

THIS MASTER COOPERATIVE PURCHASING AGREEMENT (this "**Master Agreement**") is entered into by and between The Cooperative Council of Governments, Inc. ("**CCOG**"), the Infojini, Inc. ("**Winning Supplier**"), And Equalis Group ("**Equalis**" or "**Equalis Group**"). Throughout this Master Agreement, CCOG, Winning Supplier, and Equalis are referred to interchangeably as in the singular "**Party**" or in the plural "**Parties**."

1. RECITALS

A. CCOG is a Council of Governments formed under Chapter 167 of the Ohio Revised Code and serves as a lead agency (a "**Lead Public Agency**") for Equalis Group ("**Equalis Group**"), a national cooperative purchasing organization, by publicly procuring Master Agreements for products and services to be made available to current and prospective Equalis Group members ("**Equalis Group Member**" or "**Member**").

B. Equalis is the third-party procurement administrator for and duly authorized agent of CCOG, and in that role manages the procurement, contract management, marketing, sales, reporting, and financial activities of, for, and on behalf of CCOG at the direction and with the authorization of the CCOG Board of Directors.

C. To the extent that the laws of a state, region, territory, and/or country permit, any public sector entity may join Equalis Group as a Member. The term "**Public Sector Entities**" includes, but is not limited to, political subdivisions, municipal corporations, counties, townships, villages, school districts, special districts, public institutions of higher education or training, units of government, state/regional/territorial agencies, state/regional/territorial governments, federal/national agencies, federal/national governments, and other entities receiving financial support from tax monies and/or public funds.

D. Any organization that is exempt from federal income tax under Section 501(c)(3) of the IRS Code, and any other entity if permitted under the IRS Code and other applicable law, including for-profit companies, may also join Equalis Group as a Member.

E. Equalis Group makes its Master Agreements available through groups and associations ("**Association Partners**") that contract with Equalis for the purpose of providing additional benefits to the members of such Association Partners.

F. Members, Association Partners, and Association Partners' members are referred to throughout this Master Agreement as Equalis Group participants ("**Equalis Group Participants**").

G. CCOG issued this request for proposal ("**RFP**") on behalf of Equalis Group Participants for and awarded a contract to Winning Supplier as a lowest responsive and responsible bidder. The products and services made available in this contract are defined by the contents of the Winning Supplier's Cost Proposal submission ("**Products & Services**").

H. CCOG and Equalis agree to make the Products & Services from Winning Supplier available to Equalis Group Participants and Winning Supplier agrees to provide the same to Equalis Group Participants who purchase Products & Services ("**Program Participants**") subject to the terms of this Master Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree to the following terms and conditions:

2. TERMS & CONDITIONS

2.1. Personnel & Equipment. The Parties agree that the number and types of any subcontractors, dealers, distributors, personnel, or specialized equipment which may be required to furnish Products & Services to Program Participants will be

determined by Winning Supplier. Winning Supplier agrees to engage the number and types of subcontractors, personnel, and/or specialized equipment necessary to furnish the types of Products & Services to all Program Participants throughout the Term of this Master Agreement and any Customer Agreement.

2.2. Supplemental Agreements. Winning Supplier may enter into separate supplemental agreements with an Equalis Group Participant and/or Program Participant to further define the terms and conditions of purchasing Products & Services (“**Customer Agreement**”). Notwithstanding the foregoing, by ordering products or services under this Master Agreement, all terms and conditions of this Master Agreement will be incorporated into a resulting Customer Agreement unless the Customer Agreement as mutually agreed between Winning Supplier and the Program Participant states otherwise. Any Customer Agreement entered into as a result of this contract is exclusively between the Program Participant and Winning Supplier. Neither CCOG, Equalis Group, its agents, Member and employees shall be made party to any claim for breach of such agreement.

2.3. Pricing

a. Not-To-Exceed Pricing. All contract pricing is “*Not-To-Exceed Pricing*” where Members will receive pricing that does not exceed the per unit pricing provided by the respondent in Attachment B. Winning Supplier may adjust pricing lower if needed, without any approval needed, but cannot exceed the pricing on their contract price list.

b. Pricing Adjustments. No price increases are permitted within the first ninety (90) days of this contract’s Effective Date. Should it become necessary or proper during the Term of this Agreement to make any change in design or any alterations that will increase expense, Equalis Group must be notified immediately. Price increases must be approved by CCOG and no payment for additional materials or services, beyond the amount stipulated in the Agreement, shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter.

It is Winning Supplier’s responsibility to keep all pricing up to date and on file with Equalis Group. All price changes must be provided to Equalis Group, using the same format as was accepted in the original contract.

c. Rates & Charges. The rates, fees, and charges to be charged to and paid by Program Participants for Products & Services are set forth in contract price list. Winning Supplier agrees that there are no other applicable rates, fees, charges, or other monetary incentives for Products & Services except those set forth in Winning Supplier’s cost proposal.

2.4. The Term. This Master Agreement and the Appendices attached hereto will become effective as of effective date identified in the **Master Agreement Signature Form** (the “**Effective Date**”). This Master Agreement will remain in effect for four (4) years and will expire on the date identified in the **Master Agreement Signature Form** (the “**Termination Date**”) unless extended, terminated, or cancelled as set forth in the Master Agreement (the “**Initial Term**”). This Master Agreement may be renewed for one (1) additional one (1) year period by CCOG (a “**Renewal Term**”) unless this Master Agreement is terminated as set forth herein. By mutual consent of the Parties, the Term of this Master Agreement may be extended beyond the Initial and Renewal Term (the “**Extended Term**”). The Initial Term together with all Renewal Terms and Extended Terms exercised are hereinafter collectively referred to as the “**Term.**”

2.5. Formation of Contract

a. Bidder Contract Documents. CCOG and Equalis Group will review proposed Bidder contract documents. Bidder’s contract document shall not become part of CCOG and Equalis Groups’ contract with Bidder unless and until an authorized representative of CCOG and Equalis Group reviews and approves it.

b. Entire Agreement. This Master Agreement, including its Recitals, together with all components of the RFP, the components of the Winning Supplier’s proposal, attachments, appendices, and exhibits hereto, constitutes the entire

agreement between the Parties with respect to the subject matter hereof and supersedes all prior oral or written representations and agreements with regard to the same subject matter. The Parties acknowledge that this Master Agreement has been negotiated and incorporates their collective agreement as to the provisions to be contained herein. Therefore, no presumption will arise giving benefit of interpretation by virtue of authorship of any provision of this Master Agreement, and any ambiguity may not be construed for or against any Party. Winning Supplier's complete and final RFP response is hereby incorporated into and made part of this Master Agreement.

c. **Modification.** No release, discharge, abandonment, waiver, alteration, or modification of any of the provisions of this Master Agreement, or any of the Appendices incorporated herein, shall be binding upon any Party unless set forth in a writing signed by authorized representatives of the Parties.

d. **Assignment.** This Master Agreement and the rights and obligations hereunder may not be assignable by any Party hereto without the prior written consent of the other Parties, which consent shall not be unreasonably withheld, conditioned, or delayed, provided, however, that Winning Supplier and Equalis may assign their respective rights and obligations under this Master Agreement without the consent of the other Parties in the event either Winning Supplier or Equalis shall hereafter effect a corporate reorganization, consolidation, merger, merge into, sale to, or a transfer of all or substantially all of its properties or assets to another entity. Subject to the preceding sentence, this Master Agreement will be binding upon, inure to the benefit of, and be enforceable by the Parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this section shall be null and void. This Master Agreement may be extended to additional entities affiliated with the Parties upon the mutual agreement of the Parties. No such extension will relieve the extending Party of its rights and obligations under this Master Agreement.

e. **Order of Precedence.**

- (1) General terms and conditions of Master Agreement
- (2) Specifications and scope of work, as awarded
- (3) Attachments and exhibits to the Master Agreement
- (4) The solicitation and all attachments thereto; and
- (5) The Bidder's proposal and all attachments thereto.

2.6. Confidentiality.

a. **Obligation.** The nature and details of the business relationship established by this Master Agreement, and the business information regarding the other Party(ies) (the "**Disclosing Party**") to which a Party(ies) (the "**Receiving Party**") may become privy during the Term of this Master Agreement (collectively, the "**Information**") constitute confidential and proprietary information, the disclosure, copying, or distribution of which could result in competitive harm to the Disclosing Party. Each Party agrees to maintain the other Parties' Information in the strictest confidence and agrees not to disclose, copy, or distribute the other Parties' Information, whether orally or in writing, directly or indirectly, in whole or in part, except to those of the Receiving Party's employees, agents, subcontractors, and suppliers with a need to know the Information. The foregoing will not limit a Receiving Party, for purposes of marketing, from informing actual or potential Equalis Group Participants of the existence of a contractual relationship between the Parties. The Parties further agree that they will require that all of their employees, agents, subcontractors, and suppliers abide by the terms of these confidentiality obligations. The confidentiality obligations set forth in this section will continue in effect for the Term of this Master Agreement and for a period of two (2) years after the date this Master Agreement is terminated or expires.

b. **Exceptions.** Nothing herein will apply to any information (a) which is or becomes generally available to the public other than as a result of a disclosure by a Receiving Party or its representatives, (b) which was available on a non-confidential basis prior to its disclosure by the Disclosing Party or its representatives, (c) which becomes available to a Receiving Party on a non-confidential basis from a source other than the Disclosing Party or its representatives, provided

that such source is not known to be subject to any prohibition against transmitting the information, (d) which is disclosed pursuant to an order of court; provided that in the event that proprietary information is disclosed or threatened to be disclosed pursuant to this clause (d), the Receiving Party will give the original Disclosing Party prompt, written Notice, as hereinafter defined, of such threatened disclosure and the right to defend against such disclosure, at Disclosing Party's expense, and provided further that the original Receiving Party will cooperate reasonably in such defense, or (e) which is subject to a Freedom of Information Act Request or other public records request to which a Party is, or may be, required to respond by applicable law.

2.7. Indemnification. Winning Supplier shall protect, indemnify, and hold harmless both CCOG and Equalis Group, administrators, employees, and agents ("**Indemnified Parties**") against all claims, damages, losses and expenses ("**Claims**") arising out of or resulting from the actions of Winning Supplier, Winning Supplier employees or subcontractors in the preparation of the solicitation and the later performance under the contract, including any Customer Agreements with Program Participants ("**Losses**").

2.8. Winning Supplier Insurance. During the Term of this Master Agreement, and for two (2) years following expiration or termination of this Master Agreement, Winning Supplier, at its own expense, shall maintain and shall require that its agents, subcontractors, and suppliers engaged in Winning Supplier's performance of its duties under this Master Agreement maintain general liability insurance, property insurance, and automobile insurance (at a minimum, in the amount of \$1,000,000 per occurrence/\$5,000,000 annual aggregate) applicable to any claims, liabilities, damages, costs, or expenses arising out of its performance under this Master Agreement, or any Appendix, and with respect to, or arising out of, Winning Supplier's provision of Products & Services to Program Participants. CCOG, Equalis, and their respective officers, directors, employees, and agents will be named as certificate holders on Winning Supplier's related insurance policies. All such insurance policies shall incorporate a provision requiring the giving of written Notice to CCOG and Equalis at least thirty (30) days prior to the cancellation, nonrenewal, and/or material modification of any such policies. Winning Supplier shall submit to Equalis within ten (10) calendar days after the Effective Date of this Master Agreement, and prior to furnishing Products & Services to any Program Participants, valid certificates evidencing the effectiveness of the foregoing insurance policies. Winning Supplier shall provide such valid certificates on an annual basis until the terms of this section are no longer applicable.

2.9. Termination Rights. The Parties shall have the termination rights set forth below.

a. Insolvency. If a petition in bankruptcy is filed by any Party, or if any Party is adjudicated as bankrupt, or if any Party makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of the insolvency of any Party, then the other Parties, without prejudice to any other right or remedy, may terminate this Master Agreement upon giving at least five (5) business days prior written Notice of such termination.

b. Mutual Consent. This Master Agreement, or any Appendix, may be terminated at any time by the mutual written consent of the Parties.

c. Breach. In the event that any Party commits a material breach of its obligations under this Master Agreement, except for a payment obligation, the non-breaching Party(ies) may provide written Notice describing the material breach to the breaching Party. The breaching Party will have thirty (30) calendar days to cure such breach or provide acceptable reassurance to the non-breaching Party(ies), or, if the Parties agree that a cure or reassurance is not feasible within thirty calendar (30) days, such period of time for cure or satisfactory reassurance as the Parties may agree in writing. If the breach is not cured within such period or if satisfactory reassurance is not accepted by the non-breaching Party(ies) in such period, then the Party(ies) not in breach may terminate this Master Agreement upon ten (10) business days written Notice at the Addresses for Notices.

2.10. Effects of Termination. Upon termination of this Agreement for any reason, all Customer Agreements entered into with Program Participants shall immediately terminate. Winning Supplier shall immediately cease any sales of Products & Services to any Program Participant under and through the terms of this Master Agreement. Following the date of termination, Winning Supplier shall not be precluded from selling its products and services to individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect either directly or through some other contract vehicle. Following the date of termination, CCOG and Equalis shall not be precluded from transitioning individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect to another agreement or Equalis Group supplier partner.

2.11. Audit of Winning Supplier. CCOG and Equalis, whether directly or through an independent auditor or accounting firm, shall have the right to perform audits, including inspection of books, records, and computer data relevant to Winning Supplier's provision of Products & Services to Program Participants pursuant to this Master Agreement, to ensure that pricing, inventory, quality, process, and business controls are maintained; provided, however, that such inspections and audits will be conducted upon reasonable notice to Winning Supplier and so as not to unreasonably interfere with Winning Supplier's business or operations.

2.12. Force Majeure. This Master Agreement will be temporarily suspended during any period to the extent that any Party during that period is unable to carry out its obligations under this Master Agreement or the Appendices by reason of an Act of God or the public enemy, act of terrorism, epidemic or pandemic, fire, flood, labor disorder not caused by Winning Supplier, civil commotion, closing of the public highways not caused by Winning Supplier, government interference, government regulations, or any other event or occurrence beyond the reasonable control of the affected Party ("**Event of Force Majeure**"). No Party will have any liability to the other Party(ies) for a delay in performance nor failure to perform to the extent this Master Agreement or any Appendix is so temporarily suspended; provided that nothing contained herein shall apply to payment obligations with respect to obligations which have already been performed under this Master Agreement. If the provision of Products & Services are impeded due to an Event of Force Majeure, then Winning Supplier may apportion the provision of Products & Services among its present and future customers on a fair and reasonable basis after consulting with Equalis and the Program Participants potentially affected and in a manner that would not reasonably be expected to disproportionately affect Program Participants.

2.13. Notices. All notices, claims, certificates, requests, demands, and other communications required or permitted hereunder ("**Notice**") must be in writing and will be deemed given to the Addresses for Notices (a) when delivered personally to the recipient, (b) upon delivery by reputable overnight courier service (charges prepaid), or (c) upon delivery or refusal of delivery by certified or registered mail, return receipt requested, and addressed to the intended recipient. The Parties agree that the day-to-day business communications, including notification of a change of address, pricing updates, or revisions to any Appendix, may be made via electronic communication.

a. Addresses for Notices. Written notices for the Winning Supplier will be sent to the remittance address provided the Winning Supplier's proposal.

i. If to **CCOG**:

The Cooperative Council of
Governments, Inc.
Attn: Board President
6001 Cochran Road, Suite 333
Cleveland, Ohio 44139
Facsimile: 440.337.0002

ii. If to **EQUALIS**:

Equalis Group, LLC.
Attn: Eric Merkle, SVP
5550 Granite Parkway,
Suite 298
Plano, Texas 75024

2.14. Waiver. Other than the rights and obligations with respect to payment provided by this Master Agreement, waiver by any Party(ies) of or the failure of any Party(ies) hereto to enforce at any time its rights with regard to any breach or failure to comply with any provision of this Master Agreement by the other Party(ies) may not be construed as, or constitute, a continuing waiver of such provision, or a waiver of any other future breach of or failure to comply with the same provision or any other provision of this Master Agreement.

2.15. Governing Law; Invalidity. This Master Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Ohio without regard to rules of conflict of laws. If any provision of this Master Agreement is declared unlawful or unenforceable by judicial determination or performance, then the remainder of this Master Agreement shall continue in force as if the invalidated provision did not exist. Any suits filed by any Party pursuant to this Master Agreement shall be brought in a court of competent jurisdiction located in Cuyahoga County, Ohio. In the event any Party initiates a suit and that suit is adjudicated by a court of competent jurisdiction, the prevailing Party shall be entitled to reasonable attorney's fees and costs from the non-prevailing Party in addition to any other relief to which the court determines the prevailing Party is entitled or awarded.

2.16. No Third-Party Beneficiaries; Survival of Representations. This Master Agreement is made solely for the benefit of the Parties to it, and no other persons will acquire or have any right under or by virtue of this Master Agreement. Except as otherwise provided herein, all representations, warranties, covenants, and agreements of the Parties shall remain in full force and effect regardless of any termination of this Master Agreement, in whole or in part.

2.17. Execution in Counterparts. This Master Agreement may be executed in one or more counterparts, each of which will be deemed an original. For purposes of this Master Agreement, a facsimile, scanned, or electronic signature will be deemed an original signature.

2.18. Nondiscrimination & Intimidation.

a. Winning Supplier expressly agrees that in the hiring of employees for the performance of work or services under this Master Agreement or any subcontract that takes place in the State of Ohio, Winning Supplier, its subcontractors, or any person acting on a Winning Supplier's or its subcontractor's behalf shall not discriminate in the hiring of employees by reason of race, creed, sex, disability as defined in **Section 4112.01** of the Ohio Revised Code nor shall it discriminate against any citizen of the State of Ohio in the employment of labor or workers who are qualified and available to perform the Work to which the employment relates.

b. Winning Supplier expressly agrees that Winning Supplier, any of its subcontractors, or any person on behalf of Winning Supplier or its subcontractors in any manner shall not discriminate against or intimidate any employee hired for the performance of work or services under this Master Agreement on account of race, creed, sex, disability as defined in **Section 4112.01** of the Ohio Revised Code, or color.

c. Winning Supplier expressly agrees to include principally similar provisions of this section in each of its written subcontractor agreements for the Products & Services subject to this Master Agreement.

