



Request for Proposal

City of Suffolk
RFP #18083-JS
April 30, 2018

Purchasing Office
442 W. Washington Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524

Temporary Labor Services

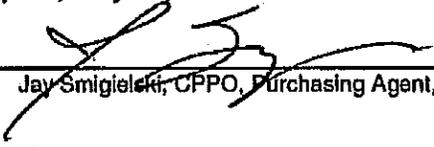
Electronic proposals will be received at the office of the Purchasing Agent, until the time and date shown below (local prevailing time), for furnishing the items or services described in the solicitation.

SUMMARY SCOPE OF SERVICE- The City of Suffolk, "the City" seeks qualified firm(s) interested in providing temporary labor services to the City in various functional areas including administrative, clerical, trade, technology, human resources, social services, and other areas as required

The Purchasing Agent, Jay Smigielski, is the Contract Officer for the City of Suffolk with respect to this RFP. All questions and/or comments should be directed to him at this email address: jsmigielski@suffolkva.us. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the City regarding this RFP. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement

Proposals are due: 3:00 p.m., May 30, 2018

Contract Officer:


Jay Smigielski, CPPO, Purchasing Agent, jsmigielski@suffolkva.us

Company Name: Insight Global, LLC

Address: 999 Waterside Drive, Suite 2525

City / State / Zip: Norfolk, VA 23510

Telephone: 757-777-3840

FAX No.: _____

E-mail: kate.glotfelty@insightglobal.com

Print Name: Kate Glotfelty

Title: Account Manager

Signature: 

Date: 5/30/18



May 30, 2018

Purchasing Office
442 W. Washington Street, Room 1086
Suffolk, VA 23434

Insight Global is honored to present our capabilities and services to the City of Suffolk ("the City") as a Professional Staffing Services Provider. As an experienced Professional Staffing firm for the past 17 years, and the 3rd Largest IT Staffing Firm in the US, we are confident in our ability to provide a valuable service to meet the City's needs.

By choosing to work with Insight Global as a Vendor, the City will gain access to proven capabilities in professional recruiting, screening, and human resources administration, including the following:

- A Dedicated City of Suffolk Account Management Team
- Two assigned points of contact available 24/7 for any inquires and support (a client facing Account Manager and an in-office Recruiting point of contact)
- Customer focus with recruiting to specific culture and needs
- Nationwide bandwidth with 45 US offices, 1500+ Recruiters & National Recruiting Team
- Service, Responsiveness, & Quality of Candidates consistently rated above the competition

This proposal will remain valid for 180 days after submission.

The following individuals will be involved in the management of all aspects of this account, including contract negotiation. Please contact them if any questions regarding this proposal arise.

Primary Point of Contact

Kate Glotfelty, Account Manager
999 Waterside Drive, Suite 2525
Norfolk, VA 23510
Office: (757) 777-3840
Mobile: (804) 512-9570
Kate.Glotfelty@insightglobal.com

Secondary Point of Contact

Michael Medvec, Sales Manager
999 Waterside Drive, Suite 2525
Norfolk, VA 23510
Office: (757) 777-3840
Mobile: (856) 630-4147
Michael.Medvec@insightglobal.com

Thank you for the opportunity to provide the City with exceptional services. We look forward to building a respected and long-standing relationship.

Sincerely,

A handwritten signature in black ink, appearing to read "Kate Glotfelty".

Kate Glotfelty
Account Manager
Insight Global, LLC

B. Background and Project Summary

Insight Global understands the ever-changing business environment especially when it comes to State and Local municipalities. We will work side by side the City of Suffolk in order to provide the temporary labor services and staff augmentation the City requires in various functional areas across business, information technology, accounting, finance, operations, etc.

