

Vendor's Offer
Form 201-B (RFP)

It is required that Offeror complete, sign and submit the original of this form to the City Procurement Office with the proposal response. An unsigned "Vendor's Offer", late proposal response and/or a materially incomplete response will be considered nonresponsive and rejected.

Offeror is to type or legibly write in ink all information required below.

| | | | |
|---|------------------------------------|--------|--|
| Company Name: | <u>Devau Human Resources</u> | | |
| Company Mailing Address: | <u>720 E. North Lane, Suite #1</u> | | |
| City: | <u>Phoenix</u> | State: | <u>AZ</u> Zip: <u>85020</u> |
| Contact Person: | <u>Terry Wilkey</u> | Title: | <u>President</u> |
| Phone No.: | <u>602-314-4417</u> | FAX: | <u>602-314-5033</u> E-mail: <u>devauhr@hotmail.com</u> |
| Company Tax Information: | | | |
| Arizona Transaction Privilege (Sales) Tax No.: | <u>N/A</u> | or | |
| Arizona Use Tax No.: | <u>N/A</u> | | |
| Federal I.D. No.: | <u>86-0510020</u> | | |
| City & State Where Sales Tax is Paid: | _____ | | |
| If a Tempe based firm, provide Tempe Transaction Privilege (Sales) Tax No.: | _____ | | |

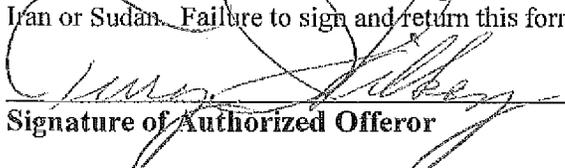
THIS PROPOSAL IS OFFERED BY

Name of Authorized Individual (TYPE OR PRINT IN INK) Terry Wilkey

Title of Authorized Individual (TYPE OR PRINT IN INK) President

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (MUST SIGN IN INK)

By signing this Vendor's Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other Offeror or potential Offeror. In accordance with A.R.S. 35-393, et seq., the Offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with proposal response will be considered nonresponsive and rejected.


Signature of Authorized Offeror

3/7/2012
Date

(H./RFP 3-2008)

INSTRUCTIONS TO PROPOSERS

Proposal Questionnaire

1. Local business address: 720 E. North Lane, Suite #1, Phoenix, AZ 85020

2. Contract Representative: Terry Wilkey Phone number: 602-314-4417

Number of employees at location serving this contract: Five

3. Describe in detail your firm's organizational capacity to support the City under this contract.

4. Describe in detail your firm's experience in providing temporary employees as required herein.

5. Describe in detail your firm's management structure in support of the services required herein.

6. Describe your method of approach to support the City under this contract.

The following in detail, answers questions 3,4,5,6

Devau Human Resources is an S Corporation founded in Arizona in 1984. Devau is a full service human resources provider offering payroll services, recruitment, leased employees, benefits, regulation compliance, and all other aspects of HR administration. Our payroll record is impeccable as we have never been late with a payroll in 27 years of operation. As a local family owned business, Devau Human Resources is especially dedicated to customer service. All of the staff assigned to City of Tempe have been with Devau for many years. Our clients receive service that is custom tailored to their unique situations. Because of this customization Devau is able to handle more complicated accounts effectively. Having provided these services to City of Tempe for 14 years now, we are able to manage both the simple and often complex aspects of processing payroll and recruitment for the many departments of the City of Tempe with their varying needs. Our special emphasis on customization and flexibility has proved desirable to other government entities such as City of Phoenix, City of Chandler, Town of Gilbert, and the State of Arizona. We are presently servicing 4 municipalities in the greater Phoenix area. Providing temporary contract employee services remains an area of expertise and excellence in service for Devau Human Resources.

Devau Human Resources offers state-of-the-art recruitment, pre-employment screening, and testing procedures that have been refined over the years in recruiting thousands of employees for its clients.

Devau utilizes dozens of resources for recruiting employees. This includes Internet locations, periodicals, printed media, DES recruitment organizations throughout the Valley and Arizona, and many other web-based resources developed over the years.

During the interview process, candidates are evaluated on their skills and background in relation to the job requirements. Using computer software-based testing and psychological testing, as it applies to the job opening and requirements, each candidate is tested for competencies in their field of expertise. Reference checks are done on candidates being considered for a position.

Only Qualified candidates are then referred to the customers for consideration for hiring for a position.

Devau Human Resources receives timesheets from the various departments within the City of Tempe by e-mail or fax. We will accommodate any means the city wishes to use to transmit the timesheets to us. Fax and e-mail arrive quickly and allow us to process the pay for these employees in a more efficient manner.

Billing issues are resolved quickly with as little impact as possible to the Tempe supervisor dealing with the issue. We always resolve any issue on the same day that it is brought to our attention. We fax an amended invoice to the appropriate person at the city usually the same day.