REQUEST FOR PROPOSALS:
Staffing Services

RFP #:
COG-2148

ISSUED BY:
The Cooperative Council of Governments
On Behalf of Equalis Group

*6001 Cochran Road, Suite 333
Cleveland, Ohio 44139*

DATED:
May 22, 2023

SECTION TWO:
Proposal Submission Documents, Technical Proposal, Cost
Proposal and Other Required Forms

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PROPOSAL FORM 1: TECHNICAL PROPOSAL

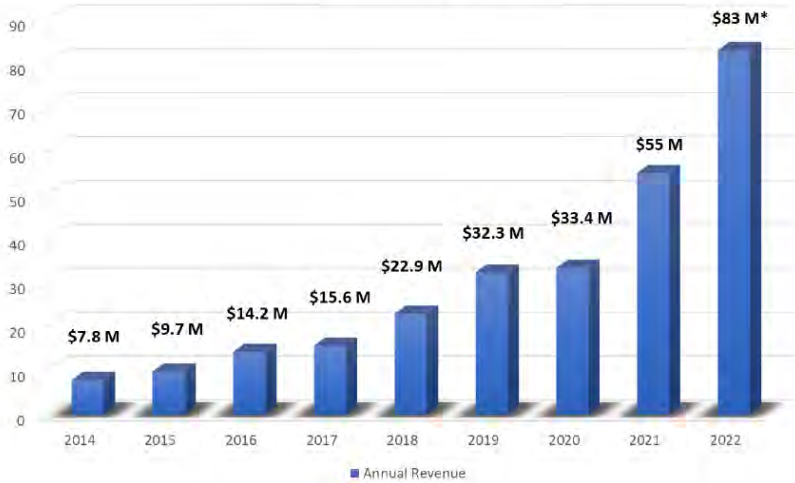
1. OVERVIEW & QUALIFICATIONS

1.1. Company Information

1.1.1. Company Name:	Infojini Inc.	
1.1.2. Corporate Street Address:	10015 Old Columbia Road, Suite B 215, Columbia, MD 21046	
1.1.3. Website:	www.infojiniconsulting.com	
1.1.4. Formation. In what year was the company formed? For how long has your company been operating under its present business name? If your company has changed its business name, include the most recent prior business name and the year of the name change.	Infojini, Inc. was incorporated in the State of Maryland in June 2006. For over 17+ years, the company has been operating under the name "Infojini Inc.," demonstrating a longstanding presence and stability in the market.	
1.1.5. Primary Point of Contact. Provide information about the Bidder representative/contact person authorized to answer questions regarding the proposal submitted by your company:	Contact Name:	Sandeep Harjani
	Title:	President
	Phone:	443-257-0086
	E-Mail Address:	statebids@infojiniconsulting.com
1.1.6. Authorized Representative. Print or type the name of the Bidder representative authorized to address contractual issues, including the authority to execute a contract on behalf of Bidder, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in 1.1.9., provide the	Contact Name:	Sandeep Harjani
	Title:	President
	Phone:	443-257-0086
	E-Mail Address:	statebids@infojiniconsulting.com

following information on each such representative and specify their function).		
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1.2. Financial Strength & Legal Considerations

<div>1.2.1. Financial Strength.</div> <div>Demonstrate your financial strength and stability with meaningful data. This could include, but is not limited to, such items as financial statements, SEC filings, credit & bond ratings, letters of credit, and detailed refence letters.</div> <div>Note: If the information disclosed in your response is considered “Trade Secret” as defined in Ohio Revised Code, respondents may mark the information as a “Trade Secret” and the response will be redacted from any future use of the RFP response.</div>	<div>Financial Position</div> <div> <p>Infojini is a financially stable company with sales of more than \$200M since its inception. We have an unused line of credit of \$1.5 million that will enable us to scale quickly when required. Infojini has a D&B Paydex score of 75, which indicates timely payments to all our contractors. We have had strong year-over-year growth in the last 5 years. We have grown every year, primarily serving government clients across the United States.</p> <div> <div>Infojini’s Financial Growth</div>  <table border="1"> <thead> <tr> <th>Year</th> <th>Annual Revenue</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>\$7.8 M</td> </tr> <tr> <td>2015</td> <td>\$9.7 M</td> </tr> <tr> <td>2016</td> <td>\$14.2 M</td> </tr> <tr> <td>2017</td> <td>\$15.6 M</td> </tr> <tr> <td>2018</td> <td>\$22.9 M</td> </tr> <tr> <td>2019</td> <td>\$32.3 M</td> </tr> <tr> <td>2020</td> <td>\$33.4 M</td> </tr> <tr> <td>2021</td> <td>\$55 M</td> </tr> <tr> <td>2022</td> <td>\$83 M*</td> </tr> </tbody> </table> </div> <div>Figure. Infojini’s Revenue year to year</div> <div> <p>We are expecting a consistent sustainable growth of around 35 percent for this year driven by client and employee referrals and new contracts.</p> <p>Infojini’s Financial Statements for the years 2021 are shown below.</p> </div> </div>	Year	Annual Revenue	2014	\$7.8 M	2015	\$9.7 M	2016	\$14.2 M	2017	\$15.6 M	2018	\$22.9 M	2019	\$32.3 M	2020	\$33.4 M	2021	\$55 M	2022	\$83 M*
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2020	\$33.4 M																				
2021	\$55 M																				
2022	\$83 M*																				

Line of Credit



June 1, 2022

INFOJINI INC

Regarding:

Please accept this letter as confirmation that according to our records, the account referenced below is maintained at Bank of America, N.A. with the following information:

Account number:	#####3620
Line of credit amount	\$1,500,000
Balance	\$0
Interest Rate	BSBY + 350 bps
Expiration Date	7/31/2022
Routing number ACH/EFT	052001633
Routing number DOM. WIRES	026009593
SWIFT Code INTL WIRES	U.S. BOFAUS3N (BOFAUS66 foreign currency)
Account Name:	INFOJINI INC
Account Address:	10015 OLD COLUMBIA RD STE B215 COLUMBIA MD 21046-1865

The information set forth above is as of June 1, 2022. Please note that the information provided by the Bank in this letter is given as of the date of this letter and is subject to change without notice, and is provided in strict confidence to you for your own use only, without any responsibility, guarantee, representation, warranty (expressed or implied), commitment or liability on the part of the Bank, its parents, subsidiaries or affiliates or any of its or their directors, officers or employees to you or any third party, and none of them assumes any duties or obligations to you in connection herewith. This letter is not to be quoted or referred to without the Bank's prior written consent. The Bank has no duty and undertakes no responsibility to update or supplement the information set forth in this letter.

If you have any questions, or require further assistance, please do not hesitate to contact us at 888-400-9009.

Thank you for banking with Bank of America; we appreciate your business.

Bank of America Merrill Lynch
Treasury Fulfillment, Service & Operations

By:
Name: Sidney Thomas
Title: Vice President

Profit & Loss Statment

Infojini Inc Profit and Loss January - December 2021

	Total
Income	
Services	\$ 51,000,861.90
Discounts given	\$ (737,394.74)
Total Income	\$ 51,163,467.25
Cost of Goods Sold	
Cost of Goods Sold	
Consulting Cost	\$ 2,417,359.13
Easy Backgrounds	\$ 69,282.38
Total Cost of Goods Sold	\$ 2,486,641.51
Total Cost of Goods Sold	\$ 2,486,641.51
Gross Profit	\$ 48,676,825.74
Expenses	
Office Expenses	
Total Office Expenses	\$ 1,495,249.21
Other General and Admin Expenses	\$ 43.55
Postage and Delivery	\$ 8,749.19
Training	\$ 15,646.04
Total Other General and Admin Expenses	\$ 24,438.78
Payroll Expenses	\$ 10,348,575.54
Salary & Wages	\$ 24,366,927.48
Taxes	\$ 2,132,508.66
Total Payroll Expenses	\$ 42,848,011.71
Payroll Processing Fee	\$ 35,187.51
Professional Fees	\$ 5,078.42
Rent or Lease	\$ 101,047.46
Supplies	\$ 8,768.71
Telephone	\$ 66,600.26
Travel	\$ 22,533.51
Travel Meals	\$ 191.99
Other Expense	\$ 0,030.00
Utilities	\$ 7,842.76
Total Expenses	\$ 44,624,078.22
Net Operating Income	\$ 4,052,747.52
Other Income	
Other Income	\$ 91,568.00
Total Other Income	\$ 91,568.00
Total Other Income	\$ 91,568.00
Other Expenses	
Miscellaneous	\$ 4,302.84
Cleaning	\$ 104.00
Gas and Fuel	\$ 830.13
Parking and Tolls	\$ 2,154.45
Total Miscellaneous	\$ 7,391.42
Other Expenses	
Corporate Taxes Exp	\$ 175,349.92
Total Corporate Taxes Exp	\$ 175,349.92
Total Other Expenses	\$ 182,741.34
Net Other Income	\$ (91,173.34)
Net Income	\$ 3,961,574.18

Balance Sheet

Infojini Inc Balance Sheet As of December 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
BOA-3620	\$ 1,420,945.00
BOA-8984-Main	\$ 1,851,135.35
Total Bank Accounts	\$ 3,272,080.35
Accounts Receivable	
Accounts Receivable	\$ 6,396,242.34
Total Accounts Receivable	\$ 6,396,242.34
Other Current Assets	
Estimate Taxes	\$ 23,812.00
Total Other Current Assets	\$ 23,812.00
Total Current Assets	\$ 9,692,134.69
Fixed Assets	
Fixed Assets	
Furniture Fixtures & Equipment	\$ 25,970.00
Accumulated Depreciation	\$ (23,799.00)
Total Furniture Fixtures & Equipment	\$ 2,171.00
Total Fixed Assets	\$ 2,171.00
Intangible Assets	
Software	\$ 30,770.00
Accumulated Amortization	\$ (19,950.00)
Total Software	\$ 10,820.00
Total Intangible Assets	\$ 10,820.00
Total Fixed Assets	\$ 12,991.00
Other Assets	
Other Assets	
Inv- R Tech Information System	\$ 151,558.00
Investment In Brokerage	\$ 202,737.00
Investment In Studmonk	\$ 47,282.00
Security Deposit	\$ 20,081.00
Other Assets	\$ 2,472,184.55
Total Other Assets	\$ 2,893,842.55
Total Other Assets	\$ 2,893,842.55
TOTAL ASSETS	\$ 12,598,968.24

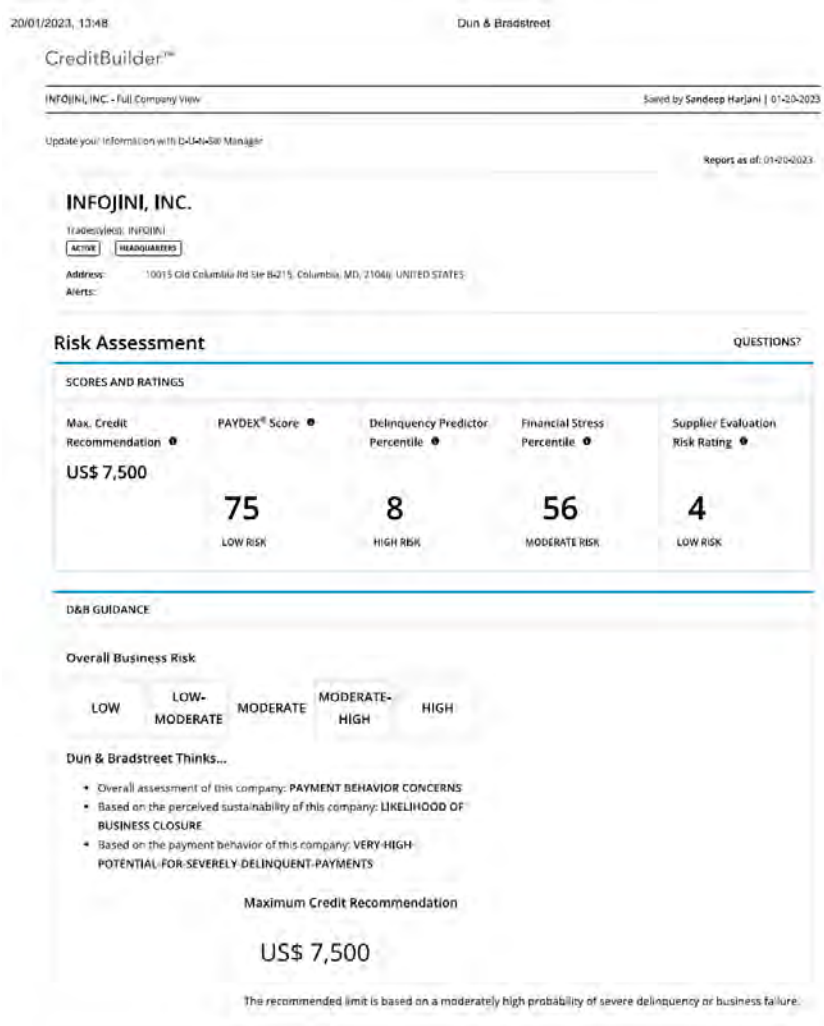
Dunn & Bradstreet Report: Infojini has a PAYDEX Score of 75 and has a Supplier Evaluation Risk Rating of 1 (Low Risk).

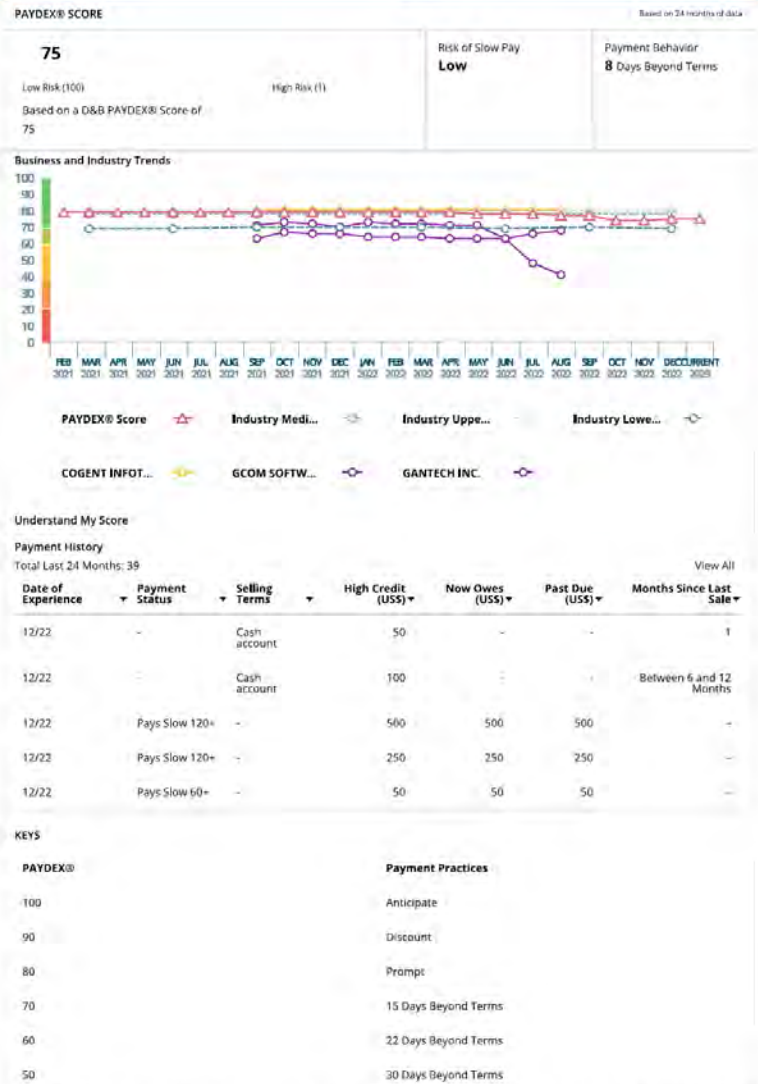
Our D&B report highlights the following factors:

Most of our Payment Experiences show that our business paid on time and early.

There are many Payment Experiences on our report, which can indicate that our business represents a lower risk.

There are no suits, liens, or judgments on our report. This indicates that our business will not have any difficulties meeting any payment obligations.





20/01/2023, 13:48

Dun & Bradstreet

40

60 Days Beyond Terms

30

90 Days Beyond Terms

20

120 Days Beyond Terms

1-19

Over 120 Days Beyond Terms

UN

Unavailable

DELINQUENCY PREDICTOR SCORE

8

Score
419

Class
5

Low Risk (100)

High Risk (1)

Based on a D&B Delinquency Predictor Percentile of 8

Factors Affecting Your Score:

- Increase in proportion of delinquent payments in recent payment experiences
- Higher risk industry based on delinquency rates for this industry
- Proportion of past due balances to total amount owing
- Recent high balance past due
- Evidence of recent payment experiences paid later than 30 days

Level of risk
High

Probability of Delinquency
20.61%

Compared to Businesses in D&B Database
10.2%

Business and Industry Trends



FINANCIAL STRESS SCORE

56

Score
1487

Class
3

Low Risk (100)

High Risk (1)

Based on a D&B Financial Stress Percentile of 56

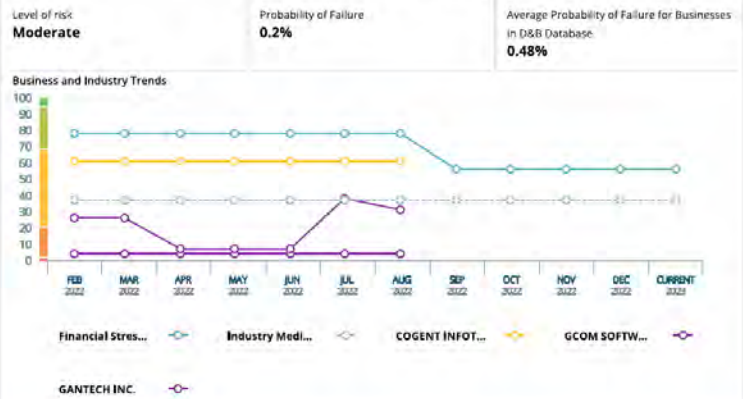
Factors Affecting Your Score:

- Low proportion of satisfactory payment experiences to total payment experiences

<https://creditbuilder.dnb.com/3300/report/full/828981899/US?pdfSections=riskAssessment,tradePayments,legalEvents,specialEvents,ownership,com...> 3/19

20/01/2023, 13:48

Dun & Bradstreet



SUPPLIER EVALUATION RISK RATING

(Based on 24 months of data)

4

Low Risk (1)

High Risk (2)

Factors Affecting Your Score:

- Proportion of past due balances to total amount owing
- Proportion of slow payment experiences to total number of payment experiences reported

Business and Industry Trends



D&B RATING

Current Rating as of 06-13-2022

Previous Rating

Employee Size

Risk Indicator

Financial Strength

Risk Indicator

<https://creditbuilder.dnb.com/3300/report/full/828981899/US?pdfSections=riskAssessment,tradePayments,legalEvents,specialEvents,ownership,p.com...> 4/19



1.2.2. Bankruptcy & Insolvency. Describe any bankruptcy or insolvency for your organization (or its predecessors, if any) or any principal of the firm

There have been no instances of bankruptcy or insolvency for our organization or its predecessors, nor have there been any instances involving any principal of the firm in the last three years. Our organization maintains a strong financial standing and remains committed to its continued success and stability in the market.

in the last three (3) years.	
1.2.3. Litigation. Describe any litigation in which your company has been involved in the last three (3) years and the status of that litigation.	Infojini has not been involved in any litigation in the last three years.
1.3. Industry Qualifications	
1.3.1. Company Identification. How is your organization best identified? Is it a manufacturer, distributor, dealer, reseller, or service provider?	<p>Infojini is a service-based firm specializing in providing Staffing Services. Infojini has 17+ years of immense experience in providing direct-to-hire or permanent placement, temporary, temp-to-hire, contract work, executive search, project work, and outsourced or managed services to various Government and commercial agencies.</p> <p>Infojini is currently holding more than 200 staffing services contracts. Infojini specializes in delivering qualified talent for IT, Healthcare, Accounting and Financial, Administrative and Clerical, Marketing and Advertising, Scientific, Professional, Procurement, General Services requirement for many years and has developed unparalleled competencies across these verticals to provide trained professional resources equipped with the right knowledge and skills to deliver high-quality solutions.</p> <p>Infojini's workforce is comprises of 800+ employees, including 60+ Sales Representatives and 220+ Recruiters. Most members of the Sales Team and Account Management Team at Infojini carry an experience of more than 8 years working on the requisitions of Government clients in different verticals.</p>
1.3.2. Manufacturer Authorization. If your company is best described as a distributor/dealer/reseller (or similar entity), please certify that your organization is authorized to sell on behalf of the products and services you represent.	Not Applicable
1.3.3. Authorized Distributors, Agents, Dealers, or Resellers. Describe the different channels in which this contract will be made available to Equalis	To provide accessibility and ensure effective communication, the contract between Infojini and Equalis Group will be made available through multiple channels. We understand the importance of reaching all Equalis Group Members and facilitating their understanding of the contract terms. We have a dedicated Sales as well as Marketing team who reaches out to the clients, educates them about our cooperative contract, and Infojini's capability and motivates them to utilize the contract for sharing

Group Members. Your response should include, but is not limited to, whether your organization will serve as the single point of sale or if the contract will be made available through a network of distributors, agents, dealers, or resellers.

NOTE: Bidders intending to authorize distributors, agents, dealers, or resellers must complete **Proposal Form 7 - Dealer, Distributor and Reseller Authorization Form.**

their Staff augmentation requirements if they are not currently using it. We will reach out to the clients and candidates using LinkedIn, Facebook, Twitter, performing email marketing, etc. We can also use the following channels:

Conferences: Conferences can be utilized as an opportunity to present and discuss the contract with members. These conferences can be dedicated to showcasing the contract terms, benefits, and any specific details relevant to the members. Attendees can engage in interactive sessions, ask questions, and obtain copies of the contract for further review.

Forums: Online forums or discussion platforms can be established to facilitate communication and collaboration among its members. Within these forums, the contract can be shared as a downloadable document or made available for viewing. Members can participate in discussions, seek clarification, and express their interest in accessing the contract.

Conduct a social media campaign on government contractor-related social media sites such as LinkedIn, GovWin, and Govloop.

Create a tailored one-page capability statement and a longer PowerPoint presentation based on our research of entity needs. The front page of the capability statement will focus on entity-specific missions and needs and will present our team's capabilities considering Entity's needs. We will list our contract number on all our marketing materials and explain how Equal Group's program is set up to fulfill Entities' needs.

Conduct selling and marketing efforts by visiting prospective Customers, to listen to their needs and find ways to fulfill them. We will contact the Procurement officers and Program Managers of current and eligible Equals Group participating entities and request a meeting so that we can present our capabilities. We would distribute our capability statement with our Contract Number and encourage eligible Equals Group participating entities to buy through this contract.

