



July 10, 2020

Ms. Gayle Dykeman, Procurement Specialist 3  
City of Gainesville  
200 East University Ave  
Gainesville, FL 32601

Dear Ms. Dykeman:

Please consider this response to your **Request for Proposal - #FPUR-200036-GD Temporary Personnel Services**. Ad-VANCE Talent Solutions has been providing innovative staffing solutions to the Gulf Coast since 1995. Independently owned and operated, the Ad-VANCE companies have excelled in successfully supporting both the private and public sector.

As evidence of our ability in the public sector space we have been awarded exclusive sole vendor status for **Polk County Government, Sarasota County Government, Pasco County Government, City of Plant City, City of North Port, City of Bradenton, City of Venice, Manatee County Sheriff's Office, and State College of Florida**. Additionally, we are the primary vendor for **Manatee County Government**.

We appreciate the opportunity to respond to this solicitation and **agree to comply totally with all requirements, terms and conditions listed in the RFP under the Proposer Requirements and Detailed Statement of Work**. Ad-VANCE will negotiate key contract points contained within if selected.

Sincerely,

A handwritten signature in blue ink that reads "Brion Sunseri".

Brion Sunseri  
Owner/President  
941-739-8883  
[bsunseri@ad-vance.com](mailto:bsunseri@ad-vance.com)



**Ad-VANCE Talent Solutions** and affiliate **Ad-VANCE Recruiting LLC** are a “One Stop” solution provider specializing in flexible and efficient talent acquisition and staffing management solutions. Since **1995** Ad-VANCE has a long, successful history of providing these services to both the public and private sector.

**Corporate Office**

**Ad-VANCE Talent Solutions, Inc.**  
3911 Golf Park Loop Unit 103  
Bradenton, FL 34203

**Sarasota Office**

**Ad-VANCE Recruiting LLC**  
3293 Fruitville Rd, Unit 102  
Sarasota, FL 34237

**On-Site Office**

**Sarasota County Government**  
1660 Ringling Blvd  
Sarasota, FL 34236

**On Site Office**

**Polk County Government**  
330 West Church Street  
Bartow, FL 33830

**Awards & Recognition**

- 2011 - 2020 “Top 500 Companies” Gulf Coast Business Review**
- 2014 - 2019 “Top 5 Recruiting & Staffing Firms” Tampa Bay Business Journal**
- 2012 - 2017 “Top 25 Permanent Placement Firms Tampa Bay Area” Tampa Bay Business Journal**
- 2002, 2014, 2016, 2017, 2018 & 2019 Bradenton Herald’s Readers’ Preference “Best of Best Staffing Agency” Award**
- 2010 Business/Education Partnership Award “Partner in Excellence” School District of Manatee County**



## Core Competencies

**Talent Sourcing** – Ability to aggressively recruit for a diversity of positions. Our recruiting and placement processes mirror our client’s vision and culture.

- Locally – for 24 years we have built on-going relationships with Colleges, Schools & Civic & Community partners.
- Targeted Social Media Programs – Linked In, Facebook, YouTube, & Twitter.
- Gulf Coast footprint - Charlotte County to Pasco County to Orange County.
- Nationally – through **TempNet Association** network.

**Project & Contingent Labor Management** – Ability to coordinate and manage large hiring initiatives with processes that are transparent and efficient.

- Contingent Labor/ County Governments – average 60 to 70 temporary employees daily per entity year-round.
- Recruitment / Fire Medics – 2 to 3 times/yr 300 candidates
- Recruitment / Seasonal Staff – Camp Counselors, Lifeguards, Mosquito Mgmt.
- Recruitment / FEMA Staffing– deployed when needed 24/7 500+ employees

**Innovative Technology** – Mobile and web-based application, testing & timekeeping options using the best in technology to stay in constant communication with the Client, Candidate & Employee.

- Spark Hire Video Interviewing
- TempWorks (ATS) - Web Portals for Client & Employee
- Employee Testing, Screening, Onboarding & Video Orientation
- Electronic Time Capture & Invoicing - Mobile friendly.
- Metrics Reporting – EEOC, Veterans Preference & Custom

## Key Capabilities

- Experience, **Industry Certification & Tenure of Internal Staff**
- Total Source in the **Diversity of Service Offerings**
- Award Winning **Customer Service & Business Practices**
- Industry Leading **Employee Benefits Package**
- Industry Leading **Skills Assessment** Capabilities
- Industry Leading **Applicant Tracking Software**
- Industry Leading **Time Keeping & Payroll Administration** Abilities
- **Custom Reporting & Metrics** Capabilities
- **National Recruiting Network** through TempNet Association

## Professional & Community Partnerships

### Professional Affiliations

- American Staffing Association
- Bradenton Area Economic Development Corporation
- FCCMA
- Hospitality Finance & Technology Professionals
- Lakewood Ranch Business Alliance
- Manatee Better Business Bureau
- Manatee Chamber of Commerce
- Sarasota Chamber of Commerce
- Sarasota Economic Development Corporation
- Sarasota Human Resource Association (SHRA)
- Society of Human Resource Management (SHRM)
- TempNet Association of Independent Staffing Firms

### Non-Profit & Civic Partnerships

- Manatee Technical College
- Suncoast Technical College
- The Patterson Foundation
- Community Foundation of Sarasota
- Keep Manatee Beautiful
- Habitat for Humanity Manatee
- Hope Family Services
- Foundation for Dreams
- Manatee County YMCA
- Metropolitan Planning Organization
- United Way of Manatee
- Meals on Wheels Plus
- Goodwill Industries
- Women's Resource Center
- Manatee Children's Services
- Selah Freedom
- ALSO Youth

### Philosophy of Firm

**Ad-VANCE** has always been independently owned and operated, which allows us to offer a level of flexibility, cost-effectiveness, and service that is unmatched in our industry. Our business is based on creating value for our clients, problem solving, and reducing hiring and retention headaches.

We strive for true business partnerships and long-term relationships that are mutually beneficial. Our "**can do**" attitude and constant desire to provide added value to our clients and candidates help set us apart.

### Our Mission Statement best sums it up:

"**Ad-VANCE** embraces traditional values and creates innovative solutions. We attract, qualify and match talented individuals to meet and exceed our client expectations. Our business partners know us best for our integrity, community investment and exceptional service."



## **Leadership Team & Key Personnel**

Ad-VANCE is singularly focused on being our clients' recruitment partner. Your vision is our vision and we speak and understand your language. Our team is organized to deliver upon that vision. We are committed to understanding our clients' goals, challenges, needs and values in order to become and remain a partner. Each Ad-VANCE client is assigned a dedicated support team to manage day-to-day activity.

We believe that the combined public sector experience and level of commitment of the leadership team at Ad-VANCE is what sets it apart from the competition. Independently owned with day to day ownership and key management involvement ensures that problems and opportunities are immediately addressed to our client's satisfaction. We are "battle tested", having been through several large contingent workforce transitions and ramp ups, as well as understanding the best retention tools and practices for our associates. We have learned the hard way what can be done better and have creatively partnered with our clients to build better service models that are both efficient and cost effective.

Additionally, our ongoing commitment to build community-based recruiting partnerships in the communities we serve has paid great dividends for both Ad-VANCE and our clients. Our service model to both our clients and employees is built on integrity and trust. Our ultimate goal is the success of both our clients and employees which in turn makes us successful, and the ideal business partner.

### **Gainesville Office Leadership & Recruitment Team**

**Lisa Pierce** - With 22 years recruiting experience, Lisa presents with extensive knowledge in Public Sector Recruitment and Recruitment Process Outsourcing (RPO) overseeing 7.4 million in contracts spanning 11 county government organizations, municipalities and colleges.

Lisa has coached, consulted and collaborated with Executive Management and HR on staffing, sourcing and assessment strategies. She has created seamless processes to assure that all hiring requirements are met on a timely basis. Lisa also developed creative sourcing strategies and relationships to assist in those hard to fill positions.

- **Director of Talent Acquisition – Lisa Pierce**
  - Creating a seamless process with Human Resources, Procurement, and Executive level management team for efficient hiring and recruitment practices.
  - Implementation of process to assure all County/City standards are met and quality control systems are in place
  - Oversee transition process and handle any challenges - Establishing clear recruiting guidelines and confirming all hiring practices are followed as directed by client

- Review reporting request by client for efficient and accurate reporting processes
- Build partnerships with Schools and Community partners to augment recruiting practices

**Chris Strait** – a Psychology Major from University of South Florida and has 6 years recruiting experience with Ad-VANCE. Chris has excelled in servicing large volume hiring contracts in both the private and public sector. His attention to detail, efficient use of processes and consistent follow up with both our clients and candidates ensure the best possible outcome for each recruitment.

Chris has been an integral part of our growth in the public sector due to his ability to create and implement process efficiencies that directly benefit our clients. Chris has staffed at every level both for temporary and for full time internal hire at the majority of our clients. His leadership of our Recruiting Team at our largest County Government client has solidified a very successful client vendor partnership.

- **Chris Strait - Government Sector Recruiting Manager**

- Full-cycle account management including staff supervision, budgeting/forecasting, reporting
- Implementation of transition Plan
- Training of new office staff
- Clearly outlining the planning and strategy for recruitment and placement of temporary help staff
- Responsible for escalated conflict resolution, advising upper management

**Kenzie Ralston**- a Bachelor of Arts Major from Oral Roberts University and has extensive experience in recruitment strategies for both the automotive and financial services industries. Kenzie has ample talent sourcing knowledge and has recruited consistently in various fields and skill sets in most all Florida job markets. She has significant temporary and temp-to-hire, and contingent workforce experience.

- **Kenzie Ralston - Talent Acquisition Manager / Gainesville Office**

- Coordinate daily support of the local office to respond quickly to new orders and opportunities
- Schedules job fairs: Virtual, onsite, and off-site programs
- Communicates with hiring managers on requisition needs and candidate performance
- Recruitment and hiring process
- Builds relationships with local schools and community partners to assist in recruitment efforts
- Run daily huddle meetings to track the process of recruitment
- Assures all administrative functions are completed
- Responsible for weekly time keeping process
- Divides all recruitment/staffing responsibilities with the Talent Acquisition Specialist.
- Escalates any high priority challenges/issues directly to **Christopher Strait**, Talent Acquisition Manager, **Lisa Pierce**, Director of Talent Acquisition, or **Brion Sunseri** accordingly.

## Principal & Key Personnel

### **Brion Sunseri**

#### ***Owner/President - Ad-VANCE Talent Solutions, Inc.***

Expertise: Business Leadership, Business Opportunity Maximizing, Creative Problem Solving, Community Development, Strategic Planning

3911 Golf Park Loop, Unit 103, Bradenton, FL 34203

941-739-8883

[bsunseri@ad-vance.com](mailto:bsunseri@ad-vance.com)

### **Lisa Pierce**

#### ***Director of Talent Acquisition***

Expertise: Recruitment Process Management, Talent Sourcing, Contingent Workforce Management.

3911 Golf Park Loop, Unit 103, Bradenton, FL 34203

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[lpierce@ad-vance.com](mailto:lpierce@ad-vance.com)

### **Julianne Sunseri**

#### ***Owner/President – Ad-VANCE Recruiting, LLC.***

Expertise: Professional & Executive Search, Talent Sourcing, Process Quality Assurance & Best Practices

3911 Golf Park Loop, Unit 103, Bradenton, FL 34203

941-566-0811

[jsunseri@ad-vance.com](mailto:jsunseri@ad-vance.com)

### **Christopher Strait**

#### ***Talent Acquisition Manager / Government***

Expertise: Recruitment & Talent Sourcing, Contingent Workforce Management

3911 Golf Park Loop, Unit 103, Bradenton, FL 34203

941-739-8883

[cstrait@ad-vance.com](mailto:cstrait@ad-vance.com)

### **Kenzie Ralston**

#### ***Talent Acquisition Specialist / Government***

Expertise: Recruitment & Talent Sourcing

3911 Golf Park Loop, Unit 103, Bradenton, FL 34203

941-739-8883

[kralston@ad-vance.com](mailto:kralston@ad-vance.com)

### **Tyler Cooke**

#### ***Accounting & Payroll Manager***

Expertise: Accounting & Payroll Administration, Employee Report Generation

3911 Golf Park Loop, Unit 103, Bradenton, FL 34203

941-739-8883

[tylerc@ad-vance.com](mailto:tylerc@ad-vance.com)

### **Kay Woodall**

#### ***Payroll & Benefits Specialist***

Expertise: ACA Management & Best Practices, Employee Benefits, Reporting

3911 Golf Park Loop, Unit 103 Bradenton, FL 34203

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[kwoodall@ad-vance.com](mailto:kwoodall@ad-vance.com)

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#### ***Talent Acquisition Manager / Government***

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#### ***Talent Acquisition Specialist / Government***

Expertise: Recruitment & Talent Sourcing

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### **Tyler Cooke**

#### ***Accounting & Payroll Manager***

Expertise: Accounting & Payroll Administration, Employee Report Generation

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### **Kay Woodall**

#### ***Payroll & Benefits Specialist***

Expertise: ACA Management & Best Practices, Employee Benefits, Reporting

3911 Golf Park Loop, Unit 103 Bradenton, FL 34203

[kwoodall@ad-vance.com](mailto:kwoodall@ad-vance.com)



# BRION SUNSERI

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## SKILLS & ABILITIES

Sales and management professional with more than 27 years of experience in the Staffing & Recruiting field. Proven record of success in sales initiatives and streamlining existing business operations toward profitability. Consistently recognized for superior performance and creative problem-solving. Experience in business development, project management, sales, marketing, general, and operational management. Superior work ethic, highly organized and reliable multitasker who is equally comfortable in a sales management or senior management role.

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## EXPERIENCE

### **AD-VANCE TALENT SOLUTIONS - OWNER/PRESIDENT -**

June 1995 - Current

Full-Service Staffing & Recruiting Firm. Started as new company in 1995 and have grown to average over \$9M annually in gross sales.

### **CONSTRUCTION SUPPLY COMPANY - Vice President -**

December 1989 – June 1995

Building Materials Supplier – Sarasota, Florida

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### **NORRELL SERVICES – BRANCH MANAGER**

January 1988 – December 1989

Temporary Staffing Services – Winston Salem , North Carolina

### **Winfield Industries – Account Executive**

September 1982 –December 1987

Hospital Containment Systems Supplier – Costa Mesa, California

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## EDUCATION

### **CAL STATE LONG BEACH – BUSINESS COMPUTER METHODS – JULY 1982**

3.52 GPA

Bachelors of Science – Computer Programming

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## AWARDS & RECOGNITION

**2011 – 2020 Gulf Coast Business Review Top 500 Business Tampa Bay Area.**

2017, 2018, 2019, Readers Choice "Best Staffing Agency" Award  
2012 - 2020 Top 25 Permanent Placement Firms Tampa Bay Area  
Florida School to Work Silver Zone Award 1997  
Florida School to Work Zone Award 1998 & 1999  
2010 Business/Education partnership award "Partner in Excellence"  
through EPIE

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**LEADERSHIP**

Chairman Board of Governors Manatee Technical College – Current  
Manatee Technical Institute Foundation Board – Current  
Work Force Development Committee/Manatee Chamber – Current  
CEO Net Sarasota – Current

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## **Lisa Pierce, CSP - Director of Talent Acquisition**

### **SUMMARY OF QUALIFICATIONS**

#### **Profile**

A results-oriented Senior Recruiter/Manager with 21 years of full cycle recruiting and staffing experience specializing in the placement of all levels of temporary and contingent staffing. Strong ability to create and manage process driven systems to efficiently augment client hiring needs. Experience in HR technology with implementation of industry leading applicant tracking systems for both internal use as well as for Recruitment Process Outsourcing (RPO) services provided to clients. Possess the ability to develop and maintain strong relationships with human resource departments, business partners, community partners, and candidates.

#### **Project Management**

- Instrumental in creating and managing an effective staffing solution for several large volume recruiting projects.
  - 300 call center representatives placed within 4-month period with low turnover ratio.
  - Created process and managed seasonal staffing project for a large "big box" retail vendor. Seasonal hiring of 500+ employees within a four-month duration. Project spanned 6 counties in our retail market. Established and coordinated a network of secondary vendors and on-site managers to augment the recruiting efforts while complying with strict hiring guidelines and testing procedures.
  - Successful implementation and process management of temporary staffing services contract for State College of Florida resulted in extension of \$500K annual contract.
- Developed and coordinated a national network of recruiting resources, including secondary vendors, allowing Ad-VANCE to assist with administrative placements for local clients at their regional offices. (Gevity/Trinet, Sysco, Walmart)
- Responsible for management and oversight of Recruitment Process Outsourcing (RPO) for Sarasota County Government & Pinellas County Government.
- Results of a successful implementation of Recruitment Process Outsourcing (RPO) services, Ad-VANCE was awarded temporary services contracts for Sarasota County Government, Polk County Government & Plant City Government, to name a few.

