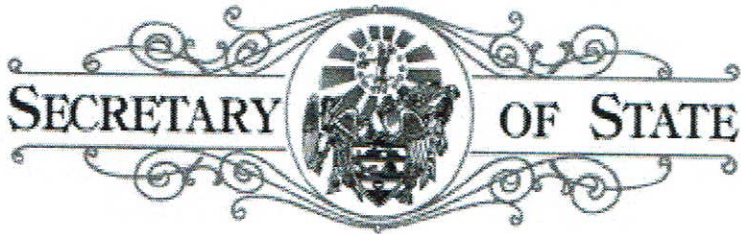


# STATE OF ARKANSAS



**John Thurston**

ARKANSAS SECRETARY OF STATE

To All to Whom These Presents Shall Come, Greetings:

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

## **Application for Certificate of Authority**

of

**DIGIT OUTSOURCE, INC**

filed in this office

March 18, 2022

**In Testimony Whereof**, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 18th day of March 2022.

  
John Thurston  
Secretary of State

Online Certificate Authorization Code: 517787623e3169c9325  
To verify the Authorization Code, visit [sos.arkansas.gov](http://sos.arkansas.gov)





# Application for Certificate of Authority

## Filing Information

Filing Act: 958 of 1987  
Foreign Date of Origin: 2018-03-23  
State of Origin: VA  
Foreign Country of Origin: USA  
Entity Name: DIGIT OUTSOURCE, INC  
File Date: 2022-03-18 08:11:07  
Effective Date: 2022-03-18  
Filing Signature: RANJITH RAVULA  
Signature Title: CEO  
Stock Nonstock: Stock

## Registered Agent:

First Name: NARSIMHA REDDY  
Last Name: PENTHALA  
Address 1: 1300 WESTHAMPTON DR  
City: LITTLE ROCK  
State: AR  
Zip: 72211  
Country: USA

## Officers

First Name: RANJITH  
Last Name: RAVULA  
Title: Incorporator/Organizer  
Address 1: 13390 POINT RIDER LN  
City: HERNDON  
State: VA  
Zip: 20171  
Country: USA

First Name: DAVID  
Last Name: MARADONA  
Title: Director  
Address 1: 1201 N ORANGE STREET SUITE #820  
City: WILMINGTON  
State: DE  
Zip: 19801  
Country: USA

## Principal

Entity Name: DIGIT OUTSOURCE, INC.  
Address 1: 1201 N ORANGE STREET SUITE #820  
City: WILMINGTON  
State: DE  
Zip: 19801  
Country: USA  
Phone Number: 302-515-0390  
Email Address: HR@DIGITOUTSOURCE.COM

## Foreign Contact

Entity Name: Digit Outsource, Inc  
Address 1: 1201 N Orange Street Suite #820  
City: Wilmington  
State: DE  
Zip: 19801  
Phone Number: 302-515-0390  
Email Address: hr@digitoutsource.com



# Delaware

The First State

Page 1

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "DIGIT OUTSOURCE, INC" IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE TWENTY-SECOND DAY OF MARCH, A.D. 2022.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL REPORTS HAVE BEEN FILED TO DATE.

AND I DO HEREBY FURTHER CERTIFY THAT THE SAID "DIGIT OUTSOURCE, INC" WAS INCORPORATED ON THE TWENTY-THIRD DAY OF MARCH, A.D. 2018.

AND I DO HEREBY FURTHER CERTIFY THAT THE FRANCHISE TAXES HAVE BEEN PAID TO DATE.



