



Solicitation Information

October 18, 2012

Addendum #4

RFP # 7458070

**TITLE: TEMPORARY PROFESSIONAL CONTRACTOR SERVICES
FOR THE STATE OF RHODE ISLAND (MPA-393)**

Submission Deadline: October 25, 2012 @ 10:00 AM (EDT)

**ATTACHED IS PROPOSAL SUBMITTED BY THE STATE'S CURRENT VENDOR
FOR THE PRIOR SOLICITATION.**

DANIEL W. MAJCHER, ESQ.
Assistant Director, Special Projects

State of Rhode Island

Original Cost Proposal

**RFP – Temporary Professional Services for the
State of Rhode Island**

RFP # 7004702

**Jerome D. Moynihan
Administrator of Purchasing Systems
Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

Due Date: Monday July 2, 2007 2:00PM



**Submitted by
Adil Business Systems, Inc.**

**ISO 9001:2000 compliant organization
SBA 8(a), SDB certified small business**

New York Operations Office

167 Madison Avenue Suite # 305
New York, NY 10016
Tel # (800) 250-9155
Fax # (800) 821-0887
Email: PeterC@adil.com
www.adil.com



Adil Business Systems, Inc.

167 Madison Avenue Suite # 305
New York, NY 10016
Tel: 212 683 5096
Fax: 212 683 5098
Info@adil.com
<http://www.adil.com>

June 29, 2007

Jerome D. Moynihan
Administrator of Purchasing Systems
Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

Dear Mr. Moynihan,

Re: RFP – Temporary Professional Services for the State of Rhode Island
RFP # 7004702

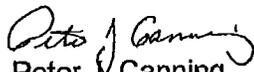
Adil Business Systems, Inc. is pleased to submit its cost proposal for the above RFP. We will be bidding on all five categories.

Adil is a minority-owned IT consulting and temporary staffing agency.

I will be the primary contact for this bid.

If you have any questions please call me at 800-250-9155 x224 or email me at peterc@adil.com.

Sincerely,


Peter J. Canning
Business Manager

ACTIVE TEMPORARY EMPLOYEE TITLES EFFECTIVE September 1, 2006 Updated 3/27/07 abbreviations added					
Abbreviation	Title	Individual's Wage	# of Individuals Paid in a Single Work Period (2 weeks)	Hours Worked	Salary Rate
MEDICAL/DENTAL					
AUD-ESH	Audiologist - Eleanor Slater Hospital (ESH)	\$ 50.00	1	6	\$250.00
BP	Behavioral Psychologist	\$ 37.00	1	12	\$444.00
BEN SPEC	Benefits Specialist	\$ 30.00			\$0.00
COTA-SFD	Certified Occupational Therapy Assistant - School for the Deaf	\$ 18.00			\$0.00
COTA	Certified Occupational Therapy Assistant (COTA)	\$ 32.00	1	37	\$1,184.00
CDP	Chemical Dependency Professional	\$ 45.00	1	26	\$1,260.00
CCR PVR	Chief Clinical Reviewer - Physician (Vocational Rehabilitation)	\$ 63.00		89	\$3,528.00
CP-CASER	Chief Psychologist - Case Review	\$ 63.00		70	\$4,410.00
CCR-SW	Clinical Case Reviewer - Social Work	\$ 45.00	3	108	\$7,470.00
CR-DNT	Clinical Reviewer - Dentist	\$ 60.00			\$120.00
CR-DNTVR	Clinical Reviewer - Dentist (Vocational Rehabilitation)	\$ 65.00	2	126	\$819.00
CR-PT	Clinical Reviewer - Physical Therapist	\$ 60.00			\$0.00
CR-PHYS	Clinical Reviewer - Physician	\$ 60.00			\$0.00
CRPVR0-3	Clinical Reviewer - Physician (Vocational Rehabilitation) (0-3 years)	\$ 53.00	3	44	\$2,332.00
CRPVR4-7	Clinical Reviewer - Physician (Vocational Rehabilitation) (4-7 years)	\$ 66.00	3	88	\$3,080.00
CRPVR8P	Clinical Reviewer - Physician (Vocational Rehabilitation) (8+ years)	\$ 68.00	2	96	\$5,568.00
CRPSL0-3	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (0-3 yrs.)	\$ 63.00		0	\$0.00
CR-PYSLP	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (4-7 yrs.)	\$ 66.00			\$0.00
CRPSL08P	Clinical Reviewer - Psychologist and/or Speech Language Pathologist (8+ yrs.)	\$ 50.00		43	\$8,204.00
DNT A	Dental Assistant	\$ 14.00		0	\$0.00
DH	Dental Hygienist	\$ 25.00		11	\$275.00
DH ACI	Dental Hygienist (ACI)	\$ 30.00	2	140	\$4,200.00
DENTIST	Dentist	\$ 65.00			\$0.00
D ACI	Dentist (ACI)	\$ 65.00	6	145	\$9,425.00
DNTESH	Dentist-Eleanor Slater Hospital (ESH)	\$ 50.00	2	62	\$2,600.00
DE	Diagnostic Evaluator	\$ 60.00		7	\$375.00
DIET	Dietitian	\$ 28.00		121	\$2,856.00
DIET-ZU	Dietitian - Zambarano Unit	\$ 30.00		10	\$300.00
DTS	Drum Therapy Specialist	\$ 35.00		6	\$210.00
EKG TECH	EKG Technician	\$ 18.00		54	\$972.00
EXP THER	Expressive Therapist	\$ 35.00	2	37	\$1,265.00
FP-ESH	Forensic Psychiatrist-Eleanor Slater Hospital (ESH)	\$ 100.00		41	\$4,100.00
FVS	Functional Vision Specialist	\$ 30.00		113	\$3,390.00
HA I	Health Analyst I	\$ 26.62	4	310	\$7,942.20
HA III	Health Analyst III	\$ 29.82	3	146	\$4,413.36
HCQC	Health Care Quality Consultant	\$ 100.00		0	\$0.00
HCSA	Health Care Systems Architect	\$ 150.00	1	5	\$750.00
HIA	Health Insurance Analyst	\$ 20.00			\$0.00
HII	Health Insurance Intern	\$ 15.00	1	30	\$450.00
HSF	Health Systems Financing Consultant	\$ 75.00		32	\$2,400.00
LS I	Laboratory Specialist I	\$ 22.00		0	\$0.00
LPN	Licensed Practical Nurse	\$ 30.00		74	\$2,220.00
MCP	Medical Claims Processor	\$ 20.00		70	\$1,400.00
MD	Medical Doctor	\$ 25.00			\$0.00
MD-N	Medical Doctor (Night Coverage)	\$ 35.00		0	\$0.00
MD2	Medical Doctor 2	\$ 48.00		0	\$0.00
ME I	Music Entertainer I	\$ 18.00		25	\$450.00
ME II	Music Entertainer II	\$ 60.00		10	\$600.00
NEUROPSY	Neuropsychologist	\$ 60.00		68	\$2,800.00

ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in Sample Work Period (2 Weeks)	Hours Worked (Total)	Hourly Worked Salary Rate
NP-GEN	Nurse Practitioner (General)	\$ 47.00	3	60	\$2,350.00
OT	Occupational Therapist	\$ 47.00	5	112.8	\$5,287.50
PERSONA	Personal Attendant/Certified Nursing Assistant	\$ 13.80	1		\$0.00
PET THER	Pet Therapist	\$ 75.00	1	0	\$0.00
PHARMA	Pharmacist	\$ 45.00	1		\$0.00
PT	Physical Therapist	\$ 47.00	1	185	\$7,765.00
P-DONLEY	Physician (Donley Center)	\$ 85.00	1	44	\$3,740.00
PCP GEN	Primary Care Physician (General)	\$ 88.00	1	52	\$3,016.00
PSYCH	Psychiatrist	\$ 100.00	1	120	\$12,000.00
PSYCHESH	Psychiatrist-Eleanor Slater Hospital (ESH)	\$ 100.00	1	72	\$7,200.00
PSYCH-H	Psychologist - Home-Based Review	\$ 75.00	1		\$0.00
PSYCH-MH	Psychologist Mental Health -Court	\$ 45.68	1		\$0.00
PHI	Public Health Intern	\$ 9.00	1		\$0.00
RT-ACI	Radiology Technologist - ACI	\$ 28.00	1	30	\$780.00
RT-ZU	Radiology Technologist - Zambarano Unit	\$ 28.00	3	37	\$982.00
RN	Registered Nurse	\$ 38.25	4	97	\$3,710.25
RN-MCR	Registered Nurse/Medical Case Reviewer	\$ 40.00	1		\$0.00
REHAB C	Rehabilitation Counselor	\$ 45.00	1	60	\$2,250.00
RT I	Respiratory Therapist I	\$ 30.00	14	220	\$6,800.00
RT II	Respiratory Therapist II	\$ 31.00	2	66	\$2,108.00
RT III	Respiratory Therapist III	\$ 31.50	1	925	\$29,137.50
RT SUPV	Respiratory Therapist Supervisor	\$ 36.50	1	66	\$2,044.00
SPEECHP	Speech Pathologist	\$ 40.00	1		\$0.00
SP-ESH	Speech Pathologist - Eleanor Slater Hospital (ESH)	\$ 47.00	2	47	\$2,209.00
SUBP-DC	Substitute Physician (Donley Center)	\$ 75.00	1	0	\$0.00
XRAYTECH	X-Ray Technologist	\$ 18.00	1		\$0.00
Medical/Dental PROPOSED OVERHEAD AND PROFIT RATE				18.70%	\$152,920.01
ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in Sample Work Period (2 Weeks)	Hours Worked (Total)	Hourly Worked Salary Rate
TEACHERS/INSTRUCTORS/INSTRUCTIONAL AIDES					
ARTS I	Art Instructor	\$ 35.00	4	12	\$420.00
BI	Barber Instructor	\$ 25.00	1	10	\$250.00
BI 2	Barber Instructor 2	\$ 30.00	2	54	\$1,620.00
CA	Carpentry Aide	\$ 15.00	1	35	\$525.00
ESL TES	English as a Second Language (ESL) Tester	\$ 18.00	1	64	\$1,152.00
GED EXM	GED Examiner	\$ 16.00	2	45	\$720.00
INTERPR	Interpreter (Sign)	\$ 35.00	1		\$0.00
L CME C	Librarian/CME Coordinator	\$ 35.00	1	39	\$1,365.00
LTST	Long Term Substitute Teacher	\$170/day			\$0.00
PDST	Per Diem Substitute Teacher	\$100/day			\$0.00

ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in Sample Work Period (2 weeks)	Number of Hours Worked in Sample Work Period (2 weeks)	(Hourly worked Salary Rate)
PEPS	Physical Education Program Specialist	\$ 35.00			\$0.00
PSI	Post Secondary Instructor	\$ 35.00	4	0	\$0.00
RFTB	Reader for the Blind	\$ 12.00	3	83	\$998.00
READTUT	Reading Tutor	\$ 25.00	1	40	\$1,000.00
SERI	Small Engine Repair Instructor	\$ 35.00			\$0.00
SUBT30P	Substitute Teacher (30+ days)	\$85.00/day	9	50 days	\$4,250.00
TEACHER	Teacher	\$ 24.00	6	88	\$1,362.00
T-JC	Teacher - Juvenile Corrections	\$ 30.00	3	94	\$2,820.00
TEACHSE	Teacher (Special Ed)	\$ 24.00			\$0.00
TA 2P	Teacher Aide (2+ years)	\$ 15.00	4	238	\$3,570.00
TAA	Teacher Assistant/Aide	\$ 16.00	2	72	\$1,152.00
TAA SPED	Teacher Assistant/Aide (Special Ed)	\$ 16.00			\$0.00
TR A 2P	Transitional Aide (2+ years)	\$ 15.00	6	100	\$1,500.00
VIFI	Vocational Intern Program Instructor	\$ 35.00	1	20	\$700.00
WSDIR	Work Study Director	\$ 20.00			\$0.00
Teachers/Instructors/Instructional Aides PROPOSED OVERHEAD AND PROFIT RATE ----->				16.70%	\$23,432.00
ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in Sample Work Period (2 weeks)	Number of Hours Worked in Sample Work Period (2 weeks)	(Hourly worked Salary Rate)
TECHNICAL					
COMPUTE	Computer Programmer	\$ 30.00			\$0.00
DAA	Data and Applications Assistant	\$ 25.00	2	128	\$3,200.00
DCQCS	Data Collection Quality Control Specialist	\$ 34.19	2	126	\$4,307.94
DEO2	Data Entry Operator 2	\$ 12.00	13	885	\$10,620.00
DM1	Data Manager 1	\$ 10.08			\$0.00
DM2	Data Manager 2	\$ 22.84	3	142	\$3,243.28
DP2	Data Processor 2	\$ 12.00	1	0	\$0.00
DP4	Data Processor 4	\$ 14.00	5	241	\$3,374.00
LS-WC	Location Scout-Webmaster Consultant	\$ 12.50	1	60	\$750.00
PM-ORAC	Project Manager (ORACLE)	\$ 50.00	1	80	\$4,000.00
SIT SYS	Supervisor Information Technology Systems	\$ 30.78	1	0	\$0.00
Technical PROPOSED OVERHEAD AND PROFIT RATE ----->				16.70%	\$29,495.22
ABBREVIATION	Title	Individual's Wage	# of Individuals Paid in Sample Work Period (2 weeks)	Number of Hours Worked in Sample Work Period (2 weeks)	(Hourly worked Salary Rate)
CLERICAL/PROFESSIONAL					
FA	Fiscal Assistant	\$ 15.00	2	103	\$1,545.00
FV	Fiscal Verifier	\$ 11.00	17	17	\$187.00
MCA-FA	Master Cooperative Agreement-Fiscal Asst.	\$ 18.00	30	30	\$540.00
POM	Press Office Manager	\$ 19.00	70	70	\$1,330.00
PA-CDHH	Program Assistant (Commission on Deaf & Hard of Hearing)	\$ 20.00	26	26	\$520.00
PA 1	Program Assistant 1	\$ 16.56	280	280	\$4,636.80
PA 2	Program Assistant 2	\$ 19.00	158	158	\$3,002.00
PC-ATAP	Program Coordinator Assistive Technology Access Partnership (ATAP)	\$ 25.00			\$0.00
PC-FAC	Program Coordinator-Facilitator	\$ 40.00	63	63	\$2,520.00
PM I	Program Manager I	\$ 25.62	77	77	\$1,819.02
PM II	Program Manager II	\$ 27.68	417	417	\$11,542.56
PRG SP	Program Specialist	\$ 23.73	536	536	\$12,718.28
RECP	Receptionist	\$ 13.64	28	28	\$381.92
Clerical/Professional PROPOSED OVERHEAD AND PROFIT RATE ----->				16.70%	\$40,743.58

