



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 1

List View

## General Information

## Contact

## Default Values

## Discount

## Document Information

## Clarification Request

Procurement Folder: 1475603

Procurement Type: Central Master Agreement

Vendor ID: VS0000042794

Legal Name: SUNSHINE ENTERPRISE USA LLC

Alias/DBA:

Total Bid: \$4,959,448.00

Response Date: 10/31/2024

Response Time: 11:24

Responded By User ID: samf@seu-usa.com

First Name: Sam

Last Name: Faragalla

Email: samf@seu-usa.com

Phone: 4073087989

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: MIS2500000001

Published Date: 10/16/24

Close Date: 10/31/24

Close Time: 13:30

Status: Closed

Solicitation Description: TECHNICAL TEMPORARY STAFFING SERVICES

Total of Header Attachments: 1

Total of All Attachments: 1



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Solicitation Response

**Proc Folder:** 1475603  
**Solicitation Description:** TECHNICAL TEMPORARY STAFFING SERVICES  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-10-31 13:30	SR 0511 ESR10312400000003320	1

**VENDOR**  
VS0000042794  
SUNSHINE ENTERPRISE USA LLC

**Solicitation Number:** CRFQ 0511 MIS2500000001  
**Total Bid:** 4959448  
**Response Date:** 2024-10-31  
**Response Time:** 11:24:06  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Crystal G Hustead  
(304) 558-2402  
crystal.g.hustead@wv.gov

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Senior Web Application Analyst	2080.0000	HOUR	71.110000	147908.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.1 Senior Web Application Analyst - quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Senior Web Application Analyst Optional renewal year 1	2080.0000	HOUR	73.240000	152339.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Web Application Analyst Optional renewal year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Senior Web Application Analyst Optional renewal year 2	2080.0000	HOUR	75.440000	156915.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Web Application Analyst Optional renewal year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Senior Web Application Analyst Optional renewal year 3	2080.0000	HOUR	77.700000	161616.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Web Application Analyst Optional renewal year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Senior Application Oracle Database Administrator	2080.0000	HOUR	78.660000	163612.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.2 Senior Application Oracle Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Senior Application Oracle Database Administrator Opt Ren Yr1	2080.0000	HOUR	81.020000	168521.60

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Senior Application Oracle Database Administrator Opt Ren Yr2	2080.0000	HOUR	83.450000	173576.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Senior Application Oracle Database Administrator Opt Ren Yr3	2080.0000	HOUR	85.950000	178776.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Senior Application DB2 Database Administrator	2080.0000	HOUR	84.810000	176404.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.3 Senior Application DB2 Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Senior Application DB2 Database Administrator Opt Ren Yr1	2080.0000	HOUR	87.360000	181708.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Application DB2 Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Senior Application DB2 Database Administrator Opt Ren Yr2	2080.0000	HOUR	89.980000	187158.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Application DB2 Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Senior Application DB2 Database Administrator Opt Ren Yr3	2080.0000	HOUR	92.680000	192774.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Application DB2 Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	SQL Server Database Administrator	2080.0000	HOUR	77.890000	162011.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.4 SQL Server Database Administrator-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	SQL Server Database Administrator Opt Ren Yr 1	2080.0000	HOUR	80.230000	166878.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

SQL Server Database Administrator Opt Ren Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	SQL Server Database Administrator Opt Ren Yr 2	2080.0000	HOUR	82.630000	171870.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

SQL Server Database Administrator Opt Ren Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	SQL Server Database Administrator Opt Ren Yr 3	2080.0000	HOUR	85.110000	177028.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

SQL Server Database Administrator Opt Ren Yr 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Help Desk Analyst	2080.0000	HOUR	26.350000	54808.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.5 Help Desk Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Help Desk Analyst Optional Renewal Year 1	2080.0000	HOUR	27.140000	56451.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Help Desk Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Help Desk Analyst Optional Renewal Year 2	2080.0000	HOUR	27.950000	58136.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Help Desk Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Help Desk Analyst Optional Renewal Year 3	2080.0000	HOUR	28.790000	59883.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Help Desk Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Business Analyst	2080.0000	HOUR	66.090000	137467.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.6 Business Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Business Analyst Optional Renewal Year 1	2080.0000	HOUR	68.080000	141606.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Business Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Business Analyst Optional Renewal Year 2	2080.0000	HOUR	70.120000	145849.60

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Business Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Business Analyst Optional Renewal Year 3	2080.0000	HOUR	72.220000	150217.60

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Business Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Information Systems Assistant	2080.0000	HOUR	23.780000	49462.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.7 Information Systems Assistant-quantity of hours listed is for bidding purposes only.



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Information Systems Assistant Optional Renewal Year 1	2080.0000	HOUR	24.490000	50939.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Information Systems Assistant Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	Information Systems Assistant Optional Renewal Year 2	2080.0000	HOUR	25.230000	52478.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Information Systems Assistant Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	Information Systems Assistant Optional Renewal Year 3	2080.0000	HOUR	25.990000	54059.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Information Systems Assistant Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
29	Programmer Analyst	2080.0000	HOUR	42.270000	87921.60

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.8 Programmer Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	Programmer Analyst Optional Renewal Year 1	2080.0000	HOUR	43.540000	90563.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Programmer Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
31	Programmer Analyst Optional Renewal Year 2	2080.0000	HOUR	44.840000	93267.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Programmer Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
32	Programmer Analyst Optional Renewal Year 3	2080.0000	HOUR	46.190000	96075.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Programmer Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
33	Senior Mainframe Application Analyst	2080.0000	HOUR	50.750000	105560.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.9 Senior Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
34	Senior Mainframe Application Analyst Optional Ren Yr 1	2080.0000	HOUR	52.270000	108721.60

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Mainframe Application Analyst Optional Ren Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
35	Senior Mainframe Application Analyst Optional Ren Yr 2	2080.0000	HOUR	53.840000	111987.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Mainframe Application Analyst Optional Ren Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
36	Senior Mainframe Application Analyst Optional Ren Yr 3	2080.0000	HOUR	55.460000	115356.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Senior Mainframe Application Analyst Optional Ren Yr 3-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
37	Mainframe Application Analyst	2080.0000	HOUR	48.210000	100276.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

4.1.10 Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
38	Mainframe Application Analyst Renewal Yr 1	2080.0000	HOUR	49.660000	103292.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Mainframe Application Analyst Renewal Yr 1-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
39	Mainframe Application Analyst Renewal Yr 2	2080.0000	HOUR	51.150000	106392.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Mainframe Application Analyst Renewal Yr 2-quantity of hours listed is for bidding purposes only.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
40	Mainframe Application Analyst Renewal Yr 3	2080.0000	HOUR	52.680000	109574.40

Comm Code	Manufacturer	Specification	Model #
80111608			

**Commodity Line Comments:**

**Extended Description:**

Mainframe Application Analyst Renewal Yr 3-quantity of hours listed is for bidding purposes only.

# CENTRALIZED REQUEST FOR QUOTE

**PROC FOLDER: 1475603**

**TECHNICAL TEMPORARY  
STAFFING SERVICES**

**FOR**

**STATE OF WEST VIRGINA**

**OPENING OCTOBER 31 2024 at 1:30 PM**

**SUBMITTED BY:**

*Rania Hanna*

Rania Hanna

**PRESIDENT**



**Email**

info@seu-usa.com



**Phone**

407-636-2982



**Address**

500 Winderley Pl., St 218,  
Maitland, FL 32751

## FIRM CAPACITY



CENTRALIZED REQUEST FOR QUOTE  
PROC FOLDER: 1475603  
TECHNICAL TEMPORARY STAFFING SERVICES  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET EAST  
POST OFFICE BOX 50130  
CHARLESTON, WV 25305-0130

October 31, 2024

## **VISION STATEMENT / HISTORY -**

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our temporary/recruitment services, and staffing searches to the specific and unique needs of our clients, and to get results.