#### **Business Management**

Well-developed expertise in managing computer-based businesses with knowledge of system purchases, conversation and management. Ability to utilize system applications to improve office efficiencies and cash flow. Experience in recruitment and management of staff by promoting team performance and training in perceived value techniques. Instrumental in business growth:

- Saved \$25K by installing and implementing a reservations system for a large travel organization.
- Decreased operating costs by 5% by placing or moving key personnel to roles more suited, saving thousands of dollars in recruiting and training dollars.

#### **Sales and Support**

Group sales and support required attention to detail, organization and ability to work under pressure. Responsible for maintaining computer-based inventory and accounting systems. Retail sales, excellent customer service, and ability to close a sale. Recruitment, training, and management of call center reservation agents.

- Recruited for and supported sales team which led to increase in sales of \$2.8 million in 3 years.
- Enhanced customer service by implementing performance standards and on-going training programs that resulted in Ad-VANCE being nominated for Small Business of the Year in Manatee County three times in five years.

#### **Medical Industry Experience**

Responsible for the entire operation of medical practice to include accounts receivable, accounts payable, payroll, human resources, and risk management. Established office protocol and procedures in compliance with state and federal law. Instrumental in office expansion, purchasing, and implantation of office systems.

**Work History:**

Operations Manager,	Ad-VANCE Talent Solutions	2005- Present
Staffing Specialist,	Ad-VANCE Talent Solutions	1998-2005
Reservation Manager,	Ship'N'Shore Cruises and Tours	1994-1997
Reservation Manager,	St. Tours/Sarasota Travel	1991-1994

**Education:**

- American Staffing Association, Certified Staffing Professional
- Anne Arundel Community College, Business Management Program
- Graduate, University of Maryland, College Park, EMT/Paramedic Studies
- Graduate, Sarasota Travel School, Travel Procedures
- Graduate, Leadership Development, Doug Van Dyke Leadership Development Program

**Community Involvement:**

- Women's Action Committee, Manatee Memorial Hospital
- Manatee Administrators Council thru Manatee Medical Society
- Chair to Advisory Board, Manatee Technical College
- Member, Chamber of Commerce, Manatee County
- Member Sarasota Human Resource Association (SHRA)
- Member BNI, Circle of Success Chapter recognized as #1 in the nation

## *Julianne Sunseri, CSP*

Performance-driven, deeply accountable Human Resource professional, a servant leader caring about balancing the needs of the employee with the goals and mission of the hiring organization. Recruiter with over 16 years of comprehensive experience including sourcing, advertising, screening, and evaluation. Proven success through ongoing business leader partnerships and achieving corporate excellence through human resource initiatives.

### **Professional Experience**

#### **Ad-Vance Recruiting, LLC, Executive Recruiter/Owner**

**8/2013 - current**

- Lead Executive Recruiter for several large-scale clients, including sourcing, pre-screening, employment verification, testing, and client interviews. Specializing in placing business professionals from C-level director to individual contributor level within companies ranging from Fortune 500 to small-mid size businesses.
- Opened "Hospitality Associates", Division specializing in fulfilling the needs of the Hospitality industry and Event Staffing. The Hospitality Division has grown to service over 100 of the area best employers with annual sales of over one million dollars.
- Conducting workload analysis to assist hiring managers with creation of hiring plan and working with CEO/CFO to establish equitable compensation plans. Areas of recruitment expertise: Executive, C-Level, Accounting, Finance, Customer Service, Sales, Marketing, Administrative, and Human Resources. Professional search division has grown by 50% year over year.
- Managed full life cycle recruitment process and partnering with Human Resource Managers and hiring leaders to develop long-term and short-term recruitment strategies. Collaborated, influenced, and consulted with senior management for all levels of hiring decisions, exempt and non-exempt.
- Developed interview guides based on behavioral interviewing specific to the company culture and core competencies. Sourcing, screening, interviewing, negotiating and hiring; between 200-260 employees at all levels annually. Target and cold call on prospective job seekers.
- Conduct New Hire Orientation and Safety training sessions ensuring all forms and documents are completely timeliness and in accordance with regulations. Directed large scale on-boarding project for management and entry-level talent of large hiring project with in-depth training for new supervisors.
- Counsel and coach new employees on various issues such as performance feedback, progressive discipline, and employment law. Generate enthusiastic participation in open enrollment benefit options programs, including 401K programs
- Oversee and approve all advertising methods and sources including online portals, such as Glassdoor, Zip Recruiter, Indeed job fairs, LinkedIn, and face-to-face, phone, or Skype interview processes.
- Facilitated and developed strong, long-term company and candidate relationships for ongoing external referrals. Develop and maintain durable relationships with area Human Resource Directors, and influential hiring managers.

#### **Ad-VANCE Talent Solutions, Bradenton, FL**

**1/2002 – 8/2013**

**Lead Recruiter** for a full-service recruiting/staffing center, Ad-Vance Talent Solutions, with a combined employment of about 400 nonexempt and exempt associates, plus a pool of contract employees.

#### **Talent Acquisition Director**

**7/2009 – 8/2013**

- Selected the most skilled employees that enabled Client businesses to achieve their long-term goals. Developed and strengthened relationships with key executives and hiring managers of client businesses. Cut recruiting fees resulting in savings to clients. Established the metrics used to track hiring success, measure progress toward goals, and adjust plans to install best practices for all recruiters.
- Updated and maintained all job board postings. Increased candidate flow by over 400%. Oversaw recruiters and managed recruiting function, including sourcing, interviewing, and hiring of candidates. Ensured all hiring activities stayed within corporate established budget. Setup client team weekly briefings showing all vacancies and status of each, working closely with operations, finance, sales and executive leaders, and hiring managers to help them build their team.
- Able to sourcing diverse candidates at all levels via multiple means including job boards, niche sites, job fairs, professional associations, networking, social media, and strategic advertising; and negotiating salaries and oversights of contractual and administrative components involved in full life-cycle recruiting. Developed and managed all recruiting activities for the company by implementing innovative company-wide recruiting strategies, processes and procedures.
- Developed and carried out training programs encompassing basic and advanced skill development, managed and measured the success of the training process, collaborated with site leaders on all training activities, and provided in the moment coaching, action plans, and performance management for associates.

#### **Staffing Specialist**

**1/2005 – 6/2009**

- Handled all talent sourcing duties such as, interview viable candidates and assess skills, abilities and work history. Maintained applicant information database. Assessed each client order to ensure customer satisfaction in final evaluation.
- Provided training to temporary associates to update skills for assignments. Solved problems and issues of customers and temporary associates. Trained and presented counseling to associates to assure quality performance and job satisfaction.
- Developed the structure for appraisals and safety inspections which contributed toward ensuring that the right people were positioned correctly. Handled all unemployment claims and legal requirements.
- Earned 'Number One Recruiter' three years straight for company highest sales revenue.

**Human Resources Coordinator**

**1/2002 – 12/2004**

- Placed entry-level candidates, recruitment and screening of potential applicants, post job announcements, conduct interviews, make offers, and handle background checks on candidates, plus fulfilling the administrative duties.
- Provided a range of Human Resource services for clients, such as training program design and curriculum development, workplace policies and procedures, strategic planning and organizational goals, benchmarking and performance optimization.
- Lead workshops and facilitated sessions on diversity, talent, and organizational effectiveness. Performed needs analysis with prospective clients and key management to determine performance gaps, leadership development, content knowledge, and materials. Provided new hire orientation, training strategies, and curriculum recommendations. Worked closely with the client's managers and supervisors providing effective leadership techniques to improve employee relations.
- Consulted with business leaders to assess organizational objectives to evaluate workforce performance, learning requirements and delivery of courses.

**Dr. Lindsey Eastman, Dr. Thomas Rubino & Dr. Michael Pawlus Periodontal Specialists and Dental Implants, Bradenton, FL 1996-2001**

***Dental Hygiene Coordinator/Dental Assistant***

- Dental Hygiene Coordinator promoted within three years to Dental Assistant for the practice of three Periodontal Specialists. Supervision of three front staff and collaborated with other departments of the office for implementation of Human Resources programs.
- Interviewing, pre-screening, and hiring new employees for various office positions, approved by the appropriate doctor. Processed all new hire, benefits, orientation, leave, termination, and payroll documentation ensuring legal compliance. Initiated Sales and Marketing to Referral-based Dental Groups. Facilitated weekly 'Roundtable Meetings' to identify and resolve department issues. Assisted in onboarding new patients through the interview and dental/medical history.

**Saddle Creek Apartments, Bradenton, FL**

**1995 - 1996**

***Leasing Consultant***

- Leasing Consultant for a multi-unit apartment complex consisting of over 272 families. Oversaw marketing, leasing, budgeting, and supervision of maintenance and staff. Resolve accounting issues. Performed daily office functions. Increased occupancy from 91% to 99% over 4-month period and increased renewal leases to 99%.

**Education**

State College of Florida, Bradenton, Florida	Associates Degree
Eastern New Mexico University, Portales, New Mexico	Studied Business Management
American Staffing Association, Sarasota, Florida	Certified Staffing Professional (CSP)
Continued Education Units (CEU)	Seminars and Training Sessions

**Community Involvement**

- Keep Manatee Beautiful, Board of Directors (2009 – 2017)
- Manatee Young Professions, Manatee Chamber of Commerce (2008 - 2012)
- Leadership Manatee Class of 2013-2014
- Sarasota Human Resources Association (SHRA) (2004- Current)
- Selah Freedom (Current)
- Phi Theta Kappa (1992-1995)
- Sigma Nu Little Sister (1993-1995)
- TempNet & WigWam Association for Individual Staffing Firms (2004 – Current)

## Christopher Matthew Strait

### SUMMARY

During my undergraduate studies I concentrated on improving my research techniques and skills including taking a voluntary, un-paid position, as research assistant for the Judgment and Decision-Making Lab (JDM) at USF. During my assistantship in the JDM lab I was responsible for many of the secretarial functions of the lab along with aiding graduate students with various research projects including qualitative coding for the Federal Demonstration Partnership (FDP), an NSF sponsored initiative. In addition to everyday lab procedure, associates would participate in structured discussions on relevant research topics that aided me as a burgeoning researcher to shape great communication and leadership skills.

Upon applying my expertise learned during my initial months as a voluntary assistant, along with demonstrating great communication skills and the ability to learn procedure and apply information quickly, I was offered a grant funded, , paid position as an associate of the JDM lab, coding data for the FDP. The assistantship at USF not only aided me in shaping and improving my research strategies, but also gave me invaluable research knowledge, via participating at one of the top psychological research institutions in the U.S.

### EDUCATIONAL BACKGROUND

#### The University of South Florida

August 2010 - May 2013

B.A. Psychology, w/minor in International Studies

#### State College of Florida - Manatee-Sarasota

August 2008 - August 2010

A.A. Liberal Studies

### PROFESSIONAL EXPERIENCE

#### Ad-Vance Talent Solutions, Inc.

August 2014 - Current

- Create talent acquisition strategies and processes such as strategic sourcing, diversity initiatives
- Consult, collaborate, negotiate
- Manage talent acquisition in a large fast paced organization.
- Handle/Fill a high volume of open positions
- Develop and manage professional relationships between HR & Hiring Managers
- Influence leadership and execute projects in a large organization
- Interpreting data to make decisions and researching labor market statistics required in-depth knowledge of the talent acquisition landscape in government agency preferred

#### University of South Florida – Tampa

June 2013- August 2014

- Coding and organizing data using Microsoft Office (experience in Excel, PowerPoint) for the Federal Demonstration Partnership (FDP) and various graduate projects.
- Piloting and providing feedback for graduate student projects on the University of South Florida Psychology Participant Pool (SONA Systems).
- Locating and extracting data from SQL
- Managing laboratory inventory including reorder of supplies
- Software and hardware installation (Experienced in new and older Windows and Mac OS)
- Taking of laboratory minutes
- Organizing email communications and distributing weekly minute summaries and reminders to all lab members
- Created and organized specific coding scales/schemes for graduate projects
- Provided summarized reports of qualitative coding results
- Participated in organized weekly discussion of new and congruent research

### AWARDS/ MEMBERSHIPS

Rank of Eagle Scout - Boy Scouts of America (BSA)

December 2007

University of South Florida Alumni Association

Member since 2013

Phi Sigma Theta National Honor Society

Member since 2011

## **Kenzie Ralston**

(918) 527-2568 [mcgee.kenzie@gmail.com](mailto:mcgee.kenzie@gmail.com)

Self-starter, leader, and fast learner with a versatile skill set including customer service, sales, communications, and teaching. Experienced working independently but also thrives and excels in any work environment. Recognized excellence in customer service and leadership in a team setting. Ability to apply creativity to job tasks and projects. Entrepreneurial, motivated spirit reflected in successful self-employment. Remains open to and appreciative of critique and feedback.

### **Education**

Oral Roberts University, Tulsa, OK — Bachelor of Arts, May 2012

### **Experience**

**TALENT ACQUISITION MANAGER - Public Sector Staffing**, 06/2019 to Current - Ad-Vance Talent Solutions, Inc.

Public Sector Recruitment and Staffing for several Government Agencies

Recruit, interview, hire, on-board and terminate employees

Candidate Sourcing and Engagement Strategies

Conflict resolution

**TALENT ACQUISITION LEAD**, Lithia Motors, Portland, OR, February 2017 – January 2017 (Reason for leaving: Moving to Florida)

Responsible for staffing 7 dealerships in the Portland Metro Area. Worked with hiring managers to create and develop effective recruitment marketing campaigns and channels to source candidates, including advertisements, hiring events, career centers, and job programs. Recruited quality talent through targeted active and passive recruiting sources (i.e. resume databases, cold calling, references, referrals, interviews, print media, online, etc.) Facilitated the application process and proctor pre-employment assessments.

Conducted interviews and provided hiring manager/s with candidate summary information. Provided coaching to hiring managers on interviewing, candidate feedback and selection. Conducted pre-employment screenings, including WOTC, motor vehicle records (MVRs), background checks and drug screens.

**RECRUITER**, FORESTERS FINANCIAL, PORTLAND, OR, AUGUST 2016 - FEBRUARY 2017 (Company Lay-Offs)

As a Recruiter with Foresters Financial Services, Inc. for the West Complex, I was directly responsible for the recruitment of Financial Representatives for the Portland and Seattle offices. Primary responsibilities included sourcing, identifying, and evaluating qualified candidates, using social media, job boards, and resume databases to select the most qualified candidates for interviews. Additional responsibilities include maintaining candidate info in Applicant Tracking System (ATS), and monitoring recruiting brand presence on social media, job boards, business, and reputation networks.

**SALES ASSOCIATE**, UPSOURCE, PORTLAND, OR, APRIL 2016 - JULY 2016 (Wanted to get out of sales)

Utilized time management calling and sharpened phone skills while selling products for a digital marketing firm. Responsible for managing a pipeline and making the first initial contact with potential client through 100+ calls a day and making consistent future consultations and building business relationships.

### **Skills**

Excellent customer service, very personable, writes clearly and concisely, critical thinker, builds and maintains business relationships, multitasks, meets deadlines, detail-oriented, organized, well-spoken, finds solutions, social media savvy, Salesforce, iCims, Jobvite, cold-calling, Excel, phone sales, managing a pipeline, SEO, entrepreneurial.



# Tyler Cooke

## CAREER OBJECTIVE

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Efficient professional with 3.5 years of experience and a proven knowledge of accounts payable and treasury. Aiming to leverage my skills to successfully fill the Payroll role at your company.

## WORK EXPERIENCE

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### **AD-VANCE TALENT SOLUTIONS, INC., Sarasota, FL**

ACCOUNTING & PAYROLL MANAGER, JUN 2019 - PRESENT

- Process Weekly Payroll for all Clients
- Assist with Accounts Receivable
- Ensured proper records management for the companies
- Perform accounting office functions

### **VENGRUFF WILLIAMS, INC., Sarasota, FL**

ACCOUNTS PAYABLE, SEP 2016 - PRESENT

- Handle all the invoices from various vendors
- Categorize and detail out BCBS benefits and invoices
- Ensured proper records management for the Treasury department
- Create the commission reports for all departments

MAILROOM, OCT 2015 - SEP 2016

- Facilitated payments from the mail to Treasury
- Ran the client statements and reports from AS400 system
- Processed all incoming correspondence from debtors
- Created procedures for Pitney Bowes digital mail upload

DATA ENTRY, DEC 2013 - SEP 2015

- Entered incoming new business
- Scanned and organized all completed files

## EDUCATION

### **RIVERVIEW HIGH SCHOOL**

Sarasota, FL

*High School Diploma (May 2014)*

## ADDITIONAL SKILLS

- Paychex Payroll software
- AS400 operating system
- Quick Books
- Pitney Bowes postage and envelope machines
- Microsoft Excel

# Kay Woodall

## Summary:

Energetic and enthusiastic insurance professional motivated to succeed in a fast-paced and deadline-driven professional environment. Comprehensive knowledge of the Affordable Care Act. Sound knowledge of benefit plans and of record-keeping systems. Wide knowledge of federal, state, and local wages, overtime, tax, and deduction. regulations. Familiarity with ERISA, FMLA, COBRA, the Patient Protection and Affordable Care Act, Worker's Compensation and HIPAA. Ability to process all insurance claims according to the prescribed procedures. Proficient in using HRIS systems, spreadsheets and various word processing software. Ability to develop interpersonal relationships with the representatives of the benefits and the employees we serve. Previous knowledge of claims adjustments with special knowledge of auto claims, property estimations, general liability through to payment negotiations.

