



# ARLINGTON PUBLIC SCHOOLS PROPOSAL FOR RFP NO. 20-S01 SUPERINTENDENT SEARCH/CONSULTING SERVICES

**March 2, 2020**

**Due Date: March 2, 2020**

**SUBMITTED BY:**

**RANIA HANNA**

Signature: 

**PRESIDENT**

**Sunshine Enterprise USA LLC**

500 Winderley Pl., St 200,

Maitland, FL 32751

C: +1 (407) 308-7989

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

Tax ID: 82-2013540



March 2, 2020

The Arlington Public Schools Business Office,  
869 Massachusetts Ave,  
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

Ms. Emond and the Arlington Public Schools Business Office:

On behalf of Sunshine Enterprise USA, we would like to thank you, for giving us the opportunity to participate in the subject bid.

Sunshine Enterprise USA specializes in workforce recruitments for a wide variety of positions including city/county managers, and directors and managers in: finance, human resources, IT, healthcare, public works, customer service, safety (utilities, oil, gas, construction, police and fire, etc.), human services, information systems, construction, utilities, and much more. We believe we are uniquely suited to design and deliver a recruitment and staffing strategies that will work well with your organization's specific needs and goals.

As a retained recruiting and staffing firm, we ascribe to ethical standards which focus on professionalism, integrity, competence, objectivity, accuracy, avoidance of conflicts of interest, confidentiality, loyalty to the client and candidate, equal opportunity, and the public interest. We specialize in assisting public sector organizations as they seek management talent to help lead important public service organizations such as yours. Our client list shares some of our experience in recruiting leadership for the nation's cities, counties, utilities, marine, construction, regional authorities, and other organizations.

We appreciate the opportunity to submit this proposal and look forward to discussing our qualifications and approach with you with regard to your present and future needs.

In the meantime, if you have any questions or require additional information, please feel free to call me.

I am an authorized representative of our firm, and by submission of this proposal am committing to provide the services in accordance with all project requirements. I will also serve as the primary contact person. My direct telephone number and e-mail are listed below, and the mailing address is printed on this cover letter.

Signature: 

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



## Contact Information

### Contact Information for Binding Official / Primary Contact

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Rania Hanna, President  
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 220, Maitland, FL 32751  
Phone no.: 407-633-0188  
Email: [raniah@seu-usa.com](mailto:raniah@seu-usa.com)

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

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Sam Faragalla, Executive Vice President  
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 220, Maitland, FL 32751  
Phone no.: 407-308-7989  
Email: [samf@seu-usa.com](mailto:samf@seu-usa.com)



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**LETTER OF INTEREST**

Ms. Emond and the Arlington Public Schools Business Office:

Sunshine Enterprise USA LLC dba Sunshine Enterprise USA is pleased to submit herewith our letter of interest to participate in this solicitation. Since being invited to address this exciting opportunity, our team members have collaborated to produce a preliminary plan that we believe we are fully confident to support your team providing Executive Professional Search Services.

As you know, we are a team of professionals with a proven track record in this region that has the ability to successfully transform our plan into reality. Our team is comprised of members who have worked together on numerous successful projects. They have been assembled for this project because of the enormous trust and confidence they have in one another. You can be assured that our team will manage your requests carefully, and accountability for results will never be delegated.

Our crew size and staff can easily handle these jobs. Sunshine Enterprise USA is committed to making personnel available to all clients to whom we propose our services. We are continually hiring new team members to facilitate our growth. The staffing for this project will be:

- Sam Faragalla, Project Manager and Liaison Officer and will work closely with the hiring manager to cover all the needs on timely manner.
- Rania, Finance and Accounting and Billing
- Claudia Musgrave, Recruiter
- Vickey Baker, Recruiter
- Helen Blondel, Recruiter
- Jacklyn Lee, Recruiter
- Keila Soto, Recruiter
- Angela Tester, Recruiter
- Bekka Larson, Recruiter
- Cheyenne Henderson, Recruiter
- Margo Hanna, Admin Assistant
- Philip Faragalla, IT

We therefore look forward to offering our quality service. Thank you for giving us the opportunity to participate.

Signature: 

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

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Phone : +1 407 308 7989 - +1 407 633 0188  
E-mail : [samf@seu-usa.com](mailto:samf@seu-usa.com)



Sunshine Enterprise USA

**Sunshine Enterprise USA** (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: [samf@seu-usa.com](mailto:samf@seu-usa.com) Web Site: [www.seu-usa.com](http://www.seu-usa.com)

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# REFERENCES

*March 2, 2020*



March 2, 2020

The Arlington Public Schools Business Office,  
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 Arlington, MA 02476

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**List of verifiable references**

