



STATEMENT OF QUALIFICATIONS

RFQ – 190032

Executive Search Services

**Submitted
April 10, 2019**



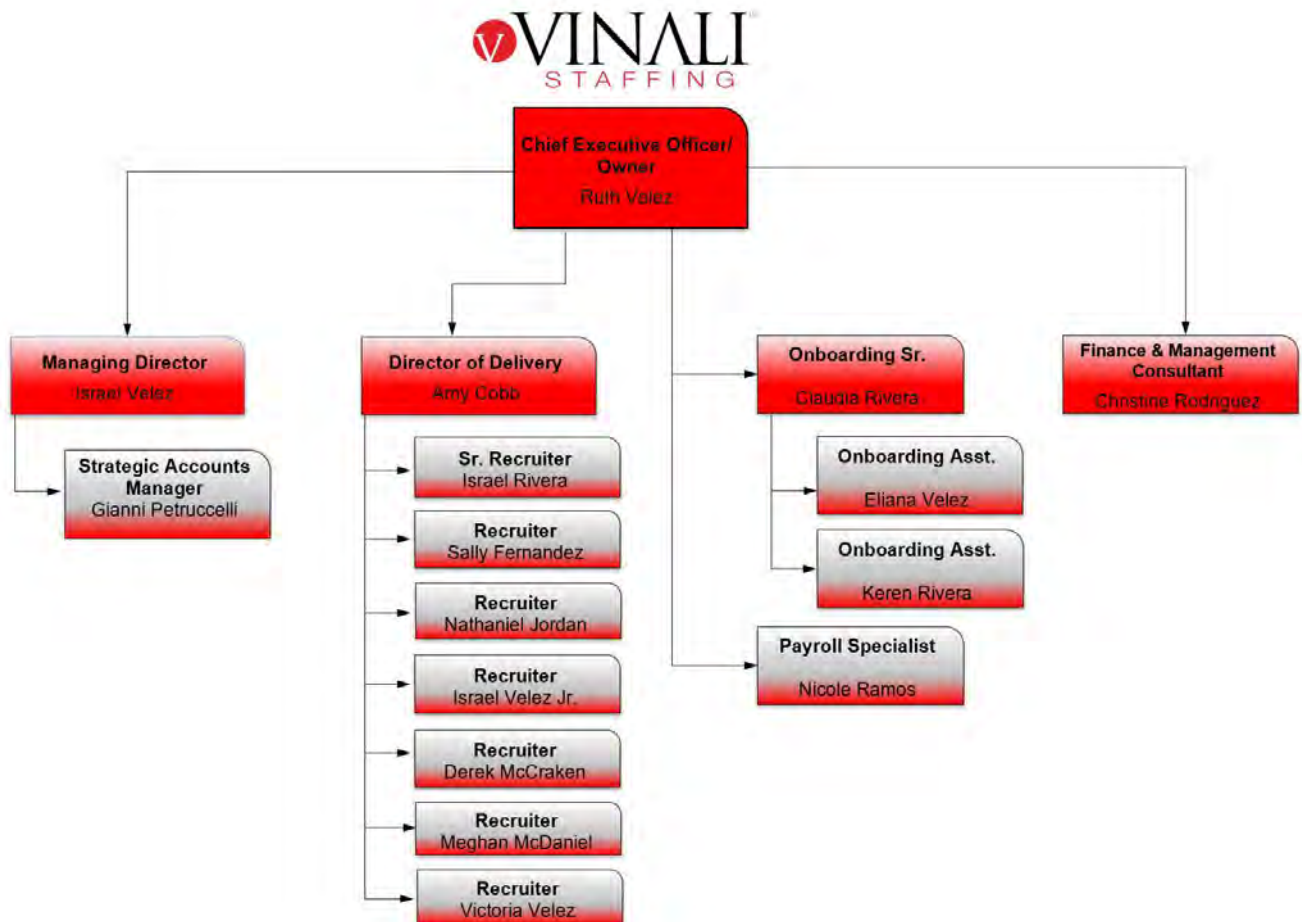
INTRODUCTION

A. Brief History

Vinali Staffing’s mission is to be an extension of your team by providing professional staffing services with unparalleled service, transparency and passion.