## Highlights:

- Benefits & Payroll Specialist for Ad-Vance Personnel
- ACA Administrator
- W/C Claims Asst. & Safety Coordinator
- Supervising Insurance Adjuster
- Licensed for Multi-lines
- Supervisor for Risk Management Dept. - County Accounts
- Member of New Software Creation Committee - IT
- Billing Supervisor for Multiple Divisions

## Skills and Accomplishments:

### Benefits Specialist- Ad-Vance Talent Solutions, Inc. Present

- Monitor ACA Program through Key Benefits
- Do look backs and send plan packets to prospective employees
- Oversee Employee Deductions and ACA Surcharges
- Created and maintain ACA Spreadsheet - showing Active Employees - Invoiced amounts for Premium Deductions (Key Benefits), Hospitalization and other Insurance Deductions (Enrollment First), Claims Paid (Key Solution), Additional Life Insurances (TransAmerica) and Enrollment Fees
- for First Staff Services
- Review new assignments to make sure correct Worker's Comp Codes are added for functionality of monthly invoicing for all companies
- Monitor and assist with Safety Protocol - create, establish and ensure that
- proper procedures are in place for all Divisions of the company

### Supervising Insurance Adjuster - Multi-lines

- Supervised and maintained specific accounts for Lloyd's of London & other accounts underwritten through other companies - worked with London Liaison, London Contacts, Insureds and Claimants - established relationships through travel with US clients
- Received Claims and dispatched to local branches throughout the United States - over 270 branches
- Supervised File working with Adjusters and Managers through the duration of the claim - averaged over 250 open files per month
- Created and maintained Bordereau Accounts and dispatched payments and credits with authority of over \$1 million dollars in yearly claim amounts

**Education:**

- 2006 **Texas Woman's University/The Sure Foundation** - Dallas, Texas, USA Bachelor of Arts: Secondary Education/Christian Studies
- Began Bachelor's Degree with Texas Woman's University - a branch of University of Texas - Completed Degree through the Sure Foundation in Christian Studies
- 1997 **Vale International** - Dallas, Texas, US Licensed in Both: Property and Property Estimation
- 1996 **Leonard's** - Dallas, Texas, US License: Casualty and Liability
- **Eastfield Community College** - Dallas, Texas, US Office Education- Took classes for Administrative Skills - Word Processing, Dictation, Transcription -
- Certified in WordPerfect Data and WordPerfect Accounting Spreadsheets

**REFERENCE FORM**

**Name of Bidder:** Ad-VANCE Talent Solutions

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Provide current, verified information for three references of similar scope performed within the past five years. You may include other pertinent information.

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**#1** Year(s) services provided 05/2018 – Current

Company Name: Polk County Government BoCC

Address: 330 West Church Street

City, State, Zip: Bartow, FL 33831

Contact Name: Kandis Baker-Buford, Equity & Human Resources Director

Phone Number: (863) 534-6587, Fax Number: (863)-534-6738

Email Address: kandisbuford@polk-county.net

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**#2** Year(s) services provided 10/2010 – 12/2019

Company Name Sarasota County Government BoCC

Address 1660 Ringling Blvd,

City, State, Zip: Sarasota, FL 34236

Contact Name: Lana Bruce, Workforce Planning Manager

Phone Number: (941)773-8090 Fax Number: (941) 315-0773.

Email Address: lana\_bruce@hotmail.com

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**#3** Year(s) services provided 05/2019 - current

Company Name: City of Plant City

Address: 302 W Reynolds St,

City, State, Zip: Plant City, FL 33563

Contact Name: Mercedes Hermide-Perez

Phone Number: 813-659-4200 x 4271

Fax Number: 813-659-4241

Email Address: mperez@plantcitygov.com



## Similar Services and Case Studies

Ad-VANCE Requests that City of Gainesville consider the size and scope of our contracts at **Polk County Government, City of Plant City** and **Sarasota County Government** as prime examples of our experience with a similar size, type and complexity of contract.

Although both contracts required Ad-VANCE to staff, service, manage, and retain a large contingent temporary workforce **we also had the challenge of augmenting and sourcing all the internal County staff recruitment at both entities. We average between 150 and 260 direct hires annually** at both Sarasota County and Polk County, respectively.

### Polk County BoCC

**As shared in our Reference Questionnaire**, Ad-VANCE is responsible for providing temporary staffing for **60-70 temp-to-hire employees on a weekly basis**. All receive 11 paid holidays, PTO benefits and health insurance options. Ad-VANCE has creatively used social media and immediate hire job fairs to source hard to find talent for challenging departments such as Roads & Drainage and Rohr Home. Ad-VANCE also offers and coordinates a major health insurance plan for all temporary employees.

**Please Note:** Ad-VANCE is also responsible for sourcing, vetting, interviewing and presenting **all internal hires at Polk County BoCC**. Our recruiters must adhere to a strict process time-line that allows 14 days to post, 7 days to vet & qualify and 7 days to submit screened candidates for all direct hire positions.

Ad-VANCE has excelled in and refined this process and hired 260 employees for Polk County internal staff over the past year. Ad-VANCE is responsible for job postings, recruitment, interview scheduling, and post hire onboarding for both internal and external positions. **At any given time we coordinate over 130 position requests on average** at Polk County BoCC.

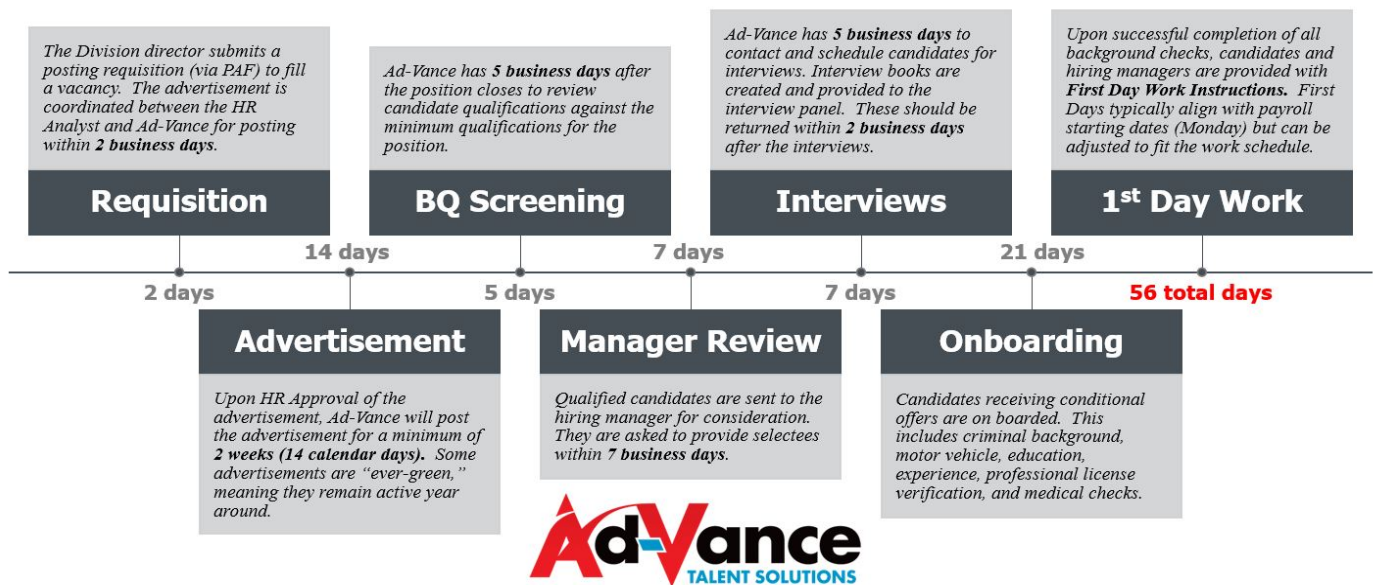
### City of Plant City

Ad-VANCE was awarded sole vendor status in May of 2019 as City of Plant City **"Piggybacked"** off of the Polk County BoCC contract. Ad-VANCE provides temporary staffing for **30-40 temp-to-hire employees on a weekly basis**. All receive 11 paid holidays, PTO benefits and health insurance options.

Ad-VANCE is also responsible for sourcing, vetting, interviewing and presenting all internal hires at City of Plant City. Ad-VANCE is responsible for job postings, recruitment, interview scheduling, and post hire onboarding for both internal and temp-to-hire positions.

# EXAMPLE: Employment Services – Process Timeline

## Recruitment and Onboarding New Employees



Above, please see an example of the process that Polk County Government and Ad-VANCE created and use to efficiently meet the volume hiring demands for both Temp-to-Hire and internal staff Direct Hires.

### Sarasota County BoCC

As shared in our Reference Questionnaire from 2008 through 2019 Ad-VANCE has had two contracts with Sarasota County Government. One is for Recruitment Processing Services (RPS) that started in 2008 and has been renewed yearly since 2013 and one for Temporary Staffing & Payroll Services which started in 2010 and was renewed in 2014 for another 5 years.

We have on-site recruiters that facilitate and administer the recruiting and hiring process for the hiring of all internal County employees. The efficiency of our RPS model has allowed Sarasota County Human Resources to focus on their primary core duties of benefits administration, training and employee retention. Sarasota County has averaged over 450 new internal hires over the past 3 years.

In servicing the Temporary Staffing & Payroll Services contract, Ad-VANCE staffed all departments ranging from Public Works, Utilities, Libraries and Parks & Recreation to Financial and Upper Level Management. On average 50-60 employees worked weekly. Ad-VANCE also offers, coordinates and tracks a major health insurance plan, holiday pay and 401K plan for all temporary employees.

### Client/Ad-VANCE Collaboration Success – Case Studies

Ad-VANCE Talent Solutions has helped many businesses in various industries throughout Florida by providing qualified, professional staffing resources and workforce solutions. Our proven experience can assist you to streamline staffing, improve hiring processes, control costs and boost productivity. Throughout the years Ad-VANCE has creatively engaged its client partnerships to tackle the hardest challenges and produce consistently great results.

Please allow us to share some of our success stories that show our proactive, creative and team within in a team collaborative mindset:

### **\*Pasco County Government – Inefficiency in Processing Emergency Services Dispatcher Candidates**

**Challenge:** PCG Emergency Services needed to immediately fill many openings in their 911 Dispatch Center but could not effectively process the volume (735 applicants) of interested candidates.

**Assessment:** PCG Emergency Services had the applicant pool, but did not have the staff, resources, and processes to properly screen, assess and onboard viable candidates. Hence, they had many empty seats in dispatch and frustrated candidates that moved on to other opportunities.

**Solution:** Ad-VANCE jumped in and created and facilitated an effective screening process for all of the Emergency Services candidates. The process involved screening candidates to ensure they met minimum qualifications, pre-testing for a greater success rate of candidates that would pass Critical testing, assisted in setting up Critical testing and proctored onsite, schedule interviews for candidates that passed, scheduled polygraph testing, psych evaluations and final interviews with Lieutenant. All 735 applicants had clear communication regarding the position and understood the timeline involved. In addition, Ad-VANCE creatively enabled 911 Dispatch to payroll new employees while they went through the application process. This allowed the agency to “try before you buy” potential employees while not losing potentially good applicants to the lengthy hiring process.

**Outcome:** Over a 3-month period Ad-VANCE was able to successfully touch all candidates and efficiently process the applicant flow to a manageable level for PCG Emergency Services staff. PCG’s partnership with Ad-VANCE was instrumental in enabling PCG Emergency Services to fill their open positions timely while maintaining an above average agency-wide staffing rate.

### **\*Pinellas County Government - Business Technology Services**

**Challenge:** Pinellas County was having staffing shortages in their Business Technology Services department. They had over 26 openings that could not consistently fill and were unable to attract applicants that were experienced and had the necessary skills to fill positions that were available in the department. Their biggest challenges were the lower wage range compared to the private sector market and the poor visibility of job posting on the County website and traditional job boards.

**Solution:** Pinellas County hired Ad-VANCE to source I.T. talent for their Business Technology Services division through a flat fee Retained Search Sourcing contract. AD-VANCE together with Pinellas County I.T. Director and key staff created a recruiting campaign that included a highly creative Social Media Face Book advertising plan. “**Beaches and Benefits**” was the slogan playing to the pristine Florida beaches and the lucrative benefits packages the County could offer. Ad-VANCE created the plan using a YouTube video to market specific cities and colleges in the Midwest and the Northeast area of the U.S. enticing potential IT applicants to get out of the cold weather.

**Outcome:** Ad-VANCE created this video that resulted in over 3500 video views (impressions) per month.  
<https://www.youtube.com/watch?v=Bj0dGdzqEJE>

Ad-VANCE social media and sourcing campaign resulted in a consistent flow of quality applicants that resulted in all key critical positions being filled. Monthly meetings, detailed progress tracking and reporting, and consistent candidate engagement produced steady results. The number of candidate Average I.T. openings dropped from 23 openings down to 3, which was a manageable number.

### **\*Polk County Government – Roads and Drainage Division**

**Challenge:** Polk County faced a serious challenge with applicant flow in the Roads and Drainage division. Due to a lack of internal training and promotion, there were 12 openings for Equipment Operator II. This position requires a class B CDL and the pay is \$13.76/hr.

**Assessment:** The division was not promoting/training from within creating a gap in positions. Until a training program could be successfully implemented, we had to focus on filling in the gap externally.

**Solution:** Ad-VANCE Talent Solutions met with the hiring manager and suggested an on-site job fair. Through our extensive advertisements on multiple websites, we were able to bring in 30 qualified candidates to the job fair. Each candidate had an opportunity to speak briefly with the hiring manager regarding their experience and what the job would entail. After the job fair, the hiring manager provided a list of candidates to bring in for a formal interview that complied with county HR standards.

**Outcome:** Through the job fair, AD-VANCE was able to fill 6 of the 12 open positions, and the new employees were able to clear the background and start on the job within 2 weeks. We also managed to fill several other open positions for other hiring managers who were able to meet one on one with the candidates who attended the job fair.

### **\*Manatee County Government – “Grow Your Own” - Career Track & MTC Scholarship Programs**

**Challenge:** Manatee County faced an ongoing attrition of Baby Boomers retiring and a limited entry level talent pipeline to replenish the ranks. Opportunities to promote existing employees were challenged by simple lack of enough entry level labor availability.

**Solution:** Ad-VANCE proposed to offer (6) six **\$1000 scholarship opportunities**, one for each High School, at Manatee Technical College to graduating high school students interested in careers in skilled trades and public works. Manatee County identified key departments that could partner with Ad-VANCE’s programs and also provide job coaching and a career training ladder for these students.

Additionally, Ad-VANCE’s *Career Track* program for non-GED students opens the potential for an additional entry level talent pool. Manatee County as well as other local municipalities have committed to partnering with this new program.

**Outcome:** The COVID-19 pandemic has temporarily slowed down the full implementation of these programs, however we have over 21 students competing for *Ad-VANCE Scholarships* and 5 *Career Track* students in wait.





## Application & Screening Process

Ad-VANCE embraces leading technology and utilizes one of the best applicant tracking software available in **Tempworks**, a web based and mobile app friendly.

All candidates are required to complete an **on-line application** through **Tempworks** as part of our application process which allows all candidate information to flow seamlessly into our applicant tracking and payroll software. We encourage all applicants to apply for the specific job openings they feel they are most qualified and schedule the applicant for an in-person interview after a brief but effective phone screening.

All Ad-VANCE recruiters and internal administrative employees are required to document in Tempworks **all applicant and temporary employee conversations, emails, texts, etc. as part of their daily routine.** This is done for all clients' communication as well.

Additionally, **all employee I-9 verification results, interview notes, background screening, testing and job performance reviews are documented.** This practice allows us to be in a "real time" mode with all clients, employees, orders and situations. It protects Ad-VANCE and its clients and employees for unemployment, workers compensation and federal and state compliance issues.

## Interviewing

All Temporary and Temp-to-Hire applicants go through a **behavioral-based and situational in-person interview**, as well as skills testing to verify knowledge, skills, abilities and core competencies. We also perform a minimum of two job history reference checks to verify past employment, job duties, salary and eligibility to re-hire.

