

CONTRACT

34726

THIS CONTRACT ("Contract") is entered into, in duplicate, effective as of August 8, 2017, for reference purposes only, pursuant to a minute order adopted by the City Council of the City of Long Beach at its meeting held on July 18, 2017, by and between JAGTAG ENTERPRISES, INC., a California corporation ("Contractor"), with offices located at 2110 Artesia Blvd., #B404, Redondo Beach, California 90278, and the CITY OF LONG BEACH, a municipal corporation ("City") and administering entity for Pacific Gateway Workforce Investment Network.

WHEREAS, City submitted an application ("Application") to the Employment Development Department of the State of California (the "State"), for funds to provide meaningful training and employment opportunities for economically disadvantaged, unemployed and underemployed persons consistent with the Workforce Investment Act of 1998 ("WIA") codified as Section 504 of the Rehabilitation Act, 29 U.S.C. 794(d) and all regulations, directives, policies, procedures and amendments issued thereto and/or legislation, regulations, policies, directives, and/or procedures which may replace the Workforce Investment Act; and

WHEREAS, Congress reauthorized the Workforce Investment Act of 1998 on July 22, 2014 as the "Workforce Innovation and Opportunity Act (WIOA)" to provide workforce investment activities, through statewide and local workforce investment systems such as Pacific Gateway Workforce Investment Network (PGWIN), administered by the City of Long Beach; and

WHEREAS, the Application was approved by the State and a Workforce Investment Act/Workforce Innovation and Opportunity Act subgrant has been executed by and between the State and the City authorizing such programs and providing the funding therefore under Workforce Investment Act/Workforce Innovation and Opportunity Act Master Subgrant Agreement which has been designated as K7102038 CFDA No. 17.258 and 17.278 the ("Prime Contract"); and

1 WHEREAS, Contractor desires to participate in said program and is qualified
2 by procurement for the reason of experience, preparation, organization, staffing and
3 facilities to provide services; and

4 WHEREAS, City is willing to utilize Contractor to provide various workforce
5 development services to Pacific Gateway and its Board;

6 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
7 conditions in this Agreement, the parties agree as follows:

8 1. DOCUMENT INCORPORATION.

9 A. The following documents are attached hereto as exhibits and
10 incorporated herein and made a part hereof by this reference as if fully set forth:

11 i. The Prime Contract, Exhibit "A", and any extension or
12 continuation thereof or any grant agreement which is the successor thereto
13 which authorizes a training and employment program for the economically
14 disadvantaged, unemployed and underemployed persons, and the
15 documents incorporated therein and attachments thereto, including the
16 assurances and certifications made by the State to the City.

17 ii. Contractor's program description, statement of work
18 performed, Contractor's operation plan for participants, program conditions
19 and standards for Contractor's performance under this Contract (collectively,
20 the "Statement of Work") attached hereto as Exhibit "B".

21 B. Contractor and City agree to be bound by all the terms,
22 conditions and provisions contained in the Prime Contract, the Application, and the
23 Statement of Work (collectively, the "Contract Documents").

24 C. Contractor hereby agrees to assume full responsibility for the
25 performance of the operation, coordination and administration of such program
26 pursuant to all the terms and conditions of the exhibits to the extent that said
27 documents are applicable to the delivery of services by Contractor hereunder; and
28 the parties hereto agree to perform all duties, obligations and tasks to be performed

1 by each party under the Contract Documents.

2 D. In the event there is any conflict between the provisions of this
3 Contract and the provisions of the Prime Contract, including the attachments thereto
4 and the documents incorporated therein, as presently worded or amended in the
5 future, the parties agree that the provisions of the Prime Contract shall control.

6 Contractor shall conduct training and employment activities in accordance
7 with the provisions of the Contract Documents.

8 2. TERM.

9 A. The term of this Contract ("Term") shall be deemed to have
10 commenced as of July 1, 2017, and unless sooner terminated pursuant to the
11 provisions hereof, shall terminate on June 30, 2019. Either of the parties hereto
12 shall have the right to terminate this Contract in its entirety at any time during the
13 Term for any or no reason whatsoever by giving fifteen (15) days prior written notice
14 of termination to the other party. City shall have the additional right to cancel any
15 part of this Contract at any time during the Term for any reason whatsoever by giving
16 fifteen (15) days' notice of such cancellation to the Contractor.

17 B. Notwithstanding the foregoing, the City shall have the right to
18 terminate and cancel this Contract without notice, in its sole discretion, if the actions
19 or non-action of Contractor subjects the City to liability, legal obligations or program
20 operation obligations beyond the liability and obligations under the Contract
21 Documents. If this Contract is terminated prior to the expiration of the Term,
22 Contractor shall be reimbursed for all eligible program allowable costs which have
23 been accrued but not paid through the effective date of termination. Contractor
24 agrees to accept such amount, plus all amounts previously paid, as full payment
25 and satisfaction of all obligations of City to Contractor.

26 3. AWARD UNDER SPECIAL CONDITIONS. The City may award a
27 contract under special conditions if it determines the Contractor as "high risk" under the
28 following categories:

1 A. (1) A history of unsatisfactory performance, or (2) Is not
2 financially stable, or (3) Has a management system which does not meet the
3 management standards, or (4) Has not conformed to terms and conditions of
4 previous awards, or (5) Is otherwise not responsible; and if the City determines that
5 an award will be made, special conditions and/or restrictions shall correspond to the
6 high risk condition and shall be included in the award.

7 B. Special conditions or restrictions may include: (1) Payment on
8 a reimbursement basis; (2) Withholding authority to proceed to the next phase until
9 receipt of evidence of acceptable performance within a given funding period; (3)
10 Requiring additional, more detailed financial reports; (4) Additional project
11 monitoring; (5) Requiring the Contractor to obtain technical or management
12 assistance; or (6) Establishing additional prior approvals.

13 C. If the City decides to impose such conditions, the City will either
14 include such corrective action in the Statement of Work or notify the Contractor as
15 early as possible, in writing, of: (1) The nature of the special conditions/restrictions;
16 (2) The reason(s) for imposing them; (3) The corrective actions which must be taken
17 before they will be removed and the time allowed for completing the corrective
18 actions and (4) The method of requesting reconsideration of the conditions or
19 restrictions imposed.

20 4. PERFORMANCE REVIEW.

21 A. After each quarter during the Term, the City will conduct a
22 review of Contractor's performance by comparing the Contractor's planned
23 performance and/or contract earning levels with the actual performance and
24 contract earning levels achieved by Contractor. If the Contractor is ten percent
25 (10%) or more below their planned total at the end of the first quarter or any quarter
26 thereafter, the City has the right to unilaterally cancel the contract or de-obligate
27 funds up to the amount of the under expenditure or underperformance.
28 Alternatively, upon review and approval of the City, Contractor may be allowed to

1 submit a corrective action plan demonstrating that program performance is
2 attainable and expenditure levels can be met. At the discretion of the City,
3 Contractor may be allowed to continue program services.

4 B. Underperformance at the end of the second quarter or any
5 quarter thereafter, shall permit the City to unilaterally cancel this Contract or, in the
6 alternative and at the sole discretion of the City, deobligate funds from this Contract
7 up to the amount of the underexpenditures.

8 5. CONTRACT AMOUNT AND PAYMENT.

9 A. The total amount which shall be payable by City to Contractor
10 for Contractor's allowable services during the Term shall not exceed One Hundred
11 Twenty Thousand Dollars (\$120,000).

12 B. The City shall, in due course, reimburse the Contractor for the
13 actual, allowable, reasonable and necessary costs and expenses incurred by
14 Contractor in the performance of this Contract which are authorized and approved
15 by Exhibit "B" and are in accordance with and pursuant to the Prime Contract, to the
16 extent that such Prime Contract is applicable to the Contractor's performance
17 hereunder.

18 C. Payment to the Contractor shall be limited to the amounts
19 specified in Exhibit "B" for the categories, criteria and rates established in said
20 Exhibit. The allocation of the total contract amount among the items in the Budget
21 may vary by as much as ten percent (10%) without the approval by Workforce
22 Investment Board's Executive Director ("Executive Director"). Additionally,
23 Contractor may, with the prior written approval of the Executive Director or his
24 designee, make adjustments within and among the categories of expenditures in
25 the Budget in excess of ten percent (10%), and modify the performance to be
26 rendered hereunder as provided in Exhibit "B"; provided, however, that any such
27 adjustment in expenditures shall not result in an increase in the amount of the total
28 contract. The agent or representative of Contractor who signs as the maker of

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checks or drafts or in any manner authorizes the disbursement of said funds or expenditure of same shall be covered by a blanket fidelity or comprehensive crime bond regarding the handling of said funds in an amount set out in Section 13, paragraph E of this Contract.

D. Contractor shall not charge nor receive compensation under this Contract for any services or expenses unless said services or expenses are directly and exclusively related to the purposes of this Contract, and provided that payment is not also received by Contractor from some other source for said services or expenses.

E. Disbursement of funds received from the State shall be under the direction of the City Manager or his designee and shall be in accordance with the provisions of this Contract and made pursuant to the Prime Contract and any additional procedures, regulations and reporting requirements which are established by the City that do not conflict with applicable procedures, regulations and reporting requirements of the State.

F. All payments to Contractor by the City will be based upon invoices and the necessary supporting documents which the State and the City may require Contractor to submit. The expenditure of all funds shall be accounted for promptly and submitted with the funded "Period of Availability" for the program year. Reimbursement will not be made for claims generated beyond contract end date or ninety (90) days after the contract end date for properly accrued expenditures. Contractor shall keep separate detailed accounts for each expenditure for each component part of this project.

G. Public or private non-profit contractor revenues in excess of costs are considered program income or profits in accordance with Code of Federal Regulations definition of "Income" pursuant to 29 CFR 97.32(2). When authorized, program income may be added to the funds committed to the grant agreement. The program income shall be used for the purposes and under the conditions of the grant

1 agreement or as amended unless the Governor of the State of California requires
2 that such income be turned over to the State.

3 6. RECORDS.

4 A. Records relating to the performance of this Contract shall be
5 kept and maintained by Contractor in accordance with the manner and method
6 prescribed by applicable State regulations and guidelines and City requirements,
7 and will be current, complete and available for purposes of inspection and audit
8 during business hours as deemed necessary upon request by representatives of
9 federal, state and local agencies.

10 B. Contractor shall provide access to all documents and materials
11 related to this Contract and shall provide any information that the City, or its
12 designee requires in order to monitor and evaluate Contractor's performance
13 hereunder. All such records shall be maintained and accessible for a period of
14 seven (7) years from the expiration or earlier termination of this Contract.

15 7. FINANCIAL REPORTS.

16 A. Contractor shall promptly distribute to the City Manager or his
17 designee copies of all correspondence including, but not limited to, financial,
18 operational and performance reports which Contractor submits to or receives from
19 the State. Contractor shall provide such other reports, documents or information as
20 may be requested or required by the City or the State within three (3) days of written
21 request. Upon expiration or earlier termination of this Contract, and within the time
22 and in the manner prescribed by the City, the Contractor shall perform all necessary
23 close-out procedures required by the State and the City, including preparation of
24 close-out reports and transmittal to the City of all documents in the possession of
25 Contractor which relate to the Conduct of the Program, within the time and in the
26 manner prescribed by the City. Final payment to the Contractor under this Contract
27 will be paid only after the City has determined that Contractor has satisfactorily
28 completed said close-out procedures.

1 B. If the Contractor is subject to the Single Audit Act (SAA), the
2 Contractor shall include this Contract within the scope of the SAA audit. A copy of
3 the SAA final audit report shall be delivered by Contractor to the City of Long Beach
4 within thirty (30) calendar days after its request and, in any event, no later than six
5 (6) months after the end of the then-current fiscal year of Contractor. In the event
6 the Contractor fails to comply with this requirement, the Contractor shall be liable
7 for any costs incurred by City for a substitute audit or review.

8 8. ACCOUNTING PROCEDURES.

9 A. On a monthly basis, commencing on the last day of the month
10 next succeeding the Effective Date of this Contract, the Contractor will submit an
11 invoice with supporting documentation for payment based upon the cost categories
12 in Exhibit "B". These invoices will be due by the tenth (10th) working day after the
13 end of each month. Contractor shall complete the monthly payment requests in the
14 format required by the City.

15 B. The Contractor will establish separate account numbers within
16 its accounting system to account for the expenditures and revenues of this Contract.
17 The Contractor's accounting system will be in compliance with all applicable
18 procedures and Federal and State authorities having jurisdiction over this Contract,
19 and shall be consistent with the fiscal and accounting procedures, including accruals
20 set forth herein. Without limiting the generality of the foregoing, the Contractor shall
21 adhere to the following fiscal and accounting procedures:

22 i. Maintain a bank account and perform monthly bank
23 reconciliations.

24 (a) Deposit all receipts in the bank account promptly
25 and intact.

26 (b) Do not pay any expense directly out of cash
27 receipts.

28 (c) Maintain bank validated copies for every deposit

1 slip in chronological order. Each deposit slip should include sufficient
2 detail to explain the source of the funds being deposited. (This may
3 be done by recording the details on the deposit slip or by attached
4 supporting documentation which may have been received with the
5 receipts).

6 (d) Disburse all funds by check, preferably signed or
7 approved electronically by two (2) employees, neither of whom is the
8 bookkeeper or the accounting clerk.

9 ii. Designate specific employees to perform each of the
10 following functions:

11 (a) Receipt for goods and services provided to
12 Contractor.

13 (b) Approve the purchase of goods and services for
14 Contractor.

15 (c) Approve employee time sheets.

16 (d) Each above function shall be designated to a
17 different employee.

18 iii. Maintain documented support for every check written
19 which should include:

20 (a) Original invoice from each vendor.

21 (b) Indication by signature and date of an authorized
22 employee that the goods or services were received by the Contractor.
23 This may be done on a separate receiving report, a copy of a packing
24 slip or on the invoice itself.

25 (c) Indication that the goods or services were
26 approved for purchase by an authorized individual. This should be by
27 signature and date and should appear on the invoice or on the
28 purchase order or purchase requisition, if such is used by the

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Contractor.

iv. Maintain a copy of each invoice submitted to the Operations Division with copies of all supporting documents.

v. Maintain the following records in an orderly fashion by grant period or Contractor's fiscal year:

- (a) Bank statements and bank reconciliations.
- (b) Deposit slips and supports.
- (c) Checks and supports.
- (d) Time sheets or documentation to verify

Contractor's labor costs.

- (e) Cash receipts and cash disbursement journals.
- (f) Requests for reimbursement and supports.
- (g) Financial statements.
- (h) Maintain and file all required tax and personnel

reports with appropriate agencies.

vi. Contractor must adhere to all audit requirements as outlined in Contractor's respective OMB Circular, 29 CFR 95, and 29 CFR Part 96, and A 133, 29 CFR 97.26 and 29 CFR 95.26 as applicable.

C. All invoices and billings will be considered final and must be submitted within forty-five (45) calendar days from the end of the Term. Resolution of disputed matters must be resubmitted within fifteen (15) calendar days from date mailed to Contractor. City, in its sole discretion, may elect not to pay any invoices or billings submitted after the cut-off date, or if funding is no longer available.

9. INDEPENDENT CONTRACTOR STATUS. It is distinctly understood that in the performance of this Contract, the Contractor shall at all times be considered a wholly independent contractor and that Contractor's obligations to and authority from the City are solely as are preserved by this Contract. Contractor expressly warrants that it will not, at any time, hold itself out or in any manner represent that Contractor or any of its

1 agents, volunteers, subscribers, members, officers or employees are in any manner the
2 officers, employees or agents of the City or the Pacific Gateway Workforce Investment
3 Network (Network), an unincorporated non-profit association. Contractor shall not have
4 any authority to bind the City or Network at any time or for any purpose. Contractor nor
5 any of Contractor's officers, employees or agents shall have any power or authority as
6 agents or employees of the City or Network and shall not be entitled to any of the rights,
7 privileges or benefits of a City or Network employee.

