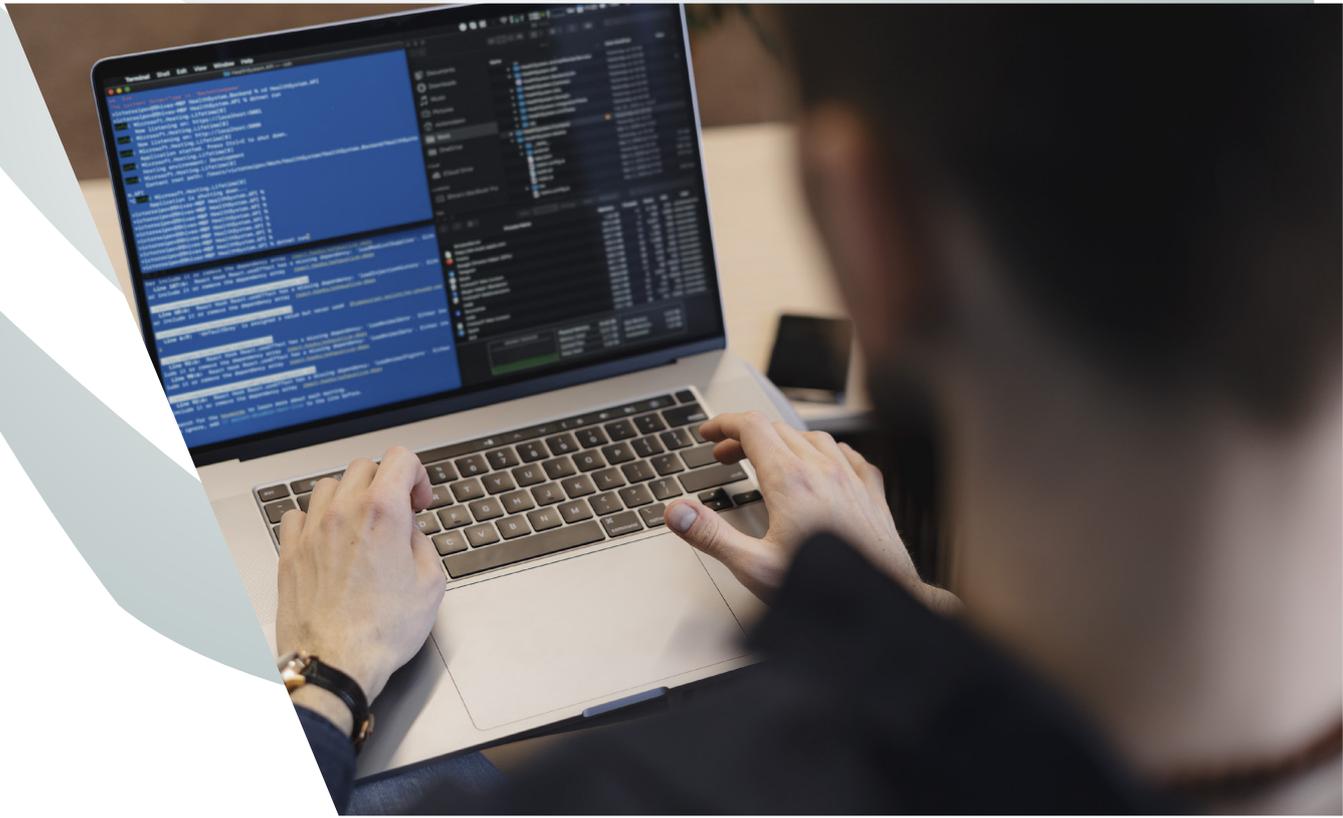


Technology Support Services and Supplemental Staffing RFP # 0464

Jefferson Parish – State of Louisiana
Jefferson Parish
Department of Purchasing
200 Derbigny Street, Suite 4400 Gretna,
LA 70053



**Bid Submission: Technostaff LLC
dba HonorVet Technologies**
<https://honorvettech.com>

Due Date: August 25th 2023, 3:30 PM EDT

**Shanna Folse
Buyer**
504-364-2680
sfolse@jeffparish.net
www.centralbidding.com

A: Cover Letter

Attn: Jefferson Parish
Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053
(504) 364-2678

August 22, 2023

I am writing on behalf of HonorVet Technologies to express our sincere interest in the opportunity to collaborate with Parish Electronic Information Systems (Parish EIS) as your dedicated technical staffing partner. We are excited by the prospect of joining forces to provide comprehensive hardware and software support, strategic planning, product acquisitions, special projects, and innovative technology-based solutions.

At HonorVet, we understand the critical role that technology plays in ensuring the efficient and effective functioning of essential services for IT-Centric Departments. With our team of highly skilled and experienced technical professionals, **we are well-equipped to provide the expertise necessary** to support your organization's technology needs. Our commitment to excellence and innovation aligns seamlessly with your vision of enhancing operational efficiency and embracing emerging technological advancements.

Our approach to partnership is rooted in collaboration, adaptability, and a deep understanding of the unique challenges and opportunities that your organization faces. We are dedicated to working closely with Parish EIS to **identify tailored solutions that address your specific requirements** and goals. Whether it's optimizing existing hardware and software systems, devising strategic technology roadmaps, facilitating seamless product acquisitions, or executing special projects, we are prepared to contribute our expertise every step of the way.

Our core strengths include:

Technical Expertise: Our team of seasoned professionals possesses a diverse range of technical skills, ensuring that we can provide comprehensive support across various technology domains.

Innovation and Adaptability: We thrive on staying ahead of technological trends and evolving best practices, enabling us to introduce new efficiencies and innovative solutions to your operations.

Collaborative Approach: We prioritize open communication and collaboration, working closely with your team to develop strategies that align with your organization's unique objectives.

Proven Track Record: With a history of successful partnerships and client satisfaction, we have demonstrated our ability to deliver exceptional results.

We are excited about the opportunity to embark on this journey of technological transformation together. By leveraging our expertise, Parish EIS can expect to experience enhanced operational performance, streamlined processes, and improved decision-making through data-driven insights. Please feel free to reach out through the contact details given below to schedule a meeting at your convenience.



Company Information

Legal Company Name	Technostaff LLC dba HonorVet Technologies
Address	271 US 46 West, Suite C202, Fairfield NJ 07004
Phone / Fax #	973-552-4242 / 973-215-2187
Email	procurement@honorvettech.com
DUNS Number	080168345
Cage Code / Federal Tax ID	7XZNO / 38-3986410
Type of SB	SDVOSB
Website Address	https://honorvettech.com

Point of Contact Information

HonorVet Technologies will be the only contractor for this submission. The undersigned has the binding authority to contractually obligate and negotiate a contract on behalf of HonorVet in response to the RFP.

Name	Rajeev Sharma, Chief Information Officer
Address	271 Route 46 W, Suite C-202, Fairfield, NJ, 07004
Phone	973-552-4242
E-mail	procurement@honorvettech.com

We understand that your staffing needs may be time-sensitive, and we assure you of our commitment to a prompt and efficient response. Thank you for considering HonorVet as your staffing partner. We look forward to the opportunity to discuss how our collaboration can bring tangible benefits to Parish EIS.

