



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: Apex Systems, LLC

Address: 840 Greenbrier Circle, Suite 110

City / State / Zip: Chesapeake, Virginia 23320

Telephone: (757) 217-1774 FAX No.: (757) 217-1775

E-mail: esholl@apexsystems.com

Print Name: Eric Sholl Title: Director of National Accounts

Signature: Eric Sholl Date: May 30, 2018

REDACTED

Apex Response to:

Request for Proposal (RFP) No. 18083-JS
City of Suffolk Temporary Labor Services

Submitted by



March 30, 2018

Proposed by:
Kyle Mathers
Account Manager
840 Greenbrier Circle, Suite 110
Chesapeake, Virginia 23320
Phone: (757) 217-1774
Email: kmathers@apexsystems.com

March 30, 2018



840 Greenbrier Circle, Suite 110
Chesapeake, Virginia 23320

City of Suffolk

Jay Smigielski
CPPO, Purchasing Agent
Phone: 757.514.7520
Email: jsmigielski@suffolkva.us

Dear Mr. Smigielski,

Apex Systems (Apex) is pleased to submit our response to the Request for Proposal (RFP) No. 18083-JS: Temporary Labor Services for the City of Suffolk (the City). Apex has the technical resources necessary to ensure that the City receives talented resources and top-notch customer service at competitive rates. In 2017, we placed over 25,000 technical professionals. Based on our understanding of your current state and future initiatives, our proposal addresses the following City concerns:

- ▶ Ability to place qualified technical professionals quickly
- ▶ Strict quality assurance policies and performance guarantees
- ▶ Reliability and delivery responsiveness
- ▶ Strategic and skill-focused recruiting

Our firm has extensive experience in developing and managing IT resources. We have a database of over three million technical candidates to serve as the foundation that the City requires, specifically in the technology and computer services functional areas. These technical professionals will be managed by our formal processes, including 30/30 formal review, regular reporting of performance metrics, and frequent communication.

If you have any questions or concerns during the RFP evaluation process, I am available via phone at (757) 217-1774, or via email at kmathers@apexsystemsinc.com. We are truly excited about the opportunity to partner with the City of Suffolk and look forward to working with you to provide more efficient staffing services for the City.

Respectfully,

Kyle Mathers
Account Manager
840 Greenbrier Circle, Suite 110
Chesapeake, Virginia 23320
Phone: (757) 217-1774
kmathers@apexsystemsinc.com

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Section B Background and Project Summary

Apex's Understanding

Apex Systems (Apex) understands that City of Suffolk (the City) relies on the availability, integrity, and technical aptitude of its personnel to ensure success. Apex understands that the City requires temporary labor services on an as-needed basis in various functional areas. Apex specializes in IT recruiting and will support technology, computer services, and other areas as required.

Apex currently serves as a partner to the City, placing 9 resources since 2016. We will continue to take specific measures to ensure the quality of the candidates we submit, the speed of submittals, and the outstanding treatment of both technical professionals and our clients. Our objective is to **ensure the success of the City's staffing initiatives by providing a hierarchy of subject matter experts, supervisors, managers, and IT leadership** to ensure the highest quality of execution and delivery.

Introduction

Apex, a division of ASGN, Inc., is part of the second largest IT staffing and services firm in the United States. Apex has provided IT staffing and services since 1995 and currently serves more than 1,200 clients across the country. We offer a unique set of services that covers the logistics of sourcing, recruiting, and onboarding a team of vetted, technical talent to work at the the City. Our staffing program will produce results that meet or exceed the **City's** expectations. In addition to providing qualified staff under tight deadlines, we will also provide the back-office support to ensure the performance of our resources, including formal review processes as described in the sidebar to the left.

Our 25 years of experience as an industry leader and experienced account management team will be a value add to the City and will allow Apex to serve as a total partner. A commitment to excellence strengthens each of our client relationships and enables our local account teams to deliver scalable services specifically designed to support your organizational objectives. For the seventh year in a row, **Apex was named to Inavero's 2018 Best of Staffing™ Client List.** For the 2nd year in a row, **Apex was named to Inavero's 2018 Best of Staffing™ Talent list.** Best of Staffing, **presented in partnership with CareerBuilder, is the nation's only award that recognizes staffing firms that receive remarkable reviews from their clients.** **Our clients'** comments praised us for our quick response, great people, and top-level service.