## Video Interviewing

Ad-VANCE also utilizes **Spark Hire**, [www.sparkhire.com](http://www.sparkhire.com) a cutting-edge video interviewing platform which enhances efficiencies in the interviewing process. This feature enables Ad-VANCE to reduce time to fill for key positions for City of Gainesville and greatly condenses the time Hiring Managers spend on scheduling and interviewing candidates, especially in a group panel format.

After City of Gainesville interviews, Ad-VANCE will get feedback from the City of Gainesville and the candidate. When speaking with the City of Gainesville, we focus on the candidate's ability to do the job. When speaking with the candidate, we focus on any questions and continued interest in the position.

Ad-VANCE is an **Equal Opportunity Employer** and committed to providing its employees with opportunities that promote equal employment opportunity and prohibit discrimination, harassment and

retaliation on the basis of race, color, religion, gender, age disability, marital status, citizenship or any other characteristic protected by law.

**Please Note:** Due to COVID-19 - all Ad-VANCE offices have put in proper safety protocol for in-person interviews and office visits per the CDC guidelines. Please see example below:

(example) **Guidelines for In-Person Visit to Ad-VANCE Office**

Our number one concern is to protect the health and safety of our employees, our candidates, our clients, and our community. With the ever changing COVID 19 situation, we have set up protocols for our internal staff and are taking extra precautionary measures for distancing and additional sanitization practices. We are asking the same of all visitors and applicants coming to our office.

**Ad-VANCE Employees Will:**

- Wash or sanitize their hands before greeting anyone at the door.
- Wear mask while meeting with visitors and applicants.
- Will temperature check visitors at door and ask appropriate qualifying questions.
- Will wear gloves when touching any equipment, phones, tools, and surface areas.
- Will practice physical distancing of standing 6ft away from other persons.
- Wipe down equipment after use.
- Will wash hands and use alcohol-based sanitizer to clean hands.
- Will safely discard used masks and gloves.

**Visitors & Applicants Will:**

- Agree to allow a temperature check and answer appropriate questions upon arrival.
- Agree to wear a mask while in office.
- Practice social distancing when in office.
- **Required information** to be shared:
  - Any reports of anyone within your office who have had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days.
  - Report if anyone within your home or office has symptoms of COVID-19, has been tested positive, or has reported being around someone who has tested positive or has symptoms of COVID-19.
  - If there have been any persons working at your office that have attended gatherings outside your office or home larger than 10 people or have traveled outside of the county where your office is located (this would include both domestic and international travel).

**Questions?** Call 941-739-8883

## **Assessment Tools & Methods**

Ad-VANCE utilizes IBM/ Kenexa Prove It assessments to identify and select the most talented candidates. IBM/Kenexa Prove It offers over **1200 validated web-based assessments** that include **clerical, accounting, software, technical, call center, industrial, medical** and more.

[www.proveit.com](http://www.proveit.com)

Additionally, by position request Ad-VANCE uses **Wonderlic** – a comprehensive pre-hiring assessment that helps identify top talent. Wonderlic forecasts on-the-job success by measuring candidates, cognitive, motivation and personality factors. **Wonderlic** provides objective scoring using job-specific profiles and benchmarks. [www.wonderlic.com](http://www.wonderlic.com)

## **Credentialing, Background & Drug Screening**

All Ad-VANCE applicants go through the following screening process prior to starting an assignment. Our goal is to ensure all applicants comply with all federal and state regulations as well as meet the minimum acceptable client's standards for hiring.

Ad-VANCE will have **dedicated internal Recruiting Coordinator(s)** for processing employment verifications, credentialing, and public records request. This allows us to timely process all candidates' experience and background quickly and accurately. Additionally, specific training courses, certifications and licenses will be verified.

### **\*Ad-VANCE agrees to RFP's stated screening requirements**

- Two work references (minimum)
- Work history or resume
- Proper identification for I9 requirements
- E-VERIFY within 3 days of start date
- National Federal Criminal Search
- National Criminal Database Search
- National Sexual Offender Search
- National Violent Abuse Registry
- Motor Vehicle History (MVR) as required
- 5 Panel Drug Screening as required



## **Employee Onboarding, Orientation & Quality Control**

Ad-VANCE believes that great Quality Control starts with the **thorough onboarding** of all new employees. **Clear, concise expectations and understanding of the City of Gainesville and Ad-VANCE's rules and procedures** must be consistently presented and agreed upon by all new employees prior to assignment.

Included in the **Onboarding Orientation** is:

- Worksite Location and Directions via Ad-VANCE's Mobile Friendly Web Portal
- Dress Code, "Appearance & Personal Hygiene" Dress Code Requirement
- Work Schedule and Hourly Pay
- Personal Conduct and Safety Reminders
- Injury Reporting and Medical Treatment Instructions
- Timesheet Reporting, Payroll Period, and Direct Deposit or Pay Card Instructions
- Reporting Absences and Notifying Instructions
- Holiday, PTO and Insurance Summary
- Ad-VANCE Managers Contact Information

Additionally, our **Talent Acquisition Manager** and supporting staff will conduct **weekly Quality Control calls** with all Hiring Managers and Human Resources to insure of the dependability and productivity of the temporary employees. Ad-VANCE will also check at least bi-weekly with each Ad-VANCE employee on assignment to confirm job satisfaction and to answer any questions or concerns. These quality control (QC) calls may be done with assistance from the Ad-VANCE corporate office if needed.

## **Proposed Employee & Client Follow Up Schedule**

Ensuring that both City of Gainesville and the temporary employee are a good fit for each other is an important aspect of our service. Ad-VANCE proposes the following **Quality Control measures** to make sure that everybody is happy and productive:

- **Thorough written, verbal, and video Onboarding** by Ad-VANCE with new employee. This includes a complete Orientation that is signed off on by the employee to confirm that the employee understands Ad-VANCE's workplace and safety policies and expectations.
- **1<sup>st</sup> & 2<sup>nd</sup> day QC check** with Hiring Manager

- **Weekly Friday QC calls** to both Hiring Manager and employee to confirm employee's attendance and job satisfaction, job duties and abilities to do the job.
- **Weekly Meeting with County Human Resources** to review usage, orders, new initiatives and challenges.
- **Monthly meetings** with Ad-VANCE Talent Acquisition Manager and Hiring Managers to discuss employees(s) job performance and future upcoming needs.
- **Monthly Utilization Report** provided to Human Resources to document all temporary employee usage by department.

### **Acceptability/Suitability of Temporary Employees**

Ad-VANCE agrees to allow City of Gainesville to determine the acceptability of all temporary employees provided, including job performance. Client satisfaction is our commitment, and if at any point in the employment process City of Gainesville is not satisfied with an Ad-VANCE employee Ad-VANCE will notify and terminate that employee and will recruit a qualified replacement. Ad-VANCE will ensure that the required justification is recorded, and the appropriate paperwork reviewed and filed as part of the termination process. Recruitment will begin immediately for a replacement.

Should a workplace issue arise that is appropriate for employee counseling, Ad-VANCE utilizes the following process:

**\*Disciplinary Action Outline:** Ad-VANCE's experienced and professional staff is comfortable with addressing any work-place issue that might arise with an employee, as directed by City of Gainesville. The following processes are in place to help assure any behavior is corrected appropriately:

**First Warning** – Telephone counseling session, after work hours, with the employee by Ad-VANCE Recruiter. This is documented in employee's record.

**Second Warning** – In-person counseling session with employee. A signed agreement with employee and Ad-VANCE representative identifying behavior and the course of action to correct this behavior. Document placed in employee's record.

**Third/Final Warning** – Ad-VANCE will administer the appropriate disciplinary action as decided upon with City of Gainesville, to include mandatory time off without pay, reduction in pay, and/or termination of employment.



## ORIENTATION FOR AD-VANCE EMPLOYEES WORKING ONSITE AT CITY OF GAINESVILLE

Welcome to the Ad-Vance Team!

Congratulations on your recent hire with Ad-Vance Talent Solutions at City of Gainesville! This orientation is intended to help answer any questions you may have pertaining to your assignment.

**Before reporting for your first day at your assignment, log into your employee dashboard through your EMPLOYEE/CLIENT LOG IN portal for information on the following website:**

**[www.ad-vance.com](http://www.ad-vance.com)**

**View your schedule, location, description and pay in your employee portal. This is also where you will receive your W2 and be able to view total hours worked!**



### **DRESS CODE:**

Business casual dress is required. Jeans are acceptable as long as they are neat and clean, no rips, tears, etc. Tennis shoes are acceptable as long as they are clean. No sleeveless or printed T-shirts. No flip flops, no Yoga pants, no shorts and no sweatpants. Certain divisions will require you to wear uniforms.

### **CELL PHONES AND PERSONAL ITEMS:**

Cell phones may only be used outside of the building during your break times. Leave personal items at home.

### **SMOKING:**

Smoking is allowed in designated areas only. E-Cigarettes are considered smoking devices and would apply to this policy.

### **SAFETY:**

- Perform all assigned tasks in a safe & proper manner.
- Obey all posted and non-posted safety rules.
- Maintain a general condition of good housekeeping in all work areas at all times.
- If you see unsafe working conditions or are asked to do something high risk, ask the client contact supervisor or contact your Ad-VANCE representative.
- Wear appropriate clothing and footwear at all times.
- Horse-play is prohibited at all times.
- Use of alcohol and/or substance abuse is prohibited on the job. Lift properly and wear safety equipment if applicable at all times.
- **Should you feel threatened, discriminated against, and/or harassed in the workplace please contact your Ad-Vance Representative immediately.**

# Ad-VANCE BENEFITS AND PAY DAY INFORMATION

## INJURY DURING WORKING HOURS:

Incase of serious or life-threatening injury please call 911.

If you sustain a non-life-threatening injury while working during normal business hours (8am-5pm, Mon-Fri), immediately notify the Ad-Vance onsite office at 941-739-8883. If you wish to seek medical treatment please report to:

CareSpot Urgent Care  
720 SW 2nd Ave #160a, Gainesville, FL 32601  
Phone: (352) 240-8000

If you sustain an injury while working after 5pm or working over the weekend, please call 941-739-8883. If you wish to seek medical treatment please contact your primary physician and or seek appropriate care based on medical plan and provide all details regarding injury including treatment facility, and contact info to Lisa Pierce at [lpierce@ad-vance.com](mailto:lpierce@ad-vance.com).

## GETTING PAID:

- Payday is every Friday; our pay period begins on Monday and ends on Sunday.
- For your convenience we have an online time keeping system. You can sign in through our website [www.ad-vance.com](http://www.ad-vance.com) . You should have received an email explaining our electronic time keeping system.
- PLEASE NOTE: **Not all departments utilize on-line time keeping, please check with your Ad-Vance representative if this applies to your assignment!**
- It is your responsibility to make sure you have entered your time each week, please make sure you have entered in the correct weekending date.
- Your time must be entered and submitted online so that your hiring manager can approve your time by **Monday at 12 Noon**
- Key point to remember: Ad-Vance is your employer of record, and is responsible for all payroll administration and reporting, including W-2's.
- Please understand that we do not guarantee number of hours per week nor the length of the assignment

## ABSENCES:

You are allowed 3 unexcused absences. Absences will only be excused if a doctor's note is provided. If you need to call in sick, please notify your Ad-Vance representative at one of the phone numbers provided below **AND** notify your immediate supervisor. More than 3 unexcused absences may result in termination of employment.

**If you are arrested, you are required to notify Ad-Vance within 24 hours of arrest.**

## **HOLIDAY PAY:**

Ad-Vance pays one standard day (8 total hours) of holiday pay based on average hours worked daily for the following holidays:

- New Year's Day
- Martin Luther King
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

When am I eligible?

- After Completion of minimum of 500 total hours worked on assignment
- **IMPORTANT: It is required that the employee work the day before and the day after the holiday, in accordance with the clients' schedule, for payment to be received.**

## **PAID TIME OFF:**

**Paid Time Off (PTO)** Employees earn 40 hours of PTO after 1,500 total hours worked on assignment. This is paid at time of request by the employee and does not have to be taken in "real" time off. Use of PTO must be coordinated with supervisor. PTO will only be paid in full day increments. PTO will be paid at current hourly rate. Request for paid days off must be submitted 2 weeks in advance of the days to be paid.

## **DIRECT DEPOSIT:**

- Free direct deposit service is available to all employees.
- Our banking partner Synovus, offers a free checking account for employees who participate in our direct deposit program.
- We also offer a free Pay Card option through Global Cash Card for employees that prefer not to have direct deposit. This program allows employees to have their pay directly credited to a pay card that can be accessed at most large retailers and all ATM's.

## **INSURANCE:**

- **Please make sure you have completed (accepted or declined) your Blue Cross Blue Shield enrollment forms on your employee portal before your first day of work. (You may request a copy be emailed to you at any-time.)** At 61 days of employment, you will be eligible for Insurance.
- We offer Medical, Vision, and Dental through Florida Blue as well as MEC (Preventative Plan) and MEC Plus Plan.
- **To Sign Up for our MEC Benefits Please Use this Link:** [www.mybenefitservices.com/Ad-VanceRecruiting](http://www.mybenefitservices.com/Ad-VanceRecruiting)

**Best of luck on your assignment, please do not hesitate to contact us should you have any questions.**

**Lisa Pierce, Director of Talent Acquisition**  
[lpierce@ad-vance.com](mailto:lpierce@ad-vance.com), 941-739-8883

**Chris Strait, Talent Acquisition Manager**  
[cstrait@ad-vance.com](mailto:cstrait@ad-vance.com), 941-739-8883

**Ad-Vance Corporate Office, 941-739-8883**  
[www.ad-vance.com](http://www.ad-vance.com)





## Time Sheet, Payroll & Invoicing

**WebCenter Time & Approval Tracking** - Ad-VANCE utilizes a cutting-edge web portal access and electronic time capture to track and report the hours and days our associates work. Also, Ad-VANCE processes all employee payroll in-house which allows us the flexibility to be extremely responsive for both our temporary employees as well as our clients.

All Ad-VANCE employees are paid on a weekly basis, unless otherwise requested by the client. All signed and authorized timesheets are requested by Monday at 9:00 am. Ad-VANCE 's **WebCenter Time & Approval Tracking** through **Tempworks** efficiently allows for **electronic timesheet capture and client authorization** from any PC, laptop, or mobile device. Additionally, a faxed or emailed copy is acceptable, as long as it has the appropriate Hiring Manager's authorized signature.

Payroll disbursement is completed by direct deposit or Global Pay Card by 8:00 am Friday, through an ACH debit. All employees have access to their individual pay stubs, pay history and W-2's via web through the **Tempworks Employee Portal** and/or contacting the Ad-VANCE office. All invoicing is sent via email or regular mail by close of business Friday.

## Employees: How to Enter and Submit Timecards

Entering time via WebCenter is a quick and easy way to get your time to your supervisor and helps prevent losing paper timecards. Here is some help in accessing your online timecard, entering and submitting your time. Navigate to the url provided by your staffing company. Enter your username and password to access your self-service WebCenter. Navigate to the assignment area of your WebCenter (1.). Click to select the assignment you are working on (2.) and click to select create new timecard (3.) for this assignment:

WebCenter 6 interface showing the Assignments section. The table below lists the assignment details:

Customer	Job Title	Worksite	Start Date	Assign ID
Stone's Throw Proper	Accounting Clerk II	Stone Apartments	2/15/2015	4301304259

A wizard will guide you through creating your timecard. Confirm or select the week for which you'd like to create your timecard:

New Timecard for Assignment 4301304259

1 Select Paycode 2 Confirmation 3 Review

Change 04/13/2015 thru 04/19/2015

Reg  
Regular earnings. Hard coded for payment of temp payroll

Confirmation >

**\*Note** - Your employer may or may not allow you the ability to select different pay codes such as vacation, on-call pay, pto, etc...

The screenshot shows a dialog box titled "New Timecard for Assignment 4301304259". At the top left is a back arrow icon, and at the top right is a close 'X' icon. Below the title bar is a progress indicator with three steps: "1 Select Paycode", "2 Confirmation", and "3 Review". The main text reads "What this Action will Do" followed by "Create a new Reg timecard for week ending on Sunday, April 19, 2015." At the bottom left is a button labeled "« Select Paycode", and at the bottom right is a button labeled "Create Timecard »".

Once the timecard is created you can select to view the timecard or close the window and return later to your timecard:

The screenshot shows a dialog box titled "Enter Time for Assignment 4301304259". At the top left is a back arrow icon, and at the top right is a close 'X' icon. Below the title bar is a progress indicator with three steps: "1 Select Paycode", "2 Confirmation", and "3 Review". The main text reads "1 Timecard Created". At the bottom right are two buttons: "View Timecard" and "Close Window".

If view timecard is selected your timecard will open immediately. If you opt to close the window and come back to your timecard later, it can be found within the Timecards area.

