



**RECRUITMENT SERVICES FOR PROFESSIONAL ENGINEER AND  
TECHNICAL POSITIONS AT MUNICIPAL MULTI-SERVICE UTILITY**

**Solicitation No. 2017-071**

**Statement of Qualifications**

**June 8, 2017 at 2:00 p.m.**

**SUBMITTED TO:**

**ATTN:** James Frampton, Senior Buyer  
Gainesville Regional Utilities  
Purchasing Division  
301 S.E. 4<sup>th</sup> Avenue  
Gainesville, FL 32601

**SUBMITTED BY:**

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**LETTER OF INTEREST**

Mr. Kenneth Moten  
President and CEO  
Moten Tate Inc.  
301 E. Pine Street, Suite 250  
Orlando, FL 32801

Mr. James Frampton  
Senior Buyer  
Gainesville Regional Utilities  
Purchasing Division  
301 S.E. 4<sup>th</sup> Avenue  
Gainesville, 32601

June 8, 2017

Dear Mr. Frampton:

Moten Tate, Inc. (MTI) is pleased to submit on its own as a Prime without any subcontractors the enclosed Statement of Qualifications in response to the RFSQ from the Gainesville Regional Utilities (GRU), *Solicitation No. 2017-071, Recruitment Services for Professional Engineer and Technical Positions at a Municipal Multi-service Utility*. MTI acknowledges that we have reviewed the solicitation in its entirety along with the subsequent amendments and have a thorough understanding of the work to be performed. As we will further demonstrate in our statement of qualifications, MTI is able to support the entire scope of services enunciated in the solicitation.

In our proposal we provide the Gainesville Regional Utilities, Purchasing Division with our background and experience to conduct this important project, present our proposed project team, and describe our detailed work plan along with supporting documentation as per solicitation instructions. Our proposal follows precisely the instructions and format required in Section 5 of the solicitation. MTI is experienced and seasoned in recruiting nationally the best qualified talent to perform professional engineer and technical support for GRU.

MTI, headquartered in Orlando, Florida, Orange County, has been successfully delivering nationwide for the past 19 years, recruiting services for professional engineer and technical specialties. MTI is certified in Florida and also with Orange County Florida as a Minority Business Enterprise (MBE). Customer satisfaction, timely delivery of staff and services, along with providing best value is our mission to all of our customers including the GRU Purchasing Division. All of our processes are transparent, and contract transitions seamless based on our 19 years of successfully delivering similar services on contracts nationwide.



Our firm came into being 19 years ago with the mission of “*Helping Customers Meet and Exceed Their Objectives*”. That mission remains unchanged to this day. Our firm represents the very best in professional experience, quality of work product, customer responsiveness and service. As full-time specialists in the business of providing Employment Services support to customers nationwide, we are pleased to present you with our qualifications to address your most important challenges and our extensive experience working with customers on similar contracts.

MTI’s bid is an irrevocable offer for a period of one hundred and eighty (180) days from the bid opening date.

As MTI’s President and CEO, and principal point of contact, I am authorized to bind my firm. My contact information is as follows:

**Name:** Kenneth Moten  
**Title:** President and CEO  
**Company:** Moten Tate Inc.  
**Address:** 301 E. Pine Street, Suite 250, Orlando, FL 32801  
**Phone:** (407) 843-3277 ext. 201  
**Fax:** (407) 843-3814

*MTI submits these bid documents without collusion with any other person(s) and affirms that this response is in all respects fair and submitted in good faith with the signer of the proposal having full authority to bind the firm.*

Sincerely,

A handwritten signature in blue ink that reads "Kenneth Moten". The signature is written in a cursive style and is positioned above the printed name and title.

Kenneth Moten  
President/CEO

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## **EXECUTIVE SUMMARY**

Moten Tate, Inc. (MTI) is your dependable staffing solutions provider for temporary and full-time personnel. With a solid continuous 19 years of experience in the Staffing Services industry, including Temporary Staffing Services, and with a collective \$43 million dollars in contracts since its inception, MTI has consistently demonstrated and earned the reputation of its capability on each one of its contracts to best identify, assess, acquire and deploy preeminent talent that satisfies the most challenging human capital needs of global organizations, be they government or commercial entities.

MTI's mission is to be the quality and value-added leader in all areas of staffing and talent management solutions by identifying, attracting, assessing, and deploying top level talent. MTI is a true solutions partner by focusing on assisting its customers become leaders in their fields by providing them with staffs that are effective, efficient, and contribute on Day 1 to enhancing the customer's competitive position while improving their performance. We continually reinforce our reputation for superior service by providing respect, training, involvement, recognition, reward, security, and advancement to our employees. In a rapidly evolving and constantly changing staffing industry, MTI conducts research and development, uses state-of-the-art solutions and reviews our methods of operation in a never ending effort to continually improve the quality of the services we offer.

### **MTI's Competitive Advantages**

- ◆ ***Experienced Recruiters*** – trained in competency/behavioral-based interviewing techniques
- ◆ ***Research and Sourcing*** – utilization of university information, MTI's proprietary applicant tracking system powered by Job Diva, international databases, social media, i.e., LinkedIn, Facebook, 20 twitter strategic postings, print ads, and employee referrals
- ◆ ***Background and Performance Checks*** – we conduct pre-employment 10 panel drug screens, criminal, employment, educational, credit, and former supervisors performance checks
- ◆ ***Competency Base Assessments*** – we conduct candidate competency base assessments to prevent negative financial impact to our customer's organization. The financial cost to an organization for a "poor hire" or early separation can be between 40-60% of the position's annual compensation. Additionally, it can disrupt teams, result in project completion failure, and loss of time. These could have a negative impact to an organization's bottom line. MTI's hiring process prevents such negative impact to a customer.
- ◆ ***Client Access to Industry-leading and Innovative Online Talent Management Instruments from Devine Inventory suite*** – our instruments deliver a range of psychometric and job fit profiles, including 360 degree surveys targeted at successfully recruiting, retaining, and developing leaders to suit our customers' organizational culture, vision and strategic goals. MTI's recruiters can customize customer-centric screening solutions from pre-employment to teams, and succession planning.
- ◆ ***Affordable Healthcare Qualified Medical Plan*** – we believe that you attract and retain the best talent by offering excellent benefits which includes learning and professional development training.

MTI is committed to using the same time proven methodology it has been successfully using on similar contracts to provide the City of Charlotte, North Carolina with Citywide Temporary Staffing Services.

**1. QUALIFICATIONS OF FIRM (Section 5.1)**

MTI has delivered recruitment services for professional engineer and technical support specialties to GRU on a past contract. We understand the requirements for providing qualified personnel and also have knowledge of the processes and systems GRU has in place. We would value the opportunity to work with GRU again on this new contract and deliver top quality personnel and services and guarantee a seamless contract transition to MTI should we be awarded this contract.