As described in the below sections, Apex has developed a unique methodology for managing small to large staffing initiatives. The advantage to the City is that it will save time and money while assuring the most qualified candidates.



Our Approach

Apex's recruiting teams use a skill-focused methodology to find candidates with specific skills rather than a general recruiting approach. As a result, our recruiters offer significant expertise in their technical fields, are able to effectively source and screen quality talent, and are able to build stronger relationships with candidates. Apex utilizes a five-part quality commitment to ensure the timely placement of talented technical resources to meet your specific business requirements *and* match your team culture.



Each level of an Apex account team contributes to the goal of providing quality recruits with the appropriate skills for our clients:

- ▶ Apex account managers ensure that they clearly understand clients' requirements and communicate them to our delivery teams
- ▶ Apex recruiters focus on skillsets to enhance their knowledge to more effectively source and screen quality candidates
- ▶ Apex recruiters are supported by technical delivery analysts from our skills expertise practices. Technical delivery analysts are experts in a field and analyze requirements received clients, help our recruiters qualify the requirements, and guide them to effective questions to ask candidates

Apex combines this effective recruiting methodology to our proven quality control program designed to ensure we are receptive to our clients' needs, available for communication, and responsive to feedback. In addition, we will hold weekly review meetings with the City's staff and work closely with the City's technical group to stay on schedule and solve any problems that may arise in a timely manner.

Apex attained our market position by building strong relationships with our clients and providing outstanding customer service. Account Manager Kyle Mathers will serve as the single point of contact for all communication and provide a fast, effective response to any requirements or concerns.

Objectives	Apex Solution	Proof of Concept
<p>Qualified Technical Professionals</p>	<p>Apex utilizes a variety of sourcing methods to find talented candidates, including candidate referrals, our applicant tracking system Bullhorn (which currently hosts over three million candidates nationwide), use of rollover technical professionals, open houses and networking events in local technical communities, and diversity-based job fairs. When a quality candidate is identified, our technical recruiters take each candidate through a thorough screening process to ensure technical aptitude as well as a fit within your company’s culture.</p>	<p>In 2017, Apex placed 25,444 technical professionals with over 1,200 clients nationwide utilizing our technical sourcing methods. That number includes over 6,420 placements in positions that are considered scarce resources, including Java developers, Oracle DBAs, .NET developers, and ETL developers.</p>
<p>Speed of Placements</p>	<p>Second to technical professional quality, we understand that the speed in which you receive submittals is crucial to the success of your business. Apex measures time-to-fill requirements and reports them regularly to our clients. We strive to provide quality submittals within 72 hours depending on the type of requirement. We respond to the majority of all requirements within 24 hours.</p>	<p>For one of our large government clients, Apex was tasked with identifying a group of individuals within two weeks of the contract being awarded who were responsible for driving the process of enrolling, adjudicating, and issuing smartcards to all 15,000 employees. Apex completed the project on time and boasted a 100% fill ratio.</p>
<p>Enhanced Customer Service</p>	<p>Our disciplined Apex 360° customer service model allows recruiters to focus on the needs of technical professionals while management can focus on the needs of the City. This results in high retention rates for your long-term projects. To complement our account team, Apex’s back-office support staff owns the administrative, legal, compliance, and invoicing needs of the City. With 360° service, Apex will provide the resources, care, and documentation to successfully manage and complete its goals.</p>	<p>Apex will offer the City local, dedicated account support, led by account Manager Kyle Mathers. Kyle will be available to meet with the City’s stakeholders and is charged with ensuring the City’s requirements are met.</p>

Section C: Methodology

1. A listing offered by your firm. This would include job title, job description, general duties and responsibilities of the position, and minimum qualifications.

The table below lists Apex's top 50 technical job titles based on our total number of placements nationwide. In 2017, Apex successfully placed more than 24,000 technical professionals for over 1,200 clients nationwide. With our experience and expertise in successfully recruiting and placing qualified candidates, Apex is capable of providing a recruiter with specific technical knowledge, regardless of the IT skillset required by the City, to ensure qualified personnel. For all of job titles listed below in the below table, Apex has made numerous placements for multiple clients. The job descriptions, general duties and responsibilities of the position, and minimum qualifications vary depending on clients' requirements.

