

NOVEMBER 2023



# Philadelphia Proposal

M C F   G R O U P

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Temporary Talent Acquisition # 2123XCX



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## Introduction/Executive Summary

MCF Group LLC (MCF Group) is honored to have the opportunity to offer The City of Philadelphia our response to Request for Proposal (RFP) – Temporary Talent Acquisition – 2123XCX. MCF Group is a Minority-Owned, Woman-Owned Small Business. We look forward to the opportunity to demonstrate and showcase our capabilities to excel above and beyond the project's requirements and furnish Philadelphia with top-notch Temporary Talent Services.

We are committed to delivering high-quality services that meet the needs of our clients. Our talented and knowledgeable staff can efficiently, securely, and accurately manage the complexities of staffing various city government departments with a focus on flexibility and responsiveness to the fluctuating demands of the workforce.

Our agency understands the nuances of rapidly changing environments and positions itself as a strategic partner rather than just a service provider. We are dedicated to forging a partnership with The City of Philadelphia anchored in flexibility and scalability, ensuring high-quality and efficient services. Our philosophy is to streamline the client experience, embodying our commitment to a seamless and approachable way of conducting business.

At MCF Group, our success is anchored in cultivating a workforce that celebrates diversity. We deliberately engage with diverse talent pools, focusing on historically marginalized groups to enrich the pool of skilled candidates we provide. This conscious effort ensures that the candidates we present are highly qualified and bring a breadth of perspectives and experiences that enrich their roles and projects.

Furthermore, our business model is built on integrity, transparency, and accountability. We are fully prepared to take on the responsibilities of an employer for our temporary staff, managing all aspects of payroll taxes, workers' compensation, insurance, and compliance with both federal and state requirements.

With our robust recruitment processes, comprehensive rate schedule, and guaranteed fulfillment timelines, MCF Group LLC stands ready to provide The City of Philadelphia with a seamless and cost-effective temporary staffing service. Our dedicated point of contact will coordinate closely with city representatives to ensure a smooth operation, from selecting and placing temporary personnel to ongoing management and compliance checks.

We look forward to working with The City of Philadelphia in servicing its Temporary Talent needs. We will do everything necessary to ensure our contract delivery is positive, productive, and fulfills all stated objectives.

Sincerely,

**MALITA ROBINSON, CSP | CHIEF EXECUTIVE OFFICER | MCF GROUP LLC**



## Applicant Profile

### Narrative

Incorporated in Delaware in 2021, MCF Group LLC operates with complete independence and is dedicated to providing exemplary consulting services that consistently surpass client expectations. Our firm's standing as a certified Woman-Owned Business Enterprise (WBE) is a proud testament to our commitment to diversity, equity, and inclusion within the business community. Our certification with the Women's Business Enterprise National Council (WBENC) further underscores this commitment, which validates our ongoing efforts to empower and represent women in the corporate world.

MCF Group LLC is also a certified MWBE in The City of Philadelphia, a recognition that reflects our alignment with the City's goals of promoting diversity and equal opportunity in public contracts. As we look to the future, MCF Group LLC is focused on a path of steadfast growth and uncompromising service quality. We have strategically decided to concentrate on organic development, with a firm resolve not to engage in mergers or acquisitions. This deliberate choice ensures that our clients always receive the high-standard, consistent service they have come to expect from the MCF brand. With this foundation, MCF Group LLC is set to continue its excellence trajectory and foster enduring partnerships in the Philadelphia area and beyond.

### Business Identification

Name	MCF Group LLC
Address	
Phone Number	
Website	
FEIN	

### Primary Contact

Name	Malita Robinson, CEO
Address	
Phone Number	
Website	



## Business Background

As a limited liability company incorporated under the laws of Delaware, we have planted our roots firmly within the consulting industry. Registered to do business in Philadelphia and Pennsylvania, we have cultivated a rich history since our inception in 2021. Our mission is centered around providing top-tier consulting services that meet and exceed our clients' diverse needs. With a business model built on flexibility, responsiveness, and a deep understanding of the market, we have rapidly accrued significant business experience in a short time frame.

