Our current company policies, i.e., family leave, bereavement leave, etc., do not comply with the provisions of the EBO. However, I will make the necessary modifications within three (3) months from the date of this affidavit.

FIRST SOURCE HIRING ORDINANCE COMPLIANCE AFFIDAVIT

Contractors (including loan or grant recipients) participating in a City contract that is subject to the First Source Hiring Ordinance (FSHO) are required to certify their compliance prior to contract execution.

As part of their obligations under the FSHO, Contractors must provide the Awarding Department a list of anticipated employment opportunities that they and their subcontractors expect to fill in order to perform the services under the contract. The FSHO-1 form (available at https://bca.lacity.org) should be utilized to inform the Awarding Authority of any such opportunities. If no opportunities are anticipated, contractors do not need to submit the FSHO-1 form prior to contract award, but must report any subsequent employment opportunities on the FSHO-3 form (available at https://bca.lacity.org) as described below.

During the term of the contract, the contractor and their subcontractors shall:

1. At least seven business days prior to making an announcement of a specific employment opportunity, provide notification of that employment opportunity to the Economic and Workforce Development Department.
2. Interview qualified individuals referred by the City's referral resources, and
3. Prior to filling any employment opportunity, inform the Office of Contract Compliance of the names of the referred resources used, the names of the individual(s) referred, and the names of the referred individuals who were interviewed. If the referred individuals were not hired, the contractor should also provide the reason(s) they were not hired.

DECLARATION UNDER PENALTY OF PERJURY

I understand that I am required to permit the City of Los Angeles access to and upon request, must provide certified copies of all company records pertaining to benefits, policies and practices for the purpose of investigation or to ascertain compliance. Furthermore, I understand that failure to comply may be deemed a material breach of any City contract by the Awarding Authority. The Awarding Authority may cancel, terminate or suspend in whole or in part, the contract, monies due or to become due under a contract may be retained by the City until compliance is achieved. The City may also pursue any and all other remedies at law or in equity for any breach. The City may use the failure to comply as evidence against the Contractor in actions taken pursuant to the provisions of the LAAC Section 10.40, et seq., Contractor Responsibility Ordinance.

TERMS OF ACCEPTANCE AND SIGNATURE:

1. James A Champion, the requestor for this "EBO/FSHO Affidavit", warrant the truthfulness of the information provided in the document.

Electronic Signature: [Signature]

James A Champion
First name
Last name

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.

Execution of document by E-signature. By clicking on the check box it signifies an electronic signature. This is considered the legal equivalent of a manual or "wet" signature. Once signed electronically, this document is considered original and legally binding.

BANV-EBO/FSHO (02/2017)
APPENDICES
## The CSG Team of Consultants/Trainers

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<th>Education (Degrees/Certificates)</th>
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</table>
| James Champion    | Black Male / Over 40 40+ Years of Experience | Liberal Arts, Labor Relations, Education  
Civil/Family Mediator, Arbitrator, VA Mediator, TSA Mediator EEO  
Investigator, Fraud Examiner, Myers Briggs, Edge 360, DISC | Miami, Florida | SBE                      |
| Amryl Ward        | Black Female / Over 40 40+ Years of Experience | Masters in Human Resources Mgmt, Sociology/Secondary Education, Executive Leadership, Executive Coach | Charlotte, NC  | OBE                      |
| Thomas Harnden    | White Male / Over 40 35+ Years of Experience | Master's in Business Administration, SPHR, Myers-Briggs Qualified                              | Las Vegas, NV  | OBE                      |
| Thomas J. Simmons| Black Male / Over 40 25+ Years of Experience | Education and Business Administration                                                            | Miami, Florida | OBE                      |
| Jacquelyn Newsom | Black Female / Over 40 25+ Years of Experience | Business Administration, Systems Management, Certified in Myers Briggs, Edge 360, DISC         | Los Angeles, CA| SBE                      |
| Robert Sniderman, PhD | White Male / Over 40 25+ Years of Experience | Psychology Biology, Rehabilitation Counseling, SPHR Senior Certified, Certified Disability Management Specialist, Certified Case Manager | Los Angeles, CA| SLB                      |
| Stacey J. Whaley  | Black Female / Over 40 25+ Years of Experience | Communications Arts and Sciences, Certified Trainer & Development                               | Los Angeles, CA| SBE                      |
| Leslie Edmonds    | Black Female / Over 40 25+ Years of Experience | Arts/English, Lifetime Teaching Credential, Public Relations, Focus Group Moderator, SPHR, MBTI Qualified | Los Angeles, CA| WBE                      |
| Frank Jimenez     | Hispanic Male / Under 40 15+ Years of Experience | Masters Global Management Specialization in Human Resources                                      | Los Angeles, CA| OBE                      |
| Theresa Lindsey   | Black Female / Over 40 10+ Years of Experience | Business Administration                                                                        | Los Angeles, CA| OBE                      |
| Rosemarie Spencer | Black Female / Over 40 10+ Years of Experience | Masters, Counseling, Human Behavior, Leadership Development                                    | Miami, Florida | OBE                      |
HISTORICAL PERSPECTIVE

The SCE contract propelled CSG to another level as a consulting firm. CSG hired additional employees and contracted over twenty consultants to deliver SCE training, as well as to support other clients. During early year 2001, SCE gave CSG a second contract to provide Phase Two Diversity training to its employees and management personnel. During the next two (2) years, CSG took on another major contract. The firm began training and coaching over 1,000 longshore workers in Tacoma, WA in Diversity, Sexual Harassment Prevention, Conflict Resolution, Workplace Violence Prevention, and EEO. Due to the excellent results, over the years the International Longshore Workers Union and Pacific Maritime Association training contract was expanded to include all ports, such as Los Angeles/Long Beach, Seattle, Portland, and Oakland. By 2017 CSG trained well over 25,000 Longshore workers and supervisory personnel, such as Foremen/Walking Bosses.

Clients, such as the Los Angeles Department of Water and Power, Royal Caribbean Cruises Ltd., City of North Miami Beach, Miami Parking Authority, Midwest Express Airlines, Madison Area Technical College, Prison Health Services, Ansa McAl (US), Marine Terminal, and the United States Attorney’s Office utilized the services of CSG to collectively train over 50,000 employees, coach employees, conduct organizational assessments, manage Affirmative Action plans and EEO processes, mediate employee & labor disputes, investigate discrimination/harassment complaints, create operational policies, facilitate organizational change processes, implement succession planning initiatives, establish effective communication systems, design quality (TQM) processes, implement compensation plans, create job designs, conduct executive recruitment searches, and upgrade existing HR processes, as well as support the personal and professional development of key leadership.

Along with many of its original clients, new clients, such as the City of Seattle; County of Los Angeles; Miami International Airport; Burger King Corporation; Jackson Health System; Temple Beth Am; Florida International University; International Transportation Services; US Gypsum; Crackel Barrel, Miami-Dade County; New York Unified Court System; Hannahville Chip-In Casino and Bingo Hall, Miami Dade County, Transportation Security Administration, City of North Miami, Florida Beer, Pacific Clinics, Goodwill Southern California and University of Miami have or are using CSG to positively impact bottom line performance and customer service. As a full-service human resources and management consulting firm, CSG is certified as a minority-owned business enterprise and small disadvantaged business with federal, state and local agencies throughout the country.

“Honoring Tradition While Pioneering Change”
VISION, PHILOSOPHY & BUSINESS PRACTICES

Whether building business leadership, driving change, developing core business values, creating quality work environments, educating employees, establishing policies or promoting customer service, The Champion Services Group, Inc. provides a level of superior service that enhances our clients' competitiveness in today's global marketplace. The Champion Services Group, Inc. (CSG) is a unique Human Resources and Management Consulting Firm that is local, national and international in scope. CSG is passionate about teaming with it’s clients to collaborate and customize people management and customer focused solutions. CSG is diverse in its thinking and process execution, as well as being quality driven, and cost-effective. CSG’s philosophy is driven by our desire to help clients achieve organizational success by understanding that solid people management practices are more than just the right thing to do; they are the foundation of good business for companies, employees, customers and other shareholders.

CSG ADVANTAGE

The Champion Services Group, Inc.'s competitive advantage is in our ability to exceed our client's needs and expectations. We do this because we care about our business relationships and professional reputation. CSG is a quality consulting firm because we practice what we preach. The following are key CSG's competitive advantages that we used to support our clients:

➢ We are high-energy consultants who are ethical, quality-conscious and performance driven.
➢ We have more than 300 years of collective human resources and management consulting experience working with over 90 clients that represent many major industries.
➢ We are a group of diverse consultants who are ethical, experienced and bottom-line focused with an eye on what is the right thing to do for our clients, customers and others.
➢ We have National and International (Germany, Finland, France, Mexico, West Indies & Latin America) training experience in disciplines such as strategic planning, customer service, diversity, conflict resolution, cultural competency, decision making, performance management, team building, safety, workplace violence, sexual harassment/misconduct prevention, and effective communication and the impact of abuse on victims and others.
➢ We have experience working with federal, state and local government agencies, as well as major corporations, small businesses, institutions of higher learning and not-for-profit organizations.
➢ We serve as State Supreme Court mediators, expert witnesses, national fraud examiners, EEO investigators, fact witnesses, executive coaches, facilitators of training and practitioners of human resources services.
➢ We are professional coaches to top executives and individuals such as Presidents and CEO's of Fortune 500 companies; Governments; institutions of higher learning, and small and medium size businesses, and athletes.
➢ We are flexible, adaptable and responsive to our clients' immediate and long terms needs and expectations.
➢ We love our profession and our enthusiasm is demonstrated in the work that we do each and every day.