Apex's Top 50 IT Placements

Helpdesk Support	Network/Systems Admin: Unix/Linux
Desktop Support	Telecom: NOC Technician/Engineer
PC Tech	Network/Systems Engineer: Windows
QA/SW Tester	Technical Writer
Project Manager: Applications	Network/Systems Engineer: Unix/Linux
Developer: Java	Trainer/Instructional Designer
Developer: .NET	Program Manager
Developer: Other	Finance & Accounting
Business Analyst: Technical	DBA: Oracle
Business Analyst: Functional	Architect: Infrastructure
Customer Service Representative	DBA: SQL Server
Network/Systems Engineer: Cisco	Process Analyst/Engineer
Miscellaneous: Non-Technical	Telecom: Engineer (Other)
Data Analyst	EHR/EMR Trainer
Project Manager: Infrastructure	Developer: C/C++
Network/Systems Administrator: Windows	Developer: SQL Server Database
Miscellaneous: Technical	Engineer: Other (Non-IT/Non-Telecom)
Security Specialist/Engineer	Architect: Apps (Other)
Network/Systems Admin: Other	Developer: Oracle Database
Network/Systems Engineer: Other	Developer: Open Source
Data Entry Specialist	Engineer: Electrical/Mechanical
Project Coordinator	Developer: Mainframe/Legacy
Telecom: Other	Project Manager: Telecom
Sales/Marketing	Product Manager
Telecom: Field Tech	ETL Developer

As a current partner, Apex has placed the following positions with the City:

- ▶ Business Analyst
- ▶ Computer Support Technician
- ▶ Computer Technician
- ▶ Network Engineer
- ▶ SCCM Engineer
- ▶ System Administrator

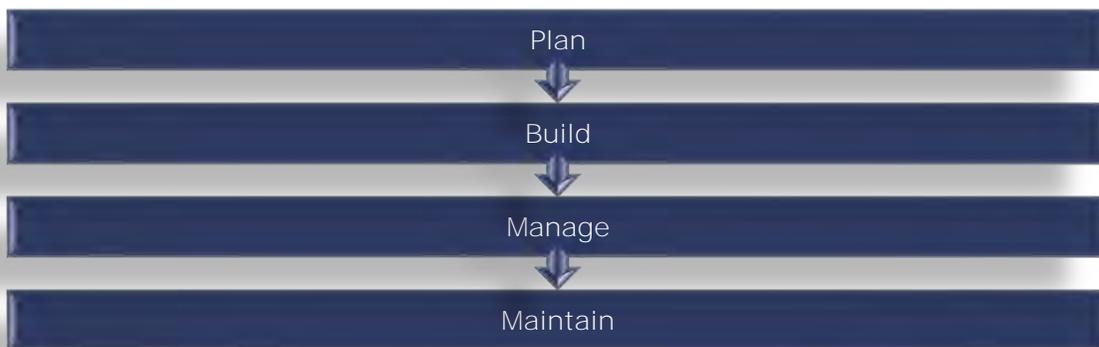
[REDACTED]

Job Title/Years of Experience	Job Description, General Duties and Responsibilities, and Minimum Qualifications
[REDACTED]	[REDACTED]
[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	

[REDACTED]	[REDACTED]

2. Detailed description of efforts your firm will undertake to achieve client **satisfaction and to satisfy the requirements of the “Scope of Work” Section.**

Apex will employ our proven recruiting strategy to support the City’s job requirements. Our recruiting strategy proactively sources candidates that possess both the technical and soft skills necessary to work at the City. Our approach results in high job fill rates, strong performance on the job, and retention once onsite. In addition, by understanding the City’s **requirements and environment**, our recruiters will continuously source candidates with these qualities and **generate a “City of Suffolk Pipeline”** of custom-fit individuals. Our approach dramatically reduces the time it will take Apex to fill a requirement and will increase the fill rate. Our methodology to ensure the success of the City program is outlined within the below graphic.



Apex Methodology. In 2017, Apex placed over 24,000 technical resources with over 1,200 clients nationwide using this method.