8 10. ASSIGNMENT AND SUBCONTRACTING. This Agreement
9 contemplates the personal services of Contractor and Contractor's employees, and the
10 parties acknowledge that a substantial inducement to City for entering this Agreement was
11 and is the professional reputation and competence of Contractor and Contractor's
12 employees. Contractor shall not assign its rights or delegate its duties under this
13 Agreement, or any interest in this Agreement, or any portion of it, without the prior approval
14 of City, except that Contractor may with the prior approval of the City Manager of City,
15 assign any moneys due or to become due the Contractor under this Agreement. Any
16 attempted assignment or delegation shall be void, and any assignee or delegate shall
17 acquire no right or interest by reason of an attempted assignment or delegation.
18 Furthermore, Contractor shall not subcontract any portion of its performance without the
19 prior approval of the City Manager or designee, or substitute an approved subconsultant
20 or contractor without approval prior to the substitution. Nothing stated in this Section shall
21 prevent Contractor from employing as many employees as Contractor deems necessary
22 for performance of this Agreement.

23 11. INDEMNITY.
24 A. Contractor shall indemnify, protect and hold harmless City, its
25 Boards, Commissions, and their officials, employees and agents ("Indemnified
26 Parties"), from and against any and all liability, claims, demands, damage, loss,
27 obligations, causes of action, proceedings, awards, fines, judgments, penalties,
28 costs and expenses, including attorneys' fees, court costs, expert and witness fees,

1 and other costs and fees of litigation, arising or alleged to have arisen, in whole or
2 in part, out of or in connection with (1) Contractor's breach or failure to comply with
3 any of its obligations contained in this Agreement, including any obligations arising
4 from the Project's compliance with or failure to comply with applicable laws, including all
5 applicable federal and state labor requirements including, without limitation, the
6 requirements of California Labor Code section 1770 *et seq.* or (2) negligent or willful acts,
7 errors, omissions or misrepresentations committed by Contractor, its officers,
8 employees, agents, subcontractors, or anyone under Contractor's control, in the
9 performance of work or services under this Agreement (collectively "Claims" or
10 individually "Claim").

11 B. In addition to Contractor's duty to indemnify, Contractor shall
12 have a separate and wholly independent duty to defend Indemnified Parties at
13 Contractor's expense by legal counsel approved by City, from and against all
14 Claims, and shall continue this defense until the Claims are resolved, whether by
15 settlement, judgment or otherwise. No finding or judgment of negligence, fault,
16 breach, or the like on the part of Contractor shall be required for the duty to defend
17 to arise. City shall notify Contractor of any Claim, shall tender the defense of the
18 Claim to Contractor, and shall assist Contractor, as may be reasonably requested,
19 in the defense.

20 C. If a court of competent jurisdiction determines that a Claim was
21 caused by the sole negligence or willful misconduct of Indemnified Parties,
22 Contractor's costs of defense and indemnity shall be (1) reimbursed in full if the
23 court determines sole negligence by the Indemnified Parties, or (2) reduced by the
24 percentage of willful misconduct attributed by the court to the Indemnified Parties.

25 D. The provisions of this Section shall survive the expiration or
26 termination of this Agreement.

27 12. EMPLOYMENT TRAINING ACT CLAUSES. Contractor shall
28 administer contract within the policies and procedures mandated by the Workforce

1 Investment Act of 1998, subsequently reauthorized as Workforce Innovation and
2 Opportunity Act, and the Network and agrees to comply with the following contract clauses,
3 as applicable, during the duration of the contract period:

- 4 A. Compliance with requirements and/or regulations related to
- 5 patent rights, copyrights, and rights in data;
- 6 B. Maintenance of records for 7 years;
- 7 C. The Equal Employment Opportunity Act provisions;
- 8 D. The Americans with Disabilities Act of 1990;
- 9 E. The Contract Work Hours and Safety Standards Act;
- 10 F. The Clean Air Act and Environmental Protection Agency
- 11 regulations;
- 12 G. The Energy Policy Conservation Act;
- 13 H. The Byrd Anti-Lobbying Amendment;
- 14 I. Veteran's Priority Provisions;
- 15 J. Whistle Blower Protection;
- 16 K. Buy American Requirements.

17 13. INSURANCE. Concurrent with the execution of this Contract by
18 Contractor, as a condition precedent to the effectiveness of this Contract, and in partial
19 performance of the obligations of indemnity assumed by Contractor under Section 11
20 above, Contractor shall procure and maintain during the Term at Contractor's expense:

21 A. Comprehensive General Liability in an amount not less than Two
22 Million Dollars (\$2,000,000.00) combined single limit for each occurrence or Four Million
23 Dollars (\$4,000,000.00) General Aggregate for bodily injury, personal injury and property
24 damage. The Indemnified Parties shall be covered as insureds in respect to liability arising
25 out of activities performed by or on behalf of the Contractor and coverage shall be in a form
26 acceptable to the Risk Manager of the City ("Risk Manager").

27 B. Automobile Liability in an amount not less than Five Hundred
28 Thousand Dollars (\$500,000.00) combined single limit per accident for bodily injury and

1 property damage covering owned, non-owned and hired vehicles.

2 C. Workers' Compensation as required by the Labor Code of the State of
3 California and Employers' Liability Insurance with limits of one Million Dollars
4 (\$1,000,000.00) per occurrence.

5 D. Accidental Medical, Death and Dismemberment Insurance for all
6 participants not entitled to workers' compensation benefits under the provisions of Section
7 3700 of the Labor Code of the State of California, unless this requirement has been waived
8 in writing by the Risk Manager. Said insurance shall have limits of not less than One
9 Hundred Thousand Dollars (\$100,000.00) Accident Medical and Twenty-Five Thousand
10 Dollars (\$25,000.00) Accidental Death and Dismemberment.

11 E. Blanket Honesty or Comprehensive Crime Bond in an amount of fifty
12 percent (50%) of sums payable under this Contract, or Twenty-Five Thousand Dollars
13 (\$25,000.00), whichever is higher, to safeguard the proper handling of funds by those
14 employee's agents or representatives of the Contractor who sign as the maker of checks
15 or drafts or in any manner authorize the disbursement or expenditure of said funds.

16 Each insurance policy shall be endorsed to provide that coverage shall not
17 be cancelled by either party, reduced in amount or in limits, except after thirty (30) days
18 prior written notice has been given to the City. All such insurance shall be primary and not
19 contributing to any other insurance or self-insurance maintained by the Indemnified Parties.

20 The insurance required hereunder shall be placed with carriers admitted to
21 write insurance in California, or carriers with a rating of or equivalent to A:VIII by A.M. Best
22 Company and may be subject to such self-insurance or deductible as may be approved by
23 the Risk Manager. Any Contractors which Contractor may use in the performance of
24 services under this Contract shall be required to maintain insurance in accordance with the
25 requirements here in Section 13.

26 Contractor shall furnish the City with certificates of insurance and with original
27 endorsements affecting coverage as required above. The certificates and endorsements
28 for each insurance policy shall be signed by a person authorized by that insurer to bind

1 coverage on its behalf. Policies written on a “claims made” basis shall provide for an
2 extended reporting period of not less than One Hundred Eighty (180) days. No claims
3 made policies shall be acceptable to City unless the City Manager determines that no
4 occurrence policy is available in the market for the particular risk being insured. Any
5 modification or waiver of the insurance requirements contained in this Contract shall only
6 be made with the written approval of the Risk Manager in accordance with established city
7 policy.

8 14. DRUG-FREE WORKPLACE. Contractor shall comply with
9 Government Code Sections 8350 et seq. and 29 CFR Part 98, in matters relating to
10 providing a drug-free workplace including, but not limited to, the following:

11 A. Publishing a statement notifying employees that unlawful
12 manufacture, distribution, dispensation, possession, or use of a controlled
13 substance is prohibited and specifying actions to be taken against employees for
14 violations, as required by Government Code Section 8355(a).

15 B. Establishing a Drug-Free Awareness Program as required by
16 Government Code Section 8355(b), to inform employees about all of the following:

- 17 i. The dangers of drug abuse in the workplace,
- 18 ii. The person’s or organization’s policy of maintaining a
19 drug-free workplace;
- 20 iii. Any available counseling, rehabilitation and employee
21 assistance programs, and
- 22 iv. Penalties that may be imposed upon employees for drug
23 abuse violations.

24 C. Ensuring that every employee who provides services under this
25 Contract:

- 26 i. Will receive a copy of Contractor’s drug-free policy
27 statement, and
- 28 ii. Will agree to abide by the terms of Contractor’s

1 statement as a condition of employment on this Contract:

2 D. Payments due Contractor may be subject to suspension or
3 termination for failure to carry out the requirements of Government Code Sections
4 8350 et seq. and 29 CFR Part 98, Debarment and Suspension; Drug Free
5 Workplace. As provided in Government Code Section 8357, the City shall not be
6 required to ensure that Contractor provides a drug-free workplace.

7 15. NONDISCRIMINATION.

8 A. In connection with performance of this Agreement and subject
9 to applicable rules and regulations, Contractor shall not discriminate against any
10 employee or applicant for employment because of race, religion, national origin,
11 color, age, sex, sexual orientation, gender identity, AIDS, HIV status, handicap, or
12 disability. Contractor shall ensure that applicants are employed, and that employees
13 are treated during their employment, without regard to these bases. These actions
14 shall include, but not be limited to, the following: employment, upgrading, demotion
15 or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay
16 or other forms of compensation, and selection for training, including apprenticeship.

17 B. It is the policy of City to encourage the participation of
18 Disadvantaged, Minority and Women-owned Business Enterprises in City's
19 procurement process, and Contractor agrees to use its best efforts to carry out this
20 policy in its use of subconsultants and contractors to the fullest extent consistent
21 with the efficient performance of this Agreement. Contractor may rely on written
22 representations by subconsultants and contractors regarding their status.
23 Contractor shall report to City in May and in December or, in the case of short-term
24 agreements, prior to invoicing for final payment, the names of all subconsultants
25 and contractors hired by Contractor for this Project and information on whether or
26 not they are a Disadvantaged, Minority or Women-Owned Business Enterprise, as
27 defined in Section 8 of the Small Business Act (15 U.S.C. Sec. 637).

28 16. EQUAL BENEFITS ORDINANCE. Unless otherwise exempted in

1 accordance with the provisions of the Ordinance, this Agreement is subject to the
2 applicable provisions of the Equal Benefits Ordinance (EBO), section 2.73 et seq. of the
3 Long Beach Municipal Code, as amended from time to time.

4 A. During the performance of this Agreement, the Contractor
5 certifies and represents that the Contractor will comply with the EBO. The
6 Contractor agrees to post the following statement in conspicuous places at its place
7 of business available to employees and applicants for employment:

8 "During the performance of a contract with the City of Long Beach, the
9 Contractor will provide equal benefits to employees with spouses and its employees
10 with domestic partners. Additional information about the City of Long Beach's Equal
11 Benefits Ordinance may be obtained from the City of Long Beach Business Services
12 Division at 562-570-6200."

13 B. The failure of the Contractor to comply with the EBO will be
14 deemed to be a material breach of the Agreement by the City.

15 C. If the Contractor fails to comply with the EBO, the City may
16 cancel, terminate or suspend the Agreement, in whole or in part, and monies due or
17 to become due under the Agreement may be retained by the City. The City may
18 also pursue any and all other remedies at law or in equity for any breach.

19 D. Failure to comply with the EBO may be used as evidence
20 against the Contractor in actions taken pursuant to the provisions of Long Beach
21 Municipal Code 2.93 et seq., Contractor Responsibility.

22 E. If the City determines that the Contractor has set up or used its
23 contracting entity for the purpose of evading the intent of the EBO, the City may
24 terminate the Agreement on behalf of the City. Violation of this provision may be
25 used as evidence against the Contractor in actions taken pursuant to the provisions
26 of Long Beach Municipal Code section 2.93 et seq., Contractor Responsibility.

27 17. CONFIDENTIALITY.

28 A. Contractor shall keep confidential all financial, operations, and

1 performance records relating to its performance of this Contract ("Data") and shall
2 not disclosed the Data or use the Data directly or indirectly other than in the course
3 of services provided hereunder. The obligation of confidentiality shall continue
4 following expiration or earlier termination of this Contract. In addition, Contractor
5 shall keep confidential all information, whether written or oral, or visual, obtained by
6 any means whatsoever in the course of Contractor's performance hereunder for the
7 same period of time. Contactor shall not disclose Data to any third party, nor use it
8 for Contractor's own benefit or the benefit of others without first obtaining the prior
9 written authorization and consent of the City.

10 B. All Data and other information, in whatever form or medium,
11 compiled or prepared by Contractor in performing its services or furnished to
12 Contractor by City shall be the property of City and City shall have the unrestricted
13 right to use or disseminate same without payment of further compensation to
14 Contractor. Copies of Contractor's work product may be retained by Contractor for
15 its own records.

16 18. BREACH OF CONFIDENTIALITY. Contractor shall not be liable for a
17 breach of confidentiality with respect to Data that:

18 A. Contractor demonstrates Contractor knew prior to the time City
19 disclosed it; or

20 B. Is or becomes publicly available without breach of this Contract
21 by Contractor; or

22 C. A third party who has a right to disclose such information does
23 so to Contractor without restrictions on further disclosure; or

24 D. Must be disclosed pursuant to subpoena, court order, state or
25 federal WIA rules and regulations, federal Department of Labor rules and
26 regulations, or the rules and regulations of any other governmental agency having
27 jurisdiction over WIA administration.

28 19. NOTICES. Any notice or approval required by this Agreement shall

1 be in writing and personally delivered or deposited in the U.S. Postal Service, first class,
2 postage prepaid, addressed to Consultant at the address first stated above, and to the City
3 at 333 West Ocean Boulevard, Long Beach, California 90802, Attn: City Manager with a
4 copy to the Pacific Gateway's Executive Director at 3447 Atlantic Avenue, Long Beach, CA
5 90806. Notice of change of address shall be given in the same manner as stated for other
6 notices. Notice shall be deemed given on the date deposited in the mail or on the date
7 personal delivery is made, whichever occurs first.

8 20. CONTRACT ADMINISTRATION. The City Manager, or designee, is
9 authorized and directed, for and on behalf of the City, to administer this Contract and all
10 related matters, and any decision of the City Manager, or his designee, in connection
11 herewith shall be final.

12 21. CORPORATE STATUS. If the Contractor is a corporation, Contractor
13 shall, as a condition precedent to the effectiveness of this Contract, submit to City proof of
14 good standing of the corporate status.

15 22. ENTIRE AGREEMENT. This document fully expresses all
16 understandings of the parties concerning all matters covered and shall constitute the total
17 Agreement. Except for the adjustments of Exhibit "B" as provided in Section 5 hereof, no
18 addition to or alteration of the terms of this Contract whether by written or oral
19 understanding of the parties, their officers, agents or employees shall be valid unless made
20 in writing and formally adopted in the same manner as this Contract.

21 23. CAPTIONS AND ORGANIZATION. The various headings and
22 numbers herein and the grouping of the provisions of this Contract into separate Sections,
23 paragraphs and clauses are for the purpose of convenience only and shall not be
24 considered a part hereof, and shall have no effect on the construction or interpretation of
25 any part of this contract.

26 24. TAX REPORTING. As required by federal and state law, City is
27 obligated to and will report the payment of compensation to Contractor on Form 1099-Misc.
28 Contractor shall be solely responsible for payment of all federal and state taxes resulting

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 from payments under this Agreement. Contractor shall submit Contractor's Employer
2 Identification Number (EIN), or Contractor's Social Security Number if Contractor does not
3 have an EIN, in writing to City's Accounts Payable, Department of Financial Management.
4 Contractor acknowledges and agrees that City has no obligation to pay Contractor until
5 Contractor provides one of these numbers.

6 25. AUTHORIZATION TO EXECUTE. Contractor warrants and affirms to
7 City that any and all persons signing this Contract are authorized and empowered to so
8 sign and that the execution of this Contract by such person or persons does bind Contractor
9 to all terms, covenants and conditions of this Contract.

10 IN WITNESS WHEREOF, the parties hereto have caused these presents to
11 be duly executed with all the formalities required by law on the respective dates set forth
12 opposite their signatures.

JAGTAG ENTERPRISES, INC., a
California corporation

13
14
15 August 28, 2017

By [Signature]
Name Jacqueline Devlin
Title CEO-Director

16
17 08/28/, 2017

By [Signature]
Name Thomas Devlin
Title Coordinator

"Contractor"

CITY OF LONG BEACH, a municipal
corporation

18
19
20
21
22 Sept 5, 2017

By [Signature] EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.
Tom Modica City Manager
"City" Assistant City Manager

23
24
25 This Contract is approved as to form on Aug. 31, 2017.