**“The Company provides equal opportunity in all of its recruitment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniform service member status, marital status, domestic partner status, pregnancy, age, medical condition, disability, genetic information or any other protected status in accordance with the requirements of all federal, state and local laws”.**

## **FIRM EXPERIENCE:**

- We specialize in recruiting leadership for transportation, regional authorities, marine, cities, counties, state, education, healthcare, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and candidate screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- Although primarily known as a leading recruiting firm, Sunshine Enterprise USA also provides other general and specialty management consulting services, including management audits, organizational development, public safety, strategic planning, assessment centers, leadership development training, performance management, executive coaching, diversity training, and human resources management.
- We have placed temp-to-hire, Contract-to-perm for various number of clients i.e. Customer Services Representatives, IT, Project Engineers/Managers, Accountants, Billing Specialists, Financial Analysts, etc. for major employers such as Tampa International Airport, Pinellas Suncoast Authorities (PSTA), Clemson University, Gainesville Police Department and the Middlesex Corporation, etc.

 **Email**  
info@seu-usa.com

 **Phone**  
407-636-2982

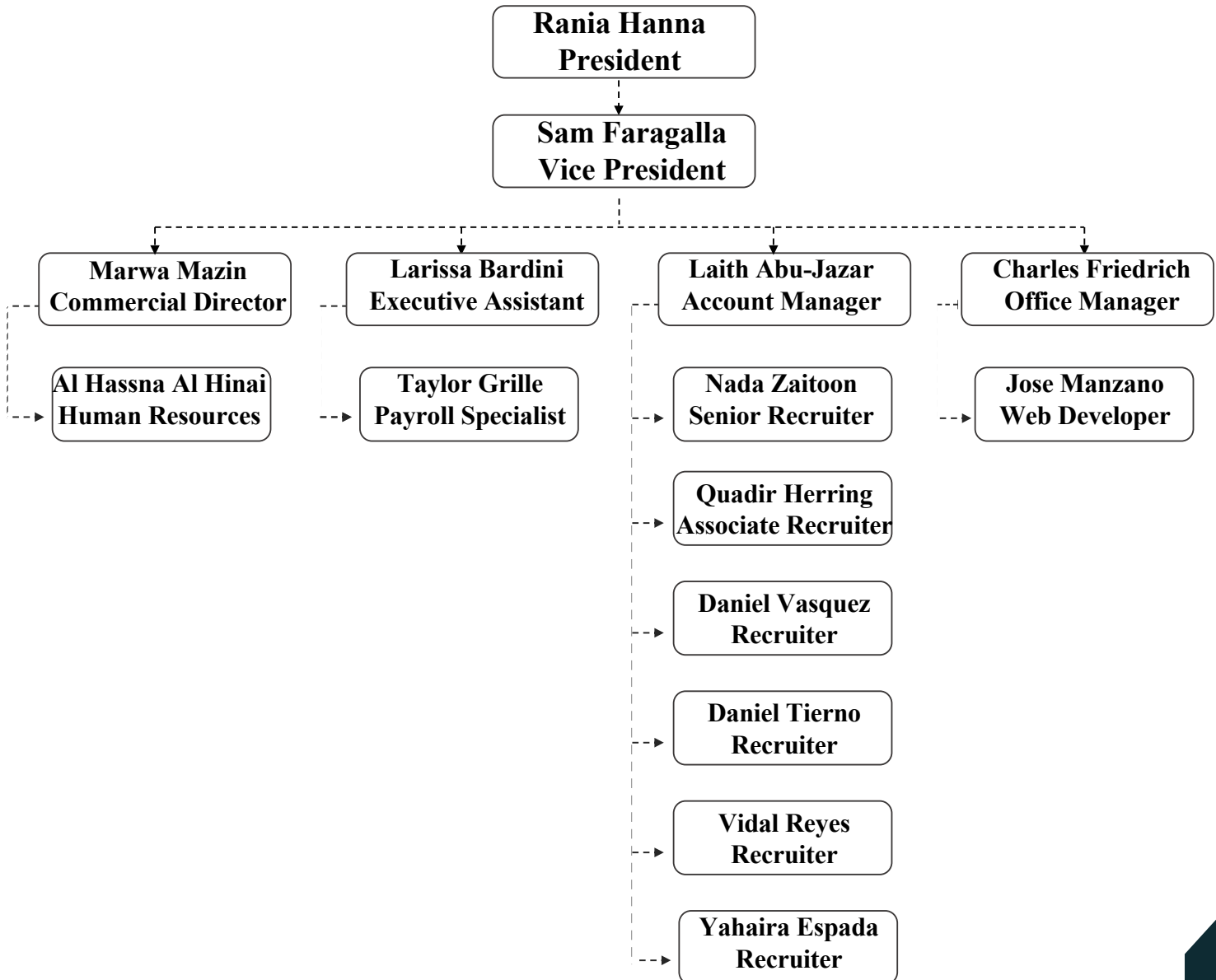
 **Address**  
500 Winderley Pl., St 218,  
Maitland, FL 32751



CENTRALIZED REQUEST FOR QUOTE  
PROC FOLDER: 1475603  
TECHNICAL TEMPORARY STAFFING SERVICES  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET EAST  
POST OFFICE BOX 50130  
CHARLESTON, WV 25305-0130

October 31, 2024

## ORGANIZATIONAL CHART





CENTRALIZED REQUEST FOR QUOTE  
PROC FOLDER: 1475603  
TECHNICAL TEMPORARY STAFFING SERVICES  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET EAST  
POST OFFICE BOX 50130  
CHARLESTON, WV 25305-0130

October 31, 2024

### **ORGANIZATION (*Qualifications and Consulting Staff*)**

- Current Sunshine Enterprise USA staff are thirty. A partial listing of staff for assignment to assist the Client is included under "Project Team." ninety percent (90%) woman-owned company
- No other firm other than Sunshine Enterprise USA is currently intended to be party to this proposal or fulfillment of the contract when approved.

### **FIRM QUALIFICATIONS AND EXPERIENCE (*Qualifications*)**

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our consulting and executive searches to the specific and unique needs of our clients, and to get results. We will work on a search until it is complete regardless of the time and effort required.


- We specialize in recruiting leadership for transportation, regional authorities, marine, cities, counties, state, education, healthcare, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and candidate screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.

As previously noted, we have conducted about 690 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public sector agencies:

- LYNX -Executive Search and Recruiting Services for Central Florida Regional Transportation Authority d.b.a. LYNX
- Tampa International Airport - IT Support Specialists, Credential Support Specialist, HR Operation Support and more as needed.
- City of Gainesville - Kitchen manager and kitchen assistant staff
- Clemson University - Temp. Staff, Event Staff
- Volusia School District - Awarded Primary Contractor for Staffing. (Landfill,Solid Waste))
- Orange County School District - Awarded Primary Contractor for Staffing. (Kitchen Staff, Healthcare, IT, and Administrative positions)
- Broward Addiction Recovery Center (BARC) - Temp. Staff (Kitchen Staff)
- Atlantic Civil Construction Corporation - Staffing for various number of positions

 **Email**  
info@seu-usa.com

 **Phone**  
407-636-2982

 **Address**  
500 Winderley Pl., St 218,  
Maitland, FL 32751



- We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization “where it is” while also moving it to the next level.
- Sunshine Enterprise USA offers a comprehensive range of products and services. Our systematic approach to human resource management ensures that the solutions, strategies, and methodologies we implement improve your organization.