"Honoring Tradition While Pioneering Change"
BIOGRAPHY OF JAMES CHAMPION

James A. Champion is the President and Chief Executive Officer of The Champion Services Group, Inc. (CSG), a Human Resources and Management Consulting Firm. Mr. Champion is an “out of the box” forward-thinking Human Resources professional with more than forty years of hands-on experience in Human Resources practice and strategic management processes. He received a B.S. Degree in Education from Alabama A&M University. Mr. Champion also earned a Masters Degree in Liberal Studies from the University of Miami, and has also completed an advanced Master’s level curriculum in Labor Relations at Rutgers University. Mr. Champion is certified by the American Management Association (AMA) in the training of adults. He is also a Florida Supreme Court Civil and Family Mediator and Qualified Arbitrator; Transportation Security Administration (TSA), Equal Employment Opportunity Commission (EEOC) and U.S. Department of Veterans Affairs Certified Mediator; and a National Fraud Examiner. His expertise requires him to utilize visionary strategies, research and information gathering, fact-finding analysis, problem-solving techniques and conflict skills to successfully support and guide CSG clients.

Further, Mr. Champion is also skilled in designing and implementing results oriented leadership skills development initiatives which include executive level coaching, 360o skills assessments and balance score card processes. Based on his skills, knowledge and experience, Mr. Champion is a strong leader in strategic planning, business integration, organization development, culture change, performance management, leadership skills development and employee relations matters.

Prior to establishing CSG, Mr. Champion held executive Human Resources positions at Ryder System, Inc., Merrill Lynch & Co., United States Department of Labor and Chase Manhattan Bank. Demonstrating a solid professional and personal track record with these organizations, Mr. Champion developed, established and maintained to their natural conclusion change management processes, workforce reduction initiatives, recruitment and staffing strategies, performance management systems, compensation & benefits programs minority business development procedures, conflict management processes, career development and succession planning initiatives, employee relations and labor relations programs, fact-finding investigation strategies, workplace diversity planning, affirmative action programs, and policies and procedures development. During his career, Mr. Champion also designed, implemented and facilitated many leadership and employee training initiatives, such as strategic planning, performance management, customer service, generational differences, leadership styles, change management, effective communication, behavioral social styles, workplace diversity, conflict management, situation leadership, team building, workplace violence, safety, sexual harassment prevention, and EEO/ADA for over 100,000 management and non-supervisory employees in union and non-union work environments.

Mr. Champion serves on the Board of Directors of a number of community based organizations in South Florida. He is a board member of Jackson Health Foundation and First Serve Miami, Inc. He is also involved with Society for Human Resources Management, Association of Affirmative Action Professionals society and Equal Employment Advisory Council.

“Honoring Tradition While Pioneering Change”
CSG builds on what's already been accomplished and looks at innovative ways to continue these processes. Our focus of “Honoring Tradition While Pioneering Change”™ helps our clients to embrace its history and achievements while re-inventing itself to meet changing organizational and business needs. We understand the content (the “what”) and the process (the “how”) that underscores change. It is with these beliefs that CSG will work in partnership with its clients by conducting:

- Work Climate Studies / Surveys
- Organizational Efficiency Reviews
- Process & Policy Improvement Initiatives
- Strategic Planning & Business Planning Processes
- Balance Score Card Design & Analysis
- Business Integration Strategies
- Organizational Performance Programs

**LEADERSHIP & DEVELOPMENT**

The organization that moves toward internal collaboration to take advantage of the great diversity of information, ideas, technology and people available to it can achieve a unity of purpose. The organization that has an environment with an entrepreneurial spirit that is balanced with leadership learning and personal accountability can't help but be recognized as one that commits itself to creating future success. It is with this belief and follow through that CSG will develop, implement and conduct:

- 360 Degree Leadership Skills Assessments
- Leadership Core Competency Analysis
- Effective People Management Processes
- Performance Management Enhancements
- Critical Thinking & Decision Making Initiatives
- Interpersonal Skills Enhancement Programs
- Coaching & Mentoring for Problem-Solving Solutions

“Honoring Tradition While Pioneering Change”
CSG Team understands the value of a diverse workforce as it relates to business realities. We also know the importance of preparing employees to navigate through the many aspects of diversity regarding cultural, ethnic and language differences, as well as other diverse characteristics such as sexual orientation and generational dynamics. We are experienced in creating strategies, and designing and delivering large scale training and small intimate educational processes for our clients that include:

- Cultural Inclusion & Proficiency
- Behavioral Social Styles Analysis
- Cultural Shifts Through Organizational Change
- Gender Identity, Gender Expression & Sexual Orientation
- Recognizing & Accepting Differences
- Generational Dynamics & Workplace Impact
- Diversity As A Business Reality

**EMPLOYEE TRAINING PROCESSES**

"The challenge is in building an organization that has the culture of continually asking difficult questions about the soul and fate of itself, with the understanding that things are going to continually change in spite of resistance." The "why" for learning is what strikes a cord with employees. When the "whys" are understood, people buy into the learning process. Subsequently, CSG always incorporates into its training why the desired learning is beneficial to the organization and its employees. CSG's training initiatives includes but, is not limited to:

- Decision Making
- Time Management
- Effective Communication
- Project Management
- Change Management
- Team Building
- Strategic Planning
- Integrity & Ethics
- Sexual Harassment Prevention
- Diversity/EEO
- Process Improvement
- Giving/Receiving Feedback
- Performance Management
- Conflict Resolution

"Honoring Tradition While Pioneering Change"
EMPLOYEE RELATIONS & CUSTOMER SERVICE

CSG understands that for organizations to thrive in today's world marketplace they must meet public demands better and faster than in the past. They need to be innovative and proactive to increase production and improve delivery cycles. Often, work processes that have succeeded in the past fail to bridge the gap into the present and create the connection to the future. Being on the leading edge requires a willingness to look at what is working, and what needs to be changed in order to be sensitive to the blending of the old and the new. CSG helps clients meet their employee and customer challenges through:

- Customer Relations
- Behavioral Social Styles
- Marketing & Public Relations
- Teamwork & Team Synergy
- Performance Management
- Interpersonal Communication
- Dynamics of Selling
- Motivation & Recognition
- Multi-Cultural Customer Service
- Dealing With Difficult People

EEO/AAP COMPLIANCE & INVESTIGATION

CSG is accustomed to helping organizations meet EEO/AAP compliance. We understand the process of conducting fact-finding investigations and resolving internal and external complaints. Our practice also supports the development and implementation of Affirmative Action plans and other Equal Employment Opportunity initiatives. CSG's methodology includes the use of:

- Policies & Procedures Design & Application
- Employment Laws & Regulations
- Sexual Harassment/Misconduct Prevention
- Mediation & Alternative Dispute Resolution
- Fact-Finding Investigation
- Workplace Violence Avoidance
- EEO/ADA Education & Awareness Training
- Affirmative Action Planning

“Honoring Tradition While Pioneering Change”
Our diverse talents, overall expertise, knowledge of human resources and understanding of individual differences enable us to deliver value-added solutions to real business challenges across the United States. Our past and present clients include the following organizations:

Aerospace Corporation
Alliant Food Services
American Household, Inc.
Angostura Limited
ANSA McAL (US)
APM/Maersk, Inc.
Appelrouth, Farah & Co., P.A.
AvMed Health Plans
Bashen Corporation
Banyan Health
Bax Global
Beacon Group, LLC
Brooks Tropicals, Inc.
Broward Community College
Burger King Corporation
Burgers and Beer
Cabletron Systems
Celebrity Cruises
City of Miami
City of Miramar
City of North Bay Village
City of North Miami
City of North Miami Beach
City of Seattle
City of Sunny Isles Beach
City of Tamarac
City of Tracy – Police Department
Cordis Corporation Company
Corizon Health
County of Los Angeles
Cracker Barrel
Deloitte & Touche
Embarcadero Systems Corporation
First Serve Miami, Inc.
Florida Beer, Inc.
Florida International University
Florida Power & Light
Foundation Health Services
Futuro Infantil Hispano
Gingiss Formalwear, Inc.
Goodwill of Southern California
Greater Miami Convention & Visitors Bureau
Habitat For Humanity-Miami
Hannahville Chip-In Casino & Bingo Hall
Hitachi Chemical Research, Inc.
ILWU Local 26
Industrial Bank, N.A.
International Longshore & Warehouse Union
International Transportation Services, Inc.
Jackson Health System
Jackson Health Foundation
JCB Credit Card Company
Johnson & Wales University
Katz, Rivera And Company, PA
King County, Washington
Knight Foundation
Kraft Foods Division
Leadership Lancaster
Los Angeles Department of Water & Power
LYNX GEC
Macomb County
Madison Area Technical College
Majestic Star Casinos and Hotel
Manatee Community College
Matson Navigation Company
MAVCO, Inc.
Metro-Miami Action Plan Trust
Miami-Dade Chamber of Commerce
Miami-Dade County
Miami-Dade County Public School District
Miami International Airport
Miami-Dade College
Miami Parking Authority
Midwest Express Airlines
Motorola Paging Company
New York Unified Court System
Ocean Bank
Orange County Child Abuse Center
Pacific Clinics
Pacific Maritime Association
Palm Beach Community College
Pasha Stevedoring and Terminals
PLM Trailer Leasing
Ports of America
Premier Bldg. Maintenance Services, Inc.
PSS World Medical
Royal Caribbean Cruises, Ltd.
San Diego Habitat for Humanity
Scripps Florida
Secured Pharmacy Plus
Shake-A-Leg, Miami
SMT Duty Free, Inc.
Spirit Mountain Casino
S.FL Regional Transportation Authority
S.FL Water Management District
S. FL Minority Business Council
Southern Cal. Association of Governments
Southern California Edison
SSA Terminals
St. John Community Development Corp.
Temple Beth Am
Thaddeus Stevens Technical College
The Collection
Transportation Security Administration
U.S. Attorney's Office, Southern District
U.S. Gypsum, Piaster City
United States Postal Service
University of Miami
Veterans Administration (VA)
Village Of Pinecrest
VITAS Healthcare
Yale Mortgage Corporation
Yang Ming
YWCA – Greater Miami-Dade
Zoological Society of San Diego

