



People Impacting Performance!®

ORIGINAL
Request for Proposals
Temporary Staffing Services
Due April 3, 2017, 5:00 p.m.

4640 Forbes Blvd., Suite 200A, Lanham, MD 20706
301-306-0774 • Fax: 301-306-0775 • pss@premierstaffingsource.com



Premier Staffing Source, Inc.
4640 Forbes Blvd., Suite 200A, Lanham, MD 20706
301-306-0774
Fax: 301-306-0775
Web Address: www.premierstaffingsource.com

March 31, 2017

Ms. Julia Scott-Valdez
Assistant Village Manager/Human Resources Director
Village of Oak Park
Human Resources Department
123 Madison Street
Oak Park, IL 60302

Re: Request for Proposals - Temporary Employment Services

Dear Ms. Scott-Valdez:

Premier Staffing Source, Inc. (PSS, Inc.) is pleased to present its solution for the Village of Oak Park's (Village) need for temporary staffing services. PSS, Inc. is a fully-owned subsidiary of IMRG, Inc., a minority, woman-owned firm. The company specializes in the placement of temporary professionals to federal, state, and local government as well as private companies and educational institutions. PSS, Inc. has a 15-year track-record of providing similar services and is pleased to offer its solution under the attached proposal.

PSS, Inc.'s goal under a contract with the Village is to provide an effective staffing solution which ensures the timely placement of qualified, pre-screened employees who meet the requirements of each staffing request. Under the oversight of a dedicated Account Manager, PSS, Inc.'s delivers its approach through a Customer Support Team (CST). Members of the CST include Recruiters, Personnel Assistants and back-office support to ensure PSS, Inc.'s proposed solution is provided as promised.

Myrna Cooks, President and CEO is the only individual authorized to negotiate services and costs with the Village. Ms. Cooks may be reached at 301-306-0774, by fax number 1-866-723-1338 or by email mcooks@premierstaffingsource.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Myrna Cooks".

Myrna Cooks
President/CEO

Request for Proposals
Temporary Staffing Services

Proposal Submitted to:



Ms. Julia Scott-Valdez
Assistant Village Manager/Human Resources Director
Village of Oak Park
Human Resources Department
123 Madison Street
Oak Park, IL 60302

Submitted by:



Myrna L. Cooks, President
Authorized Negotiator

Premier Staffing Source, Inc.
4640 Forbes Blvd., Suite 200A
Lanham, MD 20706
Phone: (301) 306-0774 Fax: (866) 723-1338

April 3, 2017

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A. Characteristics and Qualifications of the Firm

- 1. Describe the history and organization of your firm. Include number of employees, number of offices, locations and financial information.*

Premier Staffing Source, Inc. (PSS, Inc.) is a national staffing firm specializing in the placement of temporary professionals in the information technology, financial, medical, administrative support and customer service fields. The company provides staffing support to federal, state, local and private companies in 26 states. PSS, Inc.'s service offerings include staffing, recruitment, payroll, employee leasing and project management solutions to its customers. Among its strategic differentiators, PSS, Inc. includes a human resource information system tailored for the staffing industry, a robust database of qualified candidates, seasoned recruiting and account management staff and a track record of performance with its customers.

PSS, Inc.'s proposed solution to assist the Village of Oak Park (Village) with this effort is to utilize its expertise in staffing and placement to create a pool of qualified employees capable of delivering the required services. The company's "one-stop" approach is designed to make certain the Village has access to required personnel resources but does not have to use Village's resources to manage this project. The company's cost-effective solution includes a dedicated and experienced Account Manager and customer service team capable of effectively recruiting, assessing and managing the personnel identified to perform the work.

PSS, Inc. is headquartered at 4640 Forbes Boulevard, Suite 200A, Lanham, Maryland 20706. Oversight of this effort is under the company's Chicago, Illinois operation located at 10 S. Riverside Plaza, Suite 1800, Chicago, Illinois 60606.

PSS, Inc., incorporated in the state of Delaware in August 2001, is a wholly owned subsidiary of IMRG, Inc., a woman-owned minority business. IMRG, Inc., incorporated in the state of Maryland in April 1997, is also headquartered in Maryland. Myrna Cooks is the President and CEO of PSS, Inc.

PSS, Inc.'s background includes extensive experience providing recruitment, placement, payroll and project staffing services. PSS, Inc. is an outgrowth of its parent company, IMRG, Inc. In August 2001, PSS, Inc. was formed in response to requests for contingent or project staff made by customers of its parent. PSS, Inc.'s initial growth resulted from such requests; however, the company's growth in the last five (5) years is directly attributable to its efforts and customers. Today, the company services federal, state and local customers in over 26 states under 46 contracts. PSS, Inc. continues to provide support to its parent company when project or contingent staff is required as part of the parent company's outsourcing solution. For 15 years, the company has developed processes and procedures to ensure its service is of the highest caliber. The company's client list includes 98% public entities. As such, PSS, Inc.'s staff is adept at ensuring all contractual requirements for such organizations are strictly adhered to.



PSS, Inc. service personnel have long track records with the company and are all industry veterans.

PSS, Inc. employs a diverse staff which is a direct result of its recruiting outreach. The company works with local universities, associations, religious and social organizations to ensure its staff is representative of the diversity found in the United States. The results have been particularly rewarding as evidenced by the number of referrals the company receives from these groups as well as its staff. The company's skills assessments include the capability to test language proficiency for Spanish and Italian. The company's affirmative action reporting for the past 15 years has satisfied all government requirements and regulations.

Office Locations

PSS, Inc. currently has 12 offices located throughout the United States. The following locations are provided below.

Table 1: PSS, Inc. Office Locations

Premier Staffing Source, Inc. Office Locations	
Corporate Office 4640 Forbes Boulevard, Suite 200A Lanham, MD 20706 Telephone: 301- 306-0774	Chicago Branch Office 10 South Riverside Plaza, Suite 1800 Chicago, IL 60606 Telephone: 312-474-6174
Maryland Branch Office 111 S. Calvert Street, Suite 2751 Baltimore, MD 21202 Telephone: 301-306-0774	California Branch Office 1300 Clay Street, Suite 600 Oakland, CA 94612 Telephone: 510-205-9592
Delaware Branch Office 1000 N West Street, Suite 1200 Wilmington, DE 19801 Telephone: 302-295-4829	Georgia Branch Office 1201 Peachtree Street, Suite 200 Atlanta, GA 30361 Telephone: 404-881-2871
North Carolina Branch Office 301 McCullough Drive, 4 th Floor Charlotte, NC 28262 Telephone: 704-909-2705	Virginia Branch Office 919 E. Main Street, Suite 1000 Richmond, VA 23319 Telephone: 804-916-7499
Florida Branch Office 113 South Monroe Street, 1 st Floor Tallahassee, FL 32301 Telephone: 850-201-7322	New York Branch Office 415 Madison Avenue, Suite 1402 New York, NY 10017 Telephone: 646-673-8552



Texas Branch Office 325 N. St. Paul Street, Suite 3100 Dallas, TX 75201 Telephone: 866-782-4674	Texas Branch Office 4710 67 th Street, Suite G Lubbock, TX 79414 Telephone: 806-589-2435
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Financial Information

PSS, Inc. has a \$4M line of credit with EagleBank. The company is in good standing with the bank as evidenced by the attached letter (Attachment 1) provided by the bank for another opportunity. PSS, Inc. has always met its financial obligations and has never missed a payroll in 15 years. The company pays its employees weekly and pays an average of 450 employees each week and over 700 bi-weekly.

- 2. Describe the office that will be designated to serve the Village's program and the services available at that office. If your firm intends to utilize other office or locations, describe the services they would provide for this account at each office or location.*

PSS, Inc.'s Chicago office is designated as the primary location to service the Village's program. All facets of the temporary staffing process will be conducted at this location. However, PSS, Inc.'s ability to successfully place Associates throughout the United States from its 12 locations: Oakland, California; Lanham, Maryland; Baltimore, Maryland; Atlanta, Georgia; Chicago, Illinois; Wilmington, Delaware; Southfield, Michigan; and Charlotte, North Carolina; Richmond, Virginia; New York City, NY; Dallas, Texas; and Lubbock, Texas is based on PSS, Inc.'s unique "virtual staffing" approach. Specifically, PSS, Inc. is structured so each location is equipped with processes, equipment, and applications to view the activities of the entire company. Each temporary request from the Village goes to the dedicated Account Manager. The Account Manager inputs the request into PSS, Inc.'s staffing application, Bullhorn. The system alerts each member of the Village's Customer Service Team (CST) which is comprised of the Account Manager, Recruiters, and Personnel Assistants. Assigned Recruiters run candidate searches to identify the best-qualified candidate for each task order. The candidate has already been thoroughly vetted and is ready for placement. Once a candidate has been identified, the Account Manager communicates with the Village's ordering department and sends appropriate information regarding the temporary worker's qualifications and background.

PSS, Inc., for 15 years, has adhered to a strict staffing formula under its "virtual staffing" model. The company's virtual staffing model has proven success as it creates an inclusive environment of communication and collaboration between the company's recruiting, account management and placement personnel.

All payrolling and invoice services are conducted at the corporate office in Lanham, MD.



3. *Name the principal and other key personnel will be fully responsible for the account. Provide a resume or statement of professional qualifications, related educational background and professional certifications of the personnel assigned to this account. Also, list each person's title as it is conveyed professionally within the firm and their particular area of expertise.*

PSS, Inc.'s management and support teams bring over 100 years of experience in the temporary staffing industry to this contract. The company employs 32 staffing and support professions throughout its 12 locations, and more than 700 temporary employees are placed with customers. PSS, Inc. personnel are active members of industry associations and are encouraged to remain current on industry trends and projections. PSS, Inc. routinely provides training to its staff to ensure its practices parallel leading industry initiatives. PSS, Inc.'s industry experience in the financial, administrative, and technical areas are resident in both its staff and contract operations. As with all key contracts, Ms. Cooks, PSS, Inc.'s President and Chief Executive Officer maintains corporate-level oversight to ensure all required resources and tools are available to the customer support team. See Attachment 2 for the resume of each key personnel assigned to this contract, should PSS, Inc. be successful with an award.

Myrna Cooks – President/CEO: Ms. Cooks has 33 years of experience in the staffing industry. Prior to forming PSS, Inc.'s parent company, IMRG, Inc., in 1997, Ms. Cooks was employed as a Vice President of a national staffing firm for eight (8) years. During this time she developed new markets for the company and established and managed operations in six (6) states. Ms. Cooks has broad experience in account development and management. She has developed account management plans which include the staffing and management oversight of contracts valued at more than \$80M. Additionally, Ms. Cooks has consulted with many customers on how to achieve goals using strategic personnel integration. Ms. Cooks has ensured PSS, Inc. has all the tools and applications necessary to provide its customers with solid support. In addition, she has staffed the company with experienced industry professionals who share her philosophy of customer relationship management and service. Ms. Cooks has provided support to federal and state government accounts as well as private companies. Ms. Cooks has developed branding programs for PSS, Inc. to promote retention and make PSS, Inc. an attractive employment alternative in the marketplace. She has instituted training and development programs to aid PSS, Inc.'s Associates in the development and retention of their skills. To ensure PSS, Inc. remains competitive, Ms. Cooks continues to provide PSS, Inc. Associates with benefits and incentives.

David Harris – Account Manager: Mr. Harris has more than 18 years of extensive experience in customer and account development related to the staffing industry. His skills include the ability to determine customer staffing requirements using analytical tools, account history, and industry acumen. Currently, Mr. Harris' assigned accounts require the placement of professional staff with a focus on human resources, administrative, financial, accounting and benefits administration labor categories. Mr. Harris has developed a significant pool of professionals in these areas. Mr. Harris'



responsibilities include identifying, selecting and placing qualified personnel for national government, state and local contracts. He assists with the development of staffing plans and is responsible for ensuring all aspects of the staffing plans are met. Among his major accountabilities is the oversight of the company's selection and recruiting procedures and programs. Mr. Harris organizes job fairs, recruiting webinars and recruiting liaisons with local colleges, universities, trade schools and organizations. Additionally, Mr. Harris is responsible for ensuring all PSS, Inc. accounts have viable staffing plans to make certain qualified Associates are available in each labor category. Mr. Harris maintains the HRIS Applicant Tracking databases (Bullhorn) and develops staffing reports for contract requirements and management reports.

Margarette Mitchell – Lead Recruiter: Ms. Mitchell is identified as the Lead Recruiter for this contract. Ms. Mitchell has experience assisting with developing account management plans based on customer requirements and historical data. She has effectively helped customers with staffing needs and has been successful in managing new client relationships. Ms. Mitchell uses research and industry knowledge to recommend and implement promotional strategies to recruit qualified personnel. Among her primary accountabilities is the oversight of the company's selection and recruiting procedures and programs for its mid-western region. Ms. Mitchell organizes job fairs, recruiting webinars and recruiting liaisons with local colleges, universities, trade schools and organizations. Additionally, Ms. Mitchell is responsible for ensuring all PSS, Inc. accounts have viable staffing plans to make certain qualified Associates are available in each labor category. Ms. Mitchell maintains the HRIS Applicant Tracking databases (Bullhorn) and develops staffing reports for contract requirements and management reports.