ABBREVIATION	TITLE	Individual Wage	# of Months Filled or Sample Work Order (2 weeks)	Hours Worked	Hourly Worked Salary Rate
MISCELLANEOUS					
AA ATAP	Administrative Assistant - Assistive Technology Access Partnership (ATAP)	\$ 15.00			\$0.00
ATPM	ARNG Anti-Terrorism Program Manager	\$ 26.50			\$0.00
ATPM-2	ARNG Anti-Terrorism Program Manager II	\$ 29.00			\$0.00
ARNG SG	ARNG Security Guard	\$ 10.00			\$0.00
ARNG SG1	ARNG Security Guard II	\$ 16.00			\$0.00
BSES	Business Systems Efficiency Specialist	\$ 35.00	1	60	\$2,100.00
CC	Career Coordinator	\$ 20.00	1	80	\$1,600.00
CASA VC	CASA Volunteer Coordinator	\$ 17.31	1	65	\$1,125.15
CM-DC	Case Manager - Drug Court	\$ 21.98	3	210	\$4,615.80
CFO	Chief Financial Officer	\$ 52.55	1	80	\$4,204.00
COMMGR	Communications Manager	\$ 35.00	1	48	\$1,680.00
COL	Community Outreach Liaison	\$ 11.00	1	3	\$33.00
COOA	Community Outreach Office Assistant	\$ 21.00	1	79	\$1,659.00
CWIC	Community Work Incentives Coordinator	\$ 25.00	2	70	\$1,750.00
CCA	Coordinator of Consumer Affairs	\$ 25.00			\$0.00
CULINAR	Culinary Aide	\$ 16.00	1	54	\$810.00
DBE PIC	DBE/Public Information Coordinator	\$ 24.88	1	70	\$1,741.20
DPPA	Domestic Preparedness Program Assistant	\$ 22.00			\$0.00
DPPA 2	Domestic Preparedness Program Assistant 2	\$ 25.00	5	330	\$8,250.00
DPPA 3	Domestic Preparedness Program Assistant 3	\$ 29.00			\$0.00
ED 2	Editor 2	\$ 40.00			\$0.00
ED 3	Editor 3	\$ 45.00	1	20	\$900.00
ELECT SP	Election Specialist	\$ 15.00	1	0	\$0.00
ESSM	Electronic Security System Manager	\$ 28.00			\$0.00
ESST	Electronic Security System Technician	\$ 23.00			\$0.00
FOA	Facilities and Operations Assistant	\$ 15.00	2	140	\$2,100.00
FSI	Fire Safety Inspector	\$ 35.00	1	59	\$2,065.00
GA-FA	Grant Administrator - Fiscal Assistant	\$ 25.00	2	112	\$2,800.00
G ASST	Grant Assistant	\$ 16.00	1	35	\$560.00
GPS	Grants Project Specialist	Varies per grant	9	336	\$0.00
	Grants Project Specialist	\$ 35.00	1	70	\$2,450.00
	Grants Project Specialist	\$ 15.00	1	33	\$495.00
	Grants Project Specialist	\$ 15.00	1		\$0.00
	Grants Project Specialist	\$ 48.00	1	39	\$1,872.00
	Grants Project Specialist	\$ 10.00	1	28	\$280.00
	Grants Project Specialist	\$ 21.00	1	58	\$1,176.00
	Grants Project Specialist	\$ 50.00	1		\$0.00
	Grants Project Specialist	\$ 24.00	1	70	\$1,680.00
	Grants Project Specialist	\$ 35.00	1	40	\$1,400.00
HO	Hearing Officer	\$ 35.00	2	190	\$6,650.00
HAAC	Hospital Administrative Compliance Consultant	\$ 35.00	1	60	\$2,100.00
IA	Intelligence Analyst	\$ 25.00	2	160	\$4,000.00
IPDS	Inventory and Proprietary Database Specialist	\$ 12.75			\$0.00
INVEST1	Investigator	\$ 10.00			\$0.00
INV 2	Investigator 2	\$ 15.00	4	146	\$2,190.00
JRTA	Jr. Ticket Accountant	\$ 18.10			\$0.00
MAIL SS	Mail Support Specialist	\$ 30.00	1	70	\$2,100.00
MMP	Mapping and Modernization Planner	\$ 21.75	1	80	\$1,740.00
MSS	Marketing Support Specialist	\$ 10.00	3	42	\$420.00
PARALEG	Paralegal Support Aide	\$ 16.00			\$0.00
PA-OC	Project Archivist (Outreach Coordinator)	\$ 24.75	1	70	\$1,732.50
PC-FF	Project Coordinator (Fiscal Fitness)	\$ 24.75	1	80	\$1,980.00
PCCS	Project Coordinator/Community Services	\$ 30.00			\$0.00
PD GRANT	Project Director - Grants	Varies per grant	1	64	\$0.00
	Project Director - Grants	\$ 38.10	1	64	\$2,438.40

