



Temporary Staffing for Clerical Positions RFP- 710-22-0026

Arkansas Department of Human Services Division of County Operations
Office of Procurement
700 Main Street
Slot W345
Little Rock, AR 72201



Bid Submission: Technostaff LLC
dba HonorVet Technologies
271 US 46 West, Suite C202, Fairfield NJ 07004.
<https://honorvettech.com>

Date & Time : 3/31/2022- 12:00PM EST

Point of Contact: Chorsie Burns
501-682-6327

dhs.op.solicitations@dhs.arkansas.gov

Do Business with DHS - Arkansas Department of Human Services



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Bid Signature Page
BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Technostaff LLC dba HonorVet Technologies		
Address:	271 Route 46 W, Suite C-202		
City:	Fairfield	State: New Jersey	Zip Code: 07004
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input checked="" type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
AR Certification #: 4579cef066bfb90 * See Minority and Women-Owned Business Policy			

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Asheesh Mahajan	Title:	Chief Operating Officer
Phone:	973-552-4242	Alternate Phone:	N/A
Email:	procurement@honorvettech.com		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:

Authorized Signature:  Title: Chief Operating Officer
 Printed/Typed Name: Asheesh Mahajan Date: 03/29/2022



Documentation of Active Registration



ARKANSAS SECRETARY OF STATE
JOHN THURSTON

This Web Authorization code is **VALID**.

Web Authorization Code 4579cef066bfb90

Filing Number: [811204748](#)

[Search Again](#)



Certificate of Good Standing**Arkansas Secretary of State
John Thurston**

State Capitol Building ♦ Little Rock, Arkansas 72201-1094 ♦ 501-682-3409

Certificate of Good Standing

I, John Thurston, Secretary of State of the State of Arkansas, and as such, keeper of the records of domestic and foreign corporations, do hereby certify that the records of this office show

TECHNOSTAFF LLC

formed under the laws of the state of Delaware, and authorized to transact business in the State of Arkansas as a Foreign Limited Liability Company, was granted a Registration of Foreign Limited Liability Company by this office May 17, 2019.

Our records reflect that said entity, having complied with all statutory requirements in the State of Arkansas, is qualified to transact business in this State.



In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 5th day of June 2019.


John Thurston

Secretary of State

Online Certificate Authorization Code: 4579cef066bfb90

To verify the Authorization Code, visit sos.arkansas.gov

References

Below we are providing details of two current projects where we have been providing similar services:

Reference #1

Organization Name	Roush
Address	11916 Market Street, Livonia, Michigan 48150
Contact Person Name	Kelli Ruiz / Director – Talent Acquisition
Email Address	kelli.ruiz@roush.com
Phone Number	313-294-8336

Reference #2

Organization Name	Halliburton – Tapfin (MSP)
Address	10200 Bellaire Boulevard, Houston, TX 77072
Contact Person Name	Rocio Luviano, Program Manager
Email Address	rocio.luviano@halliburton.com
Phone Number	281-871-2098

Proposed Subcontractors Form

PROPOSED SUBCONTRACTORS FORM

- *Do not include additional information relating to subcontractors on this form or as an attachment to this form.*

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP
N/A	N/A	N/A

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

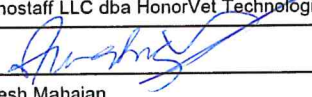


Vendor Agreement and Compliance

SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory must be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

Vendor Name:	Technostaff LLC dba HonorVet Technologies	Date:	03/29/2022
Signature:		Title:	Chief Operating Officer
Printed Name:	Asheesh Mahajan		

Copy of Equal Opportunity Policy

EQUAL EMPLOYMENT OPPORTUNITY POLICY

"HonorVet is committed to partnering and empowering every sector of society, and to embracing multiple perspectives in our pursuit of excellence and the public good. HonorVet Services supports our core mission of diverse partnerships and staffing in critical ways, so our entire business operation will benefit greatly from your dedication to fostering a diverse and inclusive business sector."