Vinali started in 2016 and is an Orlando based Women Minority Business Enterprise (WMBE, WBENC, WOSB, DBE Certified) providing permanent and temporary staffing services across Logistics, Technology, Food and Beverage, Finance and Accounting, inclusive of administrative level roles. We are now one of the fastest growing staffing firms in Florida, and fastest growing minority owned private firms in Central Florida serving both public organizations and Fortune 500 companies across 41 states.

B. Organizational Structure of Business





C. Ownership Interests

Ruth Velez is sole owner of Vinali LLC, which is a women minority business enterprise currently holding the following certifications:

- a. WMBE – Women & Ethnic Minority Business Enterprise - State of Florida Office of Supplier Diversity
- b. WBENC – Women Business Enterprise National Council – National Certification
- c. WOSB – Women Owned Small Business – National Certification
- d. DBE -- Disadvantaged Business Enterprise – State of Florida





2. PROJECT UNDERSTANDING AND APPROACH

As an executive search firm, our responsibility is to provide a specialized recruitment service, recruiting highly qualified candidates for executive and senior level roles. Our understanding of this search project is that we be available to assist on current and upcoming direct hire needs throughout the tenure of this contract on both open and confidential searches.

As it pertains to partnering with the City of Gainesville, our approach would begin by first meeting with each stakeholder and understanding not only the technical specifications of each role, but internally culture, soft skills, and insight as to what would allow someone to succeed in the open role under current landscape.

Our initial recruitment strategy would be to seek candidates in a closer geographic perimeter before “casting the net wider” and expanding the search. Each search would meet the specific criteria laid out per provided job descriptions and spotlight meetings held with City of Gainesville management and direct supervisors (unless it is a confidential search to replace current supervising staff).

Upon completing initial phone interview, a skype interview will be administered if face to face interview cannot be accommodated. If a candidate presents as a strong possibility, we will perform a thorough criminal background check, investigate employment, educational and residential records. Our appointed recruiters would be responsible for obtaining three supervisory references (peer level not accepted) and we would personally speak with these managers as we seek to understand job responsibilities, accomplishments, attendance, ease to work with, general opinion of candidate’s ability to be successful in potential new role. Drug Tests will also be administered in line with the City’s human resources requirements.

Vinali’s commitment is to present multiple valid candidates under 10 days of assignment of the job order.

3. PROPOSED PROJECT STAFF

The Vinali main point of contact for executive searches will be Israel Velez, Managing Director at ivelez@vinalistaffing.com.

When provided with details of open positions, Israel will have Amy Cobb and Vinali Recruiters use a variety of tools to find candidates interested in the position(s). Below are the resumes of Israel Velez, Amy Cobb and Gianni Petruccelli who would assist in placing executives through their expertise, their networks and their supervision of other recruiting efforts.



Professional Experience

Vinali Staffing, Orlando, FL
Managing Director

2016-Present

Full cycle professional staffing firm focused on both permanent placement and consultant based work

- Head all client development, identifying the type of workers needed and in what ratio to maximize productivity/cost-effectiveness for the company.
- Recruits, hires and develops Account Managers and Staffing Recruiters for IT, Finance & Healthcare
- Leads Sales and Delivery teams through active business development efforts and candidate sourcing nationally in addition to leading all market operations
- Responsible for managing market Profit and Loss
 - 15 consecutive months of growth in billable hours, Headcount, and Gross Profit
 - Key role in expansions to thirty states within the first year
 - Secured multiple fortune 400 active contracts with firms such as Home Shopping Network, Darden, EA Sports in 6 months. Negotiated and attained accounts with Rotech Healthcare, WellDyneRX, Kroger, Faro Technologies, Erba Diagnostics, Ellucian, Ravago, BioPlus Specialty Pharmacy, Tecta and Sprint.
 - Growth, Profit and Cost forecasting for all departments.
 - Create and Manage the Personal Profit and Loss for each Sales and Delivery team member.
 - Customer Relationship Management (CRM) and reporting
- Point of contact for all vendors including insurance, job boards, accounting firms and legal counsel