Email Communication: We will distribute the contract electronically via email to all relevant stakeholders within Equalis Group. This ensures that members receive the contract directly in their inbox, allowing for easy access and reference.

Member Portal or Intranet: If Equalis Group has a dedicated member portal or intranet, we can collaborate to integrate the contract documents into their existing system. This enables seamless access to the contract materials alongside other relevant resources available to the members.

Infojini will serve as the single point of sale for this contract to Equalis Group Members. We will directly handle the distribution and availability of the contract without involving any network of distributors, agents, dealers, or resellers. By serving as the single point of sale, we ensure streamlined and efficient communication, transparent processes, and direct access to our organization's expertise and support. This approach

	allows us to maintain direct relationships with our customers and provide them with personalized assistance throughout the contract acquisition process.
<p>1.3.4. Network Relationship. If your company is best described as a manufacturer or service provider, please describe how your dealer network operates to sell and deliver the Products & Services proposed in this RFP. If applicable, is your network independent or company owned?</p>	<p>As a leading service provider, Infojini employs a comprehensive and diversified approach to effectively sell and deliver the Products & Services outlined in this Request for Proposal (RFP). Our dealer network operates in alignment with our service-oriented business model, utilizing various channels to ensure widespread accessibility and customer engagement.</p> <p>At the core of our sales strategy is our robust online platform, which serves as our primary channel for showcasing our offerings. Through our highly informative website, potential customers can explore the full range of services we provide, access detailed information, and engage with us directly. Our website empowers customers to request quotes and initiate the service procurement process, fostering seamless communication and interaction.</p> <p>Conferences can be utilized as an opportunity to present and discuss the contract with members. These conferences can be dedicated to showcasing the contract terms, benefits, and any specific details relevant to the members. Attendees can engage in interactive sessions, ask questions, and obtain copies of the contract for further review.</p> <p>Webinars and Online Workshops: Hosting webinars and online workshops provides an interactive platform to educate potential customers about the products' features, benefits, and use cases. Companies can demonstrate the products, address common questions, and showcase their expertise, ultimately generating interest and establishing themselves as trusted authorities in the industry.</p> <p>Trade Shows and Exhibitions: Infojini will participate in industry-specific trade shows, exhibitions, and conferences to showcase products directly to a highly targeted audience. These events often attract professionals, potential buyers, and key decision-makers who are actively seeking new products and solutions.</p> <p>Infojini actively participates in prominent job fairs relevant to our industry. This proactive involvement allows us to connect directly with prospective customers, both individuals and organizations, who are actively seeking the specific solutions we offer. Job fairs provide an invaluable platform for us to understand customer needs, present the value our services bring, and establish meaningful connections.</p> <p>Recognizing the importance of diversity and inclusion, we forge strategic partnerships with reputable diversity forums, educational institutions such as schools and colleges, and other relevant organizations. These collaborations enable us to tap into their extensive networks, connecting us with individuals and entities that align with our commitment to fostering inclusivity. By leveraging these partnerships, we expand our</p>

	<p>reach in targeted markets and cultivate mutually beneficial relationships.</p> <p>To further extend our market penetration, Infojini forms strategic tie-ups with external job boards renowned for attracting a broad and diverse audience seeking services in our domain. Leveraging the reach of these platforms, we engage with a wider pool of potential customers through targeted advertising and outreach efforts. This allows us to connect with individuals who actively seek services that align with our expertise, effectively maximizing our reach and generating meaningful leads.</p> <p>Our dealer network comprises more than 60 highly qualified subcontractors strategically positioned throughout the United States. These subcontractors possess extensive industry expertise and established relationships with their client base. They will effectively market and promote the contract to their discerning clientele, leveraging their comprehensive understanding of the market to drive successful contract adoption and utilization. With their deep regional presence, our subcontractors will ensure widespread coverage and engagement, maximizing the contract's reach and potential impact.</p> <p>Infojini will be the face of Equalis Group while our network of various subcontractors will help us in marketing the contract by reaching out to the various clients/agencies.</p>
<p>1.3.5. Industry Experience. How long has your company provided the products and services outlined in your response to this RFP? What percentage of your company's revenue in each of the last three (3) full calendar years was generated from these products and services?</p>	<p>Infojini has been providing staffing services for more than 17+ years.</p> <p>Over the past three years, 72.28% of the company's revenue was derived from the products and services listed in the RFP.</p>
<p>1.3.6. Geographic Reach. Describe your company's service area in the United States and which areas you intend to offer services under a resulting contract if awarded.</p>	<p>Infojini's workforce is comprised of 800+ employees, including 60+ Sales Representatives who have experience working on various Staff Augmentation Contracts. Infojini has its own in-house sales team who regularly reach out to potential clients by conducting meetings and sharing our capability statement.</p> <p>Most members of the Sales Team at Infojini have experience of more than 8 years working on the requisitions of Government clients in different verticals.</p> <p>Our Sales Team comprises of VP Sales, Sales Manager, Team Lead, Sales</p>

	<p>Representatives/Executives, Relationship Manager, MIS (Management Information System) Executive, Market Researcher amongst others. We will assign one Team Lead (Sales) for each State who will be leading a team of Sales Representatives/Executives.</p> <p>Locations of your network of sales team: Infojini's sales team will be working from various locations across the United States including but not limited to:</p> <ul style="list-style-type: none"> • Minneapolis, MN • Columbia, MD • Edison and Jersey City, NJ • New York City and Buffalo, NY • Richmond, VA • Philadelphia, PA • Boston, MA • Columbus, OH • Raleigh and Charlotte, NC • Chicago, IL • Austin & Dallas, TX • Santa Clara and Los Angeles, CA • Seattle, WA • Miami and Orlando, FL • SC - Charleston <p>Our vast presence in the United States allows us to provide local account management and support services across the United States.</p>
<p>1.3.7. <i>Certifications and Licenses.</i> Provide a detailed explanation outlining the licenses and certifications that are i) required to be held, and ii) actually held by your organization (including third parties and subcontractors that you use). Has your company maintained these certifications on an ongoing basis? If not, when and why did your company lose any referenced</p>	<p>Infojini is certified under,</p> <ul style="list-style-type: none"> • New York State (NYS) - MBE • North Central Texas Regional Certification Agency (NCTRC) – MBE • City of Philadelphia Office of Economic Opportunity (OEO)- MBE • Maryland Department of Transportation (MDOT) - MBE/DBE/SBE • State of New Jersey – MBE • Commonwealth of Virginia (SWAM) – Small, Minority Owned Business • Metropolitan Washington Unified Certification Program (MWUCP) – DBE/SBE • Minnesota Unified Certification Program (MNUCP) – DBE • ISO 901:2015 • ISO/IEC 20000-1:2018

<p>certifications?</p> <p>NOTE: Provide copies of any of the certificates or licenses included in your response in <u>Proposal Form 5 - Certifications and Licenses.</u></p>	<p>Copies of the Certificate and licenses has been included in the Proposal Form 5 – Certifications and Licenses.</p>
<p>1.4. Public Sector Experience</p>	
<p>1.4.1. Public Sector Cooperative Contracts. Provide a list of the public sector cooperative contracts (e.g., state term contracts, public sector cooperatives, etc.) you currently hold and the annual revenue through those contracts in each of the last three (3) calendar year. Please exclude information and data associated with Federal or GSA contracts</p>	<p>Infojini's Staff Augmentation Contracts and Experience with Public Sector Clients is given below:</p> <p>List of public sector cooperative contracts we hold.</p> <ol style="list-style-type: none"> 1. MEEC IT Professional Consulting Services Master Agreement 2. Sourcewell - IT Managed Service and Staff Augmentation Solutions 3. Buyboard - Temporary Personnel Staffing and Workforce Management Services 4. Texas DIR- Staff Augmentation Services <p>Our organization has achieved an annual revenue of \$1.35 million through these contracts in each of the preceding three calendar years.</p>
<p>1.4.2. Education Success. What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to educational institutions (i.e., K-12 schools & school districts and high education)?</p>	<ol style="list-style-type: none"> i. Total dollar amount: \$25 million ii. Percentage of company's total annual revenue generated by sales to educational institutions: 30.12% of our total annual revenue.
<p>1.4.3. Government Success. What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to local governments (i.e., municipalities, counties, special districts, and state agencies)?</p>	<ol style="list-style-type: none"> i. Total dollar amount: \$73 million ii. Percentage of company's total annual revenue generated by sales to local governments: 87.95 % of our total annual revenue.
<p>1.4.4. Customer References. Provide</p>	

references of at least five (5) local government or educational institution customers for which your company has provided products and services similar in nature and scope to those defined in this RFP in the last three (3) years. Each reference should include:

- a. Customer contact person and their title, telephone number, and email address;
- b. A brief description of the products and services provided by your company;
- c. Customer relationship starting and ending dates; and,
- d. Notes or other pertinent information relating to the customer and/or the products and services your company provided.

Customer Name	Region 4 Education Service Center
Contact name/Title	Kenneth Benavides / Director, IT Solutions
Telephone	281-780-3060
Email	kenneth.benavides@esc4.net
Duration	July 2022 - Present
Description	Infojini, has provided, range of resources for the escWorks Staffing contract, including but not limited to professionals such as FileMaker Developers and Technical Business Analysts.

Customer Name	Louisville Water Authority
Contact name/Title	Michael Simon/ HR Manager
Telephone	502-569-0867
Email	msimon@lwcky.co
Duration	2018 - Present
Description	Provided Administrative Assistants, Accountants, Clerks and many more for multiple projects

Customer Name	Judicial Council of California
Contact name/Title	Robin Harris /SAP ERP Supervisor
Telephone	415-865-5301
Email	Robin.Harris@jud.ca.gov
Duration	June 2017 – Present
Description	<p>Services Provided: Professional services to supplement technical staff, including:</p> <ul style="list-style-type: none"> • Database Administrators • Project Managers • Senior Database Developers • Senior Web Application Developers • Senior Technical Leads • Business System Analysts

Customer Name	SUNY Upstate Medical University, NY
Contact name/Title	Kimberly Graziano /Project Manager
Telephone	(315) 464-8922
Email	graziank@upstate.edu
Duration	Apr 2021 - Present
Description	Provided Healthcare staffing services including but not limited to surgical technician and ultrasound technician for various projects

	Customer Name	Dallas Area Rapid Transit (DART)
	Contact name/Title	Cordell M. Hudson/ Sr. IT Financial Resource Analyst
	Telephone	214-218-4277
	Email	chudson@dart.org
	Duration	2022 - Present
	Description	Provided Helpdesk, Database Architect, Programmer/Developer, and many more for various projects

2. Products & Services

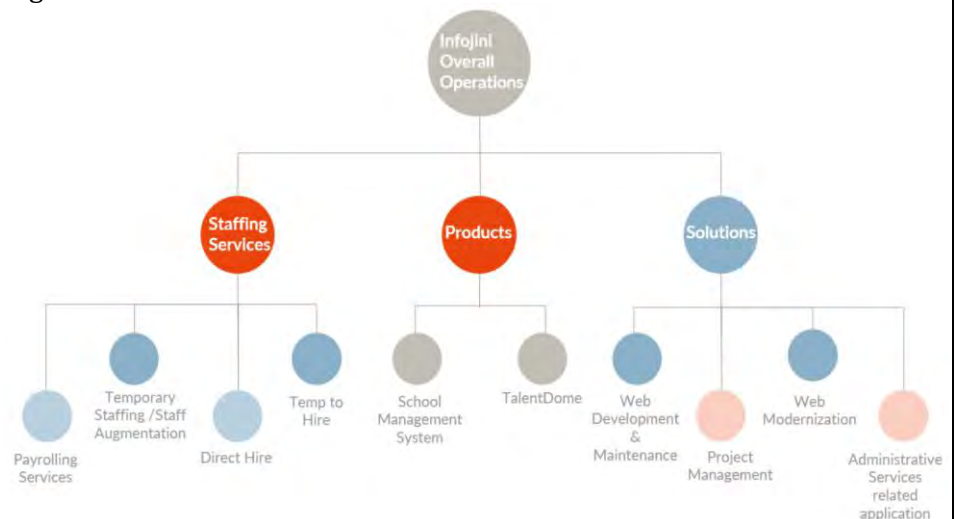
2.1. PRODUCTS & SERVICES

2.1.1. Product & Services Description(s). Provide a detailed description of the products and services you are offering as a part of your proposal.

Your response may include, but is not limited to, information related to differentiators, manufacturing capabilities & advantages, warranty information, turnkey capabilities, installation or set-up, training services, maintenance services, or any other piece of information that would help understand the breadth and depth of your products and service offering.

IMPORTANT. This description along with the products and services included in the **Attachment B - Cost Proposal** will be utilized to define the overall products and services available under a resulting contract.

Infojini has 17+ years of immense experience in providing Staffing Services to various government and commercial clients. Infojini has been servicing customers across various verticals such as IT, Education, Engineering, Transportation, Healthcare, Housing, Pharmaceuticals, Telecom and Government sectors for many years and has developed unparalleled competencies across these verticals to provide trained professional resources equipped with the right knowledge and skills to deliver high-quality solutions. We have a business presence in 42 states across the nation and have been successfully serving the clients with a high level of customer satisfaction.



Infojini's Value-Adds and Key Differentiators set us apart from our competitors.

- **Experienced and dedicated Account Management Team:** Infojini's Account Management Team will work diligently with the Client to identify the contract needs and to provide the best resources. Our Account Management team possess 20+ years of collective experience in managing contracts.
- **Experience with the Cooperative contracts:** Infojini Inc. is providing similar services to MEEC IT Professional Consulting Services Master Agreement, Sourcewell - IT Managed Service and Staff Augmentation

	<p>Solutions, Buyboard - Temporary Personnel Staffing and Workforce Management Services, Texas DIR- Staff Augmentation Services</p> <ul style="list-style-type: none"> • Recruitment Team: We have a team of 220+ Recruiters and Quality Analysts who are having more than 10 years of experience working on similar Positions. Our recruiters can provide resources for both short and long-term assignments. Additionally, Infojini has a team of <i>CCWP certified Staff and highly qualified recruiters</i> and Subject Matter Experts with relevant certifications which could be an added advantage while screening and choosing the best professional for your task order needs. • Robust Screening and Selection process: We have selective screening, testing, selection procedure, and methodology ensuring that only the best of the consultants are hired to meet our client's needs and provide cost-effective solutions to the most challenging staffing needs to meet up to our customers' satisfaction. We not only emphasize the functional capability of temps, but we also place a great deal of importance on soft skills such as communication and interpersonal skills and the employee's ability to adapt to the cultural mosaic of the work environment. To accomplish this goal, we focus on acquiring as many local candidates as possible. Our philosophy is to understand the customer's environment and goals. Through our orientation process, we mentor our Temporary Employees by providing a clear understanding of customer expectations and their culture. We not only identify the most qualified resource for the job on hand but also match the best fit candidate for the requirement from a technical and cultural perspective. • Conditional Recruitment: Infojini's recruitment teams develop customized, targeted recruitment strategies for each client including leading-edge methods to engage and attract staff that best align with the Contracts culture and mission. We have numerous strategies in place to handle high volume / contingency ramp-ups for clients, including our existing employees, proprietary candidate database, support from the surrounding Infojini branch networks, subcontracting partners, etc. • Automated tools and technologies: Infojini use automated tools that enable us to automate and manage the entire recruitment lifecycle from sourcing, applicant tracking, contract employee management, social recruiting, employer branding, candidate assessment and engagement, employee referrals, talent identification, evaluation, and engagement till on-boarding. Following are the tools that we will be using: <i>TalentDome</i> – Employee Referral and Sourcing, <i>Ceipal</i> – Timesheet management and reporting, <i>SenseHQ & Mya Chatbot</i> – Employee and Client Management, <i>ADP</i> – Payrolling, <i>ProveIT / IKM Testing, and IBM Kenexa</i> – for testing the skills and capabilities of the candidates. • Diversity & Inclusion: We celebrate diversity, equality, and foster inclusion through strategic community partnerships. We work with Diversity Forums: DiversityFIRSTTM Program, LGBTQA, women
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meetup groups, and many more which helps us in diverse candidate recruitment.

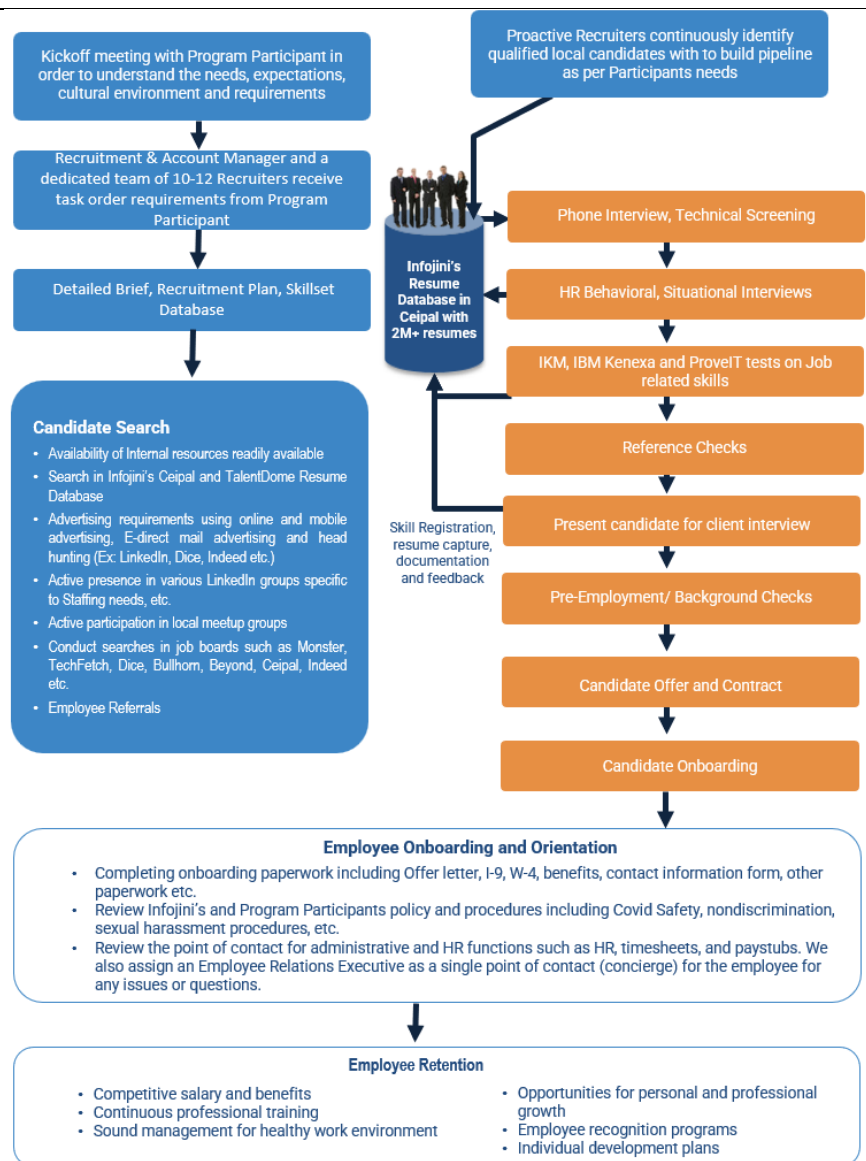
- **Employee Care Program:** Acquiring and retaining high-quality talent is critical for us to ensure the successful delivery of services. To achieve this, Infojini has proven Retention policies comprising of employee rewards programs, performance bonuses, project completion bonuses, Retention bonuses, comprehensive individual and family benefits, training plans, and employee development programs. Our Employee Care Program helps us attract and maintain a qualified and stable workforce, resulting in a retention rate of 97%.
- **Pre-vetted Resume Database:** Infojini has a strong database of candidates who could help us to fill the urgent requirements of the participating entities in the shortest turnaround time possible. The Bench Capability of Infojini helps the clients to hire prescreened consultants saving time in lengthy screening procedures. We have a strong pool of 100,000+ prescreened candidates which helps us in providing resumes within 12-24 Hours and placing the candidate within 3-5 days. Our Recruitment team has access to 2 million resumes through Ceipal, Bullhorn, and TalentDome.
- **Veteran Hiring:** Infojini is a proud proponent of veteran hiring. We undertake veteran hiring initiatives to general employment avenues for our veterans and military spouses every year. We are building a solution for transitioning returning veterans to the workforce. Infojini Inc. was recognized by the USDOL as a HIRE Vets Medallion Award recipient for our commitment to recruiting Veterans. We're proud to support Veterans and their career goals. Moreover, we have multiple alliances with organizations focused on helping Veterans and their spouses to find civilian jobs. We also leverage "Collaboration with Reboot" - A dedicated Veteran Hiring app that helps Veterans find the perfect job after a thorough psychometric analysis. We also have a dedicated team of recruiters that specialize in Veteran Hiring and participate in career fairs and events organized for veterans.
- **Bench Strength:** Infojini has been serving similar needs of our clients for the past many years, which gives us the ability to provide qualified resources within 24- 48 Hours. We have a strong bench of candidates who could help us to meet the urgent requirements in the Shortest Turnaround Time possible.



