



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Centralized Request for Quote  
Miscellaneous

Proc Folder: 776701

Doc Description: TEMPORARY IT STAFFING FOR WWDHHR/OMIS

Reason for Modification:

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-09-04	2020-09-17 13:30	CRFQ 0511 MIS2100000002	1

**BID RECEIVING LOCATION**

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

**VENDOR**

Vendor Customer Code: VS0000029548

Vendor Name : American Unit Inc

Address : 2901 N Dallas Pkwy, Ste. 333

Street :

City : Plano

State : Texas

Country : USA

Zip : 75093

Principal Contact : Ravi Venigalla

Vendor Contact Phone: 972-398-3300

Extension:

RECEIVED

2020 SEP 14 AM 9:57

WV PURCHASING  
DIVISION

**FOR INFORMATION CONTACT THE BUYER**

Crystal G Hustead  
(304) 558-2402  
crystal.g.hustead@wv.gov

Vendor  
Signature X *ravi venigalla*

FEIN# 47-09146584

DATE 09/11/20

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION**

REBID OF CRFQ MIS2100000001

THE WEST VIRGINIA PURCHASING DIVISION IS SOLICITING BIDS ON BEHALF OF WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES (WV DHHR), OFFICE OF MANAGEMENT INFORMATION SERVICES (OMIS) TO ESTABLISH MULTIPLE OPEN-END CONTRACTS FOR TECHNICAL STAFFING SERVICES, PER THE ATTACHED DOCUMENTS.

THE POSITION CLASSIFICATIONS LISTED WITHIN THE SOLICITATION ARE TO PROVIDE FOR THE TECHNICAL EXPERTISE TO MEET THE CONTRACTED STAFFING NEEDS FOR ALL ENTITIES WITHIN THE WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES, OFFICE OF MANAGEMENT INFORMATION SERVICES (OMIS) FOR SUPPORT OF OUR IT EFFORTS. THIS INCLUDES SUPPORT FOR ALL DHHR AGENCIES THAT MIGHT HAVE THE NEED FOR THESE SPECIFIC SERVICES. THESE SERVICES WOULD BE USED TO DEVELOP MODIFICATIONS AND ENHANCEMENTS TO THE COMPUTER SYSTEMS FOR THE END-USER STATE AGENCY, AS WELL AS MENTOR, PROVIDE TECHNICAL TRAINING AND SUPPORT AND PROVIDE "SHADOWING" OPPORTUNITIES FOR STATE ANALYSTS, AMONG OTHER TASKS AS DEFINED BY THE END-USER STATE AGENCY ON ITS DELIVERY ORDER FOR THE SERVICES.

\*\*\*QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS\*\*\*

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
1	Senior Web Application Analyst	0.00000	HOURLY \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Web Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
2	Senior Web Application Analyst Optional renewal year 1	0.00000	HOUR \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Web Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
3	Senior Web Application Analyst Optional renewal year 2	0.00000	HOUR \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Web Application Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
4	Senior Web Application Analyst Optional renewal year 3	0.00000	HOUR \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Web Application Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
5	Web Application Analyst	0.00000	HOUR \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Web Application Analyst



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
6	Web Application Analyst Optional renewal year 1	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Web Application Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
7	Web Application Analyst Optional renewal year 2	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Web Application Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
8	Web Application Analyst Optional renewal year 3	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Web Application Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
9	Senior Mainframe Application Analyst	0.00000	HOURL \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Mainframe Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
10	Senior Mainframe Application Analyst Optional renewal yr 1	0.00000	HOUR \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Mainframe Application Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
11	Senior Mainframe Application Analyst Optional renewal yr 2	0.00000	HOUR \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Mainframe Application Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
12	Senior Mainframe Application Analyst Optional renewal yr 3	0.00000	HOUR

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Mainframe Application Analyst Optional renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
13	Mainframe Application Analyst	0.00000	HOUR \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Mainframe Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
14	Mainframe Application Analyst Optional renewal year 1	0.00000	HOURL \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Mainframe Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
15	Mainframe Application Analyst Optional renewal year 2	0.00000	HOURL \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Mainframe Application Analyst Optional renewal year 2