Kforce Professional Staffing, Orlando, Miami & Ft. Lauderdale, FL

2011-2016

Practice Director – Orlando 2014-2016 *Market of the Quarter (0-145 Headcount in one year)*

Market Manager – Miami 2012-2014 *Market of the Year, Gold Performer, Mentor Award*

Sr. Account Exec – Ft. Lauderdale 2011-2012 *Rookie of the Year Nationwide, & Market of the Year, Gold Performer*

Top 10 Professional Staffing firm in the United States at 1.3 Billion in yearly revenue

- Recruited, Hired and developed staff (IT, Finance & Healthcare)
- Tasked with opening new practices (Miami, Orlando), all of which were profitable year one and obtained national recognition.
- Consistently developed and led award winning associates whom grew within firm
- Engaging in client development activities - Activities include but are not limited to: sourcing, initial client qualification, identifying potential end-users/decision-makers, establishing contact relationships, completing company and department profiles, candidate marketing, identifying cross-selling opportunities, identifying national/third party/vendor on premise opportunities, and scheduling and conducting new client visits
- Developing value-driven presentations for delivery during the client visit
Regularly calling on prospective clients at client locations to obtain and/or close agreements for services
Regularly calling on existing clients to identify new hiring managers at client locations to obtain and/or close agreements for services
- Establishing client expectations and effectively communicating to appropriate parties
Advising clients on staffing solutions

- Service account after business relationships have been established
Facilitating development of professional service agreements (including negotiating terms when necessary) between Kforce and clients
Actively promoting Kforce's services through participation in professional associations, trade shows and other public relations opportunities

Tech Data, Miami, FL

2010-2011

Senior Financial Analyst - Latin America Region – Firm revenue of US\$ 26.38 Billion

Responsible for Weekly Sales and Cost Forecast, Regional Budget for the Latin American region, Ad-hoc analysis, Profit & Loss, Balance Sheet preparation for Latin American region.

- Creation of Variance Analysis, Trending functionality of Latin American Forecast, improving value and use of Weekly forecast tool. (Cash flow, P&L and Balance Sheet)
- Created Profit & Loss and Balance Sheet Statement reporting/process capability for merged LATAM region
- Implementation of Monthly Corporate Reporting Standards at the LATAM HQ level.
 - Monthly Brand Margin and profitability reporting
 - Monthly Customer Margin and Profitability reporting
 - Monthly Commodity Margin and Profitability reporting
- Implementation of bad debt reserve provision tool to assist Credit division throughout LATAM
- Assist in monthly sign-off calls for each division and country
- Perform weekly variance analysis conference calls to validate reported figures from LATAM

TracFone Wireless Inc., Miami, FL

2006-2010

Business Analysis Manager, Research analysis team manager for largest prepaid cellular services provider in U.S with over \$2.5 Billion in revenue in multi-brand environment 2009-2010

Supported companywide initiative to improve touch points experience for customers through Web, customer service, store and packaging usability, via collection of both raw data and usability study observations.

- Performed 2-3 Usability Studies per month across distinct brands and products
- Based on research findings, conducted presentations to management and key business owners.
- Stemming from research results, assigned and maintained corporate Action Items List and work with business owners to procure implementation of recommendations
 - *Ensure action items are assigned and perform follow up to completion*
- Provide ad-hoc alternative model forecasting across brands within analysis
 - *Cost & growth forecasting*

Sr. Financial Analyst – Financial Planning & Analysis

2006-2009

Performed daily cost and usage forecasting across all network carriers used in U.S. footprint. Focused on monitoring usage trending and forecasts to meet contractual standard level agreements with vendors.

