


Request for Bids		 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 Direct all inquiries regarding this order to: (304) 696-3157		Bid# MU22TEMPS		
Vendor: Compu-Vision Consulting Inc. 2050 Route 27N, Suite 202 North Brunswick, NJ 08902 Phone: 732-422-1500				For information call: Purchasing Contact: Tracey Brown-Dolinski Phone: (304) 696-3157 browndolinsk@marshall.edu & purchasing@marshall.edu		
Sealed requests to bid for furnishing the supplies, equipment or services described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, UNLESS OTHERWISE NOTED, THE BID WILL BE SUBMITTED ON THIS FORM AND UPLOADED INTO THE MU BONFIRE PORTAL ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. When applicable, prices will be based on units specified; and Bidders will enter the delivery date or time for items contained herein. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract as the best interests of the Institution may require. BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS SET FORTH HEREIN.						
DATE 6/21/2021		MANDATORY PRE-BID MEETING N/A	DEPARTMENT REQUISITION NO. MU22TEMPS	BIDS OPEN: 6/29/2021 at 3:00 p.m., L.P.T. Broadcast via Zoom at link listed below https://marshall.zoom.us/j/93739435554?pwd=Ly9mUGUzVU5hZDhZUWc4eHQ1S1Q0QT09		BIDDER MUST ENTER DELIVERY DATE FOR EACH ITEM BID
Item #	Quantity	Description			Unit Price	Extended Price
<u>Addendum No. 01</u> Project Name: MU22TEMPS Temporary Employment Services The purchase of this addendum is to provide a revised Bid Table and respond to vendor's questions. (Questions are unchanged from the original form).						
					Total	

To the Office of Purchasing,
In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specified above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Bidder guarantees shipment from _____
Destination _____ within 1 days
FOB _____ After receipt of order at address shown
Terms Net 30

Bidder's name Vendor Compu-Vision Consulting Inc.
Signed By *Linda Lopes*
Typed Name Linda Lopes
Title Director, Government Relations
Email llopes@compuvis.com
Street Address 2050 Route 27N, Suite 202
City/State/Zip North Brunswick, NJ 08902
Date 6/29/2021 Phone 732-422-1500
Fein 23-2977235

ADDENDUM ACKNOWLEDGEMENT

FORM SOLICITATION NO.: 01

MU22TEMPS – Temporary Employment Services

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received:

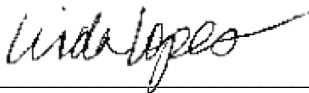
(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor’s representatives and any University personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Compu-Vision Consulting Inc.

Company



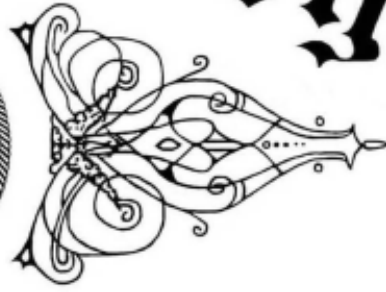
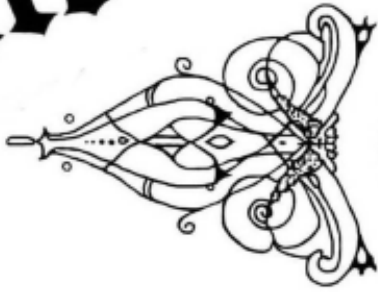
Authorized Signature

6/29/2021

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

State of West Virginia



Certificate

*I, Mac Warner, Secretary of State,
of the State of West Virginia, hereby certify that*

COMPU-VISION CONSULTING, INC.

has filed the appropriate registration documents in my office according to the provisions of the West Virginia Code and hereby declare the organization listed above as duly registered with the Secretary of State's Office.

*Given under my hand and
the Great Seal of West Virginia
on this day of
November 10, 2020*



Mac Warner

Secretary of State

llopes@compuvis.com

From: B4WV_DoNotReply@wv.gov
Sent: Tuesday, November 10, 2020 10:48 AM
To: certs@compuvis.com
Subject: WV Business Registration Approved by WV State Tax Department!

RE:
Business: Compu-Vision Consulting, Inc.
2020 B4WV Novice Interview 2

Dear WV One Stop Business Portal Registrant:

The new business registration application you filed online through the WV One Stop Business Portal has been accepted by the State Tax Department and is now awaiting processing at the Unemployment Compensation Division. Your business registration certificate (i.e., business license) and/or additional correspondence from the State Tax Department will be mailed to you at the business mailing address you provided. You are now authorized to begin doing business in West Virginia.

If you have any questions about the State Tax Department portion of your registration, please contact the State Tax Department by email at TaxHelp@wv.gov, or by phone at (304) 558-3333. Log in to your account at <https://onestop.wv.gov> at any time and from your dashboard click the 'Register a Business' tab to check the progress of your application under 'My New Business Filings' section.

Thank you,
WV One Stop Business Portal

llopes@compuvis.com

From: B4WV_DoNotReply@wv.gov
Sent: Tuesday, November 10, 2020 10:50 AM
To: certs@compuvis.com
Subject: WV Business Registration Approved by WV Unemployment Compensation Division!

RE:
Business: Compu-Vision Consulting, Inc.
2020 B4WV Novice Interview 2

Dear WV One Stop Business Portal Registrant:

The new business registration application you filed online through the WV One Stop Business Portal has been approved by the Unemployment Compensation Division. If your application indicated you would have employees, information about your UC account will be sent to you by mail. If you have any questions about the Unemployment Compensation portion of your registration, please contact Unemployment Compensation by email at UCtaxunit@wv.gov, or by phone at (304) 558-2677.

When you log in to your account at <https://onestop.wv.gov>, this registration will now be found in your dashboard in the 'Register a Business' tab under 'My New Business Filings' section.

Your basic business registration with the State of West Virginia is now COMPLETE. Visit the WV One Stop Business Portal's [Occupational, Professional and Special Licenses and Permits](#) section for more information about additional licensing requirements that may apply to your business. Also, contact your [local county](#) and [city offices](#) for local registration and licensing requirements.

Thank you,
WV One Stop Business Portal



ALLAN L. MCVEY
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

November 17, 2020

Compu-Vision Consulting, Inc. D/B/A Compu-Vision Consulting Inc
2050 Route 27
North Brunswick, NJ 08902-1380

Linda Lopes:

This is to notify you that your Small, Women-, and Minority-Owned Businesses (SWAM) Certification Application has been approved on the basis of your representations that the vendor named above meets the definition of a Small, Women-, and Minority-Owned Businesses as set forth in the *West Virginia Code of State Rules* 148-22-1 et seq. This certification becomes effective:

09/01/2020

And shall automatically expire without notice two years after the effective date unless revoked by the Purchasing Director or upon expiration pursuant to the *West Virginia Code of State Rules* 148-22-8. The type(s) of Small, Women-, and Minority-Owned Businesses (SWAM) Certification approved for your entity:

Small Business / Women- Owned Business / Minority-Owned Business

To maintain certification without lapse, a certified business shall apply to renew its certification at least 60 days prior to the end of the two-year certification period. Complete renewal instructions, recertification forms, and a list of all SWAM Certified entities are available online at www.state.wv.us/admin/purchase/VendorReg.html.

If you have questions, please contact the West Virginia Purchasing Division at 304-558-2306.

Sincerely,

A handwritten signature in black ink that reads "Terra Oliver".

Terra Oliver

Vendor Registration Coordinator



STATE OF WEST VIRGINIA
 State Tax Department, Taxpayer Services Division
 P.O. Box 3784
 Charleston, WV 25337-3784



00000302010000



Dale W. Steager, State Tax Commissioner

COMPU-VISION CONSULTING, INC.
 2050 STATE ROUTE 27
 NORTH BRUNSWICK NJ 08902-1380

Letter Id: L0505287712
 Issued: 11/10/2020
 Account #: 2397-9094

RE: Business Registration Certificate

The West Virginia State Tax Department would like to thank you for registering your business. Enclosed is your Business Registration Certificate. This certificate shall be permanent until cessation of business or until suspended, revoked or cancelled. Changes in name, ownership or location are considered a cessation of business; a new Business Registration Certificate and applicable fees are required. Please review the certificate for accuracy.

This certificate must be prominently displayed at the location for which issued. Engaging in business without conspicuously posting a West Virginia Business Registration Certificate in the place of business is a crime and may subject you to fines per W.Va. Code § 11-9.

When contacting the State Tax Department, refer to the appropriate account number listed on the back of this page. The taxes listed may not be all the taxes for which you are responsible. Account numbers for taxes are printed on the tax returns mailed by the State Tax Department. Failure to timely file tax returns may result in penalties for late filing.

Should the nature of your business activity or business ownership change, your liability for these and other taxes will change accordingly.

To learn more about these taxes and the services offered by the West Virginia State Tax Department, visit our web site at www.tax.wv.gov.

Enclosure

atL006 v.19

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**COMPU-VISION CONSULTING, INC.
2050 STATE ROUTE 27
NORTH BRUNSWICK, NJ 08902-1380**

BUSINESS REGISTRATION ACCOUNT NUMBER: **2397-9094**

This certificate is issued on: **11/10/2020**

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

From: B4WV_DoNotReply@wv.gov
To: certs@compuvis.com
Subject: WV One Stop Business Portal Registration Received
Date: Tuesday, November 3, 2020 1:22:46 PM

RE:
Business: Compu-Vision Consulting Inc
UBI: UF001186680001

Dear WV One Stop Business Portal Registrant:

We have received the new business registration you filed online through <https://onestop.wv.gov>.

You will receive an auto email with status updates as each agency processes your registration.

Thank you,

WV One Stop Business Portal

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,

4. Application is made for 5% vendor preference for the reason checked:

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

8. Application is made for reciprocal preference.

- Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Compu-Vision Consulting Inc.

Signed: 

Date: 6/29/2021

Title: Director, Government Relations

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Compu-Vision Consulting Inc.

Authorized Signature: *[Handwritten Signature]*

MICHAEL J BAVARO
Notary Public - State of New Jersey
My Commission Expires Nov 9, 2025

Date: 6/28/2021

State of New Jersey

County of Monmouth, to-wit:

Taken, subscribed, and sworn to before me this 28th day of June, 2021.

My Commission expires Nov 9, 2025.