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
16	Mainframe Application Analyst Optional renewal year 3	0.00000	HOURL \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Mainframe Application Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
17	Senior CRM Application Analyst	0.00000	HOURL \$105.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior CRM Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
18	Senior CRM Application Analyst Optional renewal year 1	0.00000	HOURL \$105.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior CRM Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
19	Senior CRM Application Analyst Optional renewal year 2	0.00000	HOURL \$105.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior CRM Application Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
20	Senior CRM Application Analyst Optional renewal year 3	0.00000	HR \$105.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Senior CRM Application Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
21	CRM Application Analyst	0.00000	HR \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
CRM Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
22	CRM Application Analyst Optional renewal year 1	0.00000	HOURL \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

CRM Application Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
23	CRM Application Analyst Optional renewal year 2	0.00000	HOURL \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

CRM Application Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
24	CRM Application Analyst Optional renewal year 3	0.00000	HOURL \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

CRM Application Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
25	Senior SharePoint Application Analyst	0.00000	HOURL \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SharePoint Application Analyst



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
26	Senior SharePoint Application Analyst Opt Ren Year 1	0.00000	HOURL \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SharePoint Application Analyst Opt Ren Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
27	Senior SharePoint Application Analyst Opt Ren Year 2	0.00000	HOURL \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SharePoint Application Analyst Opt Ren Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
28	Senior SharePoint Application Analyst Opt Ren Year 3	0.00000	HOURL \$95.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SharePoint Application Analyst Opt Ren Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
29	SharePoint Application Analyst	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SharePoint Application Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
30	SharePoint Application Analyst Optional Renewal Year 1	0.00000	HR \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SharePoint Application Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
31	SharePoint Application Analyst Optional Renewal Year 2	0.00000	HR \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SharePoint Application Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
32	SharePoint Application Analyst Optional Renewal Year 3	0.00000	HR \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SharePoint Application Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
33	Senior Application Oracle Database Administrator	0.00000	HR \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application Oracle Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
34	Senior Application Oracle Database Administrator Opt Ren Yr1	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
35	Senior Application Oracle Database Administrator Opt Ren Yr2	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr2



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
36	Senior Application Oracle Database Administrator Opt Ren Yr3	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application Oracle Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
37	Application Oracle Database Administrator	0.00000	HOURL \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application Oracle Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
38	Application Oracle Database Administrator Opt Ren Yr1	0.00000	HOURL \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application Oracle Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
39	Application Oracle Database Administrator Opt Ren Yr2	0.00000	HOURL \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application Oracle Database Administrator Opt Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
40	Application Oracle Database Administrator Opt Ren Yr3	0.00000	HOUR \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application Oracle Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
41	Senior Application DB2 Database Administrator	0.00000	HOUR \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application DB2 Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
42	Senior Application DB2 Database Administrator Opt Ren Yr 1	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application DB2 Database Administrator Opt Ren Yr 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
43	Senior Application DB2 Database Administrator Opt Ren Yr 2	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application DB2 Database Administrator Opt Ren Yr

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
44	Senior Application DB2 Database Administrator Opt Ren Yr 3	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior Application DB2 Database Administrator Opt Ren Yr 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
45	Application DB2 Database Administrator	0.00000	HOURL \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application DB2 Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
46	Application DB2 Database Administrator Opt Ren Yr1	0.00000	HOUR \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application DB2 Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
47	Application DB2 Database Administrator Opt Ren Yr2	0.00000	HOUR \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application DB2 Database Administrator Opt Ren Yr2



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
48	Application DB2 Database Administrator Opt Ren Yr3	0.00000	HOURL \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Application DB2 Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
49	Senior SQL Server Database Administrator	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SQL Server Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
50	Senior SQL Server Database Administrator Optional Ren Yr1	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SQL Server Database Administrator Optional Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
51	Senior SQL Server Database Administrator Optional Ren Yr2	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SQL Server Database Administrator Optional Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
52	Senior SQL Server Database Administrator Optional Ren Yr3	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior SQL Server Database Administrator Optional Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
53	SQL Server Database Administrator	0.00000	HOURL \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SQL Server Database Administrator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
54	SQL Server Database Administrator Opt Ren Yr1	0.00000	HOUR

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SQL Server Database Administrator Opt Ren Yr1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
55	SQL Server Database Administrator Opt Ren Yr2	0.00000	HOUR \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SQL Server Database Administrator Opt Ren Yr2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
56	SQL Server Database Administrator Opt Ren Yr3	0.00000	HOURL \$80.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

SQL Server Database Administrator Opt Ren Yr3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
57	Senior COGNOS Analyst	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior COGNOS Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
58	Senior COGNOS Analyst Optional Renewal Yr 1	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior COGNOS Analyst Optional Renewal Yr 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
59	Senior COGNOS Analyst Optional Renewal Yr 2	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Senior COGNOS Analyst Optional Renewal Yr 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
60	Senior COGNOS Analyst Optional Renewal Yr 3	0.00000	HOURL \$90.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Senior COGNOS Analyst Optional Renewal Yr 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
61	COGNOS Analyst	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
COGNOS Analyst