MTI has been in the recruiting business for 19 years continuously and has built a solid reputation in the recruiting services space in Florida as well as nationwide. We are more than qualified in terms of experience, service capability and resources to recruit for the positions requested for this contract. We deliver customers value that translates into effectiveness of services and qualified personnel, time and price savings.

Over the course of the last 19 years in the recruiting services industry we have developed effective processes and systems that we implement immediately upon contract award. The following sections detail our systems and processes we implement and provide answers to all the items in Section 7 of the solicitation – Selection Criteria.

**1.1 MTI Corporate Management Plan****1.1.1 Administration and Management**

Moten Tate, Inc. (MTI), headquartered in Orange County, Orlando, FL, is a SBA Certified Small business, and also a Minority Business Enterprise (MBE). It is a wholly owned staffing solutions company established in 1997 by Mr. Kenneth Moten with the goal of consistently being the top quality and value-added leader in all areas of staffing and talent management solutions.

Mr. Moten, the CEO and Founder of MTI, started the company after a successful career in Human Resource Management, of which 15 years were spent as the Vice President of HR for 3 Fortune 200 corporations where he has successfully recruited senior leaders, executives and managers for Florida-based publicly traded and private sector companies. Mr. Moten has expert knowledge of human resources principles and best practice models.

Throughout his career, Mr. Moten has demonstrated his ability to form strategic partnerships in order to accomplish business objectives. He has the ability to work with and influence people at all organizational levels, is an effective leader and valuable team player. He holds a MBA from Colorado State University and

**WHY MTI**

- ◆ 19 years of success in delivering staffing solutions to the government, public, and commercial sectors
- ◆ Engaged partnership
- ◆ Experienced management
- ◆ Dedicated to quality performance and customer satisfaction
- ◆ Small company client focus
- ◆ Cost Savings
- ◆ Executive Responsiveness



has completed post graduate work towards a Ph.D. in Human and Organizational Systems from the Fielding Institute. He is also a certified Senior Professional Human Resources (SPHR) through the Human Resource Certification Institute.

Based on his vast experience and recruiting network, he envisioned forming a company that would augment the Human Resource needs of public and private sector organizations.

Our customers, be they in the Government or corporate sector, become our partners in developing the most cost effective, and customized solutions which include identifying, attracting, assessing, and deploying top-level talent. Since 1997, MTI has provided temporary and permanent staffing to public sector customers. In the past five years this has included service to over 20 government entities and state agencies providing staffing at multiple locations. MTI has a long history of partnering with public sector customers and working with them to find new, innovative, creative ways to continue to improve the level of service that they offer their constituents - as well as improve their bottom line.

Following is MTI's corporate information:

Corporate Information Category	MTI Corporate-specific Information
Name	Moten Tate, Inc. (MTI)
State of Incorporation	Florida
Corporate Business Address	301 E. Pine Street, Suite 250, Orlando, FL 32801
Business Type	Private S Corporation / SBA-certified Small Business
Date of Incorporation	1997
Number of Current Employees	102
Annual Revenue	\$3.5 M
Phone	407-843-3277
Fax	407-843-3814

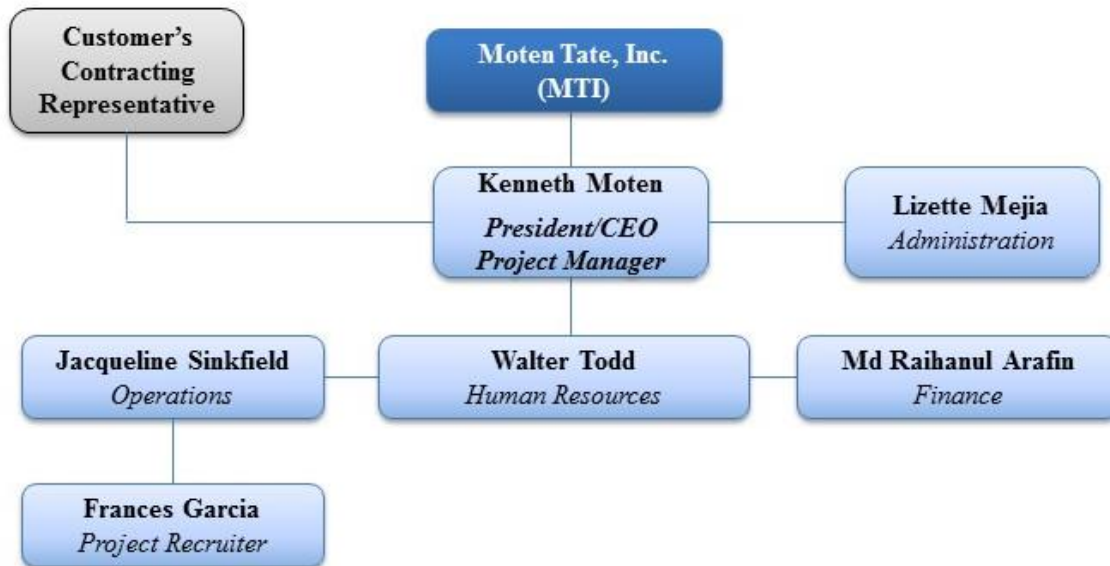
We are dedicated to providing all of our customers with services in the following business areas:

No.	Serviced Business Area	Solution Provided to Customer
1	<b>Personnel Services/ Staff Augmentation</b>	MTI augments a customer's existing staff through efficient and effective recruitment and staffing expertise
2	<b>Human Resources Outsourcing</b>	MTI leads, manages, or operates outsourced human resource projects, functions, or departments
3	<b>Direct Hiring</b>	MTI recruits professionals throughout industry sectors, including but not limited to: Administrative Support, HR, IT, Engineering, Technology, Quality, and Executives on a retained or contingency basis

Our firm came into being 19 years ago with the mission of "*Helping Customers Meet and Exceed Their Objectives*". That mission remains unchanged to this day. Our firm represents the very best in professional experience, quality of work product, along with customer responsiveness and service. MTI is a full-time specialist in the business of providing temporary and full-time staffing services to our customers.



MTI is dedicated to evaluating the special needs of our customers in order to provide lasting solutions while bearing in mind the financial responsibilities which these institutions have related to delivering their services. MTI, as a small business partner, offers a flat management structure allowing for direct access by our customers to our company's CEO. Our corporate management organizational structure is captured in the following diagram.



**Figure 1: MTI's Corporate Organizational Structure** - indicates a lean and efficient management structure which allows direct interaction between our customer's Contracting Representative and MTI's President/CEO.

Your advantage in working with MTI is your access to a full range of local, national, and global staffing services not otherwise available to you because of the large institutional financial investment necessary for acquiring the specialized tools, recruiting industry knowledge and expertise that our staff has accumulated over the years. Staffing is our livelihood and we have successfully grown and helped numerous customers achieve their staffing needs for the past 19 years.

We draw from a vast array of customer service professionals to meet any specific issues or opportunities that arise in the course of an engagement.