Infojini has won the following awards in the last 12 months:

At Infojini we were awarded multiple times by our clients for the exceptional Staffing support that we provided during our association. With our unparalleled services, we have emerged as a trusted and valued supplier for our customers and have received various accolades from them. Some of the significant recognition we have received as a result of

	<p>our exceptional services are listed below:</p> <ol style="list-style-type: none">1. Washington Technology Fast 502. Inc 5000 fastest-growing private companies.3. USPACC Fast 504. Baltimore Business Journals- Largest MBE Companies <p>Infojini is invested deeply in technology and is building a center of excellence around technology and project management. We recently have achieved partnerships with:</p> <ol style="list-style-type: none">1. Salesforce Registered Partnership2. Microsoft Application Development Silver Partnership <div><div></div><div></div></div> <p>Recognitions:</p> <table><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>									
										
										
										
<p>2.1.2. Recruitment and Selection. Describe your process for sourcing, screening, and selecting candidates. How does your organization ensure the quality of candidates.</p>	<p>Infojini's Recruitment Methodology: We use automation tools to manage the entire employee lifecycle right from recruitment management (Once we are awarded contract, we will assign dedicated passive recruiters' team who will start building pipeline of local candidates), application tracking, employee management, social recruiting, candidate assessment, talent identification, engagement, onboarding, employee performance, and client feedback.</p> <p>Infojini uses our proven recruiting methodology to conduct our outreach to identify and recruit candidates. Figure shows our recruitment methodology, including our screening process.</p>									



Our recruiters conduct the following screening procedures process to ensure that the resource is a perfect match for the Procuring Agency's requirement and to verify the candidate's education, skillsets, and employment history:

- Technical Screening through SMEs
- Skill Tests
- HR round of screening
- Reference Checks
- Verification through background verification companies

Technical Screening through SMEs: To ensure the quality of the candidate, our domain expert recruiters short-list qualified resumes by matching the Skill Matrix developed for the specific roles. To shortlist potential candidates, our recruiters evaluate each candidate, and they go through a thorough interview process; with job position specific questionnaire; their relevant experience, review of the candidate's work history, aptitude and behavioral skills, application and resume, and competency tests appropriate for the job role.

During the interview, our SMEs assess interpersonal skills, communication skills, teamwork skills, and job knowledge. Our SMEs generally ask work related and specific multiple-choice questions to evaluate technical or professional expertise and knowledge required for specific job.

At the next stage, the SMEs conduct the second level of resume screening and candidate assessment with the help of questionnaires, 3rd party testing tools depending on the skillset and level of experience. These SMEs have 15+ years average experience on an average and check the competency of the qualifying candidate. Table 6 shows what our SMEs evaluate in each qualified candidate.

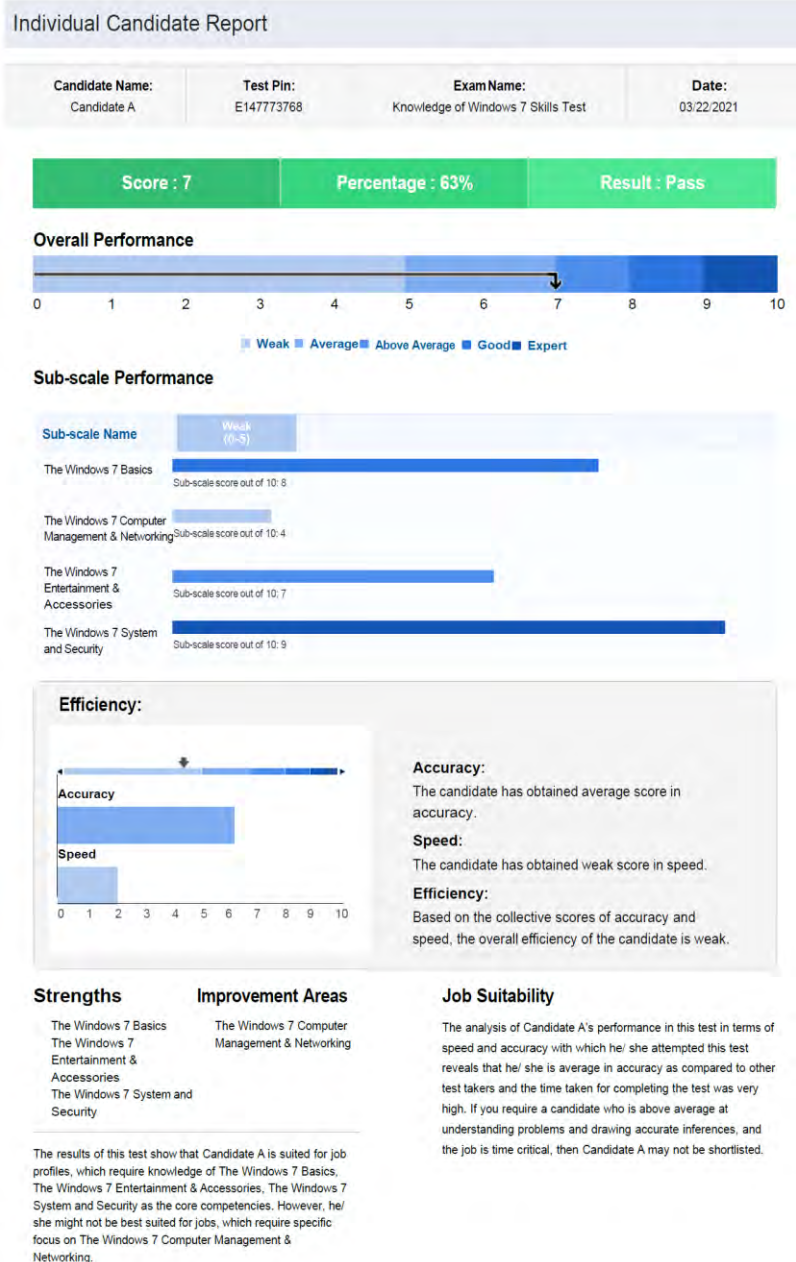
Candidate Evaluation Form			
Client Name:			
Location:			
Job Title:			
Rating:	1 – Average skills	2 – Good skills	3 – Excellent skills
Client's Mandatory Qualifications (MQ)		Meets MQ (Yes/No)	If Yes, Rate Skill Level (1/2/3)
1.			
2.			
3. (add lines if required)			
Client's Desired Qualifications (DQ)		Meets DQ (Yes/No)	If Yes, Rate Skill Level (1/2/3)
1.			
2. (add lines if required)			
Candidate Evaluation Criteria		Yes/No	Evaluator Comments
Does the candidate have relevant experience?			
Does the candidate have required years of experience?			
Are there any gaps in job duration?			
Are the resume credentials correct?			
Is the candidate local?			
If not local, is the candidate ready to relocate?			
Does the candidate have experience with applications/technologies/tools/ machines/etc. involved in the project?			
Has the candidate cleared the Technical Questionnaire Assessment?			
Did the candidate understand the job description?			
Is candidate ready for in-person interview?			
Did at least two ex-employers provide positive references?			
Recommend to Client? (Y/N)			
Add to Talent Pool? (Y/N)			
Addition Comments (if any)			

Skills Assessment: We use ExpertRating (www.expertratinginc.com) as our skill assessment tool to test the technical knowledge of the candidates:

Infojini use automated tools that enable us to automate and manage the entire recruitment lifecycle from sourcing, applicant tracking, contract employee management, social recruiting, employer branding, candidate assessment and engagement, employee referrals, talent identification, evaluation, and engagement till on-boarding. Following are the tools that we will be using: [TalentDome](#) – Employee Referral and Sourcing, [Ceipal](#) – Timesheet management and reporting, [SenseHQ & Mya Chatbot](#) – Employee and Client Management, [ADP](#) – Payrolling, [ProveIT / IKM Testing](#), and [IBM Kenexa](#) – for testing the skills and capabilities of the candidates.

The screenshot shown below is the sample report generated through ExpertRating tool is provided below. The tool allows us to create

customized tests for the candidates and we will leverage this feature to identify the right candidates based on the Procuring Agency's specific requirements.



HR Round of Screening: This round of screening helps to understand whether the resource is committed to accepting the opportunity with the client and checks communication skills. We would make sure that the following expectations are communicated to the resource:

- Compensation offered.
- Duration of the project
- Location and travel (if any) requirements
- Work Hours (as required by the County)
- Onsite/offsite
- Dress code (if any)
-

The HR Manager also conducts Cultural Fit Assessment of the candidates where the HR Manager asks a series of questions to ensure the candidate is suitable for the Procuring Agency's requirements. We ensure that our proposed candidates, in addition to the required job skills and qualifications, exhibit the best fit within the client's culture.

When interviewing a prospective employee, we will look for candidates who align with the Procuring Agency's mission. Employees who are satisfied and happy with the environment are more productive in their work environments and feel invested in the long-term success of the assignment.

Hiring people who are not a good cultural fit could cause friction within the team and create a negative work environment. These factors further impact employee productivity and performance.

During the kick-off meeting with the Procuring Agency, our HR Team will assess, identify, define and articulate the Procuring Agency's culture – its values, goals, and practices – and then our team will weave this understanding into the hiring process.

Based on our understanding of the Procuring Agency's work culture, our team will draft a questionnaire to conduct the Cultural Fit Assessment of the candidates. Figure provides examples of such questions.

Cultural Fit Assessment Questionnaire:

- *What is the single most important factor that must be present in your work environment for you to be successfully and happily employed?*
- *What are the positive aspects of your current job and work environment, or the last position you held before coming to this interview?*
- *Describe the management style that will bring forth your best work and efforts.*
- *What is your preferred work style? Do you prefer working alone or as part of a team? What percentage of your time would you allocate to each, given a choice?*
- *Tell us about an occasion when you believe that you delighted a customer, either an internal or an external customer.*

Cultural Fit Assessment Questionnaire

- Are they a fit for the Procuring Agency's team culture?
- Are they motivated to do the job?
- What drives the candidate?
- Is the candidate a team player?
- Will the candidate suit the Procuring Agency's environment?
- Does the candidate have the correct work ethic and attitude?

Reference Checks: We carry out a thorough reference check of candidates and present them to clients only after receiving positive feedback from all references. Figure 25 shows the standard Professional Reference check form that we use for our clients unless the client has any other specific requirements or restrictions.



Infojini Inc.
Professional Reference Check Form

Candidate's Name: _____
Organization: _____
Reference Name: _____
Reference Title: _____ Relationship to Candidate: _____
Phone/Email: _____ Date: _____
Dates of Employment: From _____ To _____

What was the nature of the candidate's job?

Reason for Leaving: ☐ Voluntary ☐ Involuntary

Explanation: _____

Please rank the candidate based on the following areas:

Responds to Supervision	Poor	Fair	Good	Excellent	N/A
Attendance/Punctuality	Poor	Fair	Good	Excellent	N/A
Dependability	Poor	Fair	Good	Excellent	N/A
Assumes Responsibility	Poor	Fair	Good	Excellent	N/A
Follows Instructions	Poor	Fair	Good	Excellent	N/A
Quality of Work	Poor	Fair	Good	Excellent	N/A
Quantity of Work	Poor	Fair	Good	Excellent	N/A

Were there any disciplinary actions? Please explain:

Were there any performance issues? Please explain:

If given the opportunity, would you re-employ this individual? ☐ Yes ☐ No

Any Additional Comments?

Figure 8. Professional reference check form

Pre-Screen Employment/Background Checks/ Drug Screening:

Infojini performs a criminal record check, motor vehicle check (if applicable), verification of education, verification of employment experience, history, or expertise of the Contractor's employees in a manner consistent with applicable law and the Agreement, and as deemed necessary by the County to protect the trust, safety, and security of the public and agents and employees of the County. We conduct complete background checks of candidates before their joining. Depending on the client's requirements, the background checks are completed at the time of candidate submission or before the resource starts at the client site.

We use reputable background agencies such as **A-Check, Hire Right, LexisNexis, Good Hire, First Advantage, talent Wise, PreCheck, and Crimcheck.com** to conduct complete background checks of candidates. Depending on the Client's requirements, the background checks will be completed at the time of candidate submission or before the resource starts at the client site.



Multi-panel Drug Screening



E-Verify Check



Education and Credential Verification



Criminal Background Checks
and Fingerprint Checks



Previous Employment
Verification/Reference
Checks



Social Security Number Validation



Credit History Check



Motor Vehicle Records
Check/License Verification

	<p>Upon request, Infojini will provide, to the Procuring Agencies, the compliance of the background and reference checks. We understand that failure to provide this information will be considered a violation of the contract and may result in rejection of the candidate and possibly jeopardize our future placements.</p>
<p>2.1.3. Additional Offering. Include any additional products and services not included in the scope of the solicitation that you think will enhance and add value to this contract's participating agencies.</p>	<p>Infojini is pleased to offer additional products and services that can enhance and bring added value to the participating agencies under the contract. We recommend the inclusion of IT Consulting Services and Payrolling Services, leveraging our expertise and capabilities to deliver exceptional results.</p> <ul style="list-style-type: none"> • IT Consulting Services: With our extensive experience in the IT industry, Infojini is well-positioned to provide valuable IT Consulting Services to participating agencies. Our team of seasoned consultants will conduct a thorough assessment of the agencies' existing IT landscape, identifying areas for improvement and formulating strategic recommendations. We specialize in a range of services that can significantly benefit participating agencies in the contract. <i>Our expertise lies in Project Management, GIS (Geographic Information System) services, mobile app development, Application Development, UI/UX design, cloud, cyber security, salesforce consulting, ServiceNow consulting, Web modernization and many more</i> • Payrolling Services: Infojini also offers professional Payrolling Services to participating agencies, streamlining their workforce management processes. Our dedicated team will handle payroll administration, tax withholding, benefits administration, compliance management, and reporting, ensuring accurate and timely processing. By entrusting payroll management to Infojini, agencies can focus on their core mission while enjoying the benefits of streamlined payroll operations. Our secure and reliable payrolling services provide peace of mind, ensuring compliance with labor laws and regulations while delivering efficient payroll processing.
<p>2.1.4. Compliance. Describe your organization's approach to compliance with relevant labor laws.</p>	<p>Infojini's Legal team collaborates with Employment Attorneys to ensure strict compliance with all applicable labor laws. Our thorough approach encompasses reviewing and adhering to the specific labor regulations in each location where we operate. This ensures that our onboarding, employment, and termination processes align with the rights and protections afforded to employees under local labor laws. By diligently upholding compliance, Infojini maintains a strong commitment to fostering a fair and lawful work environment.</p>
<p>2.1.5. Open Market Products. Provide a detailed description of your ability to accommodate requests for Open Market Products. Open Market Products is a category of products or services</p>	<p>At Infojini, we understand that there may be instances where our clients require products or services that fall under the category of Open Market Products, which are not readily available in our standard catalog offering or non-inventory products. We have established processes and capabilities to accommodate such requests and provide a solution that meets our clients' unique requirements.</p> <p><u>Needs Assessment:</u> When a request for Open Market Products is received, our dedicated team of experts will conduct a thorough needs</p>

that cannot be found in your standard catalog offering or non-inventoried products.

assessment in collaboration with the client. This assessment aims to gain a comprehensive understanding of the specific product or service required, its intended purpose, and any customization or special considerations involved.

Supplier Network: We have developed an extensive network of trusted suppliers and vendors across various industries. Leveraging our strong relationships with these partners, we can tap into their expertise and resources to source the Open Market Products requested by our clients. We thoroughly evaluate and select suppliers based on their reliability, quality standards, and ability to meet our clients' unique specifications.

Customization and Procurement: In cases where customization is required, our team works closely with the client and the selected suppliers to define the necessary modifications or adaptations to the Open Market Products. We ensure clear communication channels to facilitate the procurement process, including detailed specifications, delivery timelines, pricing, and any contractual agreements.

Project Management: Throughout the procurement and implementation process, we assigned a dedicated project manager who acts as the primary point of contact for the client. This project manager coordinates all activities, ensuring smooth communication between the client, suppliers, and internal teams. They oversee the entire project lifecycle, from initial discussions to final delivery and post-implementation support.

Quality Assurance: We maintain strict quality control measures to ensure that all Open Market Products meet the highest standards. Our quality assurance team conducts rigorous inspections, tests, and certifications to guarantee that the delivered products align with the client's expectations and regulatory requirements.

Timely Delivery: We recognize the importance of timely delivery for our clients' operations. Our project management team closely monitors the progress of each Open Market Product request, tracking key milestones and proactively addressing any potential delays or issues. We prioritize efficient logistics and coordination to ensure that products are delivered within the agreed-upon timelines.

Ongoing Support: Our commitment to customer satisfaction extends beyond the initial delivery of Open Market Products. We provide ongoing support and maintenance services to address any post-implementation challenges or inquiries that may arise. Our dedicated customer support team is readily available to assist clients with troubleshooting, warranty claims, or future enhancements.

At Infojini, we have the capabilities, supplier network, project management expertise, and commitment to excellence necessary to accommodate requests for Open Market Products. We strive to deliver tailored solutions that align with our clients' unique needs and contribute to their overall success.

2.2. Customer Service & Client Management

2.2.1. Customer Service Department.

Describe your company's approach to customer service.

Customer Service Approach:

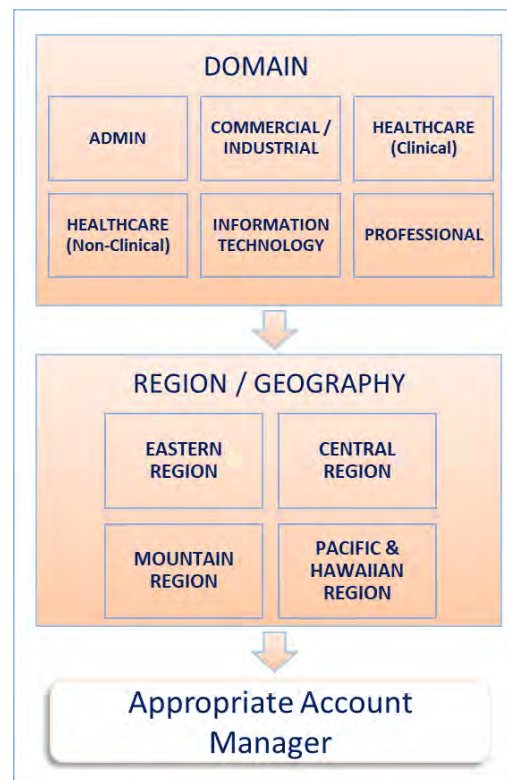
Infojini will assign a dedicated Account Management Team to the Procuring Agency depending on its:

(i) Domain and Type of Requirements/ Positions

(ii) Region/Geography

The dedicated Account Management Team assigned to the Procuring Agency will be responsible for proactively monitoring our contract performance and ensuring that we place the right candidate and provide the best service delivery experience to the Procuring Agency. Our Dedicated Account Manager will be available to 24/7/365 and can be reached via phone: 43-973-7037, Fax: 443-283-4249 or Email: statebids@infojiniconsulting.com.

The assigned Account Manager will serve as the Primary Point of Contact for the Procuring Agency to regularly discuss the progress of tasks, upcoming tasking, historical performance, and resolution of any service delivery issues or issues that may arise pertaining to the temporary personnel. We believe that constantly keeping a check on the quality, directly or indirectly, affects the Client Satisfaction level.

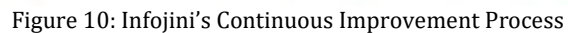


Infojini has assigned a dedicated Quality Monitoring Team, shown in Figure X, responsible for monitoring the performance of our team during pre-employment and post-employment phases. This team will use the client and employee feedback, specific metrics, and Key Performance

Our Quality Monitoring Team is composed of:
(i) Client Relations Manager and (ii) Employee Relations Manager, and
(iii) Management Information Systems (MIS) Specialists.