If any employee has been omitted by error on the timesheet by the Tempe supervisor and we are called with revisions, we write the additional paycheck immediately and send it to the employee.

All Tempe contract employees working through Devau will be paid either by Direct Deposit into their bank accounts or by Check.

7. Identify your key personnel and describe their experience as it pertains to the services required herein. Provide evidence of their training, experience and performance in supporting similar customers.

Key Personnel Assigned to City of Tempe

All staff members listed below have at least 5 years experience serving the City of Tempe.

Terry Wilkey B.A., M.A. PRESIDENT

Terry founded Devau Human Resources in 1984, and has been president of the company for the 27 years of its existence. He has over 30 years of experience in the human resources and payroll fields. Devau Human Resources has grown from its inception to over 10 million per year in sales.

All clients are overseen by Terry and his approach to customer service is very hands-on. He will continue to oversee the City of Tempe account as he has for the last nearly 14 years.

Devin Wilkey, B.A. VICE-PRESIDENT

Devin has worked with Devau for over 12 years in customer service, payroll and benefits, and all the functions of the business.

Layne Lutey, B.A., M.A. GENERAL MANAGER

Layne has been with Devau Human Resources for 20 years and serves as vice-president of the company. Layne is versed in all phases of the business and has worked with the City of Tempe and a number of other municipalities in the Valley, including Phoenix, Chandler, and Gilbert.

Nancy Jackson PAYROLL ADMINISTRATOR

Nancy was in the banking industry for 25 years and has extensive customer service experience. As payroll supervisor for Devau, Nancy oversees all payroll functions and the timely dissemination of paychecks to all employees. Nancy interfaces with City of Tempe Department Supervisors with regard to payroll issues.

Anastasia Blackmer PAYROLL-BENEFIT ADMINISTRATOR

Anastasia worked in accounting for Chase Bank for 10 years before joining Devau Human Resources in the payroll and accounting department.

Anastasia is responsible for producing the City of Tempe personnel payroll, as well as all reporting and invoicing for Tempe and the other municipalities served by Devau.

8. Identify any subcontractors that will be used to perform this contract. Describe to what capacity the subcontractors will be used. **No subcontractors will be used.**

9. Provide names, contacts and telephone numbers of three (3) organizations for whom you have provided similar services within the last three (3) years.

a) Company Name: **City of Chandler**

Address: **175 S. Arizona Ave, 3rd Floor Chandler, AZ 85225**

Description of services performed (incl. Date): **Temporary Contract Employees 12 Years Payroll Services**

Contact & Phone Number: **Kristy Garcia 480-782-2402**

b) Company Name: **Town of Gilbert**

Address: **90 East Civic Center Dr. Gilbert, AZ 85296**

Description of services performed (incl. Date): **Temporary Contract Employees 12 Years Payroll**

Services

Contact & Phone Number: **Rob Giles 480-503-6284**

c) Company Name: **City of Phoenix**

Address: **111 N. Third St. Phoenix, AZ 85004**

Description of services performed (incl. Date): **Temporary Contract Employees 10 Years Payroll Services**

Contact & Phone Number: **Celeste Mims 602-495-5307**

10. Provide name of insurance carriers that provide coverage for your company

General/Contractual Liability: CTK Insurance/ Philadelphia Indemnity Ins Co

Workers Compensation: SCF Arizona

- 11. Please provide samples of reports to be provided under this contract.
- 12. Identify the third party organization that will be performing all background investigations.

PublicData.com or protectyouthsports.com

- 13. List any other information that may be helpful in determining your firm's qualifications for this contract.

Since Devau Human Resources has provided this service to the
City of Tempe for the last 14 years, we feel we are uniquely
qualified to continue providing an outstanding service.

- 14. Do you accept all of the City's Terms and Conditions?

Yes X No _____

If No, please explain any exceptions

Background Checks

As requested, all employees working at the City of Tempe will be background checked.

The following is a list of items included in a Devau Human Resources background check.

- All employees are checked through E-Verify which is administered by the Social Security Administration and the Department of Homeland Security. (This includes terrorist activities.)
- Criminal check, which includes federal, state, and county (140 databases)
- Sex offender (79 databases)
- Social Security master list
- Bureau Alcohol Tobacco & Firearms database (ATF)
- Drivers License
- FBI'S Most Wanted List
- Address

SEXUAL OR PHYSICAL ABUSE OR MOLESTATION INSURANCE

Devau Human Resources has purchased liability insurance to cover: SEXUAL or PHYSICAL ABUSE or MOLESTATION (See Next Page).

We believe that any Contractor must have this coverage in place to protect the City of Tempe from liability in this regard.

NOTE: Since most of the employees assigned to Tempe Sports have been working with Devau for many months or years, Devau can background check all employees immediately upon approval of new contract award by the City of Tempe. This will serve to prevent any delay of employee coverage.