Throughout the balance of the proposal we present in more detail our understanding of the project scope and objectives, our methodology and approach and our extensive qualifications to serve. We are confident that a careful reading of our response will convince you that MTI is the best value choice to support you in this important endeavor.

MTI is exceptionally well qualified and financially responsible to perform the work in this solicitation. We are bidding this contract because we believe that we know how to hire the right social worker talent for the jobs required under this contract. In our 19 year history, MTI



demonstrated financial stability and managed all of its financial obligations in a responsible manner, always delivering and paying on time all parties to a staffing transaction.

### ***1.1.2 Benefits to MTI's Customers – the MTI Advantage***

Focusing exclusively on temporary staffing, the **MTI Advantage** is the unique combination of our firm's many years of specialized recruitment with a vast database of candidates in the job categories identified, ensuring we deliver only the best people for the job. Through our continually expanding candidate database, you gain access to a vast pool of candidates you might not otherwise have an opportunity to consider along with many other services further detailed.

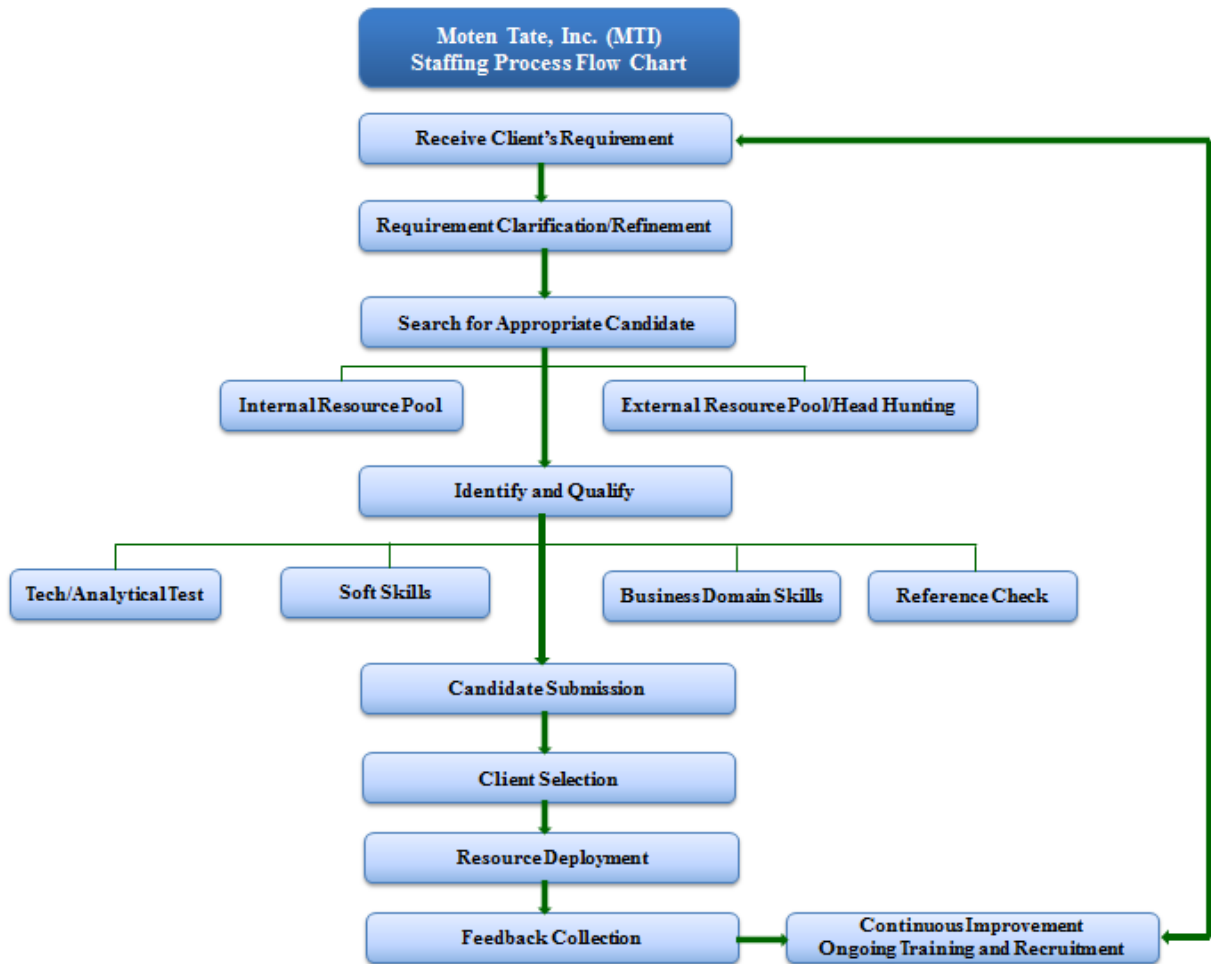
Our ability to draw upon a vast network of personal and business contacts combined with industry-leading, matching technology, and a substantial investment in Internet recruiting, ensures that MTI possesses the resources to quickly fill your most difficult staffing challenge.

Based on our knowledge of your requirements and using proprietary systems, we map job orders and quickly fill your staffing needs from our large pool of pre-qualified candidates. In addition, MTI can customize our recruitment and matching processes according to projected staffing requirements. We maintain close contact with our customer's representatives to maintain an awareness of current and upcoming temporary staffing requirements in order to minimize potential disruptions. We also ensure that all program management, recruitment, human resource and administrative support is engaged on this project with the full authority of MTI's CEO. MTI has less than 1% average turnover rate on all of its contracts.

## **1.2 Technical Plan**

### ***1.2.1 Technical Approach***

Throughout its 19 years of operation, MTI has been using a proven and efficient staffing process illustrated in the following flow chart.



**Figure 2: MTI’s Staffing Process Flow Chart** – MTI’s success in providing cost effective, timely, and exceptionally well qualified staff to its customers is based on a proven staffing process which is followed consistently for all of our customers.

**1.2.2 Hiring Process Requirements**

MTI is an Equal Opportunity Employer and adheres to all federal, state, and local laws in relation to its hiring process. Prior to employment, MTI conducts the following pre-employment screening for temporary as well as permanent hire staff:

- ◆ Skills Assessments (which includes testing in the area of specific expertise) for each position, based on job descriptions provided by our customer
- ◆ Candidate Competency Behavioral Interview
- ◆ Employment verification of last two (2) employers
- ◆ Education verification, as per requirements listed on position description provided
- ◆ Criminal background investigation – ten (10) years



- ◆ Any ad-hoc training and/or screening as deemed necessary by our customer at the time of the assignment

Following temporary staff screening, MTI will only assign any temporary personnel who meet all the screening and/or Background Investigation criteria. MTI is responsible for completion of all government and state required employment and tax forms and all company specific paperwork. All temporary staff placed on a customer's contract is an employee of MTI.

