

# TIPS VENDOR AGREEMENT

**Between** Pedigo Staffing Services, LLC **and**  
(Company Name)

**THE INTERLOCAL PURCHASING SYSTEM (TIPS),**  
a Department of Texas Education Service Center Region 8  
for

RFP 190302 Technology Solutions Products and Services (3)

## General Information

The Vendor Agreement (“Agreement”) made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as “TIPS” respectfully) a government cooperative purchasing program authorized by the Region 8 Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This Agreement consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control unless otherwise agreed by the parties in writing and by signature and date on the attachment.

The vendor Agreement shall include and incorporate by reference this Agreement, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation as posted, including any addenda and the awarded vendor’s proposal. Once signed, if an awarded vendor’s proposal varies or is unclear in any way from the TIPS Agreement, TIPS, at its sole discretion, will decide which provision will prevail unless otherwise specifically agreed in writing by the parties.

A Purchase Order, Agreement or Contract is the TIPS Member’s approval providing the authority to proceed with the negotiated delivery order under the Agreement. Special terms and conditions as agreed to between the vendor and TIPS Member should be added as addendums to the Purchase Order, Agreement or Contract. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

# Terms and Conditions

## Freight

All quotes to members shall provide a line item for cost for freight or shipping regardless if there is a charge or not. If no charge for freight or shipping, indicate by stating “No Charge” or “\$0”, “included in price” or other similar indication. Otherwise, all shipping, freight or delivery changes shall be passed through to the TIPS Member at cost with no markup and said charges shall be agreed by the TIPS Member.

## Warranty Conditions

All new supplies equipment and services shall include **manufacturer's minimum standard warranty** unless otherwise agreed to in writing. Vendor shall be legally permitted to sell all products offered for sale to TIPS Members. All goods proposed and sold shall be new unless clearly stated in writing.

## Customer Support

The Vendor shall provide timely and accurate customer support for orders to TIPS Members as agreed by the Parties. Vendors shall respond to such requests within a commercially reasonable time after receipt of the request. If support and/or training is a line item sold or packaged with a sale, support shall be as agreed with the TIPS Member.

## Agreements

**Agreements for purchase** will normally be put into effect by means of a purchase order(s) executed by authorized agents of the TIPS Member participating government entities, but other means of placing an order may be used at the Member's discretion.

## Tax exempt status

Most TIPS Members are tax exempt and the related laws and/or regulations of the controlling jurisdiction(s) of the TIPS Member shall apply.

## Assignments of Agreements

No assignment of Agreement may be made without the prior notification of TIPS. Written approval of TIPS shall not be unreasonably withheld. Payment for delivered goods and services can only be made to the awarded Vendor, Vendor designated reseller or vendor assigned company.

## Disclosures

1. Vendor and TIPS affirms that he/she or any authorized employees or agents has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this Agreement.

2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with the TIPS program.
3. The Vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this Agreement.

### **Renewal of Agreements**

The Agreement with TIPS is for one (1) year with an option for renewal for an additional one (1) consecutive year if both parties agree. TIPS may or may not exercise the one-year extension beyond the base one-year term and whether or not to offer the extension is at the sole discretion of TIPS. The scheduled Agreement termination date shall be the last date of the month of the last month of the agreement's legal effect. **Example:** *If the agreement is scheduled to end on May 23, the anniversary date of the award, it would actually be extended to May 31 in the last month of the last year the contract is active.*

### **Automatic Renewal Clauses Incorporated in Awarded Vendor Agreements with TIPS**

#### **Members Resulting from the Solicitation and with the Vendor Named in this Agreement.**

No Agreement for goods or services with a TIPS Member by the awarded vendor named in this Agreement that results from the solicitation award named in this Agreement, may incorporate an automatic renewal clause with which the TIPS Member must comply. All renewal terms incorporated in an Agreement by the vendor with the TIPS Member shall only be valid and enforceable when the vendor receives written confirmation by purchase order or executed Agreement issued by the TIPS Member for any renewal period. The purpose of this clause is to avoid a TIPS Member inadvertently renewing an Agreement during a period in which the governing body of the TIPS Member has not properly appropriated and budgeted the funds to satisfy the Agreement renewal. This term is not negotiable and any Agreement between a TIPS Member and a TIPS awarded vendor with an automatic renewal clause that conflicts with these terms is rendered void and unenforceable.

### **Shipments**

The Vendor shall ship, deliver or provide ordered products or services within a commercially reasonable time after the receipt of the order from the TIPS Member. If a delay in said delivery is anticipated, the Vendor shall notify TIPS Member as to why delivery is delayed and shall provide an estimated time for completion of the order. TIPS or the requesting entity may cancel the order if estimated delivery time is not acceptable or not as agreed.

### **Invoices**

The awarded vendor shall submit invoices or payment requests to the TIPS Member participating entity clearly stating "Per TIPS Agreement # xxxxxxxx or similarly identifying the Agreement. Each invoice or pay request shall include the TIPS Member's purchase order number or other identifying designation as provided in the order by the TIPS Member. If applicable, the shipment tracking number or pertinent information for verification of TIPS Member receipt shall be made available upon request.

Non- JOC Vendor Agreement  
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## Payments

The TIPS Member will make payments directly to the Vendor or vendor assigned dealer after receiving invoice or in compliance with applicable statute, whichever is the greater time or as otherwise provided by an agreement of the parties.

## Pricing

Price increases will be honored according to the terms of the solicitation. All pricing submitted to TIPS shall include the participation fee, as provided in the solicitation, to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to TIPS Member customer. Failure to render the participation fee to TIPS shall constitute a breach of this agreement and shall be grounds for termination of this agreement and any other agreement held with TIPS.

## Participation Fees

The Participation Fee that was published as part of the Solicitation and the fee published is the legally effective fee, along with any Fee conditions stated in the RFP. Collection of the fees by TIPS is required under Texas Government Code §791.011 Et seq. Vendor or vendor assigned dealer Agreements to pay the participation fee for all Agreement sales to TIPS on a monthly scheduled report or as otherwise agreed by the parties. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS Agreement and submitting same to TIPS.

Failure to pay the participation fee will result in termination of Agreement and possible legal action. Please contact TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com) or call (866) 839-8477 if you have questions about paying fees.

## Indemnity

The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS Member(s), officers and employees from and against all claims and suits by third parties for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and reasonable attorney's fees, arising out of, or resulting from, Vendor's work under this Agreement, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Parties found liable shall pay their proportionate share of damages as agreed by the parties or as ordered by a court of competent jurisdiction over the case. **NO LIMITATION OF LIABILITY FOR DAMAGES FOR PERSONAL INJURY OR PROPERTY DAMAGE ARE PERMITTED OR AGREED BY TIPS/ESC Region 8.** Per Texas Education Code §44.032(f), and pursuant to its requirements only, reasonable Attorney's fees are recoverable by the prevailing party in any dispute resulting in litigation.

### **State of Texas Franchise Tax**

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

### **Miscellaneous**

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the Agreement or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS or TIPS Members will submit any orders at any time. TIPS reserves the right to request additional proposals for items or services already on Agreement at any time.

### **Purchase Order Pricing/Product Deviation**

If a deviation of pricing/product on a purchase order or contract modification occurs, TIPS is to be notified within 48 hours of receipt of order.

### **Termination for Convenience**

TIPS reserves the right to terminate this agreement for cause or no cause for convenience with a thirty-day written notice. Termination for convenience is required under Federal Regulations 2 CFR part 200. All purchase orders presented to the Vendor by a TIPS Member prior to the actual termination of this agreement shall be honored at the option of the TIPS Member. The awarded vendor may terminate the agreement with ninety (90) days written notice to TIPS 4845 US Hwy North, Pittsburg, Texas 75686. The vendor will be paid for goods and services delivered prior to the termination provided that the goods and services were delivered in accordance with the terms and conditions of the terminated agreement.

### **TIPS Member Purchasing Procedures**

Purchase orders or their equal are issued by participating TIPS Member to the awarded vendor and should indicate on the order that the purchase is per the applicable TIPS Agreement number. Orders are typically emailed to TIPS at [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS Member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS for an alternative submission schedule).

### **Licenses**

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of goods or services under the Agreement. TIPS and TIS Members reserves the right to stop work and/or cancel Agreement of any awarded vendor whose license(s) expire, lapse, are suspended or terminated subject to a 30-day cure period unless prohibited by applicable statute or regulation.

**Novation**

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. A simple change of name agreement will not change the Agreement obligations of awarded vendor.

**Site Requirements (only when applicable to service or job)**

**Cleanup:** Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

**Preparation:** Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

**Registered sex offender restrictions:** For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are, or reasonably expected to be, present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Safety measures:** Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

**Smoking**

Persons working under Agreement shall adhere to the TIPS Member's or local smoking statutes, codes or policies.

**Marketing**

Awarded vendor agrees to allow TIPS to use their name and logo within TIPS website, marketing materials and advertisement subject to any reasonable restrictions provided to TIPS in the Proposal to the Solicitation. The Vendor may submit an acceptable use directive for Vendor's names and logos with which TIPS agrees to comply. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this Agreement by awarded vendor must have prior approval from TIPS which will not be unreasonably withheld. Request may be made by email to [TIPS@TIPS-USA.COM](mailto:TIPS@TIPS-USA.COM).