AFFIX SEAL HERE



NOTARY PUBLIC Michael Bavaro *[Handwritten Signature]*

PREPARED FOR
MARSHALL UNIVERSITY, WV
OFFICE OF PURCHASING

RESPONSE TO RFP: TEMPORARY EMPLOYMENT SERVICES
BID NO: MU22TEMPS



Compu-Vision Consulting, Inc.
2050 Route 27
Suite 202
North Brunswick, NJ 08902
www.compuvis.com

Submitted June 29, 2021
© 2021 Compu-Vision Consulting, Inc.

COVER LETTER

June 29, 2021

Tracey Brown-Dolinski
Marshall University, WV
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Dear Tracey,

Compu-Vision Consulting Inc. (CVC), is pleased to present Marshall University, WV our response to RFP Bid MU22TEMPS for Temporary Employment Services. This RFP response describes CVC's experience and approach in providing an integrated solution for your staffing services requirement. We have included all information requested per Specifications section (starting on page 23) of the RFP instructions.

CVC, as diversity led firm with MBE, WBE, SBE and WOSB certifications, has a track record of providing staffing services to the local, state and federal government agencies throughout the United States; We are SWAM certified in West Virginia. Our high-quality experience provides a great solution for Marshall University and we aim to provide a best-in-class solution that will deliver cost-effective, expert staffing services that are tailored to meet your specific requirements.

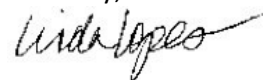
As a Tier 1 staffing vendor, we have successfully placed thousands of talented resources skilled in all areas of Non-IT and IT for States such as West Virginia, Georgia, Colorado, Oregon, Connecticut and local government agencies in Virginia Beach, VA, Warren County, NJ; Community Transit, WA, just to name a few. Outside of the public sector, we have long standing relationships delivering many levels of staff augmentation services for clients like NYU, MIT, Johnson & Johnson, Life Bridge Health, Merck, Oracle, Dell, and many others.

One of our key differentiators is that our management team, coming from past work of staffing services and working for US Army, understands the clients' challenges meticulously. Our experience of having been on the customer side and performing many of the roles that our customers provide, allows us to have meaningful business conversations and drive results. These past experiences help bridge the gap between clients' needs and the challenges faced in today's circumstances. Understanding the unique processes of local government environment, we will ensure quality delivery designed around your needs and provide you with top class resources and workforce related service capabilities by having the following:

- Working in close partnership and leveraging its staffing services expertise and in-depth knowledge, and taking responsibility for performing the services as defined in the Specifications.
- A portfolio of qualified resources to support your staff augmentation and project/account management leaders to support you every step of the way.
- Maintaining long-term relationships with partners and agencies to control staffing program costs.

We are excited about the opportunity to work with you.

Sincerely,



Per Specifications of the RFP details, we have included all information requested on our experience, capabilities and references. Our price is included in the template Bid Table and attached on Bonfire as part of the RFP package.

1. UNDERSTANDING OF WORK/CURRENT ENVIRONMENT

Compu-Vision Consulting Inc. is submitting response to this RFP based on the *Specifications* section in the RFP instructions and proposing services to fulfill the scope of services as we understand as follows:

- MU is a four-year university with 13,000+ students and 2,000+ full and part-time staff with campuses and centers in South Charleston, Point Pleasant, and Teays Valley. It is made up of thirteen (13) colleges and schools.
- MU is seeking one or multiple temporary employment agencies as preferred vendors for temporary staffing services. MU spends approximately \$592,000 on an annual basis for temporary employees.
- We meet the Mandatory qualifications as follows:
 - We have been in business for at least two (2) years, providing temporary services. Our years of service and history are outlined in our response.
 - We are providing Three (3) referrals as required from organizations we provide temporary services, one of them as State of West Virginia.
 - We acknowledge and fully confident to employ competent and satisfactory personnel and have enough employees to perform the required services efficiently and acceptable to MU. Our services and capabilities by mandatory requirements are described in this response.
- With respect to the roles, per the scope of services, we understand the following roles will be requested:
 - Accounting Assistant I; Accounting Assistant II
 - Administrative Assistant; Administrative Assistant Senior; Administrative Assistant - Fairfield ; Administrative Secretary Sr.
 - Business Clerk
 - Cashier
 - Cashier Lead
 - Customer Service Representative
 - Data Entry Operator
 - Data Technician I
 - Medical Records Assistant
 - Receptionist
 - Records Assistant I; Records Assistant II
 - Residence Hall Desk Coordinators
 - Secretary
 - Applications Systems Analyst Programmer
 - System Programmer
 - Building Service Worker
 - Campus Service Worker
 - Laborer
 - Parking Attendant
 - Receiving Position
 - Trades Specialist I
- We understand the Contract becomes effective upon award on and extends for a period of one year. Renewal of the Contract is limited to four (4) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed 48 months in total. Automatic renewal of the contract is prohibited.
- We have provided “sample” of Certificate of Insurance as well as our SWAM certifications to show proof to the University.

2. QUALIFICATIONS & EXPERIENCE

Introduction:

Compu-Vision Consulting, Inc. (CVC) is a next-generation global workforce solutions company that helps enterprises reimagine their businesses for the digital age. Our 22 years of staffing services and consulting expertise has helped our numerous clients transform their business, operations and technology models for the digital era. Our unique industry-based, consultative approach helps clients envision, build and run more innovative and efficient businesses. Headquartered in the U.S., CVC has a relentless focus on customer relationships. We offer an integrated portfolio of solutions and services strategy built around Administrative, Finance, Business Analysis, Clerical, Project Management, Help Desk Support, Engineering Support, Enterprise Data Management, Application Development, Infrastructure, Back-up Recovery, Web Development, Digital, IoT, Cloud, Automation, Cybersecurity, Analytics, Infrastructure Management and Engineering Services, amongst others. Behind the core of CVC are some of the most skilled technology talent, motivated and empowered by a strong philosophy of client and resource first. As a global consulting and recruiting firm, our business processes are multi-fold as we have to meet the expectations of both the candidates and our clients.

The infographic is a grid of six panels. The top-left panel features the text 'Servicing Nationwide with expert technology talent, SME's and solutions based employees' above a blue map of North America. The top-right panel has the text 'Providing IT, Administrative, Business, Finance and Education technology services for 20+ years' next to an illustration of people on blocks labeled 'Customer Staffing' and 'Recruitment Staffing'. The middle-right panel is titled 'Consulting projects and professional services, recruitment for major industries' and contains a 2x2 grid of industry icons: Public Sector (State & Federal), Transportation & Logistics, Media Internet Telecom, Energy Utilities Chemicals, Healthcare Pharma Biotech, Financial Services & Insurance, Manufacturing Automotive, and Software High Technology (VR, AI, eDiscovery). The bottom-left panel states 'Diverse Resource pool database with over 1,000,000 professionals' above an illustration of diverse human figures. The bottom-right panel lists 'Certified MBE, WBE, SBE' and includes logos for MBE, SAM, SBE, NMSDC, and WBENC.

www.compuvis.com

History:

Compu-Vision Consulting, Inc. (CVC) is a growing, minority, woman-owned business, headquartered in NJ, incorporated in 1998 under the Commonwealth of Pennsylvania as a dynamic consulting and workforce solutions company. Shaloo Garg (51% Woman Owner) and Bharat Mital, along with Vishal Kumar built CVC based on their experience working in the public and private sector within the staffing consulting services arena and serve as the executive team of the organization. Our leadership team relies on their own job experience implementing and managing tactical and strategic professional services staff to provide successfully placed resources within the United States and Canada, in public, commercial and through MSP program’s. Our employees consist of management team, corporate and administrative support, and recruiting and delivery team members for a total of 75 employees.

Our clients view CVC as an “Advisor” and an extension of their organization by bringing a consultative approach to our delivery and subject matter expertise in the various staffing solutions and workforce placement projects. Our goal is to deliver maximum scope, on time, and within budget by deploying skilled resources who focus on quality and efficiency. All resources within CVC know that they can rely on a highly capable leadership team that will support them along the way. Relying on their industry expertise, the leadership team has successfully placed hundreds of resources within state, local and federal agencies by following a solid recruiting practice that emphasizes quality over quantity. Our rigorous selection process ensures that our candidates live up to the highest expectations.

Local Office Information:

Regardless of the deployment of our customers’ needs, CVC’s holistic services approach provides customers with the necessary tools to analyze and implement staffing placement during every portion of their personnel lifecycle. We value our partnerships with local companies to find solutions to improve the specific needs of staffing for the government.

While headquartered in NJ for the past 22 years, CVC as prime bidder, provides its offerings throughout the United States, having office locations in 14 States, strategically placed in the West, Mid-West, South and East regions. Snapshot of our locations:

Office Locations:	Headquarters - 2050 Route 27, Suite 202, North Brunswick, NJ 08902; Canada - 2416 Main Street Unit # 398, Vancouver, BC, V5T 3E2; India - C-184, Industrial Area, Sector 75, Mohali, Punjab 160071	
Our Sales and Account Management Offices:	<ul style="list-style-type: none"> • Abilene, TX • Altamonte Springs, FL • Atlanta, GA • Carthage, MO • Jonesboro, AR • New York, NY • Silver Spring, MD 	<ul style="list-style-type: none"> • Allentown, PA • Boston, MA • Chicago, IL • Anaheim, CA • Buckeye, AZ • Wilmington, DE • Avon, CT
Tax ID/Duns Information:	EIN 23-2977235; D&B 12-327-7993; Cage Code 5SM88	
NAICS Codes:	541511, 541512, 541513, 541519, 541611, 541612, 561311, 541690, 561320, 518210, 811212	
Proud to be a diversity supplier, with certification and partnerships:		

Awards/Ranking:

Dell/EMC Vendor Ranking - In 2014 CVC started our ranking with Dell in the #275 range. We have significantly and aggressively ranked higher in the following years with dedicated teams and personalized account management. This has made us achieve ranks of #224 in 2015; #75 in 2018; #11 in 2019, and now #4 in United States for 2020. During this growth

period we have been granted access to services for Dell/EMC’s Canadian locations. During a short period of time, we have been ranked #1 in Canada for three years.

Key Differentiators

The following key differentiators will help to achieve the project objectives for this important initiative.