- Ad-hoc reporting and analysis for senior executive level personnel
- Carrier usage forecasting (*data download, voice, text*)
 - *Assist in demand planning*
- Monitor contractual agreement guarantees and commitments
 - *Provide analysis on allocation of minutes to meet commitments*
- Maintain key company-wide metric reports
 - *Prepare monthly financial reporting for President and Chairman of company*
 - *CPM (Cost Per Minute) reporting*

Johnson & Johnson, Miami, FL

2005-2006

Sr. Financial Analyst – Financial Planning & Analysis

Medical Devices Pharmaceutical with over \$3 Billion in domestic sales revenues

- Provided sales forecasting and competitor tracking reporting for all domestic sales teams in U.S.
- Preparation and analysis of key business metrics and indicators
- Created and maintained commission reports for company wide sales staff
- Forecasting of units & dollars for key revenue products
- Summarizing & communicating results to Sales VP's & Exec level
- Monitoring & preparing business plan vs. actual activity & sales trend reporting

Vision Lab Telecommunications, Miami Beach, FL

2000-2005

Finance Manager – Finance Team 2004-2005

- Budget analysis and preparation experience for various departments
- Supply chain monitoring and coordination
- Managed special revenue generating projects for CEO
- Maintained key vendor relationships
- Managed international expansion projects throughout Asia, South America and Europe
- Responsible for purchasing and sourcing of all materials and components

Senior Accountant – Accounting Team 2000-2004

- Responsible for negotiation, purchasing and sourcing of all materials and components
- Performed accounts payable/ account receivable entries
- Responsible for collection function and monitoring AR aging reports
- Assisted in Monthly closing process
- Prepared monthly executive reporting package

Koch Industries, Inc. – Oil and Commodities Trading, Wichita, KS

1998-1999

Sr. Accountant – KPG -Koch Petroleum Group – Second largest privately held firm in the U.S. Private energy conglomerate with annual revenues exceeding \$98 Billion dollars.

- Responsible for Accounting and Inventory of Oil refinery in Holland.
- Reconciled daily transactions from petroleum trading desks in London and Singapore
- Recorded all accounting transactions from Journal entries through to general ledger
- Created inventory tracking protocol for oil trading group
- Establish controls and balances for integrity of data initiative

Citigroup, Inc. – Latin America Trade Desk, Tampa, FL

1997-1998

Staff Accountant

- Back office operations during Solomon Brothers/Smith Barney merger & acquisitions period
- Responsible for settling International trade desk transactions
- Reconciled daily trades from Singapore/NY/Hong Kong trading desks
- Settled corresponding FX transactions supporting stock trades
- Point contact for traders and analysts as back office support
- Create tools to assist in monitoring weekly trades

Education

University of Florida, Florida / Business Administration 1993-1997

Wichita State University, Kansas / MBA Business Management Graduate Work 1998-1999

Computer Proficiencies

MS Access, Excel, Word, PowerPoint, Business Explorer, SAP, COGNOS, Oracle

Languages

Fluency in English and Spanish; Conversational Portuguese



Amy Christine Cobb

Professional Experience

Vinali Staffing, Orlando, FL

2016-Present

Director of Delivery

- Meet with clients and teams to properly assess needs and culture for open opportunities
- Manages strategic client development, identifying the type of workers needed and in what ratio to maximize productivity/cost-effectiveness for the company
- Produce/generate leads
- Create new plans for recruitment for specified client needs
- Recruit, source, place talent for Accounting/Finance, Healthcare, IT, Operations, and Logistics positions
- Place candidates in both temporary and permanent roles
- Heavy outbound calls to candidates and clients
- Help diffuse situations between consultant and client
- Lead recruitment team; train and mentor

Ascendo Resources, Orlando, FL

2016-2016

Business Development Manager

- Recruited, sourced, placed talent for Accounting, Finance, Healthcare, IT, and OnStaff USA positions
- Placed candidates in both temporary and permanent roles
- Met with clients and teams to properly assess needs and culture for open opportunities
- Produced/generated leads for sales team
- Helped create an Accounting/Finance Practice in the Central Florida Market
- Heavy outbound calls to candidates and clients
- Helped diffuse situations between consultant and client
- Performed HR functions, assisted with onboarding process