<p><b>1. Tara Bohnsack, CPPO, CPPB  </b>          Purchasing Manager – Non-Capital Program          and Material Management          Tampa International Airport          Mailing Address: P.O. Box 22287, Tampa,          FL 33622  <a href="mailto:tbohnsack@TampaAirport.com">tbohnsack@TampaAirport.com</a>          Office: (813) 870-8736          Cell: (813) 215-2645          Date of Services: Since July 2017</p>	<p><b>2. Doug Wycoff</b>          Deputy Director, ITS Engineering &amp; Operations          Tampa International Airport/Aviation Authority          Office: (813) 546-8125          Cell: (813) 215-2645  <a href="mailto:DWycoff@TampaAirport.com">DWycoff@TampaAirport.com</a>            Date of Services: Since July 2017</p>
<p><b>3. Trish Collins</b>          Director of Human Resources          Pinellas Suncoast Transit Authority (PSTA)          St. Petersburg, Florida  <a href="mailto:pcollins@psta.net">pcollins@psta.net</a>          O: (727) 540-1855          Date of Services: Since Dec 2017</p>	<p><b>4. Fernando Castano</b>          Parks and Recreation          1904 S. Park Rd. Plant City, FL 33563  <a href="mailto:fcastano@plantcitygov.com">fcastano@plantcitygov.com</a>          Office: 813-659-4200          Cell: 813-434-5263  <b>5. Fax: 813-757-9220</b>          Date of Services: Since June 2018</p>
<p><b>6. Maylin Connors</b>          Human Resources Manager          Dura-Stress Inc.          11325 County Road 44 Leesburg, Florida          34788  <a href="mailto:mconnors@durastress.com">mconnors@durastress.com</a>          Office: 352-787-1422          Cell: 352-396-6775          Fax: 352-460-0112          Date of Services: Since June 2018</p>	<p><b>7. Abby Iracheta</b>          Administrative Assistant          City of Plant City Recreation &amp; Parks Dept.          1904 South Park Rd, Plant City FL 33563  <a href="mailto:airacheta@plantcitygov.com">airacheta@plantcitygov.com</a>          Office: 813-659-4200 Ext. 4317          Fax: 813-757-9220          Date of Services: Since June 2018</p>

**Other references available upon request.**



Sunshine Enterprise USA

**Sunshine Enterprise USA** (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: [samf@seu-usa.com](mailto:samf@seu-usa.com) Web Site: [www.seu-usa.com](http://www.seu-usa.com)

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# GENERAL STATEMENT OF EXPERIENCE

*March 20, 2020*



March 2, 2020

The Arlington Public Schools Business Office,  
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SUPERINTENDENT SEARCH/CONSULTING SERVICES**

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

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

**President**

**Executive Vice President**

**Vice President and CFO**

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

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

- We specialize in recruiting leadership for cities, counties, state, education, healthcare, regional authorities, marine, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and candidate screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- As previously noted, we have conducted about 690 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public sector agencies:
  - McAllen Independent School District Awarded Primary Contracotor.
  - Clemson Unoiversity - Executive Search



- Tampa International Airport - IT Support Specialists, Credential Support Specialist, HR Operational Support and more as needed.
  - Pinellas Suncoast Transit Authority (PSTA) – Recruitment and Executive Search.
  - Clemson University - Executive Search and Recruiting Services
  - The Middlesex Corporation – Construction, Marine, Asphalt and Utilities. (\$350M/Year) (General, Skilled and Semi-Skilled) Laborers, Pipe Layer, CDL A/B Truck Drivers, Heavy Equipment Operators, Paver Operators, Admin staffs, Accountants, Controllers, Engineers, Foremen and Superintendents, etc.
  - Gainesville Police Department – Kitchen Staffing services
  - Temporary/Day Labor Services for the City of Cape Coral.
  - TBARTA Executive Search for the Executive Director
  - LYNX -Executive Search and Recruiting Services for Central Florida Regional Transportation Authority d.b.a. LYNX
  - Dura-Stress: Temporary Laborer
- We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization “where it is” while also moving it to the next level.
  - Sunshine Enterprise USA offers a comprehensive range of products and services. Our systematic approach to human resource management ensures that the solutions, strategies, and methodologies we implement improve your organization.

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

Signature: \_\_\_\_\_

Authorized Name: Rania G Hanna

Position: President

On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188

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



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**EXPERIENCE AND PAST PERFORMANCE  
PROJECT TEAM QUALIFICATIONS AND EXPERIENCE**

- Our team brings to this project a combination of background and skills vital to the requirements of the solicitation. As previously noted, the overall Project Manager will be Sam Faragalla, assisted by Rania Hanna and others who will also lend support as needed and are listed with their Bios below. Sam Faragalla will be the primary on-site manager. His background and experience include over 21 years of Recruitment and executive search experience on a national and global level.
- Our recruiters are all professionals, each with extensive management background as key executives in public organizations. The recruiters to be assigned to this work have significant personal experience recruiting a range of executive leadership and administrative roles for a broad range of clients. We assure that the individuals listed represent our current team assigned to search for Client and that any additional future staff assigned will be submitted to you for prior approval. We are available to immediately assist with your current needs.
- Current Sunshine Enterprise USA staff are ten. A listing of staff for assignment is included under "Project Team."
- The primary Sunshine Enterprise USA contacts for Client will be Sam Faragalla, MA, SHRM-SCP, Vice President; Rania Hanna, President; and other staff and research associates as needed.
- All of the above-mentioned staff may be involved in some phases and tasks of the search as previously outlined. On-sight representation will, however, primarily be the responsibility of Sam Faragalla and Rania Hanna. Research Staff will be responsible for advertising.
- We will spend whatever time is necessary to complete all tasks and objectives in the search plan. The main project Manager (Sam Faragalla) will be available by office and cell phone on a seven day per week, 24 hours per day basis. Other staff will be available during regular business hours during the day and by cell phone in the evenings if critical issues need to be discussed.