Abbreviation	Title	Individual's Wage	# of Individuals Paid in Sample Work Period (2 weeks)	Hours Worked	Hours Worked Salary Rate
PM-FF	Project Manager (Fiscal Fitness)	\$ 37.50	1	77	\$2,887.50
PSC	Project Services Coordinator	\$ 25.00	1	41	\$1,025.00
PIO-50	Public Information Officer - 50th Anniversary	\$ 24.88			\$0.00
PIO2	Public Information Officer 2	\$ 30.00			\$0.00
RA-LP	Resource Assistant-Lead Project	\$ 13.74	1	70	\$961.80
SBUSDR	School Bus Driver	\$ 12.00			\$0.00
SR INV	Senior Investigator	\$ 22.50	1	10	\$225.00
SM-ERISK	Senior Manager- Emerging Risk	\$ 75.00	1	18	\$1,350.00
SCH C	Social Caseworker II (CASA)	\$ 15.00	6	95	\$1,425.00
SCH	Social Caseworker III	\$ 22.00			\$0.00
SS 1	Surveillance Specialist 1	\$ 25.82	1	0	\$0.00
SS2	Surveillance Specialist 2	\$27.88			\$0.00
TACC-LP	Technical Assistance Center Coordinator-Lead Project	\$ 21.98	1	70	\$1,538.60
TACCT	Ticket Accountant	\$ 18.19			\$0.00
TC-CS	Transitional Coordinator -- Community Service	\$ 26.00			\$0.00
Miscellaneous PROPOSED OVERHEAD AND PROFIT RATE ----->				16.70%	\$82,108.86

	Sample Type of BI-Weekly Payroll TOTAL ----->	\$368,700.66
Total PROPOSED OVERHEAD AND PROFIT RATE (if bidding on all categories) ----->		16.70%

LEGEND:
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State of Rhode Island

Original Technical Proposal

**RFP – Temporary Professional Services for the
State of Rhode Island**

RFP # 7004702

**Jerome D. Moynihan
Administrator of Purchasing Systems
Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

Due Date: Monday July 2, 2007 2:00PM



**Submitted by
Adil Business Systems, Inc.**

**ISO 9001:2000 compliant organization
SBA 8(a), SDB certified small business**

New York Operations Office

167 Madison Avenue Suite # 305
New York, NY 10016
Tel # (800) 250-9155
Fax # (800) 821-0887
Email: PeterC@adil.com
www.adil.com

Adil Business Systems, Inc

TABLE OF CONTENTS

A. Cover Letter with Certifications

B. RIVIP Generated Bidder Certification Cover Form and W-9 Form

C. Executive Summary

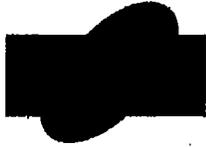
D. Vendor's Organization and Staffing

E. Work Plan/Approach Proposed

F. Previous Experience and Background

Adil Business Systems, Inc.

Section A. Cover Letter with Certifications



Adil Business Systems, Inc.

167 Madison Avenue Suite # 305
New York, NY 10016
Tel: 212 683 5096
Fax: 212 683 5098
Info@adil.com
<http://www.adil.com>

June 29, 2007

Jerome D. Moynihan
Administrator of Purchasing Systems
Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

Dear Mr. Moynihan,

Re: RFP – Temporary Professional Services for the State of Rhode Island
RFP # 7004702

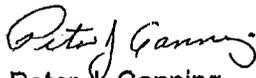
Adil Business Systems, Inc. is pleased to submit its technical proposal for the above RFP.

Adil is a minority-owned IT consulting and temporary staffing agency. Please see our attached certifications. We have applied to Rhode Island for MBE certification.

I will be the primary contact for this bid.

If you have any questions please call me at 800-250-9155 x224 or email me at peterc@adil.com.

Sincerely,


Peter J. Canning
Business Manager



New York City Department of Small Business Services
 Division of Economic and Financial Opportunity

MBE CERTIFICATE

Adil Business Systems, Inc.

This certificate acknowledges that this company has met the criteria as established by the M/WBE Program at the New York City Department of Small Business Services and therefore is certified as a Minority-owned Business Enterprise (MBE).

Certificate Number: 2006 - 122006
 Expires on: 12/31/2011

Michael R. Bloomberg
 Michael R. Bloomberg, Mayor



Robert W. Walsh
 Robert W. Walsh, Commissioner

Alfred O. Milton
 Alfred O. Milton, Associate Director Certification

THOMAS R. SUOZZI
COUNTY EXECUTIVE

JOHN H. MOYE
EXECUTIVE DIRECTOR



NASSAU COUNTY
THE OFFICE OF MINORITY AFFAIRS

Hereby Grants Certification to:

Adil Business Systems

This certificate acknowledges that this company has met the criteria as established by the Minority and Women-Owned Business Enterprise Program at the Nassau County Office of Minority Affairs, pursuant to Local Law No. 14, Titled 53, dated October 2, 2002 and, therefore, is certified as a Minority-Owned Business Enterprise (MBE).

This certification will remain in effect until its expiration date provided there are no changes in the ownership, control and/or operations of the firm or eligibility requirements. The Nassau County Office of Minority Affairs must be notified within 30 days of any material changes in the business, which affects ownership and control.

Certificate: OMA-MBE-07-0191-09

Expiration: January 5, 2009

Certified: January 5, 2007

Dean E. Bennett
Dean E. Bennett
Deputy Director

John H. Moye
John H. Moye
Executive Director

Empire State Development

September 7, 2006
FileID#: 00136

Mr. Sushil Chachra
Adil Business Systems
167 Madison Ave., Ste. 305
New York, NY 10016

Dear Mr. Chachra:

On behalf of New York State Department of Economic Development, Division of Minority and Women's Business Development (DMWBD) has completed its review of your verification form for State Certification as a **Minority-Owned Business Enterprise** and has determined that your firm continues to meet eligibility requirements for certification, pursuant to Executive Law, Article 15-A.

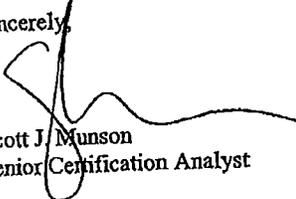
We are pleased to inform you that the firm of **ADIL BUSINESS SYSTEMS** will continue to be granted status as a **Minority-Owned Business Enterprise**. Your business will continue to be listed in the State's Directory of Certified Businesses. Certification status is not intended to imply that the State of New York guarantees your company's capability to perform on state contracts, nor does it imply that your company is guaranteed any State business.

Be advised that your certification expires 2 years from the date of this letter or unless you are contacted by this office for **Verification or Recertification**. Please remember that any changes in your company that affect ownership, managerial and/or operational control, must be reported to this Office within thirty (30) days of such changes; including changes to company name, business address, telephone numbers, principal products/services, and bonding capacity. At such time as it is necessary for your company to be recertified, you will be notified by this office.