We take pride in our status as a certified Woman-Owned Business Enterprise (MWBE), accredited by the Women's Business Enterprise National Council (WBENC) and recognized within The City of Philadelphia. This distinction underscores our commitment to inclusivity and reflects our dedication to fostering diversity in our operations and partnerships. Our diverse certifications and commitment to excellence significantly contribute to the value we offer. We strive to be at the forefront of our industry, setting a precedent for quality and innovation in our services. With a keen eye on the evolving business landscape and a dedication to ethical practices, we are poised to continue our growth and make a positive, lasting impact in our communities.

In addition to our business credentials, MCF Group LLC prides itself on maintaining high human resources and staffing standards through continuous professional development and adherence to industry best practices. Our team holds esteemed certifications from the American Staffing Association (ASA), which sets the benchmark for ethical and professional behavior in the staffing industry. Our human resources professionals are accredited with the Senior Professional in Human Resources (SPHR) and the Professional in Human Resources (PHR) certifications, demonstrating mastery of strategic and policy-making aspects of HR management as practiced in the United States.

Moreover, our commitment to excellence in HR is further exemplified by certifications from the Society for Human Resource Management, including the SHRM-CP (SHRM Certified Professional) and the SHRM Talent Acquisition Specialty Credential. These qualifications ensure our clients that our team is equipped with up-to-date expertise in talent acquisition and HR strategies, positioning us to deliver not just workforce but strategic human capital solutions. These industry-recognized certifications guarantee that we are well-versed in the latest HR methodologies and can provide insightful, strategic staffing services that align with both the current and future needs of The City of Philadelphia.



## Project Understanding

This RFP opens the door for The City of Philadelphia to partner with a capable firm to procure diverse Temporary Talent Acquisition services. The project outlined within this RFP is comprehensive, seeking not only to fill vacancies with qualified individuals but also to manage the intricacies of employment obligations and enhance the City's workforce with a focus on quality and diversity.

MCF Group LLC is ready to affirm our understanding of and compliance with the extensive services delineated in the RFP—from the meticulous screening for requisite qualifications and credentials to the forward-thinking administration of payroll, workers' compensation, and adherence to both federal and state employment standards, MCF Group LLC stands ready to exceed expectations. Our vital business insight, bolstered by a spectrum of industry certifications and a proven history in staffing and human resource management, uniquely qualifies us to significantly and positively impact this initiative.

Our response to RFP – Temporary Talent Acquisition – 2123XCX capitalizes on our deep-seated expertise in sourcing talent across various functions outlined in the scope of work such as administrative support, tech support, specialized projects, and critical election support roles. We appreciate the unique opportunity to align our services with the needs and goals of The City of Philadelphia, promising a collaborative effort that champions not only the seamless provision of staffing services but also the strategic objectives of the City.

MCF Group LLC offers an unwavering commitment to this project. Our tailored approach ensures the delivery of a workforce that is not just highly skilled but also reflects Philadelphia's rich diversity. By understanding the City's mission and aspirations, we are ready to set a precedent for excellence in fulfilling its Temporary Talent Acquisition needs, supporting its mission to provide unparalleled services to its residents.



## Proposed Scope of Work

As we embark on this partnership, it is imperative to delineate the framework of our engagement clearly and concisely. The Scope of Work (SOW) herein is designed to provide a structured outline of the services MCF Group will render, ensuring that our collaboration with The City of Philadelphia is both efficient and productive. The SOW will guide our efforts in supplying qualified temporary personnel, managing compliance requirements, and maintaining the highest standards of professional service. Our commitment is to seamlessly integrate with the City's existing processes while bringing innovation and exceptional service that align with the project's strategic objectives. The following sections will detail our approach to fulfilling the responsibilities outlined in the project requirements.

### Compliance and Employment Responsibilities

➤ **Vendor's responsibility for payroll taxes, workers' comp, payroll reports, insurances, and employer requirements.**

MCF Group has a longstanding record of strict adherence to legal and regulatory standards, ensuring full responsibility for federal and state payroll mandates. This includes managing insurance coverage for all candidates placed within the Procuring Agency. Our systematic approach covers payroll taxes, payroll reporting, workers' compensation, and comprehensive benefits management. We have established protocols for the hiring and termination processes aligned with the latest employment laws and practices.

### Qualification and Licensing Verification

➤ **Temporary personnel to meet City-specified qualifications and hold required licenses.**

Our rigorous screening process guarantees that all temporary personnel supplied by MCF Group meet the City's specified minimum qualifications. We conduct thorough checks to ensure each candidate holds the necessary licenses before their assignment, aligning with the City's high standards and specific job requirements.