### **Supplemental agreements**

The TIPS Member entity participating in the TIPS Agreement and awarded vendor may enter into a separate supplemental agreement or contract to further define the level of service requirements over and above the minimum defined in this Agreement i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement or contract developed as a result of this Agreement is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS Members and employees shall not be made party to any claim for breach of such agreement unless named and agreed by the Party in question in writing in the agreement. If a vendor submitting a Proposal requires TIPS and/or TIPS Member to sign an additional agreement, those agreements shall comply with the award made by TIPS to the Vendor. Supplemental Vendor's Agreement documents may not become part of TIPS's Agreement with vendor unless and until an authorized representative of TIPS reviews and approves it. TIPS permits TIPS Members to negotiate additional terms and conditions with the Vendor for the provision of goods or services under the Vendor's TIPS Agreement.

### **Survival Clause**

All applicable agreements, contracts, software license agreements, warranties or service agreements that were entered into between Vendor and TIPS or the TIPS Member Customer under the terms and conditions of this Agreement shall survive the expiration or termination of this Agreement. All Orders, Purchase Orders issued or contracts executed by TIPS or a TIPS Member and accepted by the Vendor prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this agreement.

### **Legal obligations**

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this Solicitation and any awarded Agreement thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

### **Audit rights**

Due to transparency statutes and public accountability requirements of TIPS and TIPS Members', the awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Agreement. TIPS and Region 8 ESC each reserve the right to audit the accounting of TIPS related purchases for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In order to ensure and confirm compliance with this agreement, TIPS shall have authority to conduct audits of Awarded Vendor's pricing that is offered to TIPS Members with 30 days' notice unless the audit is ordered by a Court Order or by a Government Agency with authority to do so without notice. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing



being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm to investigate any possible non-complying conduct or may terminate the Agreement according to the terms of this Agreement. In the event of an audit, the requested materials shall be reasonably provided in the time, format and at the location acceptable to Region 8 ESC or TIPS.

### **Force Majeure**

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

### **Project Delivery Order Procedures**

The TIPS Member having approved and signed an interlocal agreement, or other TIPS Membership document, may make a request of the awarded vendor under this Agreement when the TIPS Member desires goods or services awarded to the Vendor. Notification may occur via phone, the web, courier, email, fax, or in person. Upon notification of a pending request, the awarded vendor shall acknowledge the TIPS Member's request as soon as possible, but must make contact with the TIPS Member within two working days.

### **Status of TIPS Members as Related to This Agreement**

TIPS Members stand in the place of TIPS as related to this agreement and have the same access to the proposal information and all related documents. TIPS Members have all the same rights under the awarded Agreement as TIPS.

### **Vendor's Resellers as Related to This Agreement**

Vendor's Named Resellers under this Agreement shall comply with all terms and conditions of this agreement and all addenda or incorporated documents. All actions related to sales by Authorized Vendor's Resellers under this Agreement are the responsibility of the Awarded Vendor.

### **Support Requirements**

If there is a dispute between the awarded vendor and TIPS Member, TIPS or its representatives will assist in conflict resolution or third party if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence related to the requesting Member's order. If there are confidentiality requirements by either party, TIPS shall comply to the extent permitted by law.



### **Incorporation of Solicitation**

The TIPS Solicitation, whether a Request for Proposals, the Request for Competitive Sealed Proposals or Request for Qualifications solicitation, or other, the Vendor's response to same and all associated documents and forms made part of the solicitation process, including any addenda, that resulted in the execution of this agreement are hereby incorporated by reference into this agreement as if copied verbatim.

### **SECTION HEADERS OR TITLES**

THE SECTION HEADERS OR TITLES WITHIN THIS DOCUMENT ARE MERELY GUIDES FOR CONVENIENCE AND ARE NOT FOR CLASSIFICATION OR LIMITING OF THE RESPONSIBILITIES OF THE PARTIES TO THIS DOCUMENT.

### **NEW STATUTORY REQUIREMENT EFFECTIVE SEPTEMBER 1, 2017.**

Texas governmental entities are prohibited from doing business with companies that fail to certify to this condition as required by Texas Government Code Sec. 2270.

By executing this agreement, you certify that you are authorized to bind the undersigned Vendor and that your company (1) does not boycott Israel; and (2) will not boycott Israel during the term of the Agreement.

You certify that your company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>

You certify that if the certified statements above become untrue at any time during the life of this Agreement that the Vendor will notify TIPS within 1 business day of the change by a letter on your letterhead from an authorized representative of the Vendor stating the non-compliance decision and the TIPS Agreement number and description at:

Attention: General Counsel  
ESC Region 8/The Interlocal Purchasing System (TIPS)  
4845 Highway 271 North  
Pittsburg, TX, 75686  
And by an email sent to [bids@tips-usa.com](mailto:bids@tips-usa.com)

### **Insurance Requirements**

The undersigned Vendor agrees to maintain the below minimum insurance requirements for TIPS Contract Holders.

<b>General Liability</b>	\$1,000,000 each Occurrence/ Aggregate
<b>Automobile Liability</b>	\$300,000 Includes owned, hired & non-owned
<b>Workers' Compensation</b>	Statutory limits
<b>Umbrella Liability</b>	\$1,000,000

When the contractor or its subcontractors are liable for any damages or claims, the contractors'

policy, when the Vendor is responsible for the claim, must be primary over any other valid and collectible insurance carried by the District. Any immunity available to TIPS or TIPS Members shall not be used as a defense by the contractor's insurance policy. The coverages and limits are to be considered minimum requirements and in no way limit the liability of the Contractor(s). Insurance shall be written by a carrier with an A-; VII or better rating in accordance with current A.M. Best Key Rating Guide. Only deductibles applicable to property damage are acceptable. "Claims made" policies will not be accepted. Vendor's required minimum coverage shall not be suspended, voided, cancelled, non-renewed or reduced in coverage or in limits unless replaced by a policy that provides the minimum required coverage except after thirty (30) days prior written notice by certified mail, return receipt requested has been given to TIPS or the TIPS Member if a project or pending delivery of an order is ongoing. Upon request, certified copies of all insurance policies shall be furnished to the TIPS or the TIPS Member.

## Special Terms and Conditions

- **Agreements:** All vendor orders received from TIPS Members must be emailed to TIPS at tipspo@tips-usa.com. Should a TIPS Member send an order direct to vendor, it is the vendor's responsibility to forward a copy of the order to TIPS at the email above within 3 business days and confirm its receipt with TIPS.
  - **Vendor Encouraging Members to bypass TIPS agreement:** Encouraging entities to purchase directly from the Vendor or through another agreement, when the Member has requested using the TIPS cooperative Agreement or price, and thereby bypassing the TIPS Agreement is a violation of the terms and conditions of this Agreement and will result in removal of the Vendor from the TIPS Program.
  - **Order Confirmation:** All TIPS Member Agreement purchase orders are approved daily by TIPS and sent to vendor. The vendor should confirm receipt of orders to the TIPS Member (customer) within 3 business days.
  - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, updated pricing when effective. TIPS shall be notified when prices change in accordance with the award.
  - **Back Ordered Products:** If product is not expected to ship within the time provided to the TIPS member by the Vendor, customer is to be notified within 3 business days and appropriate action taken based on customer request.
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Page 11 of 11 will be the TIPS Vendor Agreement Signature Page

# TIPS Vendor Agreement Signature Form

RFP 190302 Technology Solutions Products and Services (3)

Company Name Pedigo Staffing Services, LLC  
Address 8000 Donore Pl, Suite 6  
City San Antonio State Tx Zip 78229  
Phone 210.401.4501 Fax NA  
Email of Authorized Representative debbiep@pedigostaffing.com  
Name of Authorized Representative Debbie Pedigo  
Title Managing Partner  
Signature of Authorized Representative   
Date 05/03/2019  
TIPS Authorized Representative Name Meredith Barton  
Title Vice-President of Operations  
TIPS Authorized Representative Signature   
Approved by ESC Region 8   
Date 5/30/19

# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Rick Powell General Counsel/Procurement Compliance Officer	Address	Region 8 Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	rick.powell@tips-usa.com	Contact	Kristie Collins	Contact
Phone	(903) 575-2689			Department Building
Fax		Department Building		Floor/Room
Bid Number	190302 Addendum 1	Floor/Room		Telephone
Title	Technology Solutions Products and Services (3)	Telephone	+1 (866) 839-8477	Fax
Bid Type	RFP	Fax	+1 (866) 839-8472	Email
Issue Date	3/7/2019 08:01 AM (CT)	Email	bids@tips-usa.com	
Close Date	5/7/2019 09:00:00 AM (CT)			

## Supplier Information

Company Pedigo Staffing Services, LLC  
 Address 8000 Donore Place  
 Suite 6  
 San Antonio, TX 78229  
 Contact Debbie Pedigo  
 Department  
 Building  
 Floor/Room  
 Telephone (210) 401-4501  
 Fax  
 Email debbiep@pedigostaffing.com  
 Submitted 5/3/2019 01:21:11 PM (CT)  
 Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Debbie Pedigo

Email debbiep@pedigostaffing.com

## Supplier Notes

Thank you for the opportunity!

