



**Solicitation Type: Request for Proposal** 

**Project Title: Temporary Staffing for Clerical Positions** 

Due Date: March 31, 2022 at 11:00 AM CT

## **Submitted to:**



Arkansas Department of Human Services
Attn: Office of Procurement
700 Main Street Slot W345
Little Rock, AR 72201
501-682-6327

# **Submitted by:**

VTECH SOLUTION, INC. Anisha Vataliya, President

- 1100 H St NW, STE 750, Washington DC, 20005
- (2) 202.644.9774 (O) | 866.733.4974 (F)
- www https://www.vtechsolution.com/
- vTech.SLED@vtechsolution.com

# **Project Title: Temporary Staffing for Clerical Positions**



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Vendor's signature on this page shall signify vendor's agreement that eith	
bid to be disqualified	4
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# **BID SIGNATURE PAGE**

Type or Print the	following information.					
	PROSPECT	TIVE CONTR	ACTOR'S INFORI	MATION		
Company:	vTech Solution Inc					
Address:	100 H Street, N.W.	Suite 750				
City:	Washington		State:	DC	Zip Code:	20005
Business Designation:	☐ Individual ☐ Partnership		Proprietorship poration	•	☐ Public Ser☐ Nonprofit	vice Corp
Minority and	☐ Not Applicable ☐ American Indian ☐ Service Disabled V					eran
Minority and Women-Owned	☐ African American	□ Hispan	c American	] Womer	n-Owned	
Designation*:	☐ Asian American	□ Pacific	Islander American			
	AR Certification #:		* See Minority	and Wo	omen-Owned E	Business Policy
	PROSPECTIVE Provide contact inform		OR CONTACT IN			
Contact Person:	Anisha Vataliya		Title:	Pres	sident	
Phone:	202-644-9774		Alternate Phone:			
Email:	vtech.sled@vtechso	olution.com				
	CONF	IRMATION C	F REDACTED CO	PY		
☐ NO, a redacted submission do Note: If a redacted packet, and data (other	ted copy of submission do ed copy of submission do ocuments will be released ed copy of the submission of neither box is checked, or than pricing), will be releation Act (FOIA). See Bid	cuments is not if requested a documents a copy of the eased in resp	ot enclosed. I under I. is not provided with a non-redacted documents to any reques	h Prospe cuments, st made (	ective Contracto with the excep	or's response otion of financia
	ILLEG	AL IMMIGRA	ANT CONFIRMATI	ION		
they do not emp	submitting a response to to loy or contract with illegator contract with illegal imn	l immigrants.	If selected, the Pr	ospectiv	e Contractor co	
	ISRAEL BO	YCOTT RES	TRICTION CONFI	RMATIO	N	
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and i selected, will not boycott Israel during the aggregate term of the contract.  □ Prospective Contractor does not and will not boycott Israel.						
An official autho	rized to bind the Prosp	ective Contr	actor to a resulta	nt contr	act must sign	below.
The signature below signifies agreement that any exception that conflicts with a Requirement of this <i>Bid</i> Solicitation will cause the Prospective Contractor's bid to be disqualified:						
Authorized Sign	ature:		Title	e: <u> </u>	President	
Printed/Typed N	ame: Anisha Va	taliya	Date	e:	3/24/2022	



# VENDOR'S SIGNATURE ON THIS PAGE SHALL SIGNIFY VENDOR'S AGREEMENT THAT EITHER OF THE FOLLOWING SHALL CAUSE THE VENDOR'S BID TO BE DISQUALIFIED:

a. Additional terms or conditions submitted intentionally or inadvertently.

I *Anisha Vataliya* the *President* of *vTech Solution Inc.* ensure that vTech "does not have any additional terms& conditions to this solicitation". All the information provided is true to my knowledge

b. Any exception that conflicts with a Requirement of this Bid Solicitation.

I *Anisha Vataliya* the *President* of *vTech Solution Inc.* ensure that vTech "No exceptions made which can conflicts with a requirement of this bid Solicitation".

Sincerely,

Anisha Vataliya, President

Book Vally

vTech Solution Inc.



You Seek, We Deliver.