26
27 CHARLES PARKIN, City Attorney

By [Signature]
Deputy

EXHIBIT A

WIOA SUBGRANT AGREEMENT

City of Long Beach dba Pacific Gateway

SUBGRANT NO: K7102038
MODIFICATION NO: 1
SUBRECIPIENT CODE: LBC
UNIQUE ENTITY NO: 557398141

PASS-THROUGH ENTITY:
State of California
Employment Development Dept.
Central Office Workforce
Services Division
P.O.Box 826880, MIC 69
Sacramento, CA 94280-0001

SUBRECIPIENT: City of Long Beach dba Pacific Gateway
3447 ATLANTIC AVENUE
LONG BEACH, CA 90807

GOVERNMENTAL
ENTITY: Yes

This Subgrant Agreement is entered into by and between the State of California, Employment Development Department, hereinafter the Pass-through Entity, and the City of Long Beach dba Pacific Gateway, hereinafter the Subrecipient. The Subrecipient agrees to operate a program in accordance with the provisions of this Subgrant and to have an approved Workforce Innovation and Opportunity Act (WIOA) Local Plan for the above named Pass-through Entity filed with the Pass-through Entity pursuant to the WIOA. This modification consists of this sheet and those of the following exhibits, which are attached hereto and by this reference made a part hereof:

- Funding Detail Chart
- Rapid Response Layoff Aversion
- Rapid Response by Formula
- Dislocated Worker Rd 1
- Adult Formula RD 1

ALLOCATION(s)
The Pass-through Entity agrees to reimburse the Subrecipient not to exceed the amount listed hereinafter 'TOTAL'

PRIOR AMOUNT:	\$2,018,168.00
INCREASE/DECREASE:	\$539,119.00
TOTAL:	\$2,557,287.00


TERM OF AGREEMENT
From: 4/1/2016 To: 6/30/2018

Terms of Exhibits are as designated on each exhibit

PURPOSE: To add first round formula funds in grant codes 201, 501, 540 and 292.

APPROVED FOR PASS-THROUGH ENTITY(EDD)
(By Signature)

APPROVED FOR SUBRECIPIENT (By Signature)
Unilateral modification. Subrecipient Signature not required


Name and Title
JOSÉ LUIS MÁRQUEZ
CHIEF
CENTRAL OFFICE WORKFORCE SERVICES
DIVISION

Name and Title

I hereby certify that to my knowledge, the budgeted funds are available for the period and purpose of expenditures as stated herein

This agreement does not fall within the meaning of Section 10295 of Chapter 2 of Part 2 of Division 2 of the Public Contract Code of the State of California and pursuant to 58 OPS Cal. Atty. Gen 586, is exempt from review or approval of the Dept. of General Services and the Dept. of Finance


Signature of EDD Accounting Officer


Signature of EDD Contract Officer

Budget Item: 7100	Fund: 0889	Budgetary Attachment: No
Chapter:	Statute:	FY: ***

SUBGRANT AGREEMENT
FUNDING DETAIL SHEET

SUBGRANT NO:K7102038
MODIFICATION NO:1

City of Long Beach dba Pacific Gateway

I. Allocation

Funding Source	Prior Amount	Increase	Decrease	Adjusted Allocation
WIA/WIOA 25% - Dislocated Worker Rapid Response				
96217 292 Rapid Response Layoff Aversion 07/01/2016 to 06/30/2017 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$0.00	\$22,317.00	\$0.00	\$22,317.00
96217 540 Rapid Response by Formula 07/01/2016 to 06/30/2017 Prog/Element 61/70 Ref 001 Fed Catlg 17.278	\$0.00	\$78,791.00	\$0.00	\$78,791.00
Total WIA/WIOA 25% - Dislocated Worker Rapid Response	\$0.00	\$101,108.00	\$0.00	\$101,108.00
WIA/WIOA Formula				
96157 201 Adult Formula RD 1 07/01/2016 to 06/30/2018 Prog/Element 61/90 Ref 101 Fed Catlg 17.258	\$0.00	\$235,112.00	\$0.00	\$235,112.00
96107 301 Youth Formula Rd 1 04/01/2016 to 06/30/2018 Prog/Element 61/90 Ref 101 Fed Catlg 17.259	\$2,018,168.00	\$0.00	\$0.00	\$2,018,168.00
96207 501 Dislocated Worker Rd 1 07/01/2016 to 06/30/2018 Prog/Element 61/90 Ref 101 Fed Catlg 17.278	\$0.00	\$202,899.00	\$0.00	\$202,899.00
Total WIA/WIOA Formula	\$2,018,168.00	\$438,011.00	\$0.00	\$2,456,179.00
Grand Total:	\$2,018,168.00	\$539,119.00	\$0.00	\$2,557,287.00

NARRATIVE

**SUBGRANT NO:K7102038
MODIFICATION NO: 1**

**SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Adult Formula RD 1 - 201**

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2018

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Workforce Innovation and Opportunity Act (WIOA) Adult Formula funds are being incorporated into the Program Year (PY) 2016-17 Subgrant Agreement to support the WIOA Adult Program. The funds in grant code 201 consist of 1st round funding and are available for expenditure from July 1, 2016 through June 30, 2018.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

SUBGRANT NO:K7102038
MODIFICATION NO: 1

SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Dislocated Worker Rd 1 - 501

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2018

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Formula funds are being incorporated into the Program Year (PY) 2016-17 Subgrant Agreement to support the WIOA Dislocated Worker Program. The funds in grant code 501 consist of 1st round funding and are available for expenditures from July 1, 2016 through June 30, 2018.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

SUBGRANT NO:K7102038
MODIFICATION NO: 1

SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Rapid Response by Formula - 540

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2017

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

These Workforce Innovation and Opportunity Act (WIOA) 25 percent Rapid Response (RR) funds are being incorporated into your Program Year (PY) 2016-17 Subgrant Agreement to support the WIOA Dislocated Worker Program. The funds in grant code 540 consist of 1st round funding and are available for expenditures from July 1, 2016 to June 30, 2017. These "formula based" Rapid Response funds (see WSIN15-51) must be used for the cost of required and allowable Rapid Response activities in response to layoffs, business closures, and natural disasters.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

NARRATIVE

SUBGRANT NO:K7102038
MODIFICATION NO: 1

SUBRECIPIENT:City of Long Beach dba Pacific Gateway
FAIN NO: AA-28305-16-55-A-6
FEDERAL AWARD DATE: 7/22/2016
FUNDING SOURCE: Rapid Response Layoff Aversion - 292

TERM OF THESE FUNDS: 07/01/2016 - 06/30/2017

Use of funds added by this modification is limited to this period and additionally limited by the recapture provisions applicable to this funding source. The state may at its discretion recapture funds obligated under this exhibit, if expenditure plans are not being met.

PROGRAM NARRATIVE

Layoff Aversion funds are being incorporated into the Program Year (PY) 2016-17 Subgrant Agreement to support the Layoff Aversion Program. These funds will support local areas through a high performing Rapid Response strategy, which will emphasize coordinated efforts to avert layoffs in the effort to save jobs. The term of these funds are from July 1, 2016 to June 30, 2017.

This exhibit adds to and does not replace the terms and conditions of any other exhibit included in this agreement which terms and conditions remain in full force and effect.

WIOA (2015)

EXHIBIT B



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor
Long Beach, CA 90802

City of Long Beach Request For Proposals Number EP17-051 For WORKFORCE DEVELOPMENT SERVICES / SUBJECT MATTER EXPERTS

Release Date:	02/14/2017
Questions Due to the City:	02/22/2017
Posting of the Q & A:	03/06/2017
Due Date:	03/14/2017

City Contact: Sokunthea Kol Buyer 562-570-6123

See Section 4 for instructions on submitting proposals.

Company Name JagTag Enterprises, Inc. Contact Person Jacqueline Devlin, MPA
 Address 2110 Artesia Blvd ^{#B401} City Redondo Bch State CA Zip 90278
 Telephone (310) 344-8163 Fax () N/A Federal Tax ID No. XXXXXXXXXX
 E-mail: Jacqueline@jagtagenterprises.com

Prices contained in this proposal are subject to acceptance within 180 calendar days.

I have read, understand, and agree to all terms and conditions herein. Date 3-13-17

Signed [Signature]

Print Name & Title Jacqueline Devlin, MPA Director/CEO

Rev 2016 0919

**City of Long Beach
Request for Proposal Number EP17-051
For
Workforce Development Services**

3.5 Service Categories – 3.51 Skills Development /Pre-Vocational Services

Submitted by JagTag Enterprises, Inc. Jacqueline A. Devlin, MPA

RFP

RFP Cover Sheet

9.1 Company Background and References

Financial Stability with Letter from CPA

9.2 Subcontractor Information

9.3 References for JagTag Enterprises Inc.

9.4 Business License for City of Long Beach – Copy of License included

Appendix A – Narrative/Technical Proposal

- **Copies of Key Resumes**
- **List of Board of Directors**

- 1. Attachment A – Certificate of Compliance with terms and conditions**
- 2. Attachment C – Statement of Non-Collusion**
- 3. Attachment D – Debarment, Suspension, Ineligibility Certification**
- 4. Attachment E – W-9 Request for Taxpayer Identification Number and Certification/
Vendor Form**
- 5. Attachment F – Secretary of State of California Certification**
- 6. Attachment G – Equal Benefits Ordinance Form (EBO)**
- 7. Attachment H – Small Business Enterprise (SBE) Program – Certified Letter Attached**
- 8. Insurance Requirements**

- 9. Appendix B – Cost Proposal – sent separate**

Company Background and References

9.1 Company Ownership: Primary Contactor Information

- **Company Profile:** JagTag Enterprises, Inc. (JagTag) was incorporated in California on August 9, 2007. The business address is 2110 Artesia Blvd., #B404 Redondo Beach, CA 90278. JagTag is a women owned business.
- **Ownership/Incorporation:** JagTag Enterprises has been in business since 1992 and incorporated to JagTag Enterprises Inc., in 2007.
- **Location:** The business address is 2110 Artesia Blvd., #B404 Redondo Beach, CA 90278. JagTag Enterprises Inc. is a consulting firm that travels to locations throughout the United States providing services and training sessions. All training is conducted at the customer's location.
- **Employees:** The CEO/Director, Jacqueline Devlin is the only employee but hires additional sub-contractors that have been thoroughly trained to meet the needs of various organizations and companies as needed.
- **Location from which employees will be assigned:** This does not apply unless JagTag Enterprises Inc., needs to hire consultants to help out. Additional consultants are located throughout Long Beach, Los Angeles and the Beach City areas in California.
- **Name Address and telephone number of Contractors point of contract for contract resulting from this RFP:** Jacqueline A. Devlin, 2110 Artesia Blvd. #B404 Redondo Beach, CA 90278, (310) 344-8163, Jacqueline@JagTagenterprises.com, www.jagtagenterprises.com.
- **Company Background/Qualified:** JagTag Enterprises Inc., has been providing services to government organizations, private companies, corporations, non-profits and community based organizations for over 15 years including responding to and being awarded workshops through RFP selections with the Pacific Gateway Workforce Investment Network and Carson/Lomita/Torrance Private Industry Council to provide various job search related workshops. JagTag has consistently received excellent evaluations from all clients. See resume for list of clients. JagTag Enterprises Inc. has created and developed materials consistent with client needs and current market trends. The company has experience working with diverse populations from ex-offenders to top level executives and has served and worked with clients from 14-81 years old from all different ethnic, economical and career backgrounds. The company has provided training for Veterans, Laid off workers, Rapid Response, Welfare to Work, High Risk Youth, the Homeless, and many other populations with multiple barriers to employment. Jacqueline Devlin is the CEO and director of JagTag, has a Bachelors Degree from Mount Saint Mary's College in Business and Marketing and a Master's Degree from California State University Dominguez Hills in Public Administration. Jacqueline is also a life and executive coach certified through Hudson Institute. She is a member of the Association of Talent Development (ATD) and is also a high level certified trainer for Personal Strengths Publishing Communication/Motivational Values venues.

- JagTag Enterprises, Inc., provided resume, interviewing and mock interviews on site at Boeing for those people, in Long Beach working on the C-17 program who were being laid off. This project was funded through the Pacific Gateway Workforce Investment Network. JagTag Enterprises has trained over 200 professionals at Boeing C-17 Program on how to re-enter the work force after long-term careers at Boeing. JagTag Enterprises was recognized by Boeing and the Pacific Gateway for providing exceptional service to all employees.
- Jag Tag's expertise includes working with, training and providing coaching to thousands of hiring managers from hundreds of different industries. Her experience with the hiring managers allows her full access to what they want in resumes, interviews and new hires. This information allows her to create the most up to date materials to present to those who are job searching. Her private for profit clients include; Tesoro Refinery, Trojan Battery, SG Collaborative, Saint Joseph Hospital in Irvine, Baptist Hospital in Jackson Ville Florida, Southern California Edison, and many others that are listed on Jacqueline Devlin's resume.
- Jacqueline Devlin has been providing and continues to provide workshops for summer youth through the Tesoro Refinery (Previously British Petroleum/Arco) for over 15 years. The refinery hires 20-50 youth and every week for 4.5 hours she provides life skills and career skills training for the youth in an interactive and high energy environment. Her ability to relate to the high risk youth has been recognized every year. Topics include interviewing, resumes, reference sheets, communication, social media, conflict resolution, suicide, team building, planning future goals and steps, looking at colleges, trade schools, careers that do not require a four year degree and much more. These continue to communicate with Mrs. Devlin via social media.
- **Length of time Contractor has been providing services described in this RFP to the public and/or private sector.**
 - Length of Time – Over 15 years of experience
 - Description: For the Pacific Gateway Workforce Investment Network and the Carson/Lomita/Torrance Private Industry Council, JagTag Enterprises, Inc., has provided workshops including, Resume Writing, Infographic Resumes, Interviewing, Applications, Career Exploration/Planning, Life Reimagined, Labor Market Demand, Networking, Motivation, Organizing your job search, Creative Job Search, Networking Success, Managing Job Change, Using Social Media Effectively for Job Search (LinkedIn, Facebook, Twitters etc.), Veteran Skills transitioned to Current Market Skills, Computer 101- basic computer skills, On-line Job search, Changing Careers, Communication Skills, Keeping the Job, Cover and Thank you Letters and many others.
- **Key Staff Members/Consultant and their Resumes – Are attached to the last few pages of the RFP**
 - **Jacqueline Devlin, MPA**, is the primary contractor and presenter but does hire consultants at times to meet organizational needs and provide backup instruction. Here are three consultants JagTag has hired in the past and would hire in the future:
 1. **David Muckley MBA** - 1561 10th Street, Manhattan Beach, CA 90266 - (310) 920-0850 damuck@aol.com.
 2. **Casto Carabayo, NTTI** – Microsoft Certified System Engineer 2934 Broadway Street, Huntington Park, CA 90255 - (323) 646-4653 castocaabayo@hotmail.com.

3. **Camille Parillo**, 1019 Molino Ave, Long Beach, CA 90804 - (330) 770-4899
camilleparillo@gmail.com

- **Financial Stability:** As required in order to submit for this RFP, it states the proposer must give enough information to determine financial stability. JagTag Enterprises Inc., has been financially stable for over 15 years. It is a simple corporation and hires consultants only as needed. Attached is a letter from the CPA who has been providing tax and accounting for JagTag for over 20 years even prior to incorporation. Since JagTag is a simple corporation, the letter from the CPA is simple and hopefully will meet the requirements. If the City of Long Beach needs more information or details, please contact Jacqueline Develin (310) 344-8163 or Jacqueline@JagTagenterprises.com she is ready and available to provide copies of the S Corporation taxes.



Sun-Kap Enterprises, Inc.

1260 Huntington Dr., Suite 205
South Pasadena, CA 91030
323-254-2729

March 11, 2017

To: The City of Long Beach
Re: JagTag Enterprises Inc.
2110 Artesia Blvd. #B404
Redondo Beach, CA 90278

This letter is in response to the City of Long Beach Request for Proposal EP17-051 for Workforce Development Services/Subject Matter Experts. I was asked to provide information from JagTag Enterprises, Inc.

SunKap Enterprises LLC, has been providing tax preparation for JagTag Enterprises Inc. for over 20 years. JagTag Enterprises is an S Corporation that was incorporated in 2007. Jacqueline Devlin is the CEO of the Corporation and hires subcontractors when needed.

JagTag Enterprises Inc. has been financially stable for the as long as we have prepared tax returns for the company. Additional information is available if needed.

Wayne A. Scott
CPA EA MBA

9.2 Subcontractor Information

10.2.1 – Does this proposal include the use of subcontractors?