## Bid Notes

## Bid Activities

## Bid Messages

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**Bid Attributes**

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	YES
2	Yes - No	Historically Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB as defined by the State of Texas at <a href="https://comptroller.texas.gov/purchasing/vendor/hub/">https://comptroller.texas.gov/purchasing/vendor/hub/</a>  or in a HUBZone as defined by the US Small Business Administration at <a href="https://www.sba.gov/offices/headquarters/ohp">https://www.sba.gov/offices/headquarters/ohp</a>  Proof of one or both may be submitted. Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	Yes
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	Pedigo Staffing Services, LLC is an S-Corp Texas Limited Liability Corporation owned by Debbie Pedigo. 20+ years of staffing experience in temporary staffing and executive searches, Pedigo is very well networked and respected by many executives as their preferred recruiter.
6	Primary Contact Name	Primary Contact Name	Debbie Pedigo
7	Primary Contact Title	Primary Contact Title	Managing Partner, Staffing Consultant
8	Primary Contact Email	Primary Contact Email	debbiep@pedigostaffing.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2104014501
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2108453348
12	Secondary Contact Name	Secondary Contact Name	Zandra Starlin
13	Secondary Contact Title	Secondary Contact Title	Staffing Consultant
14	Secondary Contact Email	Secondary Contact Email	zandra@Staffing Consultant
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2104014501
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	

17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	5126536007
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Debbie Pedigo
19	Admin Fee Contact Email	Admin Fee Contact Email	debbiep@pedigostaffing.com
20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2104014501
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Debbie Pedigo
22	Purchase Order Contact Email	Purchase Order Contact Email	debbiep@pedigostaffing.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	2104014501
24	Company Website	Company Website (Format - www.company.com)	http://www.pedigostaffing.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	901125410
26	Primary Address	Primary Address	8000 Donore, Suite 6
27	Primary Address City	Primary Address City	San Antonio
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	TX
29	Primary Address Zip	Primary Address Zip	78229
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	temporary staffing, executive staffing augmentation, human resources
31	Do you want TIPS Members to be able to spend Federal grant funds with you if awarded? Is it your intent to be able to sell to our members regardless of the fund source, whether it be local, state or federal?	Most of our members receive Federal Government grants and they make up a significant portion of their budgets. The members need to know if your company is willing to sell to them when they spend federal budget funds on their purchase. There are attributes that follow that are provisions from the federal regulations in 2 CFR part 200. Your answers will determine if your award will be designated as Federal or Education Department General Administrative Regulations (EDGAR)compliant.  Do you want TIPS Members to be able to spend Federal grant funds with you if awarded and is it your intent to be able to sell to our members regardless of the fund source, whether it be local, state or federal?	Yes
32	Yes - No	Certification of Residency (Required by the State of Texas) The vendor's ultimate parent company or majority owner: (A) has its principal place of business in Texas; OR (B) employs at least 500 persons in Texas?	Yes
33	Company Residence (City)	Vendor's principal place of business is in the city of?	San Antonio
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Texas

- 35 Discount Offered - CAUTION READ CAREFULLY BECAUSE VENDORS FREQUENTLY MAKE MISTAKES ON THIS ATTRIBUTE QUESTION Remember this is a MINIMUM discount percentage so, be sure the discount percentage inserted here can be applied to ANY OFFERING OF GOODS OR SERVICES THROUGH OUT THE LIFE OF THE CONTRACT 0.01%
- CAUTION: BE CERTAIN YOU CAN HONOR THIS MINIMUM DISCOUNT PERCENTAGE ON ANY OFFERED SERVICE OR GOOD.  
What is the MINIMUM percentage discount off of any item or service you offer to TIPS Members that is in your regular catalog (as defined in the RFP document), website, store or shelf pricing? The resulting price of any goods or services Catalog list prices after this discount is applied is a ceiling on your pricing and not a floor because, in order to be more competitive in the individual circumstance, you may offer a larger discount depending on the items or services purchased and the quantity at time of sale. Must answer with a number between 0% and 100%.
- 36 TIPS administration fee By submitting a proposal, I agree that all pricing submitted to TIPS shall include the participation fee, as designated in the solicitation or as otherwise agreed in writing and shall be remitted to TIPS by the Vendor as agreed in the Vendor agreement. I agree that the fee shall not and will not be added by the vendor as a separate line item on a TIPS member invoice, quote, proposal or any other written communications with the TIPS member. (No Response Required)
- 37 Yes - No Vendor agrees to remit to TIPS the required administration fee? Region 8 is required by Texas Government Code § 791 to be compensated for its work and thus, failure to agree shall render your response void and it will not be considered. Yes
- 38 Yes - No Do you offer additional discounts to TIPS members for large order quantities or large scope of work? No
- 39 Years Experience Company years experience in this category? This is an evaluation criterion worth a maximum of 10 points. See RFP for more information. 7
- 40 Resellers: Does the vendor have resellers that it will name under this contract? Resellers are defined as other companies that sell your products under an agreement with you, the awarded vendor of TIPS. BIGmart is a reseller of ACME brand televisions. If ACME were a TIPS awarded vendor, then ACME would list BIGmart as a reseller. applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section. No
- 41 Pricing discount percentage are guaranteed for? Does the vendor agrees to honor the proposed pricing discount percentage off regular catalog (as defined in the RFP document), website, store or shelf pricing for the term of the award? YES
- 42 Right of Refusal Does the proposing vendor wish to reserve the right not to perform under the awarded agreement with a TIPS member at vendor's discretion? Yes



43	NON-COLLUSIVE BIDDING CERTIFICATE	<p>By submission of this bid or proposal, the Bidder certifies that:</p> <p>1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;</p> <p>2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor:</p> <p>3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;</p> <p>4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.</p> <p>Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.</p>	(No Response Required)
44	CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ - Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement?	<p>Do you have any CONFLICT OF INTEREST TO REPORT OR DISCLOSE under this statutory requirement? YES or NO you have a conflict of interest as described in this form or the Local Government Code Chapter 176, cited therein- you are required to complete and file with TIPS. may find the Blank CIQ form on our website at:</p> <p>Copy and Paste the following link into a new browser or tab:</p> <p><a href="https://www.tips-usa.com/assets/documents/docs/CIQ.pdf">https://www.tips-usa.com/assets/documents/docs/CIQ.pdf</a></p> <p>There is an optional upload for this form provided if you have a conflict and must file the form.</p>	No
45	Filing of Form CIQ	If yes (above), have you filed a form CIQ by uploading the form to this RFP as directed above?	No
46	Regulatory Standing	I certify to TIPS for the proposal attached that my company is in good standing with all governmental agencies Federal or state that regulate any part of our business operations. If not, please explain in the next attribute question.	Yes
47	Regulatory Standing	Regulatory Standing explanation of no answer on previous question.	

48 Antitrust Certification Statements (Tex.  
Government Code § 2155.005)

By submission of this bid or proposal, the Bidder certifies (No Response Required)  
that:

I affirm under penalty of perjury of the laws of the State of  
Texas that:

(1) I am duly authorized to execute this contract on my  
own behalf or on behalf of the company, corporation, firm,  
partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any  
representative of the Company has violated any provision  
of the Texas Free Enterprise and Antitrust Act, Tex. Bus.  
& Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any  
representative of the Company has violated any federal  
antitrust law;

(4) Neither I nor any representative of the Company has  
directly or indirectly communicated any of the contents of  
this bid to a competitor of the Company or any other  
company, corporation, firm, partnership or individual  
engaged in the same line of business as the Company.

Instructions for Certification: By answering yes to the next Attribute question below, the vendor and prospective lower tier participant is providing the certification set out herein in accordance with these instructions. (No Response Required)

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participants," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and / or debarment.

50 Suspension or Debarment Certification

By answering yes, you certify that no federal suspension or debarment is in place, which would preclude receiving a federally funded contract as described above. Yes  
and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.  
By answering yes, you certify that no federal suspension or debarment is in place, which would preclude receiving a federally funded contract as described above.

51 Non-Discrimination Statement and Certification

In accordance with Federal civil rights law, all U.S. Departments, including the U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Yes

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). VI of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement – Nutrition Programs and Activities) U.S. Departments, including the USDA are equal opportunity provider, employer, and lender. Not a negotiable term. Failure to agree by answering YES will render your proposal non-responsive and it will not be considered. I certify that in the performance of a contract with TIPS or its members, that our company will conform to the foregoing anti-discrimination statement and comply with the cited and all other applicable laws and regulations.

52 2 CFR PART 200 Contract Provisions Explanation

Required Federal contract provisions of Federal Regulations for Contracts for contracts with ESC Region 8 and TIPS Members: following provisions are required to be in place and agreed if the procurement is funded in any part with federal funds.

(No Response Required)

The ESC Region 8 and TIPS Members are the subgrantee or Subrecipient by definition. Most of the provisions are located in 2 CFR PART 200 - Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards at 2 CFR PART 200. Others are included within 2 CFR part 200 et al.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the

non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

53 2 CFR PART 200 Contracts

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Yes

Notice: Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree?

54 2 CFR PART 200 Termination

Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000) Yes

Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. ESC Region 8 and TIPS Members reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the ESC Region 8 and TIPS Members. Any award under this procurement process is not exclusive and the ESC Region 8 and TIPS reserves the right to purchase goods and services from other vendors when it is in the best interest of the ESC Region 8 and TIPS.

Does vendor agree?

55 2 CFR PART 200 Clean Air Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Yes

Pursuant to the Clean Air Act, et al above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires that the proposer certify that during the term of an award by the ESC Region 8 and TIPS Members resulting from this procurement process the vendor agrees to comply with all of the above regulations, including all of the terms listed and referenced therein.

Does vendor agree?

- 56 2 CFR PART 200 Byrd Anti-Lobbying Amendment
- Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that during the term and during the life of any contract with ESC Region 8 and TIPS Members resulting from this procurement process the vendor certifies to the terms included or referenced herein.
- Does vendor agree?
- 57 2 CFR PART 200 Federal Rule
- Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000)
- Pursuant to the above, when federal funds are expended by ESC Region 8 and TIPS Members, ESC Region 8 and TIPS Members requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of \$100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- Does vendor certify that it is in compliance with the Clean Air Act?
- 58 2 CFR PART 200 Procurement of Recovered Materials
- A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.