### **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**

			nay result in a delay in obtaining a co	ontract, lea	se, purchas	se agreement, or grant award	with any Arkansas St	ate Agency.							
SUBCONTRACTOR: SUBCON  Yes No	TRACTOR I	NAME:													
<u> </u>						IS THIS FOR:									
TAXPAYER ID NAME:						Goods?	Services?	Both?							
YOUR LAST NAME:			FIRST NAME				M.I.:								
ADDRESS:															
CITY:			STATE:		ZIP COL	DE:		COUNTRY:							
			XTENDING, AMENDING,						<u>IT,</u>						
<u>OR GRANT AWARD WI</u>	<u>TH AN</u>	Y ARK	KANSAS STATE AGENCY	, THE F	<u>OLLOW</u>	ING INFORMATION	MUST BE DISC	LOSED:							
			FOR	Ind	IVII	OUALS*									
Indicate below if: you, your spous Member, or State Employee:	se or the	brother, s	sister, parent, or child of you or your	spouse is	a current or	former: member of the Gen	eral Assembly, Consti	tutional Officer, Sta	te Board or Comr						
Position Held	Mark (√)		Mark (√)		Mark (√)		Mark (√)		Name of Position of Job Held [senator, representative, name of	For Ho	w Long?		on(s) name and how a ublic, spouse, John Q.		
	Current	Former	board/ commission, data entry, etc.]	From MM/YY	To MM/YY	Persor	i's Name(s)		Relation						
General Assembly															
Constitutional Officer															
State Board or Commission Member															
State Employee															
■ None of the above appli	ies														
			FOR AN E	TIT	гу (	BUSINESS	*								
Officer, State Board or Commission	on Memb	er, State	nt or former, hold any position of cor Employee, or the spouse, brother, s eans the power to direct the purchasi	ister, parer	nt, or child o	of a member of the General A	ssembly, Constitution								
Position Held		'k (√)	Name of Position of Job Held		w Long?	What is the person(s) na			terest and/or						
Fosition Heid	Current	Former	[senator, representative, name of board/commission, data entry, etc.]	From MM/YY	To MM/YY	Person's N	ame(s)	Ownership Interest (%)	Position of Control						
General Assembly															
Constitutional Officer															
State Board or Commission Member															
State Employee															
None of the above appli	ies		•												

#### **Contract and Grant Disclosure and Certification Form**

<u>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.</u>

#### 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 that I agree to the subcontractor dis		elief, all of the above in	formation is true and co	rrect and
Signature Industry	Title		Date	
Vendor Contact Person	Title		Phone No	
Agency use only Agency Agency NumberName	Agency Contact Person	Contact Phone No.	Contract or Grant No	_



NAME

vTech Solution Inc. 1100 H Street, N.W. Suite 750 Washington DC 20005 202.644.9774 rfp.vtech@vtechsolution.com

EQUAL EMPLOYMENT OPPORTU	NITY (EEO) POLICY STATEMENT
vTech Solution Inc.  SHALL NOT DISCRITATION, POLITICAL ORIGIN, SEX, AGE, MELIGION, NATIONAL ORIGIN, SEX, AGE, MELIGION, SEX, AGE, MELIGION, SEX, AGE, MELIGION, GENDER IDENTITY OF RESPONSIBILITIES, MATRICULATION, POLITICAL ORIGINAL ORIGIN	ARITAL STATUS, PERSONAL APPEARANCE, OR EXPRESSION, FAMILIAL STATUS, FAMILY CAL AFFILIATION, GENETIC INFORMATION,
ARE EMPLOYED, AND THAT EMPLOYEES ARE REGARD TO THEIR ACTUAL OR PERCEIVED: F SEX, AGE, MARITAL STATUS, PERSONAL APP	RACE, COLOR, RELIGION, NATIONAL ORIGIN, PEARANCE, SEXUAL ORIENTATION, GENDER STATUS, FAMILY RESPONSIBILITIES, ENETIC INFORMATION, DISABILITY, SOURCE USINESS. THE AFFIRMATIVE ACTION SHALL LOWING: (A) EMPLOYMENT, UPGRADING, OR ENT ADVERTISING; (C) DEMOTION, LAYOFF, OTHER FORMS OR COMPENSATION; AND (E)
<u>vTech Solution Inc.</u> AGREES TO POST IN CONCERNING NON-DISCRIMINATION AND AFF	CONSPICUOUS PLACES THE PROVISIONS FIRMATIVE ACTION.
vTech Solution Inc. SHALL STATE THAT A CONSIDERATION FOR EMPLOYMENT PURSUA OF MAYOR'S ORDER 85-85; "EQUAL EMPLO CONTRACTS."	
<u>vTech Solution Inc.</u> AGREES TO PERMIT A EMPLOYMENT PRACTICES, AND TO REQUIRE TO BOOKS AND RECORDS.	
vTech Solution IncAGREES TO COMPLY EMPLOYMENT OPPORTUNITY APPLICABLE IN	Y WITH ALL GUIDELINES FOR EQUAL THE DISTRICT OF COLUMBIA.
vTech Solution Inc.SHALLINCLUDEINCLUDEOPPORTUNITYCLAUSES,SUBSECTION11PROVISIONS SHALL BE BINDING UPON EACH STATES	
Anisha Vataliya, President	3/4/2022
AUTHORIZED OFFICIAL AND TITLE	DATE
man Valley	vTech Solution Inc.
AUTHORIZED SIGNATURE	FIRM/ORGANIZATION

## EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER INFORMATION REPORT

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

DC Office of Contracting and Procurement

Reply to: Office of Contracting and Procurement

Employer Information Report (EEO)		441 4 <sup>th</sup> Street, I Washington, D		00 South		
Instructions: Two (2) copies of DAS 84-404 or Federal Form EEO-1 shall be One copy shall be retained by the Contractor.		ed to the Office of Co	ontracting and l	Procurement		
Secuoi	14-111	L OF KEFORT				
1. Indicate by marking in the appropriate box the type of reporting unit for	or which th					
Single Establishment Employer  (1) Single-establishment Employer Report		(2) <b>x</b> ÿ (3) ÿ (4) ÿ		Report Report stablishmen at with 25 o	t Report (submi r more employe	
Total number of reports being filed by this Company						
Section B – COMPANY IDENTIFICA			all employers	)		OFFICIAL USE ONLY
<ol> <li>Name of Company which owns or controls the establishment for which vTech Solution Inc.</li> </ol>	ch this repo	ort is filed				a.
Address (Number and street)	City or	Four	Country	Stata	Zip Code	b.
1100 H Street, N.W. Suite 750	Washi		Country	State DC	<b>20005</b>	D.
b. Employer Identification No. 2 0 4 2 7 1	0 8	8				
2. Establishment for which this report is filed.						OFFICIAL USE ONLY
a. Name of establishment vTech Solution Inc.						c.
Address (Number and street) 1100 H Street, N.W. Suite 750	City or '	Гоwn <b>ngton</b>	Country	State <b>DC</b>	Zip Code <b>20005</b>	d.
b. Employer Identification No. 2 0 4 2	7 1	0 8 8				
3. Parent of affiliated Company <b>N/A</b>	1 1					
a. Name of parent or affiliated Company	b. Er	nployer Identificatio	on No.			
Address (Number and Street)	City or '				State	Zin Codo
Address (Number and Sueet)	City of	Town	Country		State	Zip Code
Section C - ES	ΓABLISH	IMENT INFORM	ATION		l l	
1. Is the location of the establishment the same as that reported last year <b>X</b> Yes No Did not report Report on combined last year basis		Is the major busing as that reported lated No report last year.	ast year? <b>X</b> Yo ear Report	es No eed on combi	ned basis	OFFICIAL USE ONLY
<ol><li>What is the major activity of this establishment? (Be specific, supplies, title insurance, etc. Include the specific type of prod activity.</li></ol>						
Professional Services & Consulting					c.	
MINORITY GROUP MEMBERS: Indicate if you are a mino	rity busine	ss enterprise (50% o	wned or 51% c	ontrolled by	minority member	s).
March 1 you are a filling	<b>X</b> Yes	No	31 31 70 0		memoer	~/-
DAS 94 404 (Paplaces D.C. Fo	2640.0	Sant 74 which is O	L = 1-4-)			9.4.2D901

(Replaces D.C. Form 2640.9 Sept. 74 which is Obsolete)

#### SECTION D - EMPLOYMENT DATA

Employment at this establishment – Report all permanent, temporary, or part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zero. *In columns 1, 2, and 3, include ALL employees in the establishment including those in minority groups* 