Compelling Value Proposition	<ul style="list-style-type: none"> ▪ Management teams as well as dedicated teams come from professional and consulting services bridging the gap and understanding of needs. ▪ Business experience with leadership roles in Business Planning, Reporting, Operations, Application, Infrastructure, Support, and IT Governance for Public Sector organizations and private Enterprises. ▪ Certified diversity vendor as SWAM, MBE, WMBE, WOSB, WBENC, and SAM. ▪ Bringing our experiences in staffing, familiarity with Labor laws, ability to quickly and effectively identify best in class staff augmentation resources and consultative. ▪ Recognized as a “go-to” partner with clients.
Functional Expertise	<ul style="list-style-type: none"> ▪ More than 20 years of experience within staff augmentation services. ▪ Combined functional experience and technical expertise in categories of BA’s, PM’s, all levels of Operations and Administration, Senior Developers and Quality Assurance, Cybersecurity resources, Help Desk support, Technical Writers. ▪ Strong employee retention agendas, training programs and SME’s.
Solution Ownership	<ul style="list-style-type: none"> ▪ Demonstrated ability to drive project progress, appropriately manage project delivery risks & issues. ▪ A pragmatic, collaborative approach to multi-phased initiatives, with a focus on achieving results.
Industry Knowledge	<ul style="list-style-type: none"> ▪ Client base of both private and public sector clients, 30% of our business focused on government agencies. ▪ Government, Higher Education, Healthcare, Utility, Software, Financial and Telecom.
Results	<ul style="list-style-type: none"> ▪ Industry specific solutions & accelerators reducing time to market; without compromising on cost.

Referrals:

Client #1:

State of West Virginia; Relationship since 2020; 2 referral contacts

Contact Information:	<p>Lesla D Mercer, FACTS Technical Manager Office: 304-558-5849 Email: Lesa.D.Mercer@wv.gov</p> <p>Kimberly A Beckett, Procurement Associate Office 304-558-5854 Email: Kimberly.A.Beckett@wv.gov</p>
About the Contract:	<p>In 2020 we were awarded contract with State of West Virginia to provide temporary staffing services State-wide. Roles we secured for the State have been Business Analysts, Programmer Analyst, Information Systems Assistants</p>

Client #2:

State of Georgia/Computer Aid, Inc (CAI); Relationship since 2015

Contact Information:	Ms. Susan C. Lewis-Yizar, susan.lewis-yizar@cai.io 3801 Paxton Street Harrisburg, PA 17111 (470) 208-1268
About the Contract:	Working together with our partner CAI, CVC was awarded a contract with State of Georgia to provide staff augmentation to their IT dept. Contract started with placing a Programmer Analyst in the state. Contract has grown to several candidates placed in Georgia.

Client #3:

New York University, NY, NY; Relationship since 2012

Contact Information:	Mr. Jeffrey Asare, jeffrey.asare@nyu.edu 105 E 17th St New York, NY 10003 (212) 998-2787
About the Contract:	CVC had been awarded a contract with NYU to provide staff augmentation to their IT dept in various categories such as: Project Manager - Research Technology, Public Safety, Space Mgt & Facilities, Enterprise Data Services, Business Applications Development and Information Security Analyst.

Placements and Experience:

Please see examples of our experience, and reputation in staffing positions done similar to this solicitation request. This represents candidates we have deployed as well as our experience working with staffing clients. This is just a sampling of our offerings.

Client Name	Delivery Type of Candidates	Project Description
State of West Virginia	Business Analysts Information Systems Assistants Program Analysts	<p>We entered into a customer agreement with State of WV to provide Contingent staff services on an as needed basis. We have provided roles in BA, Information systems and Program Analysts with following skills:</p> <p>Business Analysts:</p> <ul style="list-style-type: none"> • Support all Federal, State and Program regulation and policy changes • Experience in the review, analysis, and evaluation of business systems and user needs • Experience with relational database concepts, and client-server concepts and preparing/documenting Functional and Technical Specifications for reporting and data warehouse work • Assist with business warehouse/intelligence support and enhancements. • Must assist in deployment and management of end-user reporting tools and platforms • Must provide reporting knowledge transfer training to other team members; experience with facilitating meetings or Joint Application Development (JAD) sessions in eliciting business requirements, operational constraints, and assumptions • Must play an active role in acceptance testing, document results, reports issues and retests, as necessary. Must adhere to project standards <p>Information Systems Assistants:</p>

		<ul style="list-style-type: none"> • Experience in data processing, word processing, computer operations, system monitoring, data job coordination or advanced level office work which involved operation a computer equipment • Experience maintaining hardware and software and backup and recovery procedures • Maintaining and preparing comprehensive and accurate reports such as inventory, electronic calendars, and database files • Experience purchasing equipment and products for the State <p><u>Program Analysts:</u></p> <ul style="list-style-type: none"> • Experience with database management, documentation project control techniques, data processing concepts and equipment usage • Developing and maintaining complex systems • Evaluate and analyze system requests to develop work plans for systems development and maintenance
<p>LifeBridge Health</p>	<p>Administrative Assistant</p>	<p>Along with our MSP partner Workspend we entered into a customer agreement with LifeBridge to provide administrative contingent staff services on an as needed basis. Role defined as follows:</p> <ul style="list-style-type: none"> • Performs various duties including scheduling multiple meetings at a time, managing multiple calendars, answering phones, scheduling conference rooms, ordering supplies. • Tracks check and project requests, including employee bonuses and scans to Payroll or another appropriate party in a timely fashion. • Greets and directs guests; places, receives and screens telephone calls. • Organizes and maintains files; opens, sorts and distributes incoming mail; maintains and stocks general office and kitchen supplies, arranges and maintains supply room and kitchen area. • Maintains professional and courteous demeanor. • Respects the confidentiality of all documentation encountered. • Demonstrates knowledge of and behaviors consistent with standards of conduct and code of excellence. Acts in a way that shows sensitivity for confidentiality, integrity, and respect for diversity. • Microsoft Office Suite (Frequently); Basic computer skills
<p>Genpact</p>	<p>Accounting Clerk II</p>	<p>Together with our integrator partner, we have filled positions in the Accounting and Finance arena for our partner’s clients. Roles we filled have qualifications of:</p> <ul style="list-style-type: none"> • Perform follow up based on collections schedule on outstanding payments. • Update call logs and maintain collections file in accordance with Client standards. • Develops and maintains constructive and cooperative working relationships with other finance departments and corporate departments. • Develops and maintains constructive and cooperative working relationships with other finance departments and corporate departments. • Engage with Sales Team as needed on identified issues on outstanding payments. • Participating in Meetings with Sales and other departments. • Reporting activities within collections processes. • Share ideas of process improvement and proactively highlight any issues within the process proactively.

<p>Lifebridge Health</p>	<p>Call Center Personnel</p>	<p>We entered into a customer agreement with Lifebridge Health to provide Contingent staff services on an as needed basis, including Operators and Call center resources:</p> <ul style="list-style-type: none"> • Good phone/voice demeanor • Critical thinking skills • Must have a minimum of 35 wpm- • Must have at least 3 months call center experience • Good on time performance/attendance • Basic computer skills (Microsoft Office Suite)
<p>State of Connecticut</p>	<p>Help Desk Service Specialist</p>	<p>Along with our MSP partner Covendis we entered into a customer agreement with the State of Connecticut to provide Contingent staff services on an as needed basis. We have procured resources needed for CT, one being Help Desk support with the following qualifications:</p> <ul style="list-style-type: none"> • 2 years of work experience as a Network Engineer-Intermediate; LAN Administrator-Intermediate; Systems Administrator-Intermediate; Network Engineer-Associate; LAN Administrator-Associate • Single POC for client by providing desktop support to local and remote locations. • Maintaining, installing, diagnosing, repairing, and upgrading PC, laptop, tablets, printers, MFDs equipment, and computing peripherals, Win 10 deployment Active Directory (AD) Support. • Coordinate hardware repairs and ensure timely product delivery and proper functioning of new equipment and services; maintain an inventory of installed software, hardware assets and manage licensing to ensure accurate licensing. • Manage the agency’s ticketing system to create, track, review, and escalate service requests; provide support on a variety of computer hardware/software. • Experience in Windows 7, Windows 10, MS Server 2012, 2008, 2016. Familiar with modern host and client-based productivity and collaboration tools - Slack, Google Docs, GoTo Meeting, Webex, Teams.
<p>Genpact</p>	<p>Casual Laborer</p>	<p>Together with our integrator partner, Genpact, we have filled positions in the Maintenance arena for our partner’s clients. Roles we filled have qualifications:</p> <ul style="list-style-type: none"> • Facilities experience, Facilities Coordinator experience • Light maintenance like painting, patching, and small repair • Knowledge of computers excel outlook and word. • Must be able to walk stairs and lift 25 lbs • Available for overnight tasks

3. CONTRACT SERVICES REQUIREMENTS

Staffing Services:

Compu-Vision Consulting, Inc (CVC) provides temporary, contract, contingent, T&M, direct hire, specialized recruiting and SOW Project-based staff augmentation to clients. We’ve been connecting companies nationwide with customized administrative, clerical, information technology, finance, light industrial, healthcare, security, engineering/technical support, professional specialists and unique staffing services to a diverse client base that consistently exceed objectives; we bring together the world’s best technology and a human approach to help clients optimize their business processes. The staff’s knowledge base and skills come from years of experience within our industry, and are of major benefits to

clients and candidates allowing the stability of collaborating with long-term service providers.

Company Commitment:

CVC is passionate and hungry to secure and enhance our deliverables within every opportunity. With the expertise we have in staffing and consulting services, we are fully confident in providing temporary staff services; always being client-centric and solutions minded. We employ only competent and satisfactory personnel and have enough employees to perform the required services efficiently and, in a manner, acceptable to the University.

Offerings specialized in the following areas:

NON-IT:

Administrative:

- Clerical/Office Work
- Legal services
- Project Management
- Program Management
- Accounting and Finance
- Contracts assistance
- Administrative Assistance
- Medical records
- Data entry/Customer service
- Data Analysis
- Reception
- Marketing and Creative
- Operations and Maintenance
- Help Desk services
- Warehouse
- Light Industrial

IT:

Virtualization:

- VMware Implementations
- Hyper-V Implementations
- Container Implementations
- P2V Migrations
- Backup Solutions

Security:

- Security Audit Services
 - PII - HIPAA - MARS-E - FTI - NIST – PCI
- Compliance Engagement Strategies and Remediation
- Managed Active Directory Operations
- 24/7 SOC Operations Managed Services
- Vulnerability Scanning
- Network Hardening
- System Hardening
- Patching Services
- Security Training

Cloud Managed Services:

- Managed Infrastructure Operations
- Managed Security Operations
- Cloud Application Services/Migrations
- Cloud Migrations
- Monitoring Services
- Disaster Recovery
- Azure, AWS, Quest, Private, and Community Cloud Services
- 24/7 Support

Networking:

- R/S Managed Services and Implementations
- System Development Life Cycle Engagement Strategies
- Firewall Managed Services and Implementations
- Cisco, Palo Alto, FortiGate
- Fiber Channel to FCOE Migrations
- Cisco Data Center ACI and SDA
- VRF Deployments
- Wireless Implementations: Cloud and Controller Based
- Inside Plant/Outside Plant Project Management
- VoIP Managed Services
 - QoS Configurations
 - SIP Implementations

Agile Transformation Services:

- Scrum Team Optimization
- Product Owner/Manager Training
- Scrum Master Training
- Agile Coaching and promotion of Agile Thinking
- Road Mapping
- Program/Feature Creation and Enhancement
- DevOps
- Software Development Life Cycle Engagement Strategies
- Jira Standardization, and Reporting

Implementation:

We have effectively managed clients' changing needs of jobs and has successfully satisfied client's requisitions with top quality resources. We understand recruiting talent during seasonal times and busy periods is challenging, and we have processes to achieve success in between fluctuating times.