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
62	COGNOS Analyst Optional Renewal Year 1	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

COGNOS Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
63	COGNOS Analyst Optional Renewal Year 2	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

COGNOS Analyst Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
64	COGNOS Analyst Optional Renewal Year 3	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
COGNOS Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
65	Software Test Analyst	0.00000	HOURL \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Software Test Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
66	Software Test Analyst Optional Year 1	0.00000	HOURL \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Software Test Analyst Optional Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
67	Software Test Analyst Optional Year 2	0.00000	HOURL \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Software Test Analyst Optional Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
68	Software Test Analyst Optional Year 3	0.00000	HOUR \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Software Test Analyst Optional Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
69	Help Desk Analyst	0.00000	HOUR \$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Help Desk Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
70	Help Desk Analyst Optional renewal year 1	0.00000	HOURL \$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Help Desk Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
71	Help Desk Analyst Optional renewal year 2	0.00000	HOURL \$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Help Desk Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
72	Help Desk Analyst Optional renewal year 3	0.00000	HOUR
			\$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

### Extended Description:

Help Desk Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
73	Business Analyst	0.00000	HOUR \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

### Extended Description:

## Business Analyst

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
74	Business Analyst Optional Renewal Year 1	0.00000	HOURL \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Business Analyst Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
75	Business Analyst Optional Renewal Year 2	0.00000	HOURL \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Business Analyst Optional Renewal Year 2



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
76	Business Analyst Optional Renewal Year 3	0.00000	HOURL \$75.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Business Analyst Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
77	Technical Writer	0.00000	HOURL \$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Technical Writer

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
78	Technical Writer Optional Renewal Year 1	0.00000	HOUR
			\$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Technical Writer Optional Renewal Year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
79	Technical Writer Optional Renewal Year 2	0.00000	HOUR
			\$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Technical Writer Optional Renewal Year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
80	Technical Writer Optional Renewal Year 3	0.00000	HOUR \$60.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Technical Writer Optional Renewal Year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
81	Information Systems Assistant	0.00000	HOUR \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Information Systems Assistant

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
82	Information Systems Assistant Optional renewal year 1	0.00000	HOUR \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Information Systems Assistant Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
83	Information Systems Assistant Optional renewal year 2	0.00000	HOUR \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Information Systems Assistant Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
84	Information Systems Assistant Optional renewal year 3	0.00000	HOUR \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Information Systems Assistant Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
85	Imaging Operator	0.00000	HOUR N/A

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Imaging Operator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
86	Imaging Operator Optional renewal year 1	0.00000	HOUR N/A

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Imaging Operator Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
87	Imaging Operator Optional renewal year 2	0.00000	HOUR N/A

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Imaging Operator Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
88	Imaging Operator Optional renewal year 3	0.00000	HOUR N/A

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Imaging Operator Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
89	Programmer Analyst	0.00000	HOUR \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Programmer Analyst



INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
90	Programmer Analyst Optional renewal year 1	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Programmer Analyst Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
91	Programmer Analyst Optional renewal year 2	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Programmer Analyst Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
92	Programmer Analyst Optional renewal year 3	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Programmer Analyst Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
93	Systems Programmer	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**  
Systems Programmer

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
94	Systems Programmer Optional renewal year 1	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Systems Programmer Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
95	Systems Programmer Optional renewal year 2	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Systems Programmer Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
96	Systems Programmer Optional renewal year 3	0.00000	HOURL \$85.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Systems Programmer Optional renewal year 3

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
97	Computer Operator	0.00000	HOURL \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Computer Operator

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
98	Computer Operator Optional renewal year 1	0.00000	HOUR \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Computer Operator Optional renewal year 1

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
99	Computer Operator Optional renewal year 2	0.00000	HOUR \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Computer Operator Optional renewal year 2

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Line	Comm Ln Desc	Qty	Unit Issue
100	Computer Operator Optional renewal year 3	0.00000	HOURL \$70.00

Comm Code	Manufacturer	Specification	Model #
80111608			

**Extended Description:**

Computer Operator Optional renewal year 3

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	VENDOR QUESTION DEADLINE	2020-09-10

	Document Phase	Document Description	Page 53
MIS2100000002	Final	TEMPORARY IT STAFFING FOR WVDHHR/OMIS	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