We maintain our quality of service and the reviews in a sprint-like approach, seeking regular feedback from our clients and our employees and performing an audit to guarantee our compliance. We document lessons learned and incorporate them via an iterative and incremental model, illustrated in Figure. This process provides for continuous improvement.



Infocini will share a high-level and a micro-level view of the contract with regards to the Service Level Agreements (SLA), contractor requirements and qualifications, rate changes, start and end dates of engagements; we will also be responsible for the overall performance of the team for the assigned contract. We will accomplish these tasks through in-person and phone meetings and, surveys in SenseHQ.

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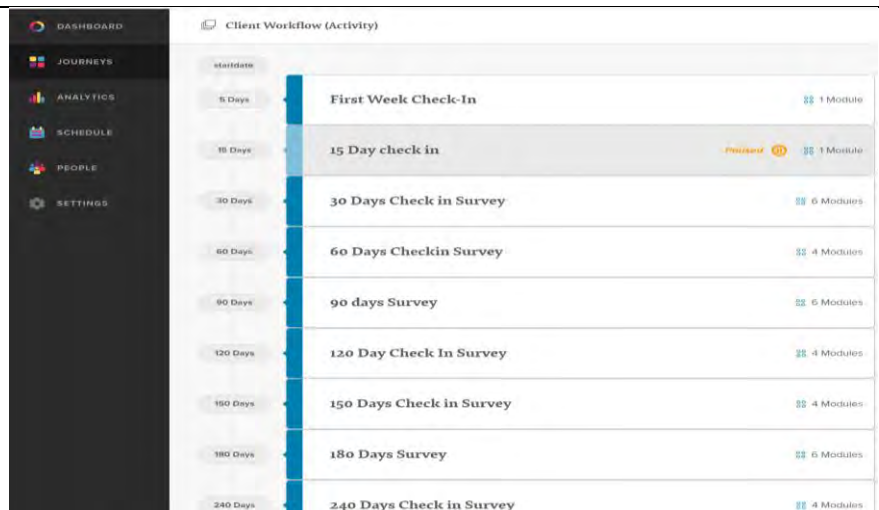


Figure: Sense HQ Workflow

Here are some screenshots from SenseHQ of what our client has to say on their experience working with us:

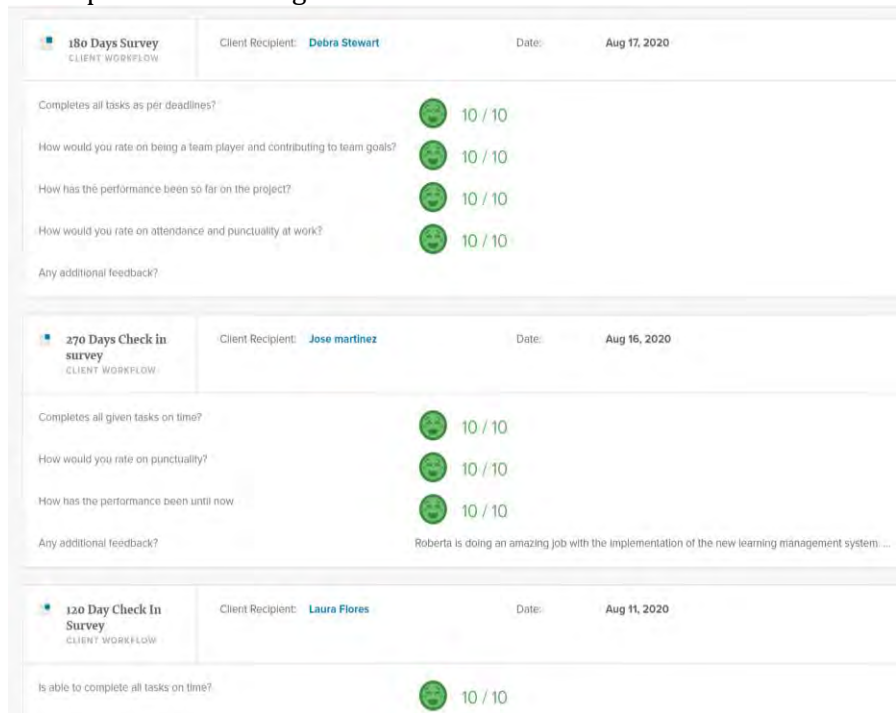
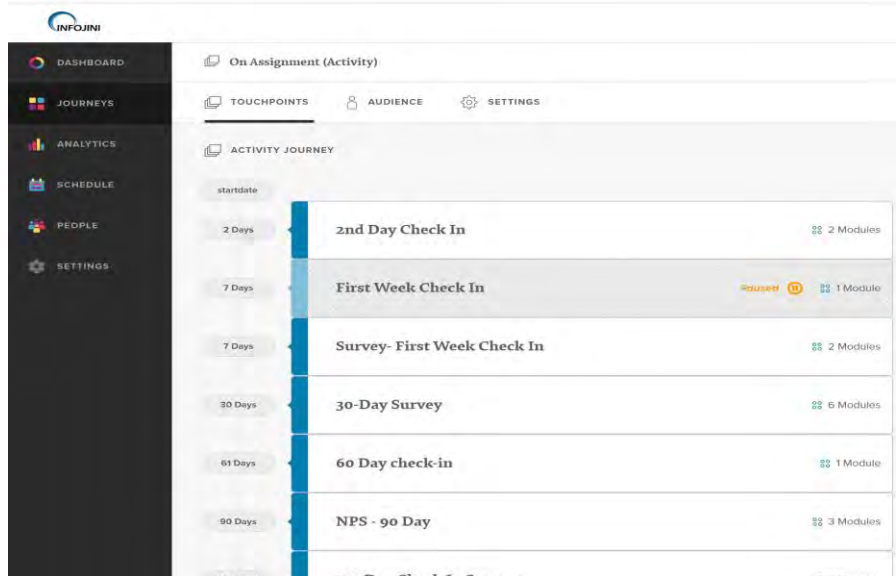


Figure: Client Survey

We will use SenseHQ for automation of our employee experience working with our client. Figure shows the various workflows used for our employee communication.



The screenshot below shows some feedback and reviews given by our employees:

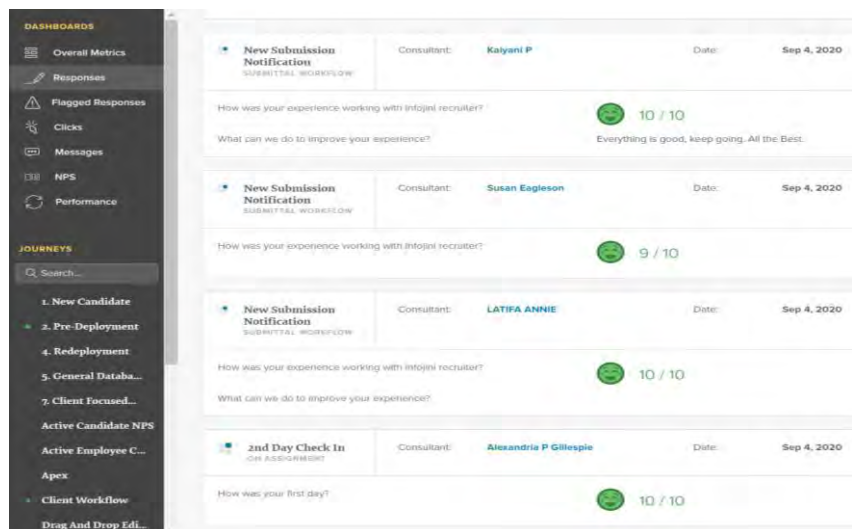


Figure: Employee Feedback

Responding to Client Complaints and Service Delivery Issues:

The Account Manager will serve as the point of contact for identifying and escalating issues should we encounter them. (S)he also shares a high-level and a micro-level view of the contract with regards to the Service Level Agreements (SLA), contractor requirements and qualifications, rate changes, start and end dates of engagements, and so on. (S)he will also be responsible for the team's overall performance for the assigned contract and will spearhead mitigation of any performance issues that may arise. (S)he will actively solicit intelligence on contract performance, directly through interaction with customers and resources and indirectly through observation. Suppose the Account Manager believes that there is a potential risk for substandard performance. In that case, he will take preventive action to ensure that performance remains high quality, and

that task orders and work orders stay on schedule and budget.

The Account Manager will acknowledge the issue within 30 minutes and the Account Manager will present an initial mitigation plan within 1 business day.

Infojini will follow the process shown in Figure when a Procuring Agency escalates an issue regarding the employee performance:

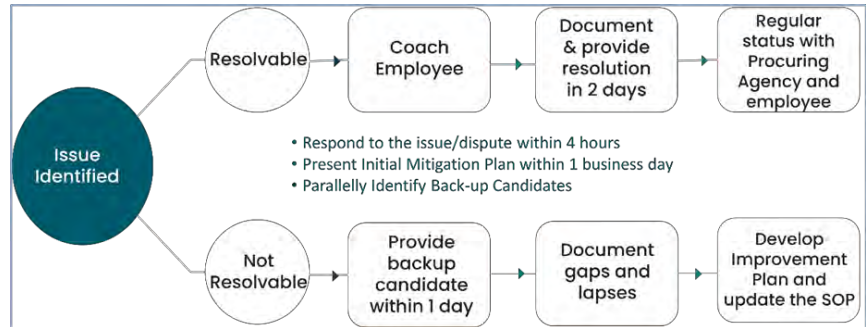


Figure: Issue Resolution Process

Infojini has a systematic chain of command for the different levels of escalations based on the severity of the issue.

Table: Chain of Command and Service Level Agreement (SLA)

Severity	Escalation Handled By	SLA (Response Time)
Level I (Severity: Low)	Account Manager	Within 3 days
Level II (Severity: Medium)	Vice President (Client Services)	Within 1 day
Level III (Severity: High)	National Program Manager	Within 1-6 hours (same day)

The above chain of command is same for:

- Employee performance or behavioral issues
- Lapses or irregularities in Account Management and/or Service Delivery

For example, our client Port of Seattle approached our Account Manager and raised concerns over our consultant's demonstrable knowledge of Selenium which was slowing down their project completion. Our consultant, a Jr. Application Tester, did not have prior experience of working on the technology Selenium. [Severity: Level II]

After understanding the Port of Seattle's requirements in detail, our Account Manager along with our Sr. IT Program Manager and Vice President (Client Services), recognized that our consultant needed formal training on Selenium. We submitted our mitigation plan to CMTA within 1 day and confirmed to the consultant about the training program. [Mitigation Plan: Within 1 Day]

	<p>We organized an online Instructor Led Training program for our consultant which our Sr. IT Program Manager customized based on Port of Seattle’s project requirements. [Response Time: Within 1 Day]</p> <p>We provided our consultant with 10 hours of online Instructor Led Training which was spread over 5 business days. The program was designed so that the consultant could continue working on Port of Seattle’s project while undergoing training after business hours. Infojini did not charge Port of Seattle any additional fees for training the consultant.</p> <p>The Port of Seattle’s Project Manager was highly impressed with our proactive approach towards addressing their concerns and resolving the issues in a timely manner. [Outcome: Project completed on schedule]</p>
<p>2.2.2. Candidate/Client Support. Describe any candidate/client support or management services or tools offered by your organization.</p>	<p>Infojini uses FreshDesk Ticketing System to deliver the best customer service. The system allows us to prioritize every ticket keyword and assign it to the specific group. We can set response and resolution time rules for different priority tickets. If the SLA response and resolution time rules are violated, escalation emails are sent to the supervisors. The system is also able to split tickets with several tasks into sub-tickets so that multiple teams can work on them parallelly.</p> <p>We will resolve any escalation or requests from employees and clients with the following timeline and SLA:</p> <ul style="list-style-type: none">• Issue Acknowledgment: SLA turnaround time is 1 hour.• Critical Issue: SLA turnaround time is 2 hours.• High Priority: SLA turnaround time is 1 day.• Low Priority: SLA turnaround time is 3 business days. <p>Infojini’s Customer Support details are provided below:</p> <div><p><i>Infojini’s Customer Service</i></p><p><i>Dedicated Account Manager: 7am to 5pm Local Time of the Procuring Agency</i></p><p><i>Customer Service Representatives: 6am to 09:59 pm Mountain Time</i></p><p><i>On-call Representatives for Healthcare services: 24x7</i></p><hr/><p><i>Contact Details</i></p><p><i>Toll Free Number: 866-236-0085</i></p><p><i>Fax: 443-283-4249</i></p><p><i>Email: statebids@infojiniconsulting.com</i></p></div> <p>We provide 24-hour support to some of our clients. Infojini has developed a chatbot feature which will be available for the Procuring Agencies 24x7x365 for making any requests or enquiries online. These</p>

requests will be directed to the appropriate Account Manager. The figure below shows the screenshots of the chatbox that can be accessed on our website.

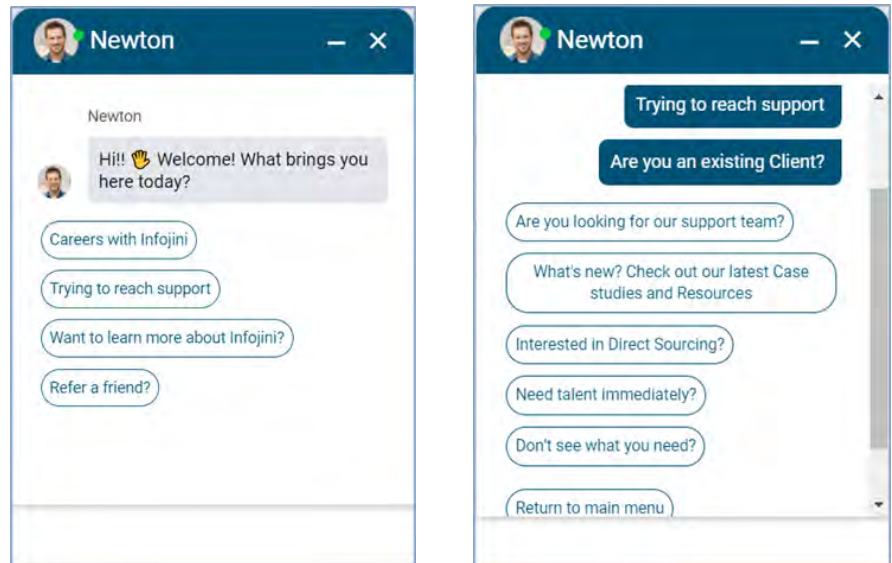


Figure: Online Chatbot for 24x7 Assistance

We understand that many of the client's requests are critical and time sensitive. To avoid any delays, we assign a Secondary Account Manager for every Account Manager, in case (s)he is unavailable to address a critical request or issue. In the absence of both the Account Manager and the back-up Account Manager, Infojini's National Program Manager will take over and address the client's requests or issues. This ensures that there is never any delay or 'downtime' while serving our customers.

Table: Infojini Brings 1st and 2nd Backups to the Account Manager

Infojini's Primary Point of Contact	1st Back-up	2nd Back-up
Account Manager	Secondary Account Manager	Vice President – Client Services

Infojini uses SenseHQ (<http://www.sensehq.com>) to conduct frequent surveys and touchpoints with our employees and clients, analyze their satisfaction, and ask open-ended questions to uncover any risks. We utilize SenseHQ for creating workflows and client surveys. Table 1 shows the benefits provided by the tool.

Table: SenseHQ Features

Features	Benefits
Employee surveys	Will help us to get feedback from the consultants who will be placed with the Procuring Agency. This will enable us to quickly solve the grievances of the consultants and motivate them to provide the best service delivery.

	Employee reminders	Will help us to send online reminders and share critical information with the consultants placed with the Procuring Agency.											
	Employee follow-ups	Enables online employee follow-ups related to project reports,timesheet submission, etc.											
	Client surveys/feedback	Enable us to take regular online feedback from the Procuring Agency related to consultants placed and Infojini's performance. This will help the Procuring Agency to provide suggestions for better service delivery according.											
	<p>In addition to SenseHQ surveys, our team remains in regular touch with clients through telephone calls and in-person meetings. We will conduct the first survey and meeting at the end of the first week of an assignment.</p> <p><i>Table: Mode of Client Communication, Frequency, and Responsible Personnel</i></p> <table> <tr> <th>Mode of Communication</th><th>Frequency</th><th>Infojini's Responsible Personnel</th></tr> <tr> <td>SenseHQ Surveys (http://www.sensehq.com)</td><td>Bi-weekly, or as required by the Procuring Agency</td><td>Quality Management Team (Client Relationship Manager and Employee Relationship Manager)</td></tr> <tr> <td>Telephonic Meetings</td><td>Bi-weekly, or as required by the Procuring Agency</td><td>Account Manager</td></tr> <tr> <td>In-person Meetings</td><td>Quarterly, or as required by the Procuring Agency</td><td>National Program Manager and/or Account Manager</td></tr> </table>		Mode of Communication	Frequency	Infojini's Responsible Personnel	SenseHQ Surveys (http://www.sensehq.com)	Bi-weekly, or as required by the Procuring Agency	Quality Management Team (Client Relationship Manager and Employee Relationship Manager)	Telephonic Meetings	Bi-weekly, or as required by the Procuring Agency	Account Manager	In-person Meetings	Quarterly, or as required by the Procuring Agency
Mode of Communication	Frequency	Infojini's Responsible Personnel											
SenseHQ Surveys (http://www.sensehq.com)	Bi-weekly, or as required by the Procuring Agency	Quality Management Team (Client Relationship Manager and Employee Relationship Manager)											
Telephonic Meetings	Bi-weekly, or as required by the Procuring Agency	Account Manager											
In-person Meetings	Quarterly, or as required by the Procuring Agency	National Program Manager and/or Account Manager											

3. Business Operations

3.1. Customer Set Up; Order & Invoice Processing; Payment

3.1.1. Order & Invoice Process. Describe your company's proposal development, order, and invoice process.	Infojini utilizes Ceipal time tracking software for temporary staff to enter hours in their timesheet and get approval from the Client. The employees are provided with a unique code with which they can log in and log out of the system, which tracks their hours down to the minute and can provide real-time data. We get automated alerts if employees are getting closer to
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<p>Your response should include, but is not limited to, acceptable payment methods and standard payment terms.</p>	<p>overtime or they are working outside of the regularly scheduled hours, which saves time and eliminates the chance of error. Our experienced Accounts department is responsible for time and expense records. Both Internal Users and External Contacts, such as the Candidate's onsite manager/supervisor, can be granted permission to review and approve/reject submitted Timesheets and Expenses. These approvers will receive email notifications when their approval has been requested, and Candidates are emailed notifications to let them know if their submitted Timesheets and Expenses are approved or rejected. To see the detailed view for a Submitted Timesheet, a manager or Timesheet Approver will click its Week Ending date. If the User is listed as an Approver on that Candidate's Bill Record, they will see the [Approve] and [Reject] buttons.</p> <p>For this contract, all our temporary employees will be instructed to submit their online timesheet through Ceipal every week, and this is shared online for approval from the Client HR to validate the hours worked by the assigned resource. For this contract employees assigned to the Client will:</p> <ul style="list-style-type: none">• Submit their timesheets online through Ceipal and a request will be created online to the Client HR for getting the approval on the submitted timesheet.• Our payrolling team will invoice the Client for the Approved timesheets on weekly basis.• The Client will be billed every week for the total hours worked by each candidate for the Client. <p><i>Figure: Ceipal Timesheet Screenshot</i></p>
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While Submitting

Figure: Ceipal Timesheet Sample

After Submission

The screenshot displays the Ceipal Timesheet interface. At the top, there is a navigation bar with tabs for Home, ESS, Employees, Timesheets, Expenses, Clients, Vendors, and Invoices. Below the navigation bar, the user's name 'Angella Edwards' and ID 'TS20210931' are shown. The status 'SUBMITTED' is indicated. The timesheet is for the period '09/12/2021 to 09/18/2021'. The job title is 'Administrative OR Accountant Support'. The timesheet grid shows hours for each day of the week, with a total of 40.00 hours. The status is 'SUBMITTED'.

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours Per Item
Play Classification	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	40.00
Standard Time	00:00	08:00	08:00	08:00	08:00	08:00	00:00	40.00
Total Billable Hours	00:00	08:00	08:00	08:00	08:00	08:00	00:00	40.00
Total Hours	00:00	08:00	08:00	08:00	08:00	08:00	00:00	40.00

Figure: Ceipal Timesheet Sample

Invoicing and Payments: We manage our invoicing/order processing requisition through our payroll software where we upload all timesheets and based on the approval from our clients, we ensure that we compute the salary accordingly. Infojini provides separate invoices generated by our invoicing software “QuickBooks” for each temporary employee. We will submit the invoices in accordance with the provisions in the solicitation document. We will provide Itemized timesheets with each invoice and Timesheets will include information such as - company name, address, and contact, contract number, purchase order or requisition number, invoice number and date, payment terms, date of service or delivery, quantity, description of purchase (services), pricing per unit of service, extended price, the total amount due, etc.