Does vendor certify that it is in compliance with the Solid Waste Disposal Act as described above?

59 Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds I HAVE NOT Lobbied per above

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. undersigned certifies, to the best of his or her knowledge and belief, that:

(1)No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2)If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbying," in accordance with its instructions.

(3)The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

60 If you answered "I HAVE lobbied per above to the previous question.

IF you answered "I HAVE lobbied" per above Attribute question, you must download the Lobbying Report "Standard From LLL, disclosure Form to Report Lobbying" which includes instruction on completing the form, complete and submit it in the Response Attachments section as a report of the lobbying activities you performed or paid others to perform.

(No Response Required)

61 Subcontracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

Do you ever anticipate the possibility of subcontracting any of your work under this award if you are successful? YES

IF NO, DO NOT ANSWER THE NEXT ATTRIBUTE QUESTION. . IF YES, and ONLY IF YES, you must answer the next question YES if you want a TIPS Member to be authorized to spend Federal Grant Funds for Procurement.

62 ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement, do you agree to comply with the following federal requirements?	<p>ONLY IF YES TO THE PREVIOUS QUESTION OR if you ever do subcontract any part of your performance under the TIPS Agreement, do you agree to comply with the following federal requirements?</p> <p>Federal Regulation 2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a)The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.</p> <p>(b)Affirmative steps must include:(1)Placing qualified small and minority businesses and women's business enterprises on solicitation lists;</p> <p>(2)Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;</p> <p>(3)Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;</p> <p>(4)Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;</p> <p>(5)Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and</p> <p>(6)Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs(1) through (5) of this section.</p>	YES
63 Indemnification	<p>The ESC Region 8 and TIPS is a Texas Political Subdivision and a local governmental entity; therefore, is prohibited from indemnifying third parties pursuant to the Texas Constitution (Article 3, Section 52) except as specifically provided by law or as ordered by a court of competent jurisdiction. A provision in a contract to indemnify or hold a party harmless is a promise to pay for any expenses the indemnified party incurs, if a specified event occurs, such as breaching the terms of the contract or negligently performing duties under the contract. Article III, Section 49 of the Texas Constitution states that "no debt shall be created by or on behalf of the State ... " The Attorney General has counseled that a contractually imposed obligation of indemnity creates a "debt" in the constitutional sense. Tex. Att'y Gen. Op. No. MW-475 (1982). Contract clauses which require the System or institutions to indemnify must be deleted or qualified with "to the extent permitted by the Constitution and Laws of the State of Texas." Liquidated damages, attorney's fees, waiver of vendor's liability, and waiver of statutes of limitations clauses should also be deleted or qualified with "to the extent permitted by the Constitution and laws</p>	Yes

of State of Texas."

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

64 Remedies

The parties shall be entitled to exercise any right or remedy available to it either at law or in equity, subject to the choice of law, venue and service of process clauses limitations agreed herein. Nothing in this agreement shall commit the TIPS to an arbitration resolution of any disagreement under any circumstances. Any Claim arising out of or related to the Contract, except for those specifically waived under the terms of the Contract, may, after denial of the Board of Directors, be subject to mediation at the request of either party. Any issues not resolved hereunder MAY be referred to non-binding mediation to be conducted by a mutually agreed upon mediator as a prerequisite to the filing of any lawsuit over such issue(s). The parties shall share the mediator's fee and any associated filing fee equally. Mediation shall be held in Camp or Titus County, Texas. Agreements reached in mediation shall be reduced to writing, and will be subject to the approval by the District's Board of Directors, signed by the Parties if approved by the Board of Directors, and, if signed, shall thereafter be enforceable as provided by the laws of the State of Texas.

Yes, I Agree

Do you agree to these terms?

65 Remedies Explanation of No Answer

66 Choice of Law

The agreement between the Vendor and TIPS/ESC Region 8 and any addenda or other additions resulting from this procurement process, however described, shall be governed by, construed and enforced in accordance with the laws of the State of Texas, regardless of any conflict of laws principles. THIS DOES NOT APPLY to a vendor's agreement entered into with a TIPS Member, as the Member may be located outside Texas.

Yes

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

67 Jurisdiction and Service of Process

Any Proceeding arising out of or relating to this procurement process or any contract issued by TIPS resulting from or any contemplated transaction shall be brought in a court of competent jurisdiction in Camp County, Texas and each of the parties irrevocably submits to the exclusive jurisdiction of said court in any such proceeding, waives any objection it may now or hereafter have to venue or to convenience of forum, agrees that all claims in respect of the Proceeding shall be heard and determined only in any such court, and agrees not to bring any proceeding arising out of or relating to this procurement process or any contract resulting from or any contemplated transaction in any other court. The parties agree that either or both of them may file a copy of this paragraph with any court as written evidence of the knowing, voluntary and freely bargained for agreement between the parties irrevocably to waive any objections to venue or to convenience of forum. Process in any Proceeding referred to in the first sentence of this Section may be served on any party anywhere in the world. Venue clauses in contracts with TIPS members may be determined by the parties.

Yes

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered. Do you agree to these terms?

68 Infringement(s)

The successful vendor will be expected to indemnify and hold harmless the TIPS and its employees, officers, agents, representatives, contractors, assignees and designees from any and all third party claims and judgments involving infringement of patent, copyright, trade secrets, trade or service marks, and any other intellectual or intangible property rights attributed to or claims based on the Vendor's proposal or Vendor's performance of contracts awarded and approved.

Yes, I Agree

Do you agree to these terms?

69 Infringement(s) Explanation of No Answer

70 Contract Governance

Any contract made or entered into by the TIPS is subject to and is to be governed by Section 271.151 et seq, Tex Loc Gov't Code. Otherwise, TIPS does not waive its governmental immunities from suit or liability except to the extent expressly waived by other applicable laws in clear and unambiguous language.

Yes

71 Payment Terms and Funding Out Clause

Payment Terms:

Yes

TIPS or TIPS members shall not be liable for interest or late payment fees on past due balances at a rate higher than permitted by the laws or regulations of the jurisdiction of the TIPS Member.

Funding Out Clause:

Vendor agrees to abide by the laws and regulations, including Texas Local Government Code § 271.903, or any statutory or regulatory limitations of the jurisdiction of any TIPS Member which governs contracts entered into by the Vendor and TIPS or a TIPS Member that requires all contracts approved by TIPS or a TIPS Member are subject to the budgeting and appropriation of currently available funds by the entity or its governing body.

See statute(s) for specifics or consult your legal counsel.

Not a negotiable term. Failure to agree will render your proposal non-responsive and it will not be considered.

Do you agree to these terms?

72 Insurance and Fingerprint Requirements Information

Insurance

(No Response Required)

If applicable and your staff will be on TIPS member premises for delivery, training or installation etc. and/or with an automobile, you must carry automobile insurance as required by law. You may be asked to provide proof of insurance.

It is possible that a vendor may be subject to Chapter 22 of the Texas Education Code. The Texas Education Code, Chapter 22, Section 22.0834. Statutory language may be found at: <http://www.statutes.legis.state.tx.us/>

If the vendor has staff that meet both of these criterion: will have continuing duties related to the contracted services; and

(2) has or will have direct contact with students you have "covered" employees for purposes of completing the attached form.

TIPS recommends all vendors consult their legal counsel for guidance in compliance with this law. If you have questions on how to comply, see below. If you have questions on compliance with this code section, contact the Texas Department of Public Safety Non-Criminal Justice Unit, Access and Dissemination Bureau, FAST-FACT at

NCJU@txdps.state.tx.us and you should send an email identifying you as a contractor to a Texas Independent School District or ESC Region 8 and TIPS. Texas DPS phone number is (512) 424-2474. form in the next attribute to complete entitled:

Texas Education Code Chapter 22 Contractor Certification for Contractor Employees

73 Texas Education Code Chapter 22 Contractor  
Certification for Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions: Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students. Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school:

(a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state. certify that: (Section A) of the employees of Contractor and any subcontractors are covered employees, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided. (Section B) or all of the employees of Contractor and any subcontractor are covered employees. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

- 74 Texas Business and Commerce Code § 272 Requirements as of 9-1-2017 SB 807 prohibits construction contracts to have provisions requiring the contract to be subject to the laws of another state, to be required to litigate the contract in another state, or to require arbitration in another state. A contract with such provisions is voidable. Under this new statute, a "construction contract" includes contracts, subcontracts, or agreements with (among others) architects, engineers, contractors, construction managers, equipment lessors, or materials suppliers. "Construction contracts" are for the design, construction, alteration, renovation, remodeling, or repair of any building or improvement to real property, or for furnishing materials or equipment for the project. The term also includes moving, demolition, or excavation. BY RESPONDING TO THIS SOLICITATION, AND WHEN APPLICABLE, THE PROPOSER AGREES TO COMPLY WITH THE TEXAS BUSINESS AND COMMERCE CODE § 272 WHEN EXECUTING CONTRACTS WITH TIPS MEMBERS THAT ARE TEXAS GOVERNMENT ENTITIES. (No Response Required)
- 75 Texas Government Code 2270 Verification Form Texas Government Code 2270 Verification Form YES  
 Texas 2017 House Bill 89 has been signed into law by the governor and as of September 1, 2017 will be codified as Texas Government Code § 2270 and 808 et seq.  
 The relevant section addressed by this form reads as follows:  
 Texas Government Code Sec. 2270.002. PROVISION REQUIRED IN CONTRACT. A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.engaged by  
 ESC Region 8/The Interlocal Purchasing System (TIPS)  
 4845 Highway 271 North  
 Pittsburg,TX,75686  
 verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future. I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.  
 AND  
 our company is not listed on and we do not do business with companies that are on the the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations per Texas Gov't Code 2270.0153 found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>  
 I swear and affirm that the above is true and correct.