Name of Firm- American **Unit Inc.**

**Address:** 2901 N Dallas Pkwy Ste 333 Plano, TX 75093

**Title of Solicitation:** Contract Number: **CRFQ MIS2100000002**

**Date :** September 4, 2020.

## Table of Contents

Cover Letter .....	2
General History and Experience.....	3
Type of Business Entity .....	3
Number of Years in IT Staff Augmentation .....	3
Company Background .....	4
Company Facts .....	9
Organization Chart .....	10
Resource Capability.....	11
Our Trusted Relationships: Partners.....	12
Executive Summary.....	17
<i>American Unit Inc Customer Relationships</i> .....	17
<i>American Unit Process of Hiring</i> .....	19
<i>Remote Capabilities</i> .....	24
Contract Management.....	26
Ownership changes & Mergers.....	27
Financial Statements.....	28
Year: 2017 .....	28
Year: 2018 .....	29
Year: 2019 .....	31
Contract References.....	34
Work Plan.....	37
List of Business – Supplies & Services Similar .....	41
List of Failed Projects. ....	41
List of IT Temporary Staff Augmentation Removal.....	41

## Cover Letter

American Unit is a business management solutions company, dedicated to helping businesses maximize their profits by managing their information more efficiently. We provide enterprise software, business intelligence and automation solutions for every element of your business, from sales and customer service through supply management and logistics.

Currently American Unit is providing Production support and also implementing several projects for various clients in Global Real Estate business from past 5 years on various modules in Tririga, Filenet, mobile app and developed interfaces with various applications. American Unit also has products in Tririga for E-signature, I-records and mobile app for Tririga which were implemented in one of the largest Telecom Company in USA.

### Contact information:

**Ravi Venigalla**

American Unit, INC

2901 N. Dallas Parkway, Suite 333

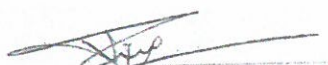
Plano, Texas 75093

Phone # 972-398-3355

[Ravi@Americanunit.com](mailto:Ravi@Americanunit.com)

[www.Americanunit.com](http://www.Americanunit.com)

[Ravi Venigalla](#)



[CIO](#)

## General History and Experience

### One Source, Many Solutions

#### Type of Business Entity

American Unit is a business management solutions company, dedicated to helping businesses maximize their profits by managing their information more efficiently. We provide enterprise software, business intelligence and automation solutions for every element of your business, from sales and customer service through supply management and logistics.

American Unit specializes in custom solutions for the retail, industrial equipment manufacturing, professional services and wholesale distribution industries. Our team of experienced industry experts understand your business and will tailor solutions to meet your needs.

Since our inception as a small, technology-service company in Chicago in 2003, American Unit Inc. has expanded to deliver results to start-ups and Fortune 500 companies alike. Now headquartered in Dallas, Texas, we have offices across the United States in Illinois, California and New Jersey.

#### **Exceptional People Deliver Exceptional Results:**

How has American Unit averaged 220% annual growth since we opened our doors? Simple. Our hybrid delivery model combines powerful expertise with an in-house team of skilled technical resources. This enables us to provide you with high-value solutions at a cost our competitors cannot match.

American Unit has been honored time and time again for their leadership in the IT industry, including being ranked with Inc. Magazine's Top 100 IT Service Companies and Tech Titans' Fast Tech 50.

Isn't it time to rethink your options and work with a company who knows your challenges and specializes in comprehensive solutions?.

#### Number of Years in IT Staff Augmentation **17 Years**

## Company Background

### *Overview*

American Unit, Inc. is a leading consulting and implementation service provider that helps organizations implement, upgrade and optimize their IT related technology expertise. We have our resources working all over the country, providing core competency in technology consulting services to companies ranging in size from small, mid-size to Fortune 500 apart from the Government departments.

Our IT consulting business has been serving our clients by understanding the nature, scope of a problem or challenge and providing a complete professional bonded high quality and value added solution(s).

Our IT resources have the ideal skill set and experience in the Technology, Retail, Auto and insurance domain, American Unit Inc is currently providing IT services to IEHP(Inland Empire Health Plan), State of Texas and Department Public Health in California. I strongly feel that our experience in the IT industry will make a very good impact on the kind of resources we will offer for your IT needs.

