

**E-Procurement Ready Certificate:**

Horizon Staffing Services has been awarded the E-Procurement Ready Certificate by New England Minority Development Council at their Annual Business Opportunity Fair held at the Hynes Convention Center in Boston, MA on May 24, 2007.

As part of the requirements Horizon Staffing Services had to fulfill the following criteria set forth by the Council.



**New England Minority Supplier Development Council**

e-Procurement Ready<sup>SM</sup> Initiative



**Readiness Matrix**

Checkmarks indicate where supplier compliance in the designated technology impact the purchasing organization's realization of cost savings from the relevant e-procurement objective.

<p>Successful purchasing organizations contribute to the competitiveness of their companies by driving cost from the procurement process through effective application of technology.</p> <p><i>Their efforts produce results when bidders utilize these technologies to realize cost savings during each procurement.</i></p> <p>Then NEMSDC supports these strategies by:</p> <ol style="list-style-type: none"> <li>spotlighting council-certified suppliers that are competent in the enabling technologies</li> <li>utilizing the support of members, sponsors, and savvy minority-owned suppliers to assist all council-certified suppliers in attaining these competencies</li> </ol>		e-Procurement Objectives of the Purchasing Organization											
		Paperless Ordering						Electronic Contracting		Paperless Invoicing		Paperless Payment	
		Web-based procurement calendar	Electronic information gathering	Electronic RFI	Electronic catalog/ catalogue of vendor services	Electronic RFQ/RFI/RF	Receipt of electronic bid/submission	Electronic reverse auctions	Online publication of contract notices	Electronic contract management	Electronic purchase orders	Electronic invoices	Credit/buying cards
<b>Base Capabilities of the e-Procurement Ready Supplier</b>	<b>Market Technology</b>												
	Personal computer with high-speed Internet connection (DSL or Cable) running MS Internet Explorer and MS Outlook or full equivalents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Website (up-to-date and complete for all NAICS codes)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Business-specific domain name (e-mail address)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	NAICS codes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Anti virus programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Ability to accept credit card payments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Digital signatures / electronic signatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Familiarity with electronic auctions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Buyer-friendly electronic receptionist/telephone answering system	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	<b>Office Technology</b>												
	Outlook/e-mail program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Inbound e-mail routing rules (ability to reliably find e-mail from a designated sender)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Outbound e-mail automatic signature (ensures every e-mail you send includes your contact info.)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Excel/spreadsheet program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Pricing worksheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Project budget worksheets	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	PowerPoint	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Company Overview/Capabilities Presentation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Product/Service Presentation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Word/PDF	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Capabilities Brochure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Electronic letterhead	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Electronic Bid/Proposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	<b>Electronic Accounting/Commerce Technology</b>												
	Billing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Job costing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Invoicing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Payment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Merchant account	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Electronic Funds Transfer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Competencies related to the technologies shown in gold are being considered as requirements for award of the 2007 e-Procurement Ready<sup>SM</sup> Endorsement