Open your timecard by clicking on the edit/submit button:

WebCenter 6

Home Assignments Calendar Timecards Pay History Documents JobBoard

Active Needs Attention (3) Submitted Completed

All

Week ending on April 19, 2015

Not Submitted Paycode Reg Cost Code Tape Pool Stone Apartments - Asgn. #4301304259

\$0.00 0.00 hours

Edit / Submit

0.00 Total Hours

If your employer uses cost codes and wants you to enter them, the cost code field will be displayed on your timecard (1.).

Enter your time into your timecard (2.).

**\*Note** - In this example you would enter the time you arrived and left work, in other timecard formats you may be required to enter the total number of hours working in a day or a week (see below).

If your employer would like you to upload documents such as expense reimbursement receipts, use the Upload document area (3.) to attach the documents.

If your employer would like you to submit adjustments such as expense reimbursements add them by selecting the add adjustments button (4.).

Once complete, if you would like to wait to submit your timecard at a later time click to select the save and close button. If your timecard is complete and you are ready to submit it for approval click to select the submit timecard button (5.).

J
X

## Enter Time for Assignment 4301304259

If this job is a 4 hour minimum assignment please enter your start time and make sure it total 4 hours if you are not sure please refer to the assignment

Tape Pool for Stone's Throw Properties Stone Apartments Department from 4/13/2015 to 4/19/2015

REG
1. Cost Code:

	Mon 4/13/2015	Tue 4/14/2015	Wed 4/15/2015	Thu 4/16/2015	Fri 4/17/2015	Sat 4/18/2015	Sun 4/19/2015
Punch In <span style="font-size: 24px; font-weight: bold; color: red;">2.</span>	<input type="text" value="8:00 AM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Out	<input type="text" value="12:00 PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch In	<input type="text" value="1:00 PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Punch Out	<input type="text" value="5:00 PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	8.00	0.00	0.00	0.00	0.00	0.00	0.00

3.
8.00 Regular 0.00 Overtime 0.00 Double Time 8.00 Total Hours

Upload Document:  Browse...

Notes

Adjustments  
(+ Add Adjustment)

\$0.00 Total Adjustments

Create Another Timecard

5.

Save and Close
Submit Timecard

**\*Note** - You may want to enter your time on a daily basis, save your timecard and submit it at the end of the week.

The status (1.) of your timecard will change according to the actions which have taken place. As long as the lock is unlocked, you can click to unlock the timecard to make any necessary changes (2.):

Week ending on December 1, 2015

1. Submitted

Paycode  
**Reg**  
Cost Code

Forklift  
Primary - Asgn. #4301322654

15.50  
hours

View Details
2. Unlock

**\*Note** - Your employer may opt to use different types of timecards, therefore, your timecard may look like any variation of the examples below:

## Invoicing Procedures

**\*Ad-VANCE will submit invoices as outlined in the RFP requirements**

Once signed timesheets are approved and processed, Ad-VANCE would invoice City of Gainesville by individual or blanket PO number. All invoices would document employee name, job title, department, hours worked, mark up and bill rate. Each invoice would be accompanied by a signed timesheet for documentation.



MANATEE COUNTY  
PO BOX 1000  
BRADENTON, FL 34206

SAMPLE

## INVOICE

<b>Invoice Date</b>	<b>Invoice #</b>
4/3/2020	9153113
<b>Customer #</b>	<b>Invoice Amt</b>
10685	\$185.50
<b>PO Number</b>	
B2022519	

**Terms: Net 10 Days From Date Of Invoice**

Finance charges will be assessed on late accounts over 30 days at an annual rate of 2.5% per month.

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
	<b>Weekend Date: 3/29/2020</b>					
██████████	Lifeguard - Pool	2.50	\$14.64	0.00	\$21.96	\$36.60
██████████	Lifeguard - Pool	2.50	\$14.64	0.00	\$21.96	\$36.60
██████████	Lifeguard - Pool	2.50	\$14.64	0.00	\$21.96	\$36.60
██████████	Lifeguard - Pool	2.50	\$14.64	0.00	\$21.96	\$36.60
██████████	Lifeguard - Pool	2.50	\$14.64	0.00	\$21.96	\$36.60

**Total:** \$183.00

ACA Surcharge is calculated at \$.20 per billable hour.

**ACA Admin Fee:** \$2.50

**Please Pay:** \$185.50

### Consultant Time Log Verification for: Ad-VANCE Talent Solutions

Order ID	Employee ID	Employee Name	Day1	Day3	Day5	Day7	Total Week Hours	Weekend
Timecard Approval Time			Day2	Day4	Day6			Timecard Status
341184	453279	[REDACTED]	0.00	0.00	0.00	0.00	2.50	3/29/2020
3/30/2020 2:32:00 PM			0.00	2.50	0.00			Approved
Timecard Approved by Contact: [REDACTED]								

### Consultant Time Log Verification for: Ad-VANCE Talent Solutions

Order ID	Employee ID	Employee Name	Day1	Day3	Day5	Day7	Total Week Hours	Weekend
Timecard Approval Time			Day2	Day4	Day6			Timecard Status
340429	451319	[REDACTED]	2.50	0.00	0.00	0.00	2.50	3/29/2020
3/30/2020 2:44:00 PM			0.00	0.00	0.00			Approved
Timecard Approved by Contact: [REDACTED]								
Monday staff training								

### Consultant Time Log Verification for: Ad-VANCE Talent Solutions

Order ID	Employee ID	Employee Name	Day1	Day3	Day5	Day7	Total Week Hours	Weekend
Timecard Approval Time			Day2	Day4	Day6			Timecard Status
340197	450200	[REDACTED]	2.50	0.00	0.00	0.00	2.50	3/29/2020
3/30/2020 2:32:00 PM			0.00	0.00	0.00			Approved
Timecard Approved by Contact: [REDACTED]								
Inservice								

### Consultant Time Log Verification for: Ad-VANCE Talent Solutions

Order ID	Employee ID	Employee Name	Day1	Day3	Day5	Day7	Total Week Hours	Weekend
Timecard Approval Time			Day2	Day4	Day6			Timecard Status
340254	398618	[REDACTED]	2.50	0.00	0.00	0.00	2.50	3/29/2020
3/30/2020 2:32:00 PM			0.00	0.00	0.00			Approved
Timecard Approved by Contact: [REDACTED]								

### Consultant Time Log Verification for: Ad-VANCE Talent Solutions

Order ID	Employee ID	Employee Name	Day1	Day3	Day5	Day7	Total Week Hours	Weekend
Timecard Approval Time			Day2	Day4	Day6			Timecard Status
339453	229199	[REDACTED]	2.50	0.00	0.00	0.00	2.50	3/29/2020
3/30/2020 2:44:00 PM			0.00	0.00	0.00			Approved
Timecard was submitted by Contact: [REDACTED]								



Safety Orientation

For all employees

## Introduction

**Ad-VANCE's success is built around quality, teamwork and professionalism.**

**Part of this professionalism is your commitment to performing your job safely. It takes effort to keep safety foremost in your mind during every job task.**

**Safety is each employee's responsibility and performing each task safely makes everyone's job easier in the long run.**



## Topics of Discussion

**This presentation will provide viewers with a fundamental understanding of basic job safety topics:**

- **Equipment safety**
- **Electrical safety**
- **PPE**
- **Fire prevention**
- **Back safety**
- **Accident reporting**

## Background

- **Accident and injury statistics from the past 50 years indicate that most accidents are caused by unsafe acts of employees.**
  - **These include taking shortcuts and violating safety rules or job procedures.**

- **If your employer discovers you have committed an unsafe act, it will provide counseling on how to perform the job properly.**
- **You will be instructed in the unsafe act, what you can do to prevent similar unsafe acts and the time allowed for you to correct this unsafe act.**

Background

## Basics of Job Safety

- You should report to work rested, alert and prepared to devote your full attention to the job.
- Alcohol and drug use as well as the residual results of their use are prohibited on the premises. Any violation can result in disciplinary actions to include termination.
- Report the use of any prescription drug that may affect your mental or physical functions to your supervisor before beginning work.

## Equipment Safety

- **If you are required to operate any type of equipment, make sure you have been trained and authorized. You will be trained regardless of your past experience or familiarity with the equipment.**
- **Most equipment has mechanical parts that require guarding. These guards must always be in place while the equipment is in operation.**
- **As an operator, you should make sure all guards are in place before operating the equipment.**
- **You should know the location of all emergency stop buttons as well as any lockout procedures and any equipment they effect.**

- **Never place your hands or any other body part into operating equipment.**
- **It is your responsibility to make sure the area is clear before turning on any equipment. Also don't leave running equipment unattended or perform maintenance on any machine while it is in motion.**
- **Keep your work area clean. Don't let debris clutter your work area.**
- **Should tools or equipment become unsafe to use, notify your supervisor immediately.**

## Equipment Safety

## Electrical Safety

- **Never use electrical tools near water.**
- **Use Ground Fault Circuit Interrupters (GFCI) around water source.**
- **Report damaged switches, plugs, cords, receptacles, tools and other electrical hazards to your supervisor immediately.**
- **If the cord you are using has a third prong, it must not be broken off. This provides the proper grounding for the cord or tool.**
- **If the data plate on the tool does not say the equipment is double insulated, its plug must have the ground prong for safe use.**

# Personal Protective Equipment

- Eye protection comes in many forms, such as safety glasses, goggles, face shields, and welding protection.
- Your supervisor will select the proper eye protection for the hazard, but the most important thing is for you to wear it when provided.
- Don't wear torn or loose-fitting clothing that can get caught in moving machinery.
- Wear serviceable leather top shoes. Athletic shoes don't offer foot protection
- Be aware that long hair and jewelry can get caught in moving machinery.
- When handling rough or sharp parts, wear the proper gloves for your hands.
- Ask your supervisor any questions or refer to the MSDS for additional information before working with any chemical.



## Fire Prevention

- **Don't create conditions that promote fires.**
- **Aisles, corridors and walkways should have the required clearance for you to walk according to fire codes.**
- **Sprinkler heads should have at least 18 inches clearance from objects below and electrical panels and transformers should have at least 36 inches of clearance in all directions.**
- **These areas should not be considered as storage areas.**
- **Ensure you know your agencies emergency procedures and proceed to use these procedures in an emergency.**

- **Don't take chances. If you can't extinguish the fire safely, leave the fire fighting to the professionals.**
- **Learn where fire extinguishers at your facility are located and make sure you know how to operate them. If time permits, extinguish the fire safely.**
- **Know where emergency exits are located and make sure that they aren't blocked.**
- **In the event of a fire, personal safety is the greatest concern. Activate the nearest pull alarm to alert everyone else and notify your supervisor.**

## Fire Prevention

## Fall Prevention

- **Don't use chairs, boxes or makeshift platforms to reach high places. Use a ladder designed for that purpose.**
- **Inspect the ladder before use. Never use a defective ladder.**
- **Never stand on the top two steps of a stepladder.**
- **Don't jump off ladders or platforms. You can be easily injured, and sprained ankles or broken legs take a long time to heal.**

- **Slips and falls injure more people than any other type of accident. Pay attention to hazards such as wet or slippery floors and torn carpet or tile. Eliminate hazards when detected.**
- **Never run at work. Use only authorized walkways or aisles, especially in warehouses or around machinery.**
- **Always hold onto the handrail when walking up or down stairs.**
- **Use fall protection when working in an elevated area.**

## Fall Prevention

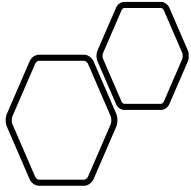
## Preventing Back Injuries

- **Most back injuries result from improper lifting, such as stretching your back muscles or twisting your back while lifting an object. Exercise and stretch before lifting.**
- **The discs in your back act as shock absorbers between the vertebrae and keep the nerves from being pinched.**
- **The basic lifting technique keeps the discs in the proper alignment between the bones.**
- **When you bend your back, the discs can be damaged. Bend your knees, not your back.**

- **When you lift anything, get a good grip, bend your legs and use your leg muscles to lift the load.**
- **Don't stretch while lifting anything. This can cause painful muscle tears that take a long time to heal.**
- **Never twist when lifting. This is extremely dangerous.**
- **Only you can prevent back injuries. Think about safety when you lift anything.**

---

## Preventing Back Injuries



## Injuries on the job

- **If you are injured on the job, you must report the injury to your supervisor and recruiter immediately.**
- **Even if you don't need medical treatment, report all accidents, near misses and injuries to your supervisor when they occur.**

**Any questions, call 941-739-8883 to speak with your recruiter.**





## Employee Wages, Retention & Benefits

Ad-VANCE takes pride in offering an employee benefit package that is one of the best in our industry. Our goal is to attract, reward and retain highly skilled and dedicated individuals who continue to assist our company to grow and be successful.

### EMPLOYEE RETENTION

- **Extended Benefit Plan Ad-VANCE** provides PTO, Holiday Pay, Family and Medical Leave of Absence (FMLA), Military Leave of Absence and Workers' Compensation Plans.
- **Insurance Benefits Ad-VANCE** offers qualified employees comprehensive health and dental plans at our expense.
- **Retirement Planning Ad-VANCE** offers 401k retirement plans to all associates who have worked more than 1 year and includes a match of up to 4%.
- **Employee Recognition Programs Ad-VANCE** and our clients nominate an "**Employee of the Month**"; these associates receive a gift and are recognized for their quality of work. We also offer a vibrant "**Referral Bonus Program**" for all employees.
- **Skills Training and Tutorials Ad-VANCE** offers our employees free testing and training with an industry leading training software company.
- **Safety Awareness Programs Ad-VANCE** is dedicated to ensuring that our employees work as safely as possible. We have a safety-related recognition program monthly for our employees who work in a safe manner where they can earn safety-related prizes.
- **Employee Perks Programs Ad-VANCE** is dedicated to providing our employees as many employee perks as possible through several nationally recognized vendors. These perks are available to all employees to use at his/her discretion.

### EXPANDED BENEFIT PLAN

- **Paid Time Off (PTO)** Employees earn one week of vacation pay after **1,500** hours worked in a calendar year. This is paid at time of request by the employee and does not have to be taken in "real" time off. Pay rate for this is averaged over the *career* hours worked. Use of PTO must be coordinated with supervisor. PTO accruals do not carry over from calendar year to calendar year. PTO will only be paid in full day increments. PTO will be paid at current hourly rate. Request for paid days off must be submitted 2 weeks in advance of the days to be paid.
- **Holiday Pay Ad-VANCE** pays one day of holiday pay based on average hours worked daily for the following **eleven (11)** holidays:
  - **New Year's Day ,and day after**
  - **Martin Luther King's Birthday**
  - **Presidents Day**
  - **Memorial Day**
  - **Fourth of July**
  - **Labor Day**
  - **Veteran's Day**
  - **Thanksgiving Day**
  - **Christmas Day, and day after**



Completion of **500** year to date hours qualifies employees for holiday pay. It is required that the employee work the day before and day after the holiday, in accordance with the client's schedule, for payment to be received.

- **Family and Medical Leave of Absence** The Federal Family and Medical Leave Act (FMLA) allows employees to take an unpaid leave of absence up to a maximum of twelve (12) weeks in connection with the birth of an employee's child, placement of a child with an employee for adoption or foster care, or a serious health condition of an employee or an employee's immediate family member (child, spouse or parent.) In order to determine your eligibility for FMLA leave, employee must make a specific request for such leave and qualify as follows:
  - Employee must have been employed for at least (12) twelve months and worked at least 1,230 hours in the preceding (12) months.
  - Employee must submit appropriate documentation supporting his/her own serious health condition and the length of such condition (from a physician or practitioner,) or documentation supporting immediate family member's own serious health condition and the length of such condition or documentation supporting the adoption or foster placement of a child. FMLA leaves are granted for a maximum of (12) twelve weeks in a rolling twelve (12) month period. (In the case of employee's own or a family member's serious health condition, leaves are granted for the length of disability only.)
  
- **Military Leave of Absence Ad-VANCE** grants an unpaid Military Leave of Absence to employees to attend scheduled drills or training, or if called to temporary active duty with the US. Armed Services. However, employees may use any available paid time off for the absence. PTO benefits will not accrue during a military leave of absence. Employees on active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Upon completion of military service, every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, if applicable.
  
- **Worker's Compensation Ad-VANCE** provides a comprehensive workers' compensation insurance program. This program covers injuries and illnesses sustained in the course of work that requires medical, surgical or hospital treatment. Subject to the applicable legal requirements, workers' compensation insurance may provide other benefits. Work related injuries must be reported immediately by the injured party to his/her worksite supervisor and **Ad-VANCE** staff to avoid a possible loss of benefits. TO help ensure a safe and healthful work environment, employees who are injured on the job may be required to provide body substance samples (such as blood and/or urine) to determine the illicit or illegal use of drugs or alcohol. A positive test result or refusal to submit may result in disciplinary action and may result in a loss in termination of employment and may result in a loss of workers' compensation benefits as allowable under applicable state law. **Ad-VANCE** nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during a member's voluntary participation of any off-duty recreational, social or athletic activity sponsored by **Ad-VANCE**.