Yes -Maybe No Initials JD

- All of the consultants mentioned under key staff on the previous page are independent consultants providing services at locations requested by JagTag. Each consultant works out of their home based office and they have no other employees. Their contact information is listed above and below.
- Resumes for the consultants are attached, which provides details on their qualifications to provide these services under JagTag. Each of these consultants has undergone extensive training over 40 hours of training with Jacqueline Devlin to ensure all the requirements of the workshops and services exceed the expectations of the organization/client.
- Length of time each consultant has been providing services is outlined on their attached reference sheets.

9.2.11 Identify Subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services

- **David Muckley MBA** - 1561 10th Street, Manhattan Beach, CA 90266 - (310) 920-0850 damuck@aol.com David Muckley if needed, will facilitate and teach any workshops listed in this RFP with the exception of the Computer or Technical Workshops. Dave also has experience with Rapid Response.
- **Casto Carabayo**, NTTI – Microsoft Certified System Engineer 2934 Broadway Street, Huntington Park, CA 90255 - (323) 646-4653 castocaabayo@hotmail.com - Casto Carabayo, if needed, will facilitate and teach any of the Computer/Technical Workshops and the Interviewing workshop if needed.
- **Camille Parillo**, 1019 Molino Ave, Long Beach, CA 90804 - (330) 770-4899 camilleparillo@gmail.com – Camille Parillo if needed, will facilitate and teach the resume workshops and youth workshops.

9.2.1.2 Provide the same information for any subcontractor as is indicated in Section 9.1 for the Contractor as primary contractor

9.2.1.2 Dave Muckley, MBA:

Company Ownership: Self-employed contractor living and doing business in the State of California. "I am not incorporated and I do not have any other employees."

Location of Company Office: 1560 10th Street, Manhattan Beach, CA, 90266.

Location of Office Servicing Any CA Accounts: Same office and same address as above.

Number of Employees both Locally and Nationally: No employees, other than myself.

Location from which Employees will be Assigned: Same office and same address as above.

Name, Address and Phone Number: David Muckley, 1561 10th Street, Manhattan Beach, CA, 90266. Phone is 310-920-0850

Company Background and History / Why I am Qualified to Provide Services: I completed a Bachelor of Science Degree in Engineering Management through the United States Air Force Academy in Colorado and a Masters in Business Administration from UCLA.

Dave Muckley Continued:

I am a Veteran of the United States Air Force and understand the needs of the veteran population as well as the needs of populations that have multiple barriers to employment.

I have been working with JagTag Enterprises for over 15 years proving workshops through the Pacific Gateway Workforce Investment Network and the Carson/Lomita/Torrance Private Industry Council.

- Trained over 2,000 individuals at the Pacific Gateway Center in Long Beach on Resume Development, Interviewing Skills, Changing Careers, and Labor Market Environment.
- Provided resume and computer assistance for the TAACCT Construction Program.
- Instructed over 200 professionals at Boeing C-17 Program on how to re-enter the work force after long-term careers at Boeing. This project is currently on-going.
- Educated recruiting staffs for private sector companies on how to successfully interview and hire new employees.
- Served as a hiring manager in the private sector for 20 years, having interviewed over 1,000 job applicants and hired over 200 employees.

Length of Time Providing Services to Public and Private Sector:

- Served as hiring manager for Trident Data Systems (private company) for 20 years.
- Provided professional services as Trainer and Career Developer for 10 years at the Pacific Gateway Center in Long Beach and the Torrance One-Stop Center.

9.2.1.3 – References for Dave Muckley, MBA

1. **Client Name:** Pacific Gateway Workforce Investment Network
- **Project Description:** Provided workshops on resumes, interviewing, career planning, labor market, changing careers, job club, and mock interviews.
- **Project Dates:** 2009-Present
- **Technical Environment:** Classroom setting with 12-25 clients, providing booklets on each subject. Ensured students engaged in class and understand the concepts and for some classes utilized PowerPoint Presentations, MS Word and the internet.
- **Staff Assigned to Reference Engagement that will be designated for work per this RFP:**
Dave Muckley, MBA (310) 920-0850
- **Client Project Manager Name and Telephone Number:** Allison Renshaw-Bodnar, Program Manager, (562) 570-3747 – Pacific Gateway, allison.renshaw-bodnar@pacific-gateway.org and Alisa Munoz, Program Manager, Career Transition Center, PGWIN, (562) 570-3748, alisa.munoz@pacific-gateway.org

2. **Client Name:** Pacific Gateway Workforce Investment Network/Boeing
 - **Project Description:** Provided workshops on resumes and interviewing as well as one-on-one Mock Interviews, on site at Boeing in Long Beach, providing assistance as the C-17 project comes to an end. Boeing ran a security background and awarded a badge to access the classrooms and provide the workshops.
 - **Project Dates:** May 2014-October 2015
 - **Technical Environment:** We provide a one hour class on Interviewing and a one hour class on Resumes back to back. Each client received a booklet filled with valuable information to use in preparing them to job search. We utilized PowerPoint presentations with 10-22 clients on site at Boeing. We also provide one-on-one Mock Interviews in private offices to identify areas the clients need to work on and areas they presented well. Each client received an evaluation.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Jacqueline Devlin, CEO JagTag Enterprises, Inc., (310) 344-8163 and Dave Muckley, MBA (310) 920-0850
 - **Client Project Manager Name and Telephone Number:** Cecile Harris Walters, MPA, Rapid Response Coordinator, Program Manager, Business Services, Pacific Gateway Workforce Investment Network, (562) 570-4788 and Darlene Duncan, Human Resource Generalist, Boeing Corporation, Long Beach, CA (562) 593-9946

3. **Client Name:** Havas Formula PR, Public Relations Firm in San Diego
 - **Project Description:** Provide presentations to the President and 9 Vice-Presidents on topics of leadership and communication in a dynamic work environment. Topics include the following:
 - How to Deliver Difficult Messages to Employees
 - The "Speed of Trust" in the Work Place
 - The "Art of Listening"
 - **Project Dates:** 2010 to the Present
 - **Technical Environment:** Board Room Presentations with Conversations, Feedback, and Question & Answer Time Period. PowerPoint Presentations.
 - **Client Point of Contact:** Alexis McCance, Senior VP of Operations, Havas Formula PR. Contact Phone Number is (619) 234-0345
 - **Staff Assigned to Project Who Will Work per RFP:** Dave Muckley, MBA; (310) 920-0850

4. **Client Name:** American Martyrs Church
 - **Project Description:** Provide multiple 2.5 hour presentations on an annual basis to 4 to 10 new adult trainees for a peer-to-peer counseling service. Topics include the following:
 - Process-Oriented vs. Results-Oriented Goals
 - The "Art of Listening"
 - **Project Dates:** 2003 to the Present
 - **Technical Environment:** Small Group Classroom Environment with Multiple Handouts, Conversations, Feedback, Quizzes, and Question & Answer Time Period
 - **Client Point of Contact:** Deacon Dick Williams. Contact Phone Number is (310) 544-8244
 - **Staff Assigned to Project Who Will Work per RFP:** Dave Muckley, MBA; (310) 920-0850

5. **Client Name:** American Martyrs Church
 - **Project Description:** Provide two-hour facilitation, including presentations, for the Beginning Again Support Group, assisting individuals who are experiencing separation and divorce. The

support group meets 24 times per year with a class size of 6 to 18 people per session. Presentation topics include the following: The Process of Divorce, Self-Image, Stress, Anger, Blame and Guilt, Loneliness, Forgiveness, Happiness, Pathways to Personal Growth

- **Project Dates:** 2001 to the Present
- **Technical Environment:** Small Group Classroom Environment with Presentations, Handouts, and Group Discussion orchestrated by the facilitator.
- **Client Point of Contact:** Jenny Attanasio, Director of Volunteer Ministry. Contact Phone Number is (310) 545-5651
- **Staff Assigned to Project Who Will Work per RFP:** Dave Muckley, MBA; (310) 920-0850

9.2.1.2 Casto Carabayo, NTTI, Microsoft Certified Systems Engineer

Company Ownership: Self-employed contractor living and doing business in the State of California. "I am not incorporated and I do not have any other employees."

Location of Company Office: 11515 Artesia Blvd, Artesia, CA 90710

Location of Office Servicing Any CA Accounts: Same office and same address as above.

Number of Employees both Locally and Nationally: No employees, other than myself.

Location from which Employees will be Assigned: Same office and same address as above.

Name, Address and Phone Number: Casto Carabayo, 2934 Broadway Street - Huntington Park, CA 90255 - castocarabayo@hotmail.com - 323.646.4653.

Company Background and History / Why I am Qualified to Provide Services: I have over 15 years of combined experience providing workshops related to employment and information technology. My background includes multiple certifications including BPPVE, Certification of Authorized for Service-Instructor, NTTI, Microsoft Certified System Engineer and ICTP, Visual Studio.net.Mic. I have been working with JagTag Enterprises for over four years and providing workshops to the Pacific Gateway Workforce Investment Network through JagTag Enterprises Inc., from 2013-Present and Practical Data Processing from 2008-2013.

- Trained over 2,000 individuals at the Pacific Gateway Center in Long Beach on Basic Computer Skills, and Online Job Searching and over 400 clients on Interviewing.
- Provide workshops on MS Office for Practical Data Processing both basic and advanced classes as well as classes and one on one training for all systems and technical skills listed on my resume.

Length of Time Providing Services to Public and Private Sector: 15 years of experience working with and providing services to the public and private sector including the Pacific Gateway Workforce Investment Network.

9.2.1.3 References for Casto Carabayo

1. **Client Name:** Pacific Gateway Workforce Investment Network
- **Project Description:** Provided workshops on interviewing, online job search, basic computer skills – how to learn how to use a computer for those clients who have no computer skills.
- **Project Dates:** 2010- July 2014

- **Technical Environment:** Classroom setting with 12-25 clients, providing booklets on each subject, with interaction and hands on training for the computer classes. Also utilized PowerPoint for the interviewing class. Computer classes were held in a computer lab with up to 12 students. Utilized Windows XP, Vista, 7, 8, and 8.5 – Expert in Windows 10 as well. MS Word, and the internet.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Casto Carabayo (323) 646-4653, Nancy Ho, CEO, Practical Data Processing 562.4.2.7209 ext. 21, Jacqueline Devlin, CEO of JagTag Enterprises, Inc. (310) 344-8163
 - **Client Project Manager Name and Telephone Number -** Allison Renshaw-Bodnar, Program Manager, (562) 570-3747 – Pacific Gateway, allison.renshaw-bodnar@pacific-gateway.org and Alisa Munoz, Program Manager, Career Transition Center, PGWIN, (562) 570-3748, alisa.munoz@pacific-gateway.org,
2. **Client Name:** Department of Veterans Affairs
- **Project Description:** Provided Microsoft Software Application courses including, Word, Excel, PowerPoint and Access.
 - **Project Dates:** March 1, 2014 thru March 29, 2014.
 - **Technical Environment:** Microsoft Office Training from Basic to Advanced, six students per group, Compaq computers running windows 10 and 7, students are trained in three different methods visually, verbal and hands on to encourage learning. Students are given a Manual used to conduct classes with step by step instruction used during lecture.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Nancy Ho, CEO, Practical Data Processing 562.4.2.7209 ext. 21 and Casto Carabayo (323) 646-4653.
 - **Client Project Manager Name and Telephone Number:** Renee Johnson, Social Science Technician- 310.880.8407.
3. **Client Name:** Thanyalux Kiatkulpiboone
- **Project Description:** Provided Microsoft Software Application course including, Word, Excel, PowerPoint and Access.
 - **Project Dates:** March - April 2013.
 - **Technical Environment:** Microsoft Office Training from Basic to Advanced, six students per group, Compaq computers running windows 7, students are trained in three different methods visually, verbal and hands on to encourage learning. Students are given a manual used to conduct class with step by step instruction used during lecture. Windows XP, Vista, 7, 8, 8.5 and 10.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Nancy Ho, CEO, Practical Data Processing 562.4.2.7209 ext. 21 and Casto Carabayo (323) 646-4653
 - **Client Project Manager Name and Telephone Number:** Thanyalux Kiatkulpiboone 562-708-5582
4. **Client Name:** Veronica Carvajal
- **Project Description:** Provided Microsoft Software Application course including, Word, Excel, PowerPoint and Access.
 - **Project Dates:** April 6, 2013 - April 27, 2013

- **Technical Environment:** Microsoft Office Training from Basic to Advanced, six students per group, Compaq computers running windows 7, students are trained in three different methods visually, verbal and hands on to encourage learning. Students are given a manual used to conduct class with step by step instruction used during lecture.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Nancy Ho, CEO, Practical Data Processing 562.4.2.7209 ext. 21 and Casto Carabayo (323) 646-4653
 - **Client Project Manager Name and Telephone Number:** Veronica Carvajal 562.774.5929
5. **Client Name:** Michelle Bringman
- **Project Description:** Provided Microsoft Software Application course including, Word, Excel, PowerPoint and Access.
 - **Project Dates:** January 2013 - February 2013.
 - **Technical Environment:** Microsoft Office Training from Basic to Advanced, six students per group, Compaq computers running windows 7, students are trained in three different methods visually, verbal and hands on to encourage learning. Students are given a Manual used to conduct class with step by step instruction used during lecture.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Nancy Ho, CEO, Practical Data Processing 562.4.2.7209 ext. 21 and Casto Carabayo (323) 646-4653
 - **Client Project Manager Name and Telephone Number:** Michelle Bringman Job Developer, Long Beach Unified School District (562) 986-6870 ext. 252

9.2.1.2 Camille Parillo

Company Ownership: Self-employed contractor living and doing business in the State of California. "I am not incorporated and I do not have any other employees."

Location of Company Office: 1019 Molino Ave Long Beach, CA 90804

Location of Office Servicing Any CA Accounts: Same office and same address as above.

Number of Employees both Locally and Nationally: No employees, other than myself.

Location from which Employees will be Assigned: Same office and same address as above.

Name, Address and Phone Number: Camille Parillo 1019 Molino Ave., Long Beach, CA 90804 (330)770-4899

Company Background and History / Why I am Qualified to Provide Services: I completed a Bachelor of Arts in Education at California State University, Long Beach and have taught youth and adults the art of dance. I have also provided classes on art to students.

I have been working with JagTag Enterprises for five months providing workshops through the Pacific Gateway Workforce Investment Network.

- Trained over 100 individuals at the Pacific Gateway Center in Long Beach on Resume Development providing excellent customer service.
- Facilitated and taught the students in the construction program TAACCT through Long Beach Community College for the Pacific Gateway providing resume workshops and heavy computer assistance.

- Utilize MS Word and the internet to assist all clients in resume writing and completing 12 resumes with clients in 4 hours.
- **Length of Time Providing Services to Public and Private Sector:** I have over 5 years of experience teaching and facilitating classes for the public and private sector in Art, Education and Dance. I have over one year of experience in teaching workshops in career development including resumes.

9.2.1.3 – Camille Parillo

3. **Client Name:** Pacific Gateway Workforce Investment Network
 - **Project Description:** Provided workshops on resumes
 - **Project Dates:** 2016-Present
 - **Technical Environment:** Classroom setting with 12-25 clients, providing booklets on each subject, interaction and for some classes utilized PowerPoint Presentations.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Camille Parillo (330) 770-4899
 - **Client Project Manager Name and Telephone Number:** Allison Renshaw-Bodnar, Program Manager, (562) 570-3747 – Pacific Gateway, allison.renshaw-bodnar@pacific-gateway.org

9.2.1.4 **Proof of payment of any subcontractors used for this project and a plan:**

- JagTag requires each consultant to invoice, once a month. JagTag provides checks to the consultants for payment of services and can provide a copy of these checks along with a list of payments distributed to each subcontractor twice a year to the City of Long Beach if requested. JagTag also sends consultants 1099's at the end of the fiscal year.

9.2.1.5 **Primary contractor shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.**

- If additional subcontractors are required to fulfill the needs of the PGWIN contract to provide workshops then at that time, JagTag will contact the PGWIN to determine the requirements and process for the subcontractors. The consultants JagTag hires have been working under the provisions of each contract award through an RFP and know not to begin any work until all the details are finalized and are given the approval of the organization and the CEO of JagTag Enterprises, Inc.