Kforce Professional Staffing, Tampa and Orlando, FL

2012-2016

Talent Representative

- Recruited, sourced, placed talent for Accounting, Finance, Healthcare, and OnStaff USA Contract and Permanent positions
- Performed HR functions, assisted with onboarding and orientations
- Met with clients to properly assess their needs to find the right talent/candidates
- Produced/generated leads for sales team
- Won Employee of the Quarter, Team of the Quarter, Market of the Quarter, and Bronze Performer Award

Bank of America, Brandon, FL

2007- 2012

Teller Operations Supervisor

- Initially hired as entry level teller; promoted due to accuracy, speed, and skills
- Oversaw high quality operation of branch ATMs, TCDs, teller equipment, and vault
- Managed a team of seven- twelve tellers; accountable for teller performance, referrals, balancing, customer treatment, and risk management
- Responsible for updating daily reports and maintaining records for audit purposes
- Participated and contributed in weekly tele-conference calls with Market Team
- Provided excellent customer service skills to ensure customer satisfaction and professional treatment goals are attained
- Helped lead the banking center to achieve a perfect score of a ten on their semi-annual audit and a perfect one hundred percent on their professional treatment score

Charlotte Russe, Brandon, FL

2006-2007

Counter Supervisor

- Resolved customer queries, problems, and conflicts
- Handled customer returns while employing loss prevention standards
- Trained and developed the skill and talent of associates
- Coordinated and redesigned floor displays
- Responsible for various management and supervisory duties daily

Education

Bachelor of the Arts and Science – Sociology - 2008

University of South Florida, Tampa, Florida

Professional Affiliations

Ambassador of the Big Brother Big Sister Program - 2007-2008

Brother of AKPsi- Professional Business Fraternity - 2006-2007

Awards

Recipient of the Gold, Silver, and Bronze Award in the Global Recognition Program for Bank of America

Employee of the Quarter, Team of the Quarter, Market of the Quarter, and Bronze Performer Award with Kforce

Computer Proficiencies

MS Word, Excel, PowerPoint, Outlook, SharePoint, ADP, Recruitmax, Akken, CareerBuilder, Monster, Indeed, LinkedIn, Bullhorn, and other proprietary systems



Gianni Petruccelli

Professional Experience

Vinali Staffing, Orlando, FL

2018-Present

Strategic Accounts Manager

- Manages the recruiting life-cycle from the onboarding to application and placement
- Expert in all active customer VMS tools
- Works closely with the recruiting team to provide concise real-time update regarding customer needs and resource allocation
- Attends and participates in all customer facing calls and forums
- Coordinates with payroll management team; customer implementations/ongoing needs
- Works very close with internal legal regarding new customer negotiations
- Trains and supports internal teams
- Researches, analyzes and evaluates customer needs
- Provides monthly reporting matrix to Executive Team for Customer SLA
- Works in very time sensitive driven environment to meet customer and internal stakeholder goals
- Conducts searches for niche resources to fill specific customer needs
- Manages all customer inquires for additional business and RFP's

ZeroChaos Inc, Orlando, FL

2012-2018

Director, Supplier Relationship

- Managed multiple internal employees in U.S. Poland, Sweden, Germany and India
- Refined and enhanced supplier audit process to include Offshore Resources globally
- Created supplier validation process used for existing and new customer transitions
- Worked very close with internal legal regarding supplier and customer negotiations
- Led Supplier Relations implementation during acquisition of competitor Workforce Logic
- Analyzed new client portfolio and support the onboarding of their legacy suppliers and understand their additional supplier needs
- Tested new processes and implementations required for new systems releases.
- Trained and supported internal teams in US and EMEA
- Researched, analyzed and evaluated customer supplier needs
- Provided monthly reporting matrix to Executive Team for Supplier Validations and Supplier Audits SLA
- Worked in very time sensitive driven environment to meet customer and internal stakeholder goals
- Provided feedback to internal ZeroChaos Program Teams and customers on suppliers that can support their programs
- Conducted searches for niche suppliers to fill specific customer needs
- Managed all supplier inquires for additional business and RFP's