### Recruitment and Response Time

➤ **Provide qualified candidates within 15 business days or agreed timeframe.**

MCF Group is committed to a responsive recruitment process and delivering qualified candidate profiles within 15 business days from the date of request or within a mutually agreed timeframe, ensuring minimal disruption to city operations. The brief breakdown of our process is as follows:

**STEP 1 –**

Job Order  
Submitted

Job Order submitted by The City of Philadelphia to MCF Group Account Manager via your preferred method (phone, email or portal submission). The Account Manager will serve as the single point of contact for the City.

**STEP 2 –**

Acceptance of Order  
and Initial Response

MCF Group Account Manager accepts the order and enters it into MCF Group's system. The Account Manager will respond within 48 hours or less to confirm that they received the order and provide a status update. Working collectively, all team members of MCF Group will identify potential candidates for the City's consideration.

**STEP 3 –**

Evaluation Process

Once a qualified candidate is identified, MCF Group completes a customized evaluation process for the City. This includes an in-depth interview, review of job requirements and expectations, and a verification of references. If the candidate meets all requirements and accepts the position, we will move on to the next step. If not, the previous step is repeated until a qualified candidate match is made.

**STEP 4 –**

Interview/Final  
Approval

The candidate is then interviewed or presented for final approval by the City. MCF Group will notify the temporary associate in writing with information specific to their assignment if the position is accepted.

**STEP 5 –**

Orientation

Before the start date, MCF Group will provide the candidate with a full orientation on the job and the City's environment, as well as information on how to complete their timecard or assign them a badge/password for MCF Group's Web Time Capture software.

**STEP 6 –**

Quality Control

On the first day of the assignment, the Account Manager will conduct a quality control call to the candidate's supervisor. At the end of the first week, another quality control check will be completed. Afterward, the team will conduct ongoing quality checks to ensure that the candidate is performing up to, or better than, expectations for the City.





Please refer to Appendix A for a more in-depth look into our recruitment process.

## Rate Schedule Provision

### ► Presentation of a detailed and transparent rate schedule for all positions.

Transparency in billing is a cornerstone of our service. MCF Group will provide the City with a comprehensive and clear rate schedule detailing the cost for each temporary position, enabling informed budgeting and financial planning. This detailed rate schedule will be provided monthly in our invoices, ensuring the City has a transparent breakdown of all associated costs for the services provided.

## Interview and Selection Process

### ► Allow the Department to conduct final interviews.

To ensure a perfect fit for both parties, MCF Group will coordinate with the City to conduct conclusive interviews via phone or virtual meetings, paving the way for a successful candidate placement.



## Staffing Reliability and Continuity

- **Availability for the length of the assignment and provide replacements within two business days.**

MCF Group understands the critical nature of maintaining uninterrupted service. During the initial screening process, MCF Group will ensure that the candidate is fully aware of the assignment commitment and will be available for the entire duration of their assignment. It is essential for our clients to have reliable and dedicated consultants to meet their needs.

In the event of a staffing change or if a consultant does not complete their assignment as agreed upon, it's important to note that the consultant may be subject to a fee, which may include deductions from their last paycheck. We are committed to providing our clients with qualified replacements within two business days to ensure seamless operations for the City. This policy is in place to uphold our commitment to delivering consistent and reliable service to our clients.

## Election Support Temporary Staffing

- **Manage Election Support Temps, provide lists of temps separated by shift and reporting location.**

We will categorize Election Support Temps into the provided job functions including Customer Service, Ballot Application Processing, and Election Warehouse Support. We will provide the City with detailed lists of personnel sorted by shift and location in the required time for effective assignment management. This will be available and securely stored digitally.

## Departmental Rights and Quality Assurance

- **Department's right to refuse temporary personnel and request removal.**
- **All work performed by competent personnel according to industry standards.**

In alignment with equal employment laws, MCF Group will uphold the City's right to reject any temporary staff member due to job-related deficiencies. We will ensure a prompt and equitable replacement at no additional charge that maintains the City's operational integrity. This is achievable by our database of pre-screened candidates that makes replacements in unforeseen circumstances efficient.

MCF Group will ensure that all tasks and responsibilities are carried out by competent and suitably trained personnel committed to standards within the industry. Our stringent recruitment process and continuous training programs are designed to guarantee that the level of competency remains in alignment with the City's expectations and requirements, thus upholding the highest quality of artistry and professional conduct.