"Honoring Tradition While Pioneering Change"
THE SOYEMI GROUP

City of Los Angeles
Dept. of Transportation

On-Call Professional Consultant Services

RFQ - LABAVN #37610
Due-Date: September 12, 2019 @ 3:00PM (PST)
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Proposal Cover Letter
The Soyemi Group - Company Information

I. Business Legal Name: The Soyemi Group
II. Year Established: December 30, 2013
III. Dunn & Bradstreet Number: 080718584
IV. California DGS Certified SBE: YES - SBE# 1792565
V. Publicly Traded: NO
VI. Legal Address: 6185 Magnolia Ave., Ste. 209
Riverside, CA 92506
VII. Phone Contact: 909-838-8614
VIII. Domiciled State: California
IX. Authorized Contact Person: Sanya A. Soyemi
X. Title: Managing Partner
XI. Address: 6185 Magnolia Ave., Ste. 209
Riverside, CA 92506
XII. Contact Phone Contact: 909-838-8614
XIII. Contact Email: tsgcorp@outlook.com
XIV. Authorized Signature: Dr. Sanya A. Soyemi, PMP

Signed:

Date: September 12, 2019

XV. Amendment 1 issued 08/12/2019
Revision of City Contracting Requirements Checklist removing Business Inclusion Program (BIP) requirement from Section I - Compliance Documents to be Submitted with Response by All Respondents and clarification of incorrect email when making Pre-Qualification Meeting Reservations.

XVI. Amendment 2 issued 08/16/2019
Clarification and instruction for attendance/participation at Mandatory Pre-Qualification Meeting scheduled for Thursday, August 22, 2019 @ 1:00 PM PST Los Angeles City Hall, Public Works Board Room
7.2.1.2 – A Brief Introduction of the Proposer’s Understanding of SOQ:

The City of Los Angeles Department of Transportation is seeking qualified contractors to provide professional consultant services that are of a professional, expert, as needed and occasional nature to assist with varying temporary work assignments and with specialized work outside its normal purview. Potential vendors must provide a minimum of five (5) projects for each service category that they are applying on the project qualification the firm wishes to be considered.

As part of proposal qualification requirement, vendors must participate at mandatory pre-qualification meeting held on Thursday, August 22, 2019 @ 1:00 PM PST at the Los Angeles City Hall, Public Works Board Room.

7.2.1.2.1 – Representative Relevant Experience: Dr. Sanya A. Soyemi, PMP

**TECHNICAL PROFICIENCIES**

Sanya is a project management professional with deep knowledge of project needs analysis, work breakdown structure, conflict management and resolution, resource management, stakeholder relationship management and project oversight. Sanya has strong analysis and evaluates impact of project changes or scope creep to on-time project implementation and communicates project triple constraints to the project sponsor(s) and key stakeholders. In addition, he facilitates monthly “Account Review” session with the senior level management and the key stakeholders to provide the overall project health. He is skilled at facilitating operational excellence among diverse teams; and great at interpersonal communication and at motivating staff at all levels.

**PROFESSIONAL EXPERIENCE**

August 2007 – Present  
**University of La Verne, La Verne, CA**

*Adjunct Professor of Business, IT & Decision Science*

- Teaches Managing Technology and Project Management (Conflict Management and Resolution) for graduate students and Management Information Systems, an undergraduate course.
- Develops course syllabi to provide guidelines for order course objectives.
- Creates and administer performance assessment of students through quizzes and exams.
- Teaches and performs administrative duties in support of the Business and Information Technology Chair.
- Administrative responsibilities include curriculum review, student mentoring, and assist in faculty recruitment.
- Provides PowerPoint presentation materials to support life-long learning.
- Motivates students towards accomplishing their academic goals.
- Completed Learning Skills – Instructor education training in Classroom Management Techniques, Communication Strategies and Instructor Techniques
The Soyemi Group – Riverside, CA  
Managing Partner / Director, Project Management  
Nov 2013 – Present

- Sanya defines and drives a transformational support strategy to drive customer retention and satisfaction programs. Oversees project work scope, work breakdown structure, statements of Work (SOW), proposal development, client presentations.
- Develops strong, collaborative relationships with key stakeholders to strategically develop, implements and optimizes business management processes, tools and policies to address vendor risk, compliance, and performance objectives.
- Develops impact analyses to establishes the complexity of the change; significantly contributing to technology enablement strategy and plan, including training and communications
- Manage, lead and coordinate projects, daily operations & activities in order to provide a stable and reliable business systems operation.
- Manages vendor relationships, including contract negotiation and product/project deliveries.
- Plans program/project budgets in conjunction with management; monitors regular budget expenditures, transfers, and financial records; makes recommendations for changes to staffing, budgets, supplies and equipment.

Siemens Medical Solutions, Los Angeles, CA  
Consulting Project Manager  
Sept 2011 – Nov 2013

- Managed the implementation of Soarian Clinicals – Patients Medical Reconciliation (MedRec), Soarian Clinicals Scheduling, Soarian Continuity Care Delivery (CCD), Soarian Portal, Soarian Electronic Document Management (EDM) across the enterprise
- Built relationships with all project stakeholders; including the C-levels, and serves as the relationship owner during the implementation process
- Managed project budget (Detail budget report, Detail backfill report, detail strategic report, backfill position analysis, strategic position analysis) to ensure projects are delivered according to contract and budget terms
- Facilitated monthly “Account Review” session with the senior level management and the key stakeholders to provide the overall project health
- Managed project "Change Request" to ensure staffing and budget accuracy for the customer
- Worked with the key stakeholders (internal and external) to get buy-in on project phases, breakdown and deliverables on project engagements.
- Managed capital & operating budgets and recommends the staffing and related resources needed to support successful project implementation.
- Analyzed impact of project changes or scope creep to on-time project implementation and communicated project triple constraints to the project sponsor(s) and key stakeholders.
- Conducted project status meetings, provided executive management reports and monitor milestones, deliverables and project progress.
Portfolio Project Manager

- Provided data and input to assist the Project Management Team (PMT) and other senior management staff in the determination of technology needs of each business unit and priority level within the current portfolio.
- Implemented resource management process to rationalize resource availability, resource demand & capacity, project risk, and the impact of change.
- Led and acted as SME on the development and implementation BaxPM Builder, Optimizer and Project Server; standardize system-wide project management metrics; setting targets, tracking and reporting to demonstrate business units’ performance.
- Analyzed impact of changes on the portfolio and presented information to internal stakeholder, including financial analysis to the changes.
- Developed and managed annual capital & operating budgets and recommended the staffing and related resources needed to support the project management office cost center(s).
- Worked with the project sponsors and project managers to drive timely decisions and resolution of issues.
- Assessed project team capability and recommended specific recommendations to improve project performance.
- Improved project execution by coaching PMs and teams in building well-integrated, realistic project plans, and by ensuring team and organizational commitment to desired results (business case) co-facilitates key programs/project strategy and planning meetings as needed.
- Compiled metrics and reports relating to project success, project attributes, and individual productivity and adherence to defined project development lifecycle (PDLC).
- Participated in annual project portfolio planning with business stakeholders.

University of La Verne October, La Verne, CA

IT Management Consultant

- Directed and Implemented Project Management methodology, IT business process improvement and oversight.
- Worked with the CIO to develop strategy for improving the OIT personnel and the business community.
- Chaired and facilitated the activity of UDIG committee in prioritizing campus-wide IT projects.
- Conducted project status meetings, provide executive management reports and monitor milestones, deliverables and project progress.
- Ensured the use of Project Management and Business Analysis practices within the OIT departments and focus on the efficient delivery of IT services.
- Researched and recommended new capability to enhance business process with technology and increase value from I.T.; include ROI analysis.
- Led Project Manager for the Asset Works FME – ULV facility management implementation.
- Led the coordination of projects and support matters between the enterprise applications and client services departments.
- Led management staff; reviews internal personnel actions and procedures to ensure compliance with the company policy.
EDUCATION:

**Argosy University**, Orange, California
Doctor of Business Admin. – Computer Information Systems

**University of La Verne**, La Verne, California
MBA - Information Technology

**National University**, La Jolla, California
Bachelor’s degree - Business Administration

CERTIFICATION:
Project Management Professional (PMI - PMP)
7.2.1.2.2 – The location and phone number of the office from where the work is to be done.

Our address is 6185 Magnolia Ave, Ste. 209, Riverside, CA 9250 and contact Phone number is 909-838-8614. The service will be performed at the City of Los Angeles – Department of Transportation location as agreed upon in the contract.

7.2.1.2.3 – Company Profile or Annual Report.

Our team has extensive expertise in Project Management, Quality Oversight, Project Controls, Estimating and Scheduling. Our SME’s have budget/cost planning and strong cost controls experience at every phase on small to large scale projects. We are experts in defining “Cost of Quality” requirements. Each Team leader share first line responsibility and is prepared to help define quality standards. Our team is proactive in our approach to prevent scope creep. TSG leadership has an average of 20+ years’ project management and computer information systems (CIS) experience. The leadership of TSG have helped in the academic facility management, healthcare, social services and fortune 500 business environments.

