

# Compunnel Staffing

**Response to Invitation for Bid**  
**Bid Number: 710-22-0026**  
STATE OF ARKANSAS  
Department of Human Services

## Temporary Staffing for Clerical Positions

**Due:** Thursday, March 31, 2022 @ 11:00 am CT

### Submitted to

**State of Arkansas**  
**Department of Human Services**  
Office of Procurement  
700 Main Street  
Little Rock, Arkansas 72201

### Submitted by:

**Compunnel Inc.**  
112 SW 7th Street Suite 3C Topeka  
Kansas 66603  
**Phone:** 609-606-9010 | **Fax:** 609-750-0981  
**E-Mail:** Govt@compunnel.com

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# Bid Signature Page

## BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Compunnel Software Group, Inc.		
Address:	112 SW 7th Street Suite 3C		
City:	Topeka	State:	Kansas Zip Code: 66603
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> African American <input type="checkbox"/> Asian American		
	<input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American		
	<input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> Women-Owned		
	AR Certification #: _____ * See Minority and Women-Owned Business Policy		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Ashish Yadav	Title:	Program Manager- Staffing
Phone:	609-606-9010	Alternate Phone:	
Email:	Govt@compunnel.com		


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

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

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

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

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

Authorized Signature:  Title: Program Manager- Staffing  
 Printed/Typed Name: Ashish Yadav Date: 03/25/2022

# Vendor Agreement and Compliance

## SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE

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

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

<b>Vendor Name:</b>	Compunnel Software Group, Inc.	<b>Date:</b>	03/25/2022
<b>Signature:</b>		<b>Title:</b>	Program Manager-Staffing
<b>Printed Name:</b>	Ashish Yadav		

## Proposed Subcontractors Form

### PROPOSED SUBCONTRACTORS FORM

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

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

*Type or Print the following information*

Subcontractor's Company Name	Street Address	City, State, ZIP

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

# Attachment A – EO 98-08 Disclosure Form

Contract Number \_\_\_\_\_  
 Attachment Number \_\_\_\_\_  
 Action Number \_\_\_\_\_

**CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**

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

SUBCONTRACTOR: SUBCONTRACTOR NAME: \_\_\_\_\_  
 Yes  No

TAXPAYER ID NAME: 582137105 IS THIS FOR: Goods?  Services?  Both?

YOUR LAST NAME: \_\_\_\_\_ FIRST NAME: Compunnel Software Group, Inc. M.I.: \_\_\_\_\_

ADDRESS: 112 SW 7th Street Suite 3C

CITY: Topeka STATE: Kansas ZIP CODE: 66603 COUNTRY: U.S

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

## FOR INDIVIDUALS \*

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

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

None of the above applies

## FOR AN ENTITY (BUSINESS) \*

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

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

None of the above applies

DHS Revision 11/05/2014

Contract Number \_\_\_\_\_  
Attachment Number \_\_\_\_\_  
Action Number \_\_\_\_\_

**Contract and Grant Disclosure and Certification Form**

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

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


1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

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

Signature  Title Program Manager-Staffing Date 03/25/2022  
Vendor Contact Person Ashish Yadav Title Program Manager-Staffing Phone No. (609) 606-9010

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

DHS Revision 11/05/2014



## Copy of Equal Opportunity Policy

Compunnel is committed to providing equal employment opportunity to all applicants and employees regardless of their race, creed, color, religion, gender, age, national origin, disability, military service, protected veteran status, genetic information, sexual orientation, gender identity or any other characteristic protected by federal, state or local law. We are strongly committed to this policy and believe in the concept and spirit of the law. Compunnel is further committed to ensuring that employment decisions are based on valid job requirements. In addition, all employment actions, such as recruiting, hiring, training, promotion, compensation, benefits, transfers, layoffs and termination are administered fairly to all persons on an equal opportunity basis, without discrimination on the basis of protected categories named above.

Compunnel will not tolerate any employee or applicant to engage or be subjected to harassment, intimidation, threats, coercion, or retaliation. Reports of these activities will be filed as a formal complaint and the situation will result in a review, investigation or hearing, as related to any federal, state or local law requiring equal employment opportunity; or because they opposed any act deemed unlawful.