### *History of Specialized and Successful IT Staffing.*

How we follow our Recruiting Process for Direct Placement Worker:

General average only 15 percent of the workforce is actively looking for a job, up to 40 percent of employees would make a change if they were offered a great long-term role. To connect with these passive candidates – people currently employed but open to new opportunities. American Unit recruiters participate in industry forums, attend networking events, and seek out opportunities to directly connect with experienced specialists. This process gives you a better selection of talented people for your direct placement positions. We provide 60 Day Guarantee period for the Direct Placement employment.

A recruitment process can be broken down into respective parts, a typical recruiting process may commence with the identification of a vacancy, then the preparation of a job description, database sourcing, role marketing, response management, short-listing, interviews, reference checking, and selection.

### *Specific activities to be monitored*

Encouraging our staff with motivation and rewards for innovation. Address the proposer's outreach methods for identifying and recruiting candidates, including interviewing, evaluating and selecting candidates, and the proposer's policy for notifying clients of changes in key personnel in following procedures. Describe and demonstrate the proposer's policies and procedures for ensuring continuation and completion of projects in the event of staff turnover.

- Adherence to formal procedures for selection, surveillance plan, following the statement of work, etc
- Sets out the prime's arrangement to monitor the subcontractor's compliance with contract provisions
- Assess and approve contracting arrangements
- Remain accountable to the sponsor for the performance of subcontractors
- Monitor subcontractors' compliance with rules, regulations, etc.
- Prepare written contracts or agreements with subcontractor, with detailed expected performance and monitoring arrangements
- Appoint personnel to lead monitoring and evaluation with subcontractors
- Help the resource on trainings and offer skill developed programs to improve.
- Still resource is not performing in the program we offer a replacement resource.
- Interact on regular basis with contractor and motivate him and encourage him on the program. Also help the contractor on trainings and offer skill developed programs to improve.

### *Sourcing Methodology*

A recruitment process can be broken down into respective parts, a typical recruiting process may commence with the identification of a vacancy, then the preparation of a job description, database sourcing, role marketing, response management, short-listing, interviews, reference checking, and selection.

American Unit utilizes various source engines like Dice, Monster, Techfetch, LinkedIn, Face Book.

Market and workforce trends continue to evolve and businesses must be flexible enough to adapt to the changes. American Unit provides contingency search services that align with the need for a flexible and dynamic workforce. Whether you are looking to reduce your hiring costs, expand your workforce or a combination of needs, American Unit can deliver the solution you're looking for.

We are committed and flexible, allowing us to customize the best strategy to maximize your contingent workforce. Over the years, we have developed a seamless recruiting methodology, allowing us to quickly identify and evaluate talent who will drive value for your company.

*Benefits of Contingency Staff Solutions at American Unit:*

- Enable reduced hiring cycle times
- Access to a more competitive market for flexible talent
- Ability to handle peak loads and major projects
- Reduce risk of wearing out essential core staff
- Testing and Evaluation Methodology
- American Unit evaluates each employee as below:
- Background Checks
- Technical Screening
- Online Test
- Connectedness and Involvement with Corporate and Professional Entities and Leaders.

Mr. Ravi Venigalla involved with several corporate leaderships and worked previously as CIO for an insurance company

*Methods of recruitment and selection*

- Using employee referral program in the company
- Social recruiting is the use of social media for recruiting including sites like (twitter, facebook etc...)
- Career oriented Job portals
- Phone screen candidates.
- Behavioral Screening
- Skill Test and assess
- Conduct background and reference checks.
- We find talent through multiple sources.
- Using employee referral program in the company



### *Methods of monitoring to be used*

Number 1: Watch employees work. One of the most effective ways to monitor an employee's performance is with your own eyes. Watching an employee perform a task will tell you more much about that employee's performance than just about any batch of data removed from the action. Especially if you are having difficulties helping an employee succeed with a particular task, watch that employee while he does the task. You'll find out exactly what's going wrong and how he can do it better.

The second way to monitor performance is ask for an account. In every one-on-one conversation with every employee, you need to be asking for an account of what that person has done since your last conversation: "What concrete actions did you take? Did you meet the clearly spelled-out expectations?" Then you need to listen very carefully, make judgments, and ask more probing questions. Asking for an account is the method of holding a person accountable that will come naturally if you are having regular one-on-one conversations.

The third way to monitor performance is to ask employees to use self-monitoring tools to help you keep track of their actions. They can use project plans, checklists, and activity logs. Employees can monitor whether they are meeting goals and deadlines laid out in a project plan, they can make notations within a checklist as they are accomplishing tasks, they can report to you at regular intervals. Activity logs are diaries that employees can keep, where they can actually note contemporaneously exactly what they're doing all day, including breaks or interruptions. Every time an employee moves on to a new activity, if he or she is using an activity log, the employee makes a note of what he or she is doing and when the activity began.