Sincerely,

Rajeev Sharma

Chief Information Officer | HonorVet Technologies

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HonorVet has meticulously reviewed the comprehensive Scope of Work specified in the RFP. We possess a deep understanding of the multifaceted requirements outlined, which encompass computer programming, database administration, computer technician roles, and more. Our thorough analysis of the diverse tasks involved underscores our commitment to delivering high-quality services that align with Parish EIS's needs. Thus, we affirm to provide and execute the following:

Tailored Training Programs: Recognizing the importance of expertise alignment, HonorVet offers tailored training programs for candidates. These programs are designed to bridge any gaps between their existing skills and the specialized requirements of Parish EIS. By investing in ongoing training, we ensure that candidates are equipped with the knowledge and proficiency needed to excel in their respective roles, contributing to the success of the project.

Continuous Skill Development: HonorVet's commitment extends beyond initial training. We believe in fostering continuous skill development among our professionals. Through access to relevant workshops, webinars, and resources, candidates can stay updated with emerging trends and technologies. This dedication to skill enhancement ensures that the services rendered to Parish EIS remain innovative, effective, and adaptable.

Evaluation and Feedback Loop: To maintain the highest standards, HonorVet implements a structured evaluation and feedback loop. We collaborate closely with Parish EIS to assess candidate performance, address any challenges, and refine our services. This iterative approach enables us to fine-tune our candidate selection, orientation, and training processes, resulting in an increasingly tailored and effective service delivery.

Partnership Alignment: HonorVet's approach to screening, orienting, and training candidates is entirely aligned with Parish EIS's goals. We understand that the success of our partnership hinges on the seamless integration of qualified professionals who are fully equipped to meet the outlined requirements. Our commitment to excellence extends to every phase of the process, ensuring that Parish EIS benefits from a reliable, capable, and dynamic workforce.

HonorVet steadfastly understands every scope of work handed to us which is why we couple our service delivery with our comprehensive screening, orientation, and training methods (which will be discussed in detail in **Section F: Project Schedule, Detailed Methodology.**) We position ourselves as an ideal partner for Parish EIS and very ready to support the success of your project while ensuring that our professionals are optimally prepared to fulfill the responsibilities detailed in the scope of work.



- ✓ Project Managers
- ✓ Application and Software
- ✓ DevOps
- ✓ Big Data
- ✓ Business Analysts
- ✓ IT Help Desk
- ✓ Solutions Architects
- ✓ ERP Systems Specialists
- ✓ Data Scientists
- ✓ Networking and Server Admin

HonorVet's IT-related expertise as stated in our company website.

D: HonorVet's Qualifications and Experience

Established in 2015, HonorVet Technologies (HonorVet) is a technology-driven company specializing in IT Consulting, Solutions, and IT and Non-IT staffing services. temporary staffing services. As an independently owned Service-Disabled Veteran-Owned Small Business (SDVOSB), we hold certifications from the U.S. Department of Veterans Affairs and the National Veteran-Owned Business Association (NaVOBA). Our primary objective is to combat underemployment among veterans by connecting them with rewarding opportunities in civilian workplaces. Over the years, HonorVet has proven to be proficiently **credible in providing Information Technology Support services** as well.



HonorVet's accomplishments at a glance

At HonorVet, we highlight a dedicated team comprised of military veterans and industry professionals with an experience we garnered for more than a century. Their combined expertise has been instrumental in driving our remarkable growth, as evidenced by our **revenue exceeding \$35 million in the last 3 years**. Our success is attributed to the ongoing support of our loyal clients and the acquisition of new accounts, which has contributed to our impressive compound annual growth rate (CAGR) of 116% over the past 4 years. We take great pride in our proven track record of successfully completing projects of varying complexity. With a portfolio encompassing over 200 clients, we have established ourselves as a provider of **IT support services at the fraction of a cost**.

D-1: HonorVet's Collaboration with IT - Centric Establishments

HonorVet boasts a rich and pertinent history of collaboration with esteemed Fortune 500 enterprises that are at the forefront of computer-related technologies. With an impressive portfolio encompassing partnerships with industry leaders, HonorVet has demonstrated its prowess in **aligning top-tier talent with the complex demands of modern IT environments**. Our proven expertise spans across diverse platforms, including Windows, Mac, and Linux, ensuring a seamless integration of skill sets across a spectrum of operating systems.

Moreover, our adeptness in navigating the latest networking technologies empowers us to identify and deliver professionals who are well-versed in cutting-edge solutions. Through strategic recruitment and meticulous candidate selection, HonorVet continually showcases our ability to cater to the distinctive needs of Fortune 500 companies, solidifying our role as a reliable conduit for **driving innovation and excellence in computer-related domains**.

HonorVet is committed to maintaining a seamless transition in its leadership and business operations, ensuring continuity and uninterrupted services. In line with this commitment, the company guarantees to demonstrate its dedication to the smooth functioning of operations.

Here is a snapshot of some of our public clients where we have been providing Information Technology Support services for state government agencies:

State Government

 State of NC (NC Department of Information Technology)	 State of DE (DE Department of Technology and Information)	 State of GA (GA Department of Administrative Services)	 State of NJ (NJ Office of Information Technology)	 State of IA (IA Office of the Chief Information Officer)	 State of AR (AR Department of Transformation and Shared Services)	 Education Service Center, Region 20, TX	
 State of MI (MI Department of Technology, Management and Budget)	 SC Information Technology Management Office	 State of KS (KS Department of Administration)	 State of PA (PA Information Technology Staff Augmentation)	 State of AR (AR Department of Transformation and Shared Services)	 State of AR (AR Department of Transformation and Shared Services)	 State of OH (OH Department of Administrative Services)	 SC Department of Corrections
 State of MN (MN IT Services)	 FL Department of Management Services	 California Department of General Services - Technology, Digital and Data Consulting (TDDC) MSA	 MD Department of Information Technology - Consulting and Technical Services+ (CATS+)	 WA Department of Enterprise Services - Information Technology Professional Services	 OH Department of Veterans Services	 Office of State Procurement, State of LA	 The Local Government Purchasing Cooperative dba BuyBoard, TX

HonorVet's clients from Government sectors

Local Government/ Agencies

 Community Transit, WA	 Sacramento County, CA	 Richland County, SC	 Broome County, NY	 City of Phoenix, AZ	 Rowan College, NJ	 City of New Haven, CT	 King County, WA
 Philadelphia Gas Works, PA	 University of Arkansas for Medical Sciences, AR	 Washtenaw Community College, MI	 Wayne County Airport Authority, MI	 Kern Health Systems (City of Bakersfield), CA	 State Compensation Insurance Fund, CA	 School District of Greenville County, SC	 SUNY Upstate Medical University, NY
 Orange County Public School, FL	 Seminole County, FL	 County of San Mateo, CA	 Atlantic County Government, NJ				

Commercial Experience

HonorVet holds extensive experience working with commercial agencies for over 7 years. *Here is a snapshot of our select clients where we have provided Information Technology Support services:*



HonorVet's clients from commercial sectors

D-2: Vibrant Personnel Behind HonorVet's Delivery

HonorVet understands EIS' service requirements and to fulfil those, we will allocate a dedicated service delivery team to support EIS on this contract. Mr. Ravi Bhambri is the Project Manager and lead the team and serve as an escalation contact for EIS.