Elizabeth Harris – Vice President/Director of Contracts: Ms. Harris serves as PSS, Inc.'s contractual oversight on all contracts. She is responsible for ensuring PSS, Inc. satisfies all contractual obligations, coordinates efforts between project management, accounting, and corporate resources, and general oversight of work to be implemented safely and efficiently in accordance with prudent business practices, applicable laws and regulations, and corporate policies. Ms. Harris has worked in contract management oversight for 30 years, 15 of which in the staffing industry. She has served as Project Manager for several contracts with PSS, Inc. requiring staffing on a local and national level. Ms. Harris brings substantial contractual and project management experience to this effort and will provide back operations support where needed. In addition, Ms. Harris will ensure all contractual matters are addressed in a timely fashion and will coordinate these activities with the Account Manager, Ms. Kemper and the Accounting Department Manager, Melanie Bilal.

Melanie Bilal – Accounting Department Manager: Ms. Bilal has served as Accounting Department Manager providing fiscal oversight and accounting support in the staffing industry for more than 12 years and has 24 years of accounting experience working at various levels in other industries. Her forte is working in small to mid-sized organizations. She has a strong background in proposal preparation and cost reporting



for individual projects ranging from one person to over 100. In her current position with PSS, Inc., Ms. Bilal and her team will ensure timely and accurate financial reporting of billings, labor hour and cost, and payment of payroll under the contract. She will also guarantee required reports and ad hoc reports are delivered in the appropriate format to the designated Village party. Ms. Bilal has established internal controls to prevent false claims in billing, payroll, and timekeeping. These checks include random audits of employee arrival and departure time by the department, a two-person review of all invoices, and 100% confirmation of reported time for each employee. Ms. Bilal holds a Bachelors of Science in Accounting and Masters in Public Administration.

Simone Cooks – Chief Information Officer: Ms. Cooks has seven (7) years of experience as an Information Analyst focusing on the development and assessment of performance metrics. As the Chief Information Officer for the company, Ms. Cooks works directly with senior level management to identify, quantify and qualify performance metrics for each PSS, Inc. contract using the company's *IQR®* process. Using the company's performance management application, QlikView, Ms. Cooks has worked with the company's recruiting staff to analyze recruiting data to strengthen performance. This has been instrumental in increasing the time-to-fill rate for the company as it encourages the recruiters to use a more proactive approach.

4. *Provide proof of any applicable certifications, licenses and credentials of staff committed to this contract including their names and documentation of their training successfully completed. No contract shall be awarded except to responsible firms capable of providing the class of service described.*

The experience and credentials of the staff assigned to this contract are indicated in each resume attached. All staff are members of The American Staffing Association and Human Resource Outsourcing Association.

B. Price Proposal

Services providers shall provide an itemized list of available procedures and associated prices to fulfill the Scope of Services outlined in this RFP including but not limited to pricing for professional, clerical and technical staff.

See Attachment 5 - Proposal Form for PSS, Inc.'s pricing for labor positions the company can provide under this contract to meet the Village's staffing requirements.

C. Recruitment

1. *A description of the screening and testing methods used by the contractor.*

PSS, Inc. employs the following five-step matching process which is intrinsic to the company's recruiting and hiring program and ensures gap assessments are initiated and evaluated at each step. This ensures PSS, Inc. knows each candidate has been thoroughly screened prior to placing each Associate on an engagement. These steps include:



- **Pre-screen** - PSS, Inc.'s Recruiters begin the dialogue with a pre-screening of the applicant over the telephone. This is an in-depth screening to solicit experience, technical skills, and work preference.
- **Interview** – PSS, Inc. utilizes the interview process to close the gaps and to begin the assessment of skills, integrity, and work ethics of the candidate.
- **Skills assessment** - PSS, Inc.'s skills assessments are based on the qualifications and profession of the individuals. They include writing samples and an evaluation of technical skills. The company employs computer-based testing for some skills and others are assessed by our technical staff. As this is a critical component to the company's selection criteria, the bulk of a candidate's interview is spent in this area.
- **Reference and Background checks** - All successful candidates are thoroughly reference checked prior to joining the company. PSS, Inc.'s policy is to secure a minimum of two business references. If a candidate does not have two business references, PSS, Inc. accepts two professional references in place of one business reference. Additionally, as a condition of employment, all employees are required to provide legal documentation verifying they are United States citizens. PSS, Inc. uses *National Background Investigations and HireRight* to conduct criminal background checks. The background investigations verify the following information, which is submitted to PSS, Inc. in a report within 24 hours: Social Security Number, residence over the last seven (7) years, criminal activity (and provide a Criminal History Report), and previous employment. Candidates who are unable to successfully pass a background check are not hired by PSS, Inc.
- **Drug screening** – Many of PSS, Inc. contracts require drug screening. As such, PSS, Inc. Associates assigned to these contracts must successfully pass a drug screening to remain eligible to work when required. PSS, Inc. works with a local facility to ensure a 10-panel drug screen is conducted to identify Cocaine (COC), Amphetamine (AMP), Methamphetamine (M-AMP), Tetrahydrocannabinol (THC), Methadone (MTD), Opiates (OPI), Phencyclidine (PCP), Barbiturates (BAR), Benzodiazepines (BZD) and Tricyclic Antidepressant (TCA).

The above process is designed to culminate in a 5-point matching plan to screen and select the best candidate for the position. It is also used to determine the labor category for a candidate. All candidates are assigned to a PSS, Inc. Recruiter at the start of the employment process. The Recruiter uses skills assessment results to make the final determination of the candidate's qualification under a particular labor category. These are strict requirements, and a candidate can only perform under a labor category once he/she has successfully met the established criteria. Employees can review the qualifications for each labor category by contract on the company intranet. They may



The Village is assured each assigned Associate has been through an extensive review process by PSS, Inc. and has successfully met the criteria for experience and skills to perform under an assigned labor category. This directly contributes to the high quality of PSS, Inc. contingent personnel. PSS, Inc.'s employee assessment screening does not conclude with the hiring of an individual. Each Associate's skill sets are routinely reviewed throughout his or her tenure with PSS, Inc. to ensure skill levels remain current. PSS, Inc. employees are encouraged to supplement their skills through company-provided training via the company intranet. (See Figure 1 – PSS, Inc. Intranet).

The screenshot displays the PSS University intranet interface. On the left, there is a sidebar with a 'Quick Search' bar, a 'Thought of the Day' quote, and a 'Main Menu' with links to Home, Policies, Highlights, Spotlight on You!, and P's Awards. The main content area features the 'PSS University' logo and a 'Monthly Calendar View' for November 2007. The calendar shows training sessions on various dates, including 'Microsoft Excel 2007' and 'Microsoft Word 2007'. A yellow callout box with a pointer to the calendar contains the text: 'PSS, Inc. employees are able to register for training via the company intranet. A calendar of available courses makes it easy for employees to schedule on-line training'. On the right side of the calendar, there is a list of 'July Courses' including 'Management Training and Development' and 'Microsoft Office Suite'.

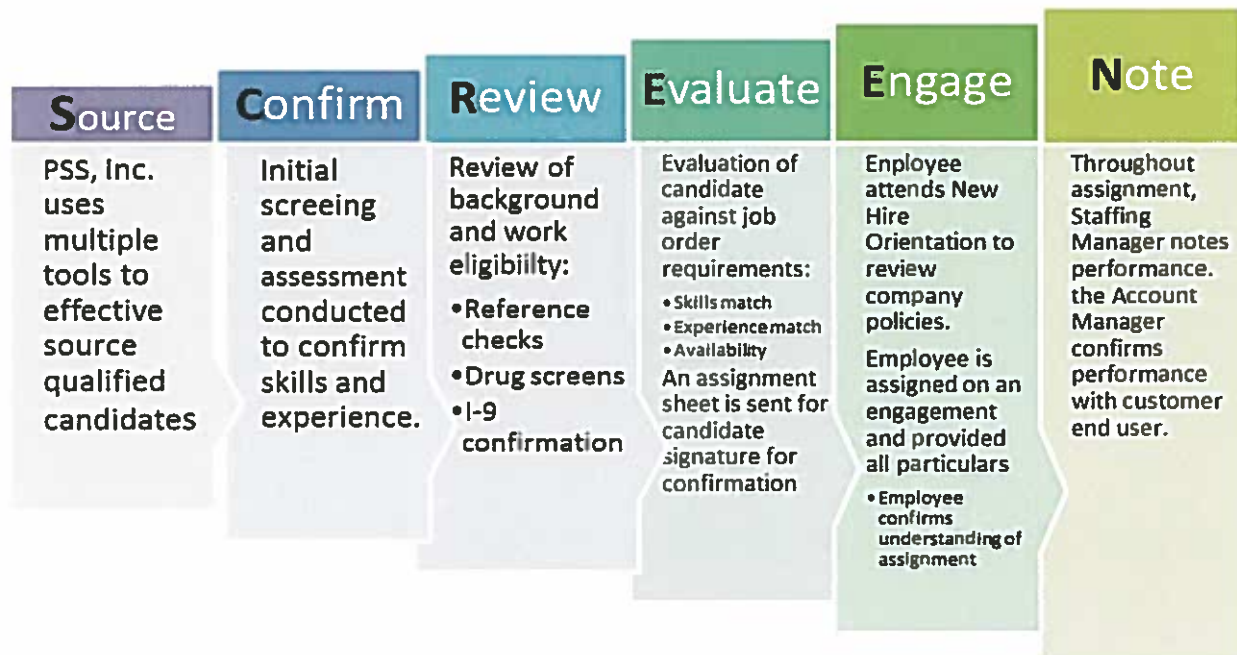
8



conducted through an on-line webinar by PSS, Inc. personnel or consultants. Employees receive advance notice of the training and are able to register to participate.

2. *An overview of your firm's recruitment strategies.*

PSS, Inc. has developed a formal candidate evaluation process, SCREEN. SCREEN is specific to the company and has resulted from the collective experience of its recruiting and hiring professionals.



- **S – SOURCE:** Using multiple sources, identify qualified candidates to create a dedicated pool of temporary workers
- **C – CONFIRM:** acquire education and credential information for confirmation. All successful candidates are thoroughly reference checked prior to becoming available for placement. PSS, Inc.'s policy is to secure a minimum of two business references. Additionally, as a condition of employment for some efforts, employees are required to provide legal documentation verifying that they are United States citizens. In addition, PSS, Inc. uses National Background Investigations to conduct criminal background checks and AMC to conduct drug screening. Candidates unable to successfully pass a background check are not hired by PSS, Inc.
- **R – REVIEW:** review AND verify all certifications and education.
- **E – EVALUATE:** evaluate qualifications, identify employment gaps and query candidate. During the interview process, all employment gaps are questioned and confirmed. Assessments are reviewed and compared to customer requirements.
- **E – ENGAGE:** evaluate opportunity against candidate's qualifications.



- **N-NOTE:** determine notable achievements/ accomplishments matching opportunity requirements and how they provide added candidate value. Note concerns and address with a temporary worker.

D. References

1. *Provide a reference list including any municipal clients within the State of Illinois.*

See Table 2 for a list of PSS, Inc.'s references within the State of Illinois.

Table 2: PSS, Inc.'s State of Illinois References

Premier Staffing Source, Inc. References Within State of Illinois			
Customer	Contact	Telephone Number	Email Address
University of Illinois at Chicago	Shannon McGinnis	312-996-8514	Shanmcgi@uillinois.edu
Chicago Housing Authority	Cheryl Burns	312-786-4046	cburns@thecha.org
Chicago Transit Authority	Patrick McKenna	312-681-2458	Pmckenna@transitchicago.com
City Colleges of Chicago	China Bouldin	312-553-2819	cbouldin@ccc.edu
Illinois Finance Authority	Ximena Granda	312-651-1362	xgranda@il-fa.com
Illinois State Police	Dawn Hanney	217-557-5219	Dawn_hanney@isp.state.il.us
Illinois State Police Merit Board	Jenny Thornley	217-993-1078	jthornley@ispmeritboard.org
KEPRO	Denise Rinell	708-675-8322	drinell@kepro.com

2. *Provide evidence of the firm's experience in providing service for other unionized municipalities.*

PSS, Inc. was awarded a contract May 8, 2015, to provide services to the University of Arizona (University). Under this contract with the University, there is an agreement between Premier Staffing Source, Inc. and the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories, and Canada, AFL-CIO, Local 415 (the Union) which applies to all



employees furnished by the Union to the Company who perform services at UA Stadium for UA Commencement Spring 2015. PSS, Inc. has held this contract for two (2) years and has just renewed for another year, ending May 7, 2018. See Attachment 3 for a copy of the agreement.

3. *List other accounts the firm has served and indicate whether the Village may independently contact such accounts for an appraisal of comparable services they have received from your firm.*

PSS, Inc. has provided temporary staffing services to the following customers who may be contacted for an appraisal of PSS, Inc.'s services.