CONSULTING SERVICES	
ORGANIZATIONAL STRATEGY	TESTING, RECRUITMENT & SELECTION
• Workforce & Succession Planning	• Job Analysis
• Organizational Assessment, Redesign and Re-Engineering	• Develop/Deliver Assessment Center Services
• Performance Management	• Executive Search
• Employee Engagement	• Test Development*
• Change Management	• Test Administration*
• Complaint Investigations & HR Outsourcing	*(for employment and licensing certification)
CLASSIFICATION AND COMPENSATION	TRAINING AND DEVELOPMENT
• Classification	• Training
• Compensation	• Coaching
	• Accelerated Leader 360° Assessment™
	• Leadership Development

Signature: 

Authorized Name: Rania G Hanna  
 Position: President  
 On behalf of: Sunshine Enterprise USA

## KEY PERSONNEL FOR THIS PROJECT



**Email**

info@seu-usa.com



**Phone**

407-636-2982



**Address**

500 Winderley Pl., St 218,  
Maitland, FL 32751

## Key Personnel for this Project

### **Rania Hanna** **President**

Rania Hanna is an expert in the Recruitment, Payroll, Accounting and Staffing Industry



After living abroad for a few years, Rania developed a passion for Staffing and Finance business. She joined a large company in 2002 and had the opportunity to work all over the world with individuals and Corporations. In 2016, she formed Sunshine Enterprise USA with the initial intention of working with just Recruitment, Staffing, and Payroll Services.

She started servicing clients in response to the varied work climate that accompanied the construction, utilities, environmental and civil engineering industries. The constant disparities in workloads, varying contract locations, seasonal requirements and periodic need for specialists or professionals with unique skills makes it difficult to maintain proper staffing levels in these sectors. Understanding these recurring niche industry problems, Rania was chartered to serve the staffing needs of industries with strict regulatory guidelines and cyclic/seasonal trends.

Rania is results orientated professional, offering over 15 years of progressive responsibility in recruiting. Consistently recognized as strategic and a change agent with the proven ability to design, build and re-organize recruitment teams to meet or exceed corporate talent objectives. Resourceful decision maker who combines integrity, exemplary leadership and proven operational skill to lead complex projects from conception through completion. Motivated by quality and the customer experience, looks for out-of-the-box solutions in delivering best practice results.

**Sam Faragalla, MA, SHRM-SCP**  
**Vice President, Marketing and Business Development**  
**Project manager and liaison officer for this bid**

Sam Faragalla, MA, SHRM-SCP is an expert in the Staffing and Recruitment industry. He is Human Resources Executive with over 15 years of comprehensive human resources experience including staffing, recruitment and retention, conflict resolution, change management, labor relations and benefits administration. Proven experience collaborating with senior management to conduct Human Resources strategic planning in order to support and further corporate goals. Possess broad knowledge of human resources in a variety of sectors including union and non-union environments and Fortune 500 companies with a large number of exempt/non-exempt employees. Demonstrated experience initiating cost containment strategies resulting in significant savings. Excellent ability to address and implement strategic plans for talent acquisition, retention and succession planning. Proven skills in labor and employment law including complaint investigation to thwart legal action.



**Expertise in**

Operations Management  
Training & Development  
Employee Relations

Compensation/Benefits Design  
Harassment/EEO Compliance  
Policy Design & Administration

He has been involved with his current and previous employers in a variety of projects. These projects include both public and private sector work, as either a prime or subcontractor. Public projects were large bid projects. These projects range from less than \$100M to in excess of \$600 million, individually.

Also, as part of his background, he has worked overseas in Oil & Gas then locally in Transit, Transportation and Heavy Civil Construction industries. Regardless of titles, all the roles he has filled has been "Hands-On" with day-to-day involvement in routine tasks, as well as managing the Business and Projects. He has a strong expertise in:

- Executive Recruitment Industries (Utilities, Infrastructure, Environmental, Marine, Construction, Oil & Gas, Manufacturing and Industrial)
- Recruitment and retention
- Employee relations and mediation
- Handbooks, policies and procedures
- Total Rewards and Benefits management
- Morale and communications
- Mentoring and counsel of staff and management
- Employment law & Legal compliance issues
- Performance management
- Diversity and Inclusion
- Corporate Social Responsibility

Sam maintains SHRM- Senior Certified Professional HR certifications that is along with his Master and Bachelor Degree.

**Marwa Mazin**  
Commercial Director

Marwa Mazin, MBA, is a detail and goal-oriented professional with 9 years of experience in Sales in the Middle East, including those dedicated to the recruitment and staffing industry. Nominated one of the twelve young talents worldwide in one of her previous tenures in the UAE.


***Professional Experience***

- She has excellent management, communication, negotiation, planning, interpersonal, and organizational skills and extensive experience in building and fostering long-term business relationships as well as managing the whole sales operations process.
- Driven by striving for excellence and exceeding expectations, always aims at planning and pursuing successful strategies to achieve all company goals.
- Demonstrated skills in problem-solving and handling conflicts and dispute resolution.
- Recognized as an invaluable asset thanks to multi-tasking skill sets and exemplary performance as a self-starter and principled hard-working person.

***Education***

- MBA - Windsor University - Canada

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 **Email**  
info@seu-usa.com **Phone**  
407-636-2982 **Address**  
500 Winderley Pl., St 218,  
Maitland, FL 32751

## **Amy Pelland**

### **Senior Executive Recruiter**

Amy is a Recruiting and HR professional with years of progressive experience identifying individuals' strengths.

With a Bachelor of Science from Florida International University, she began her career after college as a Career Services Coordinator at a well-known Computer Sciences School. Amy has placed over 250 successful candidates covering all areas of public sector executive search including city, county, state, special district, and regional governments.



### ***Professional Experience***

- In addition to recruiting experience Amy is also a Veteran and served 6 years in the US Air Force as a Medic. She has served her country but stateside and overseas to include a deployment to Afghanistan.
- Conducting public sector recruitments for executive level positions (includes upper- and mid-management, department directors, and council/board appointed positions).
- Managing entire recruitment process: develop and submit responses to proposals, meet with clients to understand their recruitment needs and develop a project plan, develop marketing brochures for recruitments, place advertisements, and research and identify potential candidates. Proactively contact potential candidates; market the position to them. Conduct screening interviews. Facilitate the entire interview process. Perform thorough reference checks and oversee extensive background checks on candidates. Negotiate employment agreements.

### ***Education***

- Western Governors University: Bachelor of Science in Human Resources Management

## **Helen Blondel**

### **Senior Executive Recruiter**

Helen is a Recruiting and HR professional with years of progressive experience identifying individuals' strengths.

With a Bachelor of Science from Florida International University, she began her career after college as a Career Services Coordinator at a well-known Computer Sciences School, where she successfully placed 360+ executives in various professional capacities. She facilitated the hiring process for 50+ employers by providing recruiters relevant resumes of qualified applicants with timely follow up.



### ***Professional Experience***

- In her subsequent roles, she composed job descriptions and orientation checklists for over 200+ positions in the Transit, Transportation, Construction, Healthcare, and Hospitality industries. Helen also coordinated career fairs, orientations, and other company events.
- She has extensive experience with, and a strong respect for confidentiality, as she also specialized in Labor Relations for the most high-profile touristic property in Miami Beach. There, she maintained extremely sensitive employee information, listened to both sides of employee and employer concerns, reduced the number of union grievances on a monthly basis through effective communication with union representatives and thorough adherence to the Collective Bargaining Agreement, and ultimately resolved significant Labor issues that would otherwise have been escalated.
- With her years of experience leading orientations for new hires in the Heavy Civil Construction & Technology industries and beyond, she conducts 100+ interviews monthly for associate, entry-level, and executive-level roles. She is committed to matching jobseekers to their dream opportunities, and employers to their ideal candidates

### ***Education***

- Florida International University: Bachelor of Science Degree in Hospitality & Tourism.