## Vendor Coordination and Communication

- **Assign a single point of contact for all coordination needs.** MCF Group will designate an Account Manager to streamline coordination between our team and the City. This approach ensures that all communication regarding employment requests, scheduling, billing, contract compliance, and troubleshooting is centralized, fostering clear and consistent dialogues.
- **Meet periodically with the Department to discuss services.** MCF Group will arrange regular meetings with the City to align with the City's objectives and continuously improve service delivery. These sessions will be dedicated to discussing the performance of services, addressing any concerns, and exploring opportunities for service enhancement.

## Timekeeping and Billing Procedures

- **Supply and manage timecards for tracking time and attendance.** MCF Group uses the latest systems and technologies that record all temporary personnel time and attendance. Our timekeeping solutions are designed for ease of use, ensuring that all temporary personnel can efficiently track their hours without disrupting their workflow.
- **Provide copies of approved timesheets with invoices.** To maintain transparency, accountability, and financial integrity in our partnership with the City, MCF Group will provide verified timesheets, approved by the Account Manager, on a weekly basis. These timesheets will accompany our monthly invoices, ensuring all billed hours are substantiated and authorized. Our billing process is designed to align seamlessly with the City's documentation requirements, reflecting our commitment to accuracy and trust in our partnership.  
  
With our systems and processes, we ensure systematic and accurate recording of essential information, including the employee's name, dates of service, hours worked, contract number, and the bill rate and pay rate. This meticulous record-keeping guarantees precision in our billing and payroll processes and facilitates comprehensive reporting and auditing, allowing for a high level of transparency and accountability in all our interactions with our clients and employees.

## Incident Management and Replacement Protocol

- **Immediate notification and replacement if a temporary worker loses credentials.** MCF Group has implemented a stringent incident management protocol that guarantees immediate notification to the City in the rare event of a temporary worker losing required credentials or certifications. Ensuring minimal disruption to the City's operations, we are committed to providing a qualified replacement within two business days, thereby maintaining the continuity and quality of service expected by the City.



## Criminal History and Background Checks

### Require and manage criminal history background checks for temporary personnel

#### ► Require and manage criminal history background checks for temporary personnel

To ensure that MCF Group clients efficiently receive the best candidates, MCF Group utilizes TransUnion ShareAble for Hires to conduct background checks. This service allows us to vet potential hires quickly and efficiently, offering detailed reports encompassing almost all jurisdictions, FCRA-regulated data, and national criminal records reporting. In addition to criminal background checks, the offerings in the table below are available.

For more comprehensive background checks, we also leverage the expertise of First Advantage, a trusted partner known for its thorough investigative services. This partnership enables us to conduct in-depth checks, including criminal background checks, reference checks, and additional verifications, all conducted in accordance with local, state, and federal laws.

In alignment with the Fair Credit Reporting Act (FCRA) compliance, it is MCF Group's policy to furnish clients with an attestation of background screen completion as per their specific requirements while safeguarding the confidentiality of the actual screening results. We maintain regular contact with candidates to ensure that the background check process progresses smoothly, ultimately providing our clients with top-notch candidates and maintaining the highest standards of professionalism and compliance throughout the hiring process.

### Available Background Checks

<b>Criminal Felony / Misdemeanor – 7 years</b>	This includes a one (1) county, one (1) name, criminal record search of felony records, and will include misdemeanor records when available.
<b>Criminal Search - National Federal – 7 years</b>	This search includes a one (1) name federal criminal record search of federal records. All information will be obtained through the Federal Public Access to Court Electronic Records (PACER) system with an online direct connection to records and dispositions.
<b>National Sex Offender Registry</b>	While convictions for sexual offenses will appear upon the criminal record in the county or state where the offense was committed, oftentimes, sexual offenders will relocate where their criminal records will not reflect the offense. Information returned from sexual offender registry inquiries may include: Name, AKA name, physical characteristics, date of birth, residential address, employer, county, state of conviction, date of conviction, and offense(s).