ZeroChaos Inc, Orlando, FL

2000-2012

Resource Manager

- Responsible for coordination of deliverables for new customer transitions
- Attended and hosted booths for multiple Business Conferences
- Provided assurance of high standards for customer service via internal reporting software
- Assembled internal sales of drug and background screening packages
- Utilized CRM for supplier management and case routing
- Trained new employees
- Involved in improvement of internal supplier facing processes,
- Managed all MSP supplier relationships from inception of ZeroChaos
- Worked closely with internal Legal team to create best practices for customer risk mitigation
- Created supplier document check list to identify tax compliance
- Single point of contact for all ZC Operations questions regarding time, expenses and invoicing

Tradewinds Resorts, St. Petersburg Beach, FL

1998-2000

Assistant Front Desk Manager

- Trained all front office personnel.
- Participated in the hiring and termination process of front office personnel
- Scheduled the front office staff.
- Supervised workload during shifts
- Evaluated the job performance of each front office employee.
- Maintained working relationships and communicates with all departments.
- Resolved guest problems quickly, efficiently, and courteously
- Updated group information
- Worked within the allocated budget for the front office
- Checked cashiers in and out and verifies banks and deposits at the end of each shift
- Enforced all cash-handling, check-cashing, and credit policies
- Conducted regularly scheduled meetings of front office personnel
- Prepared performance reports related to front office

Education

Associate of Arts – Major in Business Administration and Management (General) / Minor in Graphic Design

St. Petersburg College, Florida, 1997

Skills and Abilities

- Vendor Management Systems Proficiency: Advanced
- Windows Office Applications (Excel, Word, PowerPoint, Outlook) Proficiency: Advanced
- Microsoft CRM, Micro Strategy, Ultipro Proficiency: Proficient

Awards

- ZeroChaos Employee of the Month May 2009
- ZeroChaos Outstanding Professional Commitment Award 2010
- ZeroChaos Dedicated Leadership Award 2012
- ZeroChaos Outstanding Professional Commitment Award 2015



4. QUALIFICATIONS OF FIRM

Vinali Staffing is an executive search and temporary professional staffing services firm. Our network currently encompasses 41 states across multiple disciplines inclusive of Information Technology, Finance, Accounting, Human Resources Operations, Healthcare and Logistics. Our ability to study client needs, understand them and be effective in the search for their talent. We currently assist government entities such as Orange Country Public Schools, Central Florida Expressway Authority with over sixty active placements in the past year in a variety of staffing needs.

ATTACHMENT B - BUSINESS REFERENCES

PROPOSER: Vinali LLC

PROJECT: Executive Search Services

BID#: HRDX-190032-GD

PROPOSAL DUE DATE: April 10, 2019; 3:00pm local time

Provide the following business reference information for three clients that a same or similar project has been provided within the past five years.

#1 Assignment dates (i.e. 6/2018 to 9/2018): 9/2016 to present

Project Client Name: Rotech Healthcare
Project Description: Staffing of their Finance, Technology, Operations Senior Management - Nationally
City, State Zip: Headquarters - Orlando, FL 32811
Client Contact Name: Lori Penny, VP Human Resources
Phone Number: 407-253-8132 Fax Number: _____
Email Address: lori.penny@rotech.com

#2 Assignment dates (i.e. 6/2018 to 9/2018): 12/2017 to present

Project Client Name: Kroger Specialty Pharmacy
Project Description: Staffing of Executive and Midlevel Operations Personnel - Central Florida
City, State Zip: Lake Mary, FL 32746
Client Contact Name: Barbara Cohen, VP of Patient Care
Phone Number: 407-708-5370 Fax Number: _____
Email Address: barbara.coen@krogerhealth.com