We ensure that the invoice is raised only after receiving approval from the candidate's manager validating the time and expenses recorded by them. We use Ceipal for approvals from managers/ supervisors. Both Internal Users and External Contacts, such as the Candidate's onsite manager/ supervisor, can be granted permission to review and approve/reject submitted Timesheets and Expenses. These approvers will receive email notifications when their approval has been requested, and Candidates are notified via emails to let them know if their submitted Timesheets and Expenses are approved or rejected. Internal Users can run a variety of queries and reports that allow them to view the status of Timesheets and Expenses. Once a timesheet has been approved, an email will be generated to the Candidate, alerting them of the approval. Please find below a sample of our invoices for your consideration:



Infojini Inc FEIN: 20-4624920
PMB #115, 344 GROVE STREET
JERSEY CITY, NJ 07302
+1 4432570086
sandeep.harjani@infojiniconsulting.com

INVOICE

BILL TO
Atlantic Health Care

INVOICE # INF_29043
DATE 11/08/2021
DUE DATE 12/13/2021
TERMS Net 35

ACTIVITY	QTY	RATE	AMOUNT
Anthony Vasta Consultant Name [REDACTED] Designation :- IT Support Technician Period :- 10/17/2021 - 10/23/2021	36.84	30.00	1,105.20
SUBTOTAL			1,105.20
DISCOUNT 5%			-55.26
TOTAL			1,049.94
BALANCE DUE			\$1,049.94

Figure: Infojini's Invoice Sample

Our AP/AR Specialists are also in charge of invoicing and ensure we comply with all client-side policies regarding the payment of fees etc. In the event of any discrepancy identified we reach out to the Account Manager for reevaluation and seek his validated approval for releasing the correct compensation. We use direct deposits for transferring the payments to the employees directly to their accounts on a biweekly basis.

Infojini accepts payments through credit cards, wire transfers, checks, and online payments and we prefer payment terms on Net30 basis.

4. PRICING

4.1. Cost Proposal

4.1.1. **Pricing Model.**

Provide a description of your pricing model or methodology identifying how the model works for the products and services included in your proposal. Your response should describe how the proposed pricing model is able to be

We have an hourly fee structure to be charged by the client. We have a strong and proven track record to deliver the best staffing resources to different federal, state and county agencies since 2006.

Following is Infojini Inc.'s pricing structure to determine the total cost:

Candidate Rate + Markup = Total Cost

Fringe + SG&A Overhead + Profit = Markup %.

The profit of these candidates provided will be lower than other candidates as these candidates will have significantly lower recruiting and on-boarding cost.

audited by an Equalis Group member to assure compliance with the pricing in the Master Agreement.	Fringe Benefits, SG&A and Overhead: Employer contributed Social Security, Medicare, SUTA, FUTA, Health Insurance and paid time off including Authority holidays and vacation, Accounting and payroll cost of HR, Project Manager, immigration sponsorship (if required), and employee engagement, any other benefits.
4.1.2. Auditable. Describe how the proposed pricing model is able to be audited by public sector agencies or CCOG to assure compliance with pricing in the Master Agreement.	To enable auditing, Infojini provides participating agencies and CCOGs with complete access to the Master Agreement, including detailed pricing information, contractual terms, and supporting documentation. This transparency ensures that agencies and CCOGs have the necessary information to verify and assess compliance with the agreed-upon pricing structure.
4.1.3. Cost Proposal Value. Which of the following statements best describes the pricing offered included in Bidder's cost proposal.	<p>The prices offered in your Cost Proposal are:</p> <p><input type="checkbox"/> lower than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input checked="" type="checkbox"/> equal to what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> higher than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> not applicable. Please explain below.</p>
	Click or tap here to enter text.
4.1.4. Total Cost of Acquisition. Identify any total cost of acquisition costs that are <i>NOT</i> included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Bidder.	None.

5. GO-TO-MARKET STRATEGY

5.1. Bidder Organizational Structure & Staffing of Relationship

5.1.1. Key Contacts.

Provide contact information and resumes for the person(s) who will be responsible for the following areas;

1. Executive Contact
2. Contract Manager
3. Sales Leader
4. Reporting Contact
5. Marketing Contact.

Indicate who the primary contact will be if it is not the Sales Leader

Key Contacts:

Role	Name	Email	Phone
Executive Contact	Sandeep Harjani	statebids@infojiniconsulting.com	443-257-0086
Contract Manager	Sandeep Harjani	statebids@infojiniconsulting.com	443-257-0086
Sales Leader	John Ball	john.ball@infojiniconsulting.com	551-267-4281
Reporting Contact	John Ball	john.ball@infojiniconsulting.com	551-267-4281
Marketing Contact	Piyush Sadhu	piyush.sadhu@infojiniconsulting.com	443-270-1367

1. Sandeep Harjani: (Executive Contact & Contract Manager)

Summary Qualifications

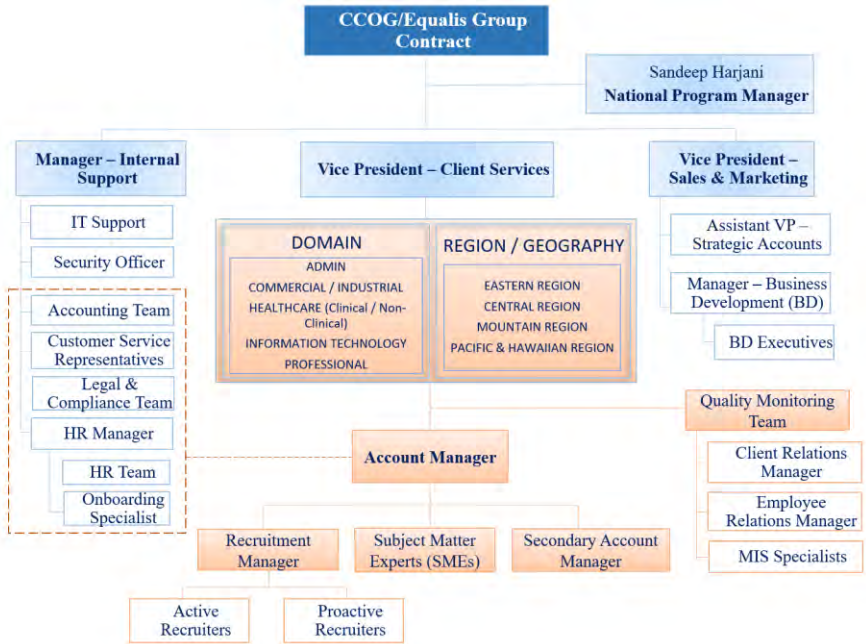
- 17+ Years of Client Management and Business Development experience directing/supervising large contract vehicles of the State, Local, Federal and Private Sector.
- Extensive experience providing account management for Contingent Staffing Services contracts with various state and local agencies such as New York Power Authority, New York City Housing Authority, NYCERS, Rural Health Network of South Central New York (RHNSCNY), MTA, MTA Capital Construction, Long Island Rail Road and Metro North Rail Road, State of Washington, State of Maryland, State of Oklahoma, State of Colorado, State of California, State of Texas, State of North Carolina, State of South Carolina, Community Transit - City of Everett, Port of Seattle, Washington Health Benefit Exchange (WAHBE), Valley Transit, King County Procurement & Payables Section, Washington State Department of Licensing, Lone Star College, Austin Community College (ACC) District, Los Angeles County Office of Education etc.
- Excellent technical and interpersonal skills.
 1. Account Management
 2. Sales Management
 3. Business Management
 4. Contract Negotiations
 5. Contingent Staffing
 6. Strategic Planning
 7. National Sales Development
 8. C-level Client Relations

	9. P & L Management												
	Education												
	<ul style="list-style-type: none"> • Master of Science in Computer Science, Syracuse University 2004 • Bachelor of Engineering in Computer Engineering, Mumbai University 2001 												
	Core Competencies												
	<ul style="list-style-type: none"> • Service Level Metrics • Service Desk • Incident & Problem Management • Performance Management • Continuous Improvement processes • Vendor Management • Client Satisfaction • Change Management • Contract Governance • P&L Management • Self-directed Team Building • Field Service Management 												
	Chronological Order Work History												
	<table> <tr> <td>Infojini, Inc., (Jersey City, NJ)</td><td>June 2006 - Present</td></tr> <tr> <td>Contract/Account Manager</td><td></td></tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> • Manage government sector clients for their Staffing and Project Management needs. • Work collaboratively with clients to monitor performance and project delivery, manage risk, answer questions, escalations, and provide the resolution of issues. • Spearhead mitigation of any performance issues that may arise. • Help with government agencies technology solutions and services, respond to RFPs, and develop penetration and growth plans. • Define appropriate sales tactics and forecasting, build and plan relationships with vendors and distributors. • Apply dynamic leadership talents toward training, coaching, and managing sales associates. • Actively attend tradeshow and job fairs to establish and expand the network of candidates and clients. • Manage Fortune 500 clients. • Develop and maintain strategic relationships with clients and the management to fulfill client expectations and increase revenue. • Interact daily with project managers, resource managers, and procurement </td></tr> <tr> <td>Constellation Energy</td><td>June 2004 - June 2006</td></tr> <tr> <td>Project Manager</td><td></td></tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> • Create detailed project plans, establish timelines, and define resource requirements, critical paths and key milestones; monitor overall progress and ensure timely completion of all tasks. • Build cost and time requirements into project plan; successfully meet project deliverables. • Execute all phases of the project life cycle - analysis, design, development, testing, implementation, and post-production support </td></tr> </table>	Infojini, Inc., (Jersey City, NJ)	June 2006 - Present	Contract/Account Manager		<ul style="list-style-type: none"> • Manage government sector clients for their Staffing and Project Management needs. • Work collaboratively with clients to monitor performance and project delivery, manage risk, answer questions, escalations, and provide the resolution of issues. • Spearhead mitigation of any performance issues that may arise. • Help with government agencies technology solutions and services, respond to RFPs, and develop penetration and growth plans. • Define appropriate sales tactics and forecasting, build and plan relationships with vendors and distributors. • Apply dynamic leadership talents toward training, coaching, and managing sales associates. • Actively attend tradeshow and job fairs to establish and expand the network of candidates and clients. • Manage Fortune 500 clients. • Develop and maintain strategic relationships with clients and the management to fulfill client expectations and increase revenue. • Interact daily with project managers, resource managers, and procurement 		Constellation Energy	June 2004 - June 2006	Project Manager		<ul style="list-style-type: none"> • Create detailed project plans, establish timelines, and define resource requirements, critical paths and key milestones; monitor overall progress and ensure timely completion of all tasks. • Build cost and time requirements into project plan; successfully meet project deliverables. • Execute all phases of the project life cycle - analysis, design, development, testing, implementation, and post-production support 	
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	<p>for custom Corporate Security and Business Continuity systems.</p> <ul style="list-style-type: none"> • Manage all project management activities of the implementation and document support requirements.
	<p>Syracuse University June 2002 - May 2004 Oracle Trainer</p> <ul style="list-style-type: none"> • Oracle SQL, PL/SQL training provided to corporate students for Oracle Certifications. • Designed tests for students to evaluate their performance. • Objectives Satisfied: • Curriculum completed for Oracle Certification. • Assigned tests and assignments to students and administered the tests.
	<p>2. John Ball (Sales & Reporting Contact)</p>
	<p>Summary Qualifications</p> <ul style="list-style-type: none"> • 6+ Years of experience in directing/supervising large contract vehicles of the State, Local, Federal and Private Sector. • Extensive experience providing Sales/account management for large contracts with various state and local agencies such as State of California, State of Oklahoma , State of California, State of Texas, State of North Carolina, State of South Carolina, NYCHA, NYCERS, MTA, Texas Capital Metropolitan Transportation Authority, Maryland DOT, North Carolina DOT, South Carolina DOT, Washington DOT, Metropolitan Transportation Authority (New York) and Capital Metropolitan Transportation Authority (Texas) etc. for their IT Professional needs.
	<p>Education</p> <ul style="list-style-type: none"> • Bachelor of Arts in Political Science & Psychology, Rutgers University – May 2008 <p>Chronological Order Work Experience</p> <p>Infojini, Inc. (Jersey City, NJ) Nov 2017 - Present Sales Manager</p> <ul style="list-style-type: none"> • Developing and executing sales strategies to drive revenue growth and meet or exceed sales targets. • Building and maintaining strong relationships with clients and prospects, understanding their staffing needs, and providing tailored solutions. • Leading and managing a high-performing sales team, setting sales targets, and providing guidance and support to achieve objectives. • Identifying and pursuing new business opportunities, expanding the client base, and securing long-term contracts. • Monitoring market trends, competitor activities, and industry developments to stay ahead of the curve and identify potential business opportunities. • Collaborating with internal stakeholders, such as recruiters and operations teams, to ensure seamless delivery of staffing services

	<div>and exceptional customer satisfaction.</div> <div><ul style="list-style-type: none">• Conducting regular performance evaluations, providing coaching and training to sales team members to enhance their skills and drive individual and team performance.• Analyzing sales data, generating reports, and presenting insights to senior management, informing strategic decision-making and identifying areas for improvement.• Keeping abreast of industry best practices, emerging technologies, and changes in labor laws and regulations related to staffing, ensuring compliance and competitive advantage.• Representing the company at industry events, conferences, and networking opportunities to enhance brand visibility and establish strategic partnerships.</div>
	<div><div><div>Rymax Marketing, Inc.</div><div>Jan 2011 - Oct 2017</div></div><div>Account Manager</div><div><ul style="list-style-type: none">• Developing and implementing marketing strategies to enhance brand visibility and drive lead generation.• Conducting market research and competitor analysis to identify target market segments and position the company effectively.• Creating and managing marketing campaigns across various channels, such as digital advertising, social media, email marketing, and content marketing.• Collaborating with cross-functional teams, including product development and operations, to ensure alignment of marketing initiatives with overall business objectives.• Monitoring and analyzing key marketing metrics, such as website traffic, conversion rates, and customer engagement, to optimize marketing performance and ROI.• Managing the creation and production of marketing collateral, including brochures, presentations, and promotional materials.• Organizing and attending industry trade shows, conferences, and events to showcase company products and services and build industry connections.• Working closely with sales teams to provide them with marketing materials, training, and support to drive lead conversion and revenue generation.• Managing the company's online presence and reputation through effective website management, search engine optimization (SEO), and online review management.• Staying up to date with the latest marketing trends, technologies, and best practices to ensure the company remains competitive in the market.</div></div>
	<div>3. Piyush Sadhu (Marketing Contact)</div> <div><div>Summary Qualifications</div><div><ul style="list-style-type: none">• 12+Years exposure Marketing & Sales in IT & Staffing Industry for North America.• 2 Years of Work Experience in System Integration (IT Sales).</div></div>

	<table> <tr> <th colspan="2" data-bbox="584 126 1529 184">Education</th></tr> <tr> <td colspan="2" data-bbox="584 184 1529 260"> <ul style="list-style-type: none"> • 2011 – Masters in Business Administration (Marketing), • 2009 - Bachelor of Engineering (Information Technology) </td></tr> <tr> <th colspan="2" data-bbox="584 260 1529 306">Chronological Order Work Experience</th></tr> <tr> <td data-bbox="584 306 1529 1900"> <p>Infojini Inc, Edison, NJ</p> <p>Associate Vice President - Marketing</p> <ul style="list-style-type: none"> • Leading the Marketing Division for US State, Local & Education vertical. • Heading Marketing Strategy for various Co-op Vehicles like NASPO, Sourcewell, GSA etc. • Strategy Development: Responsible for creating a comprehensive marketing strategy aligned with Infojini’ s business objectives. This includes identifying target markets, defining positioning, messaging, and setting marketing goals. • Branding and Positioning: Develop and maintain the Infojini’ s brand identity, ensuring consistent messaging and visual representation across all marketing channels. Creating a strong brand presence in the market and differentiating the agency from competitors. • Lead Generation: Focused on generating leads by implementing various tactics such as digital marketing campaigns, content marketing, email marketing, social media strategies, search engine optimization (SEO), and paid advertising. Identify and utilize the most effective channels to attract potential clients and candidates. • Client Acquisition: Working closely with the sales team to support client acquisition efforts. Develop marketing collateral, sales presentations, and proposals that showcase Infojini’ s services and value proposition. Participate in client meetings and presentations to provide marketing expertise and strengthen client relationships. • Candidate Attraction: In addition to attracting clients, I'm playing a crucial role in attracting high-quality candidates to the staffing agency. Develop strategies to build a strong candidate pipeline through online job boards, social media recruiting, talent acquisition partnerships, employer branding initiatives, and other relevant channels. • Content Creation: Oversee the creation and distribution of valuable and engaging content to educate, inform, and engage clients and candidates. This includes blog posts, articles, case studies, white papers, webinars, videos, and other forms of content that establish Infojini as a thought leader and resource in the staffing industry. • Market Research and Analysis: Conduct market research and competitive analysis to identify market trends, client needs, and emerging opportunities. This information helps in refining marketing strategies, developing new service offerings, and staying ahead of the competition. • Performance Measurement: Track and analyze key performance indicators (KPIs) to evaluate the effectiveness of marketing campaigns and initiatives. Use analytics tools and reporting systems to measure the return on investment (ROI) of marketing activities and make data-driven decisions for continuous improvement. • Team Management: Responsible for hiring, training, and managing </td><td data-bbox="584 306 1529 1900"> <p>Oct 2018 – Present</p> </td></tr> </table>	Education		<ul style="list-style-type: none"> • 2011 – Masters in Business Administration (Marketing), • 2009 - Bachelor of Engineering (Information Technology) 		Chronological Order Work Experience		<p>Infojini Inc, Edison, NJ</p> <p>Associate Vice President - Marketing</p> <ul style="list-style-type: none"> • Leading the Marketing Division for US State, Local & Education vertical. • Heading Marketing Strategy for various Co-op Vehicles like NASPO, Sourcewell, GSA etc. • Strategy Development: Responsible for creating a comprehensive marketing strategy aligned with Infojini’ s business objectives. 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	<p>the team members. Provide guidance, set performance goals, and ensure effective coordination and collaboration within the marketing department.</p> <ul style="list-style-type: none"> • <u>Collaboration and Stakeholder Management:</u> Collaborate with internal stakeholders such as sales, HR, and leadership teams to align marketing efforts with business goals. Liaise with external partners, agencies, and vendors for outsourcing marketing activities, such as graphic design, website development, or content creation. <p>Oracle, Reston, VA July 2017-Oct 2018 Senior Account Manager - OD</p> <ul style="list-style-type: none"> • Oracle Linux, Virtualization and VirtualBox Sales & Marketing • Public Sector - State & Local and K12 • Managing US East Coast - CT, DC, DE, FL, GA, MA, MD, ME, NH, NJ, NY, RI, and VT. • Oracle Hall of Fame Q4-FY18.
<p>5.1.2. Sales Organization. Provide a description of your sales organization, including key staff members, the size of the organization, in-house vs. third-party sales resources, geographic territories, vertical market segmentation, etc.</p>	 <p>At Infojini, our sales organization is a dynamic and customer-centric team focused on driving revenue growth and delivering exceptional client experiences. Our key staff members include:</p> <ul style="list-style-type: none"> • VP Sales: Oversees the sales organization, sets strategic direction, and ensures alignment with business objectives. Manages key client relationships and major accounts. • Sales Managers: Lead and mentor sales teams, set sales targets, and monitor performance. They provide guidance, training, and support to ensure individual and team success. • Account Managers: Act as primary points of contact for clients, building and maintaining strong relationships. They understand client needs, propose tailored solutions, and ensure client satisfaction.

- **Business Development Managers:** Identify and pursue new business opportunities, expanding our client base and securing long-term contracts. They are responsible for prospecting, lead generation, and proposal development.

Infojini has its own in-house sales team who regularly reach out to potential clients by conducting meetings and sharing our capability statement. Our Sales Team comprises of VP Sales, Sales Manager, Team Lead, Sales Representatives/Executives, Relationship Manager, MIS (Management Information System) Executive, and Market Researcher amongst others. We will assign one Team Lead (Sales) for each State who will be leading a team of Sales Representatives/Executives.