State of Delaware, Delaware Emergency Management Agency: Temporary Employment Services

Address: 165 Brick Store Landing Road
Smyrna, DE 19977-9628

Phone Number: 302-659-2219

Fax Number: 302-659-6855

Point of Contact: Edward Lee, Principal Planner

Email: Edward.Lee@state.de.us

Period of Performance: October 1, 2012 – June 30, 2013; Rebid Contract Award: July 1, 2013 – June 30, 2016; Rebid Contract Award: July 1, 2016 – June 30, 2019

Commonwealth of Virginia: Temporary Support Services

Address: 1111 East Broad Street, Richmond, VA 23219-1934

Point of Contact: Ron King

E-mail: ron.king@dgs.virginia.gov

Phone Number: 804-786-1601

Fax Number: 804-786-5413

Contract Number: E194-72989

Period of Performance: June 12, 2014 – May 31, 2017

County of Prince William: Temporary Support Personnel

Address: 1 County Complex Court
Prince William, VA 22192

Phone Number: 703-792-6776

Fax Number: 703-792-4611

Point of Contact: William Cleis, Contract Specialist

Email: wecleis@pwccgov.org

Period of Performance: July 1, 2010 – December 31, 2013; Rebid contract award: January 1, 2014 – December 9, 2017

Metropolitan Washington Airports Authority: Temporary Audit/Accounting Services

Address: 1 Aviation Circle, Suite 154
Washington, DC 20001-6000



Phone Number: 703 -417-8675

Fax Number: 703-417-8993

Point of Contact: Cedric Kinlow, Contracting Officer

Email: Cedric.Kinlow@mwaa.com

Period of Performance: August 1, 2006 – June 30, 2013; Rebid contract award: July 1, 2013 – June 30, 2016

E. Forms and Reports

Provide samples of all forms your facility uses to report exam/test results and specify how quickly results will be available for the Village. Indicate which results can be completed, submitted or retrieved online. Please provide samples of invoices, statements and any other accounting reports. Indicate which of these documents can be accessed online.

Exams/Tests

PSS, Inc. primarily employs professional individuals. Many of the skills the company seeks require specialized testing to ensure levels of education and experience is resident with an applicant. These include online and CD-based software programs that provide advanced technical testing options. PSS, Inc. utilizes the services of an outside vendor, International Knowledge Measurement (IKM) and Provelt! to assist with its skills assessment needs. Testing is conducted in an on-line proctored environment to ensure the security and reliability of each test. IKM and Provelt! assessments measure technical and non-technical areas of knowledge, skill, aptitude and attitude. The results of these tests are available upon completion of the test by the candidate.

IKM and Provelt! use adaptive testing to ensure each candidate is offered a test that adapts to their level of proficiency. Under an adaptive testing model, the question and difficulty level are dynamically selected by the tool based on the responses of the test taker. These combined nine (9) points of difficulty inherent in each test allow the application to accurately identify the most appropriate question within sub-skills of the assessment. This provides a more tailored and thorough assessment. The sub-skills within each test are independently analyzed which allows PSS, Inc. staffing personnel to use the results to more accurately determine the skills level of the candidate and make the best job order match using the results. PSS, Inc. has found this to be the most accurate and detailed way to identify a candidate's strengths, weaknesses or proficiencies.

Currently, IKM offers assessments in the following areas:

Information technology
Accounting
Basic Computer Skills
Medical and Healthcare
Administrative

Enterprise Resource Planning
MS Office
Attitude/Aptitude
Call Center
Staffing industry



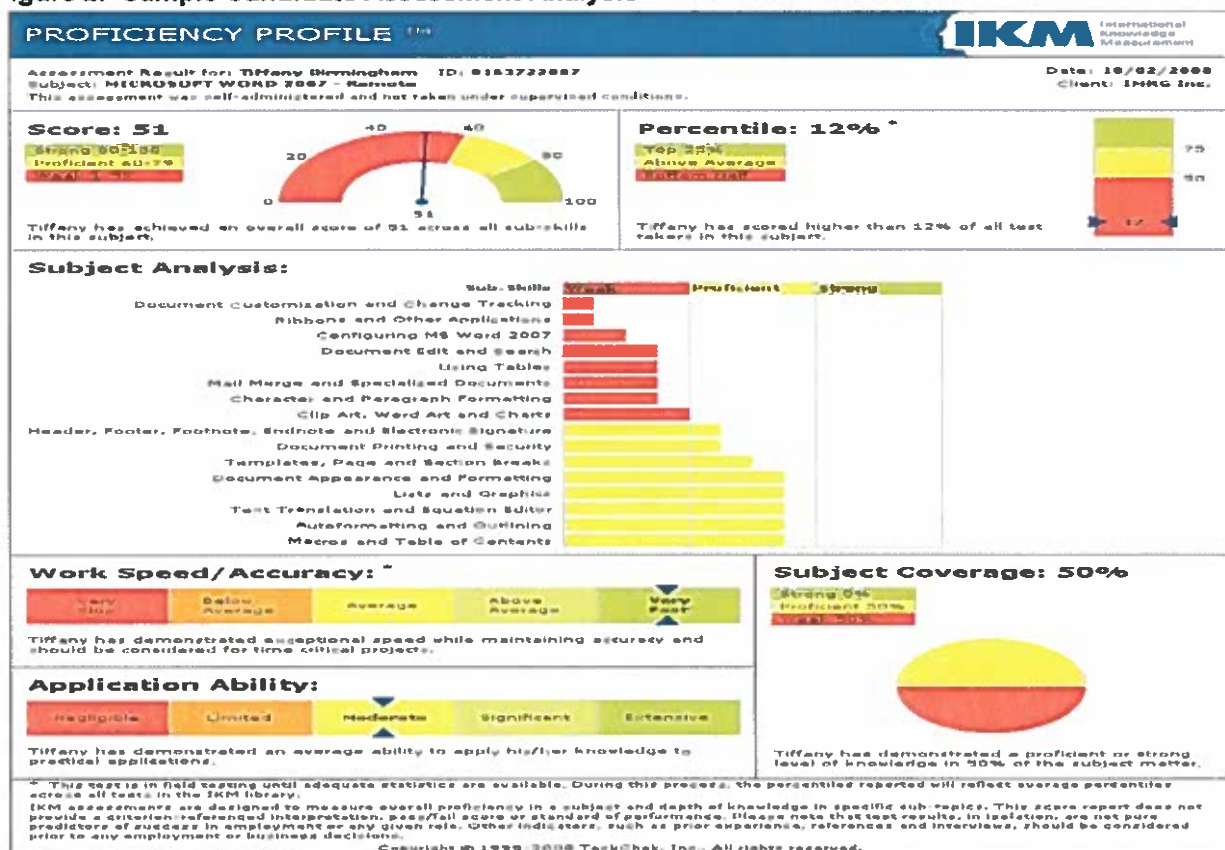
Provelt! offers assessments in the following areas:

Accounting
Call Center
Financial
MS Office

Health Care
Industrial
Legal
Office/Professional

Where necessary, PSS, Inc. can combine and tailor assessments to create a customized assessment for customers. Using these assessments along with PSS, Inc.'s reference checks, background screening, and interview process, PSS, Inc. is able to select the right candidate for each task order. PSS, Inc. makes available to the Village the assessment results of candidates upon request. Figure 2 is a sample candidate assessment analysis provided to PSS, Inc.'s customers. The report clearly indicates areas of strength and how the employee compared to others in the IKM database. This is an international measurement as IKM provides services nationally and abroad.

Figure 2: Sample Candidate Assessment Analysis





Reports/Forms

PSS, Inc. employs industry staffing and financial software to enhance its invoicing and reporting capabilities. Under the direction of the Accounting Department Manager, Ms. Melanie Bilal-Douglas, PSS, Inc. is able to produce reports of a financial and resource nature to address any query regarding our service deliverables. A monthly report identifying all placements, hours worked, pay and bill rates, total dollar amount, job title, department and residence can be provided to the Village as required. The report can include the total payments received to date by each ordering department. This information is available in any format required under the contract and is easily customized using the company's accounting application. PSS, Inc. will meet the deadlines established by the Village to submit its reports.

PSS, Inc. currently provides a selection of labor, billing and payment reports to its customers. Typically, these reports are provided each month and detail the month's activity. However, the company has the capability to customize reports based on customer's requirements. See Attachment 4 for samples of reports. The following is a list of reports currently provided by PSS, Inc.:

1. Total dollars spent by Division and Department
2. Total hours by Division and Department
3. Bill rate (standard or overtime rate)
4. Type of position (payroll or retiree)
5. Placement by job title or classification
6. Name of supplemental personnel performing the work, hours worked, and other pertinent information related to the placement of supplemental personnel
7. EEO information (gender, ethnicity, age, veteran status and disability status) for supplemental personnel placements
8. Backfills/replacements (name, division/department, title, bill rate and total dollars)
9. Vendor referrals to PSS, Inc. for placement, date placed, title, bill rate (or include in monthly standard report)
10. Total job order requests, total placements filled and/or unfilled (include reason unfilled)
11. Total canceled orders (include reason for cancellation)

Additionally, each new customer has access to PSS, Inc.'s customer portal. (See Figure 3 - Access Screen for Customer Portal). The customer is provided a user ID and password to access the portal. The portal allows customers to place orders, view candidates and request reports. This 24/7/365 access allows customers to customize their requests and have more control of the order process. The system immediately notifies the assigned Account Manager of the order via email and is time stamped into the system. PSS, Inc.'s customer portal promotes the highest level of engagement



between Village's dedicated Customer Support Team. Through the portal, customers have the option of placing orders or further engaging in the process. Other options the portal allows includes: viewing available Associates and their credentials, requesting interviews of Associates, requesting a specific Associate, and adding or subtracting requirements.

Figure 3: Access Screen for Customer Portal

The screenshot shows the login interface for the Customer Portal. At the top left are the JMRG and Premier Staffing Source logos. At the top right is a key icon and a red-bordered box containing the text "Access to the customer portal is restricted and secure". The main heading is "Welcome!". Below it, a message states: "Premier Staffing Source, Inc. has provided you with access to its customer portal to store, share, and access your files online". To the right, under the heading "Log in to your account:", there are input fields for "Email/Username:" and "Password:". Below the password field is a checkbox labeled "Remember this login information?". At the bottom right are links for "Log in" and "Forgot password?". At the bottom left, a note says: "If you have any questions, please contact the Customer Portal Administrator at administrator@premierstaffingsource.com".

ATTACHMENT 1

Eagle Bank Letter



July 29, 2016

Melanie Bilal
Premier Staffing Source, Inc.
4640 Forbes Blvd, Suite 200A
Lanham, MD 20706

**Re: University of Maryland University College Request for Proposal #91408 for
Temporary Staffing for Administrative Services**

Dear Ms. Bilal:

This letter confirms that EagleBank, 7830 Old Georgetown Rd, 3rd Floor, Bethesda MD, 20814 (the "Financing Institution") provides Premier Staffing Source, Inc., (the "Company") with a working capital line of credit in the amount of \$4,000,000.00 which may be used in support of performance on Contract(s) and related Task Orders (collectively, the "Contract") which may arise from the successful proposal under RFP #91408 for Temporary Staffing for Administrative Services for University of Maryland College. The line of credit is reviewed annually and has a renewal/maturity date of May 15, 2017.

Should you have any questions concerning this letter please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Friedrich", written over the word "Sincerely,".

Jill Friedrich

Senior Vice President
Senior Relationship Manager

8245 Boone Boulevard, Suite 820
Tysons Corner, VA 22182
703-752-9360 • 703-752-9363

ATTACHMENT 2

Key Personnel Resumes



David Harris **Account Manager**

An experienced professional with over 18 years related to the staffing industry. Demonstrated ability to identify, select and place qualified personnel for national, state and local contracts. Demonstrated ability develop customer relationships. Proven ability to confer with technical staff to develop staffing plans, outline work plans, assign duties, responsibilities, and scope of authority and administration.

WORK EXPERIENCE

Recruiter

Premier Staffing Source, Inc. – March 2017 to Present

- Provides project management and recruiting support for company-wide staffing contracts
- Responsible for account management and development
- Develops and maintains recruiting plans for assigned accounts
- Communicates directly with the customer to ensure fulfillment of requests
- Communicates duties and obligations to prospective candidates using various recruiting tools
- Pre-screens and distributes pre-hire documents/requirements to potential candidates
- Records candidate activity status into company HRIS
- Assists with job fairs, recruiting fairs and community outreach
- Maintains a strong relationship with candidates, employees, and clients
- Participates in various recruiting events and opportunities

Management Liaison Specialist

Department of Youth Rehabilitation Services - November 2015 to July 2016

As a Management Liaison Specialist I was responsible for administering, implementing and advising on recruiting and staffing actions including matters which include novel, controversial and complex staffing issues. My role also served as the backup to the HR Benefits Specialist.