76	Logos and other company marks	<p>Please upload your company logo to be added to your individual profile page on the TIPS website. If any particular specifications are required for use of your company logo, please upload that information under the "Logo and Other Company Marks" section under the "Response Attachment" tab. Preferred Logo Format: 300 x 225 px - .png, .eps, .jpeg preferred</p> <p>Potential uses of company logo: Your Vendor Profile Page of TIPS website Potentially on TIPS website scroll bar for Top Performing Vendors TIPS Quarterly eNewsletter sent to TIPS Members Co-branding Flyers and or email blasts to our TIPS Members (Permission and approval will be obtained before publishing)</p>	(No Response Required)
77	Solicitation Deviation/Compliance	Does the vendor agree with the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation?	Yes
78	Solicitation Exceptions/Deviations Explanation	<p>If the bidder intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this attribute, with complete and detailed conditions and information included or attached.</p> <p>TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any bid based upon any deviations indicated below or in any attachments or inclusions.</p> <p>In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this Solicitation.</p>	
79	Agreement Deviation/Compliance	Does the vendor agree with the language in the Vendor Agreement?	Yes
80	Agreement Exceptions/Deviations Explanation	<p>If the proposing Vendor desires to deviate from the Vendor Agreement language, all such deviations must be listed on this attribute, with complete and detailed conditions and information included. TIPS will consider any deviations in its proposal award decisions, and TIPS reserves the right to accept or reject any proposal based upon any deviations indicated below. In the absence of any deviation entry on this attribute, the proposer assures TIPS of their full compliance with the Vendor Agreement.</p>	

81 Felony Conviction Notice

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." (c) This section does not apply to a publicly held corporation. The person completing this proposal certifies that they are authorized to provide the answer to this question.

B. Firm not owned nor operated by felon; per above

Select A., B. or C.

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

OR B. My firm is not owned nor operated by anyone who has been convicted of a felony, OR

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony. (if you answer C below, you are required to provide information in the next attribute.

82 If you answered C. My Firm is owned or operated by a felon to the previous question, you are REQUIRED TO ANSWER THE FOLLOWING QUESTIONS.

If you answered C. My Firm is owned or operated by a felon to the previous question, you must provide the following information.

1. Name of Felon(s)
2. The named person's role in the firm, and
3. Details of Conviction(s).

83 Long Term Cost Evaluation Criterion # 4.

READ CAREFULLY and see in the RFP document under "Proposal Scoring and Evaluation". Points will be assigned to this criterion based on your answer to this Attribute. Points are awarded if you agree not increase your catalog prices (as defined herein) more than X% annually over the previous year for years two and three and potentially year four, unless an exigent circumstance exists in the marketplace and the excess price increase which exceeds X% annually is supported by documentation provided by you and your suppliers and shared with TIPS, if requested. If you agree NOT to increase prices more than 5%, except when justified by supporting documentation, you are awarded 10 points; if 6% to 14%, except when justified by supporting documentation, you receive 1 to 9 points incrementally. Price increases 14% or greater, except when justified by supporting documentation, receive 0 points.

increases will be 5% or less annually per question

This completed form is required by TIPS. By submitting a response to this solicitation you agree to download from the Attachments section, complete according to the instructions on the form, then uploading the completed form, with any confidential attachments, if applicable, to the Response Attachments section titled Confidentiality Form in order to provide to TIPS the completed form titled, CONFIDENTIALITY CLAIM FORM. By completing this process, you provide us with the information we require to comply with the open record laws of the State of Texas as they may apply to your proposal submission. If you do not provide the form with your proposal, an award will not be made if your proposal is qualified for an award, until TIPS has an accurate, completed form from you.

Read the form carefully before completing and if you have any questions, email Rick Powell at TIPS at [rick.powell@tips-usa.com](mailto:rick.powell@tips-usa.com)

Line Items		
Response Total:		\$0.00

## REFERENCES

Please provide three (3) references, preferably from school districts or other governmental entities who have used your services within the last three years. Additional references may be required. DO NOT INCLUDE TIPS EMPLOYEES AS A REFERENCE.

You may provide more than three (3) references.

Entity Name	Contact Person	VALID EMAIL IS REQUIRED
Texas A&M University	Patty Winkler	p-winkler@tamu.edu
Texas Health and Human Services Commission	Michael Marx	<a href="mailto:michael.marx@hhsc.state.tx.us">michael.marx@hhsc.state.tx.us</a>
Texas Higher Education Coordinating Board	Michael Michaels	<a href="mailto:Michael.Herman@rrc.texas.gov">Michael.Herman@rrc.texas.gov</a>
Texas Railroad Commission	Michael Michaels	<a href="mailto:Michael.Herman@rrc.texas.gov">Michael.Herman@rrc.texas.gov</a>
Texas Railroad Commission	Margaret Malone Dixon	<a href="mailto:margaret.dixon@rrc.texas.gov">margaret.dixon@rrc.texas.gov</a>
Department of Information Resources	Ann Texter	<a href="mailto:ann.texter@dir.texas.gov">ann.texter@dir.texas.gov</a>

## CERTIFICATION BY CORPORATE OFFERER

**COMPLETE ONLY IF OFFERER IS A CORPORATION,**

**THE FOLLOWING CERTIFICATE SHOULD BE EXECUTED AND INCLUDED AS PART OF PROPOSAL FORM/PROPOSAL FORM.**

**OFFERER:** Pedigo Staffing Services, LLC

(Name of Corporation)

Debbie Pedigo certify that I am the Secretary of the Corporation  
I, (Name of Corporate Secretary)

named as OFFERER herein above; that

Debbie Pedigo

**(Name of person who completed proposal document)**


**who signed the foregoing proposal on behalf of the corporation offerer is the authorized person that is acting as**

## Managing Member

**(Title/Position of person signing proposal/offer document within the corporation)**

**of the said Corporation; that said proposal/offer was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.**

CORPORATE SEAL if available

  
SIGNATURE

SIGNATURE

05/03/2019

DATE \_\_\_\_\_

**Required Confidential Information Status Form**

CONFIDENTIAL INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF EDUCATION SERVICE CENTER REGION 8 AND TIPS (ESC8) IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 552

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Texas Gov't Code or other law(s), you **must attach a copy of all claimed confidential materials within your proposal and put this COMPLETED form as a cover sheet to said materials then scan, name "CONFIDENTIAL" and upload with your proposal submission.** (You must include all the confidential information in the submitted proposal. The copy uploaded is to indicate which material in your proposal, if any, you deem confidential in the event the receives a Public Information Request.) ESC8 and TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law. Upon your claim and your defense to the Office of Texas Attorney General is required to make the final determination whether the information submitted by you and held by ESC8 and TIPS is confidential and exempt from public disclosure.

**Pedigo Staffing Services, LLC**

Name of company

Managing Member - Staffing Consultant

Printed Name and Title of authorized company officer declaring below the confidential status of material

8000 Donore Pl, Ste 6

San Antonio Tx 78229

210-401-4501

Address

City

State

ZIP

Phone

**I DO CLAIM** parts of my proposal to be confidential and **DO NOT** desire to expressly waive a claim of confidentiality of all information contained within our response to the solicitation. The attached contains material from our proposal that I classify and deem confidential under Texas Gov't Code Sec. 552 or other law(s) and I invoke my statutory rights to confidential treatment of the enclosed materials.

**ATTACHED** ARE COPIES OF ~~20~~ 13 PAGES OF CLAIMED CONFIDENTIAL MATERIAL FROM OUR PROPOSAL THAT WE DEEM TO BE NOT PUBLIC INFORMATION AND WILL DEFEND THAT CLAIM TO THE TEXAS ATTORNEY GENERAL IF REQUESTED WHEN A PUBLIC INFORMATION REQUEST IS MADE FOR OUR PROPOSAL.

Signature

Debbie Pedigo

Digitally signed by Debbie Pedigo

Date: 2019.05.03 12:34:14 -05'00'

Date

05/03/2019

**OR**

**I DO NOT** claim any of my proposal to be confidential, complete the section below only.

**Express Waiver:** I desire to expressly waive any claim of confidentiality as to any and all information contained within our response to the competitive procurement process (e.g. RFP, CSP, Bid, RFQ, etc.) by completing the following and submitting this sheet with our response to Education Service Center Region 8 and TIPS.

Signature

Date 05/03/2019



## Proposed Solution

TIPS has past challenges of Staffing Processes – team management, location, salary, and attracting top talent with specific skill sets. Texas has many companies for employees to support. Texas State Agencies and Municipalities are notorious for low pay compared to the private market. Texas State Agencies and Municipalities are behind on IT Infrastructure in all areas, hardware, software. Millennials do not want to work for Texas State Agencies and Municipalities. Texas State Agencies and Municipalities are retiring causing a huge gap in personnel. TIPS is a public entity and part of the Teachers Retirement System. TIPS needs

Technical Recruiting Firms that appreciates the public sector objectives with a strong academic culture and pride. Texas Agencies with Human Resources are not networked in the IT area to attract the talent required. TIPS needs a staffing firm that understands the issues and objectives of the public sector that can perform effective staffing solution. TIPS needs an IT Staffing Firm in San Antonio area that can emulate the TIPS culture, and assist with statewide staffing augmentation.