- We have a great work environment we also use social media to promote and reach specific candidate roles. This promotes networking with other vendors are visible on social media and reduces recruitment costs and time to find right talent.
- We have different avenues for sourcing and keep a number of pre-screened Green-Lite candidates accessible for projects or referrals. We also use Job Diva, Recruiting Partner connections, LinkedIn, Monster, Salesforce, Career Builder, Indeed. We use Job Diva, and also our internal databases of several pre-screened candidates for faster processing of work orders.
 - Pre-screened resources/Internal Database/Applicant Tracking System: 50%
 - Job boards/portals (Indeed, CareerBuilder, Monster, Dice, ZipRecruiter): 25%
 - Industry Partners: 15%
 - Social Media: 10%
- We also contact our partners for seasonal hiring to achieve clients' goals during changing times. By using the latest screening tools, we can provide the best applicants for the job.
- We have effective on-boarding and off-boarding plans that take the candidate from start to finish, into transition for possible stay at the University, and/or when University requires original staff in same place.

Recruiters and Hiring:

The recruitment team is backed with seasoned professionals with past experience in their respective fields of expertise in Administrative, Business Analysis, Reporting/Analytics, Finance, Clerical, Architecture, Infrastructure Support, Software Development, Data Warehousing,, Communications and Training. Our dedicated team knows through many QBR's over the years what it takes for a supplier to be successful, it's in all of our DNA. We have invested heavily in its recruitment team and processes that are dedicated to each specific client. CVC's recruitment team is backed with seasoned professionals with past experience with a hyper focus in everything Staff Augmentation related. After knowing our clients' space and areas of interest, our recruiting team proactively recruits a pool of talent that could be a potential fit for this client.

Our goal is to deliver maximum scope, on time, and within budget by deploying skilled resources who focus on quality and efficiency. All resources know that they can rely on a highly capable team that will support them along the way.

Account Management and Experience:

Our strategy for service delivery model is based on a detailed understanding of the clients' culture and business environment. Our structured approach will deliver value across the program while leveraging a combination of diverse talent search mediums, a single point of contact, routine performance monitoring/reporting, continuous improvement initiatives, and support in order to achieve maximum results. Our business model to manage MU account is as follows:

Roles and Responsibilities

Corporate Support (Bharat Mital, CEO)

Bharat will provide guidance to our account team to ensure service commitments are met for the project. He will perform internal quality checks and will ask your feedback as part of our continuous improvement initiatives. Bharat and additional

members of our HQ team will be your corporate support to assist in any challenges and/or conflict resolutions at the highest level.

Single Point of Contact (Kavita Rana, Account Management)

To manage the contract, CVC's proposed Account Manager and direct contact for MU is Kavita Rana. Kavita is our Client Services Lead and manages our local, state and federal Government clients throughout the United States. Kavita currently manages our State of West Virginia contract. She will work closely with MU, backed with a team of Subject Matter Experts (SMEs) and Quality Assurance Managers to assist in contract management and keep track of contract requirements and needs. Kavita has 8 years of experience both domestic and international, working with multiple fortune 500 global corporations and businesses. She has managed various types of needs from contract, contract-to-hire, direct hire, to SOW labor for roles in administrative, executive and professional levels, Information technology, quality assurance, project management, program management, consulting, and architect level positions. Being dedicated, aggressive and taking pride in her work has driven her to establish relations with top clients by providing quality candidates on time and being hands-on in the complete recruitment process, and an integral part of achieving company targets, client success and generating revenue.

As a testament to her skills, she has played a pivotal role successfully nurturing clients, increasing revenue and productivity of more than 40%. She has a deep understanding of Recruitment Life Cycle process and detailed in quality check for all internal candidate submissions received from the recruiters before submitting on VMS systems and to clients.

Dedicated Recruiting (Jatin Mawai, Head of Delivery)

Our Head of Delivery is Jatin Mawai with over 15 years of experience and expertise in the field of IT recruitment, high frequency staffing, managing IT clients and currently managing the overall operations for our company. As our Head of Delivery, he has managed Fortune 100 to 500 clients and placed IT contractors inside companies like Merck, Johnson & Johnson, Verizon, Amtrak, Deloitte, States of TX, NJ, AR, eBay, PayPal, Stanford University, US Navy, Miami Dade Police, and many others. His experience with VMS/MSP programs have been Covendis, People-fluent, Beeline, just to name a few. His primary work areas include, but not limited to:

- Resources & Operations Management
- Strategic Planning & Implementation
- Business & Client Delivery
- Process & Procedure Improvement
- Replicating Success Factors
- Training & Development

Recruiting support

We have offices with recruiting professionals working in North Brunswick, New Jersey, Toronto & Vancouver, Canada and Mohali, India. They support all of our client's needs directly or through MSP programs. We are fully capable to support any contract, contract-to-perm, SOW project based work or permanent needs for any client with any needs inside of IT, Admin/Clerical, Financial/Accounting, Legal, Clerical and HR related staffing needs.

Operational Support

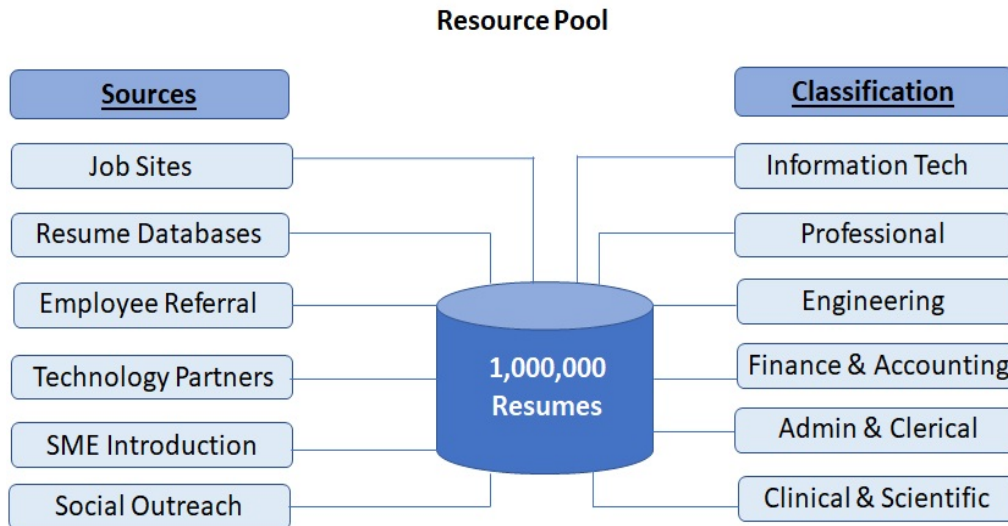
Each of our local managers are assigned members from our corporate office to provide all general operational functions. Our candidates and the Metro will have a representative to work in conjunction with our account team to handle the specific onboarding, invoicing, reporting and administrative requirements.

Pool of Talent Capacity:

Our stringent and effective talent search has enabled us to minimize the fallout from offer acceptance to starting with our clients. Our talent management expertise ensures we attract, cultivate, and retain the talented professionals required to achieve our client’s business goals better, faster and more efficiently. We are both client and solutions focused and provides the best talent to each of our respective clients.

We have continued to develop and maintain a vast database of active talent pool of contingent workers to supply to each of our valued customers. With this high touch database, it allows us to deliver faster and more accurately than our competition. Our skilled team researches its clientele when we start a working relationship together to fully understand who they are as a business, what capabilities they deliver in all departments, who they are trying to hire and what employees say about the business. We do this so we generate a holistic view of each opportunity. Our recruiting professionals of delivery managers, team leaders, junior and senior recruiters support all client needs and are responsible for handling the company's end to end sourcing operations.

Our direct candidate pool has more than 1,000,000 resources we are able to leverage at any given point. We gather the skill assessments for each role, pull resume searches and build pipelines of matched candidates for each recruiter’s roles. Out of our database, we have approx. 30% for government roles.



Recruiting:

We have invested heavily in our recruitment teams and processes that are dedicated to each specific client. The recruitment teams are backed with seasoned professionals with past experience in their respective fields of expertise. Our recruiting teams proactively recruits a pool of talent that could be a potential fit for our clients. We have a virtual database of talent that has helped us fill in and cater to our client needs. Candidates are screened and evaluated on a number of client specific criteria including technical abilities, work ethics, and personality. Explained below is our process in recruiting and screening potential candidates:

<p>Step 1 Client Priorities Assessment:</p>	<p>Through in-depth discussions with the client, we gain an understanding of the desired personality traits, technical background, & other skills that make up the ideal candidate</p>
<p>Step 2 Candidate Definition:</p>	<p>The Account Manager, working on a specific client account determines and defines the candidate requirements</p>

<p>Step 3 Candidate Identification:</p>	<p>Potential candidates are identified through various channels such as our internal Applicant Tracking System that has an extensive candidate database of professionals, social media such as LinkedIn, Twitter, Facebook etc., search engines such as Indeed, Monster, Career Builder etc., and through Professional Networking events. This is the first step in identifying and shortlisting candidates that suit our clients’ initial criteria</p>
<p>Step 4 Pre-Qualification:</p>	<p>We conduct interviews & evaluate shortlisted candidates on a number of different client---specific criteria, including technical abilities, work ethic & personality, and more. Based on our client needs, we also perform background checks, drug testing, reference checks and aptitude testing</p>
<p>Step 5 Credentials Verification:</p>	<p>We verify candidate’s credentials, references and assess their compensation, availability and other relevant details</p>
<p>Step 6 Candidate Presentation and Interview</p>	<p>CVC presents the top candidates’ resumes to the client and answers any questions about candidates’ backgrounds. We also arrange all interviews, field follow---up questions and serve as the liaison between our client and candidates</p>
<p>Step 7 Candidate Offer and Employment</p>	<p>CVC coordinates all communication regarding offers, second interviews, employment paperwork or other logistics related to a candidate’s hiring</p>

Where the Talent Pool comes from:

Understanding that candidates are tech savvy and versatile, we have launched several large-scale sourcing initiatives to increase our company’s visibility across a variety of mediums. This provides us the resources we need in order to effectively market our clients’ jobs, as well as recruit the best technology talent. Our recruiting methods fall into several categories, as outlined in the following.