Insight Global's in depth recruiting process ensures the quality of the candidates we submit, our speed of submittals and the proper management/treatment of our professionals. As described in the City of Suffolk's "Scope of Services", Insight Global will provide the following:

- All of the necessary professional qualifications as verified by the City for the position including the documents, information and other sources as needed for verification
- The responsibility for all training expenses for our employees and staff
- Fully qualified employees that meet all Federal, State, local and professional licensure and certifications
- A supervisor who will verify various aspects of employee backgrounds and requirements whom will work side by side City of Suffolk personnel to ensure these candidates have the technical skills, physical and behavioral characteristics
- The supervisor will be responsible for the overall coordination of work performed in accordance with City requirements and shall act as the central point of contact with the City
- The supervisor will be available during normal working hours of the city (8:00 AM to 5:00PM, Monday through Friday) and appropriately trained by Insight Global in order to possess the necessary competency to check and ensure that services are being performed in the accordance with the City's requirements
- Identification badges for all assigned employees upon City request. Insight Global will establish and implement methods of ensuring that any keys, ID badges or other means of access to City facilities are not lost or misplaced and not released to unauthorized persons. We will not duplicate any keys, badges, etc. issued by the City for any purpose
- We will provide all personal protective equipment at our expense for our employees in accordance with all aforementioned laws, statutes, regulations and policies
- Establish a complete quality control program to assure the requirements of the contract are met
- We will comply with the City of Suffolk's Drug Free Workplace Policy. Insight Global understands all costs associated with the policy, including drug screening, will be our responsibility. The results of the drug screening will be made available to designated City staff upon request

C. Methodology

1. Please see capabilities listed below.

34,505 Total Information Technology Placements across 35 Job Categories in 2017

Administrative Assistant	2,611	EMR- Electronic Medical Records	589	Sales	1,325
Architect	269	Help Desk	3,469	Service Delivery Exec	37
Business Analyst (BA)	1,259	IT Specialist	601	Software Engineering	1,123
Computer Engineering	733	Light Industrial	29	Soldering Technician	17
Computer Operator	596	Managerial / Professional	424	System Administrator	1,472
Corporate Operations	275	Network Engineer	1,193	Technical Advisor	95
Customer Service	3,932	NOC Technician	706	Technical Writer	242
Data Warehousing	348	PC Technician	1,720	Telecom/ PBX/ Cable Tech	66
Database Administrator	337	Programmer / Developer	2,023	Telecom Analyst	156
Designer	329	Project Manager	2,243	Training	127
Desktop Support	4,030	QA	920	Warehouse	271
Driver	749	Recruiting/ Staffing	189		

7,100 Total Accounting Finance & Engineering Placements across 24 Job Categories in 2017

Accounting / Finance	2,776	Financial Planning & Analysis	117
Accounts Payable	271	Financial Reporting	32
Accounts Receivable	263	Financial Services	138
Audit	234	Insurance	196
Biomedical Engineering	24	Investments	3
Chemical Engineering	66	Materials Science & Engineering	55
Civil Engineering	79	Mechanical Assembler	230
Drafter	108	Mechanical Engineering	353
Electrical Assembler	151	Payroll	127

Electrical Engineering	262	Purchasing	90
Engineering (Non-IT)	1,454	Tax	28
Environmental Engineering	39	Treasury	4

Infrastructure Services

From desktop and mobile devices to data centers and cloud-based technologies, the resources that empower today’s businesses are housed in and connected through a wide variety of technology infrastructure environments. Insight Global’s Infrastructure Services provide our clients with extensive experience, best practices guidance and thought leadership on how to optimize design, build, migrate, manage and monitor efforts to accelerate realization of digital transformation goals.

Software Dev. And Application Services

Whether our clients aim to transform applications to meet the demands of a cloud-centric world, expand their mobile presence, modernize legacy systems, or build new solutions to support existing or new lines of business, Insight Global acts as a true partner throughout the entire software development lifecycle. Our clients trust Insight Global to deliver world-class Software Development and Application Services and accelerate the pace at which their software and application objectives become a reality.

Engineering Services

Insight Global’s Managed Services capabilities expand beyond traditional IT towers and into emerging engineering domains. While we aren’t constructing high rises, our teams are delivering complex Geographic Information System (GIS) programs around the world and are supporting critical engineering assurance programs. Insight Global is our clients trusted partner in delivering complex engineering initiatives.