Plan

Apex will work closely with the City to fully analyze your needs, objectives, culture, and timelines. We will adjust our solution to ensure all of your requirements are met. Based on our meetings with the City, we will have created a blueprint to effectively implement, build, and manage a larger staff augmentation program. The day-to-day contact will be provided by the account manager, Kyle Mathers. Kyle will be responsible for setting the following standards:

- ▶ Submittal and start procedure documentation for Apex recruiters to follow when working on the City’s requirements.
- ▶ **Accounting and invoicing to meet all desired standards of the City’s systems.** This will ensure quick and accurate billing.
- ▶ Quarterly meetings with the City’s stakeholders to solicit feedback.
- ▶ Reporting department dedicated to the City ensures consistency and compliance to service level standards and bill rates.

The primary responsibility for supplying candidates to the City will fall to our Norfolk recruiting team. Our local recruiting teams have intimate familiarity with local talent pools and work to build relationships within the local technical community. In situations where a requirement is not readily available locally, or where another recruiter might have greater technical knowledge of a particular

skillset the local recruiting team can draw on the strength of Apex's national recruiting engine of 609 full time recruiters. This model ensures Apex clients receive local, personalized service while also having access to the resources and expertise of a leading IT staffing and services firm. The City can count on the Apex Account Manager, the Norfolk branch, Apex executives, and our back-office support personnel to work together to ensure the continued success of the City.

Build

To ensure we have sufficient resources available, Apex maintains a customized pipeline of candidates specific to the needs of the City. Account Manager Kyle Mathers will work to build relationships with key City stakeholders so that he is aware of potential upcoming needs. He will also monitor all of the City's requests for contractors to understand what skillsets are most commonly needed by the City. Building a pipeline affords us the opportunity to submit the best fit candidate almost immediately, reducing the time it takes to have a candidate onsite and working. Using this approach, Apex has developed a target of submitting a candidate to clients within 48 hours of receiving a request. Apex local recruiting teams use their technical knowledge to constantly search for technical professionals with key skills for their clients and add to our candidate database, which currently contains over three million potential candidates.

To build a recruiting pipeline **specific to the City's needs**:

- 1 Match all City requirements to our candidate search
- 2 Maximize all recruiting channels to provide the most qualified custom-fit candidate including:
 - Applicant tracking system
 - Job boards
 - Candidate referrals
 - Previously employed technical professionals
 - Local technical associations and user groups
- 3 Constantly augment our candidate pool through social networking, referrals, and local user groups

This database of prescreened candidates also can assist the City by markedly reducing the amount of time your managers must spend in the hiring process. By providing prescreened resources that have already been assessed for technical and professional qualities the hiring manager can do a brief interview and feel confident that the candidates are worthwhile and if they choose to hire a candidate they will be of an acceptable standard.

Apex's recruiting process is illustrated in the graphic.

Apex's Recruiting Process Ensures Top-Quality Personnel

Sourcing

[REDACTED]

Candidate quality has always been Apex's number one priority. The recruiters identify two to three candidates who seem to be a good fit for the position and then begin our selection process.

Screening Process

Our thorough screening process is the backbone of our organization. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Candidate Selection

Apex recruiters will meet with the Account Manager, Kyle Mathers, to conduct a submittal review. This review process validates that the candidates match all of the requirements and allows for additional quality control. Once the recruiter meets with Kyle Mathers, they decide on the best overall candidate(s) to be submitted to the City. We make recommendations based on three criteria:

- ▶ Does the candidate fit the **City's** environment?
- ▶ Does the candidate have the technical skills necessary?
- ▶ Is the candidate reliable?

Kyle Mathers will submit two to three candidates per opening and facilitate the **City's** interview process either over the phone or in person. Our philosophy is that every candidate must meet all three of the above criteria to appropriately assess **the candidate's commitment to the project and to ensure a custom fit with the City's** culture. We feel our job is to facilitate these discussions and provide the hiring manager the best candidate for the position.

Onboarding and Compliance

Once a candidate has accepted a position, the recruiter facilitates the next stage of pre-employment onboarding, including a review of the agreed upon compensation, job expectations, any client-specified training, and a review of the **client's procedures and requirements. The recruiter also alerts our compliance** department of the new contractor start date, ensures all employment paperwork is in order, and double checks that all compliance requirements have been met.

Experience

The table below **highlights Apex's success in providing IT placements nationally** as well as within the Tidewater region. Apex has significant experience within each of these categories and we are confident we will be able to provide quality IT resources desired by the City.