Name	Ravi Bhambri
Business Address	271 US 46 West, Suite C202, Fairfield NJ 07004
Telephone Number	973-521-5746

Angelina Radulfo, currently operating from our Fairfield NJ office, will be our dedicated account manager for this contract, will interact regularly with EIS procurement/project manager for day-to-day operations and any issue resolutions. Angelina will be responsible for end-to-end process and other administrative activities including but not limited to handling client requirements and responding to EIS inquiries regarding the contract activities, answering questions related to ordering and delivery, and more.

Below are the job roles and responsibilities of our proposed staff:

Key Personnel	Roles and Responsibilities
Ravi Bhambri, National Account Manager Bachelor's in Business	<ul style="list-style-type: none"> Builds and maintains relationships with EIS and subcontractors. Identifies and resolves performance, process, invoicing, billing, and personnel issues to ensure we meet all Service Level Agreements (SLAs).

Sales and Marketing	<ul style="list-style-type: none"> Participates in interviews and acts as a backup to the account manager. Approves role agreements and conducts regular touchpoints with users to gather feedback on consultant performance. Monitors performance of the consultants and resolves issues that may arise, including replacement of candidates. Performs key functions throughout staff lifecycle, including requisition review, candidate screening and submission to EIS, interview coordination, and on-boarding/off-boarding. Creates, maintains, and delivers staffing process training to subcontractors during onboarding and mentoring/ coaching throughout the contract.
Angelina Radulfo, Account Manager <ul style="list-style-type: none"> Bachelor's Degree – Computer Engineering Certificate in PMI's Project Management IBM certified Bid Manager 	<ul style="list-style-type: none"> Key resources acting as a single point of contact for EIS for all types of staffing and reporting requirements. Daily interaction with EIS for understanding technical requirements, qualified candidate submissions, interviews, joining formalities, feedback, etc. Work with recruiting manager to ensure the quality of the candidate selection process. Maintain and shares performance reports.
Jay Singh Recruiting Manager (IT and NON-IT) <ul style="list-style-type: none"> Bachelor's in Computer Science 	<ul style="list-style-type: none"> Supports key functions of the recruitment cycle, including assessing objective (e.g., improper format) non-compliance of candidate submissions, interview coordination, engagement processing, and candidate compliance verification, onboarding, and off-boarding. Oversees HonorVet's recruiters and helps develop a strategy for hard-to-find candidates for recruitment. Deploys expertise in recruitment and consultant management, sourcing strategies, recruitment process improvement, recruitment of complex skills. Ensures skillsets sought to align to EIS requirements for each requisition. Guarantees each milestone and activity is complete within the required timeline. Manages and monitors the ATS to ensure HonorVet is following all processes and meeting SLAs; assists in resolving any bottlenecks. Assists account manager in arranging and managing interviews between clients and candidates. Mentors and trains small business subcontractors to find and staff consultants.
Marites Dela Cruz Employee Care Manager <ul style="list-style-type: none"> Bachelor of Science in 	<ul style="list-style-type: none"> Manages and handles joining and onboarding requirements. Responsible for background screening, quality tests, retention, and training. Employee management activities like benefits, insurances, etc.

Business Administration	<ul style="list-style-type: none"> • Ensure that candidates are up to date with the latest work techniques and get the required training.
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Corporate Resources	
Human Resources	<ul style="list-style-type: none"> • Assists the contract manager with performance management of the candidates. • Provides best practices in recruitment, retention, training, and development of talent. • Assists in implementing Performance Improvement Plans (PIP). • Works with HonorVet resources to complete all onboarding paperwork such as offer letter, benefits registration, W4, E-Verify, etc. • Conducts new hire orientation for HonorVet's employees.
Accounting	<ul style="list-style-type: none"> • Supports timesheet, invoicing, and payment processes as needed. • Creates, maintains, analyzes, and delivers status reports to the contract manager and other executives. • Processes timely payment to HonorVet's subcontractors.
Contracts	<ul style="list-style-type: none"> • Assists the contract manager with contractual matters for EIS. • Ensures all contractual documentation with EIS and subcontractors is complete, accurate, and submitted on time. • Monitors compliance with EIS internal regulations.
Security	<ul style="list-style-type: none"> • Ensures background checks, fingerprinting, and other security requirements are complete for HonorVet employees before the start date. • Assists subcontractors with background checks, fingerprinting, and other security requirements for their employees.
IT Support	<ul style="list-style-type: none"> • Provides email accounts to team members. • Assists in resolving technical issues with emails, timesheet systems, and provides access to internal systems.

Here are the qualifications of the key staff members that will work in tight collaboration with EIS:

Ravi Bhambri | National Account Manager

Ravi is a highly experienced and strategic leader with over 20 years of business acumen and 15 years of management experience across various sectors. He currently manages a portfolio of over 200 clients spanning Federal, State, local, and private sectors. Ravi possesses extensive expertise in project management, operations, and Vendor Management Systems (VMS), with proficiency in program, change, risk, quality, and performance management. He excels in aligning business goals with technology solutions to drive process improvements, competitive advantage, and marketing strategies. Ravi's hands-on approach includes innovative strategic workforce planning, human capital value management, and talent acquisition strategies for enterprise-level clients, fostering agile workforces and maximizing business outcomes.

Core Competencies

- Guides program performance maintains partnerships with stakeholders and ensures quality standards and strategy alignment.
- Communicates company strategy, oversees revenue generation, and leads operations.
- Builds and nurtures networks to exchange knowledge and support change initiatives.
- Sets goals, monitors work, and evaluates results to meet objectives and mission.
- Hands-on experience in revenue growth, cost reduction, financial analysis, and budget preparation.

Education

- Bachelors in business - Sales and Marketing 1991– 1993
 Victoria University of Technology, Melbourne, Australia

Professional Experience

Organization	Role	Duration
Technostaff LLC dba HonorVet Technologies	VP – Recruitment Operations	Apr 2016 – Current
Amirit Technologies, Inc.	Senior Manager – Client Services	Mar 2014 – Apr 2016
Alltech Consulting Services, Inc.	Talent Acquisition Professional	May 2009 – Nov 2014
TSR Consulting Services	Sr. Staffing Professional	Oct 2007 – Dec 2008
Object Data Inc.	Sr. Technical Recruiter	Apr 2005 – Sep 2007
Corpus, Inc.	Lead Resource Professional	Aug 2004 – Apr 2005
C-Shell, Inc.	Technical Recruiter	Jun 1999 – Aug 2004
Electronic Arts Pvt Ltd.	Account Manager	Jun 1997 – Jun 1999
Commonwealth Bank of Australia	Customer Service Manager	Dec 1995 – Apr 1997

Angelina Radulfo | Account Manager

HonorVet's proposed Account Manager, Angelina Radulfo, is a highly experienced sales professional with over 20 years of diverse IT and Non-IT expertise. She has a strong track record in Account and Bid management, successfully handling government-wide acquisition contract vehicles and multi-year IT Information Technology Support contracts with various states. Angelina has managed bid processes for projects ranging from \$5 million to \$2 billion USD, collaborating with teams in On-site-Offshore models for solution design in public sector and eGovernance projects. She excels in end-to-end proposal development, including resource acquisition, workshops, client satisfaction validation, pre-bid consulting, proposal planning, approvals, pricing, and contract closure.