If your certification is questioned by any public or private entity, please direct the inquiry to this Office for clarification.

Thank you for your cooperation. On behalf of the State of New York, I wish you luck in your business endeavors, particularly those involving State agencies.

Sincerely,


Scott J. Munson
Senior Certification Analyst

Cc: Fran Genovesi
Veena Bathija

New York State Department of Economic Development
633 Third Avenue New York New York 10017 Tel 212 893 9100
Web Site: www.empire.state.ny.us

Adil Business Systems, Inc.

Section B. RIVIP Generated Bidder Certification Cover Form
and W-9 Form

State of Rhode Island and Providence Plantations Contract Offer
RIVIP GENERATED BIDDER CERTIFICATION COVER FORM

SECTION 1 - VENDOR INFORMATION

Bld/RFP Number: 7004702A3
Bld/RFP Title: RFP - TEMPORARY PROFESSIONAL SERVICES FOR THE STATE OF RHODE ISLAND - AD
Opening Date & Time: 7/2/2007 2:00 PM
RIVIP Vendor ID #: [REDACTED]
Vendor Name: Adll Business Systems, Inc.
Address: 167 Madison Avenue
Suite #305
New York, NY 10016
USA
Telephone: (800) 250-9155
Fax: (800) 821-0887
E-Mail: sushllc@adll.com
Contact Person: Sushil Chachra
Title: President
R.I. Foreign Corp #:

NOTE: AWARD OF CONTRACTS AND PURCHASE ORDERS SHALL BE SUBJECT, AT THE DISCRETION OF THE PURCHASING AGENT, TO THE OFFEROR COMPLETING AN ON-LINE RIVIP REGISTRATION at www.purchasing.ri.gov. It is THE RESPONSIBILITY OF THE VENDOR to make on-line corrections/updates using the Vendor maintenance program on the RI Division of Purchases Web Site.

SECTION 2 - REQUIREMENTS

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS THREE-PAGE CERTIFICATION FORM. Offerors are expected to READ, SIGN and COMPLY with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Section 2.1 - RULES FOR SUBMITTING OFFERS

2.1A. This THREE-PAGE CERTIFICATION FORM MUST BE ATTACHED IN ITS ENTIRETY TO THE FRONT OF THE OFFER and shall be considered an integral part of each offer made by a vendor to enter into a contract with the State of Rhode Island, Division of Purchases. As such, submittal of the entire Bidder Certification Cover Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bld/RFP/LOI number (provided above), date and time of opening marked in the upper left hand corner of envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete, signed (In Ink) offer package, must be delivered to the division of purchases (via any mail or messenger service) by the time and date specified for the opening of responses in a sealed envelope. IF ATTACHMENTS ARE REQUIRED, BE SURE THEY ARE INCLUDED IN PACKAGE!!!! (e.g., Cover, Sureties, Copies of Special Licenses, Samples, Specifications for Offers Differing From Solicitation). Offers received without the entire completed three-page form attached may result in offer disqualification.

Bids must be submitted on the RI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Mail To: Division of Purchases, One Capitol Hill, Second Floor, Providence, RI 02908-6866

Documents misdirected to other State locations or which are not present in the Division of Purchases at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clocks in either the mail sorting or reception areas of the Division of Purchases. Postmarks shall not be considered proof of timely submission.

2.1B. RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. When copies of plans and specifications are too large to make available on-line and are issued with a requirement for a refundable deposit, vendors on the known lists of depositors will receive direct notification of amendments. Except when access to the Web Site has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an Internet solicitation is unsuccessful, the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors.

2.2. PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the State Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The State of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price. **PRICES QUOTED ARE FOB DESTINATION.**

2.3. DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

2.4. PREVAILING WAGE AND OSHA SAFETY TRAINING REQUIREMENTS. Provisions of State labor laws concerning payment of prevailing wage rates and mandatory 10 hour OSHA Safety Training (RIGL 28-20) shall apply for contracts involving public works construction, alteration, or building repair work. Prevailing wage rates are posted in the information section of the RIVIP. Contact the Rhode Island Department of Labor for training program information.

2.5. PUBLIC RECORDS. Offerors are advised that all materials submitted to the State for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by using the RIVIP at any time or appearing in person at the Division of Purchases Mondays through Fridays between 8:30 a.m. and 3:30 p.m. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

SECTION 3. AWARD DETERMINATION.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

3.1. BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

3.2. SPECIFICATIONS. Unless specified "no substitute," product offerings equivalent in quality and performance will be considered (at the sole option of the State) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

SECTION 4 - CONTRACT PROVISIONS.

4.1. VENDOR AUTHORIZATION TO PROCEED. 4.1A. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the RI Division of Purchases, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the Division of Purchases PRIOR TO delivery.

4.1B. Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR Pricing Agreement made in writing by the Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

4.2. REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws. The Regulations, General Terms and Conditions are incorporated into all state contracts. These regulations and basic information on How To Do Business with the State of Rhode Island are posted on the Rhode Island Vendor Information Program Website (www.purchasing.ri.gov).

4.3. EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 and more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1, of the Rhode Island General Laws, also apply.

4.4. PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

4.5. DEFAULT. After an award has been made, failure to meet all requirements of the solicitation for an offer may result in a determination of default.

SECTION 5 – CERTIFICATIONS AND DISCLOSURES
ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS
Offerors must respond to every disclosure statement.

A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes(Y) or No (N):

- N 1. Has your firm (or any principal) been subject to any of the following findings by the Federal Government, the State of Rhode Island or any other jurisdiction? Suspension, Debarment, Indictment, Criminal Conviction. CIRCLE APPROPRIATE ITEM(S).
- N 2. Has your firm (or any principal) been fined more than \$5000 for a single violation by the Rhode Island Department of Environmental Management for violation of Rhode Island Wetlands law?
- Y 3. I/we certify that I/we will immediately disclose, in writing, to the Chief Purchasing Officer any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.
- Y 4. I/we acknowledge that, in accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2, "any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state."
- Y 5. I/we certify that the above vendor information is correct and complete.
- Y 6. I/we certify that I or my firm possesses all licenses required by Federal and State law and regulation as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the Rhode Island State Purchasing Agent in writing of such circumstance.
- Y 7. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the Rhode Island State Purchasing Agent in writing of such circumstance.
- Y 8. I/we certify that I/we understand that falsification of any information herein or failure to notify the Rhode Island State Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.
- Y 9. I/we acknowledge that the provisions and procedures set forth in this three-page form apply to any contract arising from this offer.
- Y 10. I/we acknowledge that I/we understand the State's Purchasing Laws (37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (www.purchasing.ri.gov) apply as the governing conditions for any contract or purchase order I may receive from the State of Rhode Island, including the offer contained herein.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1 – 2 OR IF YOU ARE UNABLE TO CERTIFY YES TO ITEMS #3 – 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION BELOW AND/OR IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, (2) that the above statements and information are accurate, and that vendor understands and has complied with the requirements set forth herein. WHEN DELIVERING OFFERS IN PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

Peter J. Canning
Vendor's Signature: (Person authorized to enter into contracts; signature must be in ink.)