Category	Region	Year	Placements
National	Tidewater	2015	1
		2014	1
		2013	1
		2012	1

Apex's National and Market Placements since 2015

Manage

Apex has several processes in place to ensure the effective management of our staffing program to produce the following results for the City:

- ▶ Increased retention
- ▶ Higher technical professional satisfaction
- ▶ Improved technical professional performance
- ▶ Strong communication between Apex and the City

In addition to managing and measuring our technical professionals' performance, we measure and report our performance through a variety of methods including client scorecards and our annual client and technical professional surveys. Status and progress of our agreed-upon key performance indicators will be reported to the City's key stakeholders during our quarterly reviews or by ad hoc request.

Manage Technical Professionals

The Apex Account Manager will meet with **the City's hiring managers on a weekly basis based upon each manager's** schedule. Once a technical professional is on assignment, continuous contact from our local account team provides an opportunity to discuss performance, overall satisfaction, and resolve any potential issues. All appropriate feedback is then provided to the City and the technical professional(s).

The account manager will also request bi-quarterly meetings for feedback, pricing, and performance metrics with the City's key stakeholders. A formal setting grants the City and Apex the opportunity to review current performance results, set future performance metrics, and plan for forthcoming hiring surges. Furthermore, Apex incorporates a 30/30 formal review, as described in the sidebar to the left, to measure the quality of our services and track project performance.

Maintain

To maintain service levels, our model is designed to be flexible. As such, we are able to scale up or scale down the resource level depending on the City's requirements. As a best practice, our local account team will engage or disengage a scalable recruitment network of skill- and industry-focused recruiting teams without impact to your current projects. This seamless service will drive positive business outcomes for current projects, minimize talent acquisition costs, and fulfill critical gaps in your current workforce.

Training

We believe it is imperative that employees consistently learn new skills and technologies to stay competitive. It is even more important that employees acquire new skills that will have a positive and lasting effect on operations and profitability. As a partner to our clients, Apex provides our contingent workforce the opportunity to enhance their skills with various training options that can be easily integrated into their current roles. We provide training in a variety of formats and frequencies to meet different user's needs, including:

- Instructor-led training
- Local technical schools
- Virtual, on-demand training

Quality Control Program

Apex will assure the quality of work performed by implementing our quality assurance program. By adhering to this total quality plan, the City's account team will manage employee relations, conflict resolution, and technical professional communications. Not only does Apex retain high-performing technical professionals, but our proactive approach to total quality management ensures that you receive the best total value.

Employee Qualification Verification Procedures

Local Account Management

We will dedicate as many resources as needed, on both the local and national level, to ensure the City is receiving the highest quality candidates. The delivery manager's sole responsibility is to ensure we are delivering upon the agreed SLAs and providing quality results for the City. The following are three key elements to our delivery program:

- ▶ Concentrated Resources – Our delivery manager will monitor the output and production of the recruiting team dedicated to the City. In addition, the delivery manager allows our account managers to do what they do best, which is building long lasting and mutually beneficial relationships with your managers and to “understand the need” of each and every requirement.
- ▶ Depth and Speed – The time spent recruiting quality candidates for the City is dramatically reduced due to having 71 locations and utilizing an applicant tracking system with a pool of over 3 million candidates. Dependent upon skill set and volume, Apex is able to provide a prescreened and custom-fit candidate within 48 hours.

- ▶ Custom-Fit Recruiting – Apex is able to identify and deliver high quality resources quickly by employing a proactive approach; our local recruiting teams continually sourcing and screening candidates through our technical screening program. This, in turn, saves our clients both time and money and no critical projects go uncompleted.

Skill-Focused Recruiting Methodology

Apex recruiters are skill-focused instead of account-focused to ensure a greater technical match. This ensures Apex will meet the City's **requirements through a** dedicated, knowledgeable resource with actual knowledge of the required skillset. Being skill-focused provides the following:

- ▶ Higher caliber of candidates through a better understanding of requirements
- ▶ Stronger applicant pipeline when our delivery teams focus on specific skills
- ▶ Shorter response time results from more efficient and knowledgeable skill screening

This approach has proven to improve candidate quality when recruiters are able to provide technical expertise. After implementing this approach with a focus on specific skills and industries, our fill ratios increased by 20% over previous generalist recruiting methods.