Achievements

- IBM certified Bid Manager in 2013 in IBM India Pvt Ltd.
- Eminence & Excellence award in 2012 IBM India Pvt Ltd
- Best Bid Manager for 1st Quarter 2011 in IBM India Pvt Ltd.
- Best Performer of the year 2008-09 in 22nd Century Technologies.
- Appreciation Certificate for excellent performance by Director-cum-Secretary, Department of Information Technology, Government of Punjab.

Associations and Development Programs

- Certificate in PMI's Project Management.
- Workshop on MS Project.
- Management Development Program on Information Security.
- Management Development Program on Cyber Crime.

Education

- Bachelor's Degree – Computer Engineering 1991 – 1996
 Moscow State University of Instrument Engineering and Computer Sciences (MGUPI)

Professional Experience

Client	Position	Duration
Technostaff LLC dba HonorVet Technologies, San Jose, CA	Director (State & Federal Practice)	Oct 19 - Present
Global Consulting and Staffing, Dover, DE	Program Manager (State & Federal Practice)	Mar 16 – Sep 19
IBM, Armonk, NY	Complex Bid Manager (High Value Deals)	Dec 09 – Feb 16
22nd Century Technologies, NJ	Associate Manager	Jul 07 – Nov 09
Department of Information Technology, Government of Punjab Chandigarh	System Manager / IT Consultant	Aug 00 – Jul 07
Stellar Peripherals Pvt. Ltd., New Delhi	Sr. Application Developer	Oct 99- Apr 00
MedKare, Moscow, Russia	Database Programmer	Jul 96 – Aug 99

Jay Singh | Recruitment Manager (IT and Non-IT)

Jay has more than 8 years of experience in IT and Non-IT Recruitment including servicing requirements for many commercial and public sector clients. He has been working in the full cycle of recruiting efforts from sourcing candidates and arranging interviews for shortlisted candidates to closing requisitions while ensuring the best matches for hiring managers and candidates.

Core Competencies

- Talent recruitment supervision and acquisition professional with experience developing and executing recruiting plans within both agency and in-house settings.
- Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement, and onboarding.
- Creatively source high-calibre candidates by leveraging recruiting software, social media, cold calling, and employee referrals.

Education

- Bachelor's in Human Resource Management 2012
 Dickinson State University, Dickinson, ND

Professional Experience

Organization	Role	Duration
Technostaff LLC dba HonorVet Tech.	Recruitment Manager	Mar 2020 – Present
ETalentNetwork, VA	Sr. Talent Acquisition Specialist	Dec 2014 – Mar 2020
Bara Infoware, Inc.	Recruiter	Jul 2014 – Dec 2014

Marites Dela Cruz | Employee Care Manager

Marites is a highly skilled professional with over 15 years of experience in payroll management. She has a proven track record of successfully overseeing all payroll processes, leading finance teams, and implementing risk-reducing procedures and policies. Marites is proficient in various payroll software systems, including ADP Workforce Now, ADP Run, Paychex, and QuickBooks. She excels in managing and developing payroll supervisors and team members, providing guidance on workload, priorities, and performance. Marites possesses extensive knowledge of corporate policies, employment law, and tax compliance at the federal, state, and local levels.

Core Competencies

- Providing day-to-day coaching to assigned employees in a large variety of employee relations issues, performance management, and policy interpretation.
- Proficiency in processing multi-state payroll for 200-300 employees on a weekly and bi-weekly basis.
- Supervising time and entry team, analyzing regular and overtime hours, maintaining Paid Time Off (PTO) balances, and running certified payroll for prevailing wages.
- Reviews and assists managers in drafting corrective action, performance improvement, and termination documentation as requested.

Education

- Higher Diploma in Software Engineering (HDSE) 2000
 APTECH Computer City
- Bachelor of Science in Business Administration, (Major in Accounting) 1998
 Philippine City of Business Administration, Manila, Philippines

Professional Experience

Organization	Role	Duration
Technostaff LLC dba HonorVet Tech.	Employee Care Manager	Sep 2019 – Present
Crosslink Wireless Technologies	Payroll & Benefits Specialist	Jun 2017 – Sep 2019
ComForCare Senior Services	Payroll Specialist	Jun 2013 – Oct 2016
Hilton Hotel	Night Auditor	Mar 2003 – Dec 2004
Premier Warehousing and Transport	Account Manager	Dec 2002 – Mar 2003
Le Bernardin	Accounts Payable	Jan 2001 – Dec 2002
MTV Forwarders	Accountant/Owner's Assistant	Jan 1998 – Jan 2001

E: HonorVet's Innovative Concepts

Uniqueness From Other Firms

HonorVet stands out as a trailblazer in the field of staffing services, differentiating itself through a potent blend of expertise, adaptability, and a passion for excellence. Our profiling team can easily assemble a team of technicians that possess a remarkable depth of experience across a wide spectrum of technology platforms, including but not limited to virtual networks, Oracle, Microsoft, and AI-driven systems. What truly sets us apart is our unwavering commitment to understanding the nuanced needs of Parish EIS and tailoring our solutions to fit seamlessly within your operational ecosystem.

HonorVet takes pride in our collaborative approach. We become an extension of your team, working shoulder to shoulder with your personnel to strategize, implement, and optimize technological solutions. This collaborative ethos ensures that our recommendations and innovations align precisely with your unique requirements, leading to not just quick fixes, but sustainable enhancements that drive long-term success.

Innovations HonorVet Can Offer

HonorVet is at the forefront of harnessing cutting-edge innovations to empower organizations like Parish EIS to excel. Our past collaborations with technologically advanced companies gave us a competitive edge in providing IT-centric manpower. Here are a few examples of how we can introduce new efficiencies and advancements:

AI-Powered Decision Support: Leveraging artificial intelligence, we can assist Parish EIS in processing and analyzing complex datasets for hiring the most capable employees. By using AI algorithms, we enable predictive analytics that can evaluate candidates to see if they are the right fit for a certain job.

Virtual Network Optimization: Using predictive analysis, we are adept at optimizing virtual network infrastructures, ensuring seamless communication and data sharing among us and our clients. This technology backbone enhances real-time collaboration, facilitating faster response times and more coordinated actions during critical incidents.

Oracle and Microsoft Synergy: HonorVet brings a unique ability to harmonize Oracle and Microsoft technologies, with the software specialists we outsource and hire. This synergy enhances data integration, streamlines reporting, and simplifies administrative tasks, contributing to overall operational efficiency for Parish EIS.

Advanced Data Security: In an era where data breaches pose significant threats, HonorVet employs state-of-the-art cybersecurity measures to safeguard sensitive information. Our approach includes AI-driven threat detection, robust encryption protocols, and proactive monitoring, ensuring the confidentiality and integrity of Parish EIS data.

F: Project Schedule: Detailed Methodology for Meeting EIS' Needs

A systematic approach to service delivery has always been one of HonorVet's hallmarks for success. This is how we will manage the project that EIS hopes to accomplish.

