We bring in Partners and partner products on a need basis.**
- **We are very flexible and agile to the customer's needs.**
- **Management Oversight:** For the project, the State needs that kind of partnership to involve stakeholders from day one and manage the change effectively. Prasad, President of IntelliBee will be personally involved in managing this project and make necessary investments as required.
- **Experienced Team:** Projects are successful because the people delivering them are capable, fully committed, and they are driven to excellence. Based on the project needs, we will assemble a highly experienced and knowledgeable team to ensure the success of the projects.
- **We are a salesforce ISV and consulting partner.** Our products IntelliHRM, IntelliATS and IntelliTime are developed on the top of the robust salesforce platform.

E. Project Schedule

Detailed methodology/approach to project management

Methodology of the project depends on the technology and scope of the project. In general, we mostly use a Prototype driven **Agile Delivery model** to build, test and deliver projects.

In addition, all our projects use a standard set of cloud-based tools during the execution of projects. Accordingly, all our staff members are trained in these tools.

We monitor our processes and use continuous improvement techniques.

The proposed Delivery Model is illustrated below:
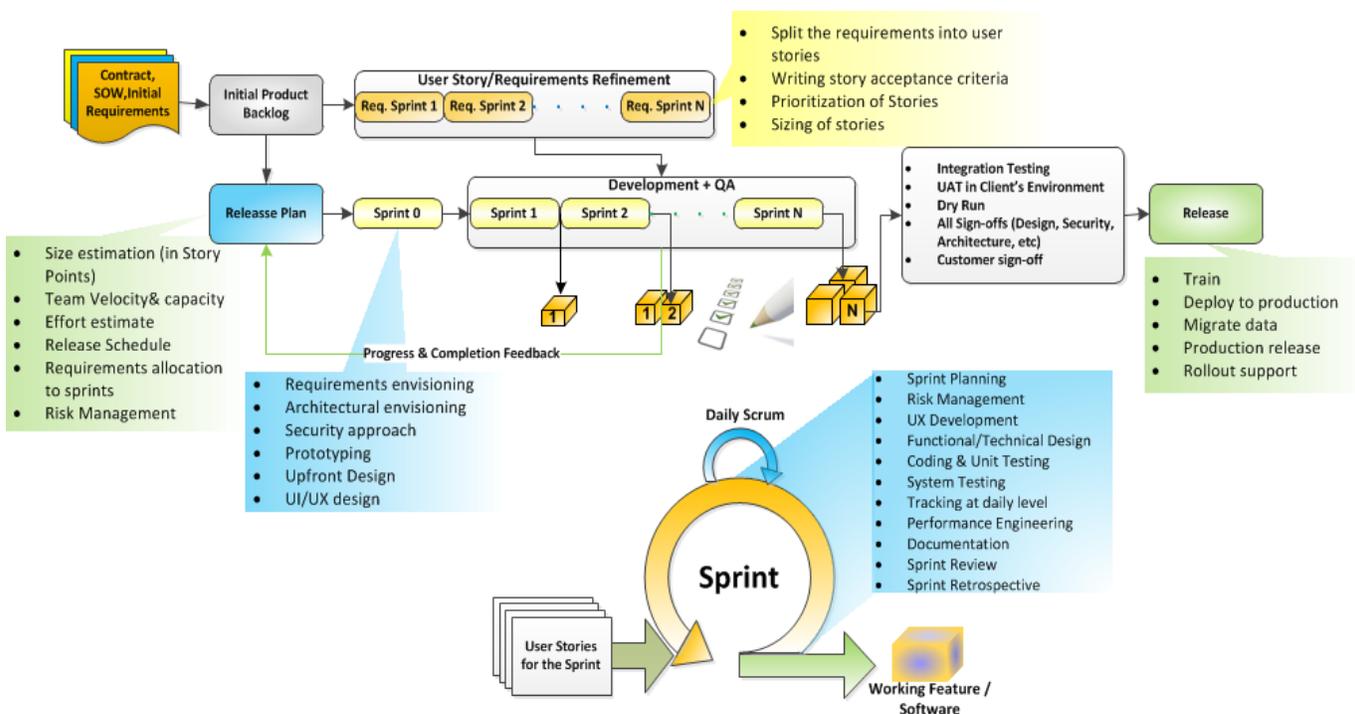
The key features of the proposed Prototype driven Agile Delivery Model are as following:

1) As in an Agile Delivery model, all features across different modules of the product will be classified under Initial Product Backlog.