Business Analytics

As our clients realize the positive impact big data aggregation and analysis can have on their efficiency and overall competitiveness, the need for skilled Business Analytics teams has increased substantially. However, identifying and retaining skilled Business Analytics personnel can be difficult and cost prohibitive if built in-house. To help our clients realize their Business Analytics objectives, Insight Global provides resources in a managed service capacity to meet our client’s most challenging needs

Enterprise Support

Insight Global’s extensive experience in providing Enterprise Support Services for Inbound Call/Contact Centers, Multi-Tier Service Desks/Help Desks, and NOC/SOC/Command Centers ensures our clients receive world-class service. Each of our Enterprise Support Service offerings are managed through quantitative-driven processes and customized to fit the exact needs of our clients. We focus on building partnerships to help our clients realize the highest value and optimal levels of support.

Digital Transformation

Our clients often aim to transform business's processes, products, and/or services to fit into the mobile friendly and digitally enabled world we live in. This transformation requires companies to automate processes, use technology in advanced ways (e.g. IoT, Big Data Analytics) and evolve their manual or analog processes to digital capabilities that can easily be scaled and configured to meet dynamic requirements. Insight Global can be your partner in overcoming the skill, technology, and budget concerns that often inhibit this critical evolution.

2. Insight Global's scale, experience, and proprietary recruiting tools provide the capability to staff projects of any size, from finding a single candidate with a niche skillset to staffing and managing multi-year projects involving literally thousands of resources across the United States and in Canada. In addition to handling traditional short-term, long-term, contract-to-hire and direct placement requests, Insight Global's advanced services division can tailor customized solutions that leverage its legacy staffing expertise to efficiently and cost-effectively deliver service-based solutions.

Insight Global has particular strength fulfilling clients' needs in the information technology, accounting, finance, and engineering arenas. This is not, however, an exclusive focus, and clients who have come to depend on the unparalleled customer service we offer frequently turn to us to fill positions from the "C-suite" down to the rank and file, including positions that experience high turnover and require constant recruiting and oversight to ensure consistent quality throughout a large project. Desktop support technicians, medical coders, technical writers, project managers, business analysts, system administrators, administrative assistants, cable technicians, survey engineers - you name it, we have staffed it.

Account Management

Insight Global's process and methodology with our clients revolves around direct communication. We invest a significant amount of time to first understand the demands of the environment so that we are properly prepared to deliver results. To achieve this, we build fully-dedicated teams that include the following core members:

- Sales Manager
- Account Manager
- Professional Recruiters
- Compliance Managers

Insight Global's Account Managers are responsible for learning their clients' technical and professional environments while our Recruiters are dedicated to finding the quality candidates our customers require utilizing the five-step screening process. This separation of client-focused Account Managers and candidate-focused Recruiters allows us to offer our clients a single point of contact who is available 24/7. The same is true for our contractors who have their Recruiter as their single point of contact for any needs they may have. By separating our focus and allowing our Account Managers to solely focus on the client and our Recruiters to solely focus on our contractors, we are able to add value in the form of customer satisfaction and contractor retention.

We maintain an average of 20-35 full-time technical recruiters at every office, resulting in a 2:1 recruiter-to-account manager ratio. This investment in recruiting resources, which exceeds the industry average,

allows us to provide quality professionals within 24 to 48 hours of the client's initial request. We supplement these resources with a National Recruiting Team & Hit Squad (an elite team of recruiters specially tasked with delivering results within a short response window) dedicated to meeting requirements for projects that are particularly large or require immediate mobilization.

In order to measure the quality of services provided, we hold monthly or quarterly meetings with the City to discuss our performance, identify gaps, and figure out ways to improve or better serve our client. We believe direct feedback from our clients is the best measure of performance. As a part of this process, we utilize a CRM tool that we use to measure the quality of services we provide to our customers. This tool tracks: submittal ratios, fill ratios, loss ratios, washed ratios, and retention ratios. The tool also sends out automated reminders for customer service initiatives and expected requirements based on history and timing with specific clients.