#3 Assignment dates (i.e. 6/2018 to 9/2018): 10/2017 to present

Project Client Name: American Road Group / Harley-Davidson
Project Description: Staffing of Store Management and Human Resources Executives - Statewide
City, State Zip: Headquarters - Orlando, FL 32805
Client Contact Name: Kelly McDaniel, Director of General Merchandise
Phone Number: 407-447-2657 x6200 Fax Number: _____
Email Address: kmcdaniel@americanroad.biz

| | | | | | | |
|----------------------|---------|---------|----------------|------------------|--|--------------|
| | 2018 | | EXPIRES | 9/30/2019 | | 3100-1190076 |
| 3100 STAFFING AGENCY | \$30.00 | \$30.00 | 1 EMPLOYEE | : | | |

| | |
|-----------------|---------|
| TOTAL TAX | \$30.00 |
| PREVIOUSLY PAID | \$30.00 |
| TOTAL DUE | \$0.00 |

VELEZ RUTH

VINALI LLC
 VELEZ RUTH
 4501 S SHORE RD
 ORLANDO FL 32839

4501 S SHORE RD (MOBILE)
 U - ORLANDO, 32839

PAID: \$30.00 0099-00862521 9/17/2018

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. **Delinquent penalty is added October 1.**

| | | | | | | |
|----------------------|---------|---------|----------------|------------------|--|--------------|
| | 2018 | | EXPIRES | 9/30/2019 | | 3100-1190076 |
| 3100 STAFFING AGENCY | \$30.00 | \$30.00 | 1 EMPLOYEE | : | | |

| | |
|-----------------|---------|
| TOTAL TAX | \$30.00 |
| PREVIOUSLY PAID | \$30.00 |
| TOTAL DUE | \$0.00 |



VELEZ RUTH

VINALI LLC
 VELEZ RUTH
 4501 S SHORE RD
 ORLANDO FL 32839

4501 S SHORE RD (MOBILE)
 U - ORLANDO, 32839

PAID: \$30.00 0099-00862521 9/17/2018

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duly authorized officers of the County.

SECTION V – ATTACHMENTS & FORMS

ATTACHMENT A - PROPOSAL RESPONSE FORM – SIGNATURE PAGE

TO: City of Gainesville, Florida
200 East University Avenue
Gainesville, Florida 32601

PROJECT: Executive Search Services

RFQ#: HRDX-190032-GD

RFQ DUE DATE: April 10, 2019, 3:00pm

Proposer Company's Legal Name: Vinali LLC

Proposer Company's Alias/DBA: Vinali Staffing

Proposer Company's Address: 2860 Delaney Ave. #568513
Orlando, FL 32806

PROPOSER'S REPRESENTATIVE (to be contacted for additional information on this proposal)

Name: Israel Velez Telephone Number 786-459-2141

Date: 4/8/2019 Fax Number 407-955-4021

Email address ivelez@vinalistaffing.com

ADDENDA

The Proposer hereby acknowledges receipt of Addenda No.'s 1-190032-, _____, _____, to these Specifications.

TAXES

The Proposer agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

LOCAL PREFERENCE (check one)

Local Preference requested: YES NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions) YES NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions) YES NO

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Exhibit C hereto)

Check One:

- Living Wage Ordinance does not apply
(check all that apply)
 - Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville’s living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Proposal is in full compliance with the Specifications.
- Proposal is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Proposer has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this RFQ.

ATTEST:

Gianni Petruccelli
Signature

Print Name: Gianni Petruccelli

Title: Manager, Strategic Accounts

(CORPORATE SEAL)
PROPOSER:

Ruth Velez
Signature

Print Name: Ruth Velez

Title: CEO

Gainesville.
Citizen centered
People empowered

ADDENDUM NO. 1

Date: March 28, 2019

Bid Date: April 10, 2018
at 3:00 P.M. (Local Time)

RFQ Name: Executive Search Services

Bid No.: HRDX-190032-GD

NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), April 3, 2019. Questions may be submitted as follows:

Email: dykemangb@cityofgainesville.org

Subject: Questions – RFQ HRDX-190032-GD

2. Please find attached:

- a. Copy of the black out period (Cone of Silence) information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during non-mandatory pre-bid meeting.
- b. Copy of the pre-bid sign-in sheet for your information.