9.3 References for JagTag Enterprises, Inc. – Jacqueline Devlin, MPA

1. **Client Name:** Pacific Gateway Workforce Investment Network
 - **Project Description:** Provided workshops on resumes, infographic resumes, interviewing, career planning, labor market, changing careers, job club, career exploration, creative job search, Infographic resumes, successful job search techniques, mock interviews, motivational job search, basics of social media, Computer training – the basics “computer 101,” and online job search.

- **Project Dates:** 2009-Present
 - **Technical Environment:** Classroom setting with 12-25 clients, providing booklets on each subject, interaction and for some classes utilized PowerPoint Presentations MS Word and the internet. Most workshops are four hours and every workshop provides a booklet with the most up to date information on the subject matter.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Jacqueline Devlin, CEO, JagTag Enterprises Inc., (310) 344-8163
 - **Client Project Manager Name and Telephone Number:** Allison Renshaw-Bodnar, Program Manager, (562) 570-3747 – Pacific Gateway, allison.renshaw-bodnar@pacific-gateway.org and Alisa Munoz, Program Manager, Career Transition Center, PGWIN,(562) 570-3748, alisa.munoz@pacific-gateway.org
2. **Client Name:** Pacific Gateway Workforce Investment Network
- **Project Description:** Provided workshops on resumes for the joint project with Long Beach Community College for the Construction Program TAACCT
 - **Project Dates:** 2016-Present
 - **Technical Environment:** Classroom setting with 12-25 clients, providing resume instruction and booklets. Many of these participants do not have computer skills so JagTag Enterprises is providing intense hands on computer assistants for the participants. MS Word, one on one assistance with computers and the internet.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Jacqueline Devlin, CEO, JagTag Enterprises Inc., (310) 344-8163
 - **Client Project Manager Name and Telephone Number:** Salvador Barajas, Assistant Program Manager, Construction Pathway Manager, Pacific Gateway Workforce Investment Network - (562) 570-3651Salvador.Barajas@pacific-gateway.org
3. **Client Name:** Boeing/Pacific Gateway Workforce Investment Network
- **Project Description:** Provide workshops on resumes and interviewing as well as one-on-one Mock Interviews, on site at Boeing in Long Beach, providing assistance as the C-17 project comes to an end. Boeing performed a security background on Jacqueline Devlin and awarded a badge to access the facility for the purpose of teaching the workshops and providing the mock interviews.
 - **Project Dates:** May 2014 – October 15, 2015
 - **Technical Environment:** JagTag Enterprises, Inc. provided a one hour class in Interviewing and a one hour class in Resumes back to back with booklets utilizing PowerPoint with 10-22 clients on site at Boeing. We also provide one-one one Mock Interviews in private offices to identify areas the clients need to work on and areas they presented well. Each client received an evaluation.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Jacqueline Devlin, CEO JagTag Enterprises, Inc., (310) 344-8163.
 - **Client Project Manager Name and Telephone Number:** Cecile Harris Walters, MPA, Rapid Response Coordinator, Program Manager, Business Services, Pacific Gateway Workforce Investment Network, (562) 570-4788 and Darlene Duncan, Human Resource Generalist, Boeing Corporation, Long Beach, CA (562) 593-9946.
4. **Client Name:** Pacific Gateway Workforce Investment Network Resume Staff Training

- **Project Description:** Provided workshops to staff on the most up to date resumes in the employment market today, including infographic resumes. Walked through the resume process and assigned teams to write resumes to the most challenging populations.
 - **Project Dates:** 2015
 - **Technical Environment:** Classroom setting with 12-15 staff members, providing resume instruction and booklets.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Jacqueline Devlin, CEO, JagTag Enterprises Inc., (310) 344-816
 - **Client Project Manager Name and Telephone Number:** Allison Renshaw-Bodnar, Program Manager, (562) 570-3747 – Pacific Gateway, allison.renshaw-bodnar@pacific-gateway.org
5. **Client Name:** Long Beach City College
- **Project Description:** Provided workshops on resumes, interviewing, career planning, labor market, changing careers, and job club for participants in a career change program for Logistics and Security.
 - **Project Dates:** 2011-2012
 - **Technical Environment:** Classroom setting with 12-25 clients, providing booklets on each subject, interaction and for some classes utilized PowerPoint Presentations, MS Word and one on one assistance with the computers.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** : Jacqueline Devlin, CEO, JagTag Enterprises Inc., (310) 344-8163
 - **Client Project Manager Name and Telephone Number:** Scott Jakovich, Program Manager, Long Beach City College, (562) 938-3221 sjakovich@lbcc.edu.
6. **Client Name:** Arco/British Petroleum/Tesoro Los Angeles Refinery – Summer Youth Program
- **Project Description:** Provide a workshop once a week for six weeks for this amazing program for high risk youth in the community that are also hired by Tesoro for the summer. Jacqueline Devlin, teaches resumes, interviewing, life skills, team building, applications, networking, social media, career development, budgets, job fairs and presentations. Jacqueline Devlin has been leading these workshops for Arco/BP/Tesoro every summer for 25 years.
 - **Project Dates:** 1992-Present
 - **Technical Environment:** The classes are held in the training center onsite at Tesoro in Carson, CA. Up to 38 youth per class using Power Point, videos, music, and hands on team building activities to engage the youth. Youth leave with a completed portfolio including a resume, master application form, reference sheet and certificates.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Jacqueline Devlin, CEO JagTag Enterprises, Inc., (310) 344-8163
 - **Client Project Manager Name and Telephone Number:** Deborah Cannon, Health and Safety Tesoro Refinery, (310) 847-5705 Deborah.R.Cannon@tsocorp.com, Sam Cooley, Superintendent Sammy.C.Cooley@tsocorp.com (310) 233-5914
7. **Client Name:** Otis College of Art and Design
- **Project Description:** Once a year since 1999, Jacqueline Devlin has provided a class on resumes so the art students will have a better opportunity in gaining employment. Jacqueline Devlin critiques resumes that are presented through the LCD projector on the screen. Students receive a booklet on how to enhance their resumes, which they need to

submit with their reels in order to job search in this artistic and demanding field which includes the entertainment, art and gaming industries.

- **Project Dates:** 1999-2015
 - **Technical Environment:** Classroom with up to 20 students projecting resumes on the screen and providing handouts to help students enhance their resumes. Interaction and questions are asked throughout the class.
 - **Staff Assigned to Reference Engagement that will be designated for work per this RFP:** Jacqueline Devlin, MPA, CEO of JagTag Enterprises, Inc., (310) 344-8163
 - **Project Manager Name and Telephone Number:** Kathleen A. Milnes, Assistant Chair, Digital Media Department, 310-665-6982, kmilnes@otis.edu - Otis College of Art and Design, 9045 Lincoln Blvd., Los Angeles, CA 90045, www.otis.edu <<http://www.otis.edu>>
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9.4 Business License – See attached copy of the City of Long Beach Business License after the Technical Proposal



CITY OF LONG BEACH, CALIFORNIA
BUSINESS LICENSE
OWNERSHIP NON-TRANSFERABLE
LICENSE EXPIRES: 07/11/2017

PREPARED: 08/05/2016
P49

THE LICENSEE NAMED BELOW IS AUTHORIZED TO OPERATE THE FOLLOWING:

ACCOUNT NUMBER: BU21122200

BUSINESS TYPE: CONSULTING

OWNER: JAGTAG ENTERPRISES INC

PRODUCT: CONSULTANT

**LOCATED AT: 2110 ARTESIAB404BLVD
REDONDO BEACH CA 90278**

**AUTHORIZED BY: JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT**

→ **LICENSE HOLDER -- PLEASE NOTE** ←

Appendix A

Narrative – Technical Proposal

Appendix A Narrative – Technical Proposal

Part I. Technical Proposal

1. **Demonstrated competence:** List all the areas of subject matter expertise for which the agency is applying. Briefly describe agency's demonstrated competence in the areas for which the agency is applying. Include project management/tracking abilities, record keeping capacity, existing internal process improvement, and capacity for handling corrective actions/findings, if needed:

Demonstrated Competence:

- JagTag Enterprises is applying for the opportunity to provide 3.5.1. – Skills Development/Pre Vocational Services and has over 15 years of experience providing this type of training. Since 2009, JagTag Enterprises Inc., has been providing Skills Development/Pre Vocational Services Training to the Pacific Gateway Workforce Investment Network at various locations including; Harbor, Long Beach, and Torrance. Prior to that JagTag Enterprises was providing the workshops listed in Section B. of this Technical Proposal to the Carson/Lomita/Torrance Private Industry Council which became the One Stop Centers in Carson and Torrance, since 1999.
- JagTag Enterprises Inc., received excellent evaluations for all classes provided and goes up and above to ensure all clients understand what they are learning. The contracts awarded through the PGWIN and Carson/Lomita/Torrance Private Industry Council/One Stops were successfully completed. JagTag Enterprises, Inc., is recognized by the PGWIN staff and clients for providing superior customer service to the clients and professional workshops through expertise and interaction.

Expertise on each topic including energetic presentations

- Experience working with all diverse populations from 18-82 year olds, incarcerated individuals to engineers.
- Using all types of learning styles; auditory, visual, and kinesthetic.
- Instructional methods and techniques include; lecture, group involvement, role-playing and hands on motivational instruction. Active Participation.
- Experience with attitude and behavioral problems.
- The resume and computer classes have a maximum number of 12 clients per class. The quality of the resume is vital for success so the class is limited to 12 clients. This class requires one-on-one time during the second day. Some students do not know how to use a computer or have email addresses or have any understanding on how to figure out what to write. JagTag Enterprises, Inc., has assisted clients who have spent over 10 years in prison as well as those with PhD's.
- Mileage to and from each center is included in the price.

- **One booklet per client per workshop outlining all the most important up to date information on each session is provided and included in the price.**

- **Project Management Abilities; Record Keeping Capacity; Discreet Project Tracking;** Jacqueline's experience working with government agencies along with her Masters has allowed her insight and understanding of the administrative, fiscal, project management, and record keeping requirements of federal and state funded programs. JagTag maintains records of all invoices, expenditures and tracks all projects and the details of each contract using various software including MS Excel and Word. JagTag is in compliance with all Federal and State laws and regulations. Each project JagTag is working on is tracked separately to ensure compliance.

- **Internal Process Improvement:** JagTag ensures the installation and implementation of the most up to date hardware and software, maintaining updates, overseeing any needs for customers and consultants, maintaining internal security, keeping confidential documents secure and ensuring documents are maintained in an organized order for easy accessibility. New consultants are trained for over 40 hours under the CEO's direct supervision to ensure consistency.

- **Capacity for Handling Corrective Actions/Findings if Needed:**

- There have never been any corrective actions or findings on any services provided by JagTag but if there were any actions that needed to be taken care of JagTag would follow up in detail, maintaining documented and open communication to resolve any issues or concerns.
- JagTag along with all the consultants JagTag uses understand and adhere to all the requirements, rules and regulations for all the provisions listed in this RFP.

2. Briefly describe relevant experience and background the vendor brings to Pacific Gateway's service delivery system. Describe information demonstrating the applicant is qualified to provide workforce development services for staffing and discuss prior experience. Describe any specific experience the applicant has delivering service in Pacific Gateway's service area or similar strategies.

- **Relevant Experience & Why the Applicant is Qualified:**

- For over 15 years JagTag has been providing workshops to federally funded programs. JagTag is currently providing workshops and has provided workshops since July of 2009, at the PGWIN. Workshops provided include; Changing Careers/Career Planning, Career Exploration, Resumes, Infographic Resumes, Interviewing, Computer 101, On-line job search, and Job Club. JagTag provided Rapid Response workshops at Boeing in Long Beach through the PGWIN. These workshops include Interviewing and Resume Classes as well as one-on-one Mock Interviews. Many of these clients haven't job searched or been on an interview in over 20 years.

- Jacqueline Devlin and Dave Muckley received badges and security clearance through Boeing to provide these workshops on site and are qualified to provide rapid response services for any company or organization.
- JagTag has also provided workshops to clients through the Carson/Lomita/Torrance Private Industry Council which became the Torrance, Carson and Harbor One Stop Centers from 1995-2004. Those workshops included; job search, application completion, resumes, interviewing, mock interviews, maintaining a job, motivation and future goals. JagTag has also provided lay off services on site to companies including, Vons, Allied Signal, Raytheon and many others.
- JagTag Enterprises is qualified to provide workforce development services based on over 15 years of experience working with the Federally Funded organizations including PGWIN and Carson/Lomita/Torrance PIC/One Stops. The CEO has the experience, the background, education and expertise to create, design, develop any job related workshops and present them with energy and expertise. All consultants also have the expertise to provide workshops if additional consultants will be needed.
- Jacqueline Devlin conducts continuous research on every topic provided and has access to hiring managers for input for job seekers.

Describe information demonstrating the applicant is qualified to provide workforce development services for staffing and discuss prior experience.

- Below each workshop JagTag Enterprises is proposing is an outline with an expected outcome. Each workshop also lists the organizations where the workshop is and was provided. Most of the workshops listed have been presented and taught for the PGWIN. Each workshop outlines the maximum number of clients and the proposed number of hours of each workshop based on past experience.
- The following are the workshops JagTag Enterprises has experience providing and those that JagTag Enterprises, Inc., would like to propose to the Pacific Gateway Workforce Investment Network. Below each of the workshops, JagTag Enterprises has identified which organizations these workshops are and were provided to, which include; PGWIN, C/L/T Private Industry Council/One Stops, British Petroleum/Tesoro, Otis Art Institute and Long Beach City College.

The following workshops are being proposed for youth and adults unless specified.

Workshops describing experience delivering services to the PGWIN and other organizations:

Resumes Part I and II – (4 hours each- Maximum 12 Clients)

JagTag will show the clients how to write a resume that will get noticed by hiring managers. Since JagTag works with hiring managers the focus will be on getting that interview. The resume will be written to the job objective. Part I will be the overview and writing, addressing information that will include age discrimination, new summary requirements, and quantifying to address competency issues. Part II will be writing in a computer lab. JagTag Resumes get noticed. Clients have all commented on their increase responses and interviews both on line and through Networking.

JagTag Enterprises Inc., also ensures the clients have the best resume for their industry and will assist with Infographic resumes for the appropriate clients targeting the industries that use them.

Expected Outcome: After attending this workshop the client will have a job ready resume and know how to write a focused resume using accomplishment statements, and providing details on their competency level for each accomplishment. If the client comes prepared with the resume outline to day one and finishes the draft resume for day two, they will have an amazing resume that will be more effective than the resume they came to class with. Resumes will be emailed to the client to their personal email account so they have access to the resume from any remote location. (Provide at PGWIN, LBCC Carson/Lomita/Torrance Private Industry Council/One stops and British Petroleum/Tesoro)

Rapid Response Resume Class (The class was one hour for Boeing. It can be 2-4 hours depending on the need of the client. This class can be up to 20)

JagTag provided this workshop on site at Boeing in Long Beach. Each client received a booklet and information on how to write an effective resume to apply for positions both inside and outside of Boeing. JagTag learns about the internal system in order to assist clients with a successful resume. The clients can then work on their resume based on the information they learned and email the resume back to JagTag for a review.

- **Email Resume Review:** The second part of the resume assistance for Rapid Response includes an opportunity for the clients to email their resume for a review. Resumes are reviewed and input is provided.

Expected Outcome: A job ready resume that meets the requirements to be posted on the company's internal systems and meets requirements for applying for positions outside of the company. (Provided this to Boeing through the PGWIN)

Interviewing Part (4 hours- up to 25 clients)

This workshop provides the information on the hottest questions, how to prepare, how to handle behavioral, situational and stress interviews. Clients will learn and practice important aspects of the interviewing process

Expected Outcome: Clients will understand why appearance and preparation are so important. They will leave with a list of the most commonly asked questions and why employers ask them, along with excellent sample answers to follow. Clients will also know how to identify a stress, behavioral and situational interview. The "STAR" (Situation/Task, Action, and Result) answer will be presented in order to answer behavioral questions in the most effective manner. (Provided to PGWIN, Carson/Lomita/Torrance Private Industry Council/One stops, Long Beach City College (LBCC) and BP/Tesoro)

Rapid Response Interviewing Class: (1 hour up to 20 clients)

This is a condensed version of the Interviewing process that was requested from Boeing. Each client received a booklet in class along with the most up to date information on how other company sites are interviewing and how companies outside the organization are interviewing. Clients can sign up for an individual mock interview after class.