Signature: 

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



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**QUALIFICATIONS AND EXPERIENCE**

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

- Although primarily known as a leading recruiting firm, Sunshine Enterprise USA also provides other general and specialty management consulting services, including management audits, organizational development, public safety, strategic planning, assessment centers, leadership development training, performance management, executive coaching, diversity training, and human resources management.
- We have placed temp-to-hire, Contract-to-perm and direct placement i.e. Customer Services Representatives, IT, Project Engineers/Managers, Accountants, Billing Specialists, Financial Analysts, etc. for major employers such as Tampa International Airport, Pinellas Suncoast Authorities (PSTA), Clemson University, Gainesville Police Department and the Middlesex Corporation, etc.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.

**Quality Assurance**

Sam Faragalla, Vice President, leads the Quality Assurance for Sunshine Enterprise USA. Sam guides the staff in responding to project issues, challenges and responsibilities to provide quality on every project. To assure quality on a project Sam may work on any and or all of the following phases of the project as listed below:

- Interviews, hires and conducts orientation sessions for new hires
- Assistance Problem Solving for all Challenges on the Project
- Timely responses to project issues and complexities
- Amenable Solutions to meet the Clients quality requirements and Budget Constraints

Signature: Rania Hanna

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

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## **SAMPLE PROFILES AND OTHER MATERIALS**

Recruiting materials including announcements, ad copy/placements, networking and invitation letters, research listings and e-mail contact lists, position profile, recruitment brochure, supplemental candidate questionnaires, evaluation/screening sheets, resume summary materials(minis), evaluation/reference reports etc are usual in our searches and are developed to fit the specific client and position. We consider some of these materials to be proprietary but will be happy to share some of the formats etc. in advance if we are selected.

The recruitment brochure almost always includes: a description of the Organization and Community; an overview of the position with duties and responsibilities, Issues, Challenges and Opportunities, Qualifications including education and experience, candidate expertise, management style and personal traits, Compensation, and the Application Process. The brochure also includes pictures of the Organization and Communities, the District Logo etc.

We also conduct media checks on candidates as well as education, license and certification checks on leading candidates/finalists, being invited for interview. As previously mentioned we also arrange for a full and complete background check on the finalist(s) and have specific forms for education, certifying and licensing bodies, candidate signed release forms/authorization forms etc.

In addition we provide weekly electronic/e-mail and written status reports on the search, a "Progress Report" with information on Leading Candidates, and a "Final Report" for use at the interview with Finalists that includes, resumes, summary materials, supplemental materials/information, interview questions, interview rating forms, interview process/legal information, etc.

Sample profiles of previously conducted searches are attached.

Signature: 

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



## Executive Search Recruited Positions

### **Administration**

City Manager/City Administrator Deputy City Manager  
Assistant City Manager Assistant County Manager City Secretary

### **Administrative Services/Internal Services**

Administrative Services Director Manager of Town Services Management Assistant  
Chief Performance Officer  
Human Resources/Civil Services Director  
Director of Human Resources & Risk Management Intergovernmental Services Manager  
Fleet Equipment Services Manager Facilities Services Manager  
Assistant Municipal Garage Superintendent Fixed-Base Operator Services  
Arts Director

### **Finance**

Finance Director Chief Financial Officer Finance Manager  
Assistant Director of Finance  
Finance Controller/Auditor/Comptroller Senior Accountant  
Budget Officer

### **Public Works/Utilities/ Engineering**

City Engineer  
Assistant City Engineer  
Director of Public Services  
Public Works Director  
Public Works Assistant Director  
Water District Executive Director  
Water District General Manager  
Planning & Engineering Director  
Director of Projects & Engineering  
Engineering Project Manager  
City Planner  
Chief Plant Operator  
Assistant Utilities Director  
Director of Utilities  
Engineering Services Manager for Water District  
Assistant General Manager for Water District

### **Development Services**

Community Development Director/Manager Development Services Director  
Deputy Director of Development Services Tourism and Community Development Director  
Community Services Administrator  
Senior Building Inspector/Building Inspector Chief Building Official  
Building Official City Inspector New Urbanist

### **Economic Development, CVB**



Assistant Economic Development Director CVB Executive Director  
Downtown Development Director  
Economic Development Director/Executive Director Economic Development Corporation  
President/CEO

**Information Technology**

IT Director  
Chief Technology Officer/Chief Information Officer IT Assistant Director  
IT Manager  
IT Manager (Police Department) IT Developer  
GIS Manager  
Senior Software Developer