F-1: Finding the Right Candidates

HonorVet is strongly positioned to service the staffing requirements in accordance with EIS's needs. State-of-the-art talent acquisition is a huge aspect of our services. Listed below are the features that *make us stand out in such an endeavor*:

- **AI and Cloud-Based Applicant Tracking System (ATS) Tool and Web Portals:** HonorVet leverages the power of JobDiva, an advanced AI-driven applicant tracking system, to streamline our recruitment processes and enhance candidate management.
- **Advanced AI-Powered Automated Agents:** JobDiva incorporates AI technology, empowering our system with automated agents that intelligently handle various tasks, reducing the Turn-Around-Time (TAT) for critical recruitment activities.
- **Intelligent Resume Parsing and Candidate Matching:** Our ATS employs sophisticated algorithms to parse resumes and extract relevant information, allowing for efficient candidate screening and precise matching of skills and qualifications to job requirements.
- **Candidate Database and Relationship Management:** With JobDiva, we maintain a comprehensive candidate database, organizing and managing candidate profiles, communication history, and feedback, fostering effective relationship management throughout the hiring process.
- **Advanced Search and Filtering Capabilities:** Our ATS provides powerful search and filtering functionalities, allowing us to quickly and accurately identify candidates based on specific criteria, such as skills, experience, location, and more.
- **Reporting and Analytics:** JobDiva's reporting, and analytics tools generate insightful metrics and visualizations, empowering us to measure key recruitment performance indicators, track progress, and make data-driven decisions for continuous improvement.

HonorVet guarantees Information Technology Support with the power of the above-mentioned tools. If EIS requests a replacement for a consultant unable to meet their tasks, we have a streamlined process to **provide a replacement within 24-48 hours**.

F-2: Sourcing Process

HonorVet People Advisory Services (PAS) provides flexible on-site consultation, ensuring effective collaboration to address complex people-related issues. With Recruitment Centers in different time zones, we ensure nationwide coverage and cater to specific client requirements.

Our Information Technology Support mechanism at HonorVet comprises the following key components:

A. Contract Initiation: We initiate the contract process by conducting a kick-off session with EIS, introducing our team, and establishing a strong partnership. During this meeting, we discuss EIS's objectives and determine the specific services needed to meet those objectives.

B. Qualified Personnel / Recruitment: By expanding our existing candidate pool in the region, we establish criteria, including "Required," "Essential," and "Desired" qualifications, to ensure candidates are a suitable match for EIS's requirements. By streamlining these processes, HonorVet strives to recruit the best available talent for our clients.

C. Pre-screening of Personnel: HonorVet's recruitment team conducts a well-defined pre-screening process in place, including functional/technical screening conducted by our internal Testing Panel. Shortlisted candidates who meet the job requirements are submitted to the client for review by HonorVet's Account Manager.

D. Work Authorization: Before onboarding candidates, our account manager reviews and verifies their I-9 forms, to ensure work authorization requirements. The account manager shares the candidate's file, including bill rate, resume, I-9 (E-Verify) verification status, background verification, drug test results, and other related documents, with the client's point of contact (POC) for approval via email as part of the onboarding process.

E. Background Check and Drug Screening: HonorVet collaborates with clients to establish customized background check processes that align with their requirements. Once a candidate is selected by the client, we engage an independent third-party agency to conduct a background check. Candidates who successfully pass the background check proceed to join the client's project. HonorVet has partnered with Labcorp, certified by the U.S. Department of Health and Human Services.

F. Additional Personnel Qualifications / Onboarding: Once selected by the client, candidates undergo onboarding and orientation. HonorVet's standard orientation includes reviewing our Employee Handbook, ensuring temporary employees acknowledge and understand our policies. HonorVet places candidates with project management, coordination, engineering, marketing, technical writing, interpersonal, and communication skills, as required by EIS's program.

G. Full-Time Commitment: HonorVet is committed to building ongoing relationships by implementing industry-standard processes and continuously improving our services to meet client and employee needs. We affirm employees are available for full-time commitment throughout the contract duration.

H. Schedule; No Overtime: HonorVet generate invoices using QuickBooks on a weekly, bi-weekly, or monthly basis as required. We carefully reconcile month-end financial reports to reflect invoiced amounts and ending balances in Accounts Receivable and Accounts Payable. In the event of billing errors, we promptly rectify them by verifying employee and client reports.

F-3: Proprietary Recruitment Process

Our client-focused engagement process ensures that we select the perfect candidate for each client. *Our implementation plan consists of five phases tailored to effectively serve EIS:*

Customer Analysis: We thoroughly document and understand our client's business needs, identifying the services that will optimize the staffing process.

Sourcing: Our expert IT recruiters leverage their industry knowledge and extensive networks to quickly identify the most qualified candidates.

Screening and Selection: At HonorVet, we go beyond resumes to truly get to know each candidate, assessing their skills and qualities to ensure a perfect fit for EIS positions.

Performance Monitoring: We continuously monitor our own performance and that of our employees to ensure ongoing satisfaction with our service.

We work closely with our account manager to understand EIS's specific requirements and provide the best matches in engineering, management, finance, and other stipulated categories.

HonorVet follows the staffing timeline process mentioned below:

Recruitment Process	Responsible Role	Timeline
Client Requisition		
<ul style="list-style-type: none"> Analyze requisition and preparation of synopsis. Submit position description and the EIS requisition in HonorVet's ATS Tool JobDiva. 	Account Management Team	0 – 2 Hours
Identify Candidate(s)		
<ul style="list-style-type: none"> Assign to recruitment team via JobDiva tool. Identify existing skill sets and candidates using the JobDiva database. Share job requisition via web portals and job sites. Check with local partners and referrals to identify matching candidates. 	Recruitment Team	2 – 6 Hours
Pre-Screening		
<ul style="list-style-type: none"> Execute a comprehensive pre-screening that confirms previous experience including motivation, skill level, salary, and potential team player capabilities in addition to other traits if required. Updating progress in the JobDiva tool. 	Recruitment Team	1 – 2 Hours
Internal Interview		
<ul style="list-style-type: none"> Conduct an initial assessment of candidates' skills and qualifications. Conduct detailed interviews based on the job requisition. Conduct an online test to check further suitability for the job requisition. 	Recruitment Team/Subject Matter Experts (SMEs)	1 – 2 Hours
Skill Evaluation		
<ul style="list-style-type: none"> Evaluate candidates' soft skills (as applicable to the requisition). Updating JobDiva with results and summary. Checking candidates' references. Salary negotiation and other benefit expectations. 	Recruitment Manager and Account Manager	1 – 2 Hours
Client Submission and Interview Scheduling		
<ul style="list-style-type: none"> Creating skill metrics matching the job 	Recruitment Manager	Client

requisition. <ul style="list-style-type: none"> • Submit resume(s) with profile summary including references and employment history. • Scheduling interviews with the appropriate authority assigned by the client. • Discussing interview feedback with the shortlisted candidates. 	and Account Manager	Dependent
Candidate Selection and Offer		
<ul style="list-style-type: none"> • Extending an offer to the selected candidate(s). • Completing necessary documentation with the candidate(s) and client. 	Employee Care Team	Client Dependent
Background Check		
<ul style="list-style-type: none"> • Conducting a background check of shortlisted candidates • Checking criminal history, credit history, and other required background screenings before issuing an offer. 	Employee Care Team	3 – 5 Days
Joining		
<ul style="list-style-type: none"> • Assisting candidate(s) for smooth joining and understanding of the work environment • Handling relocation needs (if required) • Coordinating with the Hiring Manager for first-day reporting. 	Employee Care Manager and Account Manager	Client Dependent
Ongoing Support and Training		
<ul style="list-style-type: none"> • Ongoing candidate performance and training assessment • Update PDP (Personal Development Plan) of each candidate. 	Employee Care	Ongoing Support

F-4: Screening Steps and Processes

Step 1: Candidate Identification - HonorVet actively understands job requirements and uses various resources like job postings, networking, and online platforms to attract high-quality candidates. Our proactive approach has successfully filled challenging positions.