3. Gayle Dykeman, Procurement Division, discussed bid requirements.

- a. This was a call in non-mandatory pre-bid conference. Attendees were registered via phone by Gayle Dykeman.
- b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on April 10, 2019. Any bids received after 3:00 p.m. on that date will not be accepted.
- c. Question must be submitted in writing, via email, to dykemangb@cityofgainesville.org and are due by 3:00pm April 3, 2019.
 - i. All communication must be through Gayle Dykeman only. Do not communicate with other City staff.
- d. Sign, date and return all Addenda
- e. Discussed that bid form must be signed
- f. Discussed minimum requirements, page 3 of the RFQ package
- g. Discussed Scope and Requested Services, page 2 of the RFQ package
- h. Proposal Response Requirements commence on page 19. All required forms are marked as such at the top of the form.

4. Audrey Gainey, Talent Acquisition Manager, discussed the scope of the project, reviewing the information indicated in the RFQ. The RFQ is for Executive Level Searches for high level opportunities in the City of Gainesville. It is expected that the searches will be nationwide and embrace diversity. The searches will be conducted for both General Government and Gainesville Regional Utilities, which may have some very specific utility-based employment needs. While for the most part, the searches are expected to be 'standard', the City is also looking for innovative tools and techniques for recruiting.

The following are answers/clarifications to questions received at the pre-bid conference.

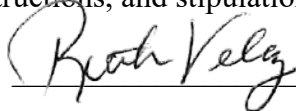
5. Question: How many executive searches do you anticipate to occur over the course of the three year initial contract?
Answer: This number is undetermined. Firms will be engaged as vacancies occur. We do anticipate; however, having three (3) openings this calendar year.
6. Question: How many executive searches currently occur each year?
Answer: This number fluctuates based on turnover; however, in the last three years we have engage firms to assist with eight (8) Executive level searches.
7. Question: Would the City actively recruit while it has also engaged an Executive Search firm for the same position?
Answer: The City will post the open position on its employment opportunities page, but refers all interested applicants to the Executive Search Firm.
8. Question: Is there one winner?
Answer: We are looking to have at least three (3) firms with a variety of market expertise. Decisions will be made based on the diversity of expertise made available through the responding firms.
9. Question: When was the last time the City went out to bid in order to acquire Executive Search Firms?
Answer: A very long time ago. Not in recent memory.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER:



BY:

Ruth Velez

DATE:

4/9/2019

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-423 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

CITY OF GAINESVILLE
GENERAL GOVERNMENT PURCHASING DIVISION
NON-MANDATORY PRE-BID CONFERENCE

Executive Search Services

DATE: March 27, 2019 @ 11:30 AM LOCAL TIME

BID #HRDX-190032-GD

DUE DATE: April 10, 2019, AT 3:00PM LOCAL TIME

YOUR COMPANY'S LEGAL NAME, DBA NAME
& ADDRESS

1) Legal Name: Vinali Staffing
DBA: Ruth Velez
Gianni Petrucci

YOUR SIGNATURE, PRINTED NAME,
PHONE NUMBER & EMAIL ADDRESS

Ruth Velez
SIGNATURE
Ruth Velez
PRINTED NAME
PHONE # (407) 574-8109
E-MAIL: rvelez@vinalistaffing.com

2) Legal Name: _____
DBA: _____

SIGNATURE

PRINTED NAME
PHONE # () _____
E-MAIL: _____

3) Legal Name: _____
DBA: _____

SIGNATURE

PRINTED NAME
PHONE # () _____
E-MAIL: _____

4) Legal Name: _____
DBA: _____

SIGNATURE

PRINTED NAME
PHONE # () _____
E-MAIL: _____

5) Legal Name: _____
DBA: _____

SIGNATURE

PRINTED NAME
PHONE # () _____
E-MAIL: _____

ATTACHMENT D - DRUG FREE WORKPLACE FORM
HRDX-190032-GD

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

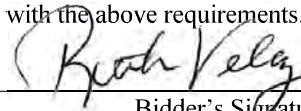
Vinali LLC

_____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Bidder's Signature

4/9/2019

Date

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Attachment E hereto)

HRDX-190032-GD

Check One:

- Living Wage Ordinance does not apply
(check all that apply)
- Not a covered service
 - Contract does not exceed \$100,000
 - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
 - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.