## **RETIREMENT PLANNING**

- **Safe Harbor 401K Plan Ad-VANCE** 401(k) program is structured to allow employee participation after (12) twelve months and (1,000) one thousand career hours. As a "Safe Harbor" plan, participants will be entitled to a match of \$1 dollar for each dollar deferred on the first three percent of pay and 50 cents per dollar on the next two percent of pay. All employee contributions are 100% vested immediately.

## **EMPLOYEE RECOGNITION PROGRAMS**

- **Employee of the Month Ad-VANCE** recognizes those employees that have gone above and beyond the call of their assignment by treating them and their direct supervisor to lunch, certificate of

achievement and picture on our website. Employees are made eligible through our quality control calls made to the client each Friday.

- **Referral Bonus Program Ad-VANCE** has several different bonus programs to reward our employees for referrals. The bonus programs remain in effect even if you are hired full-time by one of our clients, or do not need our services.

Type	Bonus	Requirement
INDIVIDUAL REFERRAL	\$50-\$200	Referring an individual that works a minimum of 160 hours.
CLIENT REFERRAL	\$500	Referring a company that places a minimum 160-hour order(s).

### SKILLS TRAINING & TUTORIALS

- **IBM Kenexa ProveIt! Ad-VANCE** offers **FREE** Kenexa/ Prove IT skills tutorials and training on today's most popular software applications and operating systems. We offer free testing and training for office skills, word processing, spreadsheets, presentation graphics and database applications.


### ELECTRONIC PAYMENT

- **Direct Deposit/Pay Cards Ad-VANCE** offers **FREE** direct deposit service is available to all employees. We also offer a free Pay Card option, for employees that prefer not to have a bank account, through Global Cash Card. This program allows employees to have their pay directly credited to a pay card that can be accessed at most large retailers and all ATM's.

### SAFETY AWARENESS PROGRAMS

- **Safety Bonus Ad-VANCE** rewards employees monthly for working in a safe and efficient manner. Cash drawings, gift certificates and employee lunches are used to thank our employees for following specific safety guidelines.

### EMPLOYEE PERKS PROGRAMS

-  Employees create a secure account, then log in for a webcam consultation with one of MeMD's medical providers. Speak with a board-certified MeMD medical provider who is licensed to practice medicine Florida. After the consultation, follow your personalized treatment plan.



- **Legal Shield** is a team of lawyers ready when our employees need them. Services offered vary from advice & consultation to personal document review and credit protection.
- **Legal Shield Member Perks** offers for discounts on apparel, auto buying, beauty & fragrance products, books, movies music, cell phones, education, electronics, food, flowers, gift giving, health & wellness programs, home services, jewelry, pets, sports, tickets & entertainment, travel and many more from national retailers.

### SAMPLE MEMBER PERKS:

- **Life and AD&D Insurance Ad-VANCE** provides all benefit eligible employees with group term life and matching Accidental Death & Dismemberment insurance in the amount of \$20,000 through Guardian.
- **Section 125 Flexible Spending Account (FSA) Services Ad-Vance** offers employees FSA services which allows an employee to set aside a portion of his/her earnings to pay for qualified expenses as established in the FSA plan, most commonly for medical expenses but often for dependent care or other expenses. Money deducted from an employee's pay into an FSA is not subject to [payroll taxes](#), resulting in payroll tax savings.



- **Ad-VANCE**, in conjunction with a business partnership through Regions Bank, offers its employees **FREE checking and financial workshops** to assist with financial goals and achievements. Our banking partner, Regions Bank, offers a **free** checking account for employees who participate in our direct deposit program.
- **Employee Assistance Program (EAP) Ad-VANCE** offers its employees **"WorkLifeMatters"**, a confidential guidance and counseling service for personal issues that the employee may be facing and information about other concerns that affect life, whether it's a major life event or occurs on a day-to-day basis.
  - Unlimited free telephonic consultation with an EAP counselor available 24/7
  - Referrals to local counselors – up to (3) three sessions free of charge
  - State of the art website featuring over 3,400 helpful articles on topics like wellness, training courses, and a legal or financial center

**WorkLifeMatters** can also offer help with:

  - Education
  - Lifestyle & Fitness
  - Dependent Care & Care Giving
  - Management Working Smarter
  - Legal and Financial

## Client Fulfillment Process & Communication

### Proposed Order Process - Work Plan Overview



### Hiring Authority, Purchase Order, Quote & Approval

- a) **Hiring Authority** submits a Staffing Agency Job Description for a quote to Ad-VANCE designated **Recruiter** for temporary labor which includes all assignment requirements, instructions for a successful placement. Ad-VANCE designated **Recruiter** submits a written quote back to the **Hiring Authority** reconfirming the actual rate as per the Temporary Services Contract, including the quote number for the PO. (see attached example)
- b) **Hiring Authority** submits original written request and Ad-VANCE's provides a quote to Human Resources for approval. Once approved, the request and the quote are sent to the Hiring Authority to request a P.O. from purchasing.
- c) Once PO is received by Ad-VANCE, the Ad-VANCE designated **Recruiter** pursues the sourcing of the appropriate temporary employee(s) with assistance from other recruiters in the Ad-VANCE office.

Please Note: Ad-VANCE starts the sourcing and recruitment process needed as soon as it receives the quote request so that the appropriate talent is available as soon as the PO is authorized.

- d) Ad-VANCE designated **Recruiter** submits candidates directly to the **Hiring Authority** and can schedule interviews, submit candidate testing, send rejection emails etc.as needed.
- e) **Hiring Authority** confirms which temporary employee(s) they would like to hire. Candidates not chosen are appropriately notified. Human Resources can be updated or copied on the **Hiring Authority** decision if requested.
- f) Ad-VANCE designated **Recruiter** on-boards temporary employee(s) using a custom orientation process that defines both Ad-VANCE's and the City of Gainesville's role as well as all new hire specifics. Confirmation and documentation of all appropriate employee background screening, drug testing, testing, certifications, and references is the responsibility of Ad-VANCE.
- g) Ad-VANCE assists **Hiring Authority** or appropriate time approver the online time keeping system. **Hiring Authority** is responsible for authorizing weekly temporary employee timesheet, either electronically, via email or fax.
- h) Ad-VANCE designated **Recruiter** provides monthly Utilization Report to Human Resources to document all temporary employee usage, statuses and expenditures in all City of Gainesville departments.

### **Client Relationship Management Team**

If awarded this contract Ad-VANCE **will secure a local office within 30 days of contract award.** Ad-VANCE requests ideally to have our **Talent Acquisition Manager** present at City of Gainesville Administration offices, at least during 30 days prior to Transition Kick off Date and during the transition of existing employees. This **Talent Acquisition Manager** will coordinate daily support of the local **Gainesville office** to respond quickly to new orders, opportunities, and address any issues or challenges. The new Gainesville Office will be staffed **by the Talent Acquisition Manager, a Talent Acquisition Specialist and a Recruiting Coordinator.**

In addition to the local Talent Acquisition Team of recruiters, key day to day leadership will include seasoned Ad-VANCE administrators: **Lisa Pierce, Director of Talent Acquisition, Christopher Strait, Government Sector Recruiting Manager, and Kenzie Ralston, Talent Acquisition Manager.**

**Lisa Pierce** and **Christopher Strait** will be the primary points of contact for the highest tier of escalation. Additionally, **Brion Sunseri**, Owner and President of Ad-VANCE Talent Solutions, will be continually involved in assuring the quality and consistency of our services. All key leadership will provide **24/7 accessibility** to City of Gainesville via personal cell phone numbers.

### **Action Plan for Internal & External Communication**

Ad-VANCE has had great success in building steady and effective communication lines between its own internal team members and those team members of its clients. Hiring Managers, Human Resources, and our Recruiters need to be constantly in the loop regarding status of all orders, candidate submittals, interviews, and job offer acceptance. These **communication lines and information need to be accurate, easily accessible and in "real time".**

## Technology

Ad-VANCE utilizes the best of technology in creating a seamless and efficient communication exchange between internal and external team members.

The three key spokes in our technology solution wheel are **Tempworks, Microsoft Office Teams, and Google Docs**. Used together they provide a "Real Time" constant contact

Ad-VANCE utilizes one of the staffing industry's best applicant tracking software in servicing its clients. **Tempworks, web based and mobile app friendly**, is used for every step of the candidate application through employee onboarding process. It integrates with most screening, scheduling, testing and testing software which provides Ad-VANCE with great flexibility in reaching and interacting with our candidates and employees. Tempworks also allows for **extensive standard and custom reporting options**.

All Ad-VANCE recruiters and internal administrative employees are required to document in **Tempworks** all applicant and temporary employee conversations, emails, text's etc. as part of their daily routine. **This is done for all client's communication as well.**

Additionally, all employee I-9 verification results, interview notes, background screening, testing, and job performance is documented. **This practice allows us to be in a "real time" mode with all clients, employees, orders and situations.** It protects Ad-VANCE and both its clients and employees for unemployment, workers compensation, and federal and state compliance issues.

## Microsoft Office Teams

Currently Ad-VANCE offices conduct "**Daily Huddle**" communication between Ad-VANCE offices (done twice daily- morning and afternoon) utilizing Microsoft Office Teams for ongoing, timely communication with all branches and corporate offices. **Teams** allows us to communicate, share documents and screens for question, update and even training purposes.

Microsoft Teams is a chat-based platform complete with document sharing, online meetings, and many other features for business communications. Having an excellent team space is key to being able to make creative decisions and communicate with one another instantaneously.



## FEATURES:

- Makes online meetings more effective by sharing context and content
- Collaborating with remote offices without compromising privacy and security
- Capturing audio, video, and screen-sharing activity by recording our Teams meetings

**\*Ad-VANCE proposes setting up a separate *Teams* group to include the appropriate City of Gainesville Human Resources contacts, the Ad-VANCE Gainesville Branch, and the key Ad-VANCE leadership involved with the account.**

## Shared Google Docs

In conjunction with "Daily Huddles" Ad-VANCE utilizes **Shared Google Docs as a "dashboard" of customized information that allow 'Real Time" updates** to reflect the current recruitment and hiring process status. These shared Google Docs augment our applicant tracking system Tempworks allowing both City of Gainesville and Ad-VANCE management to monitor the entire recruitment process in "Real Time" mode 24/7. This allows both internal and external users the ability to direct concerns to the Hiring Manger, Human Resources or Ad-VANCE and provide assistance where needed.

Additionally, Google Docs is accessible via remote device and provides up to the minute information viewable on any mobile friendly phone or remote device.

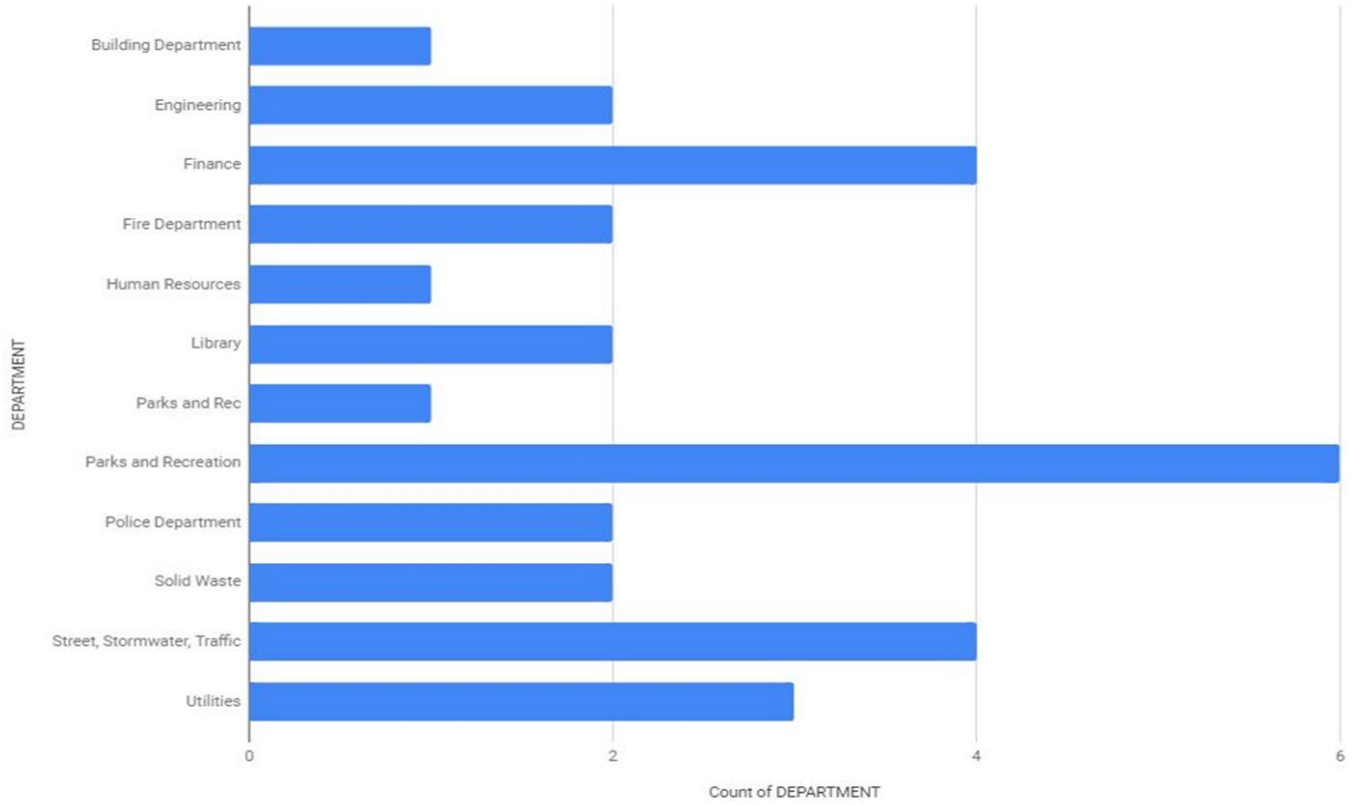
OPEN

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
OPEN	ORDER			# CANDIDATES		FIRST	WORDAYS		WORKDAYS		ACCEPTED OR					
ORDER	TYPE	DEPARTMENT	JOB TITLE	# OPEN	# FILLED	POSTING DATE	APPLICATIONS	EXTERNAL APPS	SUBMITTED	SUBMITTED DATE	TO SUBMITTAL	REJECTED	INTERVIEWS	INTERVIEW DATE	FROM SUBMIT TO INTV	DECLINED
75555	TP	Building Department	Maintenance Technician	1	0	10/29/2019	12	138	18	12/9/2019	30	6	1	1/22/2020	33	Pending
75819	DH	Engineering	Engineer - Asst. City Engineer	1	0	12/10/2019	14	17	5	1/9/2020	23	1	5	1/20/20	8	Pending
75818	DH	Engineering	Engineer - City	1	0	12/10/2019	8	46	7	12/31/2019	16	3	4	1/20/20	15	1/16 Offered/Accepted
76138	TP	Finance	CSR Professional - Utility Billing	1	0	2/12/2020	1	-	1	2/12/2020	1		1	2/13/2020	2	2/14/2020
76131	TP	Finance	Business Tax Clerk	1	0	2/13/2020	14								0	
75604	DH	Finance	Contract Specialist	1	0	10/18/2019	82	94	56	10/24/2019	5	44	12	11/19/2019	19	2/14/2020
76191	T[P	Finance	Field Employee - Meter Reader	1	0	1/24/2020		55								
75876	DH	Fire Department	Firefighter - EMT	-	-	12/30/2020	Post Only	-	-	-		-	-	-		-
75875	DH	Fire Department	Firefighter Paramedic	-	-	12/30/2020	Post Only	-	-	-		-	-	-		-
76173	TP	Human Resources	HR Generalist	1	0	2/17/2020	1								0	
75899	TP	Library	Admin Specialist II	1	0	1/8/2020	65		6	1/21/2020	10	48	4	1/28/2020	6	2/12 Offered/Accepted
75702	TP	Library	Library Services Associate	1	0	1/8/2020	95		23	1/21/2020	10	60	14	1/30/2020	8	2/12 Offered/Accepted
75185	TP	Parks and Rec	Groundskeeper II	4	2	7/3/2019	167	89	32	7/31/2019	21	27	5	2/26/2020	151	Pending
76181	DH	Parks and Recreation	Junior Recreation Leader - Summer Position	1	0	2/14/2020	0								0	
76180	DH	Parks and Recreation	Recreation Leader II Summer Position	1	0	2/14/2020	0								0	
76140	DH	Parks and Recreation	Recreation Leader I Specialist	1	0	2/14/2020	0								0	
76139	DH	Parks and Recreation	Recreation Leader I - Summer Position	1	0	2/14/2020	0								0	
75953	TP	Parks and Recreation	Parks Field Supervisor	1	0	1/22/2020	10		1	2/6/2020	12	7	0	?		
75680	TP	Parks and Recreation	Recreation Center Supervisor	1	0	11/4/2019	91	83	21	11/11/19	6	27	0	?		2/3/2020 Offered/Accepted
75811	TP	Police Department	Telecommunicator I	-	-	12/5/2019	Post Only	-	-	-		-	-	-		-
75197	DH	Police Department	Police Officer	-	-	7/5/2019	Post Only	-	-	-		-	-	-		-
75568	TP	Solid Waste	Equipment Operator	4	3	10/11/2019	22	-	8	10/23/2019	9	2	6			2/13/2020 Offered/Accepted
75178	TP	Solid Waste	Refuse Collector	5	2	7/3/2019	110	35	13	8/23/2019	38	30	2	2/6/20	120	6 Offered/Accepted
76049	TP	Street, Stormwater, Traffic	Traffic Foreman II	1	0	1/31/2020	2	46							0	
76047	TP	Street, Stormwater, Traffic	Traffic Maintenance Specialist I	2	0	1/31/2020	8	69	8	2/13/2020	10	2				
75940	TP	Street, Stormwater, Traffic	Stormwater Operator II	1	0	1/17/2020	1	0							0	
75557	TP	Street, Stormwater, Traffic	Traffic Technician	1	0	10/10/2019	27	18	6	1/8/2020	65	5				
76101	TP	Utilities	Utilities Maintenance Specialist III - Water	1	0	2/7/2020	2	42							0	
75190	TP	Utilities	Utilities Maintenance Mechanic I	1	0	7/3/2019	36	42	16	9/11/2019	51	12		?		
75175	TP	Utilities	Utilities Maintenance Specialist I	2	0	7/3/2019	68	42	8	9/11/2019	51	3	4	2/19	116	2 offers pending