**Legal**

City Attorney (Individual and Firm) First Assistant City Attorney  
Court Administrator

**Public Safety/EMS/Emergency Management**

Emergency Management Coordinator  
EMS Executive Director  
Executive Director  
Director of Safety  
Safety Manager



## Timeline (Standard Search)

Task	Weeks
<ul style="list-style-type: none"><li>• Contract Executed</li><li>• Outline Project Plan, Timeline</li><li>• Individual Interviews with Search Committee/ Key Personnel/ Community Leaders (if desired)</li></ul>	Week 1
<b>Final recruitment Brochure released</b> <ul style="list-style-type: none"><li>• Development of Position Profile Brochure</li><li>• Search Committee Reviews and Approves Brochure</li></ul>	Week 2
<b>Open recruitment</b> <ul style="list-style-type: none"><li>• Ad Placements</li><li>• Accept Applications</li><li>• Screen Applications (paper review and phone interview)</li><li>• Triage and Scoring of Resumes</li><li>• Search Committee Briefing (Slide Presentation)/Select Semifinalists</li></ul>	Weeks 3-7
<b>Close recruitment</b>	Week 8
<b>QAI</b> <ul style="list-style-type: none"><li>• Candidates Complete Questionnaire and Online Interviews</li><li>• Deliverable: Semifinalist Briefing Books</li><li>• Comprehensive Background Screening Report</li><li>• Candidates Complete DiSC Management Assessment</li><li>• Candidates Complete I-OPT Assessment</li></ul>	Weeks 8-10
<b>Hiring Interview</b> <ul style="list-style-type: none"><li>• Deliverable: Finalist Briefing Books</li><li>• Stakeholder Engagement (if desired)</li><li>• Conduct Interviews</li><li>• Reference Checks</li><li>• Negotiations</li><li>• Announcement/Press Release (if desired)</li></ul>	Weeks 11-12

*\*Each search timeline is different based on the particular needs of the organization. Sunshine Enterprise USA has completed searches in as little as 45 days, although this is not the recommended approach. We have also extended searches well beyond 15 weeks, based on the preference of the client.*

Signature: Rania Hanna

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



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**FINANCIAL CAPABILITIES, RESOURCES, CUSTOMER SERVICES AND  
QUALITY CONTROL**

Sunshine Enterprise USA "Bidder" hereby warrants that we are financially strong and stable and have the necessary resources, human and financial, bonding capacity to provide the services at the level required by the Clients.

Sunshine Enterprise the strong financial strength to do business with the Client. Efficiency and cost control are keys of SEU success. SEU Management Team monitors the financial strength of the business on an on-going basis. Placing increased focus on the key areas of business profitability, liquidity and solvency to have a positive impact on our financial strength and bottom line. One of our best attributes are:

- Strong employee attitudes.
- Excellent customer service.
- Large market share.
- Personal relationships with customers.
- Highly efficient, low-cost operation.
- High integrity.

Sunshine Enterprise USA assigns, if we are the successful bidder, Sam Faragalla to be the one person designated to act as primary liaison between the Sunshine Enterprise USA and the Hiring Manager. In addition, an alternate will be designated to act in the temporary absence of that primary liaison.

We hereby confirm that we do not have any financial shortfalls including without limitation any pending bankruptcy proceedings, bankruptcies, receiverships, mergers, acquisitions, stock acquisitions or spin-offs which have occurred within the last years and/or any material pending or threatened litigation.

Signature: 

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



Sunshine Enterprise USA

**Sunshine Enterprise USA** (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

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# OPERATIONAL PLAN FOR ACQUISITION AND RETENTION

*March 2, 2020*



March 2, 2020

The Arlington Public Schools Business Office,  
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**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT**

**Work Plan – (*Scope of Services*)**

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

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

**Our Management Services Feature:**

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



## Task Summary – General Approach:

We have a straightforward, structured search process. We adapt it to your requirements, and then ask you to join us as partners in its implementation. We will work closely with the Clients' Selection Committee, management and staff to establish agreed upon strategy, tools, critical path items and decision points of note in the search process.

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

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

- **Scope of Services**

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

- **Key Meetings**

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

- **Advertising**

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

### Local Sourcing

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

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| – Community Resources.          | – Local newspaper, radio stations |
| – Veterans Events and Resources | and TVs                           |
| – Employee Referrals            | – Billboards                      |
| – Passive Job Seekers           | – LinkedIn                        |



- CFMA
- CSMFO
- NFBPA
- Governmentjobs.com
- International Hispanic Network
- USAjobs.com
- Universities
- Community Colleges

### Niche Sourcing

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

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

### Internet Sourcing

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

- Industry Job Boards
- Advanced Search Techniques

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

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

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

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

### Ongoing Communication with Applicants and Prospects

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

## • Initial Candidate Screening

We sort candidates based on the criteria established, profile, comments from peers and colleagues, training & education, resume/bio review, communication ability and experience, accomplishments, references, background checks, telephone and personal meetings, review of appropriate writing and work samples, the degree of their expressed interest/commitment to



consider the specific position, and many other methodologies. The written Progress Report and Progress Meeting that is provided to you is also key to assuring that we are on track and to narrow the field from leading candidates to finalists for interview and reduce (with your input) to a list of screened finalists.