The fourth way to monitor performance is to review work in progress on a regular basis. That means you need to check your employees' work carefully in process along the way. If an employee is not responsible for producing a tangible end product, then watching that employee work is the same thing as reviewing the work in progress. But if she is responsible for an end product, then you can spot-check the work that person is doing on an ongoing basis. For example, if the employee manages a database, you might spot-check the records. If the employee writes reports, you could spot-check drafts of reports. If the employee makes phone calls, you could record them and listen to a random sample. If the employee makes widgets, you could check some half-done widgets and see how they look. You can't actually keep track of everything every employee does, but if you check random samples on a regular basis it creates a form of monitoring that will get employees to keep closer track of their own work.

Of course the fifth way to monitor performance is the one that most managers rely on inadvertently: hearsay. Well I call it asking around a little because you are going to get hearsay about how your employees are doing. The question is, do you become proactive about it? Do you go out and gather intelligence? Ask customers, vendors, coworkers, ask other managers about the interactions they're having with your employees. Always ask questions about your employee's work, never about the person. Don't ask for evaluations, but ask for descriptions. Don't ask for impressions, but ask for details. And don't believe everything you hear; remember the unverified statement of a third party introduced to prove the truth of the matter asserted is hearsay. But if you're gathering intelligence, if you're asking around, the more you keep your ear to the ground, the more you'll know which sources can be trusted. And of course if you're doing all five methods of monitoring performance then the hearsay you get won't be hearsay at all because you'll have other evidence with which to verify.

*Frequency of monitoring*

Frequency of Monitoring at American Unit Inc is once a week.

Samples of forms to be used in monitoring;

Name of Resource	Weekly Status	Number of Hrs worked	Task Accomplished	Customers Goals met



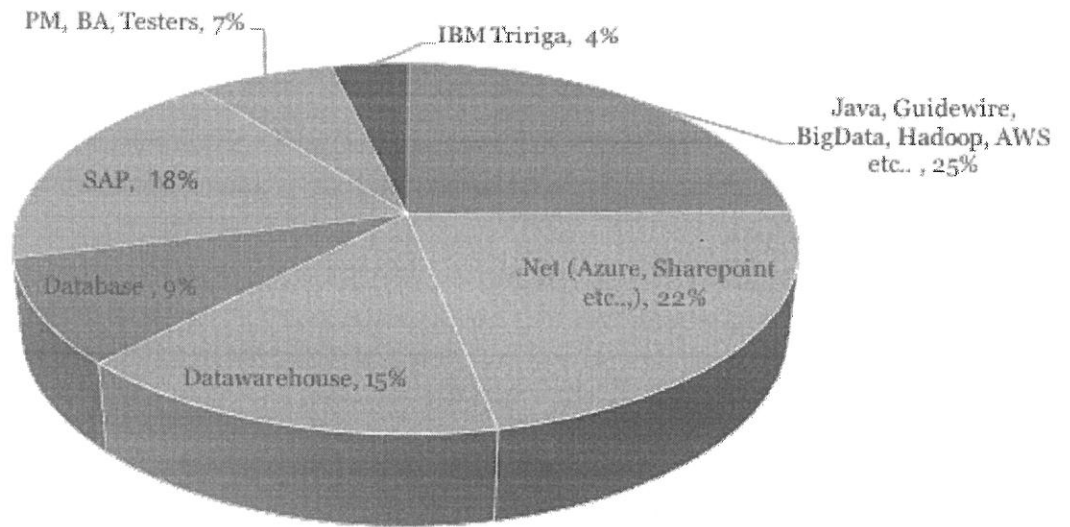
## Company Facts

- Founded: 2003
- Headquarters: Plano, Texas
- Employees: 300
- Offices: Texas, Illinois, India
- Revenue: \$30 million
- Operations in 22 States
- Global Delivery Model
- Fortune 500 customers
- Offshore Development Center