- **Priority Green-Lite Candidate Pool**

This pool of professionals having worked consistently with both of our companies, which puts us in a competitive advantage in filling positions. By placing these reliable, qualified professionals who have worked for us before, we are confident in ensuring quality and customer satisfaction for the client. We start with this pool of talent first before moving to other sources.

- **Job Diva Database**

We leverage Job Diva as our talent database of more than 1,000,000 qualified professionals in their respective fields and hierarchy. Our applicant tracking and talent management systems are structured to view talent by target markets, number of criteria, skill set, experience, certifications and location. This allows for quick recruitment tailored to the unique needs for clients.

- **Referrals**

Candidate recommendations from our “Green-Lite” talent, our existing clients and partners are also a good means of sourcing candidates. We work on a referral basis and ask every candidate we speak with if they know of anyone looking for work or looking to make a change. We are always looking for new and innovative ways to keep our worker pool current and up to date with available candidates.

- **Job boards**

Our Recruiters have access to external job boards and social media outlets, which they use to supplement our customized recruitment mediums listed above. This is unlike other firms who generally, rely on subscription databases. A sampling of sites that we utilize regularly includes:

- Monster
- CareerBuilder
- LinkedIn
- Dice
- Zip Recruiter
- Facebook
- Indeed
- Aggregate Sites

- **Headhunting**

Our Senior Recruiters have a large network of professional contacts. Their role in sourcing potential candidates with a specific level of expertise and experience has exposed them to a wide range of industry professionals. Our Senior Recruiters know the job market, with some specializing in specific industries. This helps them work efficiently to find the best candidate for a specific position quicker and with more accuracy than most.

- **International Pool of Resources**

With offices in Mohali, India, we are experienced with the recruitment business model overseas. We hire the staff and retain for 3-4 years per work per project.

- **Bench of Candidates**

By building a bench of employees, we hire the talent beforehand to become employees of ET, so when the work becomes available, we have a pool of talent ready for work.

Finding the Best Match of Hire:

After finding best match candidate for our clients, our team continues with the multiple steps of the job screening and will request respective candidates to submit signed copy of "Resume Self-Certification Form". Our recruiting team verifies technology knowledge, past experience based on client's applications, education, behavior/personality aspect and communication. After having positive response from the screening team, the recruitment manager conducts the interview with the same candidate and verify job suitability, soft skills, interpersonal skills, analytical skills and intellectual skills.

If candidate clears the overall interview and soft skills & interpersonal skills interview, candidate's reference details are sent to the team for review. Here, we confirm and evaluate the quality of work candidate has performed in the past. Then, the successful candidate's resume is sent to Client's lead contact.

If we find a candidate with similar experience to the requests, our recruiting team will conduct telephonic round of screening to discuss and confirm prior similar experience that validate their ability and skills that match the client's needs. We also ask the candidates to provide us the documentation of previous work and examples of past work. In addition to this methodology, during the process of reference checking, we confirm the past experience as well.

Onboarding:

CVC's HR Department has established a guideline towards the on-boarding process of new employees. CVC has a written personnel handbook/policy (over 100 pages) that is regularly reviewed and updated:

- (a) to describe the recruitment, hiring, termination and standard work rules for all staff
- (b) to maintain compliance with government regulations including Client Confidentiality Information, Conflict of Interest Policy, Fair Labor Standards Act, Equal Employment Opportunity Act, Americans with Disabilities Act, Family Leave Act, etc.

The HR Department follows the following steps to ensure compliance. As soon as a new hire is confirmed for a project, we initiate a notification to the new hire about the confirmation of engagement. Upon acceptance from the employee of our intent to extend an offer of employment, we initiate the on-boarding process as follows:

1. Extend a formal offer of employment clearly outlining the Job Title, Start Date, Pay Rate, Location of Work, Remote policy, Duration of Service, Employee Benefits, along with the employee handbook that contains company policies, agreement, and verification documents required for on-boarding new hires.
 - a. I-9 Employment Eligibility Form
 - b. W-4 Tax Withholding Form
 - c. Emergency Contact Form

- d. ADP Direct Deposit Form
- e. Health, Dental and Vision Insurance Enrolment Form & Plan Choices
- f. Pay Calendar and Holiday Schedule
- g. We understand that on site work could be required at the request of clients, but we recognize in this digital age, most tasks can be completed virtually. In this reality of a COVID-19 world, we leverage video conferencing and online collaboration tools such as WebEx, Zoom, Slack, and operating in a Cloud environment to reduce the need to travel to offices.

Apart from the above documents, we also send over client specific documents to be acknowledged and signed by new hires such as:

- a. Arbitration Agreement
 - b. Non-Disclosure Agreement
 - c. Time Entry & Expenses Guide
 - d. Supplier Integrity
 - e. Noncompete Agreement
2. Initiate background check. Upon receiving the background release and authorization forms from the new hire, we initiate the background check process. Depending on individual client request, we add client specific searches to the background check. Following documents are sent to the new hire.
 - a. Background Release and Authorization Form
 - b. Background Information Form
 3. Track the completion and return of all policy forms and onboarding documents from the new hire. We ensure the new hire has signed all necessary documents in the correct fields.
 4. Upon receiving all documents from the new hire, we save the signed copies in new hire/ personnel files/folder and initiate the new hire E- Verification process.
 - a. Ensure supporting documents are the candidates & match what is written on I9 provided.
 - b. E Verify the employee.
 - c. Save E Verify approval into employee folder.
 5. Familiarize employee with company/clients' rules and standards. While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct may result in disciplinary action, up to and including termination of employment:
 - a. Theft or inappropriate removal/possession of property.
 - b. Falsification of timekeeping records.
 - c. Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace.
 - d. Fighting or threatening violence in the workplace.
 - e. Gossiping or spreading rumors about co-workers.
 - f. Boisterous or disruptive activity in the workplace.
 - g. Negligence or improper conduct leading to damage of company-owned or customer-owned property.
 - h. Insubordination or other disrespectful conduct.
 - i. Violation of safety or health rules.
 - j. Smoking in the workplace.
 - k. Sexual or other unlawful or unwelcome harassment.
 - l. Excessive absenteeism or any absence without notice.
 - m. Unauthorized use of telephones, computers, or other company-owned Equipment.
 - n. Unauthorized disclosure of any confidential information.
 - o. Familiarizing the Employees with issues related to Conflict of Interest and its repercussions.

We update the employee handbook as needed to ensure compliance with employment laws and current company practices. We also ensure all employees sign an acknowledgement of policy change form whenever there is a change in any policy.

Off Boarding/Transitioning:

When a contingent worker's assignment is completed, or employee resigns from the service, or transitioning to keep some of the staff in same place, the following off-boarding process is followed:

1. Communicate the departure/transition to the HR personnel so necessary steps are initiated to inform the customers/stake holders.
 - a. **Option 1** (Contractor Terminated by Client)
 - a.1- Communicate in writing to the contractor that their contract is terminated by client indicating the possible reason/s.
 - a.2- Communicate to contractor to hand-over all client assets/property in possession.
 - b. **Option 2** (Project Ends)
 - b.1- Letting the contractor know that their project has ended
 - b.2- Find out if any collateral is pending for submission and/or retrieval
 - c. **Option 3** (Employee Resigns)
 - c.1- Obtaining the employee's letter of resignation
 - c.2- Providing written confirmation of obtaining resignation letter
 - c.3- Communicate with client that employee has sent resignation & work out details
2. Upload employee termination letter/letter of resignation/or end of contract information into the HR database (JobDiva).
3. Have employee document daily tasks, hand over important files and customer contact information to their superior. This helps ensure a smooth onboard transition.
4. Train replacement, upon client request. (optional/if needed)
5. Recover Company Assets: We have a checklist of company assets given to employees at the time of on-boarding. Our customers let us know the assets loaned out to our employees and we make sure they are returned safely to our client premise. (Laptop, Keys, Phone, etc.)
6. Revoke Systems Access: In the event, employees have any access to systems, necessary steps are taken by our IT Administrator to disengage the access to systems and software. In case of customer facing role, client takes necessary steps to de-activate access to systems and premise.
7. Perform Exit interview/Survey: We encourage all employees to participate in an exit interview/survey so we can receive honest and candid feedback about their experience with us and our clients that they worked with. (Via phone, Zoom, or in person). Points discussed in the exit meeting include, but are not limited to:
 - a. Non-Disclosure agreements
 - b. Reason for leaving
 - c. Benefit Documents - such as an explanation of ongoing benefits, retirement plan transfer, unemployment, etc.
8. Complete Pay Process: All dues and final pay checks are cleared by our payroll/accounting department.
 - a. Process any outstanding employee expense reimbursement.

- b. Finalizing any pay that is overdue and/or needed to close out contract.
 - c. Confirming employee doesn't owe reimbursement of signing bonus or any other bonus.
 - d. Providing employee with final paycheck once this is all completed.
9. Provide letters of reference and exiting documentation to thank the employee for their service. (Farewell card, office party, team lunch, email, etc.)

Retention/Transition:

With 22 years' experience of consulting and staff augmentation solutions employing qualified candidates, CVC has consistently maintained a high level of success. People are the most important asset and we couldn't agree more. Our management team continually encourages our teams to bring new ideas to clients, to present new thresholds of performance expectations we do business with and to spare no expense in acquiring whatever resources are necessary to bring the best solution to each specific client in each unique circumstance. The better we know our clients and candidates; the better our rapport with them is, the better we are at matching their needs and exceeding their expectations.

We instill our retention philosophy down to our temp candidates and consultants. The following is an overview of the processes that will continue to be used to measure and track our performance for our recruitment and working relationship with temporary workers and communication to our clients:

- We put a premium on retaining employees, allowing our clients to enjoy years of consistent service and strategy execution from the same individuals.
- We value creativity and do not discourage innovative ideas.
- We implore that each of our employees cares about the other, and contributes meaningfully to our strong team-based environment internally.
- We receive regular compliments from our competitors, our clients, MSPs and Staffing partners as to the caliber of talent and the character of the employees we are able to recruit and retain, and share this information with each employee
- We have fun working together and working with our clients.
- We continue to create processes with strong employee retention agendas, training programs and subject matter expertise.