Pedigo Staffing Services measures the success of our service using the Scope of Work and Customer Satisfaction. We will analyze the performance objectives in the contract. Pedigo Staffing Services will obtain thorough knowledge of client's needs and expectations creating best processes for the client's personal needs. We will gather the scope of work, and create a system specific to the requirements. Pedigo Staffing Services will communicate the process to the client as performed. We will execute the service support as required by TIPS stakeholders.

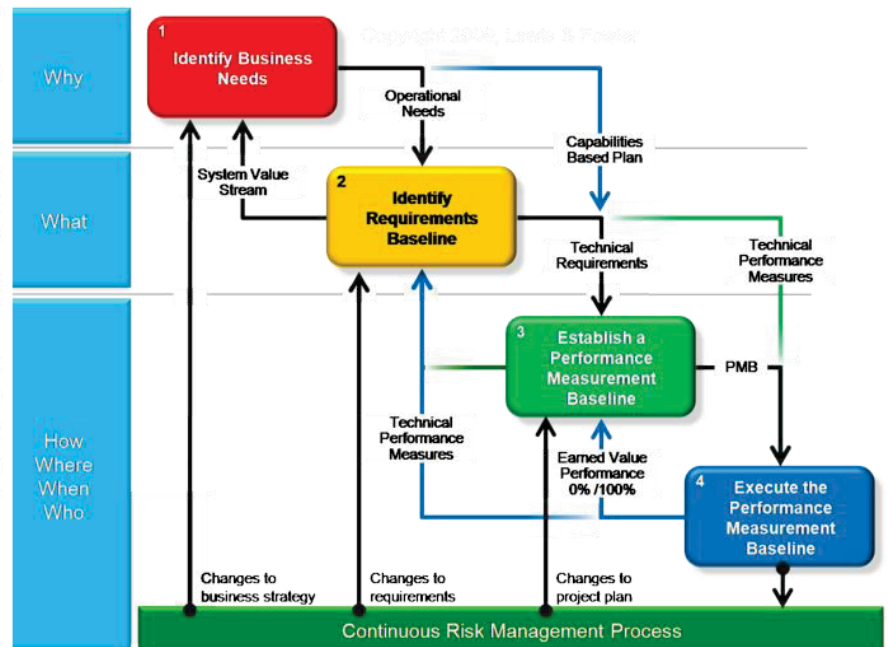
## Deliverables

Pedigo Staffing Services will provide the following deliverables:

### Identify the Business Need

Understanding of job description with an understanding of the problem at hand that the future employee will resolve to include technical and personal skills, hours of employment, who the individual will report to, frequency of vacancy, special equipment needed, and special needs. Understanding of the environment that the future employee will work in to special department needs including number of people on the team, working location, dress requirements.

## 4 Practice Areas of Deliverables Based Planning



## Identify Requirements Baseline

Identification of salary ranges and typical benefits packages for similarly situated positions. Market analysis of salary range. Marketing strategy of the job including internet search, in-person search, trade magazine and/or newspaper advertising.

## Establish a Performance Baseline

Identification of a qualified and diverse pool of talent to be consider as applicants for positions.

## Execute the Performance Baseline

- Perform telephone and/or face-to-face interviews of potential applicants.
- Create candidate profiles that include comprehensive background, perform testing if required, verification of required and preferred skill sets, verification of education and work experience, and perform reference checks.
- Perform a new strategic plan and baseline should qualified candidates be lacking.
- Coordinate the interview process of candidates.
- Maintain candidates' interest in the position.
- Negotiate future employee's salary and benefits packages.
- Verify success of new employee with hiring manager.
- Create lessons learned and fine-tune business process.

## Implementation Strategy

Pedigo Staffing Services understands that every organization requires a different implementation strategy as to what is best for the organization due to hiring processes, culture, urgency of search assistance, and difficulty of skill set. Every job approach requires a different implementation strategy as to what is best for the hiring manager. With this in mind, Pedigo Staffing Services creates an implementation strategy that is best for the client.

## Candidate Process

Candidates will complete a thorough screening process: one-on-one interviews, performance testing, reference verification, skills evaluation and testing, drug screening, and background checks.

Ensuring satisfaction of contracting staff and client in a harmonious assignment is our objective. Quality control systems are implemented throughout the contracting life cycle. First day employee and client calls are conducted for performance assessment and feedback calls. Pedigo Staffing Services is committed to fulfilling contracting needs to client expectations and specific needs.

Candidate must complete an extensive evaluation and screening process. We have developed unique performance testing methods that guarantee the client top quality talent. We evaluate candidates carefully and make objective appraisal on soft skills: ability, experience, willingness, attitude, dependability, flexibility, poise, and professionalism. Technical skills specific to the contract is crucial and we evaluate thoroughly on computer and information technical skills, and methodologies.

## One-on-One Interview Screening

Pedigo Staffing Services administrators' techniques are unparalleled with 15 years of experience in both information technology and human resources. Our one-on-one interviewing process begins by putting the applicant at ease with common questions and delve into personal experiences. Our experience has shown that when an applicant is comfortable during interview, he/she provides more information and communicates more openly.

Pedigo Staffing Services administrators actively listens with open-ended questioning ,guiding the applicant through his or her work history and details in the resume, allowing the applicant to describe past work experience and job descriptions is far more effective in assessing individual qualifications. Scenario questions are asked to separate details of their personal tasks and accomplishments. The goal in the evaluation of past work history is to identify the level and scope of each position held. In addition, each applicant is questioned for specific details of his or her educational background. Training and certifications are crucial to a human resources person, and we indulge the candidate to give details.

Pedigo Staffing Services screening assessment identifies specific skill level and the depth of knowledge. Our objective is to assess the candidate's true role in the Human Resources Life Cycle. We perform this with a unique Technical Overview Evaluation.

## Reference Check

During the application process, Pedigo Staffing Services personally verifies job history via telephone interviews with previous employers. When verifying employment history, we gain insight into the applicant's work style, confirm skill assessments, and determine suitability of employment. We can also verify education if necessary.

## Background Check

Pedigo Staffing Services performs a background check through Kelmar & Associates. Kelmar Group has a team of security consultants capable of providing professional and above-average assistance to clients. Consultants include former federal law enforcement agents and leaders of corporate security. Kelmar Group enjoys the unique position of being large enough to provide the quality and attention to clients deserve while providing high-end results.

## Internet Check

Pedigo Staffing Services performs an in-depth Internet check. We search for the reputation of the candidate. We found that the Internet is a great resource of information to provide a thorough analysis of the candidate's social habits and culture.

## University Verification/Check

Pedigo Staffing Services verifies University credentials to the best of our ability. Some universities have a slow process for verification. It would be the recommendation of Pedigo Staffing Services that an offer letter is contingent upon verification of university credentialing.

## Recruiting Approach

Pedigo Staffing Services has a unique approach for recruiting resources. We do not use the normal approach recycling the same old resumes through the process (Monster, Dice, CareerBuilder). These databases produce the "low hanging fruit" with lower skill levels. Pedigo Staffing Services searches and networks with the most talented resources:

- **Personal Candidate Database:** With 20+ years of experience working in Information Technology, Pedigo Staffing Services has 15,000+ resumes in a personal database.
- **Company website:** Pedigo Staffing Services is equipped with a strong and flexible ATS system, CatsOne, connected to multiple job listings as well as the company website allowing the candidate to apply for a specific job online.
- **LinkedIn:** Pedigo Staffing Services has superb skills at identifying talent via LinkedIn through groups and profiles, and holds a Premium Account.
- **WorkInTexas:** Pedigo Staffing Services has superb skills at identifying talent via WorkInTexas.com, Texas WorkForce Commission job board.
- **Boolean Strings:** Pedigo Staffing Services has incredible skills at Boolean Strings on search engines seeking the hidden talent.
- **Online Tools:** Debbie uses various online tools to seek talent: Jigsaw, Salesforce, Yatedo, Indeed.

## Quality Assurance

Pedigo Staffing Services prides itself on quality assurance. Our quality assurance process begins at the first conversation gathering the true problem that the employee will be solving. Pedigo Staffing Services has a unique "Profile" that disseminates the candidate's true talents. With required skills and personality assessments and in-depth interviews, TIPS will be impressed with the level of candidates. Measurements are assessed in-house with an effective Applicant Tracking system called CatsOne. CatsOne tracks the number of candidates, interviews, and completed projects. Pedigo Staffing Services analyzes the measurements to track bottlenecks and streamline processes.

## Regulations and Policies

E-Verify, Employment Eligibility Verification guarantees compliance with the Immigration Reform and Control Act of 1986. The employee selection process includes the verification of employment eligibility.

## Equal Opportunity Practices/Affirmative Action

Pedigo Staffing Services does not discriminate in its employment practices including recruitment, selection, and referral of applicants/employees. Persons are employed and employees are treated

equally and without regard to or because of race, color, religion, national origin, gender, age, disability, marital status, sexual orientation, creed, ancestry, or medical condition.

## Americans with Disabilities Act

Pedigo Staffing Services employment practices are in full compliance with ADA's aim of providing equal employment opportunities to qualified individuals with disabilities. Our ADA policy prohibits discrimination against qualified individuals with disabilities and provides for reasonable accommodation for the known physical or mental limitations of a qualified employee.