### **Success Profile**

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

### **Phone Screen**

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

## **• Interview Process**

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

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

Every candidate will be personally interviewed in our office to ensure he/she possesses the qualifications, experience and temperament required for the position. The recruiter evaluates the candidate's ability to perform the position, establishes availability for the start date and duration of the assignment, and verifies the candidate's previous salary history and current salary requirements.

### **Follow-Up Interview**

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

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

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

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

The I-OPT Assessment is a tool that measure how a person perceives and processes information. How someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with



others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.

- **Candidate Screening**

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

- **Reference & Background Screening**

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

#### **Employment and Reference Verification**

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

- **Selection Process**

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

- **Offer Negotiations**

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

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

As noted earlier in this proposal, we have worked with hundreds of public sector and private sector clients including cities, counties, states, the federal government, and numerous utilities, transportation, educational institutions and other public service organizations. As such we have also worked with the Boards, Councils, Advisory Boards, Stakeholder Groups, and Committees, Selection Committees, Public & Citizen's groups, State, Local and



Federally legislated and mandated advisory boards, commissions, as well as elected local, state, and national representatives. The Client, Appointing Authority, Selection Committee and other Executives (and their delegates) are critical to the search process from assistance in providing initial information regarding goals and objectives of The Client, criteria relevant to the duties and responsibilities of the position being recruited including input and approval of the overall recruitment process and recruitment profile/challenge statement/ brochure, interview and selection of the final candidate, approval of the final employment agreement, etc. Our role is to assist in the process and to consult with and help you to make a well-informed decision. We believe the final choice is yours to make. We will help you make a well-informed choice by framing what we have together learned about the candidates in the context of the job and specific requirements. Our role is to help make that decision easier.

### • Search Closure/Sign-offs

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

### • Quality Control/Assurance

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

### • End-to-End Requisition Lifecycle

<b>Vacancy Management</b>	<ul style="list-style-type: none"> <li>• Notification of open vacancies</li> <li>• Monitor requisition process through the applicant tracking system for approval</li> <li>• Manage internal applicants if necessary</li> <li>• Develop external postings with hiring manager</li> <li>• Post vacancy to Government websites, career page, jobs boards selected through program agreement</li> <li>• Manage and update all candidate flow and vacancy status for open vacancies using the applicant tracking system</li> <li>• Close vacancy and remove from external posting upon start date</li> </ul>
<b>Candidate Sourcing</b>	<ul style="list-style-type: none"> <li>• Create branding messages that address WHY, WHO, Objectives and FAQ's</li> <li>• Work collaboratively with CalOptima to provide clear business requirements and recommendations to improve the candidate experience and career site</li> <li>• Engage in ongoing pipeline/building networks for reachable skill-sets</li> <li>• Leverage national job boards, niche job board sites, relationship with professional associations</li> <li>• Provide best-in-class supplemental position recommendations</li> <li>• Use of social media channels to build and manage employment brand</li> <li>• Host job fairs, colleges &amp; Universities career fairs and community events as necessary.</li> </ul>
<b>Candidate</b>	<ul style="list-style-type: none"> <li>• Perform phone screens to identify most qualified candidates</li> </ul>



<b>screening/Disposition</b>	<ul style="list-style-type: none"> <li>• Screen candidates utilizing tools and/or recruiters consistent with agreed upon hiring criteria</li> <li>• Send disposition communication to all candidates that are not qualified</li> </ul>
<b>Candidate presentation/Submittals &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Provide shortlist of candidates for consideration to hiring manager</li> <li>• Manage communication with hiring manager to provide real-time requisition updates</li> <li>• Provide research and data to hiring manager that supports recruiting activity</li> </ul>
<b>Interview Logistics</b>	<ul style="list-style-type: none"> <li>• Schedule all phone, video and in-person interviews with hiring team</li> <li>• Manage all travel requests and logistics for in-person interviews</li> </ul>
<b>References/ Drug Testing/ Background Screening/Badges/ Clearance Processing</b>	<ul style="list-style-type: none"> <li>• Perform reference checks using agreed upon process</li> <li>• Initiate drug testing and background check screening per the policy</li> <li>• Facilitate clearance checks, if required</li> </ul>
<b>Offer Management</b>	<ul style="list-style-type: none"> <li>• Develop employment offer terms with hiring manager to include but not limited to compensation, education and health benefits</li> <li>• Extend verbal offer to selected candidate</li> <li>• Compose offer letter and facilitate hiring manager review and approval process</li> <li>• Deliver offer letter to applicant</li> <li>• Manage all offer negotiation communication between applicant and hiring manager</li> </ul>
<b>Onboarding</b>	<ul style="list-style-type: none"> <li>• Send onboarding forms and start date, logistics, instructions along with the company policy to the new hires.</li> <li>• Collect forms designated as required prior to and on start date</li> <li>• Help to coordinate first day experience</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Provide real time reporting and metrics</li> <li>• 14 &amp; 45 days review with new hires then shared with hiring manager</li> <li>• Monthly and quarterly partnership reviews to include: SLA performance, candidate and requisition data, key messaging and highlights, and recommendations for program enhancement</li> </ul>