Date 06/27/07

PETER J. CANNING BUSINESS MANAGER
Print Name and Title of company official signing offer

Adil Business Systems, Inc.

Section C. Executive Summary

Adil Business Systems, Inc.

1. Executive Summary

Founded in 1989 Adil has made a mark as one of the most reputable professional services staffing companies in the country. Originally our main focus was on the information technology consulting service market. However since 2000 Adil has focused a large part of its resources on the temporary personnel services market. As a result of this effort we have grown our revenue in this market from zero in 2000 to over \$5 million in 2006 with over approximately 225 current placements. Our total company revenue in 2006 was \$8.5 million.

All of our contracts to provide temporary professional services are with government agencies. As a result we are very familiar with government agency requirements, goals and processes.

We have placed all types of professional service personnel – health care professional, administrative and technical people, clerical workers, attorneys, computer staff, etc.

Because of our extensive experience we will be bidding on all five of categories of this RFP

Rhode Island's requirements Sections 2 – Scope, Background & General Information and Section 3 – Standards & Specifications are very similar to those we have adhered to with our current contracts – most notably New York City agencies such as Fire Department, Human Resources Administration and Department of Housing Preservation and Development.

Clearly Rhode Island is looking for a vendor who can supply quality people in a short time frame, handle all payroll and related administrative functions efficiently, provide for background screening, monitor quality and produce timely and accurate invoices and reports.

Adil is confident it can adhere to and provide the tasks and deliverables outlined in Sections 2 and 3.

We have outlined our technical approach, capabilities and organization and staffing in Section 2. - Vendor's Organization and Staffing and in Section 3. - Work Plan/Approach Proposed.

Adil Business Systems, Inc.

Section D. Vendor's Organization and Staffing

Adil Business Systems, Inc.

2. Vendor's Organization and Staffing

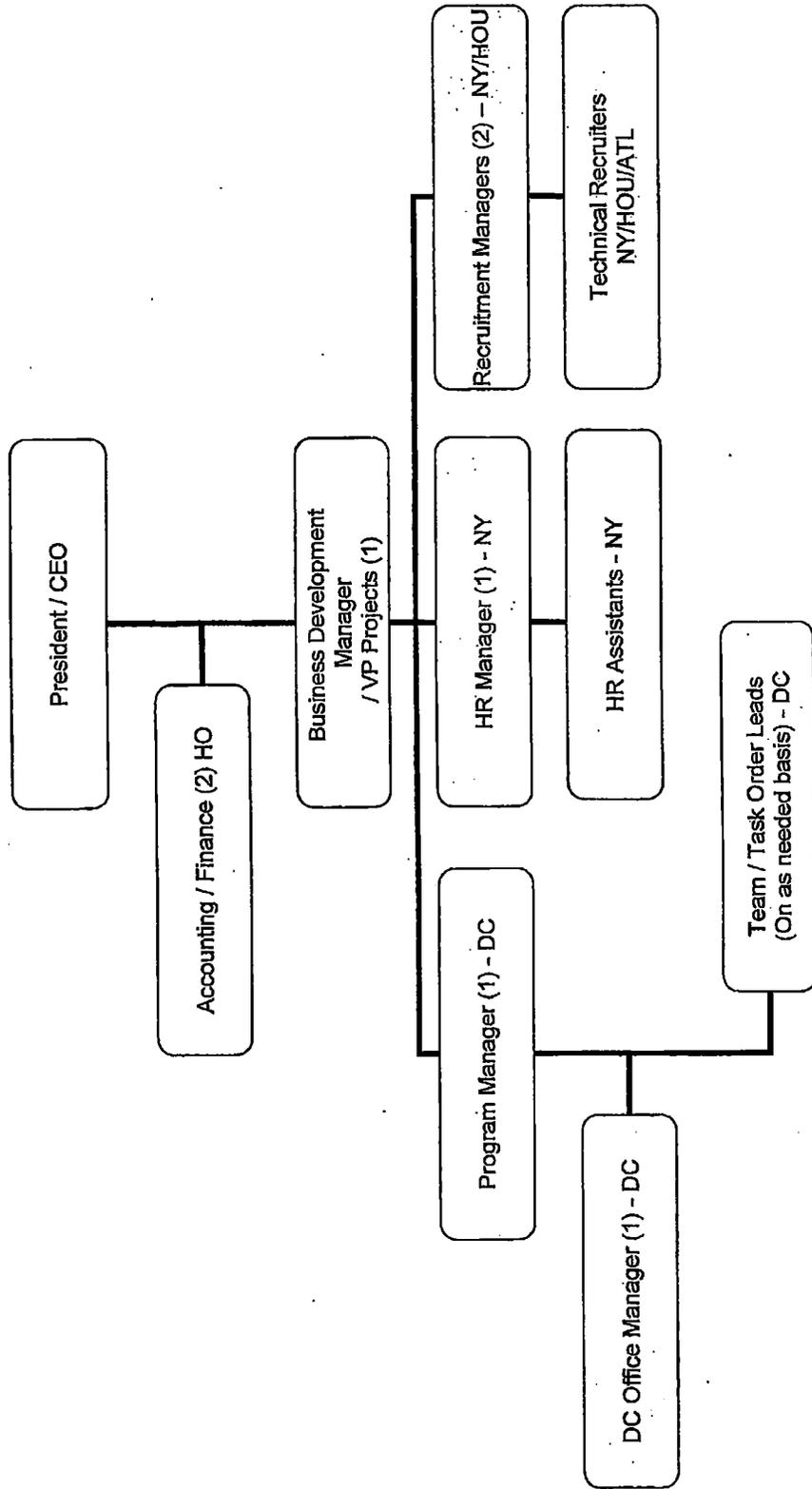
Our management team has the technical capabilities and experience to comply with the intricacies of government contracts to deliver reliable services. We will follow strict project management rules related to specific assignments. We will continuously interact with state personnel on project progress and completion schedules. The team consists of our five key people:

President	Sushil Chachra	Sushil will oversee the management of all work performed under this contract and is capable of negotiating and making binding decisions for the company.
Business Manager	Peter Canning	Peter will coordinate the management of all administrative, financial/reporting requirements and contractual functions of this contract. Peter will serve as the Account Manager for this contract.
Business Development/ Recruitment Manager	Jeret Jenkins	Jeret will coordinate and oversee the recruiting efforts with Business Manager, Project Manager and recruiters. Jeret will serve as the prime recruiter for this contract.
Secretary/HR Manager	Lida Chachra	Lida will be responsible for all human resource related activities for the employees including payroll.
Project Manager	Mehul Undakat	Mehul will coordinate the overall project with the Account Manager, Recruiting Manager and recruiters.