HonorVet is an equal opportunity business and makes all decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, training, and our business partnerships. HonorVet seeks to comply with all applicable federal, state, and local laws related to discrimination and will not tolerate the interference with the ability of any of HonorVet's associates in business to perform their job duties.

Diversity in Employment opportunities

HonorVet makes decisions concerning employment-based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

HonorVet trains its employees and applicants that if they believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, they should promptly bring the matter to the attention of your immediate supervisor, designated manager, or Human Resources. The complaint will be promptly, thoroughly, and impartially investigated. There will be no retaliation against any employee or applicant who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

HonorVet has a collaborative, supportive, and respectful environment that increases the participation and contribution of all employees. Keeping the diversity requirements as per the government applicable laws is the priority of HonorVet. We have developed strongly responsive training programs to achieve the diversity goal in all our recruitment & retention efforts that include (but are not limited to): -

- Fair treatment
- Equal access to opportunity
- Teamwork and collaboration
- Focus on innovation and creativity
- Organizational flexibility, responsiveness, and agility
- Conflict resolution processes that are collaborative
- Evidence of leadership's commitment to diversity (e.g., appointing a Chief Diversity / Equality Officer)

- Representation of diversity at all levels of the organization
- Representation of diversity among internal and external stakeholders
- Diversity education and training

With specific demand, HonorVet always prefers to sub-contract for the employment opportunities to achieve diversity or inclusiveness partnership goals which also includes mentoring and outreach programs.

Responsibility for Implementation

HonorVet's Chief Operating Officer has overall responsibility for the implementation of the Equal Employment Opportunity Policy and the Affirmative Action Plan (AAP). HonorVet has assigned primary management responsibility and accountability for ensuring full compliance with the Program **HR Manager**, the Affirmative Action Officer of HonorVet. As Affirmative Action Officer, HR Manager has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The COO actively supports the program and aids whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Officer appears on internal and external communications on HonorVet's Equal Employment Opportunity Policy and AAP. Concerning the AAP, the COO works closely with the **HR Manager** to implement the programs which are specific to HonorVet. HR Manager together with the Human Resources staff, has primary responsibility for implementing programs at HonorVet. The duties of the Affirmative Action Officer and designees include:

- Developing policy statements, AAPs, and internal and external modes of communication.
- Overseeing regular discussions with local managers, supervisors, and employees to ensure HonorVet's policies are being followed.
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in HonorVet's affirmative action program are implemented.
- Advising supervisors that HonorVet is obligated to prevent discrimination and harassment of employees.
- Identifying, in conjunction with line management any problem areas in implementing the AAP and developing solutions.
- Identifying any barriers to employment for protected individuals and assisting managers in developing solutions to ensure that all individuals benefit from equal employment opportunities.
- Designing and implementing an internal audit and reporting system that will measure the effectiveness of HonorVet's Program, indicate the need for remedial action, determine the degree to which HonorVet's objectives have been attained, determine whether all employees have had the opportunity to participate in HonorVet sponsored educational, training, recreational, and social activities, and ensure HonorVet's every location complies with applicable laws and regulations.

- Serving as a liaison between HonorVet and enforcement agencies, and between HonorVet and organizations of and for minorities, women, individuals with disabilities, and protected veterans.
- Encouraging active involvement by HonorVet's representatives in the community service programs of local organizations of and for minorities, women, individuals with disabilities, and protected veterans.
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees.
- Keeping management informed of the latest developments in affirmative action.

HonorVet recognizes the cooperation of department supervisors and line managers are required to reach the full potential of this AAP. Therefore, supervisors and managers are expected to:

- Assist the Affirmative Action Officer in the identification of any problem areas and help eliminate any barriers to equal employment opportunity.
- Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
- Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
- Review the qualifications of applicants and employees in a non-discriminatory manner concerning hiring, promotion, transfer, and termination.
- Provide career counselling for employees as needed.
- Adhere to HonorVet's policy of equal employment opportunity for all employees and ensure the policy is understood, supported, and adhered to by the employees they supervise.
- Take action to prevent the discrimination and harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of HonorVet's affirmative action efforts.