Signature: Rania Hanna

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



## Key Personnel for this Project

### **Rania Hanna President**

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



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

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

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



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

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



**Expertise in**

Operations Management  
Training & Development  
Employee Relations

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

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

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

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

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



March 2, 2020

The Arlington Public Schools Business Office,  
869 Massachusetts Ave,  
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**ACCEPTANCE OF BID SCOPE OF WORK, SPECIFICATIONS, PERFORMANCE  
REQUIREMENTS, RESPONSIBILITIES, CONDITIONS AND CONTRACT TERMS**

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms our acceptance of contract form in all general and specific terms, conditions ("T&C"), schedule, budget for the project and articles **without any exceptions and/or reservations**.

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms that we **DO NOT** charge fees to an applicant for our services.

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms our ability to recruit and staff all types of positions including but not limited the ones listed in the bid.

We, Sunshine Enterprise USA hereby set various parameters and tools to measure clients' satisfaction.

Signature: 

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



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: [samf@seu-usa.com](mailto:samf@seu-usa.com) Web Site: [www.seu-usa.com](http://www.seu-usa.com)

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March 2, 2020

The Arlington Public Schools Business Office,  
869 Massachusetts Ave,  
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**ASSIGNMENT OF INTEREST**

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that we shall not assign nor transfer any interest in this contract to a third party.

We hereby agree and confirm on hiring MWBE subcontractor(s) and all services provided is totally under the supervision of Sunshine Enterprise USA.

Signature: Rania G Hanna

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

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Phone : +1 407 308 7989 - +1 407 633 0188  
E-mail : [samf@seu-usa.com](mailto:samf@seu-usa.com)



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)  
500 Winderley Pl., St 220, Maitland, FL 32751  
Tel: 407 308 7989 Email: [samf@seu-usa.com](mailto:samf@seu-usa.com) Web Site: [www.seu-usa.com](http://www.seu-usa.com)

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March 2, 2020

The Arlington Public Schools Business Office,  
869 Massachusetts Ave,  
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**ALTERNATE PROPOSAL**

NO ALTERNATE PROPOSAL(S) UNDER OUR SUBMISSION HERewith, HEREIN  
AND/OR HEREINAFTER TECHNICALLY AND/OR COMMERCIALY.

Signature: Rania Hanna

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



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

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March 2, 2020

The Arlington Public Schools Business Office,  
869 Massachusetts Ave,  
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**CONFIDENTIALITY AND CONFIRMATION**

We hereby agree to accept with the bid document and related correspondences as well as all data results obtained in the course of Staffing and Recruitment Services as strictly confidential information and cannot be reproduced or used for other purposes than preparation of bid through our channels unless strictly authorized by The Client.

Signature: Rania G Hanna

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

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Phone : +1 407 308 7989 - +1 407 633 0188  
E-mail : [samf@seu-usa.com](mailto:samf@seu-usa.com)



March 2, 2020

The Arlington Public Schools Business Office,  
869 Massachusetts Ave,  
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

## Certifications and Licenses

Sunshine Enterprise USA agrees, if we are the successful bidder, that is/to be certified/licensed for the types of services specified and proposed and provide copies of all applicable certifications or licenses.

Signature: 

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



March 2, 2020

The Arlington Public Schools Business Office,  
869 Massachusetts Ave,  
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01  
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**BIDDER'S FACILITIES & SUPPLY BASE**

Sunshine Enterprise USA, have the following facilities:

Purpose of Facility	Location	Description of major equipment
• Head Office /Administration	500 Winderley Pl., St 220, Maitland, FL 32751	Technical Supply & Office

Signature: Rania G Hanna

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



Sunshine Enterprise USA

**Sunshine Enterprise USA** (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: [samf@seu-usa.com](mailto:samf@seu-usa.com) Web Site: [www.seu-usa.com](http://www.seu-usa.com)

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# SUBMITTAL

*March 2, 2020*

## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.