### ***1.2.3 Prescreening Process***

#### **General Employment Requirements**

Part of MTI's general employment requirements is a Background Investigation consisting of conducting a criminal background check on all Temporary Staff. The cost of the background check is part of the MTI mark-up. The criminal background check includes an investigation for, and review of any: (i) state and federal felony convictions, (ii) misdemeanor convictions involving moral turpitude, (iii) any crimes in violation of the Violent Crime Control and Law Enforcement Act of 1995, and (iv) any pending deferred adjudications with respect to (i) or (ii), (collectively "Convictions") for the seven years minimum, ten (10) years preferred prior to the effective date of the Temporary Assignment pursuant to which such individual is providing Services. MTI will not allow any temporary staff that has a felony criminal record to perform Services for its customers. MTI will obtain prior approval from its customer if they will allow temporary staff with a misdemeanor criminal record to perform Services.

MTI prior to employing any temporary personnel under this contract will utilize the U.S. Department of Homeland Security E-Verify system to verify the employment eligibility of all new employees hired during the term of this contract.

MTI ensures that Temporary Staff meet the minimum education and experience requirements as listed on the Temporary Staffing Order provided. MTI will also verify that information disclosed on its application, completed by temporary staff, matches any and all that is returned on any verification, check or investigation. Any discrepancies will be disclosed to our customer prior to commencement of assignment for review.

#### **Training and Certification / Orientation Requirements**

MTI's Temporary Staff beginning an assignment with a customer will receive an orientation which will review MTI's and our customer's policies and assignment requirements, including:

- ◆ MTI / temporary staff relationship
- ◆ Work environment, Standards and Expectations
- ◆ Dress and business etiquette
- ◆ MTI policies, guidelines as deemed necessary by Human Resources, including signing of MTI's Drug and Alcohol policy
- ◆ Contact at the time of assignment
- ◆ Confidentiality agreement

- ◆ Placement and assignment detail to include:
  - Essential functions and duties of assignment
  - Location
  - Parking
  - Supervisor's name
  - Company description and history
  - Assignment hours and anticipated duration of assignment
  - MTI payroll instructions and responsibilities
  - Safety standards

#### ***1.2.4 Provisions of Job Description***

MTI will recruit top tier talent by utilizing the Positions Descriptions submitted as part of the Job Order. MTI recognizes that these are not to be construed as an exhaustive list of responsibilities and job types, additional requirements may be requested at the time the work order is placed. MTI requires each customer to provide at contract onset a comprehensive job description for review for each work assignment. Each description will at a minimum detail responsibilities and outline minimum job requirements and qualifications.

#### ***1.2.5 Managing and Supervising Temporary Staff Requirements***

As part of Managing and Supervising Temporary Staff, MTI will be responsible for the following:

- ◆ Addressing personnel matters such as distribution of paychecks, performance evaluations, coaching, and counseling
- ◆ Dealing directly with temporary staff concerning their performance while on assignment; this will not be a customer responsibility
- ◆ At the termination of an assignment, notifying the temporary staff of assignment conclusion and completing necessary off-boarding activities
- ◆ Ensuring that while temporary staff is on the customer's premises they will abide by the customer's general rules of work

The customer's representative will:

- ◆ Provide day-to-day oversight in relation to the assignment
- ◆ Notify MTI of any substantial changes in temporary's staff assignment or job duties and standard practices governing temporary staff behavior

#### ***1.2.6 Timekeeping Requirements***

MTI's timekeeping requirements include:

- ◆ Utilizing weekly timekeeping sheets for each of its temporary staff
- ◆ The temporary staff will complete the timesheets and have them reviewed by their supervisor at the customer location, who will validate hours worked by signing the timesheet
- ◆ The temporary staff will submit the supervisor-signed timesheet by fax to MTI's Payroll at 407-843-3814 at end of business on last work day of the week

### ***1.2.7 Quality Management Requirements***

MTI will complete the following Quality Performance Checks:

- ◆ End of 1st Day Update - validate Customer's Human Resources designated contact satisfaction with temporary staff
- ◆ Follow-up includes the following:
  - No less than every two (2) weeks for assignments of less than six (6) weeks
  - No less than monthly for assignments of over six (6) weeks
  - One (1) week prior to the end of an assignment, MTI will contact the customer's Human Resources designated contact to confirm assignment completion and discuss overall performance
- ◆ The customer's Human Resources designated contact will be invited to complete an end of assignment satisfaction survey within one (1) week of assignment completion
- ◆ Business Review Meetings will be held at the customer's facilities as needed and requested by the customer
- ◆ The Business Review Meetings will include MTI performance for the previous six (6) months based on metrics defined in the following Reporting section.

The purpose of our Quality Assurance Program is to ensure that MTI provides our customers with the level of service they expect from a leader in the Information Technology services industry. The goal of our Quality Assurance Program is to measure MTI's service levels as well as identify opportunities for improvement. By doing so, we enhance customer satisfaction and improve important operational efficiencies. Customers are surveyed individually and responses are compiled to reflect customer-specific results as well as enterprise-wide analysis. Measuring customer satisfaction will guarantee that we continue to meet our customers' needs.

## ***1.3 Work Plan***

### ***1.3.1 MTI's Work Program***

MTI's proposed program of work is based on principles of customer interaction along with an orderly progression of work, focus on key issues, direction toward a final product, and attention to issues of implementation. These principles are further described in more detail:

- ◆ **Interactive Work Process.** It has been our experience over many years that the most successful projects are those in which the MTI project team and the customer staff work together to accomplish the goals of the contract. For this reason, we design our work to assure that it is performed collectively. This includes information exchange throughout the project to ensure that our customers understand our methodology and are able to apply it independently in the future.
- ◆ **Customer Understanding.** Using the interactive process, we make certain that our customers fully comprehend each project step and how it fits into the overall project. This results in an early buy-in to the alternatives to be evaluated and the recommendations to be made, contributing to success in the implementation.
- ◆ **Quality Assurance.** It is as important to MTI as it is to our customers that our work is thorough, complete, presented well, and can be accepted and implemented by our customers. Customer satisfaction is a major element in our internal evaluation of the quality of our work. For this reason we incorporate quality assurance review steps throughout our project. We designate a senior member of our company to review all of our customer deliverables for accuracy, completion, and appropriateness. The Quality Assurance reviewer will also contact the customer's project manager at mid-project and in the final report phase to assure customer satisfaction and to resolve any potential issues that might exist.