**\*Ad-VANCE proposes that we build a custom Shared Googles Doc template that will be updated by Ad-VANCE daily and provide "Real Time" status on all orders and employee vetting and onboarding. This shared document will be accessible by all approved Hiring Managers and staff approved by City of Gainesville Human Resources.**

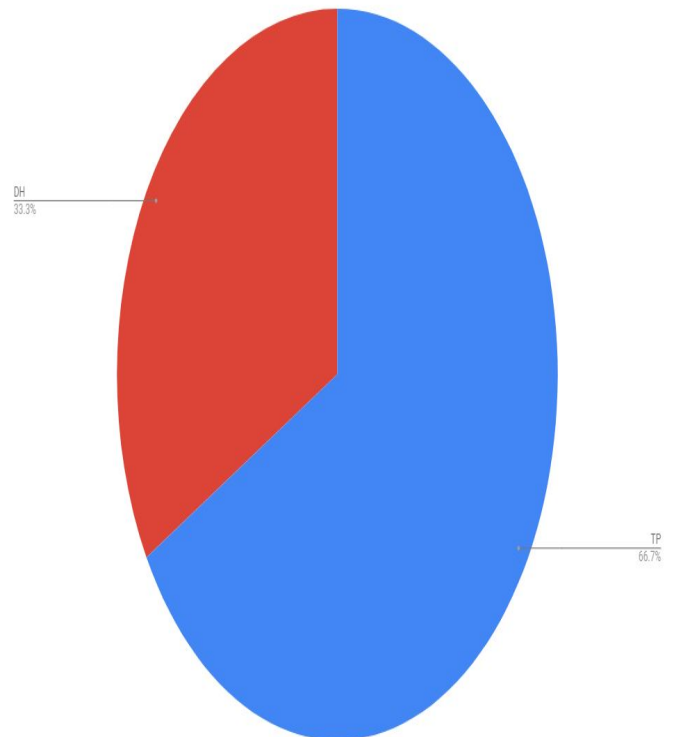


### Count of DEPARTMENT



DEPARTMENT	SUM of # OPEN
Building Department	1
Engineering	2
Finance	4
Fire Department	0
Human Resources	1
Library	2
Parks and Rec	4
Parks and Recreation	6
Police Department	0
Solid Waste	9
Street, Stormwater, Traffic	5
Utilities	4
<b>Grand Total</b>	<b>38</b>

### Count of TYPE



**Ad-VANCE commits to have the shared Google Docs template created, approved and in place at a minimum of 30 days prior to the start of the Transition Process. This will coincide with the proactive start of working on new temporary orders through transition.**

### **Weekly Meetings**

In addition to using Ad-VANCE's technology processes to effectively stay current on all orders and statuses, **we propose a weekly meeting with Human Resources** to share reporting and metrics, plan for upcoming hiring initiatives or address challenges, and to proactively plan to meet the sourcing and recruiting needs of City of Gainesville on an on-going basis.



## Recruiting & Sourcing Strategy

Ad-VANCE prides itself in offering our clients some of the most creative and diverse recruitment strategies in our industry. Anyone and any company can post jobs, and we do as well as part of our traditional approach to cast a wide net in sourcing talent at all levels.

Additionally, Ad-VANCE has **excelled in creating custom sourcing and recruitment initiatives** and building a **grassroots recruiting campaigns** that allow us to attract talent that the job boards do not effectively reach.

**\*Our "Grow Your Own" recruitment initiative** with the local high schools, technical colleges, and universities has **helped us build a feeder system** of entry level talent that is ideal for many of the skilled trade, technical and labor positions need by Public Sector entities.

Ad-VANCE invests in the local communities it serves with **an annual Scholarship Program for graduating high school students**. This collaboration with the local area High Schools and Technical Colleges creates a viable talent stream of candidates and also positive branding for our clients.

## Traditional Action Plan

- Create and coordinate continuous **Digital & Social Media Campaigns**. Ad-VANCE consistently leverages the immediate impact of social networking and utilizes sites such as LinkedIn & LinkedIn Recruiter, Facebook, and Twitter to broadcast openings and source talent.
- Create industry targeted **YouTube advertisements** for marketing efforts locally and bi-county wide. Please note custom recruitment for I.T. professionals:  
<https://www.youtube.com/watch?v=Bj0dGdzqEJE>
- **Job Postings** on LinkedIn, Indeed, Zip Recruiter, Glassdoor, Employ Florida, Craigslist etc.
- Coordinate **Custom Hiring Events** with **CareerSource North Central Florida**, locally and bi-county, and other community partners such as **Goodwill, Women's Resource Center, Boys & Girls Club** etc.
- Create monthly job opportunity awareness for Ad-VANCE's Employee **Referral Bonus Program** database. Over 25,000 applicants, employees and former employees can receive from **\$100 - \$200** for each employee referral.
- Build include a **Skilled Contractor Pool** as needed for shorter term and indefinite projects that require expertise in specific fields. Ad-VANCE would provide health, PTO and retirement

benefits to attract and retain the best talent and would offer a **special program for previous City of Gainesville employees** referred to Ad-VANCE.

### **"Grow Your Own" - Partnership with local High Schools and Technical Colleges**

**Career Track** is a collaboration between Ad-VANCE Talent Solutions, CareerSource Suncoast and Manatee Technical College to assist non-graduating students without a GED, earn a GED and get a full-time job opportunity with a true career ladder.

- Partner with **Gainesville Technical College, Alachua County School District** and **CareerSource North Central Florida** to implement **Career Track**, <https://ad-vance.com/career-track/> a collaborative program for Non-Graduating Students to assist them with getting their GED and a full-time job. This creates a yearly feeder program for entry level talent and helps the local community as a whole.
- Partner with **Alachua County School District** to create an annual **Scholarship Fund** similar to the one created with Manatee Technical College, **Ad-VANCE Scholarship Fund consists of five (5) \$1000 yearly scholarships** to assist students entering certification and licensing programs attractive to our Public Sector Clients.
- Partner with **Gainesville Technical College, Alachua County School District** and **City of Gainesville** to develop a **"Public Works Academy"**, <https://publicworksacademy.org/> similar to a very successful current program in Pinellas County. Develop curriculum and certification training to create a feeder program for entry level talent.

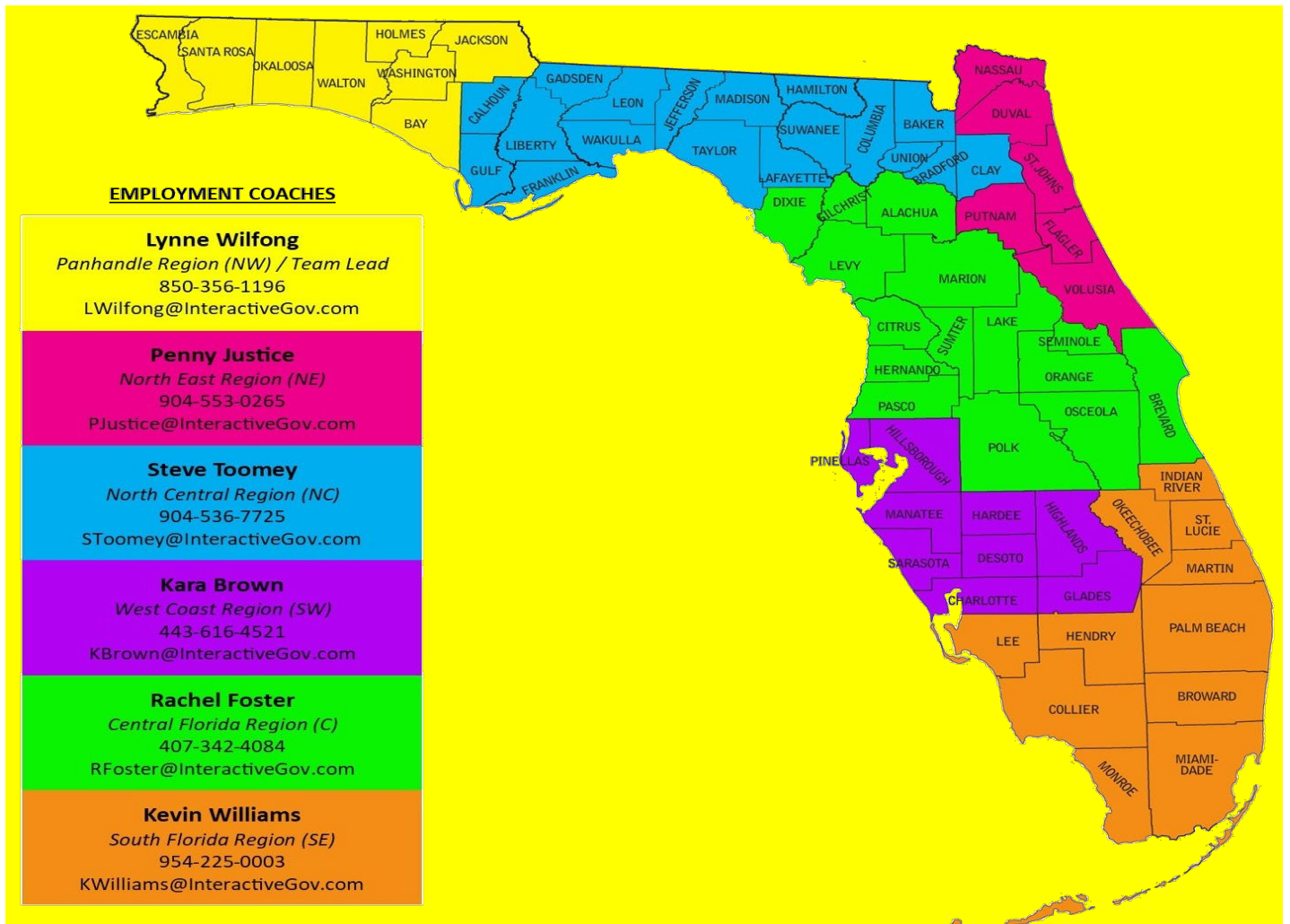
### **Diversity Recruitment**

- Ad-VANCE's recruitment strategy aimed at increasing gender diversity helps organizations comply with employment laws impacting our client's business and helps reduce exposure to violations, audits, and penalties for both Ad-VANCE and City of Gainesville.
- Key areas of emphasis and focus are Veterans Groups, Women's Groups, and Hispanic Groups.

### **Veterans - Florida Employment Support Program SW Florida**

The Florida Employment Support Program, a division of Interactive Government Holdings, [www.interactivegov.com](http://www.interactivegov.com), targets job placement assistance throughout the country by state and **focuses on veterans, guard, and reservist recruitment opportunities.**

**Please note:** Ad-VANCE has been very successful in partnering with the central and west coast region's Recruitment Job Coaches. We have introduced ourselves to Rachel Foster who covers Central Florida veteran's assistance population and he is more than willing to support our possible partnership with City of Gainesville.



Additionally Ad-VANCE has partnered with **CareerSource Suncoast, CareerSource Pasco Hernando New Port Richey, CareerSource Polk** to advertise job openings specifically applicable for veterans <https://veteran.employflorida.com/vosnet/Default.aspx>.

To attest to our success in targeting and including veteran's preference please note that Ad-VANCE **has hired 53 veterans since May 1, 2018 at Polk County Government alone.**

### Central Florida Hispanic Chamber of Commerce

Ad-VANCE will partner with the Central Florida Hispanic Chamber of commerce to create an ongoing presence in the Hispanic professional and trade communities and allow Ad-VANCE to access and target groups of Hispanic and Latino candidates.

<https://hispanicchamberflorida.org/>

### HUBZone Rural Job Tax Credit Program

Part of Ad-VANCE's plan for diversity recruitment is **targeting the HUB Zone populations in Alachua County**. These potential employees may be a disadvantaged populace and eligible for the Rural Job Tax Credit Program. These tax credits are provided to encourage meaningful employment opportunities that will improve the quality of life of those employed.



J O B \$  
J O B \$  
J O B \$

- Banquet Servers
- Cooks
- Bar Staff
- Housekeepers
- Dishwashers

Part-Time & Weekend Work Available

\* Must have reliable transportation and be 18 or older to apply.



WE OFFER  
Competitive Pay  
Health, Vision, Dental  
Prestigious Clientele  
Fun Events  
Flexible Schedules- No  
Minimum Hour Requirement  
Mobile App Scheduling  
Loyalty Program  
Referral Program

Call for an Appointment  
941-365-2220  
Ask for Stephanie



3911 Golf Park Loop #103  
Bradenton, FL 34203

[www.advance-recruiting.com/hospitality](http://www.advance-recruiting.com/hospitality)





## **Transition Plan**

The RFP addresses existing temporary employees transitioning to the new Vendor. Ad-VANCE has had a very successful history of handling the transition of other staffing agency employees to Ad-VANCE in a very efficient and sensitive manner.

### **Key Points/Expectations:**

- All existing temporary employees would be given preference to keep their existing position at least at the same rate of pay they were receiving from other agency. (With approval of Hiring Manager)
- **All accrued PTO and other benefits would be honored and “grandfathered in”** to foster a positive transition over to Ad-VANCE.
- All existing temporary employees would be given an Orientation detailing Ad-VANCE’s employment practices, timekeeping and invoicing practices, health and PTO benefits, and safety expectations.
- Ad-VANCE must coordinate this transition with exact timelines and no gaps in recruitment needs and service for City of Gainesville.

Ad-VANCE believes clear consistent communication between City of Gainesville and the transitioning employees is critical and the key to a successful transition. Experience has taught us that for the ideal transition outcome to occur City of Gainesville Human Resources and Ad-VANCE must be in constant unison during the entire process.

**We request the following questions be answered prior** to the planning of the transition timeline.

### **Key Questions/Employees:**

- How many employees in each department will be affected?
- What is the start date for each employee and how many hours toward PTO?
- What is the phone and email contact for each employee?
- Are any employees being hired full time by City of Gainesville in the next 30 days?
- What is the current benefit package being received by the employees from their agency?
- What PTO has been paid out year to date by current agency?

### **Key Questions & Requests/City Of Gainesville:**

- City of Gainesville main Point of Contact for transition?
- Request Introduction Letter from Human Resources and Meetings with all Department Managers prior to scheduled transition dates.

- List of Department Managers, location addresses, contact information, and number of temporary employees.
- Will transitioning employees need to be Re-Screened for backgrounds?
- Ideal transition start date and completion timeline expected by City of Gainesville (4 weeks, 6 weeks, etc.)?
- Projected "Go Live" date with current orders so as no gap in order completion coverage?
- Request Weekly Meetings with City of Gainesville main point of contact.
- Permission from City of Gainesville to do a "Send Out" to the other staffing vendor(s) to coordinate transition as professionally as possible.

### **Action Plan Overview:**

There are two main components to our action plan, **Ad-VANCE's Employee Onboarding Team** and **Ad-VANCE's Transition Recruitment Team**.

**Transition Recruitment Team:** To ensure no gaps in resources and new temporary order placement, Ad-VANCE will have the Recruitment Team of three (**3**) Recruiters in place at a minimum of **30 days prior** to the start of the transition start date. This Transition Recruitment Team will be **dedicated solely** to servicing City of Gainesville and ideally will consist of the new full time Talent Acquisition Manager and Recruiters that will compose the future local office in Gainesville. This Team will also be supported by the corporate Ad-VANCE office if necessary.