#### **Email**

info@seu-usa.com



#### **Phone**

407-636-2982



#### **Address**

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# PROJECT UNDERSTANDING AND APPROACH



**Email**

info@seu-usa.com



**Phone**

407-636-2982



**Address**

500 Winderley Pl., St 218,  
Maitland, FL 32751





CENTRALIZED REQUEST FOR QUOTE  
PROC FOLDER: 1475603  
TECHNICAL TEMPORARY STAFFING SERVICES  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET EAST  
POST OFFICE BOX 50130  
CHARLESTON, WV 25305-0130

October 31, 2024

## WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT

### Work Plan – (*Scope of Services*)

As the successful contractor, we will provide you with the quality services and expertise our clients have come to expect. We have a strong history of recruiting diversified workforce as it is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to all applicants and team members

**“The Company provides equal opportunity in all of its recruitment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniform service member status, marital status, domestic partner status, pregnancy, age, medical condition, disability, genetic information or any other protected status in accordance with the requirements of all federal, state and local laws”.**

### **Our Management Services Feature:**

- Designing a customized recruitment strategy to match your history and leadership patterns, current issues and future challenges;
- A calendar that starts immediately upon authorization to proceed, includes regular progress reports, and usually concludes within 10 to 20 days. We can expedite the search if desired, and will work with the Project Manager and Board of Directors' meeting schedules as needed;
- An extensive, narrative-written job profile including your organization's history and leadership patterns, current issues, and future challenges of the job;
- A recruitment process and approach that includes advertising, but also relies more upon aggressive networking than passive advertising;
- A large pool of applicants who meet the minimum qualifications and a targeted, diverse pool of qualified, proven candidates for interview;
- Comprehensive reference and background checking;
- Ongoing quality review of project deliverables, time and service benchmarks, weekly status reports, candidate reports, and coordination/communication between Sunshine Enterprise USA and the Hiring Manager and Selection Committee;
- Personal guidance and assistance to the Clients, Board, Selection Committee, Human Resources, Departmental representatives, and other staff that facilitates interviews, candidate travel, evaluation of candidates, decision-making, relocation, negotiations, and employment agreement assistance with the candidate selected.

## **Task Summary – General Approach:**

We have a straightforward, structured search process. We adapt it to your requirements, and then ask you to join us as partners in its implementation. We will work closely with the Clients' Selection

Committee, management and staff to establish agreed upon strategy, tools, critical path items and decision points of note in the search process.

Please see "Project Team and Resumes" for our firm's work team assignments. At each stage, we provide written materials, training, and explanations as needed. Although we follow a clear strategic work plan and closely monitor agreed upon tasks and goals, we also believe that, in the long term, results are most important.

## **The following Tasks and Outcomes address the general approach and services provided:**

- **Scope of Services**

The scope of services will consist of recruitment/market strategy, recruitment including advertisements, mailings, networking, cold calling and development of a position profile/brochure; candidate contacts/evaluation, screening, including review and the development of a written Progress and Final Report of leading candidates and finalists; performing reference and background checks; regular verbal and written status reports; assisting in the interview process, candidate negotiation, and holding periodic meetings with the Board, the Selection Committee and appropriate designated staff.

- **Key Meetings**

We will also meet with The Selection Committee, designated staff, community/public representatives, and other key stakeholders at the beginning of the contract to identify major issues the future hires will face; determine the critical qualifications for the position(s) as identified by you; establish specific timelines; and collect information to develop the search criteria and develop a search profile. We would also anticipate at least two later meetings to discuss/review the written Progress Report (Leading Candidates), and participate in final interviews (Final Report).

- **Advertising**

Appropriate advertising will be used. This includes hard-copy publications and electronic media and other organizations and publications specific to the type of position including to the job type as well as Industry web-site, local media, etc. Please note, however, that in our experience, the best candidates often come from networking rather than advertisement. We therefore focus a great deal of time on the networking and personal contacts. Our recruiters use a variety of sourcing methods which include both technology-based resources as well as more traditional sources, such as networking and employee referrals.

### **Local Sourcing**

Our search begins in the local community where our candidates live and work.



#### **Email**

info@seu-usa.com



#### **Phone**

407-636-2982



#### **Address**

500 Winderley Pl., St 218,  
Maitland, FL 32751



### Local Sourcing

Our search begins in the local community where our candidates live and work.

- Community Resources.
- Veterans Events and Resources
- Employee Referrals
- Passive Job Seekers
- Local newspaper, radio stations and TVs
- Billboards
- LinkedIn
- Glassdoor
- HealthcareITCentral
- HealthJobsNationwide
- Indeed
- CSMFO
- CFMA
- NFBPA
- Governmentjobs.com
- International Hispanic Network
- USAjobs.com
- Universities
- Community Colleges
- BioSpace
- Monster
- Dice

### Niche Sourcing

Our focused sourcing allows us to become experts in terminology, nuances and regulations of each industry.

- Diversity Resources
- Professional Organizations
- Targeted Advertising and Job Fairs

### Internet Sourcing

We use state of the art recruiting systems, industry job boards and social networking sites to reach job seekers online.

- Industry Job Boards
- Advanced Search Techniques

By focusing our recruiting efforts on Local, Niche and Internet sourcing, we can ensure that you receive the only best qualified candidates.

The Advertising and Recruitment stage includes ad placement, email distribution of the Position Profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

### Ad Placement/ Social Media and Marketing of Position

The Executive Recruiter and client work together, to determine the best ways to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

### Ongoing Communication with Applicants and Prospects

Sunshine Enterprise USA communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which Sunshine Enterprise USA excels. Sunshine Enterprise USA also utilizes Google Alerts for each client organization and provide updates to our Executive Recruiters and applicants of any references made regarding the client organization in various media outlets.



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#### Address

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- **Initial Candidate Screening**

We sort candidates based on the criteria established, profile, comments from peers and colleagues, training & education, resume/bio review, communication ability and experience, accomplishments, references, background checks, telephone and personal meetings, review of appropriate writing and work samples, the degree of their expressed interest/commitment to consider the specific position, and many other methodologies. The written Progress Report and Progress Meeting that is provided to you is also key to assuring that we are on track and to narrow the field from leading candidates to finalists for interview and reduce (with your input) to a list of screened finalists.

#### **Success Profile**

The desired skills, experience and temperament critical to successful performance are all factors of the Success Profile.

#### **Phone Screen**

An initial telephone screen verifies a candidate's overall availability and fit as a contract employee. We address ability to perform the position and establish availability for the duration of the position. If we feel the employee is a good match, we will set up an appointment for a personal interview.

- **Interview Process**

In addition to our telephone interview/screening/assessment of candidates, and face-to-face or video conferences with potential finalists, we will assist with the interview process as well as provide negotiation support.

#### **In-Depth Personal Interview**

Every candidate undergoes a comprehensive assessment process, which includes both in-person and virtual interviews. Our commitment to thorough evaluation ensures that each candidate possesses the essential qualifications, relevant experience, and the temperament necessary for the position. During these interviews, our skilled recruiters meticulously evaluate the candidate's ability to perform the designated role, confirm availability for the start date and duration of the assignment, and validate previous salary history and current salary requirements. The combination of in-person and virtual interviews allows us to holistically gauge candidates' capabilities while providing flexibility for those who may be geographically distant or prefer the convenience of virtual interactions. This approach ensures that our hiring process is both rigorous and adaptable, ultimately leading to the selection of candidates who align seamlessly with our organizational needs.

#### **Follow-Up Interview**

The candidate is interviewed a second time, either over the phone or in person. The purpose of this interview is to review the position and its requirements and assure again that the candidate is capable and willing to meet job expectations of Sunshine Enterprise USA and The Client.

#### **Assessments (DiSC and I-OPT)**

It is critical for you to know as much as you can about your new employees, managers, executives before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions.



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Maitland, FL 32751

Sunshine Enterprise USA uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

The I-OPT Assessment is a tool that measure how a person perceives and processes information. How someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.