- Responsible for full life cycle recruitment inclusive of merit case files and the competitive selection process and specifically recruited for security cleared professionals for government and contract positions with several federal agencies
- Responsible for Internal and External Recruiting utilizing tools such as Delegated Examining Unit (DEU), US Staffing and Merit Promotion Plans
- Conducted Background and Personal Reference Checks
- Supported design and implementation of a succession plan

Corporate Recruiter

Horizon Industries, Limited - May 2015 to October 2015

Supported the executive team to meet the staffing needs by managing the full-cycle



recruitment functions within the organization to include the requisition process, posting positions, sourcing, prescreening, interviewing, pre-employing assessments, background check process, job offers, new employee orientation, and on-boarding. In addition,

- Engaged with professional associations, local unions, staffing agencies, search firms, and college placement offices to fill highly skilled and specialized positions
- Participated in career fairs and professional association conferences to recruit top talent
- Evaluated recruitment procedures, pre-employment assessments and hiring processes to comply with all state and federal regulations
- Coordinated with hiring managers to create and maintain recruiting and interviewing plans
- Administrator for applicant tracking system; providing training and tech support to management

Job Readiness and Workforce Development Facilitator

MBI Consulting - Washington, DC - February 2014 to May 2015

As a facilitator, developed, planned, and delivered new innovative courses that targeted excellence in strong commitment to customer service and teamwork. Assisted HR team with area-wide recruiting events for the District, Maryland, and Virginia. Assisted HR team with various special projects in administration.

- Facilitated group sessions for welfare to workforce consumers to provide training in the areas such as interviewing techniques, resume development and communication skills
- Provided presentation skills and business writing skills also provided insightful tips for Interviews (phone and in-person)
- Prepared and present group support progress notes on each consumer.
- Interviewed (on-site) potential applicants, assisting with their development of resumes and cover letters.
- Successfully completed on-going training for Special Projects Training.

Recruitment Project Specialist

PoliHire - Washington, DC - January 2012 to December 2013

Responsible for full life cycle recruitment inclusive of merit case files and the competitive selection process and specifically recruited for security cleared professionals for government and contract positions with several federal agencies

- Responsible for Internal and External Recruiting utilizing tools such as Delegated Examining Unit (DEU), US Staffing and Merit Promotion Plans
- Conducted Background and Personal Reference Checks, guided candidates through the pre-employment process and close requisition and prepared all pre-employment paperwork
- Knowledge expert and point of contact for recruiting issues with several business units and supported workforce planning and organizational transformation activities inclusive



of long-term plan development, performance of organizational skills assessments, organizational planning/design, skill-gap analysis, and organizational capability building

- Supported design and implementation of a succession plans, including skill assessments, resource identification and development plans, and organizational role/responsibility documentation

Recruitment Ombudsman Outreach Specialist

Department of Health Care Finance - Washington, DC - August 2010 to October 2011

Served as the Recruitment Marketing Outreach Coordinator with the Ombudsman Program and was responsible for planning, developing and implementing projects to provide community education and outreach to District of Columbia residents, provider community, health plans, etc.

Specifically completed the following:

- Developed, organized and implemented recruitment and outreach activities
- Provided provision of education and recruitment through outreach to community
- Organized, prepared, and presented analytical written documents, oral reports and briefings on various healthcare administration and recruitment topics
- Provided coordination and support regarding program and project activities, as well as liaison between the Ombudsman, senior staff and other DHCF staff
- Problem-solved tasks on policy issues involved in highly technical services and recommended solutions to the Director on policy matters and critical issues

DC Senior Consultant/HR Recruitment Specialist

HGM Management - July 2006 to July 2010

Provided human resources/recruitment support and performed recruitment consulting for several federal and local government contracts with HGM (USDA, NRC, OPM, DHS, MEMA, DCRA, DCHR, WSSC)

- Provided recruitment management strategy support by facilitating senior-level executives and directors meeting for staffing and recruitment needs
- Responsible for Internal and External Recruiting utilizing tools such as Delegated Examining Unit (DEU), USASTaffing and Merit Promotion Plans
- Managed workforce planning and organizational transformation activities
- Supported implementation of training and development tracking database with training metrics
- Performed Data Gathering and Benchmarking Analysis and for the preparation of white papers
- Wrote technical proposals in response to requests for proposals and quotes and participated in strategic planning meetings for proposal writing

Business Unit IT Recruiter

Aerotek Staffing - Fairfax, VA - April 2006 to July 2006

Recruited for security cleared IT professionals for government contract positions with



several security agencies inclusive of positions located at the Pentagon

- Responsible for Internal and External Recruiting utilizing tools such as Delegated Examining Unit (DEU), USAStaffing and Merit Promotion Plans
- Verified all information given via the candidate's application for open contract positions
- Guided candidates through the pre-employment process and close requisition
- Prepared all pre-employment paperwork
- Knowledge expert and point of contact for recruiting issues with several business units

Washington, DC Project Manager

National Associates Inc - Washington, DC - December 2005 to April 2006

Managed the daily activities of the office which included:

- Customer Relationship Management; responsible for a five million dollar contract for project over a seven- year period
- Met with managers and high-level personnel on a weekly basis to assess needs of client and discuss assignment issues and/or concerns and forecast trends and Agency needs and implemented and designed tools through Microsoft for contractor and staff coaching; track traffic flow and report employment trends
- Provided metrics to the executive staff weekly and advised on employee relations issues and met with team to go over budget reports and developed report information for the quarterly business report; forecast trends for quarterly and annual budgets
- Processed terminations and separations and exit interviews
- Processed and prepared payroll for all contractors on a weekly basis

Learning Center Manager

Accenture - Washington, DC - May 2004 to December 2005

Hired and managed entire facility staff from instructors to administrative staff to disseminate SUN Microsystems educational and training materials

- Created the job descriptions and classifications along with the compensation analysis
- Responsibilities were analyzing and researching the training needs for the center and staying abreast of the current class trends and training classes that were most needed for government and private sector industries in the DC metro area High volume JAVA and UNIX (Solaris 9) classes were most desired
- Prioritized and oversaw the activities of instructors and staff to meet deadlines and quality standards
- Maintain the learning center equipment inventory including: a bi-annual physical inventory of classrooms and lab equipment
- Proficiently used ALERT (tracking tool used for maintenance) for managing the SUN Microsystems assets
- Maintained the training facility to ensure proper signage, services, advertising, cleanliness, and overall presentation of training center
- Procurement duties were to coordinate facility repairs and proposed improvements



HR Transaction Manager

- May 2001 to May 2004

Recruiting Operations Supervisor

- September 1998 to May 2001

EDUCATION

Purdue

University

1996 to 1998

Mass Communications

Ball State

University 1992

to 1994

SOFTWARE/SKILLS

Bullhorn, Brassring, Taleo, LinkedIn, Jobscience, Kenexa, Peoplesoft 8, Outlook, All Microsoft Suites inclusive of Windows, WordPerfect 7.0, Microsoft Word, Excel, Lotus and Lotus Notes, WebMail Applications, Simeon, PowerPoint Visio, Access and Project.



Margarette Mitchell

Lead Recruiter

Recruitment, retention and vendor management skills with over 13 years of HR experience. Develop relationships with managers and potential candidates on a consistent basis. Coordinates the hiring process both on and off site. Identifies and resolves concerns and disputes with clear outcomes and plans. Maintains orientation programs for new hires, conducts staff development and training.

07/2016- Present

Premier Staffing Source Inc.

Dallas, TX

Recruiter/Account Manager

- Confers with management and supervisors to identify personnel needs, job specifications, job duties, qualifications and skills
- Develops recruitment programs to attract applicants
- Ensures maintenance of the HRIS system of contacts remains in compliance with conventions and company standards
- Recruits candidates for assigned positions in accordance with time to fill standards and expectations
- Conduct New Hire Orientation for new employees
- Reviews applications and interviews applicants to obtain work history, education, training, job skills, and salary requirements, and to provide information about the organization and position
- Conducts appropriate background screens (reference checks, drug screening, etc.) to determine work eligibility
- Develops recruitment collateral, such as HR brochures about the organization and its opportunities
- Writes and places job advertising on different job boards
- Coordinates and participates various job fairs
- Develops and maintains contacts with schools, alumni groups, and other public organizations to find and attract applicants
- Maintains numeric standards to identify qualified applicants/candidates per each current skill category in reference to HR balanced Scorecard metrics

05/2013- 06/2016

Ernst and Young

Dallas, TX

Senior Human Resources Operations Coordinator

- Facilitated termination packages, exit interviews, severance calculations and outplacement counseling
- Managed Human Resource processes, including DOL regulations according to years of service, work location and employment agreements when applicable
- Acted as liaison on the behalf of separating employees



- Collaborated with other HR work-streams within the Shared Service Centers to ensure final that final payout was accurately calculated
- Partnered with PTC/PCs on termination processes and provided support to U.S. employees.
- Researched/ investigated employee records to ensure that all financial obligations were met prior to their departure to the firm
- Assisted with employee-reduction process, and provided survey analysis
- Complied HR Data to identify improvements
- Collaborated with HR Compliance (I-9)
- Verified foreign national visa types, and notified Immigration Attorney upon employee departure

June 2012- April 2013

Staffmark

Wilmer, TX

On-Site Recruit Manager (Contract Position)

- Served as primary point of contact person on behalf of Staffmark for active and potential clients on a daily basis
- Communicated with customer contacts to ensure that labor requirements were met daily, and job orders were filled frequently
- Daily sourced prospective candidates through strategic recruiting approaches of job vacancies
- Executed new hire orientations and pre-training with temporary staffing employees through job boards, recruiting events and by referrals
- Was responsible for coaching, counseling, and development of temporary employees
- Executed all payroll related to wages and disbursement
- Was responsible for management compliance through the hiring process, screening requirements, as defined in the client contracts
- Daily communicated to on-site management
- Ensured customer satisfaction

April 2011-May 2012

Family

Dallas, TX

Caregiver

- Managed family household and cared for ailing family member

June 2010- March 2011

Express Employment Professionals Plano, TX

Senior Staffing Consultant

- Included I-9s, criminal background checks, drug testing, negotiations, managed employees exit interviews and disputes
- Ability to work in a fast pace environment
- Was held accountable for managing accounts
- Contacted potential clients through cold calling procedures
- Interviewed candidates for job positioning
- Traveled to numerous client locations promoting our product through Express presentations in order to bring new clients aboard on a monthly basis



- Recruited employees for an array of available jobs, and stayed consistent to daily operations of Employment Verification procedures
- Ensured that high client satisfaction levels were met
- Increased the office team effectiveness by affirming that communication was the key

June 2008- June 2010

Brinks Home Security

Irving, TX

Security Sales Specialist

- Responsible for the sales and scheduling of both residential and commercial security systems
- Made recommendations of products and services that were offered by the company

Security Recovery Specialist

- Promoted from Security Sales Specialist to Sales Recovery Specialist after exhibiting tremendous customer recapture measures
- Implemented pilot program to track employee performance
- Communicated with potential Brink's prospects concerning installations, billings and contracts
- Responsible for providing presentations to potential prospects

September 2003- October 2008

Ideal Temporaries Inc.

Cedar Hill, TX

Staffing Agency President& Owner

- Responsibilities included finding clients through sales and marketing strategies
- Processed weekly payroll
- Processed accounts payable and accounts receivable weekly transactions
- Communicated effectively with clients, and potential clients
- Processed new hires
- conducted testing and background checks for candidates
- Successfully managed and retained highly-skilled consultants by building strong relationships
- Utilized all available avenues when tracking candidates, workflow, and screening information
- Maintained excellent employee relationships to retain client confidential information

EDUCATION

Certificate of Business
Cedar Valley College
October 2003- January 2004

High School Diploma

Business and Management Magnet School- Dallas, TX

SKILLS



People Soft, Typing, Code Calling, Sales, Working various internet job boards, Microsoft Office, Mastermind, Quickbooks, Basic Accounting Skills, Outlook. Very strong data entry skills (17,000 keystrokes). A/P, A/R, Payroll, Recruiting, ADP, Bullhorn, Taleo, Brassring



ELIZABETH C. HARRIS
VICE PRESIDENT, DIRECTOR OF MARKETING

WORK EXPERIENCE AND QUALIFICATIONS

Ms. Harris is an experienced contract administrator with over twenty-seven (27) years of progressive experience negotiating and administering government and private industry contracts. In addition to solid contract administration expertise, Ms. Harris has extensive experience in the implementation of contracts ranging from \$50,000 to over \$40M. She has demonstrated ability in setting up contract sites and branch offices to assist with the servicing of contracts and large projects. Ms. Harris is an adept project manager with demonstrated experience managing contract staff operations of significant size and scope. Ms. Harris is well versed in the Federal Acquisition Regulations (FAR) and ensures compliance in accordance with DCAA regulations on behalf of the company. Contracts under her administrative oversight include the State of Delaware, Commonwealth of Virginia, Metropolitan Washington Airports Authority and the Pension Benefit Guaranty Corporation. Ms. Harris is a capable communicator and is comfortable interfacing with all levels of management.