- **Mock Interviews** on site for Rapid Response: After the interviewing class on site, clients can sign up for a one-on-one mock interview that lasts between 15 to 30 minutes. Each person is given an evaluation and input on their interview.

Expected Outcome: The client will have information on what they did well during the mock interview and areas they can improve in along with details on how to improve. This will prepare them for their real interviews and clients have reported a much higher level of confidence after completing the mock interviews. (Providing this to Boeing through the PGWIN)

Mock interviews (1 hour- one on one or 10-15 minutes in a group setting)

During this workshop clients will be videotaped to identify areas that need to be improved and areas they are doing well.

Expected Outcome: Clients will have a solid understanding of the interviewing process. They will see what they look like interviewing, and will walk away with more confidence about what they need to do in the interview to land the job. Each client will receive a written evaluation to remind them what they need to practice. (Provide to LBCC, Carson/Lomita/Torrance Private Industry Council/One stops and BP/Tesoro)

Where the Jobs Are? (2-4 Hours- Maximum 25 clients)

The focus of this workshop is on finding a job through the hidden market. This workshop will challenge the clients to go outside of their comfort zone and be more successful in their job search. It will address using social media for job search - Twitter, LinkedIn, Facebook and others. It will also address the data from the Department of Labor that 75% of all the jobs available are in the hidden market and identify that hidden market and how to tap into it. This workshop provides key words to use during networking to engage the listener.

Expected Outcome: Clients will walk away with a complete understanding that finding a job through people you know is much more successful than looking on line and their competition is much less. (Currently aspects of this workshop have been taught at the PGWIN, Carson and Torrance One Stop Centers, Long Beach City College (LBCC) and British Petroleum/Tesoro.

Managing Job Change (4-Hours – Maximum 12 Clients)

Change happens all the time. This workshop will assist clients with the many changes happening in their lives due to job loss. Clients will discover the next resources to assist them with all the changes from lack of skills to identifying areas they need to budget and save. When people are not working,

they lose structure. This workshop will help them create the structure they need and resources for assistance to be successful in their job search and life.

Expected Outcome: Clients will leave with a list of things they need to do as a result of their job loss and will also address the emotional and financial difficulties. The following topics will also be addressed; motivation, believing in themselves, watching their thoughts, staying positive and what to do when they feel devastated will all be addressed. (PGWIN and Carson/Lomita/Torrance Private Industry Council/One stops – During Job Club)

Changing Careers/Career Planning (4 hours- Maximum 25 Clients)

Many clients want to change careers for various reasons including they are no longer qualified for the job they were laid off from due to technology or educational requirements. This workshop focuses on clients that do not know what type of career/job they want or cannot perform the job they were doing. Staff may want to refer clients to this workshop for a more in depth look at their career choice.

Expected Outcome: Clients will have more than four on-line assessment resources to complete after class to provide them with more information on what they might be best suited for. The skill assessment they complete in class will support their career direction. Each client will leave with a plan on exactly what they need to do to figure out the right career path and/or the steps they need to take to get to that career path. (Presenting to PGWIN, LBCC, Carson/Lomita/Torrance Private Industry Council/One stops and British Petroleum/Tesoro)

Labor Market Focus/Career Exploration (4 hours- Maximum 12 Clients)

This class will cover detailed information regarding what is happening in the labor market and which jobs are hot and in-demand. The clients will be educated on what is happening in the labor market, including the fact that most people will change jobs 7-14 times before they're 38, according to Sony Entertainment and the Department of Labor. It also addresses How to stay on top of the changes, how to stay in the labor market and prevent from getting laid off, deciding on a plan A and a plan B. Looking at new technologies needed in the workforce, green jobs, data from the Bureau of Labor Statistics, O*net, Forbes and many other resources.

Expected Outcome: Clients will leave this class with lists of possible in-demand jobs, lists of resources and the information they need to know about the current job market and future job market so they can make educated decisions about their next career path and find jobs that are in demand. (Presented to PGWIN, Carson/Lomita/Torrance Private Industry Council/One stops and British Petroleum/Tesoro)

Working Longer? (4-hours-adults – Maximum 25 Clients)

There are 76 million baby boomers many of them are unemployed and coming through the one-stop centers. It will also discuss that 50% of the US population is under the age of 30 and how that might affect the clients. This workshop will address the issues of mature workers helping them prepare for changes, address issues and concerns as the population ages and prepare them for their job search. It will also go over preparing for your future and what needs to be done. This workshop will include resolving presentation, resume, and technology issues.

Expected Outcome: Clients will leave with a new perspective and tips around why an employer would and would not hire someone who is a baby boomer. Most of the clients fear about age is what prevents them from getting the job. This workshop address the fear and provides support in overcoming those fears. A detailed check list of the important factors to consider around job searching in this age category. Clients will know what to expect and how to answer the tough questions during the job search. (Presented to PGWIN and Carson/Lomita/Torrance Private Industry Council/One stops)

Application Completion – (2 hours- Maximum 25 Clients)

Most companies use online application today and a few still use the written application. This workshop will assist the clients in filling out all job applications to their advantage. JagTag has experience reviewing applications for employers. The most important part of the application is the experience listed; this information will be different based on each job the applicant is seeking. On-line applications are reviewed including behavioral assessments online and the best way to handle these assessments.

Expected Outcome: Clients will now know the best way to fill out the application which will increase their chances in getting screened into the interview. Each client will walk out with a completed and corrected master application form to use for their future applications and an understanding of the importance of ensuring all details are completed.

Cover and Thank you Letters – (2 hours – Maximum 25 Clients)

Clients will have examples of cover letters and different approaches to the hiring managers so they can write an effective letter. The workshop will also focus on Thank You letters and the best way to remind the employers about the clients' skills, and experience.

Expected Outcome: Clients will be able to write a cover letter to an employer in both an email and an attached MS Word format. They will also know why and how to write a Thank You Letter. The instructor will leave the clients with a corrected version of their written Cover and Thank You Letters. (Provided to the PGWIN, LBCC and BP)

Effective Communication: (4hours – Maximum 4 hours)

There is no job available that doesn't require some sort of communication; either in-person or online. This workshop will discuss the importance of communication while job searching and on-the job. The workshop can be tailored to both youth and adults. The way we communicate makes all the difference in how people will react to each other. Some aspects of Personal Strengths Publishing motivational valued systems will be used identifying how we communicate to others. Role playing communication situations on-the-job will assist the clients in understanding a persons' perspective.

Expected Outcome: Clients will leave with an understanding of the importance of communicating with others in the way they want to be communicated-to; and a list of important words not to use during communication to ensure the person receiving the message hears the clients' confidence. (Presented

to British Petroleum/Tesoro, and corporate clients including Trojan Battery, Co, Leadership Carson, Southern California Edison)

Motivational Job Search/Job Club – (2 hours- Maximum 25 Clients)

Let's face it; when a person is out of work, their confidence decreases and so does their motivation. This workshop is a place to assist the job seekers with motivation and new ideas regarding their job search. Some topics have included: Social Media, Global Changes and how they affect jobs in the US, newest interviewing techniques, and so much more. This workshop is a place where clients can receive motivation and techniques on creating a successful job search process. Each workshop will address a different topic and the clients will receive the best practices and advice on their job search. Topics will include the most up to date information on all job related topics. Some topics include; Getting the Hiring Manager's Name, Planning and Organizing your job search, Stress and Job Search, LinkedIn, New technology, Enhancing your current skill sets, How to use Job Fairs for success, Targeting Companies, Dressing for success, Identifying strengths and weaknesses, Introspection on barriers to landing the job in the interview, and many other topics.

Expected Outcome: Every job club will be unique and cover a different topic. The clients will leave with the newest and best information on many related job search topics, as well as with a new sense of motivation: something to jump start them again to get out there and keep moving towards their goal of acquiring a job. Each client will also realize they are not alone and that someone believes in them. (Provide to PGWIN Carson/Lomita/Torrance Private Industry Council/One stops and LBCC)

Computer Training, Computer Operations training “Computer 101” (4 hours – Maximum 12 Clients)

Computer 101 provides clients with knowledge on controlling and managing the operations of a computer. Clients will learn how to perform business tasks that require computer operation in a windows-based environment. The course will cover: **Introduction:** Computer hardware and software, computer operations and processing cycle, using the computer keyboard and mouse, **Windows Applications:** Window and desktop elements, starting window applications, using menus, toolbars, scroll bars and help, **Windows Explorer:** USB, file management, Saving, Retrieving, and Organizing files and folders, Create, Rename, Delete, and Restore Files and Folders, **Introduction to the Internet:** Introduction to world wide web, Search and retrieve information, copy, save, print from the internet. **Electronic Mail:** Set up an email account, compose and send email messages and attachments, reply, forward and delete email messages.

Expected Outcome: When the client leaves the workshop they will know how to perform the basic tasks of computers, turning them on and off, using the mouse and the control functions, how to access the internet, key board functions, and so much more. The information is outlined in a booklet that they can take with them and use as they begin to learn to use computers.

Software Computer Classes, Microsoft Office Suite/Word, Excel, PowerPoint, Access, Outlook (Two Four Hour Classes – Maximum 12 Clients)

Many clients are not aware of how to manage the basic software needed today. This workshop provides clients with computer training in Microsoft Office, tailoring the class for basic beginners and advanced professionals. Clients will gain skills to be competitive in today's job market in which clients will get the most productivity from MS Office software. The classes can be either one 8 hour class or 2 four hour classes for each module. Each Topic is 8 hours. Instructor is an expert in all versions of MS Office.

Expected Outcome: Clients will leave knowing how to use the software programs they signed up to learn, along with materials to assist them at home, and the intermediate users will learn the advanced skills required for operating the software programs.

The Basics of Social Media and how to effectively use it for Job Search (2 hours – Maximum 25 Clients)

This workshop will provide an introduction to what social media is, and an understanding of how it works in the world and in job search. The presentation is focused on those clients that do not know much about Social Media. Common everyday items are related to each of the top social media services including: Facebook, Twitter, LinkedIn, Pinterest, Instagram, You Tube, Google+, Tumblr, Instagram and others. The workshop will also provide information on the best sites to use and why, as well as advice on getting started.

Expected Outcome: Clients will leave the workshop with an understanding of what Social Media is and how to get started using it. This workshop will provide key items to leave out of social media communications and discuss how Human Resources and Hiring Managers use Social Media in hiring.

Staff Training: JagTag has provided staff training to the PGWIN on many topics including the most up to date resumes in the Market and Communication Team Building. JagTag has experience providing many trainings that are outlined on Jacqueline's resume. She builds staff training to the needs of the client.

3. Expertise and availability of key personnel – Describe staffing plan for the proposed categories, including a list of positions and qualifications of staff. Include resumes of key staff as part of your submission:

Expertise and availability of Key Personnel:

- **Jacqueline Devlin, MPA** is an expert professional trainer in all the subjects proposed in this proposal. At times, when a client is in need of additional classes Jacqueline hires additional consultants to ensure the client receives excellent customer service and that their requests are fulfilled. At this time, there is no way to gauge if other consultants will be needed. Jacqueline Devlin has over 15 years of experience in the Employment Field providing workshops on all related areas for employment. See specific details for each workshop above in Part I. – A.
- Consultants are available on an as needed basis and can provide coverage for Jacqueline Devlin if needed. Jacqueline Devlin is available to provide services to the PGWIN and is open to working with the best schedule to fit their needs.

Staffing Plan for the proposed categories, including a list of positions and qualifications of staff:

If there is a need to hire more consultants to ensure that the best customer service is provided to the client, there are three main consultants that JagTag uses and all three consultants have experience working with the PGWIN. The position available is for **Professional Training Consultant**.

1. Dave Muckley, MBA - has a Bachelor of Science Degree in Engineering Management through the United States Air Force Academy in Colorado and a Masters in Business Administration from UCLA. He is a Veteran of the United States Air Force and understand the needs of the veteran population as well as the needs of populations that have multiple barriers to employment. He has been working with JagTag Enterprises as a professional training consultant for over 15 years proving workshops through the Pacific Gateway Workforce Investment Network and the Carson/Lomita/Torrance Private Industry Council.
 - Trained over 2,000 individuals at the Pacific Gateway Center in Long Beach on Resume Development, Interviewing Skills, Changing Careers, and Labor Market Environment.
 - Instructed over 200 professionals at Boeing C-17 Program on how to re-enter the work force after long-term careers at Boeing.
 - Educated recruiting staffs for private sector companies on how to successfully interview and hire new employees.
 - Served as a hiring manager in the private sector for 20 years, having interviewed over 1,000 job applicants and hired over 200 employees.

2. Casto Carabayo, NTTI has over 15 years of combined experience providing workshops related to employment and information technology. His background includes multiple certifications including BPPVE, Certification of Authorized for Service – Instructor, NTTI, Microsoft Certified System Engineer and ICTP, Visual Studio.net.Mic. He has been working with JagTag Enterprises as a professional training consultant for over a year and providing workshops to the Pacific Gateway Workforce Investment Network through JagTag Enterprises Inc., 2013-2014 and Practical Data Processing from 2008-2013.
 - Trained over 2,000 individuals at the Pacific Gateway Center in Long Beach on Basic Computer Skills, and Online Job Searching and over 400 clients on Interviewing.
 - Provide workshops on MS Office for Practical Data Processing both basic and advanced classes.
 - Experienced with all basic and advanced Microsoft Office as well multiple operating systems, please see his resume for complete list of computer programs and systems he can provide workshops for.

3. Camille Parillo, has five months of experience providing resume workshops through the Pacific Gateway and over five years instructing diverse populations in dance. She has also taught adults and youth art. She completed a Bachelor of Arts in Education at California State University, Long Beach.
 - Trained over 100 individuals at the Pacific Gateway Center in Long Beach on Resume Development providing excellent customer service.
 - Facilitated and taught the students in the construction program TAACCT through Long Beach Community College for the Pacific Gateway providing resume workshops and heavy computer assistance.

- Utilize MS Word and the internet to assist all clients in resume writing and completing 12 resumes with clients in 4 hours.

4. Financial Stability. Please describe effective financial systems currently in place to facilitate effective service delivery within the Pacific Gateway's Career system. Effective systems include clearly defined mechanisms for expenditure and cost allocation, reporting and the ability to submit invoices on a timely basis.

- JagTag Enterprises is a small business and has in place a simple and thorough financial system to ensure funds, invoices and documentation are kept in an orderly organized system. After every class provided, a sign in sheet and evaluations from each client is filed in a monthly folder and at the end of the month an invoice is prepared and sign in sheets are cross referenced to ensure accuracy Excel and Word are both used to track and maintain accuracy of all finances for contracts. Invoices are submitted at the end of each month and if the organization prefers sometimes even twice a month. The amount of the invoice along with dates for each workshop are tracked in Excel and then an invoice is created and submitted to the organization. A copy of the sign in sheet and all evaluations for each class are attached to the invoice.
- After the check is received the attached payment receipt is stapled to the invoice and filed. For over 15 years JagTag Enterprises Inc., has submitted all invoices in a timely manner to all organizations and companies.

Key Staff and Consultant Resumes:

Summary: Energetic and creative career enhancement professional with a Master's Degree in Public Administration and over 15 years of experience in; training, human resources, presentations, leadership, coaching and communication. Extensive experience working with government and for profit organizations. Excellent written and verbal communication skills. Acknowledge for dynamic and interactive presentations. Trained over 10,000 people in 2013, working with culturally diverse populations and clients who are 14-82 years old.