## Substance Abuse Policy

Pedigo Staffing Services has a zero tolerance policy. Violation of this policy subjects the employee to dismissal without prior warning. We strictly prohibit the following:

- Reporting to client-company facility under the influence of alcohol, marijuana, illegal drugs, intoxicants, or any controlled substance not prescribed by a physician.
- Use, possession or trafficking of any illegal drugs, intoxicants or any controlled substances in any manner during work hours (including breaks, lunch, and dinner periods) while on the job, on the property of the client company (includes parking lots) or in client company vehicles.
- Using client company property to make or traffic illegal drugs, intoxicants, or any controlled substances.
- Any use, possession, or trafficking of illegal drugs, intoxicants, or any other controlled substances in any manner which is detrimental to the interest of Pedigo Staffing Services or the client company.

## Criminal Background Check

Pedigo Staffing Services will perform criminal background investigation for pre-placement screening. Prior to placement, candidates selected for assignments sign a release statement permitting Pedigo Staffing Services to conduct a criminal background investigation. Criminal background investigations are conducted at a mutually agreed upon point in the placement process. KelMar Global in San Antonio performs criminal background investigations for Pedigo Staffing Services. Criminal background investigations will include sex offender list, Department of Public Safety Criminal background check, and FBI criminal history background check.

## In-Depth Drug Tests

Pedigo Staffing Services offers coordinated routine drug tests of candidates to provide the client with the highest quality work force. The client pays for candidates who meet the hiring criteria. It is our policy that explicit, written request to perform drug test be executed by the TIPS Hiring Committee. An approximate charge for drug screening is \$100 depending on the type of drug screening.

Prospective employee signs a consent form indicating voluntary participation in laboratory screening prior to placement. This step in the applicant process works to screen contract employees adhering to the substance abuse policy. Actual laboratory screening is arranged at a mutually agreed upon point in the placement process.

AnyLabTestNow is the drug screening employee for Pedigo Staffing Services, though TIPS may request a specific employee if necessary. Should a drug screening be required, the most common drug screening tests are 5 panel urine drug test and 10 panel urine drug test. The 5 panel rapid drug

test screens for the following drugs: Methamphetamine/Amphetamine, Opiates, Cocaine, PCP, and Marijuana. The 10 panel rapid drug test screens for the following drugs: Methamphetamine/Amphetamine, Opiates, Cocaine, PCP, Marijuana, Barbiturates, Benzodiazepines, Ecstasy, PCP, and Oxycodone.

## **Kenexa/Provelt Evaluations**

Pedigo Staffing Services can utilize Kenexa/Provelt evaluations for skills testing in the candidate's specific area of expertise.

## **Myers-Briggs Personality Assessment**

Pedigo Staffing Services can utilize Myers-Briggs Personality Assessment for personality assessment to measure in the candidate's area of expertise.

## **Fingerprinting Records—Arrests**

Pedigo Staffing Services will perform Fingerprinting Records of Arrests. Pedigo Staffing Services understands that the TIPS reserves the right to request a fingerprinting records check. The client pays for candidates who meet the hiring criteria. It is our policy that explicit, written request to perform fingerprinting be executed by the TIPS.



# Resume for Barry

Pedigo Staffing Services provides the resume as received from the candidate. Barry is an example of an excellent candidate.

## TRAINING & EDUCATION MANAGEMENT PROFESSIONAL

### Domestic and International Training & OCM Design, Development, and Delivery Experience

#### OVERVIEW

- Bilingual English/Spanish. Extensive training experience in Latin America , USA and Caribbean
- 16 years creating, delivering and managing change management and training efforts for organizations implementing ERP software solutions (SAP, PeopleSoft, Seibel, JDE, eBusiness and client custom software) with end user employee base of 50 to tens of thousands of employees in disbursed locations.
- Well versed with rapid eLearning development tools such as Oracle UPK, uPerform, SAP Workforce Performance Builder (WPB) and Assima, Captivate, Madcap and the TechSmith Suite.
- Customer base includes an assortment of public sector and Fortune 1000 organizations including universities, healthcare, financial institutions, telecoms, energy companies, pharmaceutical, and retail firms.
- Work with SMEs to analyze upgrade documents, patches and bundles to determine necessary changes to existing and UPK material.
- Scope, design, develop and deliver new application and upgrade training materials to end users.
- Use a variety of adult learning techniques to empower and teach employees through classroom, online or blended learning experiences.
- Created and developed change management, communications and training strategies and plans.
- Executive presence to conduct and executive alignment workshops.
- Strong presentation skills used in classroom setting, daily-working groups and as speaker at national user group meetings.
- International experience delivering over 8500 hours of ERP bilingual technical and application training to Implementation team, end-users and project sponsor audiences in Latin America, Europe, North America, and Caribbean.
- Create course outlines and presentations that incorporated a Blended Learning approach. Courseware incorporated Business process flows, end user procedures and business scenarios.
- Work with SME's to create business process storyboards.
- Work with SME's to create business process documents.
- Work with SME's to create self-paced and classroom training materials.
- Well-versed in defining strategic goals of instructional learning programs and variety of development methodologies that support creation functionally accurate and instructionally sound training materials that incorporate business process and policy.

## SELECTED RESPONSIBILITIES

- Use Oracle UPK, SAP uPerform, Captivate, Madcap and SAP WPB to develop end user training materials in the areas of HCM, CRM, Finance, R&D, Sales and Distribution and Supply Chain. Materials mix focused on creative and effective adult learning materials for classroom, live group presentations, webinars and asynchronous learning environments.
- Create curriculum, course development, and delivery plans.
- Training Design & Strategy
- Ability to fulfill multiple roles throughout the project life cycle.
- Instructional Designer
- Classroom and virtual instructor
- QA
- Test scripts developer
- Oversee UAT
- Extensive experience collaborating with onsite and off-site consultant resources.
- Team player that provides support and motivation to groups to ensure quality and on time delivery of materials.
- Frequently assigned to manage client training resources.
- Create close working relations with team members and SME to support collaborative support.
- Collaborate with SMEs and business leads to integrate business process and policy content into training materials.
- Created and influence the composition of training deliverables to provide end users with blended interactive, hands on and self-paced learning experience.
- Courseware deliverables included:
  - Business Process Documentation
  - Exercise data simulations
  - Identify and validate curriculum outline
  - Skills assessments
  - Job aides (Quick Reference Guides)
  - Self-Paced Knowledge Repository
  - Instructor/Student Guides for classroom delivery
  - Webinar scripts
  - Incorporation of gaming techniques
- Create prepare and deliver Train-the-Trainer sessions.
- Structure and adhere to detailed training development schedules for all assigned topics.
- Create and document SOP (Standard Operating Procedures) for various business functions.
- Assist with technology selection process to provide solutions to in person, self- paced and distance learning opportunities.
- Create job role matrixes for organizations implementing large-scale ERP systems.
- Devise LMS integration plans
- Presented recommendations to project sponsors and curriculum developers to enhance curriculum
- Evaluate customer's go live readiness.



## METHODOLOGIES/PROJECT APPROACHES

- Well-versed in the **ADDIE** instructional design strategy. ADDIE is an industry embraced instructional design methodology that provides a process that guides the development and analysis of instructional materials for adult learners.
- Creator of proprietary training development methodology The 5D's. (A model that supports the sales cycle > creation > implementation of custom training solutions). The methodology matches project milestones with the process of analyzing a training project from perspective of Definition, Design, Development, Deployment and subsequent Discovery of project effectiveness.
- Well-versed in the Prosci –ADKAR change management methodology. ADKAR supports individual change as they are impacted by organizational change.
- Create and adhere to creating training materials based on corporate or project standards.
- Coordinate and perform quality assurance (peer reviews) of developers and their assigned work effort.
- Work closely with Subject Matter Experts (SMEs) to:
  - Gather learning objectives and overall understanding
  - Facilitate UPK material review session with SMEs
  - Editing and finalizing UPK training materials based on peer and SME review
  - Review UPK and non-UPK training curriculum/content with SMEs and obtain sign-off
- Developed and utilize a true training methodology that is uniquely supportive of the ERP implementation methodology. Components include:
  - Training project deliverables aligned with stages of SAP ASAP implementation approach.
  - Creation process is focused on embracing “appropriate” technology that is used for go live activities and further leveraged for post go live sustainability.
  - Inclusion of process and role education in classroom and self-paced setting
  - Collaborative teaming between training team and implementation specialists.
  - Creative resources blend of onsite and remote workforce that promotes use of a variety of subject matter experts and skilled designers as compared to an over-reliance of the “single developer” approach.
- Scalable resource strategy.
- Leveraging of technology and process knowledge across all development work areas
- Interface with and communicate up to C-level project stakeholder to provide project status.
- Embrace work processes that utilize blended adult learning delivery approach for lectures, self-paced work, and hands on activities. Work deliverables are focused on gaming techniques, synchronous and asynchronous training programs.
- Collaborate with and mentor staff of instructional designers, trainers and administrative staff located in multiple locations
- Report weekly/monthly or by milestone project status and issues to project management.
- Task-oriented and able to work with tight deadlines across multiple projects concurrently

## SOFTWARE EXPERIENCE

<ul style="list-style-type: none"> <li>• GoTo Meeting</li> <li>• Adobe Connect</li> <li>• WordPress</li> <li>• SnagIt, Image Capturing</li> <li>• Quickbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Salesforce.com</li> <li>• Survey Monkey</li> <li>• Cloud solutions</li> <li>• LMS systems</li> </ul>	<ul style="list-style-type: none"> <li>• SAP</li> <li>• PeopleSoft</li> <li>• Oracle eBusiness</li> <li>• Siebel (CRM),</li> <li>• JD Edwards</li> </ul>
<ul style="list-style-type: none"> <li>• Microsoft Excel, Advance</li> <li>• Microsoft PowerPoint, Advance</li> <li>• Microsoft Word, Advance</li> <li>• Microsoft Outlook, Advance</li> </ul>	<ul style="list-style-type: none"> <li>• Captivate</li> <li>• Madcap Flair</li> <li>• BrainShark</li> <li>• uPerform</li> </ul>	<ul style="list-style-type: none"> <li>• Oracle User Productivity Kit (UPK)</li> <li>• SAP WPB - Workforce Performance Builder</li> <li>• Assima</li> </ul>

## AREAS of INSTRUCTION

- Manage the design development and subsequent delivery of end user training materials using interactive and motivational adult learning principles for organizations implementing **PeopleSoft versions 5.0-9.2**; **GL, AP, AR, Assets, nVision, query**, and Supply Chain Requisitioning Module Overviews; HR, Benefits, Payroll, Time & Labor Siebel CRM; eBusiness and client custom software.
- Created Suite of **PeopleSoft** and **eBusiness** Finance, HCM, and Supply Chain end user training experiences using Oracle UPK
- Facilitate the on time creation of BPP's utilizing uPerform to build and deploy **SAP** HR/HCM, MM, FI, CO, SD, Portal ESS/MSS, CRM 7 and AM end user training documents
- Siebel CRM, Salesforce.com
- Created and delivered Train The Trainer sessions
- Leverage industry technology that included Oracle UPK, uPerform. SAP WPB (formally DATANGO), Madcap, Microsoft WORD & PowerPoint and TechSmith Suite.