2) The Requirements in the Product Backlog will be considered as User Stories (where the requirements will be more focused based on End User's needs) across multiple Sprints.

3) The proposed Prototype driven agile delivery model will provide an ability for County stakeholders to have an early and continuous view of our deliverables and the functions.

4) The categorization of the proposed Sprint scope is based on the tight dependency matrix between different modules and to enable a seamless and continuous build & functional testing of different modules of the project.

5) The Sprint Scope is managed in such a way that it has the ability to carry forward User Stories backlog in a sequential and logical manner from a functional perspective.

6) The proposed scope has considered the functionality heavy modules in earlier Sprints to mitigate risks associated with Scope changes and Scope / requirements understanding.

We adhere to **SCRUM-Agile** processes:

- Develop and test riskiest components first. A major architectural change later in the project phase can have many ripple effects. Our plan includes comprehensive Proof of Concept transactions that touch all components of the Advanced Warning System to avoid later surprises.

- Each iteration is a deployable code that covers end-to-end functionality (facilitates testing).

- Our continuous integration process allows us to minimize defects early on, thus enabling us to deliver a quality product.

- We will use **Assemble** which effectively tracks sprints, user stories, tasks and issue logging all within a consolidated location. This enables dynamic communication between all implementation parties as well as the client.

Testing / Quality Assurance

- Cost to fix a defect increases logarithmically the later in the project phase it is discovered. The cost to fix a defect in production can be 100 times more expensive than catching the bug at the design level. The cost of fixing a missed requirement in production can be 1000 times the cost of fixing it during the requirement phase. Processes include random code reviews to identify defects early in the product life cycle as well as always automating testing of key components/transactions (QTP, Selenium, etc.), to provide rapid fixes with confidence. This also reduces total cost of ownership for the system.

- Non-functional testing is done early and often (anytime a key design pattern or architecture change is done).

Execution Methodology for Agile

Our approach for delivering the Scrum Sprint Cycle is illustrated in detail in the following diagram:
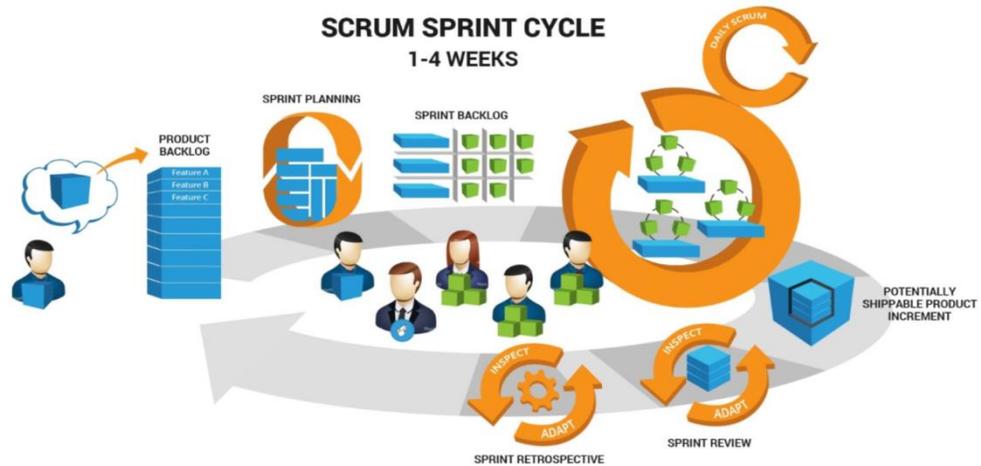
In summary, IntelliBee's approach to delivering product items on the projects follows the SCRUM-Agile approach, which is based on the industry standard SCRUM methodology.