For MTI, a "successful project" is one that:

- ◆ Achieves the needs and expectations of the customer
- ◆ Results in understanding of pertinent issues, identification of appropriate solutions, and implementation as planned
- ◆ Is carried out with minimum disruption to customer operations and staff in the performance of their regular duties
- ◆ Is completed on time and within budget

To assure this, our project management and quality assurance plan includes:

- ◆ Cooperatively Developed Final Project Work Plan
- ◆ Weekly Work Schedule
- ◆ Quality Control Plan
- ◆ Frequent Reporting to the customer POC
- ◆ Detailed Work Plan

### ***1.3.2 Retention Program***

MTI recognizes that if you desire to recruit the best and brightest we must offer competitive rewards program to ensure that our customers have the continuity of service on their projects. In support this effort MTI offers as part of its retention strategy the following access of benefits to our consultants;

- Medical (ACA Qualified Plan)
- Dental
- Vision
- 401k
- Vacation
- Holidays

### ***1.3.3 Contract Execution Reporting to MTI’s Customers***

As part of MTI’s **Service Guarantee** to all of our Customers we provide customized contract execution progress reporting which include the following reports to a Customer’s Human Resources designated point of contact (POC) within 15 calendar days of a request.

<b>Executive Summary Report</b>	<b>Description</b>
<b>Fill Analysis</b>	Detailed analysis of the total number of orders received, total orders filled, and length of time to fill orders
<b>Total Active Assignments/ Duration</b>	Detailed list of all active temporaries by department or cost center, position, assignment start date, and their hourly rates
<b>Weekly Labor Expenditures</b>	Detailed summary of weekly invoices by department of cost center

<b>Operational Efficiency Report</b>	<b>Description</b>
<b>Direct Hire Analysis</b>	Analysis of the total number of temporary staff converted to customer employees and the duration of their assignment prior to conversion
<b>Unfilled Orders</b>	Detail Analysis of the total number of unfilled orders and reasons why the positions were not filled
<b>Assignments Started</b>	Detail Analysis of the total number of assignments started by department / position and duration of assignment, including those assignments which were terminated within the first day

### ***1.3.4 Service Guarantee Requirements***

MTI guarantees services delivered by its temporary staff will be performed in a competent and professional manner.

MTI’s customer is not responsible for payment of hours worked by any temporary staff deemed unsatisfactory within the first eight (8) hours (one (1) working day) on assignment

The customer’s Human Resources representative must inform the MTI contact of concerns no later than the first day performance check defined above.



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## 2. **QUALIFICATIONS OF RECRUITERS** (Section 5.2)

### 2.1 **MTI's Recruiting Team**

From our extensive experience on a multitude of staffing assignments, we understand that picking and assigning the right team of professionals is one of the most critical decisions we make. Our team is outstanding and dedicated to delivering services tailored to the specific needs of the customer in a manner that will meet and exceed your highest expectations. Our professional staff provides our clients industry leadership in both individual qualifications and corporate capability. As individuals, our staff members offer:

- ◆ ***110 years of cumulative years of temporary staffing services experience.*** All of our recruiters provided private and public sector management and consulting services for ten years or more. This includes work both as staff of MTI, as well as experience with large-scale human services and consulting firms.
- ◆ ***Direct management experience.*** Most of our customer service staff have direct managerial experience. This background enables us to understand the importance and implication of our work from the perspective of our customers.
- ◆ ***Commitment to continuous improvement.*** Both as a firm and as individuals, we are committed to improving our consulting skills through continued customer service feedback, regularly modernizing and upgrading our analytical data sets and methodologies, and a program of continuous professional education.

Our corporate management team for the GRU contract is presented above in Figure 1. It includes as well our recruiters. Below we present the resumes of the recruiters involved in recruiting the candidates for the GRU contract. Mr. Moten and Ms. Frances Garcia have extensive experience recruiting for utility and municipal requirements as they have recruited past talent for the GRU contract when it was held by MTI.



## **2.2 Resumes of the MTI Recruiters assigned to the GRU Contract**

<b>Mr. Kenneth Moten, MBA, SPHR</b>		
<b>Functional Area of Expertise</b>		
<b>Program/Project Management</b>		
<b>EXPERTISE SUMMARY</b>		
<p>Mr. Moten has the demonstrated ability to form strategic partnerships in order to align HR and business objectives. He has the ability to work with and influence people at all organizational levels, is an effective leader and valuable team player. Mr. Moten has solid values and ethical standards. He is an innovative leader, and an analytical and intuitive decision maker. Mr. Moten operates within the standards of HR excellence.</p>		
<b>PROFESSIONAL EXPERIENCE</b>		
2002- Present	<b>Moten Tate, Inc.</b> President and CEO	Orlando, Florida
<p>Mr. Moten is the founder and President/CEO of Moten Tate Inc. (MTI). MTI provides client organizations with human resource consulting services which include: personnel acquisition, executive level searches, HR augmentation, and HR/Project outsourcing services. The company offers innovative workforce solutions that help clients overcome the common challenges of today's changing business environment.</p>		
Feb 2000- Dec 2001	<b>Lockheed Martin Space Systems Company</b> Vice President, Staffing, Employee Development & Labor Relations	Denver, Colorado
<p>Lockheed Martin Space Systems Company is engaged in the design, development and production of launch vehicles, space and ground systems, management and data systems, and the shuttle external tanks for both government and commercial customers. Much of the government's work is classified in nature.</p> <p>As the VP of Staffing, Employee Development &amp; Labor Relations, Mr. Moten reported to the Vice President of Human Resources for Space Systems. Major responsibilities included overseeing company staffing, and employee development programs, and assuming a leadership role in labor relation matters.</p> <p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Developed common processes and practices across 4 major business units, spanning the United States, ensuring implementation of best practices</li> <li>• Negotiated cost effective labor agreement within cost parameters</li> <li>• Staffed/hired critical positions, particularly software engineering in a cost effective and efficient manner</li> </ul>		
1992 – 2000	<b>Lockheed Martin Astronautics</b> Vice President, Human Resources	Denver, Colorado
<p>Lockheed Martin Astronautics is engaged in the design, development and manufacturing of launch vehicles, and space and ground systems for both government and commercial customers. Company sales are approximately \$3B annually, employing 10,000 employees at six locations.</p> <p>As the Vice President of Human Resources, Mr. Moten reported to the President of Astronautics. Mr. Moten had leadership responsibilities in Compensation; Staffing; Benefits; Training &amp; Development; Labor/Employee Relations; Human Resource Management; Diversity; Safety &amp; Health; Security; and Plant Operations which included Plant Engineering; Maintenance; Capital Investment; and Publications and Services. The HR population was around 450 employees and budgetary responsibility of \$110M.</p> <p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Successfully transitioned 600 Space Systems employees, equipment, and tools; built a new Final Assembly Building (FAB) for the Atlas program on schedule and under the \$72,000,000 allocation to Human Resources.</li> <li>• Successfully negotiated a consolidated Launch Operations labor agreement under established cost parameters. Previously negotiated a new IAM agreement including individuals who were previously IAM, UAW, and non-represented employees.</li> </ul>		