- **Candidate Screening**

Together with the designated staff/contacts, we will reduce the pool of candidates to a list of no more than 15 semi-finalists and from there to approximately five or six (5-6) screened candidates for interview. Summary information will be provided on the leading candidates to include – background, achievements & strengths, etc. We also conduct initial reference and social media checks on the top candidates invited for interviews. A complete background and reference check will be conducted on the final candidate.

- **Reference & Background Screening**

Applicant information is verified via discussion with the applicant, peers, colleagues, subordinates, bosses, news media, review of reports & documents, writing samples, background screening and references, education & employment verification, telephone, video conference and/or face-to-face meetings/interviews, and other means including occasional psychological testing and assessment centers. DMV, Criminal, Credit and other background checks are also completed.

### **Employment and Reference Verification**

A minimum of five reference checks will be performed for each candidate before he/she is placed on a contract. The references we obtain are recent, relevant to the position and from a direct supervisor. We verify dates of employment, job description and assess overall ability through contact with each reference and employers.

- **Selection Process**

Selection is made using all of the above plus an interview(s) between the candidate(s) and you. We also involve the candidate's family and significant others in the process as appropriate. During the interview and screening process, we will consult and assist you with screening including rating and other tools.

- **Offer Negotiations**

We work closely with the final candidate(s) and you to help negotiate an offer, acceptance, employment agreement/contract, starting date, etc. This often includes assistance drafting offer letters, compensation/benefit research, contract/agreement review, discussion with legal counsel when appropriate, and individual negotiation. We make it a point to be available to help both the final candidate and you to reach an amiable conclusion that ends with confidence and enthusiasm on both sides.

**Email**

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**Phone**

407-636-2982

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- **The Hiring Manager, Selection Committee, Human Resources & Appointing Authority**

As noted earlier in this proposal, we have worked with hundreds of public sector and private sector clients including cities, counties, states, the federal government, and numerous utilities, transportation, educational institutions and other public service organizations. As such we have also worked with the Boards, Councils, Advisory Boards, Stakeholder Groups, and Committees, Selection Committees, Public & Citizen's groups, State, Local and Federally legislated and mandated advisory boards, commissions, as well as elected local, state, and national representatives. The Client, Appointing Authority, Selection Committee and other Executives (and their delegates) are critical to the search process from assistance in providing initial information regarding goals and objectives of The Client, criteria relevant to the duties and responsibilities of the position being recruited including input and approval of the overall recruitment process and recruitment profile/challenge statement/ brochure, interview and selection of the final candidate, approval of the final employment agreement, etc. Our role is to assist in the process and to consult with and help you to make a well-informed decision. We believe the final choice is yours to make. We will help you make a well-informed choice by framing what we have together learned about the candidates in the context of the job and specific requirements. Our role is to help make that decision easier.

- **Search Closure/Sign-offs**

At the end of the search, all applicants will be appropriately notified of the result in a professional manner that reflects well on the client.

- **Quality Control/Assurance**

All work done as part of any and all search or consulting work for the Client will be subject to quality assurance, quality monitoring, quality improvement, task review and/or confirmation, and standards review as part of current Sunshine Enterprise USA's Policy and Operating standards. Overall supervision is provided by the President of the company with support from the Executive Vice President and Vice President/General Counsel as needed. We will establish benchmarks in conjunction with the Client as required or appropriate.

- **End-to-End Requisition Lifecycle**

<b>Vacancy Management</b>	<ul style="list-style-type: none"> <li>• Notification of open vacancies</li> <li>• Monitor requisition process through the applicant tracking system for approval</li> <li>• Manage internal applicants if necessary</li> <li>• Develop external postings with hiring manager</li> <li>• Post vacancy to Government websites, career page, jobs boards selected through program agreement</li> <li>• Manage and update all candidate flow and vacancy status for open vacancies using the applicant tracking system</li> <li>• Close vacancy and remove from external posting upon start date</li> </ul>
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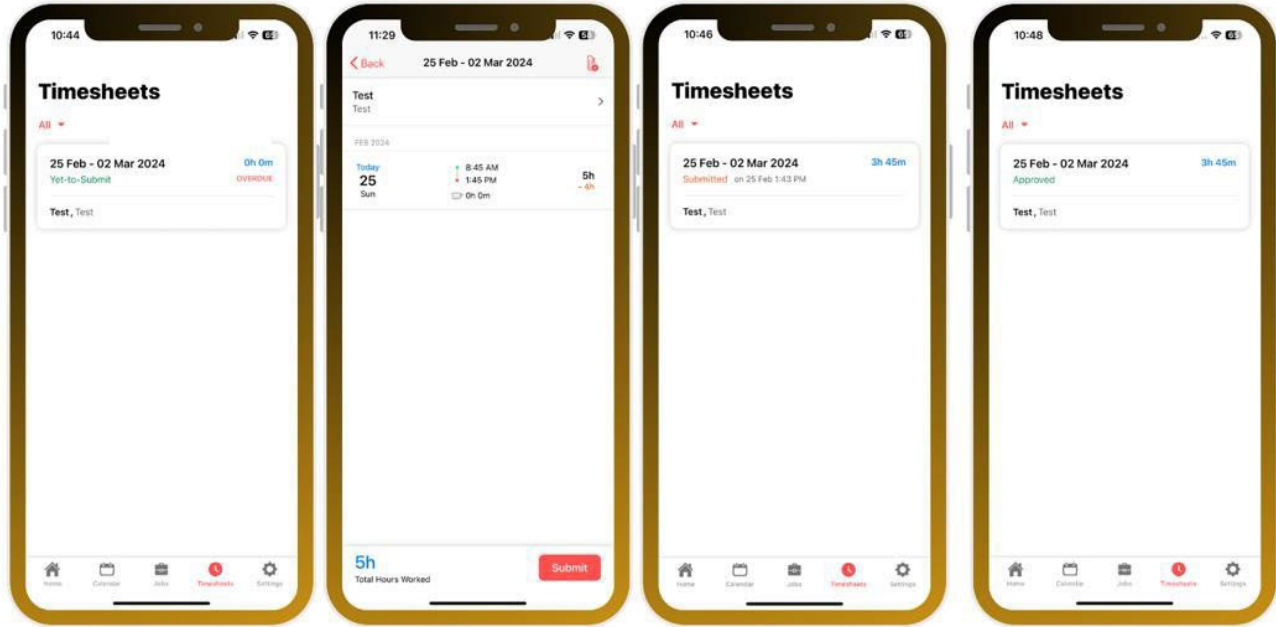


<b>Candidate Sourcing</b>	<ul style="list-style-type: none"> <li>• Create branding messages that address WHY, WHO, Objections and FAQ's</li> <li>• Work collaboratively with CalOptima to provide clear business requirements and recommendations to improve the candidate experience and career site</li> <li>• Engage in ongoing pipeline/building networks for reliable skill-sets</li> <li>• Leverage national job boards, niche job board sites, relationship with professional associations</li> <li>• Provide bes-in-class supplemental position recommendations</li> <li>• Use of social media channels to build and manage employment brand</li> <li>• Host job fairs, Colleges &amp; Universities career fairs and community events as necessary</li> </ul>
<b>Candidate Screening/Disposition</b>	<ul style="list-style-type: none"> <li>• Perform phone screens to identify most qualified candidates</li> <li>• Screen candidates utilizing tools and/or recruiters consistent with agreed upon hiring criteria</li> <li>• Send disposition communication to all candidates that are not qualified</li> </ul>
<b>Candidate Presentation/ Submittal &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Provide research and data to hiring manager that supports recruiting activity</li> <li>• Provide shortlist of candidates for consideration to hiring manager</li> <li>• Manage communication with hiring manager to provide real-time requisition updates</li> </ul>
<b>Interview Logistics</b>	<ul style="list-style-type: none"> <li>• Schedule all phone, video and in-person interviews with hiring team</li> <li>• Manage all travel requests and logistics for in-person interviews</li> </ul>
<b>References/ Drug Testing/ Background Screening/Badges/ Clearance Processing</b>	<ul style="list-style-type: none"> <li>• Perform reference checks using agreed upon process</li> <li>• Initiate drug testing and background check screening per the policy</li> <li>• Facilitate clearance checks, if required</li> </ul>
<b>Offer Management</b>	<ul style="list-style-type: none"> <li>• Develop employment offer terms with hiring manager to include but not limited to compensation, education and health benefits</li> <li>• Extend verbal offer to selected candidate</li> <li>• Compose offer letter and facilitate hiring manager review and approval process</li> <li>• Deliver offer letter to applicant</li> <li>• Manage all offer negotiation communication between applicant and hiring manager</li> </ul>
<b>Onboarding</b>	<ul style="list-style-type: none"> <li>• Send on boarding forms and start date, logistics, instructions along with the company policy to the new hires.</li> <li>• Collect forms designated as required prior to and on start date</li> <li>• Help to coordinate first day experience</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Provide real time reporting and metrics</li> <li>• 14 &amp; 45 days review with new hires then shared with hiring manager</li> <li>• Monthly and quarterly partnership reviews to include: SLA performance, candidate and requisition data, key messaging and highlights, and recommendations for program enhancement</li> </ul>