Our Sales Team conducts selling and marketing efforts by meeting prospective Customers, to listen to their needs and find ways to fulfill them. Our team contacts the Procurement Officers and Program Managers of current and eligible customers and requests for a meeting so that we can present our capabilities. We distribute our capability statement with our Vendor Contract Number and encourage eligible entities to purchase our services through the cooperative purchasing contract. Our Sales Team also performs additional marketing activities to promote the Cooperative Purchasing Contract and shares its benefits with the prospective customers.

Infojini's in-house service force includes the Account Management, Recruitment, and the Service Delivery Teams amongst other administrative personnel.

We will assign a dedicated local Account Manager and a Recruitment Manager for each contract. Infojini, Inc. Account Managers are responsible for responding to all requests from the client for services, acting as our single point of contact for each client.

Our Account Management Team conducts one-on-one meetings with the Customer to build a healthy relationship with them and assure them that our success lies in their satisfaction. The team speaks with the client regularly to identify opportunities and to further improve our performance and establish goals.

We assign one Recruitment Manager for each entity that is part of the Cooperative Purchasing Contract. The Recruitment Manager leads a team of Active and Passive/Proactive Recruiters. Every resource assigned to the Cooperative Purchasing Contract participating entity has extensive experience of serving similar staffing requests of other clients. Several of our recruiters are certified Black Belt Recruiters who mentor other recruiters in the organization. We provide quarterly refresher training to all the recruiters to keep them updated about the changing trends and new technologies, which in turn will help us achieve higher customer satisfaction.

Our dealer network comprises of 60+ subcontractors across the United States. We augment our capabilities by adding subcontractors who could be used on a needed basis for providing staffing solutions. These subcontractors are third-party entities who help us fill positions in diverse geographic locations across the nation. Infojini will be the face of Equalis Group while subcontractors will help us in marketing the contract by reaching out to Equalis participating entities.

We manage a strong list of approved sub-contractors and select them based on skills, servicing locations, years in business, candidate pool, expertise, payment terms, experience, recognitions, process and policies, certifications, placement history, clientele, and their diversity status.

We optimize our subcontractor base on a quarterly basis and remove non-performing subcontractors and add new subcontractors who would be a best fit in strengthening our team. We ensure that the subcontractors sign the Non-Disclosure and Confidentiality Agreement and all the terms between Infojini, and our client are flowed down to the subcontractor. Our contract agreement with the subcontractor includes the right to audit that restricts the subcontractor from subcontracting any further and ensures that the temporary staff will be their direct employee.

Infojini's workforce comprises of 800+ employees, including 60+ Sales Representatives and 220+ Recruiters. Most members of the Sales Team and Account Management Team at Infojini carry an experience of more than 8 years working on the requisitions of Government clients in different verticals.

We operate across various geographic territories, catering to clients both locally and nationally. Our sales teams are assigned specific territories or regions, ensuring dedicated coverage and personalized support for clients in each area.

Headquarters address and the addresses of branch offices

Head Quarters Office	10015 Old Columbia Road, Suite B 215, Columbia, MD 21046-1865
Other Locations	
New Jersey	Office #1: 215 14th Street, Suite 201 Jersey City, NJ 07310 Office #2: 1050 Wall Street W, Suite 660, Lyndhurst, NJ 07071 Office #3: 700 Plaza Drive, Suite 209, Secaucus, NJ 07094
New York	Office #1: 75 South Broadway, Suite 400, White Plains, NY 10601 Office #2: 1131 Route 55 Suite 1, Lagrangeville, NY 12540
Indiana	120 E Market Street, Ste 1284, Indianapolis, IN 46204
Minnesota	40 S 7th, Ste 212-161, Street, Minneapolis, MN

		55402
	North Carolina	222 S. Church Street, STE 100 Charlotte, NC 28202
	Illinois	500 North Michigan Avenue Suite 600, Chicago, IL 60611
	Michigan	100 Riverfront Drive, STE 2610 Detroit, MI 48226
	California	Office #1: 424 Clay Street, San Francisco, CA 94111 Office #2: 811 Wilshire Boulevard, Los Angeles, CA 90017 Office #3: 3024 E. Chapman Avenue. Orange, CA 92869
	Pennsylvania	1700 Market Street, Suite 1005 Philadelphia, PA 19103
	Kansas	2611 SW 17th Street, STE 279 Topeka, KS 66604
	Massachusetts	265 Franklin Street, SUITE 1702, Boston, MA 02110
	Georgia	3379 Peachtree Road NE, (Buckhead), SUITE 555, Atlanta, GA 30326
	Virginia	10825 Midlothian Turnpike, Suite 201R, Richmond, VA 23235
	Missouri	12747 Olive Boulevard, St. Louis, MO 63141
	Colorado	7887 East Belleview Avenue, Denver, CO 80111
	Texas	3626 North Hall Street (Two Oak Lawn), Ste 610, Dallas, TX 75219
Infojini has been servicing customers in various verticals such as IT, Education, Engineering, Transportation, Healthcare, Housing, Pharmaceuticals, Telecom, Judicial, Local, State, Federal, Municipalities, Counties, Cities, Colleges, Universities, sectors for many years and has developed unparalleled competencies across these verticals to provide trained professional resources equipped with the right knowledge and skills to deliver high-quality solutions.		
Our sales organization is a collaborative and results-driven team that leverages expertise, market insights, and customer-centric approaches to drive revenue growth, expand our client base, and deliver exceptional value to our clients.		
5.2. Contract Implementation Strategy & Expectations		
5.2.1. Contract Expectation. What are your company’s expectations in the event of a contract award?	We expect Equalis to: <ul style="list-style-type: none">• Provide us with the contact details of Point of Contact assigned to this contract.• Act as the facilitator between us and the participating entities.• Be the governing body and ensure contract compliance.• Ensure that the contract terms and conditions are fair for all parties.• Ensure the contract complies with the laws and regulations in US regions.• Establish administrative and other applicable fees during contract negotiations.	

	<ul style="list-style-type: none"> • Apprise us of the Reporting Instructions and the Invoicing Process. <p>Infojini is committed to actively engaging with the esteemed Equalis Group to cultivate mutually beneficial synergies that drive substantial growth and profitability in the public sector revenue domain. By Training Supplier Partners' sales representatives on the pricing, terms, and conditions of the Master Agreement and how to sell their products and services through this already procured contract vehicle.</p> <p>Developing sales tools that address common legal, procurement and compliance questions.</p> <p>Creating, implementing, and managing marketing and sales campaigns to jointly identify public sector prospects across the country.</p> <p>Supporting the sales process by providing subject matter expertise to prospective Members on the legitimacy of the procurement process that established the Master Agreement.</p>
<p>5.2.2. Five (5) Year Sales Vision & Strategy. Describe your company's vision and strategy to leverage a resulting contract with Equalis over the next five (5) years. Your response may include but is not limited to; the geographic or public sector vertical markets being targeted; your strategy for acquiring new business and retaining existing business; how the contract will be deployed with your sales team; and the time frames in which this will be completed.</p>	<p>Infojini's Five-Year Sales Vision & Strategy to leverage a resulting contract with Equalis is built upon a comprehensive approach to target specific geographic and public sector vertical markets, acquire new business, retain existing clients, and effectively deploy the contract with our sales team. Our strategy encompasses the following key elements:</p> <p>1. Targeted Geographic and Public Sector Vertical Markets:</p> <p><u>a. Geographic Focus:</u> We will concentrate our efforts on the geographies defined in the Master Agreement where we see significant potential for growth and demand for our Products & Services. Through in-depth market analysis, we will identify specific regions within those geographies that offer the greatest opportunities for success.</p> <p><u>b. Public Sector Vertical Markets:</u> We will strategically target specific public sector vertical markets such as education, healthcare, transportation, and government agencies. This approach allows us to tailor our offerings and marketing efforts to meet the unique needs and requirements of each vertical, maximizing our chances of success.</p> <p>2. Acquiring New Business:</p> <p><u>a. Proactive Sales Approach:</u> Our sales team will employ a proactive approach, leveraging the Master Agreement and the benefits it provides to sales prospects. We will actively engage with public sector entities, utilizing targeted marketing campaigns, attending industry events, and participating in conferences and trade shows to create awareness and generate leads.</p> <p><u>b. Personalized Presentations:</u> We will develop personalized presentations and collateral materials that highlight the advantages of the Master Agreement and emphasize the value proposition of our Products & Services for each target market and prospect. These materials will showcase case studies, success stories, and testimonials to instill confidence and build trust in our solutions.</p>

3. Retaining Existing Business:

a. Exceptional Customer Service: We understand the importance of delivering exceptional customer service to foster long-term partnerships. Our dedicated account managers will provide ongoing support, promptly addressing any queries or concerns, and ensuring that Program Participants experience seamless implementations and consistent satisfaction.

b. Value-added Services: We will continuously innovate and enhance our Products & Services to provide additional value to existing clients. By staying attuned to their evolving needs and requirements, we will identify opportunities to introduce new features, functionalities, and solutions that address emerging challenges.

4. Sales Team Deployment:

a. Comprehensive Sales Training: We will invest in comprehensive training programs for our sales team to ensure they possess in-depth knowledge of the Master Agreement, our Products & Services, and the unique benefits they offer. This training will enable them to effectively communicate our value proposition, answer queries, and address any concerns raised by sales prospects.

b. Targeted Sales Territories: We will strategically assign sales representatives to specific territories within the defined geographies and vertical markets. This approach allows them to focus on building strong relationships and understanding the unique needs of prospects and clients within their assigned territories.

5. Time Frames:

Year 1: Establish a strong foundation by conducting thorough market analysis, refining our marketing materials, and conducting intensive sales representative training. Begin targeted marketing campaigns and engage with potential Program Participants.

Year 2: Expand our presence within the defined geographies and vertical markets. Increase outreach efforts, attend industry events, and participate in conferences to generate leads and secure new business.

Year 3: Strengthen relationships with existing Program Participants, focusing on customer retention and satisfaction. Gather feedback, provide value-added services, and identify opportunities for upselling and cross-selling.

Year 4: Continuously evaluate market trends, policy changes, and emerging technologies to adapt our sales and marketing strategies. Forge strategic partnerships to enhance our offerings and market reach.

Year 5: Solidify our position as a trusted and preferred supplier within the public sector market. Leverage thought leadership, industry recognition, and customer testimonials to reinforce our brand and drive business growth.

Through this well-defined sales vision and strategy, Infojini is poised to

	leverage the resulting contract with Equalis
<p>5.2.3. Sales Objectives. What are your top line sales objectives in each of the five (5) years if awarded this contract?</p>	<p>From the perspective of Infojini, our top line sales objectives for each of the five years, based on the provided information, are as follows:</p> <p><u>Year 1:</u></p> <p><u>Sales Representative Training:</u> Collaborate with Equalis to develop comprehensive sales training materials, tools, and marketing collateral to effectively promote the Master Agreement and our Products & Services. Ensure that our sales representatives are equipped with the necessary knowledge and resources to engage with sales prospects and highlight the advantages of the Master Agreement, including the streamlined procurement process and key differentiators.</p> <p><u>Sales Support:</u> Actively engage Equalis in our sales efforts by organizing joint sales calls, involving them in customer communications and customer service, and seeking their participation in individual sales calls when appropriate. Leverage Equalis' expertise to address sales prospects' questions regarding the procurement process, legal authority, and program design. Conduct regular business reviews with Equalis to monitor the success of the Program.</p> <p><u>Marketing Collaboration:</u> Work closely with Equalis to incorporate information about our Products & Services into their website and collateral materials. Jointly develop and approve marketing materials, including website content, brochures, press releases, and correspondence, to effectively promote our offerings. Capitalize on Equalis' ongoing marketing activities and target marketing efforts to Prospective Participants to maximize visibility and generate interest in our Products & Services.</p> <p><u>Year 2:</u></p> <p><u>Market Expansion:</u> Build upon the sales momentum achieved in the first year and focus on expanding our market share within the public sector. Identify new opportunities and engage with potential Program Participants to increase adoption of the Master Agreement and our Products & Services.</p> <p><u>Enhanced Sales Training:</u> Continuously invest in refining and reinforcing the training of our sales representatives, leveraging the expertise and support of Equalis. Ensure that our sales force remains well-informed about the Master Agreement, the benefits it offers, and the unique value proposition of our Products & Services.</p> <p><u>Strengthened Marketing Collateral:</u> Collaborate with Equalis to enhance our marketing collateral, including updated website content, brochures, and presentations. Emphasize the advantages of the Master Agreement and our differentiated offerings to effectively communicate our value proposition to Prospective Participants.</p> <p><u>Year 3:</u></p> <p><u>Customer Retention and Satisfaction:</u> Focus on nurturing strong</p>

	<p>relationships with existing Program Participants, ensuring their satisfaction with our Products & Services. Provide exceptional customer support and maintain open lines of communication to address any queries or concerns promptly. Aim to secure repeat business and referrals from satisfied Program Participants.</p> <p><u>Market Penetration:</u> Continuously explore untapped markets and geographies within the public sector to identify new Program Participants. Tailor our marketing and sales efforts to target specific industries or regions that present growth opportunities, while aligning with the defined geographies in the Master Agreement.</p> <p><u>Thought Leadership and Case Studies:</u> Develop and present case studies, collateral pieces, and presentations to showcase successful implementations of our Products & Services within the public sector. Position Infojini as a thought leader and trusted provider, leveraging the insights and success stories derived from our collaboration with Equalis.</p> <p><u>Year 4:</u></p> <p><u>Innovation and Product Development:</u> Invest in research and development to innovate our Products & Services offerings, ensuring they remain relevant and aligned with the evolving needs of the public sector. Introduce new features, functionalities, or solutions that address emerging challenges or provide additional value to Program Participants.</p> <p><u>Strategic Partnerships:</u> Identify opportunities to collaborate with strategic partners, such as technology providers or industry experts, to enhance our value proposition and expand our reach within the public sector market. Forge alliances that complement our offerings and provide a competitive edge.</p> <p><u>Continued Marketing and Promotion:</u> Maintain an ongoing marketing and promotion strategy throughout the Term of the Master Agreement. Actively engage in industry trade shows, conferences, and meetings, both jointly with Equalis and independently, to increase brand visibility and generate leads.</p> <p><u>Year 5:</u></p> <p><u>Sustainability and Long-Term Partnerships:</u> Focus on fostering long-term partnerships with Program Participants and Public Sector Entities. Continuously deliver value, reliability, and excellent customer service to solidify our reputation as a trusted and preferred supplier within the public sector market.</p> <p><u>Expansion and Diversification:</u> Evaluate opportunities for geographic expansion or diversification into new sectors or verticals within the public sector market. Stay attuned to market trends, policy changes, and emerging technologies to identify areas of growth and adapt our sales and marketing strategies accordingly.</p> <p><u>Thought Leadership and Industry Recognition:</u> Position Infojini as a thought leader by actively participating in industry forums, contributing to publications, and speaking at conferences. Seek opportunities to showcase our expertise, highlight successful implementations, and demonstrate our commitment to innovation and excellence.</p>
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	By aligning our sales objectives with these strategic milestones, Infojini aims to achieve sustained growth, market leadership, and customer satisfaction throughout the contract period.
6. <u>ADMIN FEE & REPORTING</u>	
6.1. Bidder Organizational Structure & Staffing of Relationship	
<p>6.1.1. <i>Administrative Fee.</i> Equalis Group only generates revenue when the Winning Supplier generates revenue based on contract utilization by current and future Members.</p> <p>The administrative fee is normally calculated as a percentage of the total Spend for agencies accessing products and services through the Master Agreement and is typically two percent (2%) to three percent (3%). In some categories, a flat fee or another fee structure may be acceptable.</p> <p>Please provide your proposed Administrative Fee percentage or structure.</p> <p>NOTE: The proposed Administrative Fee language for this contract is based on the terms disclosed in the <u>Attachment A – Model Administration Agreement.</u></p>	
<p>6.1.2. <i>Sales & Administrative Fee Reporting.</i> Equalis Group requires monthly reports detailing sales invoiced the prior month and associated</p>	Yes, our company assures that we will meet the reporting requirement of providing monthly reports detailing sales invoiced in the prior month and the associated Administrative Fees earned by the 15th of each month. We understand the importance of timely and accurate reporting and are committed to fulfilling this obligation to Equalis Group.

<p>Administrative Fees earned by the 15th of each month. Confirm that your company will meet this reporting requirement. If not, explain why and propose an alternative time schedule for providing these reports to Equalis Group.</p>	
<p>6.1.3. Self-Audit. Describe any self-audit process or program that you plan to employ to verify compliance with your proposed contract with Equalis Group. This process includes ensuring that Members obtain the correct pricing, reports reflect all sales made under the Contract, and Winning Supplier remit the proper admin fee to Equalis.</p>	<p>Infojini will assign a Compliance Manager who will have extensive experience of handling contract reporting activities and is responsible for generating and sharing all the reports requested by the clients such as payment details, and admin fee details.</p> <p>The Compliance Manager will ensure compliance with State, Federal and Local laws. The Compliance and Audit Team will internally audit all the reports regarding our contract with Equalis and ensure that we report all sales under the Contract each quarter to Equalis.</p> <p>After our contract award, we will meet with the Equalis participating entities and explain to them our capability of the various reports that we can provide. Based on the frequency and the kind of reports that they would like to see we will send them the reports during that period.</p> <p>Here are some of the sample report categories we can provide to Equalis Group:</p> <ol style="list-style-type: none"> 1. Contract Sales Reports - Quarterly 2. Recruitment Reports - Monthly or Weekly 3. Onboarding Reports - Monthly 4. Client Survey Reports - Monthly 5. Employee Survey Reports - Monthly 6. Issue Resolution Reports - Monthly <p>Contract Sales Report: We will provide the monthly report in the format suggested by Equalis Group. We will make payments on or before the due date.</p>

PROPOSAL FORM 2: COST PROPOSAL

A template for the Cost Proposal has been included as **Attachment B** and must be uploaded as a separate attachment to a Bidder's proposal submission. Bidder's Cost Proposal must include the information requested in **Section 5 – Cost Proposal & Pricing**.

NOTE: Cost Proposals will remain sealed and will only be opened and reviewed for those Bidders that meet the minimum Technical Proposal score threshold as described in **Section 6.2 - Evaluation and Scoring of Proposals**.

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PROPOSAL FORM 3: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE: ☒Yes ☐No

List certifying agency: New York State, North Central Texas Regional Certification Agency (NCTRC), City of Philadelphia Office of Economic Opportunity (OEO), Maryland Department of Transportation (MDOT), State of New Jersey, Commonwealth of Virginia (SWAM),

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise ("DBE")

Respondent certifies that this firm is a SBE or DBE: ☒Yes ☐No

List certifying agency: Maryland Department of Transportation (MDOT), Minnesota Unified Certification Program (MNUCP), Metropolitan Washington Unified Certification Program (MWUCP) – DBE/SBE

c. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE: ☐Yes ☐No

List certifying agency: [Click or tap here to enter text.](#)

d. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB: ☐Yes ☐No

List certifying agency: [Click or tap here to enter text.](#)

e. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone: ☐Yes ☐No

List certifying agency: [Click or tap here to enter text.](#)

f. Other

Respondent certifies that this firm is a recognized diversity certificate holder: ☐Yes ☐No

List certifying agency: [Click or tap here to enter text.](#)

PROPOSAL FORM 4: CERTIFICATIONS AND LICENSES

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Bidder to provide the products and services included in their proposal which can include, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable

Please also list and include copies of any certificates you hold that would show value for your response not already included above.

- New York State (NYS) - MBE
- North Central Texas Regional Certification Agency (NCTRC) – MBE
- City of Philadelphia Office of Economic Opportunity (OEO)- MBE
- Maryland Department of Transportation (MDOT) - MBE/DBE/SBE
- State of New Jersey – MBE
- Commonwealth of Virginia (SWAM) – Small, Minority Owned Business
- Metropolitan Washington Unified Certification Program (MWUCP) – DBE/SBE
- Minnesota Unified Certification Program (MNUCP) – DBE
- ISO 901:2015
- ISO/IEC 20000-1:2018
- ISO/IEC 20000-1:2018

PROPOSAL FORM 5: UNRESOLVED FINDINGS FOR RECOVERY

O.R.C. Chapter 9.24 prohibits CCOG from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if such finding for recovery is “unresolved” at the time of award. By submitting a proposal, a Bidder warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under **O.R.C. Chapter 9.24** prior to the award of any contract arising out of this RFP, without notifying CCOG of such finding. The Proposal Review Team will not evaluate a proposal from any Bidder whose name, or the name of any of the subcontractors proposed by the Bidder, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

Is your company the subject of any unresolved findings for recoveries?