The Soyemi Group (TSG) is a certified L.A. Metro SBE firm 7545, CALTRANS DBE certified firm #43995, State of California SBE (#1792565), Clearinghouse MBE (#20507269) certified, and Los Angeles County CBE (#85512) certified. Founded in 2013, TSG helps businesses evaluate and improve the use of project management (PM) and computer information systems (CIS) for solving business problems within their operations. Our services include project management, quality management and project oversight, business systems analysis and software development and implementation, scheduling controls, project staffing, project estimating using work break-down structure and other reasonable tools, developing project plan, managing project resources and providing inspection to ensure work conformance.

TSG resources are experienced, well trained project managers (PMPs), quality management professionals, Cybersecurity Analysts, systems analysts, business analysts, and information technology consultants capable of providing values that will bring positive difference within your organization.
THE SOYEMI GROUP
INCOME STATEMENT
FOR THE YEAR ENDED 2016

SALES
$ 1,850,000

EXPENSES:
Salary $ 230,000
Advertising $ 8,250
Telephone Expense $ 350
Research & Dev. exp. $ 7,500
Computer-software $ 2,700
Total Operating Expense $ 248,800

NET INCOME
$ 1,601,200

THE SOYEMI GROUP
BALANCE SHEET
FOR THE YEAR ENDED 2016

CURRENT ASSETS
Cash $ 395,000
Account Receivable $ 125,000
Prepends $ 75,000
Total Current Assets $ 595,000

FIXED ASSETS
Office equipment $ 155,000
Less Accumulated Depreciation $ (21,300)
Net Fixed Assets $ 133,700

TOTAL ASSETS $ 728,700

LIABILITIES & OWNER’S EQUITY FOR THE YEAR 2016

LIABILITIES:
Current:
Accounts Payable $ 116,500
Total Current Liabilities $ 116,500

Owner’s Equity;Capital $ 11,000
Net Income $ 1,601,200
Total Owners’ Equity $ 1,612,200

Total liabilities & Owner’s Equity: $ 1,728,700
THE SOYEMI GROUP
INCOME STATEMENT
FOR THE YEAR ENDED 2017

SALES

$ 1,700,000

EXPENSES:
Salary $ 414,750
Advertising $ 10,000
Telephone Expense $ 400
Research & Dev. exp. $ 800
Taxes Payroll $ 15,000
Computer-Hardware $ 2,500
Computer-software $ 3,000
Total Operating Expense $ 446,450

NET INCOME $ 1,253,550

THE SOYEMI GROUP
BALANCE SHEET
FOR THE YEAR ENDED 2017

CURRENT ASSETS
Cash $ 578,950
Account Receivable $ 355,070
Prepaids $ 88,000
Total Current Assets $ 1,022,020

FIXED ASSETS
Office equipment $ 192,000
Less Accumulated Depreciation $ (36,600)
Net Fixed Assets $ 155,400

TOTAL ASSETS $ 1,177,420

LIABILITIES & OWNER’S EQUITY FOR THE YEAR 2017

LIABILITIES:
Current:
Accounts Payable $ 55,670
Total Current Liabilities $ 55,670

Owner's Equity:Capital $ 11,000
Retained Earnings $ 1,601,200
Net Income $ 1,253,550
Total Owners' Equity $ 2,865,750

Total liabilities & Owner's Equity: $ 2,921,420

11
THE SOYEMI GROUP
INCOME STATEMENT
FOR THE YEAR ENDED 2018

SALES
$ 2,050,000

EXPENSES:
Salary $ 619,477
Advertising $ 2,500
Telephone Expense $ 5,662
Research & Dev. exp. $ 800
Payroll Tax $ 13,567
Computer-Hardware $ 15,654
Computer-software $ 6,000
Total Operating Expense $ 663,660

NET INCOME
$ 1,386,341

THE SOYEMI GROUP
BALANCE SHEET
FOR THE YEAR ENDED 2018

CURRENT ASSETS
Cash $ 1,096,597
Account Receivable $ 385,000
Prepplied $ 74,550
Total Current Assets $ 1,556,147

FIXED ASSETS
Office equipment $ 192,000
Less Accumulated Depreciation $ (45,000)
Net Fixed Assets $ 147,000

TOTAL ASSETS
$ 1,703,147

LIABILITIES & OWNER’S EQUITY FOR THE YEAR 2018

LIABILITIES:
Current:
Accounts Payable $ 45,056
Total Current Liabilities $ 45,056

Owner’s Equity:Capital $ 11,000
Retained Earnings $ 2,854,750
Net Income $ 1,386,341
Total Owners’ Equity $ 4,252,091

Total liabilities & Owner’s Equity: $ 4,297,147
TSG Service Portfolio:

TSG SUPPORT & SOLUTIONS:
TSG helps businesses to examine the appropriateness of organization strategies, develop improvements and opportunities to help business turn-around. As a skilled-based service firm, we utilize transformation tools that includes project and change management to optimizing business models for better outcomes and using information technology for solving business problems. TSG will apply proven project and program management approaches to improve operational workflows for clearer work-breakdown structure to drive deliverables. In addition, we’ll examine current processes to identify repetition and bottleneck areas for improvements. TSG consortium of service professionals can partner with your organization to provide competency to help drive your projects to result. TSG financial consultants can leverage technology to increase productivity and data accuracy. We’ll examine operational costs (one-time vs recurring costs) to look for cost savings opportunities; integrate best practices to save operation cost and make suggestions on other ways to improve revenue.

IT STAFFING SOLUTIONS:
TSG access to skilled, professional and subject matter experts allows us to provide reliable and dependable on-going staffing for our clients. Our services range from traditional support staff augmentation and managed service, programs to design and implement complimentary services in each phase of business transformation or project implementation. TSG offers staffing solution that optimizes your resources to ensure critical projects are completed within established budget and timeline. Our relationship-based approach acts as extended unit by adding value to your organization and ensuring availability of skilled resources to support your organization. TSG subject matter expertise are below:
• Project and Program Management.
• Business Design and Analysis.
• CRM & ERP Subject Matter Expertise.
• Database Administration and Management
• Business Intelligence & Data Analysis.
• Application Development and Consulting

ENTERPRISE MANAGEMENT SERVICES:
TSG helps businesses transform their operation by integrating information technology systems (CRM, ERP, Document Management, etc.) to allow you capture, access, protect and analyze data for real time decision-making. Your employees can collaborate in the cloud, manage records, capture records and be productive.

APPLICATION MANAGEMENT:
Information technology landscape is dynamic and operation cost continues to rise. TSG application management professionals can help you overcome these challenges to improve application performance, reliability and achieve better results.
TSG provide a flexible structure that enables you to fine-tune application management services to your IT and business models. We provide services that meet real world needs and differentiate solutions. TSG service capabilities includes:

- Application development and management.
- Augmentation services.
- Business transformation services.
- Project management and consulting.
- Center of excellence, strategy, and business analysis & design.
- Design-build-run.
- Managed services.

TSG believe in integrated management solutions to align organization strategy for driving changes. To this end, we partner with management to define realistic processes and create workflows for solving business challenges. TSG business transformation experts seek for ways to streamline business process and identify areas of opportunities to eliminate redundancies, save time and cost. TSG resources are experienced, well trained Project Management Professionals (PMP), Software Developers, Systems Analysts, and Technology Consultants capable of providing values that can bring positive difference within your organization.

What makes The Soyemi Group a unique information and innovation management firm?

The Soyemi Group (TSG) is a “Safe Pair of Hands” with our clients by essentially doing exactly what we promised the client and delivering solutions that produces meaningful results. TSG uniqueness is attributed to its comprehensive resources, experienced professionals, broad knowledge of the information technology industry; and sophisticated project delivery method using industry project management approach to delivering solutions within established timeline and budget. As a result, TSG can build trust and credibility with both internal (consultants and solution providers) and external customers (the clients). Below are elements of our unique services that differentiate us from the competitors.

Innovation:
The Soyemi Group clearly define problem at hand using a methodological work break-down structure to get a clearer understanding of the best and reasonable approach to solving it. We continuously improving our customer facing approach to deliver better results. We’ve made it part of our process to involve with the client or get to the solution better and faster than the competition can deliver. Also, we remain completely objective when we made solution recommendations to our clients.

Service Delivery:
The Soyemi Group recognizes that every customer is different, and we can adapt to handle customer’s surprises accordingly. We understand service delivery is a continuous learning process and we have the right resources and skills to manage customers’ needs and know how to provide the same level of service every time.
Ability to Manage Changes:
TSG’s ability to manage changes is a function of the team that we have assembled and the processes we have developed. We have built a team that provides enough resources to readily add to or replace personnel if needed. We will also implement a project controls system that documents all potential scope changes and associated impacts to budget and schedule. Most importantly, through frequent interfaces with the project leadership and the team, we will proactively anticipate changes to enable us to quickly react and minimize the impacts.

Customer Centric:
TSG is committed to continuous improvements in quality and customer focus. We ensure a successful delivery of our client’s projects by recruiting professionals capable and skill in areas of information technology and project management core competencies of the firm to handle our client business. This are the set of skills and knowledge that our client values and distinguishes The Soyemi Group from our competitors. In addition, our customer advocates and customer satisfaction surveys mean we listen to our customers to guarantee that our customer services are the proactive service organization.

Plan / Strategy Addressing an Emergency or Rush Request Situation.
We establish policies and procedures designed to provide reasonable assurance that we have sufficient personnel with the capabilities, competence, and commitment to ethical principles necessary to perform our engagements in accordance with professional standards and regulatory and legal requirements and to enable our firm to issue reports that are appropriate in the circumstances.

Recruitment and hiring:
TSG proactively seeks to employ individuals who possess high levels of intelligence, integrity, honesty, motivation, and aptitude for the profession. We establish minimum qualifications and guidelines for evaluating potential hires and ensuring that personnel who are hired possess the appropriate characteristics to enable them to perform competently.