**Clearances**

- SBI
- DoD Top Secret

**Frances Garcia**

**Functional Area of Expertise**

**Recruiting**

**EXPERTISE SUMMARY**

**Management**

- Encouraged a management style, a culture built around service, loyal client partnerships
- Exceeded client placement goals to earn profit sharing quarterly bonus, 7 years consecutively
- Analytical, organizational, negotiating and decision-making skills:  
Negotiated and administered staffing contracts within the private, healthcare, government and public sectors, exceeding placements from industrial to management level positions per contract
- Managed, trained and delegated duties to staff; teaching peer to peer coaching methods and vertical communication skills in order to empower subordinates, daily motivational meetings,
- Developed and maintain company policies and procedures manual,
- H.R. Compliance: Onboarding, attended unemployment hearings and performed unemployment tracking, including workmen's compensation coordination. Responsible for keeping Job descriptions updated and compliant, updating SOP's,
- Forecasting, Weekly Metrix Report

**Recruitment**

- Prepare, track and follow up on new client agreement; to provide full circle recruitment, field visits, contract negotiation.
- Strategized and implement sourcing methods to maintain pipeline of readily available candidates identifying talent via social media, networking, job boards, and job fairs
- Conducted new incumbent onboarding, facilitated weekly orientation
- Provided regular direct access with client management and / or new hire meetings to obtain feedback

**Administrative**

- Payroll and Benefits administration (500+ employees)
- Performed background checks (including FBI), drug testing, license check, SS check, Electronic I-9, E-Verify
- Skills assessment testing and proficiency improvement coaching for strong applicants
- Tracking requisitions consisting of billing, invoicing and collections, Offer letters, Onboarding
- Customer service and client mediation to meet or exceed client / employee's expectations
- Read and analyzed various financial reports related to branch operations dealing with complex issues and frequent changes assisting in the recovery from Chapter 13
- Exceptional time management skills

**PROFESSIONAL EXPERIENCE**

2016 - Present	<b>Moten Tate Inc., Orlando, FL</b>	<i>Executive Recruiter</i>
2015 - 2016	<b>FL Virtual School</b>	<i>Human Resources Staffing Technician</i>
2012 - 2015	<b>Remedy Staffing</b>	<i>Branch Manager/ Recruiter</i>
2002 - 2011	<b>Top Talent Staffing</b>	<i>Operations Manager/ Recruiter</i>
2002 - 2004	<b>Suwannee Medical Personnel</b>	<i>Per-Diem Medical Staffing Manager</i>
1995 - 2000	<b>Americare Home Care Services</b>	<i>Medical Staffing Coordinator</i>

**EDUCATION/TRAINING**

A.A. Business Administration (GPA: 3.66 Dean's List)- Valencia Community College: 2011-2012

**Languages:** Fluent in English and Spanish

**Certifications:** Notary Public of Florida & Notary Signing Agent: **2004 - Present**

H.R. Specialist & H.R. Management:2012

**Recruiting Software:** RealStaff, Avionte, and Tempworks, Oracle, Proveit, Teachers-Teachers, Knowledge Services, Drop Box



**MS Office 2016:** MS Word, Excel, PowerPoint, Outlook, Adobe Pro, Office 365, Workday, Service Now, ITTS

**HONORS & AWARDS**

Dean's List at Valencia Community College 2011 & 2012

**Lizette Mejia**

**Functional Area of Expertise**

**Administration**

**EXPERTISE SUMMARY**

Human Resource Administration and Management

- Accurate and organized, with strong problem solving skills, keen eye for detail.
- Possess strong administrative, communication and interpersonal skills.
- Possess talent for working with customers and colleagues from diverse backgrounds.
- Highly motivated as well as a team-player.

**PROFESSIONAL EXPERIENCE**

June 2015-Present      **Moten Tate Inc.** – Orlando, FL      *Administrative/Human Resources Assistant*

- Recruit candidates for contract positions to our clients
- Notify the candidate of the offer and inform them that their offer is contingent upon receiving the below documents, fingerprint clearance and employment verification
- Maintain filing system on Excel and file records of past employees and terminations
- Performed general secretarial duties, including – meeting scheduling, appointment set up, faxing and mailing
- Set up appointments to complete new hire paperwork (i.e. I-9 form, W-4, Background verification employment verification, and Drug tests results)
- Handled delicate situations, such as: customer requests, special needs and complaints
- Greeted visitors and queried about their nature of business and dealt with very confidential records
- Follow-up with the hiring managers and the new hires about their performance and progress

Sept. 2014-Feb. 2015      **Kennedy International Management Company** – Jamaica, NY      *Customer Service Agent*

- Assisted passengers with documents, including (passports, green cards, and ESTA)
- Guided passengers with the immigration kiosks machines such as, fingerprints and document verification
- Responsible for securing the entrance by checking boarding passes and directing them to the airlines check-in before entering TSA checkpoint
- Appointed the passengers to their correspondent line from arrivals and departures flights and directed the passengers to immigration and TSA officers
- Reviewed and corrected passengers' custom forms before seeing a customs border patrol officer

Jan 2014 – Aug 2014      **PSCH (Promoting Specialized Care and Health)** – Whitestone, NY  
*Human Resources Assistant Intern*

- Assisted Human Resources Generalist with administrative work, such as managing files and preparing Excel spreadsheets
- Accountable for checking for accuracy and completion of New Hire Applications and setting-up appointments to complete the new hire paperwork
- Monitor and track ongoing employee compliance requirements (e.g., certifications, health clearance, evaluations) and to ensure all documents were filed in HR files
- Responsible for creating all position change and status change letters to applicable employees
- Responsible for collecting and making copies of references, I-9 forms, PPDs, and degree



### EDUCATION/TRAINING

B.B.A in Leadership and Human Resource Management – Brooklyn College, CUNY – May 2014

**Software:** Microsoft Office (Word, Excel, PowerPoint) Windows XP Word Processing-35 wpm

**Fluent in:** English and Spanish

### Jacqueline H. Sinkfield, MS, SPHR

#### Functional Area of Expertise

#### Customer Service Delivery

#### EXPERTISE SUMMARY

#### Director Service Delivery

### PROFESSIONAL EXPERIENCE

March 2004-Present     **Moten Tate, Inc.**     *Director, Operations / Service Delivery Manager on Client Accounts*

- Act as the first and primary contact for the Customer, whether it is for changes, requests or escalations
- Assist in the day-to-day management of customer accounts, taking full ownership and responsibility in terms of operations, sales, and client satisfaction
- Route requests to appropriate department for service
- The ultimate link between the services rendered and the invoices to be send out
- Employee administration and communication
- Process new hire paperwork
- Prepare payroll report on weekly basis
- Candidate screening & interviewing
- Process background checks on new employees
- Company interface with staff to resolve employee issues
- Recruitment: Online sourcing and recruitment of candidates for client requirements
- Administrator for recruitment management software
- Customer Service for clients and employees
- Quality Assurance: Developed and implemented a client and employee feedback system

March 00-12/2006     Orlando, FL     *Program and Evaluation Consultant/ Data Specialist*