☐ Yes

☒ No

PROPOSAL FORM 6: MANDATORY DISCLOSURES

1. *Mandatory Contract Performance Disclosure.*

Disclose whether your company's performance and/or the performance of any of the proposed subcontractor(s) under contracts for the provision of products and services that are the same or similar to those to be provided for the Program which is the subject of this RFP has resulted in any formal claims for breach of those contracts. For purposes of this disclosure, "**formal claims**" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. For any such claims disclosed, fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration, or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims will not automatically disqualify a Bidder from consideration, at the sole discretion of Equalis Group, such claims and a review of the background details may result in a rejection of a Bidder's proposal. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Bidder's performance of the work, and the best interests of Members.

Provide statement here. Infojini affirms that both Infojini's performance and the performance of its subcontractors have not led to any formal claims of contract breach.

2. *Mandatory Disclosure of Governmental Investigations.*

Indicate whether your company and/or any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to your company's performance of services similar to those described in this RFP. If any such instances are disclosed, Bidders must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against the Bidder by the governmental agency. While disclosure of any governmental action will not automatically disqualify a Bidder from consideration, such governmental action and a review of the background details may result in a rejection of the Bidder's proposal at Group's sole discretion. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Bidder's performance of the work, and the best interests of Members.

Provide statement here. Infojini affirm that neither Infojini nor any of the proposed subcontractors have been subjected to any adverse regulatory or administrative governmental actions (federal, state, or local) concerning the performance of our services.

PROPOSAL FORM 7: DEALER, RESELLER, AND DISTRIBUTOR AUTHORIZATION

CCOG allows Suppliers to authorize dealers, distributors, and resellers to sell the products and services made available through, and consistent with the Terms and Conditions set forth in, the Master Agreement. If Supplier intends to authorize their dealers, distributors, or resellers access to the Master Agreement in the event of a contract award Supplier must provide a list, either in the form of a document or a weblink, to identify those organizations who are being authorized access to the Master Agreement.

Will the Supplier authorize dealers, distributors, resellers access to Master Agreement?

☐ **Yes**

☒ **No**

If yes, how will Supplier disclose which organization(s) will have access to the Master Agreement? This list can be updated from time to time upon CCOG's approval.

Bidder Response: Click or tap here to enter text.

PROPOSAL FORM 8: MANDATORY SUPPLIER & PROPOSAL CERTIFICATIONS

CCOG may not enter into contracts with any suppliers who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Bidders responding to any CCOG RFP MUST certify that they are NOT ineligible by signing each of the statements below. **Failure to provide proper affirming signature on any of these statements will result in a Bidder's proposal being deemed nonresponsive to this RFP.**

I, Sandeep Harjani, hereby certify and affirm that Infojini Inc., has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I, Sandeep Harjani, hereby certify and affirm that Infojini Inc., is in compliance with all federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act and the Ohio Bureau of Employment Services and the following:

- Not penalized or debarred from any public contracts or falsified certified payroll records or any other violation of the Fair Labor Standards Act in the last three (3) years;
- Not found to have violated any worker's compensation law within the last three (3) years;
- Not violated any employee discrimination law within the last three (3) years;
- Not have been found to have committed more than one (1) willful or repeated OSHA violation of a safety standard *(as opposed to a record keeping or administrative standard)* in the last three (3) years;
- Not have an Experience Modification Rating of greater than 1.5 (a penalty-rated employer) with respect to the Bureau of Workers' Compensation risk assessment rating; and
- Not have failed to file any required tax returns or failed to pay any required taxes to any governmental entity within the past three (3) years.

AND

I, Sandeep Harjani, hereby certify and affirm that Infojini Inc., is not on the list established by the Ohio Secretary of State, pursuant to **ORC Section 121.23**, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

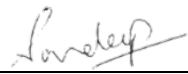
AND

I, Sandeep Harjani, hereby certify and affirm that Infojini Inc. either is not subject to a finding for recovery under **ORC Section 9.24**, or has taken appropriate remedial steps required under that statute to resolve any findings for recovery, or otherwise qualifies under that section to enter into contracts with CCOG.

I, Sandeep Harjani, hereby affirm that this proposal accurately represents the capabilities and qualifications of Infojini Inc., and I hereby affirm that the cost(s) proposed to CCOG for the performance of services and/or provision of goods covered in this proposal in response to this CCOG RFP is a firm fixed price structure as described in the Cost Proposal, inclusive of all incidental as well as primary costs. *(Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal.)*

PROPOSAL FORM 9: CLEAN AIR ACT & CLEAN WATER ACT

The Bidder is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Authorized signature: 

Printed Name: Sandeep Harjani

Company Name: Infojini Inc.

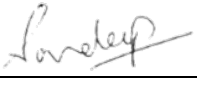
Mailing Address: 10015 Old Columbia Road, Suite B 215,
Columbia, MD 21046

Email Address: statebids@infojiniconsulting.com

Job Title: President

PROPOSAL FORM 10: DEBARMENT NOTICE

I, the Bidder, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Respondents Name:	<u>Sandeep Harjani</u>
Mailing Address:	<u>10015 Old Columbia Road, Suite B 215,</u> <u>Columbia, MD 21046</u>
Signature	<u></u>
Title of Signatory:	<u>President</u>

PROPOSAL FORM 11: LOBBYING CERTIFICATIONS

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by **Section 1352, Title 31, U.S. Code**. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, on behalf of Bidder that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding one hundred thousand dollars (\$100,000) in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Signature:



Date:

06/29/2023

PROPOSAL FORM 12: CONTRACTOR CERTIFICATION REQUIREMENTS

1. *Contractor's Employment Eligibility*

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The Respondent complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the CCOG Participating entities in which work is being performed.

2. *Fingerprint & Criminal Background Checks*

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The Respondent shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

Signature:



Date:

06/29/2023

PROPOSAL FORM 13: BOYCOTT CERTIFICATION

Bidder must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Does Bidder agree? _ Sandeep Harjani
(Initials of Authorized Representative)

PROPOSAL FORM 14: FEDERAL FUNDS CERTIFICATION FORMS

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or “EDGAR” requirements).

All bidders submitting proposals must complete this Federal Funds Certification Form regarding bidder’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to Members for their use while considering their purchasing options when using federal grant funds. Members may also require Supplier Partners to enter into ancillary agreements, in addition to the contract’s general terms and conditions, to address the member’s specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, respondent should certify their agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a Bidder fails to complete any item in this form, CCOG will consider the respondent’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Supplier Partner using federal funds.

1. Supplier Partner Violation or Breach of Contract Terms

Contracts for more than the simplified acquisition threshold currently set at one hundred fifty thousand dollars (\$150,000), which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where Supplier Partners violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Any contract award will be subject to Terms and Conditions of the Master Agreement, as well as any additional terms and conditions in any purchase order, participating agency ancillary contract, or Member construction contract agreed upon by Supplier Partner and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the CCOG Terms and Conditions.

The remedies under the contract are in addition to any other remedies that may be available under law or in equity. By submitting a proposal, you agree to these Supplier Partner violation and breach of contract terms.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

2. Termination for Cause or Convenience

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of ten thousand dollars (\$10,000) resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Bidder will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency’s best interest.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

3. *Equal Employment Opportunity*

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Supplier Partner agrees that such provision applies to any participating agency purchase or contract that meets the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 and Supplier Partner agrees that it shall comply with such provision.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

4. *Davis-Bacon Act*

When required by Federal program legislation, Supplier Partner agrees that, for all participating agency prime construction contracts/purchases in excess of two thousand dollars (\$2,000), Supplier Partner shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, Supplier Partner is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Supplier Partner shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Supplier Partner agrees that, for any purchase to which this requirement applies, the award of the purchase to the Supplier Partner is conditioned upon Supplier Partner’s acceptance of the wage determination.

Supplier Partner further agrees that it shall also comply with the Copeland “Anti-Kickback” Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”. The Act provides that each Supplier Partner or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

5. *Contract Work Hours and Safety Standards Act*

Where applicable, for all participating agency contracts or purchases in excess of one hundred thousand dollars (\$100,000) that involve the employment of mechanics or laborers, Supplier Partner agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Supplier Partner is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

6. *Right to Inventions Made Under a Contract or Agreement*

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Supplier Partner agrees to comply with the above requirements when applicable.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

7. *Clean Air Act and Federal Water Pollution Control Act*

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended – Contracts and subgrants of amounts in excess of one hundred fifty thousand dollars (\$150,000) must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Supplier Partner agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

8. *Debarment and Suspension*

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the

names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Supplier Partner certifies that Supplier Partner is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier Partner further agrees to immediately notify the Cooperative and all Members with pending purchases or seeking to purchase from Supplier Partner if Supplier Partner is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

9. *Byrd Anti-Lobbying Amendment*

Byrd Anti-Lobbying Amendment (31 USC 1352) – Supplier Partners that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Supplier Partner agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

10. *Procurement of Recovered Materials*

For participating agency purchases utilizing Federal funds, Supplier Partner agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency maybe required to confirm estimates and otherwise comply. The requirements of Section 6002 includes procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds ten thousand dollars (\$10,000) or the value of the quantity acquired during the preceding fiscal year exceeded ten thousand dollars (\$10,000); procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

11. *Profit as a Separate Element of Price*

For purchases using federal funds in excess of one hundred fifty thousand dollars (\$150,000), a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.324(b). When required by a participating agency, Supplier Partner agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier Partner agrees that the total price, including profit, charged by Supplier Partner to the participating

agency shall not exceed the awarded pricing, including any applicable discount, under Supplier Partner's Group Purchasing Agreement.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

13. Domestic preferences for procurements

For participating agency purchases utilizing Federal funds, Bidder agrees to provide proof, where applicable, that the materials, including but not limited to, iron, aluminum, steel, cement, and other manufactured products are produced in the United States.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

14. General Compliance and Cooperation with Members

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a Member, it shall make a good faith effort to work with Members to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

15. Applicability to Subcontractors

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Bidder agree? Sandeep Harjani
(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Authorized signature: 

Printed Name: Sandeep Harjani
Company Name: Infojini Inc.
Mailing Address: 10015 Old Columbia Road, Suite B 215, Columbia, MD 21046
Job Title: President

PROPOSAL FORM 15: ARIZONA CONTRACTOR REQUIREMENTS

Please answer the following question. If yes, please complete Proposal Form 15.

Does the awarded supplier intend to make their products and services available to public agencies in the State of Arizona?	<input checked="checked" type="checkbox"/>	Yes
	<input type="checkbox"/>	No

In the event the Awarded Supplier desires to pursue public sector opportunities in the State of Arizona, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the respondent with documentation that could be relevant to the providing products & services to public agencies in the State of Arizona. It is the responsibility of the public agency to ensure they are in compliance with local requirements.

AZ Compliance with Federal and State Requirements

Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

AZ compliance with workforce requirements

Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, ..." every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program"

CCOG reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. CCOG and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

AZ Contractor Employee Work Eligibility

By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. CCOG and/or CCOG members may request verification of compliance from any contractor or sub-contractor performing work under this contract. CCOG and CCOG members reserve the right to confirm compliance. In the event that CCOG or CCOG members suspect or find that any contractor or subcontractor is not in compliance, CCOG may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

AZ Non-Compliance

All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract

costs beyond the agreed upon costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

Registered Sex Offender Restrictions (Arizona)

For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the CCOG member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Offshore Performance of Work Prohibited

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

Terrorism Country Divestments: In accordance with A.R.S. 35-392, CCOG and CCOG members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.

Does Bidder agree? _ Sandeep Harjani
(Initials of Authorized Representative)

Date: _ 06/29/2023

PROPOSAL FORM 16: NEW JERSEY REQUIREMENTS

Please answer the following question.

Does the awarded supplier intend to make their products and services available to public agencies in the State of New Jersey?	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
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In the event the Awarded Supplier desires to pursue public sector opportunities in the State of New Jersey, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the respondent with documentation that could be relevant to the providing products & services to public agencies in the State of New Jersey. It is the responsibility of the public agency to ensure they are in compliance with local requirements.

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:

- All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38.
- Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.
- Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26
- Bid and Performance Security, as required by the applicable municipal or state statutes.

A. Ownership Disclosure Form (N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Infojini Inc.

Street: 10015 Old Columbia Road, Suite B 215,

City, State, Zip Code: Columbia, MD 21046

Complete as appropriate:

I, Sandeep Harjani, certify that I am the sole owner of Infojini Inc., that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I, Click or tap here to enter text, a partner in Click or tap here to enter text, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

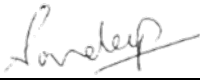
I, Click or tap here to enter text, an authorized representative Click or tap here to enter text, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
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None

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Signature: _____

Date: 06/29/2023

B. Non-Collusion Affidavit

Bidder Name: Sandeep Harjani
Street Address: 88 Morgan Street, suite 4805
City, State Zip: Jersey City, NJ 07302

State of New Jersey

County of Hudson

I, Sandeep Harjani of the New Jersey in the County of Hudson, State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am the President of the firm of Infojini, Inc. the Bidder making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Authorized signature:

Job Title:

Sandeep
President

Subscribed and sworn before me

this 29th day of June, 2023

Thomas Cassidy
Notary Public of New Jersey

My commission expires 10/12, 2026

SEAL

THOMAS CASSIDY
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES OCT 12, 2026
ID # 50174839

C. Affirmative Action Affidavit (P.L. 1975, C.127)

Company Name: Infojini Inc.
Street Address: 10015 Old Columbia Road, Suite B 215,
City, State, Zip Code: Columbia, MD 21046

Bid Proposal Certification:

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Suppliers must submit with proposal:

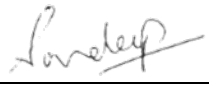
1. A photo copy of their Federal Letter of Affirmative Action Plan Approval
OR
2. A photo copy of their Certificate of Employee Information Report
OR
3. A complete Affirmative Action Employee Information Report (AA302)

Public Work – Over \$50,000 Total Project Cost:

☒ No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township Board of Education

☐ Approved Federal or New Jersey Plan – certificate enclosed

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Authorized Signature: 
Title of Signatory: President
Date: 06/29/2023

P.L. 1995, c. 127 (N.J.A.C. 17:27)

MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual

orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative

Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of it testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



Signature of Procurement Agent

Certificate of Employee Information Report

Certification **63383**

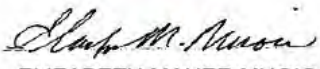
CERTIFICATE OF EMPLOYEE INFORMATION REPORT **RENEWAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report.
in effect for the period of **15-Aug-2023** to **15-Aug-2026**

INFOJINI INC
295 PIERSON AVE STE 104
EDISON

NJ 08837




ELIZABETH MAHER MUOIO
State Treasurer

PUBLIC AGENCY INSTRUCTIONS

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 (https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html They will be updated from time-to-time as necessary.
 - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s).** As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d) The form may be used “as-is”, subject to edits as described herein.
 - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

CONTRACTOR INSTRUCTIONS

Business entities (contractors) receiving contracts from a public agency in the state of New Jersey that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

NOTE: This section does not apply to Board of Education contracts.

N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM


Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:	Infojini Inc.		
Address:	10015 Old Columbia Road, Suite B 215		
City:	Columbia	State:MD	Zip:21046

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

	Sandeep Harjani	President
Signature of Vendor	Printed Name	Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
None	None	None	\$0

☐ Check here if the information is continued on subsequent page(s)

Page ____ of ____

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
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Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount

☐ Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED, CUSTOMIZABLE FORM.

E. Stockholder Disclosure Certification

Name of Business:

☒ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization: ☐ Partnership

- ☒ Corporation
☐ Sole Proprietorship
☐ Limited Partnership
☐ Limited Liability Corporation
☐ Limited Liability Partnership
☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Sandeep Harjani	Name: Stockholder Name
Home Address: 88 Morgan Street, suite 4805, Jersey City, NJ	Home Address: Home Address
Home Address	
Name: Stockholder Name	Name: Stockholder Name
Home Address:	Home Address:
Home Address	Home Address
Name: Stockholder Name	Name: Stockholder Name
Home Address:	Home Address:
Home Address	Home Address
Subscribed and sworn before me this <u>24</u> day of <u>June</u> , 2023	
(Notary Public)	<u>Thomas Cassidy</u> (Affiant)
THOMAS CASSIDY NOTARY PUBLIC OF NEW JERSEY MY COMMISSION EXPIRES OCT 12, 2026 ID # 50174839	<u>Thomas Cassidy - Notary Public</u> (Print name & title of affiant)
My Commission expires: <u>10/12/26</u>	(Corporate Seal)

PROPOSAL FORM 17: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM

Check one of the following responses to the General Terms and Conditions in this solicitation, including the Master Agreement:

☒ We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

☐ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

[Click or tap here to enter text.](#)

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. CCOG shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

PROPOSAL FORM 18: EQUALIS GROUP ADMINISTRATION AGREEMENT DECLARATION

Attachment A - Sample Administration Agreement of this solicitation is for reference only. Contracting with Equalis Group and the Winning Supplier will occur after contract award.

Execution of the Administration Agreement is required for the Master Agreement to be administered by Equalis Group. **Attachment A - Sample Administration Agreement** defines i) the roles and responsibilities of both parties relating to marketing and selling the Program to current and prospective Members, and ii) the financial terms between Equalis Group and Winning Supplier.


Redlined copies of this agreement should not be submitted with the response. Should a respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the respondent. Respondents must select one of the following options for submitting their response.

- ☒ Bidder agrees to all terms and conditions outlined in the **Attachment A - Sample Administration Agreement.**
- ☐ Bidder wishes to negotiate directly with Equalis Group on terms and conditions outlined in the Sample Administration Agreement. Negotiations will commence after CCOG has completed contract award.

PROPOSAL FORM 19: MASTER AGREEMENT SIGNATURE FORM

BIDDERS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED FOR AWARD.

The undersigned hereby proposes and agrees to furnish Products & Services in strict compliance with the terms, specifications, and conditions contained within this RFP and the Master Agreement at the prices proposed within the submitted proposal unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Bidder and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Company Name	Infojini Inc.
Address	10015 Old Columbia Road, Suite B 215,
City/State/Zip	Columbia, MD 21046
Phone Number	443-257-0086
Email Address	statebids@infojiniconsulting.com
Printed Name	Sandeep Harjani
Job Title	President
Authorized Signature	

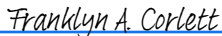
Initial Term of the Master Agreement


Contract Effective Date:	September 1, 2023
Contract Expiration Date:	August 31, 2027
Contract Number:	COG-2148C

(Note: Contract Number will be applied prior to CCOG and Equalis Group countersigning.)

The Cooperative Council of Governments, Inc.
6001 Cochran Road, Suite 333
Cleveland, Ohio 44139

Equalis Group, LLC.
5550 Granite Parkway, Suite 298
Plano, Texas 75024

By:	
Name	
:	Franklyn A. Corlett
As:	CCOG Board President
Date:	Oct 18, 2023

By:	
Name:	Eric Merkle
As:	EVP, Procurement & Operations
Date:	Oct 18, 2023










Agreement - Infojini & CCOG (Master) - 2023.09.01

Final Audit Report

2023-10-18

Created:	2023-10-17
By:	David Robbins (drobbins@equalisgroup.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAARWfyM_NaJUzqMoqaaOAauDQrtxpDW20

"Agreement - Infojini & CCOG (Master) - 2023.09.01" History

-  Document created by David Robbins (drobbins@equalisgroup.org)
2023-10-17 - 9:03:24 PM GMT- IP address: 23.126.70.39
-  Document emailed to fcorlett@solonohio.org for signature
2023-10-17 - 9:04:16 PM GMT
-  Email viewed by fcorlett@solonohio.org
2023-10-18 - 11:51:22 AM GMT- IP address: 64.85.173.2
-  Signer fcorlett@solonohio.org entered name at signing as Franklyn A. Corlett
2023-10-18 - 11:52:54 AM GMT- IP address: 64.85.173.2
-  Document e-signed by Franklyn A. Corlett (fcorlett@solonohio.org)
Signature Date: 2023-10-18 - 11:52:56 AM GMT - Time Source: server- IP address: 64.85.173.2
-  Document emailed to Eric Merkle (emerkle@equalisgroup.org) for signature
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-  Email viewed by Eric Merkle (emerkle@equalisgroup.org)
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-  Document e-signed by Eric Merkle (emerkle@equalisgroup.org)
Signature Date: 2023-10-18 - 12:13:41 PM GMT - Time Source: server- IP address: 216.201.207.58
-  Agreement completed.
2023-10-18 - 12:13:41 PM GMT