Initiatives & Objectives

1. Create job descriptions that provide opportunities for a wider pool of qualified candidates

Activities and Tactics

- Review and re-examine job descriptions, removing any possible written or implied biases.
 - Collaborate with union officials to develop a process for reviewing union positions.
 - Develop policy ensuring all postings and search plans for non-union positions are reviewed by the Vice President of HonorVet Services and direct reports.
- 2. Work with Human Resources and Employee Resource Groups (ERG*) for support in attracting a wider applicant pool**

Activities and Tactics

- Translate job postings into multiple languages.
 - Collaborate with human resources to improve veteran recruitment.
 - Participate in job fairs with human resources.
 - Attend management meetings and present job openings.
- 3. Establish an interview process involving a diverse committee that includes staff who will work closely with the position**

Activities and Tactics

- Include search plans that outline the interview process and list the interview team.
- Review position requirements with the selection committee and interviewed candidates.
- Hiring managers to submit a report outlining reasons for not hiring interviewed candidates.

4. Review hiring and onboarding practices Activities and Tactics**Activities and Tactics**

- Follow a feedback system that engages new and internally promoted HonorVet Services employees six months or more after the start date.
- Consider assigning HonorVet Services colleagues to meet with new hires on a bi-weekly basis.
- Expand existing processes and training that are already offered by the HonorVet.

Diversity in Partnering opportunities

HonorVet Diversity Inclusion Program aims to strengthen diverse businesses by partnering for business opportunities. This program, administered by The Chief Operating Officer, centers on a shared commitment between HonorVet and a certified diverse business owner. The Diversity Inclusion Program, through the leadership of an established business, provides diverse businesses with a better opportunity to prosper.

Initiatives & Objectives

HonorVet goal is to share a percentage of business (subjected to the annual budget) with small businesses certified by any State or Federal level diversity governing body:

- 10% Minority Owned Business
- 6% Women-Owned Business
- 5% Veteran Owned Business
- 5% Small Businesses self-identified.

These goals are voluntary. No preference will be included in the evaluation of bids, no minimum level of MWBE or Veteran Owned or Small Business participation will be required as a condition for



receiving a business award, and proposals will not be rejected or considered non-responsive on that basis.

Activities and Tactics

- Outreach to qualified DIVERSE firms.
- Submit and discuss updates regularly to the project manager, to indicate DIVERSE utilization and discuss progress.
- Ongoing outreach to DIVERSE firms for works the contract may require, including any new scopes.
- Assist DIVERSE firms to perform successfully.



Attachment A – EO 98-08 Disclosure Form

Contract Number _____
Attachment Number _____
Action Number _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR: _____

☐ Yes ☒ No

IS THIS FOR:

Goods? ☐ Services? ☒ Both? ☐

TAXPAYER ID NUMBER: _____

YOUR LAST NAME: _____

FIRST NAME: _____

M.I.: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

COUNTRY: _____

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☒ None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☒ None of the above applies



Contract Number _____
Attachment Number _____
Action Number _____

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature *Asheesh Mahajan* Title Chief Operating Officer Date 03/29/2022
Vendor Contact Person Asheesh Mahajan Title Chief Operating Officer Phone No. (973) 552-4242

Agency use only

Agency Number 0710 Agency Name Department of Human Services Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____



Addenda Acknowledgement

Page 1 of 1

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 1

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: March 28, 2022
SUBJECT: 710-22-0026 Temporary Clerical Staffing

The following change(s) to the above referenced IFB have been made as designated below:

- ☒ Change of specification(s)
☐ Additional specification(s)
☐ Change of bid opening date and time
☐ Cancellation of bid
☐ Other

CHANGE OF SPECIFICATIONS

- IFB, page 9, Section 1.29, delete and replace with the following:

SCHEDULE OF EVENTS

Public Notice of IFB	March 15, 2022
Deadline for Receipt of Written Questions	March 22, 2022
Response to Written Questions, On or About	March 28, 2022
Date and Time for Bid Submission	March 31, 2022 @ 11:00am CT
Date and Time for Bid Opening	March 31, 2022 @ 12:00pm CT
Intent to Award Announced, On or About	April 8, 2022
Contract Start (Subject to State Approval)	July 1, 2022

- IFB, page 11, Section 2.4.B.2, delete and replace with the following:

STAFFING QUALIFICATIONS

Candidates must be submitted to DCO within twenty-four (24) hours of receipt of the request. In the event any temporary employee fails to adhere to DCO's directions or security regulations or demonstrate that they are not qualified to perform the required duties, DCO shall notify the Contractor who shall replace the employee within one (1) working day.

- IFB, page 11, Section 2.4.C, delete and replace with the following:

TEMPORARY EMPLOYEE SCREENING PROCEDURES

The Contractor shall have temporary employee applicant screening procedures in place that may include, but are not limited to: • Evaluation of general knowledge and skills • Computer competency testing • Verification of work experience and capabilities through reference check

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Buyer's name, Buyer's email address and phone number.

Vendor Signature

Date

Technostaff LLC dba Honorvet Technologies
Company

3/29/2022

Official Bid Price Sheet
OFFICIAL BID PRICE SHEET

- All costs must be included in the hourly rate. The price per hour is a set price for all hours approved under contract.
- Quantities are estimated for bidding purposes only.
- The State may increase or decrease the number of positions as needed.

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS PER POSITION	ESTIMATED NUMBER OF POSITIONS	PRICE PER HOUR	ANNUAL AMOUNT <i>(Estimated annual hours x estimated number of positions)</i>
1.	Temporary Clerical Positions	2,080	75	\$ 21	\$ 43,680

- Please select the area(s) the prospective contractor has the capacity to provide services. Bidders may select multiple areas:

DIVISION OF COUNTY OPERATIONS					
AREA I <input checked="" type="radio"/>	AREA II <input checked="" type="radio"/>	AREA III <input checked="" type="radio"/>	AREA IV <input checked="" type="radio"/>	AREA V <input checked="" type="radio"/>	AREA VI <input checked="" type="radio"/>
Baxter	Clay	Cleburne	Calhoun	Arkansas	Pulaski East
Benton	Craighead	Conway	Clark	Ashley	Pulaski Jacksonville
Boone	Crittenden	Faulkner	Columbia	Bradley	Pulaski North
Carroll	Cross	Johnson	Dallas	Chicot	Pulaski South
Crawford	Fulton	Lonoke	Garland	Cleveland	Pulaski Southwest
Franklin	Greene	Perry	Hempstead	Desha	Central Office
Logan	Independence	Pope	Hot Springs	Drew	
Madison	Izard	Prairie	Howard	Grant	
Marion	Jackson	Stone	Lafayette	Jefferson	
Newton	Lawrence	Van Buren	Little River	Lee	
Polk	Mississippi	White	Miller	Lincoln	
Scott	Poinsett	Woodruff	Montgomery	Monroe	
Searcy	Randolph	Yell	Nevada	Phillips	
Sebastian	Sharp		Ouachita	St Francis	
Washington			Pike		
			Saline		
			Sevier		
			Union		

Price Justification

HonorVet provides the percentage mark-up rate which will be added onto the hourly rate that is paid to their contractor. On the bases of mark-up calculations and keeping our margins low, we have concluded on the following approximation for mark-up percentage which is 35% for this contract.

BURDENS & BENEFITS	Markup %
Employee Benefits (%)	7.00%
FICA (%)	6.20%
Medicare	1.45%
SUI (%)	5.00%
FUI (%)	0.42%
W/C Ins (%)	0.50%
Liability Insurance (%)	0.58%
Fringe Benefit Percentage TOTAL	21.15%
General Overhead %	6.35%
Profit (%)	7.50%
Sub-Total General Overhead & Profit	13.85%
	35.00%