\_\_\_\_\_  
(Signature of individual submitting bid or proposal)

Rania Hanna

\_\_\_\_\_  
(Name of individual submitting bid or proposal)

Sunshine Enterprise USA LLC

\_\_\_\_\_  
**Name of Business**

02/26/2020

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

82-2013540

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number



\_\_\_\_\_  
Signature of Individual or Responsible  
Corporate Officer and Title

**NON-COLLUSION FORMS  
MUST BE SIGNED AND  
SUBMITTED WITH BID**



Sunshine Enterprise USA

**Sunshine Enterprise USA** (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: [samf@seu-usa.com](mailto:samf@seu-usa.com) Web Site: [www.seu-usa.com](http://www.seu-usa.com)

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# ADDITIONAL DOCUMENTS

*March 2, 2020*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2019

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

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

<b>PRODUCER</b> South Pointe Services, LLC 16637 Fishhawk Blvd Ste 104 Lithia FL 33547	<b>CONTACT NAME:</b> Jessica Johnson <b>PHONE (A/C, No, Ext):</b> (813) 661-0382 <b>E-MAIL ADDRESS:</b> jessica@spisfla.com <b>FAX (A/C, No):</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Everest Indemnity Ins Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 10851
<b>INSURED</b> Sunshine Enterprise USA LLC 2759 Meadow Sage Ct Oviedo FL 32765		

**COVERAGES****CERTIFICATE NUMBER:** 19.20 Mater Certificate**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		91MLN00144-191	06/01/2019	06/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			91MLN00144-191	06/01/2019	06/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability E & O			91MLN00144-191	06/01/2019	06/01/2020	Each Occurrence \$1,000,000 Aggregate \$2,000,000

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

Certificate Holder is listed as additional insured with respect to the General Liability Policy, primary and noncontributory as per written contract.

**CERTIFICATE HOLDER****CANCELLATION**County of Volusia Purchasing & Contracts Division  
Attn: Rebecca Bishop  
123 W Indiana Ave, Room 302  
Deland  
FL 32720

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

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2020

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

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

PRODUCER NELSONS INSURANCE SERVICES INC 10 N PARK AVE  APOPKA FL 32703	CONTACT NAME: BRYAN NELSON PHONE (A/C, No, Ext): (407) 886-7553 E-MAIL ADDRESS: BNELSON@NELSONSINSURANCE.COM FAX (A/C, No):  INSURER(S) AFFORDING COVERAGE INSURER A: FWCJUA INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED SUNSHINE ENTERPRISE USA LLC 2759 MEADOW SAGE CT OVIEDO FL 327650000 FEIN: 822013540	NAIC #

**COVERAGES**

CERTIFICATE NUMBER: 2002260038

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	5759B319	4/10/2019 PENDING CANCELLATION	3/30/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00

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

**CERTIFICATE HOLDER**Broward County  
115 South Andrews Avenue

Fort Lauderdale

Phone Number: (407) 308-7989

FL 33301

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

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GREATER ORLANDO  
AVIATION AUTHORITY



JACKSONVILLE  
TRANSPORTATION  
AUTHORITY

# *Florida Unified Certification Program*

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATE OF ELIGIBILITY

**SUNSHINE ENTERPRISE USA LLC**

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

APPROVED NAICS CODES:

541612, 561311, 561312



Samuel Febres

**Samuel Febres (Sammy)**

*DBE & Small Business Development Manager*

*Florida Department of Transportation*



Orlando International Airport  
5850 B Cargo Road  
Orlando, Florida 32827-4399  
Phone: (407) 825-7133  
Fax: (407) 825-3004

**October 28, 2019**

Mrs. Rania Hanna  
Sunshine Enterprise USA, LLC  
2759 Meadow Sage Court  
Oviedo, FL 32765

**Minority/Women Business Enterprise (M/WBE) Certification**  
**Expiration Date: October 18, 2022**

Dear Mrs. Hanna:

The Small Business Development Department of the Greater Orlando Aviation Authority (Authority) is pleased to announce that your firm, **Sunshine Enterprise USA, LLC** has been certified as a **Minority/Women Business Enterprise (MWBE)** under the Authority's Minority/Women Business Enterprise Policy.

**M/WBE certification is not equivalent and should not be construed as certification under the Authority's Disadvantaged Business Enterprise (DBE) or Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policies promulgated pursuant to the Department of Transportation's regulations, or the Authority's Local Developing Business (LDB), Small Business Enterprise (SBE) or Veteran Business Enterprise (VBE) Policies.**

**M/WBE** certification is NOT a guarantee of work, but enables the firm to compete for, and perform, contract work on all Authority projects as an **M/WBE** contractor, sub-contractor, consultant, sub-consultant or material supplier.

Your company's **M/WBE** certification with the Authority will be effective through **October 18, 2022**. For re-certification at the end of this period you must reapply for M/WBE certification. Your **renewal application** should be submitted ninety (90) days prior to expiration of your current certification. You may complete your renewal application online at <https://goaa.diversitycompliance.com>. **Failure to submit your renewal application ninety (90) days in advance of your expiration may result in a lapse in your certification.**

If there is a material change in the firm, including, but not limited to: ownership, officers, directors, scope of work being performed, daily operations, affiliations with other businesses or individuals or physical location of the firm prior to your renewal date you must promptly notify this office in writing. Notification should include supporting documentation.

Congratulations on your **M/WBE** certifications. Please contact our office at 407-825-7133 or [certifications@goaa.org](mailto:certifications@goaa.org) if you have any questions or if we can be of any assistance.