## Available Background Checks

<b>Motor Vehicle Records - Driver's Report</b>	Depending on state law, a search will reveal a three (3) to five (5) year driving history. Reported information will include the type of license, any violations, disciplinary actions, convictions, issue date, expiration date, revocations, suspensions, accidents, status and restrictions.
<b>Professional Reference</b>	First Advantage will verify a professional reference by seeking answers to predetermined questions including information on communication skills, work attitude, professionalism and punctuality. This information will be obtained through a phone interview with a former supervisor or personnel department.
<b>Education Verification</b>	First Advantage will verify present or past employment to include position(s) held, dates of employment, salary, confirmation of specific job duties, reason for leaving, eligibility for re-hire, and overall job performance. Information will be obtained through phone interviews with former supervisors or personnel departments.
<b>Professional License Verification</b>	This search verifies a professional license or professional certification.
<b>Credit Report</b>	This report provides information on a person's financial background. It also provides present and past addresses, current and past employers. It verifies and identifies users of the social security number provided.
<b>Social Security Trace</b>	This search verifies that the Social Security number provided is valid, the person/people associated with the number, current and past addresses, and current and past employers.

## Credential and Certification Management

- **Ensure all personnel have the necessary credentials before placement.**

MCF Group will employ a robust verification system to confirm the validity of each candidate's credentials against the requirements established by the Commonwealth of Pennsylvania and the specific job descriptions provided by the City. This system will include rigorous checks for license validity, certification authenticity, and the verification of required registrations before deployment, ensuring that only qualified personnel are placed.
- **Maintain current credential files and provide copies upon request.**

We will maintain a well-organized, secure database for credential files that allows immediate access and regular updates. This proactive approach ensures that all credential files are consistently up-to-date and compliant with the City's requirements. Upon the City's request, MCF Group commits to providing the necessary credential documentation swiftly and efficiently, aligning with the service continuity goals of the City.



## Performance Standards

- **The vendor is responsible for the actions and work of its personnel.**

MCF Group acknowledges full accountability for our deployed personnel's performance and professional conduct. We commit to upholding a stringent code of conduct and quality control processes to ensure that our staff's actions and work outputs meet and exceed the City's standards. Our internal performance monitoring system will be leveraged to promptly address and rectify any concerns regarding our personnel's actions and deliverables, safeguarding the integrity and efficiency of the services provided.

## Authorization and Confirmation Procedures

- **Department to identify authorized personnel for requests.**

MCF Group will establish a clear and concise process for identifying the City's authorized personnel designated to initiate staffing requests. This protocol will ensure that all requests are properly documented and initiated by the appropriate City representatives, creating an organized and accountable framework for managing the inflow of temporary staffing requirements.

- **Vendor confirmation of availability within 48 hours.**

Upon receiving a staffing request from the City's authorized personnel, MCF Group will promptly confirm availability, targeting a maximum turnaround time of 48 hours. This responsive approach minimizes downtime and facilitates a swift staffing solution that aligns with the City's operational tempo and service commitment.

## Training and Competency Assurance

- **Ensure all work is performed by trained and competent personnel.**

MCF Group guarantees that all work performed under the contract will be executed by individuals who are not only trained in the required area to perform the position but also demonstrate the competency necessary to meet the specific job description and industry standards.

## Personnel Management and Replacement

- **Replace personnel at no charge if they do not meeting the City's standards.**

In adherence to the City's high standards, MCF Group commits to the replacement of any personnel who do not meet the expected performance criteria at no additional charge to the City. Our replacement protocol is swift and efficient, ensuring that the quality of service is upheld and that any disruption to the City's operations is minimized. This guarantee underscores our dedication to excellence and proactive quality control approach.



## Reporting Requirements

► **Vendor to update personnel lists and Provide them to the Department.**

MCF Group will systematically update and provide the City with comprehensive lists of all temporary personnel, categorized by job function, shift, and reporting location. This process will occur no less than two business days before the commencement of any assignment and will be diligently revised within 24 hours should any changes occur. Our commitment to transparency and organization in personnel management ensures that the City remains well-informed and prepared for all staffing configurations.

## Cost Proposal

In our commitment to providing tailored staffing solutions that align with the diverse needs of our clients, we have structured a comprehensive pricing strategy that reflects the varied expertise and qualifications required across different categories of staffing services. The following table outlines our proposed pay rates and corresponding bill rates for each category, carefully calculated to ensure competitive pricing while maintaining the highest standards of service quality. This transparent approach to pricing underscores our dedication to delivering value-driven staffing solutions that are both cost-effective and of exceptional caliber.