We will deliver the projects in 3 to 9-month schedule based in the complexity of the project over the following five project phases:

- Project Planning, Project Management, and Status Reporting
- Requirements and Solution Validation
- Release Sprints – Design Specifications and Configuration / Programming / Development
- Release System Verification and Transition Sprints – Testing, System Training, and Knowledge Transfer and Implementation
- Postproduction Support

F. Financial Profile

Proposers must submit documentation from the past three (3) years demonstrating the proposer's financial stability. Documentation may include audited financial statements, including balance sheets, income statements, and documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals and/or price schedules.

IntelliBee is financially stable with a capacity to absorb at least 20 more employees in a short term. We have never filed bankruptcy. We pay our employees twice a month promptly.

Please refer to Appendix A.2 for P&L and Balance sheet for the last 3 years.

Appendix A.2 Financials includes IntelliBee P&L and Balance sheets for years 2020, 2021 & 2022

G. Transition Plan

To ensure business continuity and no disruption to Jefferson Parish operations, the proposer shall submit a detailed Transition Plan. At a minimum, the plan should include the new contractor's transition approach, a description of the Transition Team, how the workforce will transition (including subcontractors), how network user accounts and passwords will be transitioned, knowledge & intellectual property transfer, and how Parish equipment and Contractor equipment be transitioned. In addition, proposers shall indicate what is expected of the Parish to ensure a successful transition.

Intellibee proposed the following twofold mandatory requests for a successful Transition Plan to assure Jefferson Parish has no operation disruptions during the transition period of our new contract:

- Develop Executive Steering Committee as defined in our RPF, which is made up of select Intellibee management and select management at both the County IT and county business Unit management teams. This Steering Committee will have the decision and final signoff of the transition plan that they will evaluate , support and sign off the final decisions of the transition plan. The Steering Committee played an important role in maintaining the communication between the Executive Management team and Working team to assure Jefferson Parish County to continue to support their daily operations with no loss of revenue during the transition plan schedule. Along with ensuring the working teams have access to all necessary secure budget data , county documentation , and data to assure the working team can make all of their milestones in the transmission plan. Sterling Committee action plan tasks can consist of the following:

  - Review existing contracts of current suppliers to assure no overlap of current or outstanding responsibilities, such as terms, conditions that may impact the transition. Additionally, this will include contracts with all **IT and facilities suppliers that** will interface with the transition plan schedule.
  - Approve and Prioritize (if required) transition task requirements based upon a set project schedule that will include milestones signoff by the Steering Committee.
  - Approve current employee involved in the transition plan from both Intellibee and county personnel
  - Approve all changes requests or amendments to the signoff transition plan.

- Develop working teams from Intellibee and county IT including Project Managers of the working teams that will develop and create the transition plan and present the plan to the Executive Steering Committee for signoff. The following is list of highlighted action requirements for the working team:

  - Project managers from Intellibee and county match up the technical team members and educate team members on what must be accomplished to have a successful transition plan. It must be noted, it Is important that the working team members work successfully with each other!

  - Working teams members from the country develop an outlines of the steps of their responsibilities and educate the Intellibee members on these responsibilities so they can develop the plan to include timelines, milestones and key deliverables in in the transition plan

  - Project Managers met with the team members to review the above for their signoff and prepare for the presentation to the Sterling Committee..

- **Attached in Appendix 8 is our model transition plan, which can be used by the working teams to create the final version that project managers will present to the Sterling Committee for final signoff.**

H. Appendix

A.1 –Signed Attachments including Affidavit, Signature page, corporate resolution

A.2- Financials

A.3- Resume's

A.4- Work Contract's

A.5- Insurance

A.6- Mel Wilkinson Resume

A.7- Cost Proposal Intellibee_protected

A.8- Transition Plan