



RFP# 710-22-0026

TEMPORARY STAFFING FOR CLERICAL POSITIONS

Bid Deadline: 03-31-2022_03:00 PM CST

REQUEST FOR PROPOSAL (RFP)

COMPANY HEADQUARTERS

Diskriter Inc.

2840 Library Rd, Suite 300

Pittsburgh, PA 15234

Ph.: 412-465-1214

Fax: 877-815-6528

www.diskriterinc.com





COVER LETTER

March 31, 2022.

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

On behalf of Diskriter, Inc., (Diskriter) I would like to thank you for the opportunity given to respond to the State of Arkansas Department of Human Services (*“State”*) *RFP Number# 710-22-0026, Temporary Staffing for Clerical Positions*. I believe that our enclosed response and documentation will reflect the clear advantages, philosophy and strengths of choosing Diskriter as your valued staffing services partner.

Diskriter has extensive experience with many regional and national staffing programs, and our philosophy is building close alliances with our clients that produce favorable results for both the parties. As a successful staffing leader, we have a team of highly skilled professionals & recruiters and a robust data base comprised of the best candidates in order to provide flexible staffing options to fulfill the needs of State. Our contract professionals have been known to add tremendous value in all their project endeavors.

Diskriter is a nationwide provider of Staffing Solutions, Payroll Management, Health Information Management Services (HIM) and we have a successful business history of 72 years in meeting client services requirements. Since the past decade, we have been consistently recognized as a leader in providing innovative solutions to complex Staffing challenges. Diskriter has been awarded with numerous accolades by organizations such as: **“101 Best and Brightest Companies”** to work for in the Nation, **“Best in Baker's Dozen Customer Satisfaction Ratings”**, **“Inavero's Best of Staffing Client and Talent Award”** to name a few. Our past experience includes successful States with many agencies in public as well as private sector. We have always achieved our best in providing labor categories in Administrative/Clerical, IT, Healthcare IT, Light Industrial, Engineering, Construction, Accounting, Transportation, Pharmacy, Healthcare, and Others. Our Green Think™ solutions suite has been applauded by a number of our government customers in reducing their carbon footprint while optimizing their internal processes. This brings thought leadership to our Green IT initiatives.

Diskriter's has highly trained and experienced recruiters who focus on quality screening tools and procedures that will deliver quality candidates to the State. Our recruitment process brings several proven benefits for clients. We have robust data base of the prescreened talent which are updated daily; we have a streamlined referral process that generates optimal pipeline of candidates for current and future needs of the State. As we assimilate to the temporary contract resources needs of the State and review job descriptions, our recruitment group after deep analysis of the requirement profiles of your requirements proactively source candidates for current and future needs. This pro-active approach assures that we always have a pool of available talent for your needs. We consider State's opportunity to be a top priority for Diskriter and assure you that we will commit 100% to make the project a success, while navigating

Why Diskriter?

- ✓ Exceptional Service and Support
- ✓ TAT (Turnaround Time) guarantee or credit back
- ✓ Quality, Auditing, Reporting process and standards that exceed expectations.
- ✓ Diskriter's management has strict QA policies, procedures and standards.
- ✓ One-on-one client interaction session for client satisfaction.
- ✓ Cost Effective.



through the challenges in fulfilling the needs of State. We seek to be your “go to” staffing resource partner for these services

I trust that you find our response insightful and comprehensive. If you have any questions or need additional information regarding this proposal, please feel free to contact me. Diskriter acknowledges to intent to execute an award agreement with the State.

Thank you again for your consideration to allow us to participate in this RFP. I am providing you with my personal assurance that we will exceed your expectations and our references will corroborate my assurance. We look forward to meeting with your team in order to detail our solutions and share the wide range of benefits that Diskriter can offer.

Best Regards,

Laveena Yadav, Chief Executive Officer,
2840 Library Road, Suite 300
Pittsburgh, PA 15234
Ph.: 412-465-1214
Fax: 877-815-6528
Email: business.coordinator@diskriter.com

Our Core Values & Accolades

- ✓ 72 years of Experience
- ✓ Nationwide provider of Staffing Solutions
- ✓ More Than 1200 Professionals
- ✓ More Than 2500 Clients Served
- ✓ Spread In 20 Different Locations
- ✓ 24/7 Support Across All Time Zones

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BID RESPONSE PACKET
710-22-0026

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION				
Company:	Diskriter, Inc.			
Address:	2840 Library Road, Suite 300			
City:	Pittsburgh	State:	PA	Zip Code: 15234
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 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 checked="" type="checkbox"/> Women-Owned <input checked="" 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			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Laveena Yadav	Title:	CEO
Phone:	412-465-1214	Alternate Phone:	
Email:	business.coordinator@diskriter.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: CEO


Printed/Typed Name: Laveena Yadav Date: 3/29/2022

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.