Signature: Rania Hanna

Authorized Name: Rania G Hanna  
 Position: On President  
 behalf of: Sunshine Enterprise USA

## Zoho Workerly – Submitting Timesheets



## Zoho Workerly – Approver's Guide

As soon as a timesheet is submitted:

1. The designated approver will be **notified via email** about the submitted timesheet.
2. The approver can then review the timesheet and choose to **accept** or **reject** it.
3. Additionally, the designated approver can add **remarks** before submitting.
4. A **success message** will be displayed upon successful submission of approval.

04/05/2021 to 10/05/2021						
DATE	START TIME	END TIME	BREAK HOURS	REMARKS	TOTAL HOURS	TOTAL COST
04/05/2021 (Tue)	09:00 AM	06:30 PM	00:30		09 hrs 00 mins	\$ 9.00
Shift Timing				Total Hours	Cost	
Regular Working Hours				09 hrs 00 mins	\$ 9.00	
						Total Cost: \$ 90.0
05/05/2021 (Wed)	09:00 AM	05:00 PM	01:00		07 hrs 00 mins	\$ 7.00
06/05/2021 (Thu)	09:30 AM	06:00 PM	00:30		08 hrs 00 mins	\$ 8.00
07/05/2021 (Fri)	09:10 AM	05:55 PM	00:30		08 hrs 15 mins	\$ 8.25
08/05/2021 (Sat)	09:30 AM	07:00 PM	00:30		09 hrs 00 mins	\$ 9.00
09/05/2021 (Sun)	10:00 AM	06:00 PM	00:30		07 hrs 30 mins	\$ 7.50
Timesheet feedback.						
<div></div>						
				<div>Reject</div>	<div>Approve</div>	



## CONTACTS INFORMATION



**Email**

info@seu-usa.com



**Phone**

407-636-2982



**Address**

500 Winderley Pl., St 218,  
Maitland, FL 32751

## Contact Information

### Contact Information for Binding Official / Primary Contact

---

Rania Hanna, President  
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 218, Maitland, FL 32751

Phone no.: 407-633-0188

Email: [raniah@seu-usa.com](mailto:raniah@seu-usa.com)

### Project Manager and Liaison Officer of this bid 24/7

---

Sam Faragalla, Executive Vice President  
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 218, Maitland, FL 32751

Phone no.: 407-308-7989

Email: [samf@seu-usa.com](mailto:samf@seu-usa.com)



#### Email

info@seu-usa.com



#### Phone

407-636-2982



#### Address

500 Winderley Pl., St 218,  
Maitland, FL 32751



CENTRALIZED REQUEST FOR QUOTE  
PROC FOLDER: 1475603  
TECHNICAL TEMPORARY STAFFING SERVICES  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET EAST  
POST OFFICE BOX 50130  
CHARLESTON, WV 25305-0130

October 31, 2024

### **BIDDER'S FACILITIES & Corporate Headquarters**

Sunshine Enterprise USA, have the following facilities:


Purpose of Facility	Location
• Head Office /Administration	500 Winderley Pl., St 218, Maitland, FL 32751

Signature: Rania G Hanna

Authorized Name: Rania G Hanna  
Position: President  
On behalf of: Sunshine Enterprise USA

 **Email**  
info@seu-usa.com

 **Phone**  
407-636-2982

 **Address**  
500 Winderley Pl., St 218,  
Maitland, FL 32751

## REFERENCES

## LIST OF VERIFIABLE REFERENCE

<b>1. Nicholas Pollock</b> Manager, ITS Service Desk Tampa International Airport Office: (813) 676-4594 Cell: (813) 215-8411 <a href="mailto:NPollock@TampaAirport.com">NPollock@TampaAirport.com</a> Date of Services: From July 2017 until present	<b>2. Doug Wycoff</b>  Deputy Director, ITS Engineering & Operations Tampa International Airport/Aviation Authority Office: (813) 546-8125 Cell: (813) 215-2645 DWycoff@TampaAirport.com  Date of Services: From July 2017 until present
<b>3. Leslie Ewins</b>  Sr. Human Resources Cal Optima Office: 714-347-5724 leslie.ewins@caloptima.org  Date of Services: From August 2021 until present	<b>4. James Wills</b>  Sr. Vice President of business development The Middlesex Corporation 10801 Cosmonaut Blvd. Orlando, FL 32824 jwills@middlesexco.com Office: 407-515-3567 Date of Services: since June 2014 Until: Present

**Email**

info@seu-usa.com

**Phone**

407-636-2982

**Address**

500 Winderley Pl., St 218,  
Maitland, FL 32751

# PROPOSAL FORM



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Quote  
Service - Prof

<b>Proc Folder:</b> 1475603			<b>Reason for Modification:</b>
<b>Doc Description:</b> TECHNICAL TEMPORARY STAFFING SERVICES			
<b>Proc Type:</b> Central Master Agreement			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2024-10-02	2024-10-31 13:30	CRFQ 0511 MIS2500000001	1

BID RECEIVING LOCATION

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

VENDOR

**Vendor Customer Code:**

**Vendor Name :** Sunshine Enterprise USA LLC

**Address :** 500 Winderley Place Suite 218

**Street :** 500 Winderley Place Suite 218

**City :** Maitland

**State :** Florida **Country :** Orange **Zip :** 32751

**Principal Contact :** Rania Hanna

**Vendor Contact Phone:** 407-636-2982 **Extension:** 1000

FOR INFORMATION CONTACT THE BUYER

Crystal G Hustead  
(304) 558-2402  
crystal.g.hustead@wv.gov

Vendor  
Signature X

FEIN# 82-2013540

DATE Oct 29, 2024

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF HEALTH, OFFICE OF SHARED ADMINISTRATION, OFFICE OF MANAGEMENT INFORMATION SERVICES, IS SOLICITING BIDS TO ESTABLISH A CONTRACT FOR TECHNICAL TEMPORARY STAFFING SERVICES PER THE ATTACHED DOCUMENTS.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS\*\*\*

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Senior Web Application Analyst	2080.00000	HOUR	71.11	147,900

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

4.1.1 Senior Web Application Analyst - quantity of hours listed is for bidding purposes only.

INVOICE TO			SHIP TO		
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US			HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US		

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Senior Web Application Analyst Optional renewal year 1	2080.00000	HOUR	73.24	152,337

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Web Application Analyst Optional renewal year 1-quantity of hours listed is for bidding purposes only.



INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Senior Web Application Analyst Optional renewal year 2	2080.00000	HOUR	75.44	156,907.11

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Senior Web Application Analyst Optional renewal year 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Senior Web Application Analyst Optional renewal year 3	2080.00000	HOUR	77.70	161,164.32

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Senior Web Application Analyst Optional renewal year 3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Senior Application Oracle Database Administrator	2080.00000	HOURL	78.66	163,609.30

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

4.1.2 Senior Application Oracle Database Administrator-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Senior Application Oracle Database Administrator Opt Ren Yr1	2080.00000	HOURL	81.02	168,517.58

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Senior Application Oracle Database Administrator Opt Ren Yr2	2080.00000	HOUR	83.45	173,573.11

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Senior Application Oracle Database Administrator Opt Ren Yr3	2080.00000	HOUR	85.95	178,780.30

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Senior Application DB2 Database Administrator	2080.00000	HOUR	84.81	176,411.35

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

4.1.3 Senior Application DB2 Database Administrator-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Senior Application DB2 Database Administrator Opt Ren Yr1	2080.00000	HOUR	87.36	181,703.69

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application DB2 Database Administrator Opt Ren Yr1-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Senior Application DB2 Database Administrator Opt Ren Yr2	2080.00000	HOUR	89.98	187,154.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Senior Application DB2 Database Administrator Opt Ren Yr2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Senior Application DB2 Database Administrator Opt Ren Yr3	2080.00000	HOUR	92.68	192,769.45

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Senior Application DB2 Database Administrator Opt Ren Yr3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	SQL Server Database Administrator	2080.00000	HOUR	77.89	162,009.95

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 4.1.4 SQL Server Database Administrator-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	SQL Server Database Administrator Opt Ren Yr 1	2080.00000	HOUR	80.23	166,870.25

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 SQL Server Database Administrator Opt Ren Yr 1-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	SQL Server Database Administrator Opt Ren Yr 2	2080.00000	HOUR	82.63	171,876.36

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 SQL Server Database Administrator Opt Ren Yr 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	SQL Server Database Administrator Opt Ren Yr 3	2080.00000	HOUR	85.11	177,032.65

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 SQL Server Database Administrator Opt Ren Yr 3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Help Desk Analyst	2080.00000	HOUR	26.35	54,800.72

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

4.1.5 Help Desk Analyst-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Help Desk Analyst Optional Renewal Year 1	2080.00000	HOUR	27.14	56,444.74

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Help Desk Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.



INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Help Desk Analyst Optional Renewal Year 2	2080.00000	HOUR	27.95	58.138.08

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Help Desk Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Help Desk Analyst Optional Renewal Year 3	2080.00000	HOUR	28.79	59,882.23

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Help Desk Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Business Analyst	2080.00000	HOUR	66.09	137,473.05

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 4.1.6 Business Analyst-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Business Analyst Optional Renewal Year 1	2080.00000	HOUR	68.08	141,597.24

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Business Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Business Analyst Optional Renewal Year 2	2080.00000	HOURL	70.12	145,845.16

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Business Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Business Analyst Optional Renewal Year 3	2080.00000	HOURL	72.22	150,220.51

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Business Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Information Systems Assistant	2080.00000	HOUR	23.78	49,463.85

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

4.1.7 Information Systems Assistant-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Information Systems Assistant Optional Renewal Year 1	2080.00000	HOUR	24.49	50,947.77

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Information Systems Assistant Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Information Systems Assistant Optional Renewal Year 2	2080.00000	HOUR	25.23	52,476.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Information Systems Assistant Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Information Systems Assistant Optional Renewal Year 3	2080.00000	HOUR	25.99	54,050.48

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Information Systems Assistant Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Programmer Analyst	2080.00000	HOURL	42.27	87,922.20

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 4.1.8 Programmer Analyst-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Programmer Analyst Optional Renewal Year 1	2080.00000	HOURL	43.54	90,559.87

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
 Programmer Analyst Optional Renewal Year 1-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Programmer Analyst Optional Renewal Year 2	2080.00000	HOUR	44.84	93,276.66

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Programmer Analyst Optional Renewal Year 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	Programmer Analyst Optional Renewal Year 3	2080.00000	HOUR	46.19	96,074.96

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Programmer Analyst Optional Renewal Year 3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	Senior Mainframe Application Analyst	2080.00000	HOUR	50.75	105,560.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

4.1.9 Senior Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
34	Senior Mainframe Application Analyst Optional Ren Yr 1	2080.00000	HOUR	52.27	108,726.80

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Mainframe Application Analyst Optional Ren Yr 1-quantity of hours listed is for bidding purposes only.



INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
35	Senior Mainframe Application Analyst Optional Ren Yr 2	2080.00000	HOUR	53.84	111,988.60

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Mainframe Application Analyst Optional Ren Yr 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
36	Senior Mainframe Application Analyst Optional Ren Yr 3	2080.00000	HOUR	55.46	115,348.26

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Mainframe Application Analyst Optional Ren Yr 3-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
37	Mainframe Application Analyst	2080.00000	HOUR	48.21	100,282.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

4.1.10 Mainframe Application Analyst-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
38	Mainframe Application Analyst Renewal Yr 1	2080.00000	HOUR	49.66	103,290.46

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Mainframe Application Analyst Renewal Yr 1-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
39	Mainframe Application Analyst Renewal Yr 2	2080.00000	HOUR	51.15	106,389.17

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Mainframe Application Analyst Renewal Yr 2-quantity of hours listed is for bidding purposes only.

INVOICE TO		SHIP TO	
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV US		HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
40	Mainframe Application Analyst Renewal Yr 3	2080.00000	HOUR	52.68	109,580.85

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Mainframe Application Analyst Renewal Yr 3-quantity of hours listed is for bidding purposes only.

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	VENDOR QUESTION DEADLINE	2024-10-10

	Document Phase	Document Description	Page 22
MIS2500000001	Final	TECHNICAL TEMPORARY STAFFING SERVICES	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.: CRFQ MIS2500000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

*(Check the box next to each addendum received)*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Sunshine Enterprise USA LLC

Company



Authorized Signature

Oct 29, 2024

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



CENTRALIZED REQUEST FOR QUOTE  
PROC FOLDER: 1475603  
TECHNICAL TEMPORARY STAFFING SERVICES  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET EAST  
POST OFFICE BOX 50130  
CHARLESTON, WV 25305-0130

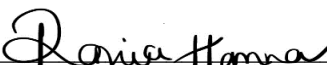
October 31, 2024

### ISRAEL BOYCOTT CERTIFICATION

Pursuant to W. Va. Code 5A-3-63, vendors submitting a bid in response to this solicitation are required to certify as follows:

By submitting this bid, Sunshine Enterprise USA, LLC (hereafter referred to as "Bidder") certifies that it is not currently engaged in, and will not for the duration of this contract engage in, a boycott of Israel.


This certification is made as part of Sunshine Enterprise USA, LLC's submission in response to this solicitation, in compliance with W. Va. Code 5A-3-63.