5 Step Screening Process

Insight Global utilizes a proprietary recruitment methodology that enables us to find, qualify, and submit only the most experienced and highly qualified IT professionals. Below is the five-step process that identifies how we provide the quality of candidates that fit specific skill sets:

1. Technical phone screen with a technically trained Insight Global Recruiter.
2. An in-person interview at a local branch office with a technically trained Insight Global Recruiter.
3. At least two professional reference checks with a former manager or supervisor familiar with the candidate's technical ability.
4. Final screening with the dedicated Account Manager to ensure the resource is committed, qualified, and a cultural fit for the City environment.
5. Criminal Background Investigation – The final step before making a hiring decision is performing a Criminal Background Check. We will never assign a resource who has a Felony, or a Misdemeanor charge related to Theft, Fraud, or Violence in the past 7 years.

ATLIS, Insight Global's proprietary database of more than 4.5 million prescreened candidates, provides the foundation for our recruiting success. Customized to each local market and categorized by skill set, it is refreshed and maintained daily by recruiters proactively searching for and pre-qualifying talent using our 5-step screening process. Access to this deep pool of qualified resources actively looking for new opportunities allows us to provide our client a "just-in-time" workforce tailored to their individual requirements.

3. Open and frequent communication from all hiring managers and stakeholders with our Account Managers is key for us providing the best service possible and fostering the most productive business relationship. Before we are able to find a qualified candidate based on the set aside budget, we need a definite start date, enough information about the day-to-day and roles of the position, and if any professional certifications or licenses are required. Once we have that information we will begin working on the position.

After the contractor starts work, we also need open communication from hiring managers about any concerns or issues with our contractors or our services so that we can resolve the issues immediately and prevent them from happening in the future.

D. Staffing***Kate Glotfelty, Account Manager – Norfolk***

Kate Glotfelty began her career with Insight Global in July 2016 in Charlotte, NC. While in Charlotte, Kate supported the City of Charlotte and State and Local Municipalities in Columbia, SC. In March 2018, she moved to the Hampton Roads area. She specifically supports Insight Global's State and Local Division. Kate works closely with Local Municipalities to deliver upon temporary and long-term staffing needs.

Christian Preston – Professional Technical Recruiter-Norfolk

Christian is a Hampton Roads native who began his career with Insight Global in 2016, after 6 months in the Technical Recruiter role he was quickly promoted to the Professional Recruiter role due to his outstanding numbers, performance and how quickly he executed his assigned goals. Christian has been recruiting on all levels of positions ranging from low level customer service positions all the way up to senior level developers. He is very familiar with the full recruiting life cycle, from sourcing candidates, over the phone and in person interviews, to communicating with past managers and eventually accurately completing assigned paperwork. Christian has averaged around 25 placements a quarter and has had experience and access to every recruiting engine available.

Michael Medvec – Sales Manager – Norfolk

Michael Medvec began his career with Insight Global in June 2014 in Washington DC. During his time with Insight Global, Mike has held the following positions: Technical Recruiter, Account Manager, Senior Federal Account Manager, and Sales Manager. In March 2018, he moved to the Hampton Roads area to manage our Norfolk location. Currently Michael oversees Technical Recruiters, Professional Technical Recruiters, and Account Managers. During his tenure at Insight Global, Mike has won the President's Club in 2015, 2016, and 2017.

Lauren Charlesworth – State & Local National Account Manager

Lauren Charlesworth began her career with Insight Global in June 2011. During her time at Insight Global, Lauren has held the following positions: Technical Recruiter, Account Manager, Senior Account Manager, and National Account Manager for State & Local Municipalities. Currently Lauren oversees all State, Local, & Higher Education accounts across the country.

Matthew Edenbaum – Government Services Managing Director

Matthew Edenbaum began his career with Insight Global in July 2009. During his time at Insight Global, Matthew has held the following positions: Technical Recruiter, Account Manager, Senior Account Manager, Federal Sales Manager, National Account Manager for Insight Global's Public Sector Accounts portfolio, and Managing Director for Insight Global's Government Services. Currently Matthew oversees Insight Global's Government Services line of business including: Defense, Intelligence, Homeland Security, Justice, Department of State, COCOM's, Civilian Agencies, and State/Local Government across the country.