We have included the resumes of our key people and our company's organization chart.

Adil Business Systems, Inc.

Core Functional Organizational Chart



Adil Business Systems, Inc.

Section E. Work Plan/Approach Proposed

3. Work Plan/Approach Proposed

Adil proposes the following work plan to successfully implement this project:

- Designate a Rhode Island project team. This team will consist of Peter Canning as Account Manager, Jeret Jenkins as Recruitment Manager and Mehul Undakat as Project Manager and Recruiter. These three will manage the day to day requirements of the contract. Please note that Sushil Chachra, Adil's President, and Lida Chachra, Adil's Human Resource Manager, will always be available.
- Meet with the RI Contract Administrator to prepare a customized implementation of this project.

The following is our understanding and approach to the specific requirements of the project.

- Migrate all individuals currently working as temporary professional personnel to our payroll and invoice systems. Adil uses ADP as our payroll processor and Quickbooks Enterprise Solutions as our invoice and financial accounting system. Additionally we will utilize Excel to produce required or ad hoc reports.
- For new personnel, upon receipt of a position requisition, Adil will provide at least three candidates for each position. If we are unable to provide three candidates we will include a letter to the state explaining why.
- Regarding the state's desire for an on line ordering system, we will modify our existing web site to accommodate the state's requirement.
- With respect to reviews all our city contracts review our performance one a year. We have consistently received above average scores.

With respect to recruiting our approach is as follows:

Our method is particularly suitable for all professional services personnel. Our approach includes:

- The writing of recruitment advertising and its placement in the most appropriate media (whether local, trade or national level).
- Conducting extensive pre-screening interviews.
- Presenting a shortlist of the most appropriate candidates.

Adil Business Systems, Inc.

Specific functions at each step of the approach is described below and portrayed in Figure 1:

a) Define the requirement

Since we consider recruitment as a project, it is important as in all projects, to clearly define the requirement. We will work closely with the state to determine the all-important recruitment requirements.

b) Find the people

This step will allow us to identify pool of appropriate and diverse candidates per the requirement of the state. Our in-house recruitment division and our other freelance recruiters will locate the appropriate experts by using various sourcing mediums.

c) Present the opportunity

We look to develop a rapport with able candidates. Through an agenda of career development, a particular opportunity is explored. The effectiveness of this work of course depends on a complete and clear recruitment requirement.

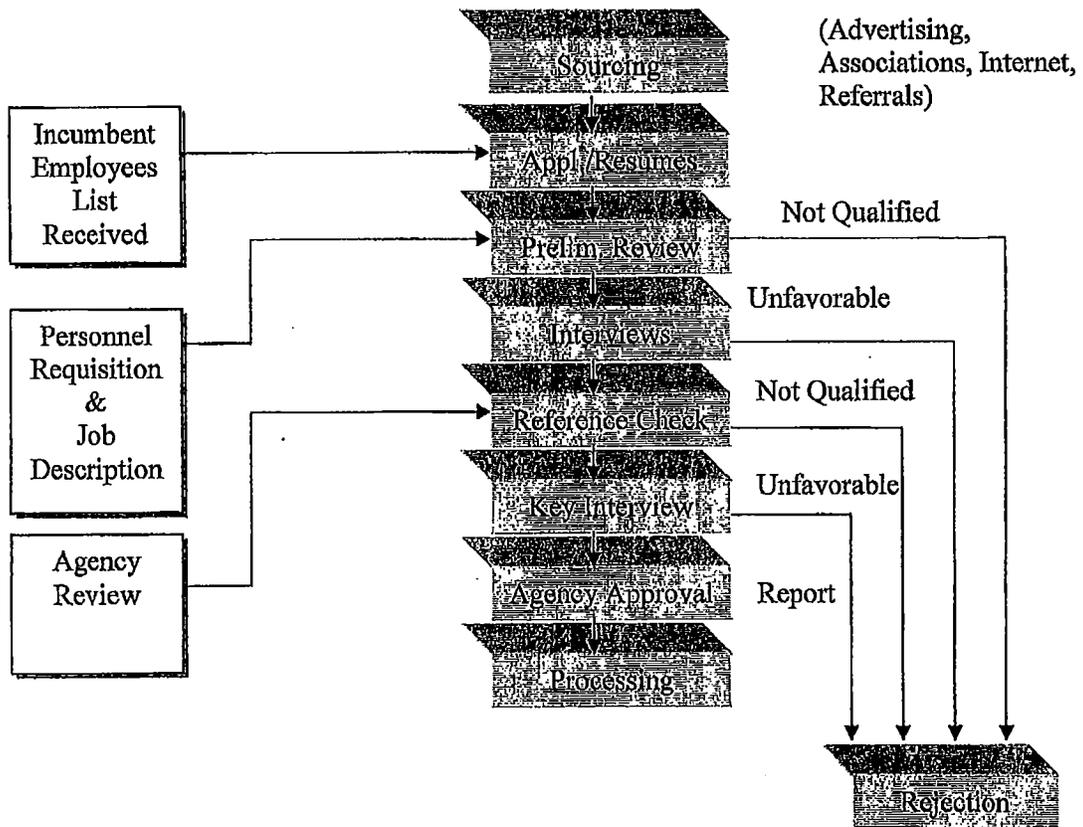
d) Pre-assess candidates

To form the short-list, we will identify promising candidates from their resumes and a telephone interview. Resumes are reviewed against the requirements, and initial shortlist of candidates is prepared for the pre-interviews and assessments. Upon completing the assessment, a final shortlist is prepared. Our screening and selection process ensures that a best possible match is achieved so as to manage candidate's expectations with the state and vice versa. Specifically this will constitute of the following steps:

- We will conduct initial interviews with the candidates to evaluate candidate's qualification and capability to perform the specific work.
- We will verify pertinent information from previous employment by contacting the listed employers and documenting the findings.
- We will verify and prepare documentation of degree(s) and highest level of education.
- We will verify and provide professional license(s) and certification(s) if applicable.
- We will verify that candidates have appropriate documentation to be employed in the United States.
- We will test/verify/confirm technical skills if required (i.e. web-based testing).
- We will check the references to assure that the candidate is eligible to be hired by the state..