Signature: 

Authorized Name: Rania G Hanna  
Position: President  
On behalf of: Sunshine Enterprise USA

 **Email**  
info@seu-usa.com

 **Phone**  
407-636-2982

 **Address**  
500 Winderley Pl., St 218,  
Maitland, FL 32751

# **SUPPLEMENTAL SUPPORTING DOCUMENTATION**



**Email**

[info@seu-usa.com](mailto:info@seu-usa.com)



**Phone**

407-636-2982



**Address**

500 Winderley Pl., St 218,  
Maitland, FL 32751

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Sunshine Enterprise USA LLC</b>	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>S</b> <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>500 Winderley Place Suite 218</b> <b>6</b> City, state, and ZIP code <b>Maitland, FL 32751</b> <b>7</b> List account number(s) here (optional)	<b>Requester's name and address (optional)</b>

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. <b>Note:</b> If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table><tr><td colspan="10"><b>Social security number</b></td></tr><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td><td></td></tr><tr><td colspan="10"><b>or</b></td></tr><tr><td colspan="10"><b>Employer identification number</b></td></tr><tr><td>8</td><td>2</td><td>-</td><td>2</td><td>0</td><td>1</td><td>3</td><td>5</td><td>4</td><td>0</td></tr></table>	<b>Social security number</b>													-			-				<b>or</b>										<b>Employer identification number</b>										8	2	-	2	0	1	3	5	4	0
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			-			-																																													
<b>or</b>																																																			
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8	2	-	2	0	1	3	5	4	0																																										

<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	<table><tr><td><b>Sign Here</b></td><td><b>Signature of U.S. person</b> <i>Samuel Faragalla</i></td><td><b>Date</b> <b>04/20/2024</b></td></tr></table>	<b>Sign Here</b>	<b>Signature of U.S. person</b> <i>Samuel Faragalla</i>	<b>Date</b> <b>04/20/2024</b>
<b>Sign Here</b>	<b>Signature of U.S. person</b> <i>Samuel Faragalla</i>	<b>Date</b> <b>04/20/2024</b>		

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



**2024 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT**

DOCUMENT# L17000140922

**Entity Name:** SUNSHINE ENTERPRISE USA L.L.C.

**Current Principal Place of Business:**

500 WINDERLEY PL STE 218  
MAITLAND, FL 32751

**Current Mailing Address:**

2759 MEADOW SAGE CT  
OVIEDO, FL 32765 US

**FEI Number:** 82-2013540

**Certificate of Status Desired:** Yes

**Name and Address of Current Registered Agent:**

HANNA, RANIA G  
500 WINDERLEY PL STE 218  
MAITLAND, FL 32751 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:** RANIA HANNA

02/09/2024

Electronic Signature of Registered Agent

Date

**Authorized Person(s) Detail :**

Title MGR  
Name HANNA, RANIA G  
Address 500 WINDERLEY PL STE 218  
City-State-Zip: MAITLAND FL 32751

Title VP  
Name FARAGALLA, SAM S  
Address 500 WINDERLEY PL STE 218  
City-State-Zip: MAITLAND FL 32751

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

**SIGNATURE:** SAM FARAGALLA

VICE PRESIDENT

02/09/2024

Electronic Signature of Signing Authorized Person(s) Detail

Date

# *State of Florida*

## *Department of State*

I certify from the records of this office that SUNSHINE ENTERPRISE USA L.L.C. is a limited liability company organized under the laws of the State of Florida, filed on June 29, 2017, effective July 1, 2017.

The document number of this limited liability company is L17000140922.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on February 9, 2024, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Ninth day of February, 2024*



  
*Secretary of State*

Tracking Number: 4665995859CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

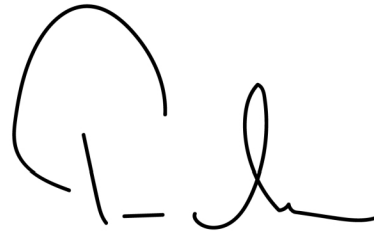
# State of Florida

## Woman Business Certification

Sunshine Enterprise USA LLC

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:

01/11/2023 to 01/11/2025



---

J. Todd Inman  
Florida Department of Management Services



GREATER ORLANDO  
AVIATION AUTHORITY



JACKSONVILLE  
TRANSPORTATION  
AUTHORITY

# *Florida Unified Certification Program*

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

### **CERTIFICATE OF ELIGIBILITY**

***SUNSHINE ENTERPRISE USA LLC***

***MEETS THE REQUIREMENTS OF 49 CFR, PART 26***

***APPROVED NAICS CODES:***

***541612, 561311, 561312***



***Samuel Febres (Sammy)***

***DBE & Small Business Development Manager***

***Florida Department of Transportation***





## **Minority and Small Business Development**

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

**SUNSHINE ENTERPRISE USA L.L.C.**

is hereby certified as a

**Women Business Enterprise (WBE)**

In the following specialty(ies)

**Employment Agency and Search Firm Service**

**The certification is valid from April 18, 2022 to July 1, 2024**

---

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

A handwritten signature in black ink, appearing to read 'Gregory K. Hart'.

**Gregory K. Hart, Manager  
Minority and Small Business Manager**

View current license information at: [Floridahealthfinder.gov](http://Floridahealthfinder.gov)

LICENSE #: 2963  
CERTIFICATE #: 9056

**State of Florida**  
AGENCY FOR HEALTH CARE ADMINISTRATION  
DIVISION OF HEALTH CARE POLICY AND OVERSIGHT  
**Health Care Services Pool**  
**REGISTERED**

This is to confirm that SUNSHINE ENTERPRISE USA L.L.C. has complied with Chapter 400, Part IX, rules of the State of Florida and is authorized to operate the following:

**SUNSHINE ENTERPRISE USA LLC**  
500 Winderley Pl Ste 218  
Maitland, FL 32751-7407

EFFECTIVE DATE: 10/17/2023

EXPIRATION DATE: 10/16/2025



A handwritten signature in black ink, appearing to be "JW", written over a horizontal line.

Jason Weida, Secretary



RE: Sameh S. Faragalla  
Rania G. Hanna  
Sunshine Enterprise USA LLC

This letter is to inform you that the above referenced clients have been members of Fairwinds Credit Union since August 4, 2015. All accounts are in good standing and have been handled as agreed for the entire time period.

Please contact me if you should need any additional information.

Thank you,

Justin Sienkiewicz  
VP Branch Manager  
Credit Union  
*FAIRWINDS*  
407-277-5045  
jsienkiewicz@fairwinds.org  
1475 Tuskawilla Rd. Winter Springs, FL 32708





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/31/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Commercial Lines - (813) 321-7500  USI Insurance Services LLC 2502 N Rocky Point Dr Tampa, FL 33607	<b>CONTACT NAME:</b> Cindy Staley <b>PHONE (A/C, No, Ext):</b> 813-320-0107 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Cindy.Staley@usi.com  <table style="width: 100%;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td><b>INSURER B:</b> QBE Insurance Corporation</td> <td>39217</td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company	18058	<b>INSURER B:</b> QBE Insurance Corporation	39217	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER E:</b>															
<b>INSURER F:</b>															
<b>INSURED</b> Sunshine Enterprise USA 500 Winderley Place, Suite 218  Maitland FL 32751															

## COVERAGES

**CERTIFICATE NUMBER: 15889114**
**REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	X	PHPK2581042	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2581042	8/1/2024	8/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	X	QWC3001463	11/18/2023	11/18/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>Professional Liability</b>			PHPK2581042	08/01/2024	08/01/2025	1,000,000 Each Claim 2,000,000 Aggregate

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

RE: Contract Y23-1036

Certificate holder is included as additional insured with respects to General Liability on a Primary and Non-Contributory basis as per required written contract. Waiver of subrogation applies with respects to General Liability and Workers Compensation as per required written contract.

## CERTIFICATE HOLDER

Orange County, Florida  
 Risk Management Division  
 109 E. Church Street, Suite 200  
 Orlando, FL 32801

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

7/31/2024

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<b>PRODUCER</b> Commercial Lines - (813) 321-7500 USI Insurance Services LLC 2502 N Rocky Point Dr Tampa, FL 33607	<b>CONTACT NAME:</b> Cindy Staley <b>PHONE (A/C, No, Ext):</b> 813-320-0107 <b>E-MAIL ADDRESS:</b> Cindy.Staley@usi.com <b>FAX (A/C, No):</b>
<b>INSURED</b> Sunshine Enterprise USA 500 Winderley Place, Suite 218 Maitland FL 32751	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Insurance Company <b>INSURER B:</b> QBE Insurance Corporation <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 18058 39217

**COVERAGES****CERTIFICATE NUMBER:** 15889113**REVISION NUMBER:** See below

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