- Grant writing for community non-profit organization
- Developed protocol and data collection instruments for asthma program; Successful at securing \$300,000 in funding for asthma program
- Data Specialist and Analysis functions
- Consultant on study design, evaluation tools
- Provide data management, analysis, and reporting for project
- Preparation of stakeholder reports and presentations
- Acted as ambassador between 501(C) 3 and funding organization to facilitate grant closing activities

Sept. 01-March 04     **American Lung Association**     | *The Central Florida Asthma Initiative Outcome Coordinator, Orlando, FL*

Developed, researched and evaluated protocols for data collections:

- Program implementation and advising
- Develop systems for data collection
- Data analysis using SPSS, and Excel
- Grant writing / Report writing
- *\$45,000 in funds for the Central Florida Asthma Initiative*
- Institutional Review Board Applications and interface
- Newsletter Editor and Publisher
- Development of brochures, pamphlets and booklets





• Supervision of research assistant
Sept 01-June 04 <b>Priority Healthcare Corporation</b> <i>Data Consultant</i> Lake Mary, FL
• Aid in the development, design and management of patient assessment database
• Data Analysis and Report writing
Nov. 00- Sept. 01 <b>Priority Healthcare Corporation</b> <i>Patient Services Coordinator</i> Lake Mary, FL
• Patient intake and service coordination
• Creation and compilation of teaching manuals and materials
• Revision of Policy and Procedures manuals
• Data collection, storage, and analysis using Access and Excel
• Selected for special projects by management team (VP of operations and Director of Clinical Services)
• Retained as a consultant for 3 years after leaving company
<b>EDUCATION/TRAINING</b>
<b>Morehouse School of Medicine</b> Atlanta, GA
• MPH degree, <i>Magna Cum Laude</i>
• Social and Behavioral Sciences Concentration
• Directed Study in research design and program evaluation
<b>University of South Alabama</b> Mobile, AL
Bachelors of Science Degree In the Biomedical Sciences
<b>Continuing Education</b>
• SPSS Basic Course, Intermediate Course, Statistical Analysis Course,
• Advanced Statistical Analysis, Regression, Anova
<b>Skills</b>
• Technical savvy: comfortable with new technologies, excellent writer, team player
• Experienced with SPSS, Word, Excel, Access, Power Point, Bullhorn, Statistical
• Data Analysis, Program evaluation, and Program oversight

<b>Walter B. Todd</b>
<b>Functional Area of Expertise</b>
<b>Human Resources</b>
<b>EXPERTISE SUMMARY</b>
Twenty-five years of progressive human resources leadership responsibility in high technology (Aerospace/Defense) industry. Specific experience includes managing human resource functions of employment, EEO, benefits, compensation, industrial relations and organizational development.
<b>PROFESSIONAL EXPERIENCE</b>
January 2005-Present <b>Moten Tate Inc.</b> <i>Director Human Resources</i>
Responsible for Executive and leadership talent acquisition for customers nationwide. Duties include strategy development, sourcing and recruiting of candidates that meet or exceed all identified education, experiences, skills and competencies.
June 1994 – January 2005 <b>Director, Human Resources</b> <i>Lockheed Martin MFC-Orlando, FL</i>
Responsibilities: Responsible for Human Resources within Missile Systems Programs (which includes ten programs and approximately 2500 employees). Also for functional organizations of Business Management, Human Resources, Employee Services and Office Systems.
Oct 1990 - June 1994 <b>Director, Human Resources</b> <i>Lockheed Martin I&amp;M</i>
Responsibilities: Responsible for Human Resources for Production Operations (offsite facilities - Ocala, FL, Troy, AL), Technical Operations, Product Assurance, Business Management, Legal, Human Resources, and Public Affairs.





Aug 1985 - June 1987                    **Manager, Human Resources**                    *Lockheed Martin Electronic Systems*

Responsibilities: Human Resources Manager for the Electronics Systems Center (over 4000 employees of which 1050 were union employees).

April 1980 - Aug 1985                    **Chief, Compensation**                    *Lockheed Martin Orlando Aerospace*

Responsibilities: Responsible for the company compensation program and administration of the salary plan for 5000 employees.

#### EDUCATION/TRAINING

BS Business Administration - Tennessee State University, 1972

#### MD Raihanul Arafin

#### Functional Area of Expertise

#### Financial Manager

#### EXPERTISE SUMMARY

#### Management

- Summarizes receivables by maintaining invoice accounts.
- Maintains records by microfilming invoices, debits, and credits.
- Maintains records of orders and inventory and follows up with vendors on shipment

#### Customer Service

- Assist customers with their enquiries, problems and complaints
- Greet customers while maintaining eye contact and offer help at all time
- Handle all customer relations issues with company policy and promote a positive shopping experience for all customers

#### Organization

- Prepared and facilitated company regarding product launching
- Create and maintain database of all clients a vendors for quick reference
- Standardized policies and procedures for ethical business practice

March 2016 - Present                    **Moten Tate Inc., Orlando, FL**                    *Financial Manager*

January 2011 – November 2012   **MABCO Group, Dhaka, Bangladesh**                    *Financial Executive*

August 2009 – October 2010       **Sports Direct, London UK**                    *Sales Associate*

May 2008 – August 2008            **Standard Bank, LTD., Dhaka Bangladesh**                    *Internship*

#### EDUCATION/TRAINING

MA International Banking – London Metropolitan University, London UK – September 2010

BA Business Administration – East West University, Dhaka, Bangladesh – September 2007

#### HONORS & AWARDS

- Finance Club (2005-Present)
- Bangladesh Student Society (2009-2011)
- Community Volunteer: Rotary Club, Bangladesh



### 3. **REFERENCES** (Section 5.3)

MTI handles multiple job classifications, encompassing a wide range of skills from professional engineers, technical specialties, IT, administrative, professional, maintenance technicians, craft workers, laborers and helpers, as well as service workers. MTI can recruit for any position needed.

Following is a list of MTI's customers in both the Public and Private/Commercial Sectors.

<b>MTI's Customers Staffing, Contract, and Temporary Employee Services</b>	
<b>Public Sector</b>	<b>Private/Commercial Sector</b>
◆ Orange County FL. Public Schools	◆ Boeing
◆ Baltimore County MD Public Schools	◆ Ceridian
◆ Florida Department of Transportation	◆ Darden Restaurants
◆ Florida Turnpike	◆ General Dynamics
◆ North Carolina Depart. Information Technology	◆ Graphic Packaging
◆ Lynx Transportation	◆ Harris
◆ Saint Lucie County FL Public Schools	◆ Honeywell
◆ Texas Department of Information Technology	◆ John Deere
◆ US Department Navy	◆ Lockheed Martin
◆ US Department of Treasury	◆ Northrop Grumman
◆ Saint Lucie County FL Public Schools	◆ Tyco
◆ Broward County FL. Public Schools	◆ Pratt Whitney
◆ Hillsboro County FL. Information Technology	◆ Raytheon
◆ North Carolina State Information Technology	◆ Securance, LLC
◆ Virginia State Information Technology	◆ Publix
◆ Wisconsin State Information Technology	◆ Tyco

MTI has been providing staffing services on several federal and state contract vehicles as further evidenced.