Step 2: Initial Screening - Our experienced recruiters carefully review resumes from our database, focusing on attitude, experience, skills, competency, and availability that match each client's needs. Technical ability is assessed through predefined questions.

Step 3: Validation - Potential candidates are shortlisted for initial interviews, and selected candidates are informed about interview schedules.

Step 4: Technical Interview/Skill Testing - Thorough technical interviews are conducted by our experts to ensure candidates possess the necessary skills for the job. Reference checks may be performed for specialized roles.

Step 5: Client Submission - Qualified candidates' resumes are reviewed by recruiters and screened for efficiency by the account manager. Once a candidate is deemed ideal, their resume, skill summary, and experience are submitted to the client for review.

Step 6: Client's Review - Client feedback is crucial, and we value it highly. The account manager receives feedback on shortlisted candidates and schedules interviews with the client's hiring personnel based on their suggestions.

F-5: Drug Abuse Testing and Health Screening

HonorVet has partnered with Labcorp, certified by the U.S. Department of Health and Human Services. This test is performed for the following drugs at a minimum:

- Amphetamine and methamphetamine
- Cocaine
- Barbiturates such as phenobarbital, secobarbital and pentobarbital
- Methadone
- Benzodiazepines such as diazepam, lorazepam and oxazepam
- Opiates, such as heroin, codeine, and morphine
- Marijuana
- Phencyclidine (PCP)

Health Screening: Selected candidates undergo essential health screening tests, including lung function, cholesterol evaluation, blood pressure, tuberculosis (PPD), chickenpox history, Hepatitis B, and measles. Reports of these tests are required prior to joining.

F-6: Background Check, Onboarding and Training

Our team verifies candidates' criminal records within 3-5 days, covering commercial, legal, employment, and financial records. We partner with Sterling Backcheck for comprehensive background screening, including a country-by-country check of criminal records from the past seven years. We can also accommodate additional screening requirements specified by EIS for positions of special trust.

Pursuant to our non-discrimination policy, HonorVet's recruitment strategy is designed to prioritize **Diversity, Equity, and Inclusion (DEI)** principles throughout the entire hiring process. *Here's how HonorVet implements DEI principles in our recruitment strategy:*

Unbiased Selection of Candidates:

HonorVet ensures that the selection process is free from bias by implementing several measures, such as:

- Anonymous Resumes:** To mitigate unconscious bias, the company removes identifying information (e.g., name, gender, age) from resumes during the initial screening phase.
- Structured Interviews:** Interviewers follow a standardized set of questions and evaluation criteria to ensure consistency and fairness for all candidates.
- Diverse Interview Panels:** HonorVet strives to have diverse interview panels representing different backgrounds and perspectives to reduce the impact of individual bias.

Systems/Search Tools Used to Source Candidates:

HonorVet utilizes a range of systems and search tools to proactively source candidates from diverse backgrounds. These tools may include:

- a. Diversity-Focused Job Boards:** The company leverages specialized job boards and platforms that cater to underrepresented communities to increase the visibility of job opportunities.
- b. Professional Networks:** HonorVet actively engages with professional networks and organizations that focus on diversity and inclusion, partnering with them to reach a broader pool of qualified candidates.
- c. Applicant Tracking System (ATS):** Our AI-powered ATS is used to track and manage candidate applications efficiently. HonorVet ensures that the ATS is equipped with features that allow for unbiased evaluation and reporting, promoting fair assessment of candidates.

Language Used in Advertisements/Job Postings:

HonorVet is mindful of the language used in advertisements and job postings to attract a diverse range of candidates. Key considerations include:

- a. Inclusive Language:** Job postings are crafted using inclusive language that avoids biased or exclusionary terms. HonorVet highlights its commitment to diversity and inclusion in the company's mission and values statements, making it clear that diverse candidates are welcome and valued.
- b. Required Qualifications:** The job requirements are carefully reviewed to ensure they are truly essential for the role and do not unnecessarily exclude qualified candidates from underrepresented groups.
- c. Diversity Statements:** HonorVet may include diversity statements in job postings to explicitly communicate the organization's commitment to diversity, equity, and inclusion. This reassures candidates that the company values diversity and actively works towards fostering an inclusive environment.

F7: Onboarding Steps and Processes

HonorVet has strategic steps in place to foster productive and interactive engagement between employers and employees, aiming for high retention rates.

Onboarding Process	Steps
Pre-Boarding	1. HonorVet creates employee profiles on onboarding software.
	2. HonorVet ensures that all background verifications (as required by the client) are completed before the candidate's prospective start date at the client facility.
	3. The HR team makes sure that prerequisites are shared with the candidate.
	4. HR conducts a telephonic round with the candidate to give an overview of policy, benefits, and initiate the enrollment process.
	5. The team provides information about technology usage policies at HonorVet.
On-Boarding - Day 1	1. The onboarding team conducts an introduction to managers and other team members.
	2. HR coordinates with the IT team to arrange a laptop/computer or any other associated peripheral as per the job requirement if

On-Boarding – Week 1	required.
	3. Advice about benefits, enrolment process, organizational culture, and policies is given to the candidate.
	1. The team follows up with the manager and takes feedback to weigh engagement and evaluate performance. 2. Candidate feedback is also sought.

F8: Performance Quality Checks and Candidate Replacement

HonorVet closely oversees hired candidates to analyse the worth they contribute to the company they are assigned to. This is our means of maintaining the retention rate of the people we have chosen. To do that effectively, we utilize QuickBooks Enterprise Edition software by "Intuit" for efficient financial management. This software enables us to record financial transactions, collect expenses, and manage time and attendance information. Direct costs are accumulated under individual project codes, while indirect costs are identified and allocated to the relevant cost pool.

Timesheets Management Process – Weekly/Biweekly	
Candidate submits the timesheets for approval from client on the timesheet portal	Every Friday/ Last working day of week
Timesheet is approved on timesheet portal by client	2 Days
Timesheet approval is obtained from timesheet portal by HonorVet HR	Within 24 hrs of approval
Payroll is processed	Within 24 hrs of approval

F9: Performance Review Process

HonorVet performance audit is a plan which measures our internal workings, programs, and functions for proficiency. It analyses and evaluates policies, procedures, and other internal processes for effectiveness.