Determining capabilities and competencies:
Capabilities and competence are developed through formal academic education and professional training, continuing professional development, work experience, and mentoring by more experienced personnel. TSG has established qualification and performance expectations for the various levels of responsibility within the organization.

Assigning personnel to engagements:
TSG assigns an individual to a specific engagement after considering the professional competence and industry experience of the individual, together with the degree of technical training and proficiency required in the circumstances. Our policies provide guidance on the responsibilities to be discharged by various members of the engagement team. Such policies also describe specific criteria to be met by individuals assigned to certain specialized industries.

Engagement performance
We establish policies and procedures designed to provide reasonable assurance that engagements are performed in accordance with applicable professional standards and regulatory and legal requirements and that we issue reports that are appropriate in the circumstances. We implement these policies by developing, maintaining, and providing personnel with our electronic manuals, software tools, and subject-matter guidance materials, which address:
- TSG audit methodology
- Engagement supervision, including the timing and extent of the various levels of engagement review
- Appropriate documentation of the work performed
- Identifying matters for consultation or consideration by more experienced professionals

TSG Professional Standards Group has developed and regularly updates our audit methodology and related guidance and tools. Our audit approach is carefully designed to comply with professional standards, providing a high level of audit quality and a reasonably low level of business risk. The approach also provides the opportunity to achieve a high degree of engagement efficiency. The audit approach is founded on a thorough understanding of the client’s business. Many of our efforts to understand the client’s business also focus on obtaining an understanding of internal control that is sufficient to assess the risks of material misstatement and then developing an audit plan that is responsive to those risks.

Our policies require personnel to observe always the confidentiality of client information, including the information contained in engagement documentation, unless specific client authority has been given to disclose information, or there is a legal or professional duty to do so. Our controls for engagement documentation include controls to clearly determine when and by whom engagement documentation was created, changed or reviewed. The use of passwords and data encryption is required to restrict access to electronic engagement documentation.

**Strategy that TSG utilizes when addressing an emergency or rush request situation.**

**Emergency Change/Urgent Change Request Strategy:**
An emergency change is one that must be assessed and implemented as quickly as possible to resolve a major incident. Emergency changes tend to be more disruptive and have a high failure rate, so they should be kept to a minimum. The exact definition of an emergency change should be defined in the change management policy.

**Evaluate the Change**
Evaluating the change to assess the impact, risk and benefits to IT services is critical in order to avoid unnecessary disruption to business operations. For certain types of changes, such as major changes, a formal change evaluation takes place by the change evaluation process and is documented in a Change Evaluation Report. Impact assessment will consider the impact on the business, infrastructure, customer service, other services – both IT and non-IT services, implementation resources and currently scheduled changes in the change log. A Change Advisory Board (CAB) can also evaluate changes. The CAB can consist of various stakeholders such as the sponsor(s), service owner, technical personnel, and/or financial personnel to help evaluate the need for the change.

**Approve/Authorize the Change**
Change requests commonly require authorization prior to implementation and each change requires authorization from the appropriate authority level depending on type of change (strategic, tactical, operational). This varies across organizations, but commonly depends on the size of the business, anticipated risk of the change, potential financial repercussions and the scope of the change.
**Coordinate Implementation**

Once authorized, a change request or the change record is handed over to the release and deployment process for coordination and collaboration with the appropriate technical and/or application management teams for building, testing and deploying the change. Each change should have remediation plans prepared in the case of an implementation failure. Once building and testing are complete, release and deployment should notify the change manager of the results and suggested implementation requirements. The Change Manager should schedule each CHANGE based on the suggested implementation requirements and the management of business risk. The Change Manager using a Forward Schedule of Changes (FSC) or Change Schedule will communicate to all stakeholders upcoming changes that may impact them. The FSC along with projected service outages (PSO), or expected deviations in service availability, will be taken into consideration when coordinating change implementation. Release and Deployment will be responsible for implementation and coordination of training needs.

**Review and Close Change Request**

Upon completion of the change, a Post Implementation Review (PIR), which is a review of the detail implementation results, should take place to confirm the change has successfully achieved its objectives. If successfully implemented, and the change was associated with fixing and error in service all associated problems and known errors should be closed. If not successful, the remediation plan should be activated appropriately.

A Change Management policy should also be defined to support the process. This policy might include, defining what an emergency change is; implied benefit of the process; encouraging a change and ITIL friendly business culture, establishing roles and responsibilities for various change management activities, restricting

**Challenges TSG Firm Has Encountered**

Our ability to manage challenges is a function of the team that we have assembled and the processes we have developed. Sometimes, when a new project comes in, it can require an entirely different set of skills from what the consulting firm currently possesses. Training usually helps in resolving this type of issues, but at times, we may have to hire new employees solely for the purpose of catering to the requirements of a new project. It can be difficult for firms to make the right decisions when it comes to hiring in a crisis and it’s important to not lose focus of the long-term goal of the company when this happens.

Most importantly, through Sanya Soyemi’s frequent interfaces with the City of Los Angeles project team and the team, we will proactively anticipate changes to enable us to quickly react and minimize the impacts. To be prepared for issues and impacts, our team will manage risk collaboratively, identify and communicate issues early and propose and discuss resolutions with the City of Los Angeles project manager and key staff.
Recruitment - Pre-screening / Selection Procedures Used:

TSG Pre-screening process entails the preparation of defining the role for the job, normally referred to as job description and the preparation of the knowledge, skills and attitudes required to performance the job at the optimum level. Below are the four stages of recruitment and selection process.

Recruitment and selection stages:

1. Defining requirements stage is concerned with the preparation of role profiles, and personal specification for the position plus making decision on terms and conditions of employment.
2. Planning recruitment campaigns.
3. Attracting candidates reviewing and evaluating alternative sources of applicants, inside and outside the company: advertising, e-recruiting, agencies and consultants.
4. Selecting candidates sifting applications, interviewing, testing, assessing candidates, assessment centers, offering employment, obtaining references; preparing contracts of employment.

Requirement Definition for Recruitment Strategy:

Planning Recruitment Campaigns:

Recruitment campaign refers to planning, designing and making an organized and active effort with regards to creating a pool of talented people who can effectively and efficiently contribute to the operations of the business. TSG posts current jobs on the company website, local newspapers and online employment recruitment websites (indeed.com, dice.com and L.A. City First Source job hiring) as likely sources of candidates from which selection could be made, in case of emergencies the organization should have plans for tapping into the alternative sources and finally how the recruitment program will be conducted.

Attracting Candidates:

Once the pool is ready the next step is to select those candidates that meet the needs of the jobs by reviewing and evaluating alternative sources of applicants, inside and outside the company: advertising, e-recruiting, agencies and consultants. Attracting candidates is primarily a matter of identifying,
evaluating and using the most appropriate sources of applicants. It is the matter of attracting the most appropriate source of applicants.

Selecting Candidates:

Scrubinizing the applications, conducting interviews, taking tests, assessing candidates through assessment centers, offering employment, obtaining references; preparing contracts of employment. Selection of candidates is aimed at finding suitable candidates that would be competent in carrying the duties assigned successfully. It about matching the competencies, experience, skills, and education to the requirements of the job. It also involves making the right choice between a pool of potential candidates. A trio exists that help the business in making selection decisions. The classic trio consists of:

- Application forms - Providing vital information on the credentials of the potential job candidate
- Interviews - offering a chance to observe and evaluate the candidate formally
- References - Highlights the character and views of others about the potential employee.

Key Personnel:

Sanya Soyemi is the liaison that will interact with the City. Attached is the Soyemi Group key resources organization chart for your review.

TSG Key Personnel Chart:

```
The Soyemi Group (TSG)

Festus Ademorijimi, MBA, CPA
Accounting, Auditing & Oversight

Dr. Sanya Soyemi, PMP
Project Director

Shahe Alexanian
Manager,
Software Development

Tayo Soyemi
Systems Analyst

Robert Randles
Project Manager

Sunday Fateropa
Programmer Analyst
```
## Client References

<table>
<thead>
<tr>
<th>#</th>
<th>Client</th>
<th>Project</th>
<th>Timeframe &amp; Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University of La Verne, La Verne, CA</td>
<td>I. Project management and process improvement recommendations on OIT – Enterprise Applications Support department. The Soyemi Group instituted formal SDLC processes and change management that resulted into new procedures that reduced redundancies, saves time, and resulted in overall department efficiency. Ii. Facility Asset Management Software Implementation for the University of La Verne.</td>
<td>2004, 2007 and 2013</td>
</tr>
<tr>
<td>2</td>
<td>Orange County Transportation Authority, Orange, CA</td>
<td>Transit Bus Occurrence Tracking System. Scheduled, lead interviews on joint application development (JAD) sessions with multiple system stakeholders. Performed multiple internal meetings and interviews, analyzed captured data and developed a detailed requirements documentation for a selection and procurement of a new occurrence tracking system (OTS) solution.</td>
<td>July 2019 – January 2020</td>
</tr>
<tr>
<td>3</td>
<td>San Bernardino County Health Administration Svcs, San Bernardino, CA</td>
<td>Provided training services for clients based on the department request criteria. Completed assessment and customized training to improve performance.</td>
<td>July 2016 – June 2019</td>
</tr>
<tr>
<td>5</td>
<td>Crowntax Financial Services, Fontana, CA</td>
<td>Consolidated shadowed databases to a centralized Oracle database; with integrated business intelligence analysis and reporting.</td>
<td>Sept, 2014 – July 2015</td>
</tr>
</tbody>
</table>

Reference:

Dr. Clive Houston-Brown, VP, CIO
Phone: 909-208-6193
Email:

Catherine Whitmore
Phone: 714-560-5351

John Greswit
Phone: 909-388-0255

Reference:
Ademola Okusanya
Phone: 909-240-0026

Reference:
Festus Ademorijimi, CFO
Phone: 909-609-6648
7.2.1.2.4 – TSG SOQ addressing the following:

- TSG experience working with the City of Los Angeles, CA:

The Soyemi Group (TSG) has been in business since December 2013; however, we just began pursuing opportunities with the City of Los Angeles. At this time, we have not done business with the City of Los Angeles. We have done businesses with the County of Orange – Orange County Transportation Authority and San Bernardino County Health Services Administration.