Temp-To-Hire services:

Many of our clients want to bring contingent labor on full-time during and after projects are completed. The "try before you buy" staffing approach allows companies to hire talent on a contractual basis before committing to a full-time direct employee. This staffing model is a powerful option for our clients; its budget friendly, scalable and requires no upfront monetary commitment. This allows clients to evaluate on-the-job performance, and, if talent is a good fit for your company, gives you the ability to convert our contract employee to your payroll.

Our Temp-to-hire process benefits both workers and clients, giving clients the flexibility to experiment with new roles and determine whether a candidate is a good fit for a long-term role with the company, while providing workers with a temporary role (and income) as well as a chance to prove their worth to a prospective employer, which could lead to full-time employment. If a company hires a full-time employee for an experimental role and later determines that a full-time employee isn't needed, they may end up terminating or laying off a recently-hired employee.

If awarded the contract, we support temp to hire program with the UM. If the client decides that they want to hire the contractor for the full-time role, we have a conversation rates that can be negotiated with MU.

Requesting Service/Customer service/Service levels:

We have a long-standing commitment to quality, both in our service offerings and in our method of doing business. The key to achieving our quality goals is in fostering long-term relationships with our clients and talent, and in using their feedback to continually improve our service.

Many of our clients have come to trust our delivery capabilities and know that they will receive the optimal match of talent, service levels, and pricing to stay competitive. Recognizing that total customer satisfaction is critical to our mission, we monitor our performance to ensure parameters previously defined are being met.

The following is an overview of the processes that will continue to be used to track our performance for clients:

- Generation of key performance statistics
- Regular talent performance evaluations
- Web-based quality surveys
- Regular monitoring of the clients’ service level commitments

To exceed service level commitments and ensure satisfaction, we leverage a solid continuous improvement initiative. Business reviews will ensure service continuity, adherence to service level commitments, ongoing communication of program objectives and to identify opportunities for efficiencies. Further, these business reviews will continue to provide us with the opportunity to share ideas and exchange feedback and allow us to accurately measure the level of the dept’s satisfaction. Our goal is to continue exceeding your expectations in all facets of the program.

Our average service levels:

Metric	Percentage of job postings in which we have submitted a qualified candidate that is selected for interviews	Percentage of candidates that come in under the max rate per the rate card (with our other clients)	Percentage of candidates that have successfully completes the assignment
Professionals	87%	91%	99%

Timing of Hire/Emergencies:

Our Senior Account Managers are able to respond to a clients’ needs and communicate **immediately**. Quick response and action are intended to maintain best in class level of performance and to ensure the project is moving forward as scheduled. When filling in positions, our account manager creates skills requirements for the positions. Generally, we present qualified resumes to clients one business day as our recruitment team cover all hours of US time zones.

Our lead times to qualify, fill and hire quality candidates as follows:

Process	Owner	Timeline
Acknowledge and clarification of Client request	Account Manager	Immediately
Create Job Request on Job Diva	Account Manager	1-2 hours
Search and Identify the candidates	Recruiting Team	12-24 hours
Initial resumes submitted	Recruiting Team	12-24 hours
Screening and follow-up of resumes	Account Manager	24-48 hours
Reference Check of qualified candidates	HR	2-4 hours
Organization of interviews for contractors for clients	Account Manager	Within 1 week
Background Checks (if required by client)	HR	Timeframe varies based on BGC
Candidate placement at clients’ facility	Account Manager and Corporate Team	Within 2 weeks

Task Requirements and Assessments:

CVC provides a consistent approach to manage the clients’ requisition orders through a specific Req Order Management Plan that describes all task order activities, timely reporting of project status, management of Change Requests, invoicing for work performed, and close coordination with other technical groups and collaborative partners. All req order approaches are governed by the Account Manager and HR team. The tag team of Account Management and HR during the requisition process provides control of monitoring and executing the project according to plan.

Each Requisition is initiated through receipt of a client request. Following a review of the requisition requirements, tasks are identified, technical approach is developed, and a project work structure is prepared.

Interviews:

We conduct interviews & evaluate shortlisted candidates on a number of different client specific criteria, including technical abilities, work ethic & personality, and more.

We recognize the value of a thorough interview process. A trained member of our team conducts a behavioral interview, a method to gather and evaluate information about what applicants have done in the past to provide an indicator of how they would perform in future situations.

- **Initial Interview** – We assess the basic capabilities and character of the candidate, as well as the nature of our assignment profiles and the culture of our client base. Previous employment history is reviewed, and references are comprehensively checked.
- **Technical Interview** (for executive, technical, and professional positions) – A team member with expertise in the same domain assesses the candidate's level of technical proficiency. Candidates are rated based on an understanding of the client's required skill set, as well as on oral and written communications.
- **Client Interview** – At the client's request, interviews with candidates who have cleared their Technical Interviews are scheduled to meet with the hiring manager. We understand that client's departments may request to interview temporary workers as well, before filling positions to verify the individual has the qualifications for the temporary assignment.

Candidate screening:

We conduct multiple screening and assessment before submitting our candidates. Following are the different screening and assessment practices.

- **Skill Background:** To provide best available candidate from the market, we understand Client's requisitions. Our dedicated account manager coordinates with our recruitment manager and experts for creating skill sets of required needs. This process is forwarded to our sourcing team to find the best match.
- **Screening by our recruiting staff:** Here candidate's technical skills are evaluated.
- **Interview by recruiting manager:** Here candidate's soft skills & interpersonal skills are evaluated.
- **Reference Check:** Our recruiting team will check the quality of work candidates have performed in the past via checking references.

We strive to find the right talent from the very start. We want to keep our reputation intact with the ability to identify and deliver qualified candidates to our clients, in a timely manner. We have professionals that give attention to each client and have dedicated resources to provide immediate response and quick turnaround. We have strong sourcing teams with expertise in resourcing and placement for Commercial and Government Sector.

Our Screening/Talent Acquisition Team includes:

- **Team lead** – responsible for developing and implementing a timeline for their team to reach each staffing related goal. They will oversee all usage of tools, evaluate all final candidates selected and present them to the Director of Delivery for final recommendations.
- **Junior and Senior Recruiters** - responsible for partnering with internal AM's as well as the clients hiring managers to determine staffing needs. They will perform the initial phone interviews with candidates and making recommendations to their Team Leads on hiring decisions. They are also responsible for posting jobs ads, doing initial screenings, administering appropriate assessments, scheduling interviews and performing reference & background checks.
- **Resourcing Managers** - tasked with leveraging all online/offline resources to generate qualified resumes for the recruiters they work with. They are responsible for handling the company's end to end sourcing operations. They will help generate the right resumes for all of their team members. Gather the skill assessments off of JobDiva for each role, pull resume searches and build pipelines of matched candidates for each recruiter's roles.

- HR Managers with a mix of HR, Talent Acquisition, Admin, Financial, IT & Managerial background
- Account Managers with a mix of IT, Account Management & Service Delivery background

Background checking:

The minimum background check includes investigation of criminal history and reference checks. Depending on the nature of the position, and our clients' requirements for which the candidate is being considered, other, additional checks could be conducted.

Agency for background check: Typically, CVC uses USA Smart Hire, however, as stated above, some clients may have their own portals and require us to use their agencies. Examples of common types of checks are:

- Verification of educational degrees
- Verification of licenses and certifications
- Driving record
- Credit record
- Drug Screening

We are e-verified company. We adhere to federal, state and privacy protection laws when conducting background checks and provide the required waivers, authorizations, notices, disclosures and releases. We also follow state and federal laws with respect to discrimination and adhere to our Equal Employment Opportunity rules.

Once a candidate is identified, approved for hire and an offer is extended, CVC will conduct the following background checks upon request:

A. Basic Information:

- a. Candidate Full Name
- b. Candidate Phone Number
- c. Candidate Email

We then let the candidate know they will be receiving email from USA Smart Hire to start the background check & to fill out required fields ASAP.

Technical check:

- Past 7 Years employment
- Global Sanction Database

Background Verification:

- SSN Verification
- E-verification

Drug Test and Finger Printing:

- 10 Panel Drug Test
- National Criminal File or Nation Scan check (7 years)
- Last 7 years address
- Felony/Misdemeanor conviction check at County, State, and Federal level, where available (7 years)

Education and employment checks

- Verification of Education

In addition to above, we conduct "Welcome Call" with each of the consultants to smoothen their on-boarding process at a client site, where we share all necessary information they would require during their initial days of joining. In the "Welcome Call" we mainly discuss the policy for Timesheet Submission, Payment process, Leave request and approval, Conflict Resolution and Dress Code.

Policies:

We are in compliance with the different policies carried by employers and clients. Our policies are below:

Sexual Harassment Policy:

Compu-Vision Consulting Inc is committed to a work environment in which all individuals are treated with respect. Compu-Vision Consulting Inc expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law. Our Policy as written in our Employee handbook is as follows:

- Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.
- Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:
 - Unwanted sexual advances or requests for sexual favors.
 - Sexual or derogatory jokes, comments, or innuendo
 - Unwelcomed physical interaction
 - Insulting or obscene comments or gestures
 - Offensive email, voicemail, or text messages
 - Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
 - Making or threatening reprisals after a negative response to sexual advances
 - Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
 - Verbal sexual advances or propositions
 - Physical conduct that includes touching, assaulting, or impeding or blocking movements
 - Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company
 - Harassment on the basis of any other protected characteristic is also strictly prohibited
- Compu-Vision Consulting Inc strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to: Sri Kalyan, hr@compuvis.com (732) 422-1500 ext 201
- Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.
- Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Family Leave:

Where applicable, when an employee's reason for leave qualifies under domestic violence leave, the New Jersey Family Leave Act and/or under the federal FMLA, the leave used counts against the employee's entitlement under each respective law. To the extent the Company offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply. Employees are eligible for up to six weeks of pay in a 12-month period for absence from work for the following reasons:

- To care for a child, spouse, parent, domestic partner or civil union partner with a serious health condition.
- To bond with a child during the first 12 months after the child's birth, if the covered employee, domestic partner, or civil union partner of the employee is a biological parent of the child;
- To bond with a child during the first 12 months after the placement of the child for adoption with the employee;

- Employees must file all claims for benefits within 30 days of the start of the leave date requested. Employees are subject to a one week waiting period before receiving benefits.

