

BEST VALUE INCENTIVES (RFP# 84)

Name of Firm/Offeror: McManis & Monsalve Associates

Incentives are designed to motivate vendors to surpass specific requirements of the solicitation while discouraging inefficiency and waste. The offerors' proposal should include additional benefits or rewards to the Commonwealth to encourage acceptance of their proposal. (Examples of incentives may include additional goods, services, warranties, rebates or royalties, gifts-in-kind, training, advertising/marketing, etc.)

The following incentives will be offered to each State of Virginia BPA Customer where a contract is awarded to McManis & Monsalve Associates:

1. **Price:** Volume discounts are outlined as part of the Cost Proposal. In addition, labor category discounts will be considered for each task order, thus providing the State of Virginia the best rates possible while providing the quality personnel needed to execute the required statement of work elements.
2. **Organizational and/or client Web Site Evaluations:** McManis & Monsalve Associates will provide as part of the services delivered under each task order using the State of Virginia BPA an organization sponsored web site diagnostic evaluation. The evaluation will include a survey of the requirements to be 508 compliant and a summary report outlining recommendations for improvement.
3. **Training:** The following 1 Hour training modules will be provided to those clients who have awarded a task order to MMA. The training will be as agreed to by the client, provided once during each 6 months during the period of performance of the task order, and at locations in either Northern Virginia, Richmond, Hampton Roads/Tidewater, or Charlottesville areas.
 - a. **Federal and State Access Requirements for people with disabilities**
 - b. **Customer Service Lessons Learned**
4. **Consulting Services:** McManis & Monsalve Associates will provide as part of the services delivered under each task order issued to each organization **Decision Making Methodology at the Executive Level.**
5. **Human Resource Process Evaluation:** McManis & Monsalve Associates will provide as part of the services delivered under each task order using the State of Virginia BPA a high level assessment of HR processes and procedures. A report will be provided outlining recommendations to gain process efficiencies, potential cost savings, and compliance with regulations and agency requirements.
6. **Marketing:** Because of the importance to the State of Virginia and the financial and economic success of state small businesses, McManis & Monsalve Associates is committed to providing a full time marketing team that will work closely with current and future customers to promote use of the contract. McManis & Monsalve Associates will make this contract the contract of choice for doing business with the State of Virginia. Business development and marketing representatives will be located in Richmond and Northern Virginia on a full time basis.

IV. Part 1, 5 continued

- 7. Selection System Audit:** A high level audit of an agency's selection system. The purpose of the audit would be to determine if the selection system was in compliance with the Uniformed Guidelines on Selection.

- 8. Interview System:** Knowing that getting the best people in an organization begins with selection, EASI Consult is prepared to offer a 1 year license of it's EASI (Structured) Interview system free to the State of Virginia.