- Describe your firm communication experience

I am able to clearly get my message across to others unambiguously and as a leader, I demonstrate active listening by keeping an open mind and wait for speakers to finish before offering my opinion. I have always had a penchant for writing and have taken university courses related to communication, and I have strong written communication skills. I spend a lot of time working with project teams in matrix environments and have effectively communicate clearly.

I am able to assess my audience and environment so I can adjust to the right communication approach for delivering messages that will produce better result. I create an ambience that fosters open communication and better dialog with others. This approach leads to excellent feedback from internal and external customers which help to improve processes. I delay my response to allow others to finish which prevent me from making inaccurate assumptions.

Is Your firm located in the Los Angeles area?

- The Soyemi Group is located in Southern California vicinity, specifically in Riverside, CA. The Soyemi Group will assign Dr. Sanya Soyemi, PMP, a Managing Partner as the dedicated resource on this project. Sanya will manage all communication and project relationship on this project with the City of Los Angeles representative.
ON-CALL PROFESSIONAL CONSULTANT SERVICES

CATEGORY SELECTION FORM

Check one or more boxes below to identify the service category(ies) for which an individual or firm would like to be evaluated and considered for inclusion on LADOT's pre-qualified services list of on-call professional consultants:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Information Technology</td>
</tr>
<tr>
<td>2.</td>
<td>Marketing and Public/Media Relations</td>
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<tr>
<td>3.</td>
<td>Public Engagement</td>
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<tr>
<td>4.</td>
<td>Parking Consulting</td>
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<tr>
<td>5.</td>
<td>Transit Consulting</td>
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<tr>
<td>6.</td>
<td>Engineering and Design Consulting</td>
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<tr>
<td>7.</td>
<td>Transportation Planning</td>
</tr>
<tr>
<td>8.</td>
<td>Urban Design and Planning</td>
</tr>
<tr>
<td>9.</td>
<td>RFP/RFQ and Grant Writing</td>
</tr>
<tr>
<td>10.</td>
<td>Training and Professional Development</td>
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<tr>
<td>11.</td>
<td>Audit</td>
</tr>
<tr>
<td>12.</td>
<td>Management Consulting</td>
</tr>
<tr>
<td>13.</td>
<td>Construction Management</td>
</tr>
</tbody>
</table>

Authorized Signature: Sanya Soyemi

Name: Sanya Soyemi

Title: Managing Partner
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology  ☐ Engineering and Design Consulting  ☐ Training and Professional Development
☐ Marketing and Public/Media Relations  ☐ Transportation Planning  ☐ Audit
☐ Public Engagement  ☐ Urban Design and Planning  ☐ Management Consulting
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management

Project Details

Project Name and Type: OCTA Transit Bus Occurrence Incident Tracking System
Project Address or Location: Information Services Dept. 550 Main St., Orange, CA
Project Start Date: July 2019  Project Completion Date: January 2020

Reference for Listed Project

Name of Agency or Firm: Orange County Transportation Authority
Contact Phone Number: 714-560-5351
Name of Contact: Catherine Whitmore

Project Summary

Scheduled, lead interviews on joint application development (JAD) sessions with multiple system stakeholders. Performed multiple internal meetings and interviews, analyzed captured data and developed a detailed requirements documentation for a selection and procurement of a new occurrence tracking system (OTS) solution. (I) Developed a project plan and schedule with project milestones to manage tasks required to complete the project objectives. (II) Submitted a weekly report to the OCTA project manager that included a brief description of the work done, remaining work for each task and any issues. (III) Prepared and attended a project kick-off meeting with OCTA staff to review the goals, objectives and deliverables. (IV) Provided a report detailing how OCTA’s current OTS application functionality relates to industry best practice. (V) Prepared detailed business requirements outlining the functional requirements of a replacement solution. The requirements identified a "Must Have" or "Nice to Have" feature.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☑ Information Technology   ☐ Engineering and Design Consulting
☐ Marketing and Public/Media Relations   ☐ Transportation Planning
☐ Public Engagement   ☐ Urban Design and Planning
☐ Parking Consulting   ☐ RFP/RFQ and Grant Writing
☐ Transit Consulting   ☐ Training and Professional Development
☐ Audit   ☐ Management Consulting
☐ Construction Management

Project Details

Project Name and Type: **NAPAC-USA eBusiness membership system**

Project Address or Location: Information Services Dept. 550 Main St., Orange, CA

Project Start Date: **June 2015**   Project Completion Date: **February 2016**

Reference for Listed Project

Name of Agency or Firm: **NAPAC-USA**

Contact Phone Number: **909-240-0026**

Name of Contact: **Ade Okusanya**

Project Summary

Redesigned eBusiness Cloud-based membership registration and on-line payment system implementation. Developed EDI translator program for converting a data from legacy application to EDI format for external EDI application. Analyzed and maintained existing software code and data from various tables to a third party data integration; using a comprehensive web based tool.

...

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology  ☐ Engineering and Design Consulting  ☐ Training and Professional Development
☐ Marketing and Public/Media Relations  ☐ Transportation Planning  ☐ Audit
☐ Public Engagement  ☐ Urban Design and Planning  ☐ Management Consulting
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management

Project Details

Project Name and Type: Project Management and Process Improvement
Project Address or Location: OIT - 1950 Third St, La Verne, CA
Project Start Date: Feb 2013  Project Completion Date: November 2013

Reference for Listed Project

Name of Agency or Firm: University of La Verne - Enterprise Applications Dept
Contact Phone Number: 909-208-6193
Name of Contact: Dr. Clive Houston-Brown, VP-CIO

Project Summary

The Soyemi Group instituted a formal SDLC processes and change management that resulted into new procedures in reducing redundancies, saving time, and resulted in overall department efficiency and productivity. II. Facility Asset Management Software Implementation for the University of La Verne to replace a legacy in-house system that no longer supporting business operations.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES HOURLY RATE FORM

Respondents shall use the hourly rates on this form for any proposals submitted in response to a Task Order Solicitation in which LADOT has identified will be paid using the Cost Reimbursement Hourly Rate method. This form must be submitted with the Response to the solicitation.

Respondent Name: The Soyemi Group

<table>
<thead>
<tr>
<th>Employee Classification/Title</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
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<td>Database Consultant</td>
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<td>Sr. Programmer Analyst</td>
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<td>Sr. Systems Analyst</td>
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<td>$116</td>
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<tr>
<td>Systems Analyst</td>
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<td>$82</td>
<td>$84</td>
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<td>GIS Systems Specialist</td>
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<tr>
<td>Cybersecurity Specialist</td>
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<td>Technical Support</td>
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<td>Data Analyst</td>
<td>$80</td>
<td>$82</td>
<td>$84</td>
</tr>
<tr>
<td>I.T. Consultant (General)</td>
<td>$110</td>
<td>$113</td>
<td>$116</td>
</tr>
</tbody>
</table>

Authorized Signature

Name: Sanya Soyemi
Title: Managing Partner
ON-CALL PROFESSIONAL CONSULTANT SERVICES

CATEGORY SELECTION FORM

Check one or more boxes below to identify the service category(ies) for which an individual or firm would like to be evaluated and considered for inclusion on LADOT's pre-qualified services list of on-call professional consultants:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Information Technology</td>
</tr>
<tr>
<td>2.</td>
<td>Marketing and Public/Media Relations</td>
</tr>
<tr>
<td>3.</td>
<td>Public Engagement</td>
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<td>4.</td>
<td>Parking Consulting</td>
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<tr>
<td>5.</td>
<td>Transit Consulting</td>
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<tr>
<td>6.</td>
<td>Engineering and Design Consulting</td>
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<td>7.</td>
<td>Transportation Planning</td>
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<tr>
<td>8.</td>
<td>Urban Design and Planning</td>
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<td>9.</td>
<td>RFP/RFQ and Grant Writing</td>
</tr>
<tr>
<td>10.</td>
<td>Training and Professional Development</td>
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<td>11.</td>
<td>Audit</td>
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<tr>
<td>12.</td>
<td>Management Consulting</td>
</tr>
<tr>
<td>13.</td>
<td>Construction Management</td>
</tr>
</tbody>
</table>

Authorized Signature: [Signature]

Name: Sanya Soyemi

Title: Managing Partner
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☐ Information Technology  ☐ Engineering and Design Consulting  ☐ Training and Professional Development
☐ Marketing and Public/Media Relations  ☐ Transportation Planning  ☐ Audit
☐ Public Engagement  ☐ Urban Design and Planning  ☐ Management Consulting
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management

Project Details

Project Name and Type: OCTA Transit Bus Occurrence Incident Tracking System
Project Address or Location: Information Services Dept. 550 Main St., Orange, CA
Project Start Date: July 2019  Project Completion Date: January 2020

Reference for Listed Project

Name of Agency or Firm: Orange County Transportation Authority
Contact Phone Number: 714-560-5351
Name of Contact: Catherine Whitmore

Project Summary

Scheduled, led interviews on joint application development (JAD) sessions with multiple system stakeholders. Performed multiple internal meetings and interviews, analyzed captured data and developed a detailed requirements documentation for a selection and procurement of a new occurrence tracking system (OTS) solution. (I) Developed a project plan and schedule with project milestones to manage tasks required to complete the project objectives. (II) Submitted a weekly report to the OCTA project manager that included a brief description of the work done, remaining work for each task and any issues. (III) Prepared and attended a project kick-off meeting with OCTA staff to review the goals, objectives and deliverables. (IV) Provided a report detailing how OCTA’s current OTS application functionality relates to industry best practice. (V) Prepared detailed business requirements outlining the functional requirements of a replacement solution. The requirements identified a “Must Have” or “Nice to Have”