Industry	Selected Clients
Financial Services	WELLS FARGO, Bank of America, EZPa SOLUTIONS, LLC, SWBC, Cash America, Fiserv
High Tech	ViewCast, Avanade, NEC, THIRDWAVE, Apple, TEXAS INSTRUMENTS, LTXCredence
Professional Services	CSC, arroweye, Copart, Scripps networks, FRAC TECH, FTSI, ManpowerGroup
Retail/CPG	Levi's, BARTON, BELL, NATIONAL PEN CO., Payless, Reynolds Packaging Group, PEPSICO, ETHERIDGE
Healthcare	IEHP, Pfizer, CONRAD, MERCY, NATIONAL WESTERN, Standard Register
Manufacturing/Misc.	ABB, amcor, Faldco, AAF, Ervin Equipment, Inc., verizon, HYLFA, Iridium, CTRG



**Resource Capability**



- Java ( Guidewire, BigData, Hadoop, AWS etc.,)
- Net ( Azure, Sharepoint etc.,)
- Datawarehouse
- Database
- SAP
- PM, BA, Testers
- IBM Tririga

## Our Trusted Relationships: Partners



- Dynamics NAV
- Dynamics AX
- Dynamics CRM
- SharePoint Server
- ERP/Packaged Solution Implementation
- Data Analytics
- Cloud Platform









- Business One
  - Financials & Reporting
  - Operations & Sales
  - CRM
  - HR
  - Reporting & Administration


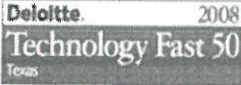
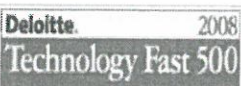






- E-Business Suite
  - ERP
  - CRM
  - SCM
  - Manufacturing
  - Procurement
  - Asset Management
  - Product Lifecycle Management






## Industry Award/External Recognition

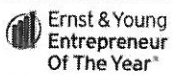

	<p>2007 Deloitte Technology Fast 500 - Ranked the 11th fastest-growing company in North America and the No. 1 fastest-growing company in the Midwest region by Deloitte's 2007 North America Technology Fast 500 Rising Star program.</p>
	<p>2007 Business Award - Recognized by <a href="http://DiversityBusiness.com">DiversityBusiness.com</a>, the nation's leading B2B website, as the 25th Top Diversity Owned Businesses in Illinois, the 23rd Top Small Business in Illinois, the 48th Top Subcontinent Asian-American Owned Business in America, the 83rd Top Asian-American Owned Business in America, the 249th Top Small Businesses in America and the 285th Top Diversity Owned Businesses in America.</p>
	<p>2008 Stevie Award Finalist - Best Business Turnaround</p> <p>Named a finalist in this category by the American Business Awards.</p>

	<p>2008 Stevie Award-Best Executive/CEO of the Year - The American Business Awards recognized American Unit President and CEO Devender Aerrabolu with this honor. The American Business Awards, also known as the Stevies, is the only national, all-encompassing awards program honoring great performances in business. Stevies were awarded in over 40 categories from over 2,600 nominees.</p>
	<p>2008 Celebration of Enterprise - Recognized as One of the Fastest Growing Companies in 2008 by Inside Collin County (Texas) Business.</p>
	<p>2008 Chicago's Best and Brightest Places to Work For - Recognized as one of the best Chicago-area companies for which to work by the National Association for Business Resources.</p>
	<p>2008 Diversity Business Award - Recognized by <a href="http://DiversityBusiness.com">DiversityBusiness.com</a>, the nation's leading B2B website, as</p> <ul style="list-style-type: none"> <li>• 22nd on the Top 100 Diversity Owned Businesses in Texas list,</li> <li>• 39th on the Top 100 Subcontinent Asian American Businesses in the U.S. list,</li> <li>• 81st on the Top 500 Asian Owned Businesses in the U.S.</li> <li>• 335th on the Top 500 Diversity Owned Businesses in the U.S.</li> </ul>
	<p>2008 Dallas 100 – Named the 16th fastest-growing company in North Texas by the Caruth Institute for Entrepreneurship at Southern Methodist University. Companies must be privately held and meet a number of criteria based on sales growth, credit ratings and perceived character within the community.</p>
	<p>2008 Inc. 500 - Ranked No. 29 in Inc. Magazine's Top 100 IT Service Companies in the United States list, as well as No. 15 on the Top 100 Businesses in Dallas-Ft. Worth-Arlington, Texas</p>