6812181 8300

SR# 20221079876

You may verify this certificate online at [corp.delaware.gov/authver:shtml](http://corp.delaware.gov/authver:shtml)

  
Jeffrey W. Bullock, Secretary of State

Authentication: 202979781

Date: 03-22-22

## Reference Data for RFP: 710-22-0026 - Temporary Staffing for Clerical Positions

Reference 1:

Customer Name : Commonwealth of Massachusetts	
Contact Name	Akilesh Ojha
Address	Massachusetts Department of Revenue DOR, PO Box 7000, Boston, MA 02204.
Contact Telephone Number	(774)-414-7151
Contact Email	ojhaa@dor.state.ma.us
Description of services provided to the customer	IT Staff Augmentation Services / Temporary Staffing Services

Reference 2:

Customer Name : SMK Soft	
Contact Name	Krishna Revoori
Address	2201 Cooperative Way, Suite 600, Herndon VA 20171
Contact Telephone Number	(703)-988-6704
Contact Email	rkreddy@smksoft.com
Description of services provided to the customer	Temporary Staffing Services



# BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Digit Outsource Inc		
Address:	1201 N Orange Street, Suite #820		
City:	Wilmington	State: DE	Zip Code: 19801
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>			

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Ranjith Kumar	Title:	President / CEO
Phone:	302-800-1950	Alternate Phone:	
Email:	ranjith@digitoutsource.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: President / CEO

Printed/Typed Name: Ranjith Kumar Ravula Date: 03-29-2022



# 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.

## 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>	Digit Outsource Inc	<b>Date:</b>	03-29-2022
<b>Signature:</b>		<b>Title:</b>	President / CEO
<b>Printed Name:</b>	Ranjith Kumar Ravula		

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

(Instructions on Page 2)

Contractor's Name: Digit Outsource Inc Telephone: 302-800-1950  
 Address: 1201 N Orange Street, Suite 820 Federal ID No.: 87-1762043  
 City, State, ZIP: Wilmington, DE 19801 Contract No(s): 710-22-0026

Job Categories	Total Work Force	Hispanic or Latino		Race/Ethnicity - report employees in only one category													
		Male	Female	Not-Hispanic or Latino													
				White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or More Races		
Executive/Senior Level Officials and Managers	4						1										
First/Mid-Level Officials and Managers																	
Professionals	2			2													
Technicians																	
Sales Workers																	
Administrative Support Workers	4															4	
Craft Workers																	
Operatives																	
Laborers and Helpers																	
Service Workers																	
TOTAL																	

PREPARED BY (Signature):  DATE: 3/28/2022  
 NAME AND TITLE OF PREPARER: Ranjith Kumar Ravula, President / CEO TELEPHONE/EMAIL: 302-800-1950



Contract Number 710-22-0026

Attachment Number

Action Number

**CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**

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

SUBCONTRACTOR:  Yes  NO

SUBCONTRACTOR NAME:

TAXPAYER ID NAME: Digit Outsource Inc

IS THIS FOR:

Goods?  Services?  Both?

YOUR LAST NAME: Ranjith

FIRST NAME Kumar Ravula

M.I.:

ADDRESS: 1201 N Orange Street, Suite 820

STATE:

DE

ZIP CODE: 19801

COUNTRY: USA

CITY: Wilmington

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

**FOR INDIVIDUALS \***

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

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

None of the above applies

**FOR AN ENTITY (BUSINESS) \***

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

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

None of the above applies



### 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 **Ranjith Ravula** Digitally signed by Ranjith Ravula Date: 2022.03.29 14:38:26 -04'00' Title President / CEO Date 03-29-2022

Vendor Contact Person Ranjith Kumar Ravula Title President / CEO Phone No. (302) 800-1950

<i>Agency use only</i>	Agency Number 0710	Agency Name Department of Human Services	Agency Contact Person	Contact Phone No.	Contract or Grant No.
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State of Arkansas  
 DEPARTMENT OF HUMAN SERVICES  
 700 South Main Street  
 P.O. Box 1437 / Slot W345  
 Little Rock, AR 72203

**ADDENDUM 1**

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

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

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

**CHANGE OF SPECIFICATIONS**

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

**SCHEDULE OF EVENTS**

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

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

**STAFFING QUALIFICATIONS**

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

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

**TEMPORARY EMPLOYEE SCREENING PROCEDURES**

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

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

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

\_\_\_\_\_  
 Vendor Signature

03-29-2022  
 \_\_\_\_\_  
 Date

Digit Outsource Inc  
 \_\_\_\_\_  
 Company

# 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	\$ \$30	\$ \$4,680,000

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

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