Please print out additional Qualification forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

☒ Information Technology  ☐ Engineering and Design Consulting  ☐ Training and Professional Development
☐ Marketing and Public/Media Relations  ☐ Transportation Planning  ☐ Audit
☐ Public Engagement  ☐ Urban Design and Planning  ☐ Management Consulting
☐ Parking Consulting  ☐ RFP/RFQ and Grant Writing  ☐ Construction Management
☐ Transit Consulting

Project Details
Project Name and Type: NAPAC-USA eBusiness membership system
Project Address or Location: Information Services Dept. 550 Main St., Orange, CA
Project Start Date: June 2015  Project Completion Date: February 2016

Reference for Listed Project
Name of Agency or Firm: NAPAC-USA
Contact Phone Number: 909-240-0026
Name of Contact: Ade Okusanya

Project Summary
Redesigned eBusiness Cloud-based membership registration and on-line payment system implementation. Developed EDI translator program for converting a data from legacy application to EDI format for external EDI application. Analyzed and maintained existing software code and data from various tables to a third party data integration; using a comprehensive web based tool.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES
PROJECT QUALIFICATION FORM

Respondents are required to check one box below to identify the service category for which the listed project will be evaluated for qualification on the On-Call Professional Consultant Bench.

- □ Information Technology
- □ Engineering and Design Consulting
- □ Training and Professional Development
- □ Marketing and Public/Media Relations
- □ Transportation Planning
- □ Audit
- □ Public Engagement
- □ Urban Design and Planning
- □ Management Consulting
- □ Parking Consulting
- □ RFP/RFQ and Grant Writing
- □ Construction Management
- □ Transit Consulting

Project Details
Project Name and Type: Project Management and Process Improvement
Project Address or Location: OIT - 1950 Third St, La Verne, CA
Project Start Date: Feb 2013 Project Completion Date: November 2013

Reference for Listed Project
Name of Agency or Firm: University of La Verne - Enterprise Applications Dept
Contact Phone Number: 909-208-6193
Name of Contact: Dr. Clive Houston-Brown, VP-CIO

Project Summary
The Soyemi Group instituted a formal SDLC processes and change management that resulted into new procedures in reducing redundancies, saving time, and resulted in overall department efficiency and productivity. II. Facility Asset Management Software Implementation for the University of La Verne to replace a legacy in-house system that no longer supporting business operations.

Please print out additional Qualification Forms as necessary.
ON-CALL PROFESSIONAL CONSULTANT SERVICES HOURLY RATE FORM

Respondents shall use the hourly rates on this form for any proposals submitted in response to a Task Order Solicitation in which LADOT has identified will be paid using the Cost Reimbursement Hourly Rate method. This form must be submitted with the Response to the solicitation.

Respondent Name: The Soyemi Group

<table>
<thead>
<tr>
<th>Employee Classification/Title</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Year</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Year</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$120</td>
<td>$124</td>
<td>$128</td>
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<tr>
<td>Database Consultant</td>
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<td>$113</td>
<td>$116</td>
</tr>
<tr>
<td>Sr. Programmer Analyst</td>
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<td>$113</td>
<td>$116</td>
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<tr>
<td>Programmer Analyst</td>
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<td>$ 82</td>
<td>$ 84</td>
</tr>
<tr>
<td>Sr. Systems Analyst</td>
<td>$110</td>
<td>$113</td>
<td>$116</td>
</tr>
<tr>
<td>Systems Analyst</td>
<td>$ 80</td>
<td>$ 82</td>
<td>$ 84</td>
</tr>
<tr>
<td>GIS Systems Specialist</td>
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<td>$113</td>
<td>$116</td>
</tr>
<tr>
<td>Cybersecurity Specialist</td>
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<td>$113</td>
<td>$116</td>
</tr>
<tr>
<td>Technical Support</td>
<td>$ 65</td>
<td>$ 67</td>
<td>$ 69</td>
</tr>
<tr>
<td>Data Analyst</td>
<td>$ 80</td>
<td>$ 82</td>
<td>$ 84</td>
</tr>
<tr>
<td>I.T. Consultant (General)</td>
<td>$110</td>
<td>$113</td>
<td>$116</td>
</tr>
</tbody>
</table>

Authorized Signature: 

Name: Sanya Soyemi
Title: Managing Partner
REQUEST FOR QUALIFICATIONS (RFQ)
ON-CALL PROFESSIONAL CONSULTANT SERVICES

CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION

Caltrans Building 100 South Main Street, 10TH Floor,
Los Angeles, California 90012
RFQ ADMINISTRATOR: Angela De La Rosa -
Department of Transportation Contracts,
Budget and Administrative Division
Phone: (213) 972-5949
E-mail: angela.delarosa@lacity.org

DUE DATE: SEPTEMBER 12th, 2019, 10:00 A.M.

ORIGINAL

Name: Ash Kambicar
Title: President
7.2.1.1 Cover Letter

The SOQ must contain a cover letter that includes the following:

7.2.1.1.1 Proposer Name & Address: Sybyte Technologies Inc., SBE, DBE & LBE, 9420 Topanga Canyon Blvd, Suite #208, Chatsworth, CA 91311

7.2.1.1.2 Telephone of Firm: (818) 357 5459

7.2.1.1.3 Prime Contact Person: Ash Khamkar – President

7.2.1.1.4 Phone: 818-357 5459 Email: ash@cystemslogic.com

7.2.1.1.5 Name and Signature of the individual who is authorized to represent the individual or firm regarding all matters related to the solicitation and any contract subsequently awarded. The cover letter must be signed by the person who is authorized by the company for all commitments made in the response: Ash Khamkar - President

Sincerely,

Ash Khamkar
President & CEO
SYBYTE TECHNOLOGIES INC. (SBE & DBE & LBE & RBE)
Contents

7.2.1.1 Cover Letter .................................................................................................................. 2
  7.2.1.1.1 Proposer Name & Address ...................................................................................... 2
  7.2.1.1.2 Telephone of Firm ................................................................................................. 2
  7.2.1.1.3 Prime Contact Person ............................................................................................ 2
  7.2.1.1.4 Phone: .................................................................................................................... 2
  7.2.1.1.5 Name and Signature ............................................................................................... 2

7.2.1.2 Introduction: .............................................................................................................. 4
  7.2.1.2.1 .................................................................................................................................. 4

A brief summary of the respondent's understanding of the SOQ objectives and tasks, including:
A summary of representative experience relevant to the work described in detailed description
of service categories, as set forth in Section 4 -- Scope of Services ........................................ 4

7.2.1.2.2 .................................................................................................................................. 4

The location and telephone number of the office from which the work is to be done ............ 4

7.2.1.2.4 .................................................................................................................................. 6

The respondent's organization will be evaluated on the capability of the respondent to meet the
terms of the solicitation and on demonstrated expertise in accomplishing similar work as evidenced by projects recently completed by the respondent. A respondent's SOQ must address the following questions/statements: responses will be considered in the City's evaluation of the respondent: ...................................................................................................................................................... 6

7.2.2 Project Qualification Form ............................................................................................ 11

7.3. On-Call Professional Consultant Hourly Rates Form .................................................. 11
7.2.1.2 Introduction:

A brief summary of the respondent's understanding of the SOQ objectives and tasks, including:

7.2.1.2.1 A brief summary of the respondent's understanding of the SOQ objectives and tasks, including:

A summary of representative experience relevant to the work described in detailed description of service categories, as set forth in Section 4 – Scope of Services.

Sybyte Technologies understands that LA DOT is looking for **ON Call Consulting Services** based on Time and Material for the list of positions with title against classifications given below.

Summary of Representative Experience: Ash Khamkar, Account Manager has over 20 yrs of experience in the IT industry and over 18 yrs experience in staffing consultants and has placed over 1500 consultants in 18 yrs. After carefully evaluating the SOQ, we have analyzed and understood each and every role mentioned in 4.1 of the RFQ. Below are the listed Classification from our study that is mapped with the Title provided by LA DOT. Also attached is process flow that we use from initial communication with the client on each and every role addressed by the account manager to identifying the resource and delivering the appropriate resource.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>JOB TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Development and Implementation</td>
<td>SR.APPLICATIONS DEVELOPER</td>
</tr>
<tr>
<td>Database Management and Optimization</td>
<td>DATABASE ADMIN</td>
</tr>
<tr>
<td>Systems Analysis and Integration</td>
<td>SYSTEMS ANALYST</td>
</tr>
<tr>
<td>Data/Document Capture, Conversion, and Loading/...</td>
<td>BUSINESS INTELLIGENCE(BI) ANALYST</td>
</tr>
<tr>
<td>Programming Services</td>
<td>PROGRAMMER ANALYST</td>
</tr>
<tr>
<td>General IT Consulting Services</td>
<td>SR.PROGRAMMER ANALYST</td>
</tr>
</tbody>
</table>

A Narrative of each Title / Classification with reference to a candidate for the SOQ will be submitted at the time of award of SOW and at this time not required based on the RFQ – Q&A Sheet – Q 23 ( Q AND A SHEET QUESTION 23 ANSWER The RFQ is not requesting staff resumes and/or staff bios as part of the SOQ contents. Staff qualifications will be requested and evaluated during the Task Order Solicitation process.)

7.2.1.2.2

The location and telephone number of the office from which the work is to be done.