E. Qualifications

1. Insight Global is a national staffing and services company that has specialized in sourcing information technology, accounting, finance, and engineering professionals and delivering service-based solutions to Fortune 500 clients across the United States and Canada for 17 years. We placed more than 41,600 people during the 2017 calendar year through a network of approximately 45 regional offices strategically located throughout the United States and Canada. Insight Global has been ranked as one of the Top 5 fastest growing staffing firms for nine consecutive years and was recently recognized by Staffing Industry Analysis as the 3rd largest IT staffing firm in the United States. With more than \$1.90 Billion in annual revenue, Insight Global stands out as a stable and reliable business partner in a fragmented market, with the scale to invest in both long-term relationships with clients and the support infrastructure to meet the increasingly complicated demands of sophisticated, market-leading clients in all industries.

2. References

1. Client/Company Name:

California State University

Address:

California State University, Office of the Chancellor
401 Golden Shore, Suite 239, Long Beach, CA 90802

Contact Name and Title:

Duke Law – Manager, Human Resources Services

Contact Phone Number and Email:

562-951-4084

Dlow@calstate.edu

Contract Agreement:

MEA (Master Enabling Agreement)
Infrastructure Staffing Services

Start-End Date:

Start: 01/01/2016, End: Not Specified
(Ongoing/Renewing Contract)

Brief Description of Scope of Work:

Infrastructure Staff Augmentation Services (i.e. Network Engineer, DBA, Systems Administrator, Help Desk Technician, IT Support Specialist).

2. Client/Company Name:

California State University

Address:

California State University, Office of the Chancellor
401 Golden Shore, Suite 239, Long Beach, CA 90802

Contact Name and Title:

Duke Law – Manager, Human Resources Services

Contact Phone Number:

562-951-4084

Dlow@calstate.edu

Contract Agreement:

MEA (Master Enabling Agreement)
Web Development Staffing Services

Start-End Date:

Start: 01/01/2016, End: Not Specified
(Ongoing/Renewing Contract)

Brief Description of Scope of Work:

Web Development Staff Augmentation Services (i.e. Information Security Architect, Lead Data Architect, Specialized Subject Matter Expert).

3. Client/Company Name:

Arapahoe County

Address:

Arapahoe County, Attorney's Office
5334 South Prince Street, Littleton, Colorado 80120

Contact Name and Title:

Tiffanie Bleau – Sr. Assistant, County Attorney

Contact Phone Number and Email:

303-795-4639
Tbleau@arapahoegov.com

Contract Agreement:

RFP-17-68 – Agreement for Staffing Services

Start-End Date:

Start: 01/01/2018, End: Not Specified
(Ongoing/Renewing Contract)

Brief Description of Scope of Work:

Contract Employee Services, on a temporary basis per Arapahoe County (i.e. Desktop, Service Desk, Network, Applications, Operations, Report Developer, Business Solutions & Services).

4. Client/Company Name:

City of San Antonio

Address:

Office of the City Clerk
P.O. Box 839966
San Antonio, TX 78283

Contact Name and Title:

Louise Craig – IT Manager, Web Design

Contact Phone Number and Email:

(210) 207-8301
Louise.Craig@sanantonio.gov

Contract Agreement:

Master Services Agreement
Web Page & Content Development Staffing Services

Start-End Date:

Start: 11/29/17, End: 04/01/18

Brief Description of Scope of Work:

Agreement to provide Temporary Staffing Services for Web Page and Content Development Personnel.

5. Client/Company Name:

City of San Antonio
Public Safety Department

Address:

Office of the City Clerk
P.O. Box 839966
San Antonio, TX 78283

Contact Name and Title:

Kevin Holmes – Assistant Director, Public Safety

Contact Phone Number and email:

210-207-8301
kevin.holmes@sanantonio.gov

Contract Agreement:

Master Services Agreement
IT Staffing Personnel Services

Start-End Date:

Start: 05/24/17, End: 12/01/2018

Brief Description of Scope of Work:

Agreement to provide Temporary Staffing Services to the Public Safety Department of the City of San Antonio (i.e. Application Development, Project Management, Infrastructure Services).