Our Skills Expertise Practices are comprised of specialized recruiters who are dedicated to sourcing talent with in-demand skill sets within applications, infrastructure, and project management. Each Practice is professionally managed by a technical delivery analyst who serves as the subject matter expert within their unique technology and helps to provide additional understanding of emerging market and industry trends. To ensure Apex provides quality candidates, the technical delivery analyst is also responsible for drilling down into the City's **requirements and works directly with our specialized recruiters as they** screen top-tier candidates.

Technical Screening

As described above, our proactive approach and thorough screening process is the backbone of our organization. Our technical screening approach can be tailored to match your specific requirements, but typically includes face-to-face interviews, reference and background checks, and technical proficiency testing.

Employee Retention

Retaining a qualified contingent workforce is extremely important to the continuity of our business and, more importantly, to the business of our clients. Apex offers a strong retention program that includes, but is not limited to, the following:

Competitive Salary

Apex's compensation program is designed to attract, retain, motivate, and reward qualified employees who demonstrate a commitment to our core values. We are committed to paying competitive market rates based on job responsibilities, accountabilities, and performance.

Performance and Retention Based Bonuses

Individual bonuses exist for technical professionals who are successful in maintaining a high level of performance and are able to complete the duration of assignment as expected.

Training



Industry-Leading Benefits

As described in the graphic below, Apex also offers industry-leading benefits. Against our top competitors, we are the only company to offer both major medical and limited medical options to our contingent workforce.



Apex Industry-Leading Benefits Offering

[Redacted text block containing multiple paragraphs of blacked-out content]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified herein.

Specific tasks Apex will require from City staff to ensure success are provided below:

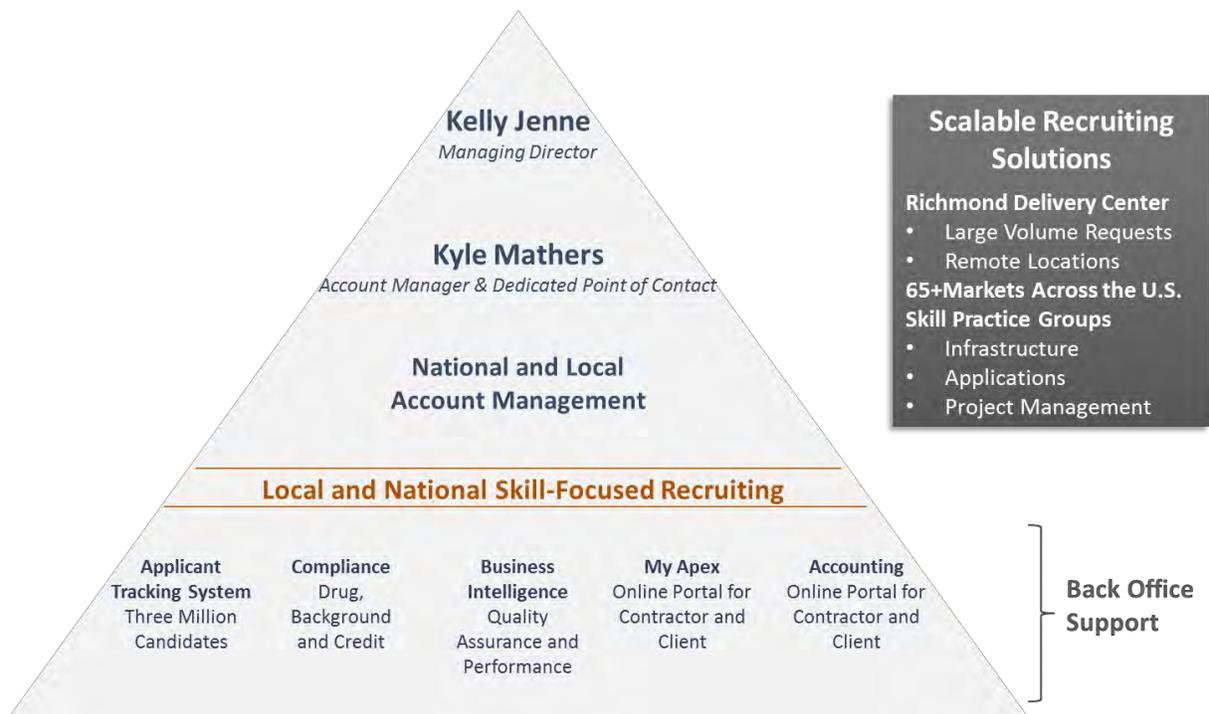
- ▶ Apex has the ability to place qualified technical professionals quickly. Timely feedback from City staff and hiring managers on candidates can further improve the quick identification and delivery of high quality resources.