Professional Experience

JagTag Enterprises, Inc., Redondo Beach, CA

Trainer/Consultant/Owner

1999-Present

Consult and provide services to:

- Pacific Gateway Workforce Investment Network/City of Long Beach, SG Collaborative, Saint Joseph Hospital, Baptist Hospital, Trojan Battery Co. Southern California Edison, Otis College, The California Endowment, UCLA, State of California, California State University, Dominguez Hills, British Petroleum Refinery, City of Carson, Carson Boys and Girls Club, Connections for Children, Carson Chamber of Commerce, Chef Michael Wray, winner of TV show "Hell's Kitchen" Long Beach, Carson, Torrance, Beach Cities and Harbor One-Stop Centers, and the National Society of Black Engineers.
- Train over 10,000 unemployed clients yearly in resumes, applications, job search, career planning, interviewing and engage clients in their own destiny motivating them to persevere during these difficult economic times.
- Developed and facilitated career transition training for dislocated workers under WIA focusing on resumes, interviewing, networking, and job search. Assisted case managers with strategies and recommendations as well as referrals for services. Worked with WIA funding to prepare over 10,000 people per year for employment. Created a 10-day Employment Preparation course for clients, resulting in 86% placement for clients who attended.
- Created a supervisory and management program for Trojan Battery Company, enrolling 10 employees each year and providing training on Communication, Leadership, Business Writing, Coaching and other topics to enhance their careers and become more effective leaders traveling to three facilities within the United States including Lithonia and Sandersville, GA, Miami and St. Petersburg, FL. Throughout this nine month program life coaching is provided monthly to each participant.
- Designed and presented Performance Management Training, Coaching, Leadership and Performance Partnership Agreement sessions statewide to over 250 represented and non-represented supervisors.
- Developed the coaching aspect of Managing and Coaching with Roles Program, presenting to over 200 IT Directors and Managers which focused on matching defined roles to positions and allowed for targeted recruitment and placement for Southern California Edison International.
- Lead a Savings by Design meeting with The Gas Company, Southern California Edison, Pacific, Gas and Electric Company directing the participants to resolve issues and make decisions for meeting performance standards and OSHA requirements.
- Provide Executive and Life Coaching to clients throughout the United States from college graduates to Chief Operations Managers.
- Design custom made training sessions for companies in a variety of areas including performance appraisals, knowledge transfer, team building, presentations, conflict resolution, job development, personal coaching and program development. Develop and design all training materials and presentations.
- Created and presented Career Enhancement Training to teens at British Petroleum/Tesoro in Carson consistently for over 15 years. Provide 4 hours of training every Friday during the summer including everything from resumes and applications to communication and proper dress.
- Manage, plan organize, direct and forecast all aspects of consulting business using the principals of management including, supervision, training, performance evaluations, budgets, research and resource development. Working knowledge of state and Federal laws. Contract development and review. Consistently receive excellent evaluations, exceeding client's expectations.

**City of Redondo Beach, Redondo Beach, CA
Beach Cities One Stop Manager**

2007-2008

- Handled all Human Resource issues, hired, fired, laid off, re-directed conflict, and coached employees and conducted disciplinary action as needed. Worked with staff to set new goals and identify training plans.
- Managed seven non-represented and one represented employee. Responsible for \$900,000 budget and providing employment and training programs for Redondo, Manhattan and Hermosa Beach Cities. Represented the City of Redondo Beach and Beach Cities areas in public relations, marketing and presentations, member on multiple boards within South Bay Community.
- Partnered with South Bay Center for Counseling, over 10 local churches, El Camino College, California State University Dominguez Hills, South Bay Youth Project to collaborate services for people who are unemployed as well as providing training to high-risk youth.
- Coordinated with South Bay Center for Counseling in a project that trained over 25 adults in the Oil Industry Operators Project. Salary range before their education and training was below \$24,000 a year, after the program they were making \$70,000.

**California State University, Dominguez Hills, Carson, CA
Chapman University, Manhattan Beach, CA**

1998-2003

1998-2003

Adjunct Professor

Public Administration, Organizational Leadership & Human Resources

Instructor for Public Administration and Organizational Leadership disciplines, undergraduate and masters programs. Prepared and conducted lecture, group involvement, attendance, assignments and grading. Provided active learning environment and presented topics from a practical as well as academic perspective.

- Received a 90% rating score from all students for expertise, energy and knowledge of the topics.
- Designed and developed curriculum/classes to meet all academic requirements while creating unique strategies to maintain involvement and increase learning.
- Trained students to become effective communicators, leaders and managers utilizing "out of the box, discontinuous upside-down thinking" to enhance all classes.
- Provided instruction for over 16 different topics for both schools.

Education/Training

MPA - California State University Dominguez Hills, Carson, CA - Masters in Public Administration
BA - Mount Saint Mary's College, Los Angeles, CA - Bachelors of Arts in Business/Marketing
Personal Strengths Publishing, Advanced Certification Relationship Awareness Theory
American Society for Training and Development - Train the Trainer Certification
Personnel Laws, Anaheim, CA
Franklin Covey, What Matters Most & High Performance Leadership
Frontline Leadership Certified through Southern California Edison
City of Redondo Beach, Harassment Prevention, Strategic Management
Get Motivated, Los Angeles Convention Center

Affiliations/Certifications

Phi Alpha Alpha Honorary Society, California State University Dominguez Hills, Carson CA
Alumni Society for California State University Dominguez Hills, CA & Mount St. Mary's College, LA, CA
American Society for Training and Development
Personal Strengths Publishing Advanced Training Certification - SDI Facilitator

Technical Skills:

MS Office; Word, Excel, Access, Power Point, Internet Savvy
Social Media

David A. Muckley, MBA
1561 10th Street
Manhattan Beach, CA 90266
(310) 920-0850 damuck@aol.com

Career Development Professional

Summary: Professional trainer and career development consultant. Over 10 years of experience teaching over 2,000 individuals at the Long Beach Pacific Gateway Center and the Torrance One-Stop Center with critical skills for getting hired. Proven leadership and relevant experience based on 20-year career as business executive and a hiring manager for a technology services corporation. Interviewed 1,000+ applicants and hired over 200 employees throughout my career.

Skills and Accomplishments:

Career Development:

- Trained 2,000 individuals on career enhancement and development of life skills in past 10 years.
- Served the Boeing C-17 Program by training over 200 professionals on how to re-enter the workforce after long-term careers at Boeing.
- Educated recruiting staff of 10 members to successfully interview and hire new employees.
- Taught supervision & counseling techniques to five division leaders of a public relations firm.

Training & Presentations:

- Educated 2,000 adults at the Pacific Gateway Center in Long Beach on Resume Development, Interviewing Skills, Changing Careers, Labor Market Environments, and Job Club Support.
- Presented over 50 Management Reviews regarding contracts exceeding \$100 million in total value.
- Taught 100 employees at "Trident University" regarding business management principles.
- Briefed Board of Directors of \$90 million business with Quarterly Financial Reviews.
- Trained 40+ volunteers to become certified as Stephen Ministry counselors.

Professional Accomplishments:

- Interviewed over 1,000 job applicants throughout business career and hired over 200 employees.
- Achieved 20-year growth from 12 to 1,200 employees as a key leader of technology services firm.
- Served as leader of "due diligence" team that implemented a \$78 million corporate merger.

Work Experience:

2004-Present JagTag Enterprises, Redondo Beach, CA – Career Development Professional
2001-Present Self-Employed, Manhattan Beach, CA – Management Consultant for Small Businesses
1980-2001 Trident Data Systems, Los Angeles, CA – CEO, COO, CFO and Program Manager

Education:

University of California at Los Angeles (UCLA), Los Angeles, CA – Masters in Business Administration
United States Air Force Academy, CO – Bachelor of Science Degree in Engineering Management

Casto Carabayo
2934 Broadway Street - Huntington Park, CA 90255
castocarabayo@hotmail.com - 323.646.4653

Computer Instructor

Summary:

- Over 15 years of combined business experience with extensive information technology, instruction and case management experience in Employment Training and Placement Services.
- Superior communicator with exceptional organizational, analytical, and problem solving skills.
- Proven presentation skills to effectively communicate diverse subject matter to varying client populations.
- Ability to motivate trainees to ensure consistent skills development exceeding performance objectives.

Training and Technical Skills:

Employment Services

Resume Writing
Interview Tips
Job Clubs
Job Search
Job Development

Adobe

Dreamweaver
Photoshop
Illustrator

Microsoft Office

MS-Word
MS-Excel
MS-PowerPoint
MS-Outlook
MS-Expression Web
MS-Project
MS-Visio
MS-Publisher
QuickBooks
Internet Explorer

Operating Systems

Windows 10/ 8/7/ Vista /XP
Apple 10.7
Red-Hat Linux
JD Edwards
Oracle
CBIS
POS

Database

MS Server 2003-2012
MS Access 2007

PROFESSIONAL EXPERIENCE

Jag Tag Inc. - El Segundo, CA

2013 - Present

Computer Instructor / Employment Development Specialist

- Conduct on-the-job training classes or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.
- Integrate academic and vocational curricula so that students can obtain a variety of skills.
- Develop curricula and plan course content and methods of instruction.
- Prepare course materials such as syllabi, homework assignments, and handouts.
- Participate in conferences, seminars, and training sessions to keep abreast of developments in the field, and integrate relevant information into training programs.

Practical Data Processing, Inc. -Artesia, CA

2008- 2013

Computer Instructor / Employment Development Specialist

- Conducted training classes to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.
- Planned and conduct lecture for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Prepared materials and classrooms for class activities.

New Technology Training Institute - Los Angeles, CA

2007- 2008

Computer Instructor / Employment Development Specialist

- Directed basic & advanced computer skills training, provided employment development services.
- Developed training curriculum and materials to meet training guidelines for completion and placement.

Practical Data Processing, Inc. -Artesia, CA

2001- 2007

Computer Instructor / Employment Development Specialist

- Evaluated and grade students' class work, laboratory work, assignments, and papers.
- Prepared course materials such as syllabi, homework assignments, and handouts.
- Initiate, facilitate, and moderate classroom discussions.

CERTIFICATIONS

- **BPPVE**, Certification of Authorization for Service, Type: Instructor (Computerized Office Automation)
- **NTTI** - Microsoft Certified System Engineer,
- **ICTP** - Visual Studio.Net

EDUCATION

- **B.A. Candidate**, Business Administration; University of Phoenix, La Mirada, CA

Career Training Consultant

Summary: Energetic individual with over 10 years of experience in; training, presentations, coaching, communication and customer service working with diverse populations. Received over 35 written evaluations for excellence in instruction and service. Train up to 450 clients annually.

Training/Instruction

Accomplishments and Skills:

- Facilitate resume training for up to 15 clients using interactive processes, assisting clients with computers and ensuring a final resume ready for job search
- Assist in the over view and completion of 12 resumes within four hours
- Teach up to 30 private and group ballroom dance lessons weekly
- Create lesson plans and instruct classes of 15 students for a 3-week summer youth artists' camp
- Train eleven employees as instructors in all gym operations, teaching skills, sales, cash handling, opening and closing, and gymnastics
- Participate in staff constructive criticism sessions after each work day in efforts to improve teaching skills and student care
- Hit monthly goals in promotions and sales with 85% accuracy
- Instruct students ages 3-85 utilizing extensive knowledge in three ballroom styles of American Rhythm, American Smooth, and International Latin
- Choreograph routines for the individual needs of students for events including weddings, competitions, and showcases
- Receive regular coaching from professionals such as Karina Smirnoff, Tina Mayer, Alina Sachs, and Ron Montez
- Compete yearly in up to five pro-am competitions including Ohio Star Ball, Emerald Ball, Hollywood DanceSport, Vegas Holiday Dance Classic, The Royal Ball, and Desert Classic
- Sell lesson packages to 95% of new students
- Participate in Dancing with the South Bay Stars show for third consecutive year

Customer Service

- Provided excellent service to over 250 customers daily
- Trained seven new employees as servers and bar tenders including restaurant operations, cash handling, taking orders, customer service, greeting customers, stock inventory for customer use, food operations, opening and closing

Technical Skills:

Microsoft Word, PowerPoint, Photoshop, iMovie, Illustrator, InDesign, Internet, e-mail, PC and Mac Applications

Professional Experience:

2016-Present	Professional Training Consultant, JagTag Enterprises, Inc, Redondo Beach, CA
2014-Present	Dance Instructor, Dancify DanceSport Center, Redondo Beach, CA
2012-2014	Fitness Coach, MyGym Fitness Center, Manhattan Beach, CA
2011-2012	Server, Vintage Estates Wine and Beer, Youngstown, OH
2006-2011	Ballroom Dance Instructor, Eurorythm Dance Studio, Scottsdale, AZ

Education/Training:

JagTag Enterprises, Inc, Redondo Beach, CA - Career Enhancement Training, 2015

California State University Long Beach, Long Beach, CA - Bachelor of Arts, Art Education

Presidium Armatus, online course - Youth Activities Safe Environment Program Training, 2015

Board of Directors

Jacqueline Nason-Devlin, CEO/Director

Jacqueline Nason-Devlin, Secretary

Jacqueline Nason-Devlin, CFO

Appendix B

Cost Proposal for JagTag Enterprises Inc.

Cost includes:

- Professional Training Presentations and one booklet per client from 20-45 pages on the topic being presented.



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor
Long Beach, CA 90802

Appendix B

COST PROPOSAL

COST PROPOSAL	
Please provide rate per hour for each position. Cost information will be reviewed to determine that costs are reasonable and feasible for services proposed.	
Job Title/Function	Rate Per Hour
1. Professional Training Consultant	170.00
* Includes a booklet for each class	
3.	
4.	
5.	

Attachments A-I
JagTag Enterprises Inc.



City of Long Beach
 Purchasing Division
 333 West Ocean Boulevard, 7th Floor
 Long Beach, CA 90802

Attachment C

Statement of Non-collusion

The proposal is submitted as a firm and fixed request valid and open for 180 days from the submission deadline.

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal and the proposer has not in any manner sought by collusion to secure for himself or herself an advantage over any other proposer.

In addition, this organization and its members are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract.



 Authorized signature and date

Jacqueline Devlin, mps CEO / Director
 Print Name & Title



City of Long Beach
 Purchasing Division
 333 West Ocean Boulevard, 7th Floor
 Long Beach, CA 90802

Attachment D

Debarment, Suspension, Ineligibility and Voluntary Exclusion Certification

Please read Acceptance of Certification and Instructions for Certification before completing

As a current or potential vendor for the City of Long Beach (City) your firm, through its business relationship with the City, may be the recipient of federal grant funds. As such, the City is required to document that neither your business entity or organization, nor any of your principals are debarred, suspended, ineligible, or have voluntarily been excluded from receiving federal grant funds. Consistent with Executive Order No. 12549 Title 2 CFR Part 180 Subpart C, all potential recipients of federal grant funds are required to comply with the requirements specified below. By submission of proposal/bid/agreement, the undersigned, under penalty of perjury, certifies that the participant, nor any of its principals in the capacity of owner, director, partner, officer, manager, or other person with substantial influence in the development or outcome of a covered transaction, whether or not employed by the participant:

- Are not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal department or agency;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been suspended, debarred, voluntarily excluded or declared ineligible by a federal agency;
- Do not presently have a proposed debarment proceeding pending;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, been indicted or convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct;
- Have not, within a three (3) year period preceding this bid/agreement/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

If reorganization, management turnover, or a shift or change of principals' status occurs, written notice must be submitted within 21 days. Subsequent disclosure of unfavorable information will be subject to thorough review and remedial action. Updated versions of this certification may be requested on a routine basis.

Where the potential prospective recipient of Federal assistance funds is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to the applicable bid/agreement/proposal.

Jacatag Enterprises Inc.
 Business/Contractor/Agency

Jacqueline Devlin, CPA
 Name of Authorized Representative

CEO/Director
 Title of Authorized Representative

[Signature]
 Signature of Authorized Representative

3-13-17
 Date

r20141001



City of Long Beach
 Purchasing Division
 333 West Ocean Boulevard, 7th Floor
 Long Beach, CA 90802

Form **W-9**
 (Rev. December 2014)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

1 Name (as shown on your income tax return). Name is repeated on this line; do not leave this line blank.
Jagtag Enterprises Inc.

2 Business name (disregarded entity name, if different from above)

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual sole proprietor or single member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C, S, corporation, S-S, partnership) ▶
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single member owner.
 Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any)
 Exemption from FATCA reporting code (if any)
 *Applicable to accounts maintained without the U.S.S.

5 Address (number, street, and apt. or suite no.)
2116 Artesia Blvd #B104

6 City, state, and ZIP code
Redondo Bch, CA 90278

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a trust, if it is your employer identification number (EIN), if you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
 or
 Employer identification number

Part II Certification
 Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here: Signature of U.S. person ▶ [Signature] Date ▶ 3-13-17

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after its release) is at www.irs.gov/form945.

Purpose of Form
 An individual or entity (if Form W-9 requested) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (broker or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-I (charity)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income; and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA reporting?* on page 2 for further information.