6. Client/Company Name:

Mecklenburg County

Address:

Mecklenburg County, IST
3205 Freedom Drive, Suite 107
Charlotte, NC 28208

Contact Name and Title:

Maurice Hemphill
Training Development Supervisor

Contact Phone Number and Email:

980-266-9477
Maurice.Hemphill@MecklenburgCountyNC.gov

Contract Agreement:

Master Services Agreement
IT Staffing Personnel Services

Start-End Date:

Start: 11/09/2010, End: Not Specified
(Ongoing/Renewing Contract)

Brief Description of Scope of Work:

Temporary Staffing Services (i.e. Application Development, Project Management, Infrastructure Services).

F. Fee Schedule

Job Title	Junior Level (1-3 years) Min Hourly Rate Range	Mid Level (4-6 years) Min Hourly Rate Range	Senior Level (7+years) Max Hourly Rate Range
<i>Information Technology</i>			
Administrative Assistant	20-25	25-30	30-35
Architect	75-85	85-95	95-130
Business Analyst (BA)	45-55	55-65	65-75
Computer Engineering	40-55	55-75	75-95
Computer Operator	25-30	30-45	45-55
Corporate Operations	30-45	45-60	60-75
Customer Service	20-25	25-30	30-40
Data Warehousing	50-65	65-75	75-100
Database Administrator	50-65	65-80	80-130
Designer	30-45	45-65	65-85
Desktop Support	30-45	45-55	55-70
Driver	20-25	25-30	30-35
EMR-Electronics Medical Records	20-25	25-30	30-40
Help Desk	25-35	35-45	45-65
IT Specialist	30-45	45-60	60-75
Light Industrial	30-45	45-55	55-70
Managerial/Professional	60-75	75-90	90-150
Network Engineer	65-75	75-85	85-110
NOC Technician	45-55	55-70	70-90
PC Technician	25-35	35-45	45-35
Programmer/Developer	40-55	55-70	70-95
Project Manager	50-65	65-85	85-120
QA	40-55	55-70	70-90
Recruiting/Staffing	20-25	25-30	30-40
Sales	20-25	25-30	30-40
Service Delivery Exec	90-95	95-120	120-150
Software Engineering	40-55	55-75	75-110
Soldering Technician	30-35	35-45	45-60
System Administrator	40-50	50-65	65-80

Technical Advisor	80-90	90-110	110-150
Telecom/PBX/Cable Tech	45-60	60-75	75-90
Telecom Analyst	45-60	60-75	75-90
Training	50-65	65-80	80-95
Warehouse	20-25	25-30	30-40
Accounting Finance & Engineering			
Accounting/Finance	40-50	50-65	65-75
Accounts Payable	25-35	35-50	50-65
Audit	40-50	50-65	65-80
Biomedical Engineering	60-70	70-85	85-100
Chemical Engineering	60-70	70-85	85-100
Civil Engineering	50-60	60-75	75-90
Drafter	35-40	40-50	50-60
Electrical Assembler	30-45	45-55	55-65
Electrical Engineering	50-65	65-80	80-110
Engineering (Non-IT)	50-65	65-80	80-110
Environmental Engineering	50-60	60-75	75-90
Financial Planning & Analysis	45-55	55-65	65-80
Financial Reporting	45-55	55-65	65-80
Financial Services	45-55	55-65	65-80
Insurance	45-55	55-65	65-80
Investments	45-55	55-65	65-80
Materials Science & Engineering	50-60	60-75	75-90
Mechanical Assembler	30-40	40-50	50-60
Mechanical Engineering	50-65	65-80	80-95
Payroll	25-35	35-45	45-60
Purchasing	25-35	35-45	45-60
Tax	40-50	50-60	60-75
Treasury	30-45	45-55	55-75