**For All Onsite Work:**

Caltrans Building 100 South Main Street, 10TH Floor, Los Angeles, California 90012 Sybyte Technologies Point of Contact: Ash Khamkar, Program Manager / Account Manager – (818) 357 5459
For All Offsite Work at Sybyte Office:

Sybyte Technologies Inc., Address: 9420 Topanga Canyon Blvd, Suite #208, Chatsworth, CA – 91311. Phone: (818) 357 5459

7.2.1.2.3
Company Profile or Annual Report – SOQ must include a detailed company portfolio, including evidence of the company’s financial viability sufficient to complete the terms of the contract.

Company Profile:
Sybyte Technologies is a Certified SBE, DBE and has been in business for 6 yrs. and 8 months with overall management experience in staffing of over 18 yrs. We specialize in IT Staffing and have crafted a process to identify a solutions that gives clients the flexibility to choose the best resources for their projects with a faster turn around time. The technologies mentioned in the RFQ, Sybyte has a strong understanding of the skills needed to satisfy the roles.

Sybyte Technologies and its management has been in the business of recruitment for over 18 yrs. It has placed over 600 candidates in the last 6 yrs. on both private and public sector clients. With our extraordinary management experience, we have developed certain protocols and processes that keep evolving to meet the current recruitment industry trend.

Our experience and success has been due to the fact that we understand the clients needs/requirement and technology to source the perfect candidate that is required on the project. Our experience results in over 90% selection of candidates internally and over 85% selection in the client interview process.

Current Clients we support:

Private: TCS, Tech Mahindra, Capgemini, Hays Consulting
Public Sector: LA Metro, Metropolitan Water District
Previously worked in Public Sector: BART – Bay Area Rapid Transport.

Sourcing Strategy:
1. Identifying the resources from our bench of consultants.
2. Internal Screen at different levels
   a. Functional Screening
   b. Technical Screening
   c. Background check with references
Result: Over 90% hit rate from internal screening and over 85% hit rate from end-client selection due to our internally created processes

Industry we services:
1. Software Product development
2. Bank and Finance
3. Manufacturing
4. Telco
5. Semi-conductor
6. Retail
7. Public – Department of Transportation
Technologies We Service:

Database: On-Prem, Cloud - AWS, Azure, Oracle, MySQL, PL/SQL, ArcGIS Server
Integration – Middleware Integration, Application integration, API Integration
ETL - Informatica, Cognos, Power BI
ERP- SAP, ORACLE, Peoplesoft, JD Edwards
Programming Technologies: Java, .Net, Python, C++, VB, HTML
Type of Role:
Business / Systems Analyst
Programmers – Architect, Sr . Lead, Junior
QA – Lead, Sr, Jr – Manual & Automation
Database – DBA’s, Developer
ERP – Functional, Technical & Security

Annual Report:

Sybyte has a stable financial background and has ensured the staff and consultants get paid timely irrespective of getting paid from our clients. We have a line of credit from Bank America that allows us to use funds during delay in receivable from our clients. PNL statement that gives evidence of company’s financial viability will be provided on request. Sybyte has completed all projects in a timely manner and has 100% customer satisfaction.

What is your firm’s experience working with the City of Los Angeles?

Sybyte Technologies has worked with several government agencies and is actively working on an implementation with LA Metro. Sybyte is also on the bench with Metropolitan Water District. However, Sybyte has not worked with City of Los Angeles in the past.

Describe your firm’s communication experience with staff, stakeholders, advisory groups and decision makers?

Day to Day Communication Strategy with LA DOT:

Mr. Ash Khamkar – Program Manager / Account Manager – Principal – Sybyte Technologies Inc. We are proposing an experienced project team with significant public sector experience. Our proposed Program Manager and Account Manager, Ash Khamkar – Principal. Mr. Khamkar – Principal, comes with 20 yrs. of experience. Mr. Khamkar holds a Bachelors Degree in Engineering, a Masters Degree in Computer Engineering / Electrical Engineering MS.EE and a Master Degree in Marketing (MBA). He has been involved in software development and
implementation of ERP Technology for past 18 yrs. Having extensive experience in software 
product execution and program management will give LA DOT at least 20 hrs a month to over 
look deliverable and try to keep the scope and timeline achievable keeping cost low. Mr. Khamkar 
or another Sybyte associate will also meet the LADOT Representative client once a month as a 
constant point of contact with LA DOT team.

Following is the deliverable to LA DOT from the Account Manager:

Regular Communication with LA DOT IT team and contracts teams to understand the SOW on 
award.
Provide a detailed report of submitted candidate and record feedback on interviews.
Understand price points to ensure rate is well maintained within the given bandwidth.
Formal reporting procedures on required background check to be completed before the consultant 
starts on the project.
Provide a month report on the performance of the consultants. Identify any gaps and assist 
consultants in providing necessary training.

Prior Experience:

Sybyte Technology has similar technology staffing experience for large consulting firms as a sub 
through a prime vendor fulfilling large staffing needs similar to what is mentioned in this RFP

Different Type of Trainings offered:

Category 1: Recruitment Team:

Sybyte Technology employs an extensive four-month online training program operated out of its 
Recruiter Training center in Los Angeles, CA one of the most rigorous of all recruiting for our 
onshore and offshore support staff on recruitment. The program, focused primarily on IT services 
to training resources on how to source quality candidates that follows our internally designed 
process for our client who we support in staffing through an intensive course that combines 
classroom work with real-world experience.

Category 2: Consultant Skill Based Training Program:

Sybyte Technologies internal consultant training program on technology keeps our staff and 
consultants on the industry best practices and latest version of each software product in the 
technology that we source candidates across all clients that we serve. Certain programs we 
also support in paying for certification that is important requirement for clients requiring 
additional skillset before hiring a consultant. This gives our consultants an extra edge during 
an upgrade project and performing certain technical functions in delivering projects in a timely 
manner.

Certifications:

Sybyte Technologies provides training to consultants to be ready for certification in the area 
of their individual skillset. Sybyte Technologies also encourages taking up the cost of the 
certification for potential candidates who adds value to our clients. It helps our pool of talent 
upgrade their knowledge and add tremendous value to our client.
Resources Pool:

Sybyte Technologies has a bench created that is similar to the skillset mentioned in the RFP for Maricopa County. This bench will help Maricopa help in ramping up the team. This also helps in having a backup for an unfortunate event the candidate might not join hence giving Maricopa County more choices during a selection process.

Staffing Program Involved:

Sybyte Technologies is involved in large staffing programs usually as a Sub to large Staffing firms. Some of the VMS clients Sybyte supports is Hitachi Consulting, Hays Consulting, Tech Mahindra, TCS. This programs involves large staffing opportunities and fulfillment that has skillset requirement similar to Maricopa County Indian Community. These projects require sourcing high quality candidates which are internally screened (technically, functional, & communication) and presented to the client. Sybyte provided candidates are 90% shortlisted in the first round of interview and over 85% selected by the end client when we operate as a Sub.

Other Engagements:

Sybyte Technologies is now a direct vendor to one of the largest government agencies as a direct vendor for Los Angeles Metropolitan Water Department providing exact similar service that is required by Indiana Community. These engagements cover several requirements / positions that include positions like DBA, Cyber Security, Various levels of help desk support, Developers – C, C++, Java, .Net, etc.

Candidate Retentions Program:

Sybyte Technologies shows our employees that we trust them by giving them responsibilities that allow them to grow. We encourage our employees to help them gain new skills. Provide ample continuing education opportunities. Hire from within wherever possible, and give generous promotions at appropriate times.

Our way of managing employee retention involves strategic actions to keep employees motivated and focused so they elect to remain employed and fully productive for the benefit of the organization. A comprehensive employee retention program can play a vital role in both attracting and retaining key employees, as well as in reducing turnover and its related costs. All of these has contributed to an Sybyte’s productivity and overall business performance as shown below.

1. Respectful treatment of all employees at all levels.
2. Compensation/pay;
3. Trust between employees and senior management;
4. Job security; and
5. Opportunities to use their skills and abilities at work.

Additional predictors of turnover that merit careful attention for our staff include:
• Organizational commitment and job satisfaction.
• Quality of the employee-supervisor relationship.
• Role clarity.
• Job design.
• Workgroup cohesion.

**Assessment Strategy:**

Sybyte Technologies follows best industry practices for assessment of candidate. We first analyze job specifications and create evaluation test for each position. Initial tests conducted by Sybyte helps to analyze the overall potential of the candidate. This test is evaluated by our internal Technical panel.

**Following are the evaluation parameters for potential candidate:**

- Candidate's Understanding of the Position: Assess candidate's knowledge of the position and its requirements.
- Relevant Background/Special Skill Set: Explore the candidate's knowledge and past working experiences in training.
- Professional Impression: Consider self-confidence, maturity, and presence to assess the candidate's level of professionalism.
- Interpersonal/Communication Skills: Assess ability to express ideas and thoughts clearly, as well as experiences involving team settings and customer orientation.
- Presentation Skills: Overall assessment of candidate's 20 min. presentation for organization and stand-up /facilitation skills.
- Flexibility: Assess candidate's responsiveness to change, tolerance for ambiguity.
- Organizational Fit: Review the candidates' potential to fit the unique LADOT organization and culture.

After the evaluation of the test by Sybyte's internal technical panel best consultants will be shortlisted and submitted to the account manager. Once the candidate is selected, our Account manager who is also a one point contact to community department will contact the department and propose a potential candidate to community project team. The proposal for potential candidates will include the following documents:

A. Candidate Summary- Sybyte technologies provides a 1 page summary of Candidate which includes technologies skill sets and work experience.

B. Scoring sheet- As Sybyte conducts internal tests for the candidates, The result helps us understand the potential and skill sets of candidate. The candidate has to satisfy score of minimum 9 on 10 to be qualified and presented to community.