EDUCATION:

Atlantic Business College, Associates Degree, Business Administration

EMPLOYMENT HISTORY:

June 1999 – Present, IMRG, Inc./Premier Staffing Source, Inc., Project Manager/Director of Contracts

Manages all matters of contract to include information technology, financial, clerical and professional services. Provides oversight of the management and development, recruitment and training of on-site professional, technical and administrative personnel. Ensures compliance of contract operations to service requirements, meeting Statement of Work specifications for IMRG's clients to include: Pension Benefit Guaranty Corporation and various other federal and state contracts. Premier Staffing Source, Inc.'s clients include the Metropolitan Washington Airports Authority, State of Delaware and the Commonwealth of Virginia. Establishes and implements short and long range organizational goals, policies and operating procedures for monitoring and evaluating effectiveness of customer relationship management. Utilizes Customer Relationship

Management (CRM) tool, SalesLogix, for reporting and other project management oversight. Develops and implements contract invoice tracking for contract adherence, ensuring invoices are error free before submission. Directs the activities of private consultants engaged in providing professional support to ongoing project initiatives. Meets performance benchmarks and provides quality assurance reviews and edits of all written reports. Provides regular communication, both oral and written, to key client personnel and executive management regarding the status of project initiatives. Responsible for the sales and marketing strategies for the company. Serves as company's Ethics Officer.

February 1972 – June 1986, Institute of Modern Procedures, Inc., Vice President of Operations

Oversaw the day-to-day management and administration of government contracts with value of \$10M. Duties included staff management, training and development. Responsible for the oversight of recruitment and maintenance of contract employees. Developed and implemented training, motivation and recognition programs. Provided coaching and counseling mediation for all contract employees. Monitored and reviewed performance appraisals. Managed all employee benefit and compensation issues. Developed procedures manuals and employee handbooks. Directed Supervisors to ensure contract compliance to procedures and technical responsibility. Maintained sales relationships with key contract personnel and developed new accounts.

COMPUTER SKILLS:

Proficient in WordPerfect, Microsoft Word, Publisher, PowerPoint, Excel, Access, Outlook, Project and Front Page, SalesLogix, PeopleTrak, VCG WebPAS, and iReports.



MELANIE BILAL-DOUGLAS, ACCOUNTING DEPARTMENT MANAGER

WORK EXPERIENCE AND QUALIFICATIONS

Over 24 years of fiscal management for government contracting and personnel companies. Background of contract pricing in keeping with Federal Acquisition Regulations, DCAA and GAAP, among others. Ensures company compliance in areas of finance and business administration. Experienced company and departmental budgets developer. Strong communicator with excellent computer skills.

EDUCATION: Howard University, 1985, Master of Public Administration; Bowie State University, 1983, Bachelors of Science in Accounting and Economics

EMPLOYMENT HISTORY:

November 2002 – Present, IMRG, Inc./Premier Staffing Source, Inc.

11/2005 – Present, Accounting Department Manager;

Manages and directs financial planning and risk. Develops price and cost proposals; serves as liaison for professional and government audits; administers 401k and ESOP retirement plans; develops reporting systems and procedures; and supervises payroll, billings and contract closeouts. Hires and trains Department staff, evaluates job performance, creates staffing plans, develops budgets, and implements fiscal and internal controls. Manages contract finances and presents reports based on contract requirements. Experienced with Deltek GCS Premier, Deltek Time Collection Administrator, Intuit QuickBooks, Bullhorn, Excel, PowerPoint, SalesLogix, iReports, MS Word, PeopleTrak, and VCG WebPAS.

May 1999 – November 2002, Computer Temporaries, Inc., Controller

Increased overall profit margins, organized and improved financial and reporting systems to support new business, organized new banking arrangements, and maintained financial projections and cash flow. Helped increase sales by more than 200% and transferred accounts receivable from a factor to an equitable banking arrangement. Prepared cost proposals and monthly financial statements; analyzed financial data; developed financial reporting systems and procedures.

December 1991-December 1998, International Resources Group, LTD

Manager of Finance and Network Administration; Staff Accountant

Managed the finance and administrative departments of company with revenues of \$30+ million. Supervised accounting and administrative staff; prepared monthly financial statements/reports and cost accruals (Deltek and Lotus); prepared for and served as internal audit manager for CPA, bank, and defense contract audits; prepared indirect cost proposal submissions, fringe rate allocations, government CPFF, T&M and Commercial Billings and closeout billings, unbilled analysis, domestic and overseas payroll and tax returns, and reconciled field office financial reporting to general ledger.

October 1989-December 1991, Computer Temporaries, Inc. Accounting Manager

Managed an annual operating budget of \$1.8 million. Organized accounting operations, prepared monthly financial statements (Solomon), and supervised weekly/biweekly payroll billings for 100 employees. Created spreadsheets and reports on Lotus and Multiplan; maintained a \$300,000 line of credit; and organized and maintained purchase orders equal to 90% of sales.

July 1987-October 1989, Almike Enterprises, T/A/ Chesapeake Bagel Bakery, Accountant

In an office of two, assisted with collection, preparation and recording of financial transactions for Almike Enterprises (five company stores). Coordinated maintenance of property and equipment; verified daily receipts; prepared management payroll reports and tracked cost of goods sold.



MYRNA L. COOKS, PRESIDENT AND CEO

WORK EXPERIENCE AND QUALIFICATIONS

Ms. Cooks is a Senior Executive with 34 years of experience managing and leading staffing and outsourcing operations. Track record of fiscal management and managing senior and mid-level staff. Skilled in securing federal, state, and private contracts exceeding revenue expectations. Excellent background in performance management and training. Experienced in developing and implementing regional and nationwide personnel resource programs for major organizations and government agencies.

EDUCATION:

Fisk University, 1978, Bachelors of Science, Business Administration

EMPLOYMENT HISTORY:

April 1997 – Present, IMRG, Inc. and Subsidiary Premier Staffing Source, Inc., Lanham, MD President/CEO

Recognized in 2016 by Staffing Industry Review, as one of the Global Power 100 Women in Staffing. More than 34 years managing the growth and development of multi-million-dollar operation from inception. Leads expansion into additional states. Implements personnel, sales, marketing and financial strategies to meet contract objectives. Oversees major contracts and key account relationships. Oversees training and development; implemented training programs and conducted personnel assessments related to programs. Responsible for the fiscal health of the company. Responsible for oversight of parent corporation. Interfaces with key banking and consulting personnel. Negotiates real estate documents and consultant contracts.

October 1991 – April 1997, Office Specialist, Inc., Boston, MA Senior Vice President

Managed the growth and development of multi-million-dollar operation for Eastern region of national company. Managed expansion into several states and markets. Managed major contracts and key account relationships. Successfully met all financial targets and was responsible for 75% of total company bottom line for three consecutive years. Top salesperson for six (6) consecutive years. Sold an average of \$15M in new business each year.

January 1983 – September 1997, Ingrid's Temps, Washington, DC Regional Manager

Managed the growth and development of multi-million-dollar operation for regional staffing company. Managed expansion into several states and markets. Managed major contracts and key account relationships. Successfully met all financial targets. Top salesperson throughout employment. Established and managed three (3) satellite operations.

January 1980 – September 1982, Ablest Temporaries, Oakland, CA Account Manager

Managed the growth and development of multi-million-dollar operation for regional staffing company. Managed expansion into several states and markets. Managed major contracts and key account relationships. Successfully met all financial targets. Top salesperson throughout employment. Managed an additional operation in the state of Washington.



Simone Cooks **Chief Information Officer**

Work Experience and Qualifications

Ms. Cooks is an experienced data solutions professional extensive knowledge in data mining and information analytics. Her ability to develop and implement performance metrics using data analysis provides companies with unique insight performance improvement. Ms. Cooks is an adept business analyst with experience developing business intelligence dashboards to support financial, contractual and human resource organizations. She is effective working at all levels of management and with support teams.

Professional Experience:

September 2009 -
Present

Premier Staffing Source, Inc.
Chief Information Officer

Lanham, MD

- Create and manage all reports and interactive dashboards detailing contract data, key performance indicators, lost revenue, staffing trends, and resource allocation
- Work with all account project managers to assist with proactive workforce management via detailed analysis of current and historical report data
- Develop standard reporting and report presentation practices for all company operating units
- Conduct instructional meetings to train Project Management and Quality Assurance staff on Business Intelligence tools and reporting strategy
- Develop several contractually required reports for all accounts and manage all Quality Assurance contract personnel to maintain reports and analyze report data
- Participated in meetings for and contributed to the design of quality assurance reports for a major Federal client

August 2007-
September 2009

Accenture
Consultant

Washington, DC

- Managed a Systems Integration testing team of two analysts for the United States Postal Service (USPS) to provide several testing scripts and data files necessary to successfully implement a major system upgrade
- Contributed to the design and implementation of the testing process flow and schedule for the systems integration testing task of a major Federal project
- Conducted planning meetings with clients and other contractors to communicate team progress and aid deliverable distribution
- Presented systems integration testing results of a major Federal project to the client and contractors
- Worked in tandem with multiple project teams to develop a data storage plan and SharePoint site for thorough documentation of testing plans, testing results, and client feedback

Analyst

- Provided technical and functional database support to USPS processing facilities enabling them to effectively track and account for letters and parcels via the Surface Visibility scanning system
- Developed standard operating procedures and organized staff assignments to maximize productivity of the Functional Support team for a Federal client
- Maintained and developed several reports detailing user support issues, server usage and status, team productivity, and client data

- Managed the exchange of information between the client and Surface Visibility team by conducting a series of weekly status meetings for three major USPS service areas consisting of more than 15 postal processing and distribution centers each

May 2004- August 2006

NASA Goddard Space Flight Center

Greenbelt, MD

Space Physics Data Facility Summer Intern

- Worked directly with Space Physics team on the upgrade of ModelWeb Space Science site by running test scripts in multiple test environments to ensure functionality, compatibility, and portability on various operating systems and portable media platforms
- Participated in planning meetings with the Space Physics Data Facility Center director and executive team to communicate updates in my research
- Worked to assist in the development of the GEMSEC satellite communications software with current NASA GEMSEC team members
- Worked directly with GMSEC team on the upgrade of GMSEC team portal site by running test scripts in three test environments to ensure functionality and compatibility with current system

Education:

Spelman College - Atlanta, GA

Bachelor of Science in Computer Science; Minor in Mathematics

University of Chicago, Booth School of Business

Master of Business Administration

ATTACHMENT 3

Union Agreement



This Agreement is entered into by and between **Premier Staffing Source Inc.** (the "Company") and the **INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES, MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES, ITS TERRITORIES, AND CANADA, AFL-CIO, LOCAL 415** (the "Union") and shall apply to all employees furnished by the Union to the Company who perform services at UA Stadium for UA Commencement Spring 2017.

WHEREAS, in consideration of the mutual promises and covenants herein contained and for the purpose of maintaining harmonious relations and conditions between the parties:

NOW, THEREFORE, the Company and the Union hereby agree as follows:

ARTICLE 1 Recognition

1.01. The Company acknowledges and agrees that the Union represents a majority of the employees referred to it by the Union pursuant to this Agreement and therefore voluntarily recognizes the Union as collective bargaining representative of such employees under Section 9(a) of the National Labor Relations Act, within IATSE Local 415's geographic jurisdiction.

1.02. **Binding Effect of Agreement.** This Agreement shall be binding upon the Union and the Company, and upon their respective transferees, successors, and assigns.

1.03. **Retention of Jurisdiction.** The employees represented by the Union shall retain jurisdiction over such work as they have been assigned to perform in the past.

ARTICLE 2 Scope

2.01. The nature of the work performed and positions filled by the UNION shall include, but not be limited to, the following trades, crafts, and occupations: Department Head, Stage Carpenter, Ground Rigger, High Rigger, Flyman, Weight Loader, Property Person, Truck Loaders, Lighting Control Operator, Sound Control Operator, Spotlight Operator, Stationary Lighting Operator, Electrician, Forklift Operator, Crane or Lift Operator, Scene Painter, Special Effects Personnel, Motion Picture and/or Slide Projectionist, etc.

2.02. The jurisdiction of the Stagehands shall relate to stage performances and shop work and more specifically, shall extend to the following work: construction, maintenance, repair, setting, striking, dismantling, operation, placement, movement, handling, rigging, and/or hanging of any appurtenances or paraphernalia pertaining to stage performances and production shops; the construction and handling of all stage or theatrical accessories, scenery, properties, screens, drops, travelers, masking, platforms, risers, turntables, traps, hand trucks, dollies, lifts, rigging, stage floors, railings, theatrical scaffolding, and the like; the loading and unloading of trucks for visiting shows; the operation of fork lifts or portable towers for shows; the operation of all stage lighting equipment; all equipment pertaining to shows/shop and normal "load-in", "put-on", and "load-out" of visiting shows and attractions of the COMPANY.

ARTICLE 3 Exclusive Right to Refer

3.01. The Company grants the Union the exclusive right to refer employees employed by the Company to perform any of such work covered by this Agreement. The Company shall make its requests for referrals by telephone or in writing to the Union sufficiently in advance of the call. Requests for any employee by name may be made by the Company. The Union shall endeavor to furnish the Company with the number of employees required pursuant to fair and non-discriminatory referral rules. The Union agrees that the Company has the right to reject, with just cause, any referral for employment who the Company considers unsatisfactory or unsuitable for a call, or to discharge any referral, who in the opinion of the Company, is not producing at an acceptable level.