We at Diskriter, Inc hasn't any exception or deviation from any solicitation term or condition.

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

Vendor Name:	Diskriter, Inc.	Date:	3/29/2022
Signature:		Title:	CEO
Printed Name:	Laveena Yadav		

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
NA		

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





Search Incorporations, Cooperatives, Banks and Insurance Companies

Notice: This is only a preliminary search and no guarantee that a name is available for initial filing until a confirmation has been received from the Secretary of State after filing has been processed

[Printer Friendly Version](#)

LLC Member information is now confidential per Act 865 of 2007

Use your browser's back button to return to the Search Results

[Begin New Search](#)

For service of process contact the [Secretary of State's office](#).

Corporation Name	DISKRITER, INC.
Fictitious Names	
Filing #	800174465
Filing Type	Foreign For Profit Corporation
Filed under Act	For Bus Corp; 958 of 1987
Status	Forfeited Charter
Principal Address	124 WEST CAPITOL AVE., SUITE 1900 LITTLE ROCK, 72201
Reg. Agent	AGENT RESIGNED
Agent Address	124 WEST CAPITOL AVE., SUITE 1900 LITTLE ROCK, AR 72201
Date Filed	03/22/2010
Officers	SEE FILE, Incorporator/Organizer
Foreign Name	N/A
Foreign Address	3257 WEST LIBERTY AVENUE PITTSBURGH, 15216
State of Origin	PA

[Pay Franchise Tax for this corporation](#)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE

01/26/2022

TO ALL WHOM THESE PRESENTS SHALL COME, GREETING:

I DO HEREBY CERTIFY THAT,

DISKRITER, INC.

is duly registered as a Pennsylvania Business Corporation under the laws of the Commonwealth of Pennsylvania and remains subsisting so far as the records of this office show, as of the date herein.

I DO FURTHER CERTIFY THAT this Subsistence Certificate shall not imply that all fees, taxes and penalties owed to the Commonwealth of Pennsylvania are paid.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of the Secretary's Office to be affixed, the day and year above written

A handwritten signature in cursive script that reads "Leigh M. Chapman".

Acting Secretary of the Commonwealth

Certification Number: TSC220126141674-1

Verify this certificate online at <http://www.corporations.pa.gov/orders/verify>

Reference 1	
Client name	KVN Services
Address	5329 Office Center Court, Suite 227, Bakersfield, CA 93309
Contact Person	Ronald Smith, Compliance Administrator
Phone Number	877 256-0002 x 700
Email ID	Ronald.smith@kvnservices.com

Reference 2	
Client name	New York City Housing Authority, Human Resources Department
Address	90 Church St, New York, NY 10007
Contact Person	Patricia Lindo / Administrative Manager
Phone Number	(212) 306-2807
Email ID	Patricia.Lindo@nycha.nyc.gov

Reference 3	
Client name	Real3000 Services
Address	1 Cragwood Road, Suite 301, South Plainfield, NJ 07080
Contact Person	John Allen, Operations Head
Phone Number	888-361-2711 x 792
Email ID	JohnA@real3000.com

Reference 4	
Client name	Country Road Services
Address	110 Meadowlands Parkway, Suite 100a, Secaucus, NJ 07094
Contact Person	John Matthew Operation Supervisor
Phone Number	855-934-2851 x 709
Email ID	john.matthew1@countryroadservices.com



Equal Employment Opportunity Policy

The Diskriter is committed to providing a non-discriminatory employment environment for its employees.


The policy of the Diskriter is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years or older), military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training. All employees are expected to comply with this Equal Employment Opportunity Policy.

Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting Diskriter's equal employment opportunity objectives. Any employee who believes he or she has been discriminated against must immediately report any incident to the company's designated CEO. The company will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

If you have any questions regarding this policy, please contact Ms. Laveena Yadav, Chief Executive Officer of the company Laveena.Yadav@diskriter.com.

Reviewed By:


Laveena Yadav,
Chief Executive Officer,
Diskriter, Inc.

Contract Number 710-22-0026

Attachment Number A

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 NAME:

Yes No

TAXPAYER ID NAME:

IS THIS FOR:
Goods? Services? Both?

YOUR LAST NAME: FIRST NAME

M.I.:

ADDRESS:

CITY: STATE: ZIP CODE:

COUNTRY:

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>	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
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 <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 (%)
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

Contract Number 710-22-0026
Attachment Number A
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 Lavy Title CEO Date 3/29/2022

Vendor Contact Person Laveena Yadav Title CEO Phone No. (412) 465-1214

Agency use only

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

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	\$ 24.95	\$ 1871.25

- 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		