City of Long Beach
 Purchasing Division
 333 West Ocean Boulevard, 7th Floor
 Long Beach, CA 90802

VENDOR APPLICATION FORM

Company Name Jagtag Enterprises Inc.
 (same as line 1 on W9):
 DBA Name
 (same as line 2 on W9):
 Federal Tax ID Number (or SSN) [REDACTED] required (this number is a fed tax ID SSN leave blank if not applicable
 Web Address: www.jagtagenterprises.com
 Purchase Order Address:
 Attn: Jagtag Enterprises Inc.
 City: 2110 Artesia Blvd, Bldg 2 Beach
 State: CA Zip Code: 90278
 Contact Name: Jacqueline Devlin
 Email: Jacqueline@jagtagenterprises.com
 Phone Number: 310 344-8163
 Fax: N/A
 Toll Free:
 If 'remit to' address is the same as the purchase order address, put SAME in first box only
 Remit to Address: SAME
 Attn:
 City:
 State: Zip Code:
 Contact Name:
 Email:
 Phone Number:
 Fax:
 Toll Free:

Type of Ownership:
 Individual Partnership Corporation LLC Nonprofit Government
 Composition of Ownership (at least 51% of ownership of the organization) (check all that apply)
 WBE Local DBE Certified SBE Certified Micro
State certification number

Business Search - Entity Detail

The California Business Search is updated daily and reflects work processed through Friday, March 10, 2017. Please refer to document [Processing Times](#) for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity. Not all images are available online.

C2949711 JAG TAG ENTERPRISES, INC.

Registration Date:	08/09/2007
Jurisdiction:	CALIFORNIA
Entity Type:	DOMESTIC STOCK
Status:	ACTIVE
Agent for Service of Process:	JACQUELINE NASON-DEVLIN 2110 ARTESIA BLVD #B404 REDONDO BEACH CA 90278
Entity Address:	2110 ARTESIA BLVD #B404 REDONDO BEACH CA 90278
Entity Mailing Address:	2110 ARTESIA BLVD #B404 REDONDO BEACH CA 90278

A Statement of Information is due EVERY year beginning five months before and through the end of August.

Document Type	⇕ File Date	⇓ PDF
SI-COMPLETE	09/07/2016	
SI-COMPLETE	07/27/2015	

* Indicates the information is not contained in the California Secretary of State's database.

- If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code [section 2114](#) for information relating to service upon corporations that have surrendered.
- For information on checking or reserving a name, refer to [Name Availability](#).
- If the image of a Statement of Information is not available online, for information on ordering a copy of that statement refer to [Information Requests](#).
- For information on ordering certificates, status reports, certified copies of documents and copies of documents not currently available in the Business Search such as a filing that is not a Statement of Information or filings for other types of business entities, or to request a more extensive search for records, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Frequently Asked Questions](#).

16-102994



State of California Secretary of State

S

106
Csk

Statement of Information

(Domestic Stock and Agricultural Cooperative Corporations)

FEES (Filing and Disclosure): \$25.00.

If this is an amendment, see instructions.

IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

FILED
Secretary of State
State of California
SEP - 7 2016

31/25/CC

This Space for Filing Use Only

1. CORPORATE NAME

Jag Tag Enterprises, Inc.

2. CALIFORNIA CORPORATE NUMBER

C2949711

No Change Statement (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.

If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

Complete Addresses for the Following (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

	CITY	STATE	ZIP CODE
4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE 2110 Artesia Blvd., #B404	Redondo Beach	CA	90278
5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY 2110 Artesia Blvd., #B404	Redondo Beach	CA	90278
6. MAILING ADDRESS OF CORPORATION, IF DIFFERENT THAN ITEM 4	CITY	STATE	ZIP CODE

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

	ADDRESS	CITY	STATE	ZIP CODE
7. CHIEF EXECUTIVE OFFICER/ Jacqueline Nason-Devlin	2110 Artesia Blvd., #B404	Redondo Beach	CA	90278
8. SECRETARY Jacqueline Nason-Devlin	2110 Artesia Blvd., #B404	Redondo Beach	CA	90278
9. CHIEF FINANCIAL OFFICER/ Jacqueline Nason-Devlin	2110 Artesia Blvd., #B404	Redondo Beach	CA	90278

Names and Complete Addresses of All Directors, Including Directors Who are Also Officers (The corporation must have at least one director. Attach additional pages, if necessary.)

	ADDRESS	CITY	STATE	ZIP CODE
10. NAME Jacqueline Nason-Devlin	2110 Artesia Blvd., #B404	Redondo Beach	CA	90278
11. NAME	ADDRESS	CITY	STATE	ZIP CODE
12. NAME	ADDRESS	CITY	STATE	ZIP CODE

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY:

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS
Jacqueline Nason-Devlin

	CITY	STATE	ZIP CODE
15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL 2110 Artesia Blvd., #B404	Redondo Beach	CA	90278

Type of Business

16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION
Management consulting

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

8-29-16 DATE
Jacqueline Nason-Devlin TYPE/PRINT NAME OF PERSON COMPLETING FORM
CEO TITLE
[Signature] SIGNATURE

EQUAL BENEFITS ORDINANCE DISCLOSURE FORM

As a condition of being awarded a contract with the City of Long Beach ("City"), the selected Contractor/Vendor ("Contractor") may be required during the performance of the Contract, to comply with the City's nondiscrimination provisions of the Equal Benefits Ordinance ("EBO") set forth in the Long Beach Municipal Code section 2.73 et seq. The EBO requires that during the performance of the contract, the Contractor shall provide equal benefits to its employees with spouses and employees with domestic partners. Benefits include but are not limited to, health benefits, bereavement leave, family medical leave, member ship and membership discounts, moving expenses, retirement benefits and travel benefits. A cash equivalent payment is permitted if an employer has made all reasonable efforts to provide domestic partners with access to benefits but is unable to do so. A situation in which a cash equivalent payment might be used if where the employer has difficulty finding an insurance provider that is willing to provide domestic partner benefits.

The EBO is applicable to the following employers:

- For-profit employers that have a contract with the City for the purchase of goods, services, public works or improvements and other construction projects in the amount of \$100,000 or more
- For-profit entities that generate \$350,000 or more in annual gross receipts leasing City property pursuant to a written agreement for a term exceeding 29 days in any calendar year

Contractors who are subject to the EBO must certify to the City before execution of the contract that they are in compliance with the EBO by completing the EBO Certification Form, attached, or that they have been issued a waiver by the City. Contractors must also allow authorized City representatives access to records so the City can verify compliance with the EBO.

The EBO includes provisions that address difficulties associated with implementing procedures to comply with the EBO. Contractors can delay implementation of procedures to comply with the EBO in the following circumstances

- 1) By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or
- 2) At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or
- 3) Upon expiration of the contractor's current collective bargaining agreement(s).

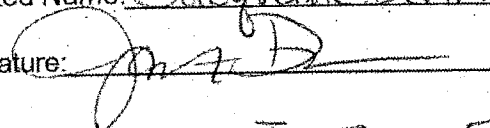
Compliance with the EBO

If a contractor has not received a waiver from complying with the EBO and the timeframe within which it can delay implementation has expired but it has failed to comply with the EBO, the

Contractor may be deemed to be in material breach of the Contract. In the event of a material breach, the City may cancel, terminate or suspend the City agreement, in whole or in part. The City also may deem the Contractor an irresponsible bidder and disqualify the Contractor from contracting with the City for a period of three years. In addition, the City may assess liquidated damages against the Contractor which may be deducted from money otherwise due the Contractor. The City may also pursue any other remedies available at law or in equity.

By my signature below, I acknowledge that the Contractor understands that to the extent it is subject to the provisions of the Long Beach Municipal Code section 2.73, the Contractor shall comply with this provision.

Printed Name: Jacqueline Devlin Title: CEO/Director

Signature:  Date: 3-13-17

Business Entity Name: JagTag Enterprises Inc.

**CERTIFICATION OF COMPLIANCE WITH THE
EQUAL BENEFITS ORDINANCE**

Section 1. CONTRACTOR/VENDOR INFORMATION

Name: Jacqueline Devlin Federal Tax ID No. [REDACTED]
Address: 2110 Artesia Blvd #B404
City: Redondo Beach State: CA ZIP: 90278
Contact Person: Jacqueline Devlin Telephone: 310 344-8163
Email: Jacqueline.Jagtagent@gmail.com Fax: N/A

Section 2. COMPLIANCE QUESTIONS

- A. The EBO is inapplicable to this Contract because the Contractor/Vendor has no employees. Yes No
- B. Does your company provide (or make available at the employees' expense) any employee benefits? Yes No
(If "yes," proceed to Question C. If "no," proceed to section 5, as the EBO does not apply to you.)
- C. Does your company provide (or make available at the employees' expense) any benefits to the spouse of an employee?
 Yes No
- D. Does your company provide (or make available at the employees' expense) any benefits to the domestic partner of an employee?
 Yes No (If you answered "no" to both questions C and D, proceed to section 5, as the EBO is not applicable to this contract. If you answered "yes" to both Questions C and D, please continue to Question E. If you answered "yes" to Question C and "no" to Question D, please continue to section 3.)
- E. Are the benefits that are available to the spouse of an employee identical to the benefits that are available to the domestic partner of an employee? Yes No
(If "yes," proceed to section 4, as you are in compliance with the EBO. If "no," continue to section 3.)

Section 3. PROVISIONAL COMPLIANCE

- A. Contractor/vendor is not in compliance with the EBO now but will comply by the following date:

_____ By the first effective date after the first open enrollment process following the contract start date, not to exceed two years, if the Contractor/vendor submits evidence of taking reasonable measures to comply with the EBO; or

_____ At such time that the administrative steps can be taken to incorporate nondiscrimination in benefits in the Contractor/vendor's infrastructure, not to exceed three months; or

_____ Upon expiration of the contractor's current collective bargaining agreement(s).

- B. If you have taken all reasonable measures to comply with the EBO but are unable to do so, do you agree to provide employees with a cash equivalent? (The cash equivalent is the amount of money your company pays for spousal benefits that are unavailable for domestic partners.)
____ Yes ____ No

Section 4. REQUIRED DOCUMENTATION

At time of issuance of purchase order or contract award, you may be required by the City to provide documentation (copy of employee handbook, eligibility statement from your plans, insurance provider statement, etc.) to verify that you do not discriminate in the provision of benefits.

Section 5. CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I am authorized to bind this entity contractually. By signing this certification, I further agree to comply with all additional obligations of the Equal Benefits Ordinance that are set forth in the Long Beach Municipal Code and in the terms of the contract of purchase order with the City.

Executed this 13 day of March, 2017, at Redondo Beach, CA

Name Jacqueline Devlin

Signature [Signature]

Title CEO/Director

Federal Tax ID No [Redacted]



City of Long Beach
Purchasing Division
333 West Ocean Boulevard, 7th Floor
Long Beach, CA 90802

Attachment H

Small Business Enterprise (SBE) Program – EXEMPT

* See ATTACHED letter



CITY OF LONG BEACH
Department of Financial Management
Business Services Bureau

333 West Ocean Blvd., 7th Floor, Long Beach, CA 90802 (562) 570-6200 Fax (562) 570-5099 sbe@longbeach.gov

Certified Small Business Enterprise

Vendor Account Number: 297115

Jacqueline Nason-Devlin
JagTag Enterprises Inc
2110 Artesia Blvd #B404
Redondo Beach, CA 90278

Thank you for submitting your Vendor Application seeking Small Business Enterprise recognition. Per our evaluation of the information you provided in your application and the North American Industry Classification System codes you identified, your status as a Small Business Enterprise (SBE) has been approved. This certification is recognized by the following organizations:

City of Long Beach

City of Long Beach is pleased to issue this SBE Certificate subject to the terms and conditions identified below:

NAICS code(s) for which SBE status is recognized: 541618 SBE Certificate Effective Date: 08/20/14 SBE Certificate Expiration Date: 08/20/17
--

Work Performed by your firm that falls within the above-mentioned NAICS code(s) will be counted as SBE participation for work performed on contracts procured by the above agencies.

The agencies reserve the right to withdraw this certification if at any time it is determined that certification was knowingly obtained by false, misleading or incorrect information and reserve the right to audit all statements. If any firm attempts to falsify or misrepresent information to obtain certification, the firm may be disqualified from participation in any contracts for a period of up to five years.

SBE Certification is valid for a period of three (3) years. To maintain SBE status, firms must update their existing SBE Vendor Application on or before the expiration date mentioned above. All information is subject to verification.

If there are any changes in your status that may impact your certification, you are required to update your account information online. A copy of your information can be viewed by logging into City of Long Beach Vendor Portal, click on Vendor Profile, and visiting the Small Business Certification tab.

Sincerely,
Acting Purchasing & Business Services Manager

333 W. Ocean Blvd., 7th Floor, Long Beach, CA 90802; (562) 570-6200 Fax (562) 570-5099



City of Long Beach
Purchasing Division
333 W. Ocean Blvd 7th Floor
Long Beach, CA 90802

INSURANCE REQUIREMENTS

[Contractor - Subject Matter Experts

INDEMNIFICATION: Contractor shall defend, indemnify, and hold harmless the City, its Commissions and Boards, and their officials, employees, and agents from and against any and all demands, claims, causes of action, liability, loss, liens, damage, costs, and expenses (including attorney's fees) arising from or in any way connected or alleged to be connected with Contractor's performance of the work under this Agreement and from any act or omission, willful misconduct, or negligence (active or passive) by or alleged to be by Contractor, its employees, agents, or subcontractors either as a sole or contributory cause, sustained by any person or entity (including employees or representatives of City or Contractor). The foregoing shall not apply to claims or causes of action caused by the sole negligence or willful misconduct of the City, its Commissions and Boards, or their officials, employees, or agents.

INSURANCE. As a condition precedent to the effectiveness of this Agreement, Contractor shall procure and maintain at Contractor's expense for the duration of this Agreement from an insurance company that is admitted to write insurance in the State of California or that has a rating of or equivalent to an A:VIII by A.M. Best and Company the following insurance:

- (a) Commercial general liability insurance or self-insurance equivalent in coverage scope to ISO CG 00 01 10 93 naming the **City of Long Beach, and their officials, employees, and agents** as additional insureds on a form equivalent in coverage scope to ISO CG 20 26 11 85 from and against claims, demands, causes of action, expenses, costs, or liability for injury to or death of persons, or damage to or loss of property arising out activities performed by or on behalf of the Contractor in an amount not less than One Million Dollars (US \$1,000,000) per occurrence and Two Million Dollars (US \$2,000,000) in general aggregate. If the subject matter expert may be working with minors or other vulnerable groups at any time during this Agreement, this insurance shall include coverage for insureds accused of participating in a physical abuse, sexual misconduct or sexual molestation.
- (b) Workers' compensation coverage as required by the Labor Code of the State of California and Employer's liability insurance with minimum limits of One Million Dollars (US \$1,000,000) per accident or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of sub rogation against the **City of Long Beach, and their officials, employees, and agents.**
- (c) Automobile liability insurance equivalent in coverage scope to ISO CA 00 01 06 92 in an amount not less than Five Hundred Thousand Dollars (US \$500,000) combined single limit (CSL) per accident for bodily injury and property damage covering owned, non-owned, and hired automobiles



City of Long Beach
Purchasing Division
333 w. Ocean Blvd 7th Floor
Long Beach, CA 90802

- (d) As applicable to the discipline of the subject matter expert, professional liability or errors and omissions liability insurance in an amount not less than One Million Dollars (\$1,000,000) per claim and in aggregate covering the services provided pursuant to this Agreement.

Any self-insurance program or self-insurance retention must be approved separately in writing by City and shall protect the **City of Long Beach, and their officials, employees, and agents** in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party except after thirty (30) days prior written notice to City, and shall be primary and not contributing to any other insurance or self-insurance maintained by City.

Any subcontractors which Contractor may use in the performance of this Agreement shall be required to indemnify the City to the same extent as the Contractor and to maintain insurance in compliance with the provisions of this section.

Contractor shall deliver to City certificates of insurance and original endorsements for approval as to sufficiency and form prior to the start of performance hereunder. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by that insurer to bind coverage on its behalf. "Claims-made" policies are not acceptable unless City Risk Manager determines that "Occurrence" policies are not available in the market for the risk being insured. In a "Claims-made" policy is accepted, it must provide for an extended reporting period of not less than one hundred eighty (180) days. Such insurance as required herein shall not be deemed to limit Contractor's liability relating to performance under this Agreement. City reserves the right to require complete certified copies of all said policies at any time. Any modification or waiver of the insurance requirements herein shall be made only with the approval of City Risk Manager. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification provisions of this Agreement.

By submitting a signature below, Bidder agrees that insurance requirements can be provided as requested.

Printed Name: Jacqueline Devlin

Title: CEO/Director

Signature: [Handwritten Signature]

Date: 3-13-17