						MINORITY GROUP EMPLOYEES						
				STABLISHMENT		N	MALE .			FI	EMALE	
JO CATEG		Total Employees Including Minorities (1)	Total Male Including Minorities (2)	U		Asian (5)	American Indian (6)	Hispanic (7)	Black (8)	Asian (9)	American Indian (10)	Hispani
Officials and Managers	d	28	15	13	5	7	0	3	5	8	0	0
Professional	ls	11	4	7	2	2	0	0	3	4	0	0
Technicians		2	2	0	2	0	0	0	0	0	0	0
Sales Work	ers	7	3	4	0	3	0	0	1	3	0	0
Office and O	Clerical	0	0	0	0	0	0	0	0	0	0	0
Craftsman (S	Skilled)	0	0	0	0	0	0	0	0	0	0	0
Operative (S Skilled)	Semi-	0	0	0	0	0	0	0	0	0	0	0
Laborers (U	nskilled)	0	0	0	0	0	0	0	0	0	0	0
Service Wor	rkers	0	0	0	0	0	0	0	0	0	0	0
TOTAL		48	24	24	9	12	0	3	9	15	0	0
Total emplo		48	24	24	9	12	0	3	9	15	0	0
		(The trainee l	below shoul	d also be inclu	ded in the	figures fo	r the appro	priate occu	pation ca	ategories	above)	
Formal On-	White	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
The-Job Trainee	collar	0	0	0	0	0	0	0	0	0	0	0
	Production	1 0	0	0	0	0	0	0	0	0	0	0
1. How a. <b>x</b> b.	Visual S			ic group in Se other Specify _			3. Pay	es of payro period of lablishment.	ast report	submitte	eb 28, 2 ed for this	022

Section E – REMARKS Use this Item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units, and other pertinent information.

#### Section F - CERTIFICATION

Check 1. X All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)

One 2. This report is accurate and was prepared in accordance with the instructions.

Name of Authorized Official <b>Anisha Vataliya</b>	Title <b>President</b>	Signature		Date <b>3/4/22</b>	
Name of person contact regarding This report (Type of print) President	Address 1100 H Street, (Number and street) Washington, DC	, N.W. Suite 750 20005	202-644-97	74	
Title	City and State	Zip Code	Telephone	Number	Extension

INFORMATION CITED HEREIN SHALL BE HELD IN CONFIDENCE.

## STATE OF ARKANSAS



#### **Mark Martin**

ARKANSAS SECRETARY OF STATE

To All to Whom These Presents Shall Come, Greetings:

I, Mark Martin, Arkansas Secretary of State of Arkansas, do hereby certify that the following and hereto attached instrument of writing is a true and perfect copy of

## **Application for Certificate of Authority**

of

#### **VTECH FAMILY**

filed in this office April 05, 2018

**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 April 2018.

Mark Martin Secretary of State

Online Certificate Authorization Code: 1635515ac791a28dd13 To verify the Authorization Code, visit sos.arkansas.gov





# 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

#### **VTECH FAMILY**

formed under the laws of the state of Virginia, and authorized to transact business in the State of Arkansas as a Foreign For Profit Corporation, was granted a Application for Certificate of Authority by this office April 5, 2018.

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 23rd day of March 2022.

John Thurston

Online Certificate Authorization Code: 4d08d9d5fc65ae4

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

## 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

$\square$ PROSPECTIVE CONTRACTOR DOES NOT PROPOSE	TO	USE
SUBCONTRACTORS TO PERFORM SERVICES.		

## SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

this page. Vend	exceptions to items in this section which are dor <b>must</b> clearly explain the requested exception applies.	NON-mandatory <b>must</b> be dec ption and should label the requ	lared below or as an attachment to lest to reference the specific
• Exceptions to F	Requirements <b>shall</b> cause the vendor's propo	osal to be disqualified.	
By signature below, νε	endor agrees to and <b>shall</b> fully comply w	vith all requirements as sho	wn in the bid solicitation.
Vendor Name:	vTech Solution Inc	Date:	03/24/2022
Signature:	Boy 1 35	Title:	President
Printed Name:	Anisha Vataliya		



## **REFERENCES**

Organization Name	Accurate Conceptions, LLC
Address	19 O St Sw, Washington, DC 20024-4105
Contact Person	Aeon Clarke
Title	President
Contact Number	202-498-5388
Email Address	aclarke@accurateconceptions.com

Client	Obverse Inc				
Address	6856 Eastern Ave # 210, Washington, DC 20012				
Contact Name	James Detherage				
Title	President				
Telephone number	202-213-3422				
Email Address	jdetherage@obverse.net				



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#### **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 (Estimated annual hours x estimated number of positions)
1.	Temporary Clerical Positions	2,080	75	\$ 37.00	\$ 5,772,000.00

 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	AREA II	AREA III 🔘	AREA IV	AREA V 🔘	AREA VI	
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			