Job Category	Pay Rate Low	Pay Rate High	Bill Rate Low	Bill Rate High	Markup % Low	Markup % High
Clerical/Administrative	\$15.00	\$45.00	\$21.00	\$68.85	40%	53%
Technology Support	\$20.00	\$120.00	\$28.00	\$183.60	40%	53%
Human Resources	\$20.00	\$60.00	\$28.00	\$91.80	40%	53%
Finance/Budget	\$20.00	\$60.00	\$28.00	\$91.80	40%	53%
Election Support	\$15.00	\$20.00	\$21.00	\$30.60	40%	53%
Special Projects	\$25.00	\$120.00	\$35.00	\$183.60	40%	53%

By utilizing a variable benefits employment model and controlling overhead costs, MCF Group can offer the City a variable markup based on the overall value of a staffing placement.



## Project Timetable

Placeholder

## Statement of Qualifications/Relevant Experience

MCF Group is fortified with a team of seasoned professionals, each bringing a wealth of experience in delivering comprehensive staffing solutions that align with the complexity, scale, and scope of the projects detailed in this RFP. Our capability stems from deep-rooted expertise in managing workforce demands and providing a cadre of highly skilled personnel tailored to diverse sector needs.

### Relevant Experience

Our portfolio showcases a history of triumphantly managed assignments, notably in municipal support and corporate sectors. A case in point is working with The California Department of Transportation (CalTrans), constructing full-cycle recruiting strategies and recruiting for positions that included Technical roles, administrative and clerical, financial services, mechanical, engineering (train and bus operator, mechanics) and construction positions.

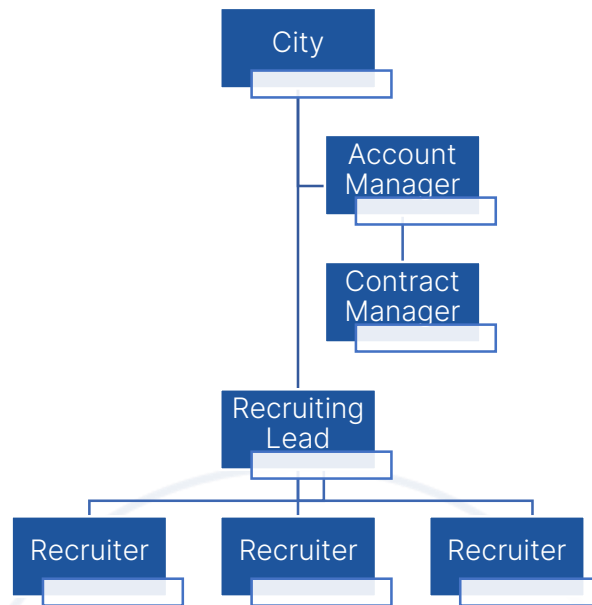
All personnel not only meet but exceed the stringent qualification criteria set forth by the City.

### Compliance with Minimum Qualifications

MCF Group prides itself on consistently meeting and surpassing the minimum performance qualifications outlined in this RFP. Our team ensures that our licensure and certifications are up-to-date, and our staff receives ongoing training in the latest regulations and industry best practices. We uphold all necessary insurances and comply with every federal and state employment regulation, ensuring a competent workforce and fully compliant with legal standards.

The combination of MCF Group's adept team, substantial relevant experience, and strict adherence to qualification and compliance requirements firmly establishes us as the premier candidate to deliver the services solicited in this RFP. We are ready and equipped to leverage our resources and expertise to deliver the requested services successfully.





## References

Name	The California Department of Transportation (CalTrans)
Address	
Telephone Number	
Contact Person	Colin Rivera

Name	Rakuten International
Address	
Telephone Number	
Contact Person	

Name	
Address	
Telephone Number	
Contact Person	



## Proposed Subcontractors

Name	
Address	
Telephone Number	
Contact Person	

## Requested Exceptions to Contract Terms

### Reference: Section III.B (Requested Exceptions to Contract Terms in Proposal)

MCF Group LLC notes the following sole Exception, and a possible resolution is proposed:

The City may occasionally hire a Contractor after the Contractor has been on assignment with the City for any period of time ("Temp-to-Perm Conversion"). The City shall not be charged any fee for Temp-to-Perm Conversions by the Service Provider, regardless of the length of the assignment before the Temp-to-Perm Conversion.