- e) **Recommend a short-list**
A report for each short-list candidate will be prepared showing assessment outcomes with specific comments. The final short-list will be agreed with State at a presentation of these reports.
- f) **Final selection and offer**
We will work with the state to manage the final selection process and assist in scheduling the interviews of the candidates. We will work with the state to comply with all state hiring guidelines
- g) **Making connection (closing)**
After an offer has been made and leading up to the date of commencement, we will continue to work to resolve any issues. If the candidate hired by the State leaves service or is terminated for any reason, we shall conduct a new search to provide an equally qualified candidate at no additional charge.

Figure 1 – Step by Step flow of Recruitment & Selection Process



2. Recruitment methodologies

Our team utilizes an effective and proven recruitment methodology to support personnel requirements of the state. This methodology has a selection process that ensures timely availability of qualified professionals. Our proven recruitment methodology is based on the following:

- **Recruitment strategies reflective of client resource needs**
- **Job Description analysis and preparation**
- **Identification of core competency requirements**
- **Application of appropriate market resourcing strategies**
- **Appropriate skills and aptitude testing**
- **Structured behavioral based interviews**
- **Information validation through verbal professional reference checking**
- **Referral preparation and presentation**
- **Employment negotiations and offers**
- **Introductions and Induction's**
- **Continued regular client and employee contact**

We understand the requirements and objectives of jobseekers, which primarily include the concerns of length of employment, compensation package, availability of various opportunities on completion of existing projects and job satisfaction.

We have streamlined our staffing process, right from the sourcing mediums, to candidate screening, interviews, and assignments. Having a structured procedure allows us to recruit the best-qualified staff in a shortest time span.

We assure the state that:

- **Every candidate we present to you has been through a rigorous evaluation process, either via a competency-based interview or one of our Assessment Centers.**
- **Candidates we present to you have given us permission to forward their details to you.**
- **We will only send you candidates who we genuinely believe are right for your job and we will never send you CV's to 'just make up the numbers'.**
- **We will provide you regular follow up and follow through, to ensure we deliver and that you are kept informed throughout.**

3. Background reviews and reference checks

Our background review procedure, upon request and as required, includes the following background information checks on the candidate(s):

- **Criminal record**
- **Payment of taxes**
- **Verification of education**

Adil Business Systems, Inc.

- **Employment history**
- **Service in United States Armed Forces**
- **Verification of legal status to work in the United States**

We have an account with ADP Screening Services to perform complete background checks on the selected candidates. The results are presented as an online report within 2 business days.

Our plan for producing the required deliverables is as follows:

a) Payment Activity

Adil will comply with the reporting format of Attachment I as follows:

File #1 - We will produce a CD with the scanned copies of employees' timesheets

File #2 - We will scan our ADP payroll register to the CD. As an alternative we will explore with ADP a direct transfer of payroll information to the state.

File #3 - We will create an Excel spreadsheet with the information required. This spreadsheet will be included in the CD.

Files #4 and #5 - We also be included on the CD.

b) Recruitment Tracking Report

Adil will maintain a recruitment tracking report that will track all the recruitment efforts. Adil will incorporate the process of completion of RTR into its day-to-day operations and will be prepared in Microsoft Excel spreadsheet format for ease of sharing the report with the state if required.

An actual weekly calendar showing project task activity will be shared among the Account Manager, Recruitment Manager and individual recruiters. The Account Manager will be responsible for the contract performance monitoring and will use various commercially available tools such as Microsoft® Outlook, Microsoft® Office to store, access, and analyze their data.

We will complete the Prime Contractor's Quarterly Utilization Report and submit it to the Contract Administrator within 15 business days after quarter end.

Adil Business Systems, Inc.

c) Invoice Reports

Adil will prepare invoices per the schedule specified in the RFP. To comply with the state's requirement we will use a combination of Quickbooks Enterprise Solutions and Excel to create both summary and detailed invoice reporting. Regular invoice reports are also generated to keep track of aged receivables and to compare total invoiced amounts against remaining amounts in the PO.

Adil Business Systems, Inc.

Section F. Previous Experience and Background

4. Previous Experience and Background

(a) and (b)

Currently Adil has contracts to provide similar temporary professional services with:

- **New York City Fire Department since 2002 - 105 people**

In this engagement we provide professional personnel on a temporary basis to meet the work requirements of various units throughout the Fire Department. Specifically, we have placed administrative assistants, mental health counselors, medical monitors, computer technicians, computer consultants, accountants, auditors, data researchers/analysts, filers, contract administrators, trainers, engineers, technical writers, data entry and filing personnel and human resource assistants.

Contact Person for NYC Fire Department

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- **New York City Human Resources Administration since 2005 – 90 people**

In this contract we provide professional level office temporaries at various offices of the Human Resources Administration. Specific placements include assistants to the Commissioner, Child Care Hotline workers, vocational rehabilitation counselors, systems analysts and support personnel, Food Stamp/Welfare application processors, data entry and filing personnel, technical writers, fiscal/budget analysts, work flow analysts, auditors, program evaluators, field supervisors, client/customer services representatives and project/program implementers and evaluators.

Contact Person for NYC Human Resources Administration

[REDACTED]
[REDACTED] eet
[REDACTED]
[REDACTED]
[REDACTED]

Adil Business Systems, Inc.

- **New York City Department of Housing Preservation & Development since 2005 – 15 people**

This contract requires us to provide professional administrative and technical personnel. We have placed attorneys, paralegals, housing inspectors and housing analysts.

Contact Person for NYC Department of Housing Preservation & Development

[REDACTED]

- **Harris County, TX since 2007 – 5 people**

This is our newest contract and marks a significant step in our geographical expansion. This contract requires us to provide Harris County temporary IT personnel. Currently we have provided web applications development support, laptop support personnel and desktop support technicians.

Contact Person for Harris County

[REDACTED]

Our work over the last six plus years in this market has given us tremendous experience and expertise in helping government agencies fulfill their staffing needs. In contracts in place for over one year we have consistently received above average vendor ratings from our clients.

- (c) **We have applied for status as a Minority Business Enterprise (MBE) with Rhode Island. Currently we are certified as an MBE by the New York City Department of Small Business Services, the New York State Department of Economic Development and the**

Adil Business Systems, Inc.

Nassau County Office of Minority Affairs. Certificates have been provided in the cover letter section.

- (d) Adil Business Systems, Inc. has not had any contracts terminated.**
- (e) As described in earlier sections Adil is fully capable of providing Rhode Island with the quality temporary professional employment services to augment its current staff. We have been in the business for ten years – the last seven specializing in this type of staff augmentation. We have over \$2 million in assets and \$8.5 million in revenue. All of our contracts are with government agencies so we are very familiar with the requirements and processes of government contract work. In short we feel uniquely qualified to help Rhode Island meet its staffing goals.**
- (f) Adil Business Systems, Inc. has not had any performance or regulatory violations over the last 18 months.**