Performance Measure	Definition	Target
Timeliness to Present Candidates	All categories - Provide qualified resumes within 24 – 48 hours as per the client's requirement.	100%
Candidate Quality Satisfaction	The overall score received on the end of assignment satisfaction surveys (sent by HonorVet's ATS system).	Quality Satisfaction score should show a score of 83% or above.
Worker Quality Check-Ins	HonorVet QA assurance department to deliver quality check-in to our employees at the following days post the start of their assignment at the EIS: <ul style="list-style-type: none"> 2 weeks 30 days 	If audited, provide proof that these were completed

	<ul style="list-style-type: none"> • 90 days • Monthly, post 90 days check-in 	
Internal Audits	Completion of annual supplier audits of suppliers with an active worker(s) filled during January – December of the previous year. Audits may also be conducted ad hoc throughout the year.	Successful “pass”
Internal Performance Scorecards	Regular evaluation of internal department’s performance and deliver ad hoc scorecard data as needed/requested. Formal scorecards are to be provided to the client on an annual basis.	Satisfactory performance or resolution within 20 days

In the event of a quality concern, HonorVet creates a Quality Improvement Plan to address identified deficiencies. Upon receiving a customer complaint, the recruitment team is alerted, and HonorVet **ensures a smooth transition** by promptly replacing the existing employee with a new one within 24 hours if necessary. Spot audits conducted by the Corporate Quality Manager throughout the year ensure adherence to our overall Corporate Quality Management System (QMS).

G: Financial Profile

TECHNOSTAFF LLC DBA HONORVET TECHNOLOGIES	
<u>CONSOLIDATED BALANCE SHEETS</u>	
	December 31, 2022
	CONSOLIDATED
	Amount in USD
<u>ASSETS</u>	
Current assets	
Cash	\$ 488,043.42
Accounts receivable, net of allowance for doubtful accounts	\$ 4,426,849.28
Due from related parties	\$ 112,941.63
Investment in Shares	\$ 100,132.19
Prepaid expenses, deposits, and other assets	\$ 240,594.56
Total Current Assets	\$ 5,368,561.08
Property and equipment, net	\$ 758,059.04
Less: Elimination	\$ (52,250.00)
Intangible assets, net	\$ 37,355.91
Total Assets	\$ 6,111,726.02
<u>LIABILITIES AND STOCKHOLDERS' EQUITY</u>	
Current liabilities	
Accounts payable	\$ 1,000,878.62
Bank Overdraft	\$ -
Line of credit	\$ 2,855,302.16
Other current liabilities	\$ 67,994.88
Accrued wages, benefits and payroll taxes	\$ 14,410.85
Total Current liabilities	\$ 3,938,586.51
Loan payable, net of current portion	\$ 28,003.81
Total liabilities	\$ 28,003.81
Minority Interest	\$ 8,610.68
Stockholders' equity	
Retained earnings	\$ 1,824,970.10
Profit for the year	\$ 230,312.39
Member's equity	\$ 81,242.53
Total stockholders' equity	\$ 2,136,525.02
Total liabilities and stockholders' equity	\$ 6,111,726.02

TECHNOSTAFF LLC DBA HONORVET TECHNOLOGIES	
CONSOLIDATED STATEMENTS OF INCOME	
	December 31, 2022
	CONSOLIDATED
	Amount in USD
Staffing revenue	\$ 21,550,847.34
Less: Elimination	\$ (1,268,005.94)
Less: Elimination	\$ -
Total revenue	\$ 20,282,841.40
Cost of staffing revenue, owned locations	\$ (15,679,862.12)
Gross profit	\$ 4,602,979.28
Selling, general and administrative expenses	\$ 5,271,368.29
Less: Elimination	\$ (1,215,755.94)
Depreciation and amortization	\$ 120,491.02
Income from operations	\$ 426,877.90
Other miscellaneous income	\$ 36,705.61
Profit before exceptional items and tax	\$ -
Exceptional items/ Prior Period Items	\$ -
Profit before extraordinary items and tax	\$ -
Extraordinary items	\$ -
Interest income	\$ (224,736.72)
Interest and other financing expense	\$ -
Net income before income taxes	\$ 238,846.79
Income Tax Paid	\$ 8,534.40
Profit (Loss) for the period from continuing Operations (after Tax) (IX- X)	\$ 230,312.39
Profit (Loss) from discontinuing Operations	\$ -
Tax Expense of discontinuing Operations	\$ -
Profit (Loss) from discontinuing Operations (after Tax) (XII-XIII)	\$ -
Profit (Loss) for the period	\$ 230,312.39

TECHNOSTAFF LLC DBA HONORVET TECHNOLOGIES	
<u>BALANCE SHEETS</u>	
	December 31, 2021
	Amount in USD
<u>ASSETS</u>	
Current assets	
Cash	(24,430)
Accounts receivable, net of allowance for doubtful accounts	3,647,004
Prepaid expenses, deposites, and other assets	127,672
Toal Current Assets	3,750,246
Property and equipment, net	702,932
Intangible assets, net	16,514
Total Assets	4,469,692
<u>LIABILITIES AND STOCKHOLDERS' EQUITY</u>	
Current liabilities	
Accounts payable	1,096,309
Line of credit	1,654,525
Other current liabilities	26,808
Accrued wages, benefits and payroll taxes	6,930
Toal Current liabilities	2,784,572
Loan payable, net of current portion	(19,900)
Toal liabilities	(19,900)
Stockholders' equity	
Retained earnings	1,705,020
Member's equity	0
Total stockholders' equity	1,705,020
Total liabilities and stockholders' equity	4,469,692

TECHNOSTAFF LLC DBA HONORVET TECHNOLOGIES	
STATEMENTS OF INCOME	
	Year ended
	December 31, 2021
	Amount in USD
Staffing revenue	15,252,823
Total revenue	15,252,823
Cost of staffing revenue, owned locations	(11,943,322)
Gross profit	3,309,501
Selling, general and administrative expenses	2,769,522
Depreciation and amortization	79,158
Income from operations	460,821
Other miscellaneous income	40,600
Interest income	0
Interest and other financing expense	(69,193)
Net income before income taxes	432,229
Income Tax Paid	16,676
Profit (Loss) for the period	415,553

TECHNOSTAFF LLC DBA HONORVET TECHNOLOGIES	
<u>BALANCE SHEETS</u>	
	December 31, 2020
	Amount in USD
<u>ASSETS</u>	
Current assets	
Cash	(67,518)
Accounts receivable, net of allowance for doubtful accounts	2,221,701
Prepaid expenses, deposits, and other assets	26,314
Toal Current Assets	2,180,496
Property and equipment, net	637,090
Intangible assets, net	0
Total Assets	2,817,586
<u>LIABILITIES AND STOCKHOLDERS' EQUITY</u>	
Current liabilities	
Accounts payable	439,676
Line of credit	982,812
Other current liabilities	27,006
Accrued wages, benefits and payroll taxes	10,508
Toal Current liabilities	1,460,002
Loan payable, net of current portion	68,117
Toal liabilities	68,117
Stockholders' equity	
Retained earnings	1,289,467
Member's equity	0
Total stockholders' equity	1,289,467
Total liabilities and stockholders' equity	2,817,586

TECHNOSTAFF LLC DBA HONORVET TECHNOLOGIES	
STATEMENTS OF INCOME	
Year ended	
December 31, 2020	
Amount in USD	
Staffing revenue	11,056,359
Total revenue	11,056,359
Cost of staffing revenue, owned locations	(8,790,109)
Gross profit	2,266,250
Selling, general and administrative expenses	2,235,087
Depreciation and amortization	52,661
Income from operations	(21,498)
Other miscellaneous income	991,245
Interest income	0
Interest and other financing expense	(47,367)
Net income before income taxes	922,380
Income Tax Paid	10,189
Profit (Loss) for the period	912,191

H: Transition Plan

HonorVet's paramount goal is to facilitate a seamless transition that upholds business continuity and prevents any disruption to the operations of Jefferson Parish. We acknowledge the importance of this transition and present a comprehensive Transition Plan to ensure a successful handover:

HonorVet's Transition Approach:

Our proposed approach centers on meticulous planning, open communication, and a phased transition. We will closely collaborate with the current contractor to gain a deep understanding of existing processes and responsibilities. This collaborative approach will enable us to identify potential challenges and devise effective solutions.