<b>MTI's Current Contract Vehicles</b>	
<b>Agency/Institution</b>	<b>Contract Vehicle</b>
<b>U.S. General Services Administration (GSA)</b>	<b>MOBIS</b> – Management and Human Resource Consulting
	<b>Schedule 70</b> – Information Technology Services
<b>Florida State Term Contracts</b>	Management Consulting
	Temporary Staffing
	Information Technology
<b>Public Sector Contracts</b>	<b>Florida Turnpike Enterprise</b> – Pompano Beach, Orlando, Lakeland and Tampa, FL <i>MTI currently have 5 employees recruited and deployed at several locations for the Turnpike as Information Technology Support</i>
	<b>Saint Lucie County Public Schools</b> – Saint Lucie, FL <i>MTI currently has 11 employees recruited and deployed in the Saint</i>



MTI's Current Contract Vehicles	
Agency/Institution	Contract Vehicle
	<i>Lucie, FL public schools as Data Entry and Administrative Support</i>
	<b>Florida Materials Laboratory</b> - Gainesville, FL
	<i>MTI currently have 22 employees recruited and deployed at the Materials Labs in Engineering and Technologies areas</i>
	<b>Florida Department of Transportation (FDOT)</b> – Tampa, Orlando, Pompano Beach & Miami
	<i>MTI currently have 12 employees recruited and deployed at several locations for FDOT in the Maintenance and Electronic Technician areas</i>
	◆ <b>Broward County Public Schools</b>
	◆ <b>Orange County Public Schools</b>
	◆ <b>Escambia County</b>

Following are three (3) past performance references from the last three years where MTI has successfully filled positions for professional engineers and/or technical employees.

### 3.1 Lockheed Martin/DCR Workforce Solutions (Augmentation)

PAST PERFORMANCE INFORMATION		MTI's PAST PERFORMANCE INFORMATION
Project/Contract Title		<b>Engineering &amp; Information Technology (Augmentation)</b>
Client/Organization Name		Lockheed Martin/DCR Workforce Solutions
Prime/Subcontractor		Sub-Contractor In Managed Staffing Program
Type of Contract		T&M
Period of Performance		01/01/2005 through Present
Place of Performance		Florida
Contract Value		\$2,500,000.00 To Date
Customer Reference Information	<b>Name</b>	Terri Goss
	<b>Title</b>	Project Manager
	<b>Phone</b>	717-503-8594
	<b>Email</b>	<a href="mailto:terri.goss@dcrworkforce.com">terri.goss@dcrworkforce.com</a>
Personnel specialty		Engineering and Information Technologist
PAST PERFORMANCE DESCRIPTION		
Recruit professional engineering and IT personnel for Lockheed Martin Corporation		

### 3.2 Computer AID - Information Technology & Technical Staff (Augmentation)

PAST PERFORMANCE INFORMATION		MTI's PAST PERFORMANCE INFORMATION
Project/Contract Title		<b>Information Technology &amp; Technical Staff (Augmentation)</b>
Client/Organization Name		Computer AID
Prime/Subcontractor		Sub-Contractor
Type of Contract		T&M
Period of Performance		01/01/2006 through Present
Place of Performance		Florida
Contract Value		\$2,778,000.00
Customer Reference Information	<b>Name</b>	David Hunter
	<b>Title</b>	Project Manager



PAST PERFORMANCE INFORMATION		MTI's PAST PERFORMANCE INFORMATION
	<b>Phone</b>	717-503-8594
	<b>Email</b>	David_Hunter@exchange.compaid.com
Number of FTEs/personnel on contract		16
Personnel specialty		Electronic and Information Technologist
PAST PERFORMANCE DESCRIPTION		
Florida Turnpike Enterprise (TEM) Toll Equipment Maintenance Contract – Since 2006 - Major Sub-contractor to Computer Aid – 16 Electronic Technicians and Information Technologist assigned in Orlando, Tampa, Pompano Beach and Miami, FL. Our contractors are deployed for Florida Toll maintenance and computer system support.		

### **3.3 Roadway Construction Inspection, Engineering and Transportation Planning Staff (Augmentation)**

PAST PERFORMANCE INFORMATION		MTI's PAST PERFORMANCE INFORMATION
Project/Contract Title		Roadway Construction Inspection, Engineering and Transportation Planning Staff (Augmentation)
Client/Organization Name		Orange County, FL
Prime/Subcontractor		Prime Contractor
Type of Contract		T&M
Period of Performance		03/22/2016 through Present
Place of Performance		Florida
Contract Value		\$4,000,000.00 over next 7 years
Customer Reference Information	<b>Name</b>	Mr. Raymond Williams
	<b>Title</b>	Project Manager
	<b>Phone</b>	407-836-7908
	<b>Email</b>	Raymond.Williams@ocfl.net
Personnel specialty		Roadway Inspection and Planning
PAST PERFORMANCE DESCRIPTION		
Orange County, Florida Contract – Since 2016 - Major Contractor to Orange County, Florida – We Provide Roadway Construction Inspection and Transportation Planning people for long-term contracts throughout the county.		

**4. PROJECT UNDERSTANDING** *(Section 5.4)*

Section 1 above of our proposal demonstrates that MTI has a solid understanding of the scope of services to be provided under this contract with GRU. Our systems and processes show that MTI already conducts nationwide technical and professional engineer and technical specialty recruiting successfully. As we previously described in Section 1 we provide all of the Scope of Services items listed in the Solicitation (Section 2.1 – 2.13) and much more. Please refer to Section 1 for details on all of the Scope of Services requirements and how MTI conducts and delivers those items.

**5. PROOF OF FLORIDA BUSINESS REGISTRATION (Section 5.5)**

Florida Department of State

DIVISION OF CORPORATIONS



Department of State / Division of Corporations / Search Records / Detail By Document Number /

**Detail by Entity Name**  
Florida Profit Corporation  
MOTEN TATE, INCORPORATED

**Filing Information**

Document Number	P03000026687
FEI/EIN Number	84-1394733
Date Filed	03/06/2003
Effective Date	04/08/1997
State	FL
Status	ACTIVE

**Principal Address**  
301 East Pine Street  
SUITE 250  
ORLANDO, FL 32801

Changed: 01/12/2017

**Mailing Address**  
301 East Pine Street  
SUITE 250  
ORLANDO, FL 32801

Changed: 01/12/2017

**Registered Agent Name & Address**  
MOTEN, KENNETH  
8303 BOWDEN WAY  
WINDERMERE, FL 34786

**Officer/Director Detail**

**Name & Address**

Title MR.

MOTEN, KENNETH  
8303 BOWDEN WAY  
WINDERMERE, FL 34786

**Annual Reports**

Report Year	Filed Date
2015	01/30/2015