This Recruitment Team will **be led by Christopher Strait**, who oversees the recruitment process at Polk County BoCC and who help lead the successful transition of employees at onset of the Polk County contract. Christopher and our new Talent Acquisition Manager for the Gainesville office will work together daily to make sure the Team is on point.

At a minimum, the Recruiters will have two plus years of candidate sourcing, recruiting, vetting, and onboarding experience and ideally local labor conditions knowledge. The Recruitment Team **will work out of the new office location** that will be established upon contract award. By starting the Team together 30 days in advance of the transition start date, **Ad-VANCE can properly onboard and train this team** on our company values, applicant tracking software, and the current successful recruitment and vetting processes that we utilize in servicing our clients.

Additionally, this allows our Team at least two weeks to get adjusted to meeting the key departments contacts and learning the specifics of the City of Gainesville current and upcoming orders.

**Employee Onboarding Team:** Ad-VANCE will have two (2) Onboarding Teams consisting of three Ad-VANCE employees for onboarding meeting. These Teams will be led by **Lisa Pierce**, Talent Acquisition Director and **Brion Sunseri**, the Owner of Ad-VANCE. Accompanying them will be **Kenzie Ralston**, Talent Acquisition Manager and **Holly Malave**, Talent Acquisition Manager. Both Kenzie and Holly were part of the successful employee transitions at Polk County and City of Plant City.

Ad-VANCE will also have a bilingual administrative assistant to assist each team with any employee that may need assistance. Also, Ad-VANCE envisions having each Onboarding Team **bringing**



**laptop computers to each meeting** to allow quick internet access and employee sign up to Ad-VANCE's web portals.

Our goal is to be as informative and time efficient as possible and make sure that all transitioning employees, and Department Managers, have all questions answered and a full understanding of Ad-VANCE's employment practices, timekeeping, payroll, health and PTO benefits. Additionally, **key 24/7 Ad-VANCE staff contact information** will be shared.

With City of Gainesville's permission and input, Ad-VANCE will create a **Custom Video/Power Point Employee Onboarding Orientation** to be used by each Onboarding Team. Additionally, we will have Orientation Handouts for all transitioning employees.

## Projected Timeline

# Transition Projected Timeline



- Transition Planning Meeting
- Letters to Hiring Managers Introducing Ad-Vance

- Ad-Vance Recruiters Learn Collier County Orders
- Meet with Hiring Managers Regarding Orders
- Schedule Transition Meeting

- Ad-Vance Starts Recruiting for Orders
- Weekly Update Meetings with Human Resources

- Go LIVE!



## EXAMPLE

### **Starting October 1, 2020 – Ad-VANCE Talent Solutions will be City of Gainesville’s New Staffing Provider**

**This guide is designed to help answer any questions that you may have regarding the transition.**

#### **How does changing my employer affect me?**

The effective date of the transition is October 1, 2020. The transition from (other staffing vendor) to Ad-VANCE Talent Solutions will not affect your assignment at City of Gainesville. **If you choose, you will have the option to transfer from (other staffing vendor) to Ad-VANCE easily, and continue working on your current assignment at City of Gainesville after October 1, 2020.**

If you wish to continue your employment with (other staffing vendor), you may do so by requesting a different assignment at another (other staffing vendor) customer worksite. When deciding to end your assignment, a five – business day notice is requested.

#### **How will I be paid?**

Ad-VANCE’s preferred method of payment is through either Global Cash Card or direct deposit. You can sign up for a Global Cash Card when you complete the application process.

Ad-VANCE utilizes a very easy online time keeping system and our pay period runs Monday thru Sunday. You are paid the following Friday and every Friday thereafter. Paystubs along with W2 and assignment information are all found on your personal, secure employee portal which will be shown to you at orientation meetings.

#### **Will my benefits change if I become an Ad-VANCE employee?**

Ad-VANCE offers a very comprehensive benefits package:

Now that you’re an Ad-VANCE employee, you may be eligible to take advantage of the following benefits and bonuses listed below:

- 11 Paid Holidays
- Vacation Pay
- Medical Insurance\*
- Dental Insurance\*
- AFLAC Insurance
- Referral Bonuses
- 401K
- Employee Safety Bonuses
- Employee of the Month Awards
- Referral bonus programs

## **Do I lose hours that I have accrued?**

No, you will not lose hours of service that you have accrued working on your City of Gainesville assignment. Ad-VANCE will get a report of the hours that you have worked for (other staffing vendor) and those hours will be used to determine your benefit and regular hire eligibility purposes.

## **What about vacation pay and holiday pay?**

Ad-VANCE provides one of the most comprehensive fringe benefits packages in the staffing industry. It is important for employees to review the benefit qualification requirements in order to take advantage of Ad-VANCE's benefit packages. Below is a brief overview of the minimum requirements for an employee to be eligible for Ad-VANCE's benefits:

**PAID HOLIDAYS** – Ad-VANCE employees are eligible to be paid for the following **11** national holidays: **Memorial Day, Martin Luther King Day, Presidents day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day and day after, and New Year's Day, and day after.**

To be eligible for holiday pay you must do all of the following:

1. Complete 500 hours of work for Ad-VANCE within one employment anniversary year
2. Work an average of 35 hours per week between each holiday, and
3. Work the day before and day after the holiday in accordance with City of Gainesville's schedule.

**Vacation Pay** – Ad-VANCE employees are eligible for 40 hours of paid time off (based upon your average pay rate) after 1500 hours of work in a calendar year.

(Other staffing vendor) employees transitioning to Ad-VANCE will be "grandfathered" into holiday pay & vacation pay eligibility using the hours you worked on assignment at City of Gainesville through (other staffing vendor).

## **Should I contact the Ad-VANCE Talent Solutions branch or will they contact me?**

Ad-VANCE will be holding informational "kick-off" meetings starting July 1, 2020. After these meetings anyone interested in remaining on their City of Gainesville assignment will have the opportunity to schedule a one on one meeting with an Ad-VANCE representative. We will that you complete an on-line application, or you can come directly into our Ad-VANCE office to apply.

## **Will my salary change in any way?**

YES – but only if it will be a pay increase. Ad-VANCE has set hourly pay rates by position that mirror the City of Gainesville starting pay rates. If your hourly rate is less than what Ad-VANCE's pay rate is for your position you will be immediately have your pay rate increased. If by chance your pay rate is higher than the Ad-VANCE pay rate for your position, Ad-VANCE will honor your current rate of pay at least until completion of your assignment.

## **Who will be my contact and where will they be located?**

Our **Talent Acquisition Team for City of Gainesville** will be:

**Christopher Strait/Government Sector Recruiting Manager**

[cstrait@ad-vance.com](mailto:cstrait@ad-vance.com)

Office: 863-308-8431

Cell: 941-524-4516

**Lisa Pierce/Director of Talent Acquisition**

[lpierce@ad-vance.com](mailto:lpierce@ad-vance.com)

Office: 941-739-8883

Cell: 941-221-0024

**What is involved with becoming an Ad-VANCE employee? Do I have to re-qualify to work for Ad-VANCE Talent Solutions?**

(Other staffing vendor) employees assigned to City of Gainesville who wish to transition to Ad-VANCE will attend an individual, one-on-one meeting with a Ad-VANCE Representative. They will fill out an application and related forms and complete a brief interview. An employment offer will be made upon completing this process. Ad-VANCE will review policies and procedures; and review their assignment information with them.

**SOLICITATION NUMBER FPUR-200036-GD FOR TEMPORARY PERSONNEL SERVICES****PRICING RESPONSE FORM**Responding Company's Name: AD-VANCE TALENT SOLUTIONS

The foundation for the determination of the employee Wage Rate is the City of Gainesville Job Classification and its associated Minimum Salary. Most recent information can be located at:

<https://www.governmentjobs.com/careers/gainesville/classspecs>

Direct reference to the City's Job Description, Job Code and Minimum Salary for the position should be provided as back-up for the bill rate quoted.

The Bill Rate \$/Hour will be determined by an All-Inclusive Multiplier added to the CITY'S minimum salary for the position. The All-Inclusive Multiplier must include all Affordable Care Act fees.

This solicitation may award to more than one vendor. The CITY understands that some temporary services companies specialize in certain categories of services, therefore, bidders may bid on one category, many, or all of the work categories identified below. However, bidder must be able to demonstrate that it has the resources to fully support the job categories for which they are bidding.

NOTE: Technical Categories are not sought under this solicitation.

Provide All-Inclusive Multiplier for all Job Categories your company is bidding on below, remember, the All-Inclusive Multiplier must include provision for the Affordable Care Act:

	<b>Job Categories</b>	<b>All Inclusive Multiplier</b>
1	General Office & Clerical Work	1.25
2	Labor-Light Lifting (i.e. Store Clerk)	1.35
3	Maintenance, Labor- Heavy Lifting (i.e. janitorial, outdoor labor such as small equipment operators, working in concrete, asphalt, digging trenches, etc.)	1.39
4	Child Care	N/A
5	Food Service (i.e. Cooks, Waiters, Kitchen Staff)	1.40
6	CDL Drivers	N/A
7	School Crossing Guards	1.35

The following services shall be provided by the Contractor prior to employing temporary personnel upon the request of the City. These services must be billed in accordance with the rates stated, unless otherwise included in the billing rate.

a. Health Statements: At the request of the City, the Contractor shall have health assessments conducted to determine an employee's general state of health and physical ability to perform the job for which the employee is requested.

Cost per request: \$ 75

b. Drug Testing: Drug testing may be required for certain job classifications. The Contractor is responsible for conducting drug testing at the request of the City and in accordance with all federal regulations.

Cost per request: \$ 30

c. Criminal Background Check: (as required by job duties)

Cost per request: \$ 32

d. Criminal Record Check: (as required by job duties)

Cost per request: \$ 30

e. Motor Vehicle Record Check: (as required by job duties)

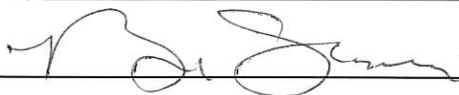
Cost per request: \$ 15

**Do not quote fractional percentages beyond 2 digits. If more than two digits are quoted, percentage will be obtained by rounding down.**

If the Respondent offers discounted pricing, such as prompt payment discounts or volume discounts, it must be clearly stated and explained here. Such discounts, if applicable, will not be used in determining award of the Solicitation. If there are additional rates that are not included above, they must be included in the "Clarifications and Exceptions" page marked as "Additional Pricing". If Respondent is awarded the contract, additional rates must be formalized via an Amendment to the Contract.

**Submitted by:**

Name (printed) BRION SUNSERA

Signature 

Title OWNER

Date 7/10/2020

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## Why Ad-VANCE Talent Solutions?

Ad-VANCE Talent Solution's performance history proves that sourcing, managing, and retaining a large contingent staffing workforce plays to our core strengths, especially in the public sector. In support of that, here are a few of the reasons we believe that Ad-VANCE is by far the best choice to build a partnership with City of Gainesville:

### Client Solutions Team

- City of Gainesville will work with a **proven** Client Relationship Leadership Team led by **Lisa Pierce and Christopher Strait** who are well versed in managing large workforces in the public sector. Specifically, Municipalities and County Governments. In addition, Ad-VANCE commits to building a top-notch recruiting team locally in the Gainesville market. The Ad-VANCE team is aware of the potential liability issues and has the **proven** ability to respond quickly and successfully to any challenges or situations that may arise.

### Talent Sourcing Expertise

- Ad-VANCE's creative and broad use of social media and creative recruitment strategies will help to generate not only candidates but additional **positive branding** for City of Gainesville Government.
- **Career Track** and the **Ad-VANCE MTC Scholarship Fund** demonstrate Ad-VANCE's **commitment to Community Involvement** and participation in the communities we serve builds a strong referral candidate base and network.

### Digital & Social Media Presence

Ad-VANCE's website, [www.ad-vance.com](http://www.ad-vance.com), averages **approximately 10,500 unique visitors** per month and approximately 39,000 page views with continual growth due to Search Engine Optimization (SEO) campaigns and paid Search Engine Marketing (SEM) campaigns.

Ad-VANCE has **over 1,900 Facebook followers with a 4.7-star review rating**. Facebook video/ad campaigns combined with job postings allow for maximum exposure for Ad-VANCE's Google ad platform and SEO success has secured the company as the **1<sup>st</sup> and 2<sup>nd</sup> ranked position google search** for employment agencies in Sarasota and Manatee County.

Ad-VANCE **ranks in the top 10 in over 100 different search terms** in Google Analytics.

Ad-VANCE's continual posting on the **company's LinkedIn page** all sharing of key staff members to their professional profile pages ensures positive company branding and up to date exposure for all relevant job postings.

## Technology Solutions

- **WebCenter, Time & Approval Tracking** through **Tempworks** provides significant time savings for Collier County managers and associates and minimizes billing errors.
- **Google Docs** - Google Docs is a very powerful “real-time” collaboration and document authoring tool. Multiple users can edit a document at the same time, while seeing each other’s changes instantaneously. Allows HR and Hiring Managers up to the hour order process updates.
- **Spark Hire**, a cutting-edge video interviewing platform which enhances efficiencies in the interviewing process.
- **ZipWhip** – easy to use apps for desktop, web, and mobile. Engages employees and Hiring Authorities alike by giving them the option to “Text or Call”.
- **Customized Onboarding Orientations** – can be made by department - see attachments.
- **Customized Reporting** - we have the ability to create and run **Time to Fill, Utilization, EEO, PO Transaction Detail**, etc. compliance reporting as needed.

## Top Notch Benefits

- Ad-VANCE offers **the best benefits package available** to temporary employees in the public and private sector.
- **128-hours** of additional pay is available each year through vacation and holiday benefits.
- Ad-VANCE’s **401k match of 4%** is considered on par with the best in the staffing industry.
- Ad-VANCE is totally **ACA Healthcare Compliant** as a large employer, which protects City of Gainesville from potential liability issues.

## Competitive Advantages

- **Proven Success** - Ad-VANCE has **25 years experience** in sourcing, managing, and retaining Large Contingent Staffing Workforces in both public and private sector.
- **Like Clients** – our largest and best customers are **County Governments and Municipalities**.
- **Leadership Team** – proposed leadership team of Lisa Pierce & Christopher Strait are second to none!
- **Ownership Involvement** – **Day to day involvement** to quickly address Client problems, challenges, and opportunities.
- **Ample Funding** – Ad-VANCE’s partnership with United Capital Funding **allows \$1.5M in accessible monies** designated strictly for the City of Gainesville contract.

## Solution Advantages

- **Excellent Technology Optimization** – allows **Ad-VANCE to provide 24/7, Real Time access to Employee and Client data** and create Information Sharing Efficiencies. Mobile



Apps offer constant contact ability with employee and Hiring Manager. Geo Fencing Capabilities.

- **Process Efficiencies** – built in partnership with and geared toward the Public Sector. Our process efficiencies for both Contingent Workforce Staffing Recruitment and Management and also Recruitment Processing Outsourcing (RPO) **are proven and scalable for optimum client outcomes.**
- **Talent Sourcing & Engagement** – Ad-VANCE’s proven commitment to creative community based and **grass roots recruiting** has made us extremely successful in building a **“Grow Your Own”** talent pool for entry level positions. Our creative collaborative partnership programs with the Schools, Technical Colleges and CareerSource such as **“Career Track”** and our **“Scholarships Program”** can be mirrored and implemented in any county.
  - Additionally, our creative use of You Tube, Facebook and Social Media along with **“On-the Spot Hiring Events”** has enabled Ad-VANCE to continually keep hard to fill positions filled for our clients.
- **Reporting Capabilities** – Custom reporting as well as unique service platforms such as **Google Docs.** Google docs allows City of Gainesville to have a **“Real Time” dashboard** of daily activities, progress and results on all open orders.

### **County Advantages**

- **Organizational Branding** – Ad-VANCE’s process efficiencies with all applicants and candidates and our commitment to building a broader community-based recruitment model will elevate City of Gainesville to a higher **“Employer of Choice”** status.
- **Accountable & Responsive Partner** – City of Gainesville will add a business partner **that values integrity first, is always accountable and is extremely responsive.** No matter what the situation City of Gainesville will have a partner that will always put the Employee and Client first and will do the right thing under any circumstance.
- **Employee Retention – top notch benefits, employee recognition, career growth opportunities,** and clear consistent communication lead to strong employee retention.
- **Additional Job Categories** – Ad-VANCE’s WC Policy **allows most any position to be added to the contract.** Offers City of Gainesville great flexibility to use temporary staffing as a management tool.
- **Vested Interest** – City of Gainesville will gain a partnership with a **proven Vendor that will invest in the local community** and have a vested interest in the total success of the contract.

In summary, on behalf of the entire team at Ad-VANCE Talent Solutions and Ad-VANCE Recruiting LLC, **we would be honored to be selected as City of Gainesville’s partner** for the new Temporary Services Services contract!