3.02. **Advance Notice.** The Company agrees to provide the following advance notice to fill calls. The parties acknowledge that such advance notice will better enable the Union to fill said calls with qualified personnel.

1-5 individuals	One Business day advance notice (House Crew only)
1-20 individuals	Two Business days advance notice
21-40 individuals	Three Business days advance notice
41-70 individuals	Five Business days advance notice
71 -99 individuals	Six Business days advance notice
(a business day shall be Monday thru Friday between 8:00am-5:00pm)	

For calls of 100 or more individuals, IATSE Local 415 must have a minimum of ten (10)-calendar days advance notice. All supplemental calls of over twenty (20) individuals will require a minimum of twenty-four (24) hours advance notice.

3.03. **Crash Charge.** In the event that the Company fails to give advance notice specified above in article 3.02, a charge of \$15 will be paid by the Company to the Union for each individual successfully dispatched to the call.

3.04. **Cancellation of Calls.** On cancellation of calls there will be no penalty imposed on the Company so long as twelve (12) hours notification is given to IATSE Local 415's Business Agent. If notification is given less than twelve (12) hours prior to reporting time, the Company will pay four (4) hours pay to each individual reporting at call time.
(notification shall be given between 8:00am-5:00pm Monday thru Friday)

3.05. **IATSE Local 415 Business Agent.** The Business Agent shall be the primary liaison and contact between the Company and the Union. The Business Agent shall fill calls and assign Job Stewards. The Business Agent shall be admitted into the premises where work is being performed at all reasonable times to inspect working conditions subject to this Agreement. The Business Agent shall, in no way, interfere with the performance of any person's work

ARTICLE 4 Minimum Wage and Benefits Scale

4.01. For shows presented in UA Commencement Spring 2017 the Company agrees to adhere to the minimum wage and benefit scale and conditions in Appendix A.

ARTICLE 5
Paychecks and Union Dues

5.01 The Company will be obligated to process and pay all payrolls in accordance with its regular existing payroll practices. The Company shall deduct from the gross pay of each employee who so authorizes it in writing the appropriate work fees (6%) and on payday deliver the amount so deducted with an appropriate accounting to the Financial Secretary of the Union. On payday, employee paychecks shall be mailed directly to the employees.

ARTICLE 6
Alliance with IATSE

7.01. As the party of the second part is a member of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, Its Territories and Canada, nothing in this Agreement shall ever be construed to interfere with any obligation, provided that the foregoing shall in no event be construed or applied so as to contravene any applicable Federal or State Law.

ARTICLE 7
Grievance Procedures

8.01. Step 1. A grievance is an actual controversy, complaint or dispute concerning the meaning, interpretation or application of a specific provision of this Agreement or an alleged violation of an applicable statute, in connection with a specific act or situation. A grievance shall be submitted no later than thirty (30) calendar days after the date of the occurrence giving rise to the grievance. The grievance shall set forth the nature of the grievance and a summary of the facts upon which it is claimed has been violated and the remedy which is sought. Unauthorized members of the Union shall not confront or argue matters of policy, working conditions or wage rates with the Company's Officers or employees. Grievances shall be handled as swiftly as possible.

8.02. Step 2. If the parties are unable to resolve the dispute at the first step, the Union shall refer the matter to the International and notify the Company within five (5) workdays of the date the decision is rendered in Step 1 above. A representative of the IATSE and the designated representative of the Company shall, after ten (10) workdays after the service of notice of the grievance, meet and discuss the grievance and attempt to affect a settlement of said grievance. Any agreement arrived at by such representatives shall be final and binding.

8.03. If a grievance is not resolved by the parties, the Union may appeal it to arbitration. An appeal to arbitration shall be written and must be submitted to the Company within fourteen (14) calendar days after the Union received the Company's written response to the grievance, or within thirty (30) calendar days after the grievance was submitted if no written response was given. If the Company and the Union cannot agree on an arbitrator, then the parties will request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service and select an arbitrator from the panel.

8.04. The arbitrator shall not add to, subtract from, or modify the terms of this Agreement. The decision of the arbitrator shall be final. The parties will share equally the arbitrator fees and expenses.

If you look at Exhibit C of the Agreement

ARTICLE 8
Non-Discrimination

9.01. The Union and the Company shall not discriminate against or harass an employee because of the employee's race, color, national origin, religion, sex, sexual orientation, age disability, or membership in the Union. References to one's gender in this Agreement includes individuals of both genders.

ARTICLE 9
Severability

10.01. In the event that any of the provisions of this Agreement are held unenforceable by a court of competent jurisdiction, the parties agree to renegotiate such provisions in compliance with the law and all other provisions of this Agreement shall remain in full force and effect.

ARTICLE 10
Insurance

11.01. The Company shall maintain adequate liability and Worker's Compensation Insurance and shall, upon request, furnish to the Union satisfactory proof thereof.

ARTICLE 11
Tools

12.01. Tool List. On each and every call for the Company, each employee shall be required to carry the applicable tools listed in Exhibit A which is attached hereto and incorporated by this reference.

12.02. Tool Check. The Company, at the beginning of a shift, may call for a tool check and if any employee does not have the required tools listed in Exhibit A, the Company will notify the Union.

12.03. Copy of Tool List. The Union shall provide a copy of the tool list contained in Exhibit A to each and every employee.

ARTICLE 12
Drug and Alcohol Testing

14.01 The Union and the Company agree to the Drug/Alcohol Testing Policy rehabilitation procedures attached hereto as Exhibit C.

ARTICLE 13
Company Rights

15.01 All persons covered by this Agreement abide by the Employers rules and regulations, attached as Exhibit D. By written notice to the Union, any person not abiding by the rules and regulations can be released from the call without regard to the minimum call and be declared ineligible for future calls at the Employer's sole discretion, provided that the Employers action does not conflict with the terms of this Agreement and for "Just Cause" such as theft, drunkenness on the job, violation of the Substance Abuse Policy, attached as Exhibit C, intentional misconduct, not possessing the qualifications necessary to do the job, or the participation in a work stoppage or strike in violation of this Agreement. Individuals declared ineligible shall remain ineligible for future calls until the notice is withdrawn by the Employer. The decision to withdraw the notice of ineligibility is at the sole discretion of the Employer. However, at any time the Union may meet with the Employer to discuss the possibility and basis for the withdrawal of any notice of ineligibility allowing the individual to be eligible to take calls.

ARTICLE 14
Term of the Agreement

16.01. This Agreement shall be in full force and effect from May 1st 2017 through December 31st 2017, and shall continue in full force and effect from year to year thereafter unless either party shall give written notice, by certified mail, of its desire to modify or terminate the Agreement, to the Company Facility General Manager at its address listed below or the Union at its office listed below, at least sixty (60) days prior to the date of expiration.

16.02. Neither Company personnel nor employees represented by the Union may negotiate temporary or permanent additions, deletions, alterations, waivers or other modifications to any part of this Agreement. Additions, deletions, alterations, waivers or other modifications to this Agreement shall not be retroactively applied to any call for which the Company has an existing request for referrals.

This Agreement is complete in itself and sets forth all the terms and conditions of the Agreement between the parties hereto. IN WITNESS WHEREOF, the parties hereby affix their signatures to this Agreement.

For the Company: Premier Staffing Source, Inc.

Signature

Print Name

Title: _____

Date: _____

For The Union
International Alliance of Theatrical
Stage Employees, Moving Picture Technicians,
Artists, and Allied Crafts of the United States,
its Territories and Canada, Local 415

Signature
Scott Stravitz
Business Agent
IATSE Local 415

Date: _____

ATTACHMENT 4

Sample Reports



Premier Staffing Source, Inc.
4640 Forbes Blvd
Suite 200-A
Lanham, MD 20706

Invoice

Date	Invoice #
2/5/2016	26837

Bill To
City of Detroit Coleman A. Young Municipal Center Attn: Accounts Payable 2 Woodward Avenue, CAYMC Suite 805 Detroit, MI 48226

Task Order #
N/A

Requisition #
N/A

Contract Number
RFP #40211Z1

PO #
#57777

Ship To
City of Detroit Attn: Tamara Secs Office of Detroit Finance Department 2 Woodward Ave., Ste. 1220 Detroit, MI 48226

Project
TREASURY-Income Tax Department

(FEIN)	Terms	Confidential	Vendor ID
20-0534569	Net 30	N/A	1118976

Temp Staff Wor...	Hours/Qty	Period of Performance and Pay Rate	Bill Rate	Amount Due
		TREASURY - INCOME TAX DEPARTMENT: Billing Period: January 1, 2016 through January 31, 2016		
Cron, Ronald	0	Temporary Services for Ronald Cron - Chief Field Investigator Income Tax Income Tax Department This Billing is for the Period: 01/01/2016-01/02/2016 (No Hours Submitted)	32.50	0.00
Cron, Ronald	34	This Billing is for the Period: 01/03/2016-01/09/2016	32.50	1,105.00
Cron, Ronald	40	This Billing is for the Period: 01/10/2016-01/16/2016	32.50	1,300.00
Cron, Ronald	40	This Billing is for the Period: 01/17/2016-01/23/2016	32.50	1,300.00
Cron, Ronald	40	This Billing is for the Period: 01/24/2016-01/31/2016	32.50	1,300.00

Total	\$5,005.00
--------------	------------

Billing Question Phone#:
866-782-4674 (Toll Free)

Payment Contact Phone #:
866-782-4674 x40 or x36

Fax #
1-866-892-7315

We appreciate your business!

Commonwealth of Maine
Monthly Detailed Usage Report

Supplier Name	Primer Staffing Source, Inc.
Customer #	V5000054060
Contact Name	Elizabeth Harris
Contact E-mail	eharris@primerstaffing.com
Contact Phone	201-306-0774
Report Start Date	3/1/2016
Report End Date	3/30/2016