Description of the Transition Team:

Our Transition Team will consist of skilled professionals with a blend of expertise from both our team and the incumbent contractor's team. This team will be responsible for overseeing the entire transition process, ensuring a smooth knowledge transfer, and resolving any potential issues that may arise during the transition.

Workforce Transition, Including Subcontractors:

Our plan outlines a comprehensive approach for seamlessly transferring the workforce, which includes employees and subcontractors. We will ensure that employee contracts are effectively transferred, benefits are maintained, and terms of employment remain consistent. Our aim is to create a positive and productive environment for the workforce throughout the transition.

Network User Accounts and Passwords Transition:

To ensure a secure and efficient transition of network user accounts and passwords, we will work closely with your IT team. Our approach involves a meticulous migration process, which includes verifying user identities, transferring access privileges, and implementing stringent security protocols to safeguard sensitive information.

Knowledge and Intellectual Property Transfer:

Our plan emphasizes the transfer of knowledge and intellectual property as a critical component. We will collaborate with the current contractor to identify key documentation, processes, and insights that need to be passed on. This will ensure a seamless continuation of operations and prevent any knowledge gaps.

Transition of Parish and Contractor Equipment:

We recognize the significance of physical assets in the transition process. Our plan involves a systematic inventory process, where both Parish and contractor equipment will be documented, verified, and transferred according to established protocols. This will ensure a smooth transition of essential equipment and minimize operational disruptions.

Expectations from the Parish for a Successful Transition:

To ensure a successful transition, we kindly request the Parish's active participation in facilitating access to facilities, data, and resources. Timely provision of necessary information and collaboration with our Transition Team will greatly enhance the effectiveness of the transition process.

In conclusion, our Transition Plan is designed to mitigate risks, maximize efficiency, and uphold the Parish's operational continuity. By focusing on collaboration, meticulous planning, and effective communication, we are confident that our approach will lead to a seamless and successful transition that aligns with Jefferson Parish's goals and priorities.

REFERENCE SHEET

Reference #1

Client	Halliburton - Tapfin (MSP)
Key Contact Name	Rocio Luviano
Title	Program Manager
E-mail	N/A
Telephone Number	281-871-2098
Type of Services	NON-IT/ IT - Contingent Staffing

Reference #2

Client	University of Southern California
Key Contact Name	Giselle Damian
Title	Talent Supply Chain Consultant
E-mail	gisd821@kellyservices.com
Telephone Number	713-429-0246
Type of Services	NON-IT/ IT - Contingent Staffing

Reference #3

Client	Ford
Key Contact Name	Kathleen Sheedlo
Title	Senior Client Services Consultant
E-mail	kathleen.sheedlo@magnitglobal.com
Telephone Number	248-829-3116
Type of Services	IT - Contingent Staffing



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FICKE & ASSOCIATES, INC 271 ROUTE 46 W, SUITE A201 FAIRFIELD, NJ 07004	CONTACT NAME: ARUN PARIKH	FAX (A/C, No): (888) 717-7763	
	PHONE (A/C, No, Ext): (877) 516-3749	E-MAIL ADDRESS: COI@fickeinsurance.com	
INSURED TECHNOSTAFF LLC DBA HONORVET TECHNOLOGIES 271 ROUTE 46 W, SUITE C202 FAIRFIELD NJ 07004	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Kinsale Insurance Company		38920
	INSURER B: Citizens Insurance Company Of America		31534
	INSURER C: Hartford Fire Insurance Company		19682
	INSURER D: LANDMARK AMERICAN INSURANCE COMPANY		33138
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0100177763-0	02/01/2023	02/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ZHY H894487-01	02/06/2023	02/06/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			LHZ794879	02/01/2023	02/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WDY H893931-01	02/01/2023	02/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY			0100177763-0	02/01/2023	02/01/2024	LIMIT \$1M/\$3M
C	3RD PARTY CRIME BOND			13 TP 0432637-23	02/01/2023	02/01/2024	LIMIT \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

NETWORK SECURITY/CYBER & PRIVACY LIABILITY (PHSD1765959) EFFECTIVE 12/20/2022 - 12/20/2023 LIMIT - \$5M FROM PHILADELPHIA INDEMNITY INSURANCE COMPANY.

CERTIFICATE HOLDER**CANCELLATION**

CERTIFICATE HOLDER 	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Arun Parikh/AG 

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Request for Proposals #0464

To Provide Information Technology Support Services and Supplemental Staffing for the Departments for Electronic Information Systems (EIS) and Telecommunications

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Information Technology Support Services and Supplemental Staffing for the for the Jefferson Parish Electronic Information Systems (EIS) and Telecommunications Department.

Request for Proposals will be received until 3:30 p.m. Local Time on: August 25, 2023.

Acknowledge Receipt of Addenda: Number: 1
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

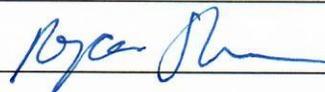
Name of Proposer: Technostaff LLC dba HonorVet Technologies

Address: _____

Phone Number: 973-552-4242 Fax Number 973-215-2187

Type Name of Person Authorized to Sign: Rajeev Sharma

Title of Person Authorized to Sign: Chief Information Officer

Signature of Person Authorized to Sign: 

Email Address of Person Authorized to Sign: procurement@honorvettech.com

Date: 08/22/2023

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Technostaff LLC dba HonorVet Technologies

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Technostaff LLC dba HonorVet Technologies
INCORPORATED, DULY NOTICED AND HELD ON 8/22/2023,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT Rajeev Sharma, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

Marites Dela Cruz/



SECRETARY-TREASURER

8/22/2023

DATE

Request for Proposal Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.**
- **RFP Affidavit must be submitted in its original format prior to approval in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances.**

Instruction sheet may be omitted when submitting the affidavit.

Request for Proposal

AFFIDAVIT

STATE OF New Jersey

PARISH/COUNTY OF Essex

BEFORE ME, the undersigned authority, personally came and appeared: Rajeev Sharma
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized Chief Information Officer of Technostaff LLC dba HonorVet Technologies (Entity), the party
who submitted a proposal in response to RFP Number 0464, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

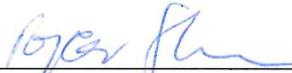
Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B X There are **NO** subcontractors which would require disclosure under Choice A of this section.



Signature of Affiant

Rajeev Sharma

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 23rd DAY OF August, 2023.



Notary Public

Marites Dela Cruz

Printed Name of Notary

50113790

Notary/Bar Roll Number

My commission expires 09/30/2024.