## EDUCATION

- George Washington University, Washington, DC
- **MBA** Concentration in Marketing and International Business
- **BBA** Concentration in Economics and Public Policy
- **Certified PeopleSoft Trainer** – Financials versions 5, 6, 7.5, 8.4, 8.8, 8.9, 9.1; HR, Payroll, T&L and Supply Chain

## WORK SUMMARY

### **CR Legacy LLC ( Independent Consultant)**

**2012- Present**

#### **Trainer & Consultant**

#### **Business Transformation Training & Education**

**Atlanta, GA**

Provide ERP OCM, Training and communication services to support organizations implementing a variety of ERP solutions. Work with client SME's to perform, instructional design tasks such as research, creation of storyboards content creations and classroom delivery. Delivered stand up training sessions. Organized training events. Devised training registration system for multi facility hospital systems. Preform QA and peer reviews to ensure project quality. Interface with overseas development organization. Provide project status to training PM, project PM and client project sponsors.

### **TracePoint Consulting, LLC**

**2011- 2014**

#### **Sr Consultant – Training & Education Division**

**Atlanta, GA**

ERP OCM, Training and communication services organization that supports multi-level SAP and PeopleSoft ERP implementations. Design and develop instructor-led training, blended learning, and interactive e-learning programs for employee audiences ranging from new, introductory-level employees to experienced executives Actively engaged on client facing projects to perform Interface with overseas development organization.

### **Emory University**

**2010- 2011**

#### **Finance Division – Manager of Training**

**Atlanta, GA**

Update curriculum, deliver classroom sessions, created webinar format for Finance Division. Trained over 3500 end users using traditional and nontraditional eLearning training approaches. Implemented custom knowledge repository . Use People ELM module to post, schedule monitor and track training resources and student course compliance and completion. Create post class assessments. Manage and oversee ERP continual communications and training effort to reinforce implementation effort.

### **TransAmerica Training Management, Inc.**

**January 2005 to February 2010**

#### **Sr Instructional Designer**

**Latin America/Caribbean/USA**

Design and develop instructor-led training, blended learning, and interactive e-learning programs for employee audiences ranging from new, introductory-level employees to experienced executives. Use ADDIE model. Perform job task analysis. Apply adult learning principles to improve efficiency and effectiveness of instruction. Use various e-learning tools to develop system simulations and course modules. Develop learner evaluations and assessments. Reformat existing training materials for e-learning. Develop templates, style guides and development standards for team projects

Additional responsibilities included: business development, alliance relationships with customers and PeopleSoft implementation partners, recruiting, creation of training methodologies and general project management functions. Created market strategy to service customers in USA and throughout the Caribbean.

### **Training Resources Company, Inc.**

**August 2002 to November 2004**

#### **Sr Instructional Designer**

**Nationwide**

Privately held ERP OCM & training consulting organization that utilized a variety of industry tools to provide custom end user training development, delivery services and Change Management services to customers implementing PeopleSoft Financial, CRM, eApps and HRMS applications . Responsible to create and maintain all vendor and partner relationships.

Project manager for the development of custom ERP curriculum for Georgia Board of Regents across 32 campuses. Enhanced business process documentation for accuracy and clarity.

**PeopleSoft, Inc.**

Held Multiple Positions- See Below

**1996 to 2002**

Pleasanton, CA

ERP software development company that created business solutions for Human Resources, Finance, Supply Chain and CRM

**Managing Director, Alliance Partner Education**

**Dec. 2000 to July 2002**

**Sr. Consultant & Project Manager / End User Consulting**

**April 2000 to Dec. 2000**

**Business Development Manager – Latin America**

**April 1999 to April 2000**

**Senior Lead & Master Financial Consultant/Instructor**

**May 1996 to Dec. 1999**

**ADDITIONAL CAPABILITIES**

- Executive presence to conduct and executive alignment workshops.
- Strong presentation skills used in classroom setting, daily-working groups and as speaker at national user group meetings.
- Keen ability to present complex training subjects to audiences at multiple levels within an organization by using level appropriate language and examples.
- Able to adapt to last minute changes and problems requiring immediate action.
- Known to be an effective partner, to determine creative and unique training deliverables.
- Ability and true concern to develop and mentor personnel to achieve individual and organizational growth.

**ADDITIONAL ACTIVITIES**

- Peace Corps Volunteer
- Bi-Lingual English and Spanish
- Member of American Society of Training and Development
- Mentor and collaborator at Institute of Technology

## SELECTED CORPORATE PROJECT CLIENT LIST

Board of Regents  
State of Florida  
Software Solutions  
County Agency  
Lee County , FL  
Emory University & Hospital  
Healthcare  
North Companies  
Kurt Soloman  
Goldcorp

August 2003- April 2004  
August 2004- December 2005  
March 2005- Feb 2006  
Dec 2005-Feb 2006  
March 2007- Dec 2007  
March 2010- Present  
September 2011- August 2012  
September 2012- February 2013  
December 2012- March 2013  
February 2013- July 2013

## CLIENT LIST

### Higher Education

- Emory University
- University of Georgia
- Florida Intl University
- Georgia Board of Regents
- UNC - Chapel Hill
- University of Rhode Island
- Boston College
- Southern Methodist Univ.
- University Of West Indies
- Council for Independent Educators - Florida

### Consulting

- SAP Education
- Oracle Education
- IBM
- Spherion Staffing
- Kurt Salmon
- Oracle Consulting
- SkyBridge Global
- REMY Corp
- CIBER
- Maximus
- Grant Thornton
- Cap Gemini
- Collaborative Solutions
- Accenture
- Assima
- nProdigy
- Eagle Consulting Partners

### Public Sector

- US House of Representatives
- Comptroller's Office Palm Beach County, FL
- Lee County FL
- State of FL – Project Aspire
- Gwinnett County, GA
- Miami-Dade County
- Miami Airport
- State of Texas
- State Of Virginia
- Hawaii Dept of Transportation
- City of Albuquerque
- State of New Mexico
- Los Alamos Labs
- OneStop Career Centers- Southern FL

### Non Profits

- Beth Israel Deaconess Medical Center
- Susan G Komen Foundation
- California –Auto Assoc.

### Healthcare

- Piedmont Healthcare
  - McKesson
  - Lahey Health
  - Ascension Health
  - Karl Storz
  - Tampa General Hospital

### Construction

- Lennar (real estate) Corp
- Beazer Homes
- Capital Sr. Living
- Goldcorp
- Tronox

### Commercial

- Kendle International Inc.
- OpenSolutions Inc.
- Oceanering
- Edelman Publicity
- FM Global
- Lockheed -Martin Marietta
- Great Batch Mfg
- Delaware North Companies
- Green Mountain Coffee
- Federal Express
- Hitachi
- Novelis
- Bloomin' Brands
- Kimball Electronics
- Benjamin Moore Paints
- Isuzu Trucks

### Financial Sector

- Capital One
- Thrivent Lutheran Brotherhood
- First Caribbean Bank

### Public Utilities

- Bahamas Telecomm. Corp
- Atlanta Gas and Light
- Florida Power and Light



**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority-, woman- and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing additional information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**



Certificate/VID Number:	<b>1901125410900</b>
File/Vendor Number:	<b>478046</b>
Approval Date:	<b>09-FEB-2017</b>
Scheduled Expiration Date:	<b>09-FEB-2021</b>

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

**PEDIGO STAFFING SERVICES, LLC**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 10-FEB-2017, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Bobby Pounds, Interim Director  
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



*The City of Austin  
Small & Minority Business Resources Department affirms that*

**Deborah D. Pedigo dba Pedigo Staffing Services**

meets all the criteria established by the City of Austin Minority-Owned and Women-Owned Business Enterprise Procurement Program and is certified as a

**Women-Owned Business Enterprise**

by the City of Austin.



A handwritten signature in blue ink, appearing to read "V. Briseño", is positioned above a horizontal line.

Veronica Briseño, Director  
Small & Minority Business Resources Department

VENDOR CODE: V00000913996

**EXPIRATION DATE:**

**06/20/2020**

Certification is valid for three years, contingent upon the City receiving an affidavit of continued eligibility each year. Verification of certification status can be obtained by calling (512) 974-7645.