Employee Benefits:

Compu-Vision Consulting, Inc. employee benefits include the following:

- **Health benefits** - health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses. Eligible employees may elect to begin health insurance benefits On the first day of the month after completing the introductory period. Health benefits include Medical, dental, vision and COBRA
- **Holidays/PTO** – we follow the requirements from our clients on employees time off and holidays, including jury duty and/or religious holidays

Equal Opportunity:

CVC is an Equal Opportunity Employer. Employment opportunities at CVC are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law. This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment. CVC strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

Diversity:

As a small business, minority woman-owned entity, we are steadfast cognizant in equality and inclusion as we continue to grow our business. As a company dedicated to connecting people with the right jobs and business at the right time, CVC is committed to promoting an inclusive business climate for all people. Our diversity plan is focused on the following pillars:



Affirmative Action:

Compu-Vision Consulting Inc. maintains affirmative action as required by law. Our affirmative action program is available for review Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m. Eastern Standard Time. Write to the

Human Resources Department to request such a review: Compu-Vision Consulting Inc. c/o: Human Resources Department
2050 Route 27N, Suite 202, North Brunswick, NJ 08902.

American Disabilities Act:

Compu-Vision Consulting Inc. prohibits discrimination against individuals with disabilities. The Company will make reasonable accommodations, as required by law, to assist qualified disabled applicants and talent to meet job requirements once made aware of their disabilities and provided that the accommodations do not cause undue hardship to the Company's business. CVC affords equal employment opportunity through affirmative action for qualified disabled individuals, qualified disabled veterans, and qualified veterans of the Vietnam era or other veterans who served on active duty during a war or in a campaign for which a campaign badge has been authorized. If resources, employees and/or talent have a disability and would like to be considered under the affirmative action program, they are advised to inform us of the desire to benefit under the program at any time.

Sustainability/Green Procurement:

In this reality of a COVID-19 world, our approach has continued to help our impact on the environment including the areas of travel, energy consumption, procurement and consumables. Our approach not only supports environmental sustainability but also human health conscious and fiscal responsibility.

- **Procurement** - We promote sustainable environmental procurement practices as the use of physical materials are greatly reduced with technology. Invoicing, candidate reviews, and contracts are sent electronically.
- **Travel** - We leverage video conferencing and online collaboration tools such as WebEx, Zoom, Slack, and operating in a Cloud environment to reduce our need to travel and we encourage remote work where it makes sense to reduce the impact of travel to our offices. On site work is only required at the request of clients as in this digital age most tasks can be completed virtually.
- **Consumables** - We leverage shared printing environments and encourage the use of electronic forms and dual screen viewing to cut down on the need for paper and ink. The use of Adobe Sign and other digital tools reduce paper and printing needs.
- **Recycling** - We recycle retired technology to enforce proper destruction of media and to limit the amount of technology that ends up in landfills.
- **Energy Consumption** - we use SaaS based services to run our business and deliver our service to remove the need to have on-premise data centers which consume massive amounts of energy.

Corporate Social Responsibility:

CVC has been rolling out greener initiatives to ensure sustainability and adherence to our Corporate Social Responsibility (CSR) goals. We have implemented improvements throughout the business, and we're working towards a green standard with a set of achievable initiatives and tasks.

We've implemented our CSR goals at every level of our business activities through certain projects such as relocating our computer and telecommunication servers to a co-location center based in Hawthorne, NY which we have experienced a measurable effect of 30% energy consumption savings, as well as, internal process adjustments to ensure on-going improvements with reduced carbon emissions.

We continuously update and maintain our CSR goals and improvements through our internal management system to provide our employees with an accessible platform for monitoring the demonstration of our CSR initiatives and successes.

Our associates have made some significant impacts and actions by being actively involved in implementing our CSR goals and initiatives. Their direct involvement has made a difference in our energy consumption such as - making conscious decisions to reduce lighting in areas not used, ensuring better use of the heating systems, and re-using of resources and materials in both work and their personal lives. We have deployed ultra-efficient lighting and heating systems as part of our sustainability initiatives throughout our various office locations.

Here are some other ways in which we are already achieving our CSR goals:

- Our tech teams have migrated local computer and communication servers to a co-location facility by making use of virtualization. This has helped to make a significant reduction in our energy consumption.
- We've asked all of our employees to unplug their chargers when not in use. Every desk has power supplies to charge mobile phones, PDAs, and other personal gadgets. Keeping chargers and power supplies unplugged helps to reduce energy consumption.
- All of our computers currently have the 'sleep mode' or 'hibernate mode' enabled to ensure that energy consumption is significantly lowered when devices have been left unattended for extended periods of time during the day. We also have a rollout plan to replace most of the PCs within our offices with thin client devices to reduce energy consumption and lessen our impact on the environment.
- We've optimized our temperature control system, so that we don't overuse the AC and heating systems. Every little bit goes a long way to help create a sustainable model for our surrounding environment.
- We've replaced inefficient appliances with the latest energy-saving devices that last longer and provide more energy-efficient systems and applications within our offices.
- We've tasked our office area managers with light-saving duties which include switching off lights in areas that don't require constant lighting and switching off lighting systems at the end of the working day.
- We have added ultra-efficient lighting and heating/cooling systems throughout our offices.

Local Community Support/Military/Veterans support:

CVC has worked hard to "crack the code" on sourcing high-quality military candidates for our direct client base and government clients. With this level of candidates being in the service for long periods of time and trained by the United State Government, we have customized a direct recruiting plan, trained all sections of our recruitment team, and created an initiative to hit certain metrics to measure our success.

A few ways that we have accomplished this initiative are:

1. We have brought in several veterans to advise us on our military recruiting plan. These veterans, whom have also spent years in the staffing arena, have also instructed us on obtaining our GSA Schedule 70 contract and 8A certification. Their intimate knowledge of the inner-workings in the government arena has saved us significant time and effort in determining the most appropriate path to grow our business, methods for finding and attracting candidates and how to scale our business in a seamless manor.
2. Once we built our government division within the company, we hired recruiters who have specific experience in sourcing, screening and placing veterans. Evergreen's IT recruitment team is backed with seasoned professionals with past experience in their respective fields of expertise and disciplines. We have taken this same methodology in our Military Recruitment recruiters. These recruiters have experience with placing military candidates, the knowledge to translate resumes written in "military-type" content and can influence hiring managers to consider these resumes.
3. We have dedicated a portion of our annual recruiting budget specifically to military sourcing, pipelining and recruiting. We have attended local career fairs to NJ/NY/PA, leverage veteran focused job boards (militaryhire.com, ziprecruiter.com, recruitmilitary.com, hireveterans.com, military.com), and paid for resume databases that specifically focus on transitioning veteran contractors. These are just examples of several resources and activities we leverage to ensure we're gaining enough service members when conducting a search for a client's job.

Testing:

Our strategy has always been to recruit talent based on the unique needs of our clients and to find candidates that are experts in those skill sets. Accordingly, our talent requires limited training. However, we are committed to continually exceeding high expectations and recognize that ongoing training is essential both for clients and talent who want to thrive in today's rapidly changing technology marketplace.

Our testing and training procedures cater to both our internal staff as well as our candidates.

Internal training:

We've built a flexible "online university" with learning formats catered specifically to our internal HR team. The innovative, intentionally designed competency-based education format, enables our newly hired team to keep up with our contingent hiring needs of our client's goals. Along the way we measure and report back on the competencies they are demonstrating, to show how they are building skills over time.

We have several layers of management training for different departments of the company. We are a small, dedicated team that always has a hands-on approach to coaching our external contractors as well as our internal fulltime employees.

Candidate training:

Our strategy has always been to recruit talent based on the unique needs of our clients and to find candidates that are experts in those skill sets. Accordingly, our talent usually requires limited training. However, we are committed to continually exceeding high expectations and recognize that ongoing training is essential both for clients and talent who want to thrive in today's rapidly changing technology marketplace.

In the event a talent requires training, we offer recommendations on free and discounted training opportunities, and direct the talent to complete their assessments based on the skill sets needed for the job. Courses we recommend to the candidate can include a mixture of static conceptual content, interactive "knowledge builders" to reinforce skills, quiz questions to verify comprehension and hands-on exercises, refreshers on technical abilities, and knowledge of new emerging technologies. For MU specific training, we would direct talent to attend and or complete virtual training for any type of training needed on the applications mentioned but not limited to: Desktop Operating systems Windows 10, MS Office Suite programs, Adobe Acrobat, Procurement, and other software skills needed.

Assessment:

Continuous assessment of the planned technical and cost activities with the candidates helps achieve performance and can determine our performance level, identify areas for improvement, and implement management controls to ensure the process improvements are effective. CVC will schedule formal and informal reviews to control project performance, resolve problems, and discuss alternative solutions and resource expenditures. The reviews are conducted internally between our Account Manager and MU point person.

In addition, periodic status reports are provided to corporate management, and the client. These activities are intended to maintain a superior level of performance and to ensure that the project is moving ahead successfully.

Performance Appraisals:

Regular performance reviews provide valuable feedback and guidance for both the contractor, MU and the temp agency; Our evaluation approach on the performance of temporary employees can provide insight and have several benefits we aim to reach as follows:

- **Performance evaluations for constructive feedback.** Contract workers perform better when they have specific, constructive feedback regarding their work. While managers can provide some pointers on a day-to-day basis, an overall performance review provides a "big picture" look at the employee's work, identifying both the places the worker excels and where they can improve.
- **Objective measure of performance.** When the same standard of steps for performance evaluation are used, they provide an objective measure of comparison. Information from performance reviews can be used to measure how temporary employees are performing relative to one another.
- **Decision makers view.** When your organization has had several contract workers on board you want to make sure they fit seamlessly into your company's culture and appears to be thriving. Data from performance evaluations can help decision makers answer questions like how are they fitting in the organization, do

personalities align with corporate views, etc. When it comes time to decide whether to make a temporary hire into a permanent one, these viewpoints are important to the hiring manager.

- **Partnering for better staffing services.** The information from a temporary employee's performance evaluation can improve your communication with your staffing vendor. Performance reviews provide insight into issues you may be having with temporary employees, helping your company outline a better fit for future employees by better understanding what your company needs, your staffing vendor can provide better-quality talent for both temporary and contract positions.