We have considered multiple factors to establish procedures to create a culture that's equitable and supportive, and free from discrimination and workplace harassment for every employee. Our established procedures focuses on **five (5) elements of diversity** areas that brings diverse viewpoints and perspectives to the company, helping us deliver finest services to our customers.



**5 Major elements of our diversity programs**

### **Compunnel Diversity, Equity, and Inclusion strategies**

Some of the key diversity and inclusion strategies of Compunnel diversity and Inclusion framework include the following:

- Creating a focus and strategy at the CEO/COO/CHRO level
- Assigning a top executive, the responsibility for leading the diversity and inclusion program
- Creating behavioral standards and holding leaders accountable for results
- Training people at all levels on topics like unconscious bias
- Integrating diversity and inclusion strategies in recruitment, performance management, leadership assessment, and training
- Creating employee networks (e.g, employee resource groups, community outreach groups)
- Accepting and honoring multiple religious and cultural practices
- Strengthening anti-discriminatory policies
- Reporting goals and measuring progress
- Creating an externally visible scorecard to measure progress including metrics for recruiting, promotion rates, compensation levels, turnover, and supplier diversity



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## Signed addenda to this IFB, if applicable

Not Applicable

## Registration from the Arkansas Secretary of State's Office

The Contractor must be registered to do business in the State of Arkansas. For verification purposes, Contractor must submit official documentation of their active registration from the Arkansas Secretary of State's Office.

Compunnel agrees to provide the Arkansas Registration Certificate after the award.

## Certificate of Good Standing

The Contractor must be a staffing agency in operation for at least three (3) years. For verification purposes, bidder must provide a Certificate of Good Standing with bid submission.

**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
SHORT FORM STANDING**

**COMPUNNEL SOFTWARE GROUP, INC.  
0100619214**

*I, the Treasurer of the State of New Jersey, do hereby certify that the above-named Georgia Foreign For-Profit Corporation was registered by this office on March 09, 1995.*

*As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.*

*I further certify that the registered agent and office are:*

**RAKESH SHAH  
103 MORGAN LANE  
SUITE # 102  
PLAINSBORO, NJ 08536**



*IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at Trenton, this 1st day of March, 2022.*

A handwritten signature in black ink, appearing to read "Elizabeth Maher Muoio".

**Elizabeth Maher Muoio  
State Treasurer**

Certificate Number : 6129043417

Verify this certificate online at

[https://www1.state.nj.us/TYTR\\_StandingCert/JSP/Verify\\_Cert.jsp](https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp)

## Reference for current accounts

The Contractor must have at least two (2) current accounts, either commercial or government, providing staffing services. For verification purposes, bidder must provide a reference for these accounts with bid submission including the following information: organization name, address, contact person name, email address, and phone numbers.

### Reference 1

**Organization name:** PepsiCo  
**Address:** 1001 S 52nd St. Rogers, AR 72758  
**Contact person name:** Victoria Lehman  
**Email:** Victoria.Lehman.Contractor@pepsico.com  
**Telephone number:** 214-789-7985

### Reference 2

**Organization name:** Coca-Cola  
**Address:** 7000 Interstate 30 Little Rock, AR, 72209  
**Contact person name:** Tammy Impson  
**Email:** CCBSSFlex@tapfin.com  
**Telephone number:** 719-948-2682

### Reference 3

**Organization name:** Beckman Coulter  
**Address:** 5350 Lakeview Parkway S Drive, Indianapolis, IN 46268  
**Contact person name:** Kristin Camberg  
**Email:** kcamberg@beckman.com  
**Telephone number:** 714-961-3858

# Compunnel Staffing

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STATE OF ARKANSAS  
Department of Human Services

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**Phone:** 609-606-9010 | **Fax:** 609-750-0981  
**E-Mail:** Govt@compunnel.com

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# Official Bid Price Sheet

## OFFICIAL BID PRICE SHEET

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

ITEM	DESCRIPTION	ESTIMATED ANNUAL HOURS PER POSITION	ESTIMATED NUMBER OF POSITIONS	PRICE PER HOUR	ANNUAL AMOUNT <i>(Estimated annual hours x estimated number of positions)</i>
1.	Temporary Clerical Positions	2,080	75	\$ 22	\$ 1,650

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

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