- ▶ Having our technical recruiters meet with City hiring managers directly to discuss technical requirements. This would enable Apex to provide and deliver better quality candidates.
- ▶ Promptness in scheduling interviews with City staff will ensure a quicker delivery of qualified personnel. IT is very competitive. Nationwide IT employment has increased in the last year; IT unemployment is at its lowest point in years, which can make sourcing talent more difficult.

Section D. Staffing Section

Provide a list of individual(s) who will be assigned to the City to manage the temporary workers and indicate the level/title of each member, and the function that each will perform. Include a resume for each designated individual, to include licenses, certifications, etc.

The account pyramid below outlines the dedicated account support team.



Listed below are bios the account who will be assigned to the City to manage the temporary workers.

Kyle Mathers

Kyle Mathers began his career with Apex as an Account Manager in April 2017. Working in the Hampton Roads area, Kyle has spent the past five years cultivating relationships with Fortune 500 and mid-sized clients. Ralph currently supports a diverse client portfolio including various industries such as Government Services, Retail, and Financial Services. Ralph is active in the Hampton Roads IT community and is involved with local networking groups such as IIBA and AFCEA.

Section E. Qualifications

1. **A summary of the firm’s demonstrated capability, including length** of time that the firm has provided the services being requested herein.

Apex is a leading provider of in-demand, skilled professionals in the growing technology sector, where quality people are the key to success. Apex has provided our clients with IT staffing services since we were founded in 1995. As the second largest IT staffing firm in the United States, we are confident in our ability to staff all **of City’s technical needs**. We provide short- and long-term placement of contract, contract-to-hire, and direct hire professionals. Apex is the largest publicly traded IT staffing and services firm in the United States. We provide a scalable continuum of services that includes IT staffing solutions, workforce management strategies, and deliverable-based solutions designed to drive better business performance. Our client portfolio comprises some of the world's leading companies and government organizations, including 200 of the top Fortune 500 companies. Our commitment to client satisfaction strengthens our relationships and allows us to deliver a service effort designed to support your organizational objectives.



As aforementioned, Apex has been awarded many awards as a result of our consistent quality of services provided. For the seventh year in a row, Apex was **named to Inavero’s 2018 Best of Staffing™ Client List**. For the 2nd year in a row, **Apex was named to Inavero’s 2018 Best of Staffing™ Talent list**. Best of Staffing, presented in partnership with CareerBuilder, is the nation’s only award that recognizes staffing firms that receive remarkable reviews from their clients.

2. Provide at least five (5) references from the organizations that have received similar services from your organization.

The following references represent accounts that are similar in size and scope to the City.

[Redacted references]

[REDACTED]

Section F. Fee Schedule

Multiple factors were processed in the development of a fee schedule to encompass all of the services that could potentially be requested under a contract resulting from RFP 18083-JS. The main factors were fair market rate for the Hamptons Roads area for technical consultants that fit within the range of skillsets under each labor category. Our expectation is that establishment of a relationship resulting from award of response to this RFP would allow Apex to work with the City to determine specific requirements and price our actual resources accordingly. We have the ability to provide unique market data and drivers based around individual technical skillsets to show what the market is paying for a specific level of experience.

Apex’s fee schedule below is built to provide a competitive range from an intermediate level candidate all of the way to a “Maximum Hourly Rate,” which would be a very senior level resource in that category.