Absenteeism and Tardiness:

Absenteeism and tardiness place an undue burden on other employees and on the Company. CVC expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time. All time off must be requested in writing, in advance, as outlined in the Company's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, but always prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day. If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible. Employees who are going to be absent for more than one day should contact their supervisor each day of their absence. CVC reserves the right, to the extent allowed by law, to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries. If an employee fails to notify their supervisor after three consecutive days of absence, CVC will presume that the employee has voluntarily resigned. CVC will review any extenuating circumstances presented by the employee that may have prevented him or her from calling in before the employee is removed from payroll. CVC considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

Conflicts and Resolution:

It is the policy of CVC to always maintain a harmonious workplace environment with our clients, however, encourages its direct and indirect employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Employees may submit, in writing, a signed grievance to the Human Resource Manager. After receiving a written grievance, CVC may hold a meeting with the employee, the supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue. Complaints involving alleged discriminatory practices shall be processed in accordance with CVC's Sexual and other Unlawful Harassment Policy. CVC assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

Leave of Employment:

Candidates/employees who intend to leave employment with CVC shall provide at least two weeks of written notice. Such notice is intended to allow time to adjust to the employee's departure without placing undue burden on our clients where we need to fill in before a replacement can be found.

Any employee who terminates employment with CVC shall return all files, records, keys, and any other materials that are the property of the company.

Measuring Success:

We have a long-standing commitment to quality, both in our service offerings and in our method of doing business. The key to achieving our quality goals is in fostering long-term relationships with our clients and contractors, as well as in using their feedback to continually improve our service. Many of our clients who have come to trust us and our partners know they will receive the optimal match of talent, service levels, and pricing to stay competitive. Recognizing that total

customer satisfaction is critical to our mission, we monitor our performance to ensure parameters previously defined are being met.

The following is an overview of the processes that will continue to be used to measure and track our performance for our recruitment and working relationship with temporary workers and communication to our clients:

1. **Contractor Satisfaction:** We keep a strong focus on the recruiter's contractor satisfaction with standardized surveys about communication, approach, likeability and recruitment process. We try and make the survey's straight forward and quick, to get optimal responses back.
2. **Source-of-Hire:** One of the biggest ways to see how comfortable or complacent a recruiter is, truly is based off of Source-to-Hire. We track the source-of-hire to allocate the recruiters budget towards each placement and what methods they used to obtain the contractor. In this day and age, it is very important to be creative when sourcing. We hold our recruiters to a higher level and we want them to seek out candidates outside of the normal sources.
3. **Days-to-Hire:** We evaluate very closely on how many days to hire each candidate goes through. This metric strips out the waiting and just looks at how long a specific applicant is in the funnel between when they first apply to when they accept an offer. This gives us a better understanding on specific candidate experience.
4. **Hiring Manager Satisfaction:** We use this "Satisfaction Metric" to help measure the overall quality of hire. We combine this metric with days to hire and hit ratio to get a better perspective on what the recruiters' success has been and how personalized they are with each contractor.
5. **Time-to-Fill:** We identify and resolve any time-to-fill slowdowns that our organization has and try and turn the HR department into a value generator. The recruiters and Account Managers do everything in their scope to ensure the candidate has a good experience and to cut the time to fill when they can.
6. **Gauge quality of hire** through hiring manager surveys, then fine tune recruiting & screening processes to meet needs.
7. **Acceptance Rate:** Like most companies, we measure the offer acceptance rate to find out how strong the relationship is between contractor and recruiter. If we see any inconsistencies, then we are able to re-examine the pay rates, candidate experiences or offer letter delivery process.

Insurance Coverage:

CVC currently has, at its own expense, insurance requirements needed and maintains the types of insurance described in RFP request Our current levels of insurance are as follows and during contract award, we will furnish the requested Insurance limits and additional insurer as MU.

- General Liability - \$10,000,000
- Workers Compensation - \$1,000,000
- Employer's Liability - \$1,000,000
- Cyber Liability – \$10,000,000

MBE & State NJ Certifications:

**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N J 08646-0252

TAXPAYER NAME: **COMPU-VISION CONSULTING, INC.** TRADE NAME:

ADDRESS: **2050 ROUTE 27 STE 202
N BRUNSWICK NJ 08902-1380** SEQUENCE NUMBER: **1676877**


EFFECTIVE DATE: **11/17/11** ISSUANCE DATE: **11/17/11**

James J. Jususone
Director
New Jersey Division of Revenue

FORM-BRC
104 001 0203040V

This Certificate is NOT assignable or transferable - It must be conspicuously displayed at above address

F STATE OF NEW JERSEY
R DIVISION OF TAXATION
O CN 257
M TRENTON, NEW JERSEY 08646



03/19/97

NOTICE OF ACCEPTANCE AS AN S CORPORATION

YOUR ELECTION TO BE TREATED AS AN S CORPORATION WITH AN ACCOUNTING PERIOD OF DECEMBER IS ACCEPTED. THE ELECTION IS EFFECTIVE BEGINNING MAR 01, 1997, SUBJECT TO VERIFICATION IF WE EXAMINE YOUR RETURN.

IF YOUR EFFECTIVE DATE IS NOT AS REQUESTED, IT WAS CHANGED DUE TO ONE OF THE FOLLOWING REASONS: EITHER YOUR ELECTION WAS MADE AFTER THE 15TH DAY OF THE FOURTH MONTH OF THE TAX YEAR TO WHICH IT APPLIES, OR THE ELECTION FORM WAS INCOMPLETE AND THE REQUESTED INFORMATION WAS RECEIVED AFTER THE FILING PERIOD. IN EITHER CASE, YOUR ELECTION IS INVALID FOR THE REQUESTED TAX YEAR AND HAS, THEREFORE, BEEN TREATED AS THOUGH IT WAS MADE FOR THE NEXT YEAR.

KEEP THIS NOTICE IN YOUR PERMANENT RECORDS AS VERIFICATION OF YOUR ACCEPTANCE AS AN S CORPORATION.

IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE OR THE ACTIONS WE HAVE TAKEN, WRITE TO US AT THE ADDRESS SHOWN ABOVE OR CALL (609) 533-2200 TO TALK TO A DIVISION REPRESENTATIVE.

THANK YOU FOR YOUR COOPERATION.

TO
609-735-960/00
COMPU-VISION CONSULTING, INC.
100 PATRICIA AVE.
COLONIA NJ 07067



State of New Jersey

PHIL MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 006

SHEILA OLIVER
Lt. Governor

TRENTON, NJ 08625-0034
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
State Treasurer

APPROVED

under the
Small Business Set-Aside Act and Minority and Women Certification Program

This certificate acknowledges COMPU-VISION CONSULTING INC is a MWBE owned and controlled company, which has met the criteria established by N.J.A.C. 17:46..

This registration will remain in effect for three years. Annually the business must submit, not more than 60 days prior to the anniversary of the certification approval, an annual verification statement in which it shall attest that there is no change in the ownership, control or any other factor of the business affecting eligibility for certification as a minority or women-owned business.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the SAVI that lists certified minority and women-owned businesses. If the business seeks to be certified again, it will have to reapply and pay the \$100 application fee. In this case, a new application must be submitted prior to the expiration date of this certification.



Issued: 7/25/2018
Certification Number: 72079-13

Peter Lowicki
Deputy Director

Expiration: 7/25/2021

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to the Contract.

Kavita Rana, Client Services Account Manager

(Name, Title)

Kavita Rana, Client Services Account Manager

(Printed Name and Title)

2050 Route 27N, Suite 202, North Brunswick, NJ 08902

(Address)

732-422-1500

732-422-4667

(Phone Number)

krana@compuvis.com

(Fax Number)

(Email Address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through BONFIRE, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to Marshall University that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the Vendor in a contractual relationship; and that to the best of my knowledge, the Vendor will properly register with the WV Purchasing Division and Marshall University.

Compu-Vision Consulting, Inc.

(Company)



(Authorized Signature)

Linda Lopes, Director Government Relations

(Printed Name and Title of Authorized Representative)

6/29/2021

(Date)

732-422-1500

732-422-4667

(Phone Number)

(Fax Number)

December 2, 2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER InsureYourCompany.com An ISU Network Member 225 Gordons Corner Road Suite 1H Manalapan NJ 07726	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CONTACT NAME: Benjamin Levenson</td> <td>FAX (A/C, No): (732) 862-1177</td> </tr> <tr> <td>PHONE (A/C, No, Ext): (888) 242-4675</td> <td></td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: Ben@insureyourcompany.com</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: Hartford Fire Insurance Co</td> <td>NAIC # 19682</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	CONTACT NAME: Benjamin Levenson	FAX (A/C, No): (732) 862-1177	PHONE (A/C, No, Ext): (888) 242-4675		E-MAIL ADDRESS: Ben@insureyourcompany.com		INSURER(S) AFFORDING COVERAGE		INSURER A: Hartford Fire Insurance Co	NAIC # 19682	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER F:																					
INSURED Compu-Vision Consulting Inc 2050 Route 27, Suite 202 North Brunswick Township NJ 08902	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:											
INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					

COVERAGES **CERTIFICATE NUMBER: 121875** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab/E&O	x	x	13TE0356057	03/23/2021	03/23/2022	\$10,000,000 Limits / \$10,000,000 Aggregate
A	Cyber Liability	x	x	13TE0356057	03/23/2021	03/23/2022	\$10,000,000 Limits / \$10,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder named as additional insured only if there is a written contract.

CERTIFICATE HOLDER 	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: right; margin-top: 10px;"><i>Benjamin Levenson</i></div>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER James A Connors Associates INC 225 Madison Avenue P.O. Box 336 Morristown NJ 07963-0336		CONTACT NAME: Eileen Malvey PHONE (A/C No. Ext): (973)539-9300 FAX (A/C No): (973)605-1293 E-MAIL ADDRESS: emalvey@jamesaconnors.com	
INSURED Compu-Vision Consulting Inc 2050 RTE 27 STE 202 NORTH BRUNSWICK NJ 08902		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Underwriters Ins Co INSURER B: Hartford Fire Insurance INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC #	30104

SAMPLE

COVERAGES

CERTIFICATE NUMBER: CL2132362833

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blanket Additional Insured if req by written contract GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			13 SBA AJ7VT0	3/23/2021	3/23/2022	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			13 SBA AJ7VT0	3/23/2021	3/23/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ 10,000			13 SBA AJ7VT0	3/23/2021	3/23/2022	EACH OCCURRENCE	\$ 4,000,000
							AGGREGATE	\$ 4,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	13WBCAG0EGT	03/23/2021	03/23/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Crime			TP0347036-21	3/23/2021	3/23/2022	3rd Party Liability	\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

J Connors, Jr. / MALVEY

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