Sincerely,



George I. Morning  
Director, Small Business Development Department

# Request for Taxpayer Identification Number and Certification

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

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

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Rania G Hanna</b>	
<b>2</b> Business name/disregarded entity name, if different from above <b>Sunshine Enterprise USA</b>	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>2759 Meadow Sage Court</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>Oviedo, FL 32765</b>	
<b>7</b> List account number(s) here (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 resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
			-				-		
<b>or</b>									
<b>Employer identification number</b>									
8	2		-	2	0	1	3	5	4
									0

## Part II Certification

Under penalties of perjury, I certify that:

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

**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 for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person</b> ► <i>Rania G Hanna</i>	<b>Date</b> ► 07/24/2019
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## General Instructions

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

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

## Purpose of Form

An individual or entity (Form W-9 requester) 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 (stock 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-T (tuition)
- 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, later.*

# *State of Florida*

## *Department of State*

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

The document number of this limited liability company is L17000140922.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on January 13, 2020, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirteenth day of January,  
2020*



*Randy R. Lee*  
Secretary of State

Tracking Number: 1247428651CC

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

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

**Electronic Articles of Organization  
For  
Florida Limited Liability Company**

L17000140922  
FILED 8:00 AM  
June 29, 2017  
Sec. Of State  
cmwood

**Article I**

The name of the Limited Liability Company is:  
SUNSHINE ENTERPRISE USA L.L.C.

**Article II**

The street address of the principal office of the Limited Liability Company is:  
782 SENECA MEADOWS RD.  
WINTER SPRINGS, FL. 32708

The mailing address of the Limited Liability Company is:  
782 SENECA MEADOWS RD.  
WINTER SPRINGS, FL. 32708

**Article III**

Other provisions, if any:

WE ARE A FAMILY OWNED, BUSINESS ENTITY THAT TAKES GREAT PRIDE IN EXCELLENT CUSTOMER SERVICE. WE BELIEVE IN DOING THE RIGHT THING BY COMMUNICATING OPENLY AND HONESTLY.

**Article IV**

The name and Florida street address of the registered agent is:  
RANIA G HANNA  
782 SENECA MEADOWS RD.  
WINTER SPRINGS, FL. 32708

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: RANIA HANNA

### **Article V**

The name and address of person(s) authorized to manage LLC:

Title: MGR  
RANIA G HANNA  
782 SENECA MEADOWS RD.  
WINTER SPRINGS, FL. 32708

L17000140922  
FILED 8:00 AM  
June 29, 2017  
Sec. Of State  
cmwood

### **Article VI**

The effective date for this Limited Liability Company shall be:

07/01/2017

Signature of member or an authorized representative

Electronic Signature: RANIA HANNA

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.



## SEMINOLE COUNTY BUSINESS TAX RECEIPT

JOEL M. GREENBERG, SEMINOLE COUNTY TAX COLLECTOR

PO BOX 630, SANFORD, FL 32772 • 407-665-1000

WWW.SEMINOLECOUNTY.TAX

VALID THROUGH 09/30/20

SUNSHINE ENTERPRISE USA L.L.C.  
2759 MEADOW SAGE ST  
OVIEDO, FL 32765

Account #:205023

NOT REGULATED

SAMEH FARAGALLA (OFFICER)

Receipt #: WEB#2019090219833

Amount Paid: \$ 25.00

Date Paid: 09/02/2019

### BUSINESS OWNER, PLEASE NOTE THE FOLLOWING:

• **DISPLAY THE ABOVE RECEIPT PROMINENTLY:** This Business Tax Receipt shall be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the County. Upon failure to do so the business shall be subject to the payment of another business tax for the same business or profession.

• **RENEW THIS TAX BEFORE IT EXPIRES:** Pursuant to Florida Statutes, all Business Tax Receipts shall be issued by the Tax Collector beginning July 1st of each year, and it shall expire on September 30th of the succeeding year. Those Business Tax Receipts issued as renewal accounts beginning October 1st shall be delinquent and subject to a delinquency penalty of 10% for the month of October, plus an additional 5% penalty for each month of delinquency thereafter until paid; provided that the total penalty shall not exceed 25% of the business tax for the delinquent establishment (Florida Statute [FS] 205.053 [1]).

A 25% penalty shall be imposed on any individual engaged in any new business or profession without first obtaining a Seminole County Business Tax receipt ([FS] 205.053 [2]).

This Business Tax Receipt is only a receipt for business taxes paid. It does not permit the taxpayer to violate any existing regulatory or zoning laws of the state, county, or municipality, nor does it exempt the taxpayer from any other required licenses, registrations, certifications, or permits. Business Tax requirements are subject to legislative change.

**REPORT ALL CHANGES:** The holder of this Business Tax Receipt is required to report a change in the following: Ownership, Business Location, Mailing Address, or any other information that would alter the status of the current year's information. This includes, but is not limited to, the loss of or a change in a State or Regulatory License which was used to qualify for the business identified on the current County Business Tax Receipt. If you have any changes to report, contact the Business Tax Department at 407-665-7636.

SUNSHINE ENTERPRISE USA L.L.C.  
2759 MEADOW SAGE ST  
OVIEDO, FL 32765