Total Invoiced \$11,786.86
Expected Budget \$11,786.86

Purchase Order Number	Placement Date	End Date (if still active, input "N/A")	Agency Code	Agency/Institution/Public Body (ensure correct spelling)	Division/Department (ensure correct spelling)	Zone	Temp First Name	Temp Last Name	Temp Status (Regular, Internal, External)	Position Title	Regular Pay Rate	Regular Markup Bill Rate	Regular Hours Worked	Regular Pay Rate	Overtime Pay Rate	Overtime Markup	Overtime Bill Rate	Overtime Hours	Overtime Spend	Invoice Date	Total Invoiced
EP225008	25-Aug-14	N/A	202	Maine Library Agency	Periodicals	3	George	Merry	Internal	Housekeeping Worker	\$ 10.00	23.50%	18.00	\$ 222.30	\$ 15.00	23.50%	\$ 18.53	\$ -	3/2/2016	\$ 222.30	
EP225008	25-Aug-14	N/A	202	Maine Library Agency	Periodicals	3	George	Merry	Internal	Housekeeping Worker	\$ 10.00	23.50%	40.00	\$ 484.00	\$ 15.00	23.50%	\$ 18.53	\$ -	3/9/2016	\$ 484.00	
EP225008	25-Aug-14	N/A	202	Maine Library Agency	Periodicals	3	George	Merry	Internal	Housekeeping Worker	\$ 10.00	23.50%	40.00	\$ 484.00	\$ 15.00	23.50%	\$ 18.53	\$ -	3/16/2016	\$ 484.00	
EP225008	25-Aug-14	N/A	202	Maine Library Agency	Periodicals	3	George	Merry	Internal	Housekeeping Worker	\$ 10.00	23.50%	28.00	\$ 345.80	\$ 15.00	23.50%	\$ 18.53	\$ -	3/23/2016	\$ 345.80	
EP225008	25-Aug-14	N/A	202	Maine Library Agency	Periodicals	3	George	Merry	Internal	Housekeeping Worker	\$ 10.00	23.50%	34.00	\$ 419.80	\$ 15.00	23.50%	\$ 18.53	\$ -	3/30/2016	\$ 419.80	
EP225009	15-Aug-14	N/A	202	Maine Library Agency	Professional Reference Dv	3	Audrey	Glass	Internal	Receptionist	\$ 9.50	23.50%	18.00	\$ 211.19	\$ 14.25	23.50%	\$ 17.60	\$ -	3/2/2016	\$ 211.19	
EP225009	15-Aug-14	N/A	202	Maine Library Agency	Professional Reference Dv	3	Audrey	Glass	Internal	Receptionist	\$ 9.50	23.50%	40.00	\$ 489.30	\$ 14.25	23.50%	\$ 17.60	2.00	3/9/2016	\$ 504.50	
EP225009	15-Aug-14	N/A	202	Maine Library Agency	Professional Reference Dv	3	Audrey	Glass	Internal	Receptionist	\$ 9.50	23.50%	31.00	\$ 363.71	\$ 14.25	23.50%	\$ 17.60	\$ -	3/16/2016	\$ 363.71	
EP225009	15-Aug-14	N/A	202	Maine Library Agency	Professional Reference Dv	3	Audrey	Glass	Internal	Receptionist	\$ 9.50	23.50%	40.00	\$ 489.30	\$ 14.25	23.50%	\$ 17.60	\$ -	3/23/2016	\$ 489.30	
EP225009	15-Aug-14	N/A	202	Maine Library Agency	Professional Reference Dv	3	Audrey	Glass	Internal	Receptionist	\$ 9.50	23.50%	34.00	\$ 368.81	\$ 14.25	23.50%	\$ 17.60	\$ -	3/30/2016	\$ 368.81	
EP210000	25-Aug-14	N/A	202	Maine Library Agency	Maine Library Agency	3	Wanda	Hardy	Internal	Housekeeping Worker	\$ 10.25	23.50%	18.00	\$ 227.66	\$ 15.38	23.50%	\$ 18.99	\$ -	3/2/2016	\$ 227.66	
EP210000	25-Aug-14	N/A	202	Maine Library Agency	Maine Library Agency	3	Wanda	Hardy	Internal	Housekeeping Worker	\$ 10.25	23.50%	40.00	\$ 508.35	\$ 15.38	23.50%	\$ 18.99	\$ -	3/9/2016	\$ 508.35	
EP210000	25-Aug-14	N/A	202	Maine Library Agency	Maine Library Agency	3	Wanda	Hardy	Internal	Housekeeping Worker	\$ 10.25	23.50%	40.00	\$ 508.35	\$ 15.38	23.50%	\$ 18.99	\$ -	3/16/2016	\$ 508.35	
EP210000	25-Aug-14	N/A	202	Maine Library Agency	Maine Library Agency	3	Wanda	Hardy	Internal	Housekeeping Worker	\$ 10.25	23.50%	40.00	\$ 508.35	\$ 15.38	23.50%	\$ 18.99	\$ -	3/23/2016	\$ 508.35	
EP210000	25-Aug-14	N/A	202	Maine Library Agency	Maine Library Agency	3	Wanda	Hardy	Internal	Housekeeping Worker	\$ 10.25	23.50%	34.00	\$ 430.40	\$ 15.38	23.50%	\$ 18.99	\$ -	3/30/2016	\$ 430.40	
PC01816534	20-Jun-16	N/A	601	Maine Department of Health	Hallow County Health Depart	1	Jeffrey	Tilden	External	Administrative Assistant II	\$ 11.00	23.50%	18.00	\$ 244.53	\$ 16.50	23.50%	\$ 20.38	\$ -	3/2/2016	\$ 244.53	
PC01816534	20-Jun-16	N/A	601	Maine Department of Health	Hallow County Health Depart	1	Jeffrey	Tilden	External	Administrative Assistant II	\$ 11.00	23.50%	40.00	\$ 543.40	\$ 16.50	23.50%	\$ 20.38	\$ -	3/9/2016	\$ 543.40	
PC01816534	20-Jun-16	N/A	601	Maine Department of Health	Hallow County Health Depart	1	Jeffrey	Tilden	External	Administrative Assistant II	\$ 11.00	23.50%	40.00	\$ 543.40	\$ 16.50	23.50%	\$ 20.38	8.00	3/16/2016	\$ 708.42	
PC01816534	20-Jun-16	N/A	601	Maine Department of Health	Hallow County Health Depart	1	Jeffrey	Tilden	External	Administrative Assistant II	\$ 11.00	23.50%	40.00	\$ 543.40	\$ 16.50	23.50%	\$ 20.38	\$ -	3/23/2016	\$ 543.40	
PC01816534	20-Jun-16	N/A	601	Maine Department of Health	Hallow County Health Depart	1	Jeffrey	Tilden	External	Administrative Assistant II	\$ 11.00	23.50%	34.00	\$ 481.89	\$ 16.50	23.50%	\$ 20.38	\$ -	3/30/2016	\$ 481.89	
AS01 000112626	22-Jun-15	N/A	501	Maine Department of Transportation	Hallow County Residency	4	Joan	Burillo	External	Flagger	\$ 15.00	23.50%	18.00	\$ 333.45	\$ 22.50	23.50%	\$ 27.79	\$ -	3/2/2016	\$ 333.45	
AS01 000112626	22-Jun-15	N/A	501	Maine Department of Transportation	Hallow County Residency	4	Joan	Burillo	External	Flagger	\$ 15.00	23.50%	40.00	\$ 741.00	\$ 22.50	23.50%	\$ 27.79	\$ -	3/9/2016	\$ 741.00	
AS01 000112626	22-Jun-15	N/A	501	Maine Department of Transportation	Hallow County Residency	4	Joan	Burillo	External	Flagger	\$ 15.00	23.50%	40.00	\$ 741.00	\$ 22.50	23.50%	\$ 27.79	\$ -	3/16/2016	\$ 741.00	
AS01 000112626	22-Jun-15	N/A	501	Maine Department of Transportation	Hallow County Residency	4	Joan	Burillo	External	Flagger	\$ 15.00	23.50%	40.00	\$ 741.00	\$ 22.50	23.50%	\$ 27.79	\$ -	3/23/2016	\$ 741.00	
AS01 000112626	22-Jun-15	N/A	501	Maine Department of Transportation	Hallow County Residency	4	Joan	Burillo	External	Flagger	\$ 15.00	23.50%	34.00	\$ 629.85	\$ 22.50	23.50%	\$ 27.79	\$ -	3/30/2016	\$ 629.85	

PREMIER STAFFING SOURCE, INC (#4783)

January 03 2016 to January 09 2016

Report Generated: April 25 2016 EDT
Signed: Signed Approved
Approved: Paid
Status: Approved
Included Employees:
Included Account Codes: 99 account codes
Included Time Classes: 8 time classes
Grouped By: Employee
Total Hours: 34

Hours Summary

Standard Hours:	34	Holiday:	0
Unpayable/Salaried:	0	BIWeeklyPTO:	0
WeeklyPTO:	0	Bereavement:	0
Vacation:	0	LWOP:	0

Employee: Jacqueline (Sample User) Kennedy - DBM Reader

Sig	Apv	Paid	Date	In	Break Out	TZ	Acct Code	Time Class	Hours
SIG	APV		Jan 04, 16	08:00 A	12:00 P	EDT	City of Detroit	Standard	4.00
SIG	APV		Jan 04, 16	01:00 P	05:00 P	EDT	City of Detroit	Standard	4.00
SIG	APV		Jan 05, 16	08:00 A	03:00 P	EDT	City of Detroit	Standard	7.00
SIG	APV		Jan 05, 16	04:00 P	10:00 P	EDT	City of Detroit	Standard	6.00
SIG	APV		Jan 07, 16	09:00 A	02:00 P	EDT	City of Detroit	Standard	5.00
SIG	APV		Jan 07, 16	03:00 P	08:00 P	EDT	City of Detroit	Standard	5.00
	APV		Jan 08, 16	12:00 P			City of Detroit	Standard	3.00
Totals:									34.00

Legend: ARCH=Archived · APV=Approved · ALR=Alert · PD=Paid · SP=Split Paid

All records were electronically approved by the supervisor

Employee: Ronald Cron

Date

By signing above I acknowledge and certify that the information contained on this document is true and accurate.

Supervisor Mr. Sample Supervisor Web Timesheet's Signature Date

By signing above I acknowledge and certify that the information contained on this document is true and accurate.

Supervisor Signature

Date

By signing above I acknowledge and certify that the information contained on this document is true and accurate.

12:44 PM
07/17/15
Accrual Basis



Premier Staffing Source, Inc.
Quarterly Usage Report by Position Classification for University of Highland
Work Performed April 2015 through June 2015

Service
105 University of Highland PO #P09622483

Date	Num	Memo	Division	Qty	Sales Price	Amount
Food Service Sanitation - (Job Description: Clean, sanitize food trays, dishes, eating area)						
Temporary Worker: Porter, Sharon						
04/30/2015	18024	This Billing is for the Period: 04/01/2015- Cafeteria		160.00	16.50	2,640.00
05/31/2015	18901	This Billing is for the Period: 05/01/2015- Cafeteria		168.00	16.50	2,772.00
06/30/2015	19725	This Billing is for the Period: 06/01/2015- Cafeteria		159.50	16.50	2,631.75
Total Temporary Worker: Porter, Sharon				487.50		8,043.75
Temporary Worker: Salter, Ronald						
04/30/2015	18025	This Billing is for the Period: 04/01/2015- Cafeteria		148.10	17.88	2,648.03
05/31/2015	18902	This Billing is for the Period: 05/01/2015- Cafeteria		168.00	17.88	3,003.84
06/30/2015	19726	This Billing is for the Period: 06/01/2015- Cafeteria		115.50	17.88	2,065.14
Total Temporary Worker: Salter, Ronald				431.60		7,717.008
Temporary Worker: Williams, Steve						
04/30/2015	18026	This Billing is for the Period: 04/01/2015- Cafeteria		162.00	16.50	2,673.00
05/31/2015	18903	This Billing is for the Period: 05/01/2015- Cafeteria		158.50	16.50	2,615.25
06/30/2015	19727	This Billing is for the Period: 06/01/2015- Cafeteria		149.50	16.50	2,466.75
Total Temporary Worker: Williams, Steve				470.00		7,755.00
Total Food Service Sanitation				1,389.10		23,515.76
Phlebotomist - (Job Description: Draw blood samples/specimens and perform routine tests)						
Temporary Worker: Sampson, Arnold						
04/30/2015	18027	This Billing is for the Period: 04/01/2015- Path Lab		90.00	31.25	2,812.50
05/31/2015	18904	This Billing is for the Period: 05/01/2015- Path Lab		78.50	31.25	2,453.13
06/30/2015	19728	This Billing is for the Period: 06/01/2015- Path Lab		103.50	31.25	3,234.38
Total Temporary Worker: Sampson, Arnold				272.00		8,500.00
Total Phlebotomist				272.00		8,500.00
Total 105 University of Highland PO #P09622483				1,661.10		32,015.76

A/R Aging

Monthly Summary of Aged Receivables

As of April 22, 2016

Type	Date	Num	Due Date	Aging	Open Balance
City Natural Areas Program (CNAP)					
CNAP Order 04A-201310010000000001428					
Invoice	03/15/2016	3420	04/15/2016	38	254.20
Invoice	04/03/2016	3902	05/03/2016	19	292.33
Invoice	04/09/2016	3938	05/09/2016	13	203.36
Invoice	04/17/2016	3980	05/17/2016	5	203.36
Invoice	04/22/2016	3984	05/22/2016	0	305.04
Total CNAP Order 04A-201310010000000001428					1,258.29
Total City Natural Areas Program (CNAP)					1,258.29
City Public Works (CPW)					
CPW Order 04A-2013100100000000003237					
Invoice	03/27/2016	3421	04/27/2016	26	317.75
Invoice	04/03/2016	3903	05/03/2016	19	385.41
Invoice	04/09/2016	3939	05/09/2016	13	254.20
Invoice	04/17/2016	3981	05/17/2016	5	254.20
Invoice	04/22/2016	3985	05/22/2016	0	381.30
Total CPW Order 04A-2013100100000000003237					1,572.86
Total City Public Works (CPW)					1,572.86
TOTAL					2,831.15

ATTACHMENT 5

Required Forms

VIII. PROPOSAL FORM

The undersigned proposes to furnish Temporary Staffing Services for the Village of Oak Park as follows:

Fee for Specified Work: - Defined in Price Proposal (Attach)

Hourly Rate(s) for Specified Work - Specify below

See Price Proposal Attached \$ _____
\$ _____
\$ _____

Other Pricing - Specify below

See Price Proposal Attached \$ _____
\$ _____
\$ _____

Proposal Signature: Myrna L. Cooks

State of Maryland, County of Prince George's

Myrna L. Cooks, being first duly sworn on oath deposes and says that the Contractor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Contractor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Contract Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Contractor authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Premier Staffing Source, Inc.

Organization Name
(Seal - If Corporation)

By: Myrna L. Cooks Dated: 3-31-17
Authorized Signature

4640 Forbes Blvd., Ste 200A, Lanham, MD 20706

Address

301-306-0774

Telephone

mcooks@premierstaffingsource.com

E-mail

Subscribed and sworn to before me this

31 day of March, 2017.