Category	Job Title	Min Hourly Rate	Max Hourly Rate
Software Engineering and Development Services	Junior-Level Developer/Engineer 2-4 Years of Experience	50	62
	Mid-Level Developer/Engineer 4-6 Years of Experience	60	72
	Senior-Level Developer/Engineer 6+ Years of Experience	73	110
Database Administration Services	Junior-Level Database Administrator 2-4 Years of Experience	55	65
	Mid-Level Database Administrator 4-6 Years of Experience	66	75
	Senior-Level Database Administrator 6+ Years of Experience	76	130
Business, Systems, and Technical Analysis Services	Junior-Level Business Analyst 2-4 Years of Experience	35	45
	Mid-Level Business Analyst 4-6 Years of Experience	50	77
	Senior-Level Business Analyst 6+ Years of Experience	78	84
Project Management Services	Junior-Level Project Manager 2-4 Years of Experience	40	59
	Mid-Level Project Manager 4-6 Years of Experience	60	74
	Senior-Level Project Manager 6+ Years of Experience	75	90
Information Security and Privacy Services	Junior-Level Security Analyst 2-4 Years of Experience	45	54
	Mid-Level Security Analyst 4-6 Years of Experience	55	69

	Senior-Level Security Analyst 6+ Years of Experience	70	85
Support Center Services	Junior-Level Helpdesk 2-4 Years of Experience	28	34
	Mid-Level Helpdesk 4-6 Years of Experience	35	49
	Senior-Level Helpdesk 6+ Years of Experience	50	65
Systems Engineering Services	Junior-Level Systems Engineer 2-4 Years of Experience	45	54
	Mid-Level Systems Engineer 4-6 Years of Experience	55	69
	Senior-Level Systems Engineer 6+ Years of Experience	70	85
Computer Networks	Junior-Level Network Engineer 2-4 Years of Experience	55	69
	Mid-Level Network Engineer 4-6 Years of Experience	70	84
	Senior-Level Network Engineer 6+ Years of Experience	85	92
Desktop Services	Junior-Level Desktop Support 2-4 Years of Experience	28	34
	Mid-Level Desktop Support 4-6 Years of Experience	35	49
Security Architects	Mid-Level Security Architect 4-6 Years of Experience	83	90
	Senior-Level Security Architect 6+ Years of Experience	90	100
Solutions Architects	Mid-Level Solutions Architect 4-6 Years of Experience	83	90
	Senior-Level Solutions Architect 6+ Years of Experience	90	100
Business Architects	Mid-Level Business Architect 4-6 Years of Experience	50	77
	Senior-Level Business Architect 6+ Years of Experience	78	84
Data Informational Architects	Mid-Level Data Information Architect 4-6 Years of Experience	67	75
	Senior-Level Data Information Architect 6+ Years of Experience	76	130

Required Forms

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: Apex Systems, LLC

Address: 840 Greenbrier Circle, Suite 110, Chesapeake, Virginia 23320

Federal ID No.: 54-1773546 **Telephone No.** (757) 217-1774 **Fax No.** (757) 217-1775

Name (type/print): Eric Sholl **Title:** Director National Accounts

Email address : esholl@apexsystems.com

Signature: *Eric Sholl*

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

RFP #18083-JS

Name of Firm/Offeror: Apex Systems, LLC

Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section of the proposal in which it is contained, as well as the page number(s), and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. In addition, a summary of proprietary information provided shall be submitted on this form. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
Section C Methodology	6-7, 9-11, 1213, 16-18	Confidentiality we have in place with our clients. The non-past performance concerning our methodology is unique to our firm and considered proprietary.
Section E Qualifications	22 (references)	Confidentiality we have in place with our clients. The non-past performance concerning our methodology is unique to our firm and considered proprietary.

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: Apex Systems, LLC

Date: May 30, 2018

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

Exceptions: _____

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.

Eric Skoll

ANTICOLLUSION/NON DISCRIMINATION/DRUG FREE WORKPLACE CLAUSES

ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THE 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 59.9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.B 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 NOR 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: May 30, 2018
Apex Systems, LLC	By: <i>Eric Sholl</i> Signature
840 Greenbrier Circle Chesapeake, VA 2320	Eric Sholl Printed Name
Telephone Number: (757)217- 1774	Director, National Accounts Title
Fax Phone Number: (757)217- 1775	

FIN/SSN#: 54-1773546

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

**THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAUBID,
FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF
YOUR PROPOSAUBID**

Pursuant to Virginia Code §2.2-4311.2 an Offerer/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 Offerer/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 Offerer/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. Offerer/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 0453068-9

B. Offerer/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 _____

C. Offerer/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.

Apex Systems, LLC
Legal Name of Company (as listed on W-9)

Apex Systems, LLC
Legal Name of Offerer/Bidder

May 30, 2018
Date


Authorized Signature

Eric Sholl, Director National Accounts
Print or Type Name and Title