SIGNATURE SHEET

(Submit with Proposal)

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Suffolk and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the City of Suffolk, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City of Suffolk.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm: Insight Global, LLC

Address: 999 Waterside Drive, Suite 2525, Norfolk, VA 23510

Federal ID No.: 20-8775560 **Telephone No.** 757-777-3840 **Fax No.** _____

Name (type/print): Kate Glotfelty **Title:** Account Manager

Email address : kate.glotfelty@insightglobal.com

Signature: 

EXCEPTIONS TO RFP

(RFP #18083-JS)

EXCEPTIONS:

Provider must sign the appropriate statement below, as applicable:

- () Provider understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Date: _____

- (X) Provider takes exception to terms, conditions, requirements, or specifications stated herein (Provider must itemize all exceptions below, and return with their proposal):

Exceptions: 18. Indemnification. Insight Global would request the Indemnification clause be replaced with the proposed language in Attachment 1.

Providers should note that exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.

Attachment 1

18. Indemnification: Bidder shall defend and indemnify the City, and the City's employees, agents, and volunteers, from and against any and all damage claim, liability, cost, or expense (including, without limitation, attorney's fees and court costs) of every kind and nature (including, without limitation, those arising from any injury or damage to any person, property or business) incurred by or claimed against the Bidder, its employees, agents, and volunteers, or incurred by or claimed against the City, the City's employees, agents, and volunteers, to the extent arising out of, or in connection with, the gross negligence or willful misconduct during the performance of all services hereunder by the Bidder. This indemnification includes, but is not limited to, any financial or other loss, including, but not limited to, any adverse regulatory, agency or administrative sanction or civil penalties, to the extent incurred by the City due to the negligent, fraudulent or criminal acts of the Bidder or any of the Bidder's officers, shareholders, employees, agents, consultants, sub-consultants, or any other person or entity acting on behalf of the Bidder. Unless otherwise provided by law, the Bidder indemnification obligations hereunder shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the Bidder under workers' compensation acts, disability benefit acts, other employee benefit acts, or benefits payable under any insurance policy. This paragraph shall survive the termination of the contract including any renewal or extension thereof.

In no event shall Bidder's liability to City for the services performed pursuant to a contract resulting from this proposal exceed the fees paid or payable to Bidder by City under the terms of such contract in the six (6) months preceding the claim to which such liability relates.

ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF SUFFOLK HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONSULTANT AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONSULTANT'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONSULTANT'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONSULTANT THAT THE CONSULTANT MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONSULTANT OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONSULTANT IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

NONDISCRIMINATION CLAUSE:

1. EMPLOYMENT DISCRIMINATION BY BIDDER SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL BIDDER SHALL AGREE AS FOLLOWS:
 - A. THE BIDDER, WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE BIDDER. THE BIDDER AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - B. THE BIDDER, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE BIDDER, WILL STATE THAT SUCH BIDDER IS AN EQUAL OPPORTUNITY EMPLOYER.
 - C. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
 - D. BIDDER WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONSULTANT OR VENDOR.

Name and Address of Bidder:	Date: 5/30/18
Insight Global, LLC	By: 
999 Waterside Drive, Suite 2525	Signature in Ink
Norfolk, VA 23510	Kate Glotfelty
	Printed Name
Telephone Number: (757) 777-3840	Account Manager
Fax Phone Number: ()	Title
FIN/SSN#: 20-8775560	

Is your firm a "minority" business? Yes No
 African American Hispanic American American Indian Eskimo Asian American Aleut
 Other; Please Explain: _____
 Is your firm Woman Owned? Yes No Is your firm a Small Business? Yes No

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2 an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is _____.

B. Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's identification Number issued to it by the SCC is T052197-3.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Insight Global, LLC

Legal Name of Company (as listed on W-9)

Insight Global, LLC

Legal Name of Offeror/Bidder

5/30/18

Date



Authorized Signature

Kate Glotfelty (Account Manager)

Print or Type Name and Title