**Exception:** MCF Group expends significant effort, resources and cost to ensure an ideal candidate is located and presented to the City for every position we fill. We do this to ensure the City receives the best value for its required resources. If MCF Group is asked to surrender a candidate to the City for permanent hire before our recruiting and other associated candidate costs are recovered, MCF Group would be placed in a position of essentially supplementing the City by absorbing the costs the City would otherwise need to expend, in order to find and onboard the candidate by itself.

For this reason, MCF Group feels strongly that some appropriate cost recompense should be awarded to offset some initial recruiting and onboarding costs. Therefore, MCF Group proposes the following exception to be included in the final contract, should MCF Group be selected (which represents an at-cost compensation):

Suppose the City hires an MCF Group-provided Contract Employee within a year of the effective date of the contract with that particular contract employee. In that case, the City shall pay MCF Group a conversion fee. This Conversion Fee is a percentage of the Contract Employee's first-year salary with the City (excluding benefits and bonus amounts). The diminished rate is proportional to the Effective Date of the Contract for the individual Contract employee.



## Philadelphia Proposal

Conversion Time	Percentage Conversion Fee of Annual Salary
1 day to 3 months	20% of annual salary
3 months & 1 day to 6 months	15% of annual salary
6 months & 1 day to 9 months	10% of annual salary
9 months & 1 day to 12 months	5% of annual salary

If an MCF Group-provided Contract Employee is hired by the City later than one year following the Effective Date of the Contract for that individual, no Conversion Fee would be due MCF Group.





## Office of Economic Opportunity - Solicitation for Participation and Commitment Form/Diversity Report of Nonprofit Organizations Appendix B

## Tax and Regulatory Status and Clearance Statement Appendix C

### Statement of Financial Capacity

MCF Group is a financially stable and growing company. MCF Group does not have any pending merger or financial liabilities that may affect this contract if awarded. MCF Group has never filed bankruptcy, pending litigation, planned office closures, or impending merger. It possesses the necessary financial capacity, working capital, and other resources to carry out the capital, operating, planning, and future maintenance activities listed in the solicitation.

### Statement of Anticipated Job Creation

MCF Group is dedicated to advancing economic development and employment growth within the City of Philadelphia. Should our proposal be honored with an award, it would set in motion the establishment of new jobs, making a significant contribution to the community's prosperity.

Recognizing the dynamic nature of the project at hand, we foresee the creation of positions across various functional areas, as outlined in the scope of work. These include:

1. **Clerical and Administrative Support:** Fundamental to the day-to-day operations, these roles will ensure organizational effectiveness and efficiency.
2. **Technology Support:** Key to maintaining the digital infrastructure of the electoral process, specialists in this field will support systems critical to the project's success.
3. **Special Projects:** These positions will handle the unique and varying tasks that arise, requiring adaptability and problem-solving skills.
4. **HR and Finance/Budget:** Vital to the project's structural integrity, roles in this category will oversee the human and financial resources necessary for our operations.
5. **Election Support:** Staff in these roles will be directly involved in ensuring the election process runs smoothly and with integrity.

While these categories capture the primary roles we anticipate, they do not encompass the full scope of employment opportunities we plan to offer. MCF Group is committed to cultivating a job market that is not only diverse but also adaptable to the City's changing needs, ensuring that all employment opportunities, including those that may emerge beyond these categories, are fully leveraged.



This inclusive job creation strategy broadens participation across different sectors and skill sets, welcoming various educational backgrounds and experience levels. The initiative goes beyond the economic horizon; it strengthens the community by involving residents in key civic activities, fostering a deeper sense of ownership and involvement in their city.

In bringing new jobs to Philadelphia, we are not just filling positions; we are empowering individuals, supporting families, and reinforcing the democratic fabric of the city. MCF Group takes pride in being a catalyst for such transformative community development, understanding that with each job created, we are contributing to building a resilient, vibrant, and engaged Philadelphia.

### **Transparency in Business Disclosures**

If awarded this contracting opportunity and this contract opportunity is valued at or over \$88,000 or the amount expected to be realized by the Applicant is at or over \$88,000, the Applicant will provide all Transparency in Business disclosures required by Section 17-1402(1)(b)(.4) of the Philadelphia Code prior to contract conformance.