Melanie Z. Bilal-Douglas
Notary Public

MELANIE Z. BILAL-DOUGLAS
NOTARY PUBLIC
PRINCE GEORGE'S COUNTY
MARYLAND

My Commission Expires 12-29-2020

Title: Temporary Staffing Services - Oak Park**Offeror: Premier Staffing Source, Inc.**

Code	Occupation Description	Pricing Range		Mark-Up %	Total	
		Low	High		Low	High
	Accounting:					
A01	Accountant I	\$17.46	\$25.32	1.35	\$23.58	\$34.19
A02	Accountant II	\$20.49	\$30.65	1.35	\$27.66	\$41.38
A03	Financial Analyst I	\$21.00	\$28.57	1.35	\$28.35	\$38.57
A04	Financial Analyst II	\$27.00	\$34.67	1.35	\$36.45	\$46.80
A05	Payroll Clerk	\$15.00	\$20.00	1.35	\$20.25	\$27.00
A06	Cost Accounting Specialist	\$22.28	\$33.56	1.35	\$30.08	\$45.30
A07	Certified Public Accountant	\$35.00	\$52.00	1.35	\$47.25	\$70.20
A08	Financial / Business Analyst	\$18.50	\$28.57	1.35	\$24.98	\$38.57
A09	Controller	\$52.00	\$75.00	1.35	\$70.20	\$101.25
A10	Auditor I	\$28.00	\$30.00	1.35	\$37.80	\$40.50
A11	Auditor II	\$31.00	\$45.00	1.35	\$41.85	\$60.75
	Administrative Support and Clerical:					
B01	Accounting Clerk I	\$13.00	\$18.00	1.35	\$17.55	\$24.30
B02	Accounting Clerk II	\$15.00	\$21.00	1.35	\$20.25	\$28.35
B03	Accounting Clerk III	\$20.00	\$23.00	1.35	\$27.00	\$31.05
B04	Administrative Assistant	\$15.00	\$20.00	1.35	\$20.25	\$27.00
B05	Call Center Representative	\$12.00	\$17.57	1.35	\$16.20	\$23.72
B06	Copy Machine Operator	\$12.94	\$17.00	1.35	\$17.47	\$22.95
B07	Court Reporter	\$20.00	\$25.00	1.35	\$27.00	\$33.75
B08	Customer Service Representative I	\$12.00	\$16.00	1.35	\$16.20	\$21.60
B09	Customer Service Representative II	\$15.50	\$19.00	1.35	\$20.93	\$25.65
B10	Customer Service Representative III	\$17.00	\$25.00	1.35	\$22.95	\$33.75
B11	Data Entry Operator I	\$12.50	\$15.00	1.35	\$16.88	\$20.25
B12	Data Entry Operator II	\$15.00	\$20.44	1.35	\$20.25	\$27.59
B13	Document Preparation Clerk	\$14.71	\$16.50	1.35	\$19.86	\$22.28
B14	Executive Assistant	\$23.20	\$36.63	1.35	\$31.32	\$49.45
B15	General Clerk I	\$11.55	\$13.00	1.35	\$15.59	\$17.55
B16	General Clerk II	\$13.80	\$16.00	1.35	\$18.63	\$21.60
B17	General Clerk III	\$16.00	\$19.00	1.35	\$21.60	\$25.65
B18	Legal Secretary I	\$17.00	\$23.17	1.35	\$22.95	\$31.28
B19	Legal Secretary II	\$22.00	\$27.24	1.35	\$29.70	\$36.78
B20	Mail Room Clerk	\$12.00	\$16.00	1.35	\$16.20	\$21.60
B21	Messenger Courier	\$13.00	\$18.42	1.35	\$17.55	\$24.87
B22	Personnel Assistant (Employment) I	\$13.00	\$20.00	1.35	\$17.55	\$27.00
B23	Personnel Assistant (Employment) II	\$15.00	\$23.00	1.35	\$20.25	\$31.05
B24	Personnel Assistant (Employment) III	\$19.44	\$28.00	1.35	\$26.24	\$37.80
B25	Production Control Clerk	\$13.00	\$19.00	1.35	\$17.55	\$25.65
B26	Secretary I	\$14.00	\$19.00	1.35	\$18.90	\$25.65
B27	Secretary II	\$16.25	\$25.81	1.35	\$21.94	\$34.84
B28	Secretary III	\$21.00	\$30.00	1.35	\$28.35	\$40.50
B29	Supply Technician	\$16.00	\$22.00	1.35	\$21.60	\$29.70
B30	Receptionist/Switchboard Operator	\$12.50	\$15.00	1.35	\$16.88	\$20.25
B31	Records Management Clerk	\$11.93	\$15.00	1.35	\$16.11	\$20.25

B32	Travel Clerk I	\$12.25	\$16.00	1.35	\$16.54	\$21.60
B33	Travel Clerk II	\$16.00	\$22.00	1.35	\$21.60	\$29.70
B34	Travel Clerk III	\$19.50	\$26.00	1.35	\$26.33	\$35.10
B35	Word Processor I	\$13.50	\$17.00	1.35	\$18.23	\$22.95
B36	Word Processor II	\$16.00	\$20.00	1.35	\$21.60	\$27.00
B37	Word Processor III	\$19.50	\$25.76	1.35	\$26.33	\$34.78
	General Services and Materials Handling Support :					
D03	General Maintenance Worker	\$12.18	\$15.00	1.37	\$14.85	\$21.92
D04	Janitor	\$10.50	\$15.00	1.37	\$14.85	\$21.92
D05	Laborer	\$10.84	\$16.00	1.37	\$30.14	\$46.65
D06	Librarian	\$22.00	\$34.05	1.37	\$19.18	\$26.03
D07	Library Aide/Clerk	\$14.00	\$19.00	1.37	\$20.55	\$34.25
D08	Library Technician	\$15.00	\$25.00	1.37	\$25.32	\$39.37
D09	Material Coordinator	\$18.48	\$28.74	1.37	\$15.37	\$22.07
D10	Material Handling Laborer	\$11.22	\$16.11	1.37	\$17.44	\$25.28
D13	Shipping / Receiving Clerk	\$12.73	\$18.45	1.37	\$15.76	\$26.03
D14	Stock Clerk	\$11.50	\$19.00	1.37	\$16.44	\$26.03
D17	Warehouse Specialist	\$12.00	\$19.00	1.37	\$16.44	\$26.03
	Information Technology:					
F01	Application Developer	\$23.00	\$25.00	1.37	\$31.51	\$34.25
F02	Application Support Analyst	\$24.00	\$38.39	1.37	\$32.88	\$52.59
F04	Computer Operator I	\$18.13	\$22.00	1.37	\$24.84	\$30.14
F05	Computer Operator II	\$20.52	\$26.00	1.37	\$28.11	\$35.62
F06	Computer Operator III	\$25.00	\$35.50	1.37	\$34.25	\$48.64
F07	Computer Operator IV	\$27.00	\$37.25	1.37	\$36.99	\$51.03
F08	Computer Operator V	\$40.00	\$45.00	1.37	\$54.80	\$61.65
F09	Computer Programmer I	\$22.00	\$26.00	1.37	\$30.14	\$35.62
F10	Computer Programmer II	\$22.00	\$29.00	1.37	\$30.14	\$39.73
F11	Computer Programmer III	\$25.00	\$32.00	1.37	\$34.25	\$43.84
F12	Computer Programmer IV	\$30.00	\$42.00	1.37	\$41.10	\$57.54
F13	Computer Systems Analyst I	\$22.00	\$31.00	1.37	\$30.14	\$42.47
F14	Computer Systems Analyst II	\$29.00	\$39.48	1.37	\$39.73	\$54.09
F15	Computer Systems Analyst III	\$36.00	\$42.00	1.37	\$49.32	\$57.54
F16	Customer Support Administrator	\$15.00	\$20.41	1.37	\$20.55	\$27.96
F17	Customer Support Specialist	\$22.00	\$32.00	1.37	\$30.14	\$43.84
F18	Database Administrator	\$23.00	\$34.63	1.37	\$31.51	\$47.44
F19	Data Center Support Specialist	\$28.00	\$35.00	1.37	\$38.36	\$47.95
F20	Desktop Support Manager	\$30.00	\$40.00	1.37	\$41.10	\$54.80
F21	Desktop Support Specialist	\$27.22	\$38.00	1.37	\$37.29	\$52.06
F22	Developer	\$35.00	\$48.00	1.37	\$47.95	\$65.76
F23	Director of Technology	\$80.00	\$95.00	1.37	\$109.60	\$130.15
F24	GIS (Geographic Info. Systems) Tech. I	\$19.36	\$25.80	1.37	\$26.52	\$35.35
F25	GIS (Geographic Info. Systems) Tech. II	\$18.77	\$29.48	1.37	\$25.71	\$40.39
F26	Help Desk Specialist	\$24.43	\$50.92	1.37	\$33.47	\$69.76
F27	Help Desk Technician	\$25.70	\$44.03	1.37	\$35.22	\$60.32
F28	Information Systems Project Manager	\$60.00	\$85.00	1.37	\$82.20	\$116.45
F30	Information Technology Director	\$80.00	\$90.00	1.37	\$109.60	\$123.30
F31	Information Technology Manager	\$45.00	\$60.00	1.37	\$61.65	\$82.20
F32	IT Support Manager	\$35.00	\$52.00	1.37	\$47.95	\$71.24
F33	IT Support Specialist	\$30.00	\$40.00	1.37	\$41.10	\$54.80
F34	IT Systems Administrator	\$35.00	\$60.00	1.37	\$47.95	\$82.20
F35	Java Developer	\$28.59	\$40.00	1.37	\$39.17	\$54.80

XIV. COMPLIANCE AFFIDAVIT

I, Myrna L. Cooks being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) President/CEO of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. The Proposing Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein;
3. I have examined and carefully prepared this proposal based on the request and verified the facts contained in the proposal in detail before submitting it;
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. Neither the Proposing Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the contract in civil action.
7. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
8. All statements made in this application are true and correct.

Signature: *Myrna L. Cooks* Printed Name Myrna L. Cooks

Name of Business: Premier Staffing Source, Inc. Title: President/CEO

Business Address: 4640 Forbes Boulevard, Suite 200A Lanham, MD 20706
(Number, Street, Suite #) (City, State & Zip)

Telephone: 301-306-0774 Fax: 866-723-1338 Web Address: www.premierstaffingsource.com

Subscribed to and sworn before me this 31 day of March, 2017.

Melanie Z. Bical-Douglas
Notary Public MELANIE Z. BICAL-DOUGLAS
NOTARY PUBLIC
PRINCE GEORGE'S COUNTY
MARYLAND
My Commission Expires 12-31-2017

¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

X. ORGANIZATION OF PROPOSING FIRM

(Complete Applicable Paragraph Below)

(a) **Corporation:** The Service Provider is a corporation, operating under the legal name of Premier Staffing Source, Inc., is organized and existing in good standing under the laws of the State of Delaware and is authorized to conduct business in the State of Illinois. The full names of its Officers are:

President Myrna Lynne Cooks

Secretary Myrna Lynne Cooks

Treasurer Melanie Bilal-Douglas

The Name and Address of its Registered Agent is: The Corporation Trust Company
(Name)
Corporation Trust Center 1209 Orange Street, Wilmington, DE 19801
(Number, Street, Suite #) (City, State & Zip)

The corporation has a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) **Partnership:** The Service Provider is a Partnership operating under the name N/A

The following are the names, addresses and signatures of all partners:

_____ Name	_____ Address	_____ Signature
_____ Name	_____ Address	_____ Signature
_____ Name	_____ Address	_____ Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name is _____ which is registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01 et.seq.

(c) **Sole Proprietor:** The Service Provider is a Sole Proprietor. If the Vendor does business under an Assumed Name, the Assumed Name is N/A, which is registered with the Cook County Clerk. The Vendor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01 et.seq.

(d) **Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation: IMRG, Inc. - parent company of Premier Staffing Source, Inc.

The name and address of any affiliated person of the business entity, including a description of the affiliation: Myrna L. Cooks, 4640 Forbes Blvd., Ste 200A, Lanham, MD 20706 (Owner of IMRG, Inc.)

Myrna L. Cooks
Signature of Owner

XI. VILLAGE OF OAK PARK EQUAL EMPLOYMENT OPPORTUNITY REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. For assistance in completing this form, contact the Finance Department at 708-358-5470. An EEO-1 Report may be submitted in lieu of this report

- Vendor Name: Premier Staffing Source, Inc.
- Check here if your firm is:
☒ MBE ☒ WBE ☐ DBE ☐ None of the above
- What is the size of the firm's current stable work force?
425 Number of full-time employees 0 Number of part-time employees
- Similar information will be requested of all subcontractors working on this contract. Forms will be furnished to the lowest responsible bidder with the notice of contract award, and these forms must be completed and submitted to the Village before the execution of the contract by the Village.

EEO REPORT (An EEO-1 Report may be submitted in lieu of this report)

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Finance Department at 708-358-5471.

Vendor Name: Premier Staffing Source, Inc.

Total Employees: 425

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	1							1				1
Professionals	84	26	58	16		1		34	2		3	56
Technicians	38	25	13	3	2		1	7	1			14
Sales Workers	1	1										0
Office & Clerical	132	16	116	6	1			78	5	1		91
Semi-Skilled	49	45	4	5	4	1		1				11
Laborers	103	92	11	20				7				27
Service Workers	17	10	7	5				5	1			11
TOTAL	425	215	209	55	7	2	1	133	9	1	3	211
Management Trainees	0											0
Apprentices	0											0

This completed and notarized report must accompany your bid. It should be attached to your Affidavit of Compliance. Failure to include it with your bid will be disqualify you from consideration.

Myrna L. Cooks, being first duly sworn,
(Name of Person Making Affidavit)

deposes and says that he/she is President/CEO
(Insert job title)

of Premier Staffing Source, Inc. and that the above EEO Report information is true and accurate and is submitted
(Insert Name of Organization)

with the intent that it be relied upon.

Subscribed and sworn to before me this 31 day of March, 2017.

END OF PROPOSAL

Melanie Z. Bilal-Douglas
MELANIE Z. BILAL-DOUGLAS
NOTARY PUBLIC
PRINCE GEORGE'S COUNTY
MARYLAND
My Commission Expires 12-29-2020