	<p>2008 Tech Titans / Fast Tech 50 - Ranked as the second fastest-growing technology company in the Dallas area by the Metroplex Technology Business Council.</p>
	<p>2008 Deloitte Technology Fast 50 for Texas - 2008 Deloitte Technology Fast 50 for Texas</p>
	<p>2008 Deloitte Technology Fast 500 - Ranked as the 46th fastest-growing technology company in the country.</p>
	<p>Celebration Of Diversity – Dallas Arboretum &amp; E&amp;Y 2009 - American Unit Inc was featured as a Finalist under the Workplace of the Year 2009 by <u>Dallas Arboretum and Ernst &amp; Young</u>. The award recognizes those individuals, corporations and nonprofit organizations that are leading the way in creating inclusiveness environment</p>
	<p><u>Inc 500/5000</u> - <u>American Unit Inc</u> was listed among the top 500 companies in USA by <u>Inc 500</u> 2009 for its stupendous revenue growth rate of 584.9%. We were ranked No.440 in USA and No.12 in Dallas Forth-Worth, TX under the growth by revenue category and No. 45 in USA under IT services category.</p>
	<p>2009 TITAN FAST TECH – <u>American Unit Inc</u> ranked 8th fastest-growing technology company in the Dallas area by the <u>Metroplex Technology Business Council</u> under their 5 year growth category. Participants for Titan Fast Tech 2009 were public &amp; private companies and encompass all technology industry segments, including communications, computer and peripherals, internet, life sciences, semiconductors, software and media. To qualify for the ranking, companies must own proprietary technology.</p>
	<p>2009 Best Companies to Work for in Texas - Recognized as the second-best company to work for in Texas by the Best Companies Group. This statewide awards program honors the top 100 best places of employment in Texas, focusing on how they benefit their employees, the state's economy and other businesses.</p>



	<p>2009 Best of the Best - Finalist for the 2009 Best of the Best award presented annually by the <u>Frisco (Texas) Chamber of Commerce</u>.</p>
	<p>Celebration Of Enterprise - <u>American Unit Inc</u> is the proud winner of the 2009 Capital One – <u>Celebration Of Enterprise</u> award. COE, recognizes businesses that have identified a need, filled the void and succeeded on the bottom line. Companies were judged in six different categories based on bottom-line revenue.</p>
	<p><u>Dallas Business Journal</u> - <u>Best Place to Work 2009</u> - American Unit Inc was named one of the “<b>Best Places to Work For</b>” in North Texas. We ranked 48 amongst the 162 North Texas businesses recognized as a Dallas Business Journal’s Best Places to Work honoree. Now in its seventh year, the 2009 program attracted an overwhelming number of nominations. To achieve the highly sought-after Best Places to Work designation, companies had to earn national best practice scores, as determined by Quantum Workplace, the program’s research partner.</p>
	<p>Diversity Business Council Top 2010 Businesses - American Unit is highly ranked in multiple categories, including 15th among the Top 100 Diversity-Owned Businesses in Texas, 19th among the Top 100 Privately Held Businesses in Texas, 28th among the Top 100 Subcontinent Asian-American Businesses in the U.S., 138th among the Top 500 Privately Held Businesses in the U.S., and 187th among the Top 500 Diversity-Owned Businesses in the U.S.</p>
	<p><u>American Business Awards</u> - American Unit Inc was named a Finalist in the Best Overall Company of the Year - Computer Software, Computer Services &amp; Telecommunications Industries category in The 2010 American Business Awards also known as Stevie Awards. Details about the awards and the list of Finalists in all categories are available at <u><a href="http://www.stevieawards.com">www.stevieawards.com</a></u></p>

 <p>Ernst &amp; Young Entrepreneur Of The Year®</p> <p><small>Southwest Area North region (North Texas/Arkansas/Oklahoma) Finalist 2010</small></p>	<p>Ernst &amp; Young Entrepreneur of the Year for North Texas, Arkansas, and Oklahoma - American unit was named a 2010 Finalist for this honor, which is selected by an independent panel of regional business, academic, and community leaders to recognize outstanding achievement in innovation, financial performance, and service to the industry and their communities.</p>
 <p>Comerica Bank collin 60</p>	<p>Comerica Bank Collin 60 – American Unit is recognized as the 16<sup>th</sup> fastest-growing business in Collin County, Texas for 2010</p>



## Executive Summary

1. We don't just understand technology - we understand how technology affects every part of your business, looking beyond the hardware to discover how to streamline your operations and build efficiencies.
2. We offer a hybrid delivery model that combines powerful expertise with an in-house team of skilled technical resources, enabling us to provide you with high value services at a cost our competitors cannot match.
3. We continuously transform new management paradigms and technical solutions into functional concepts that can be rapidly and successfully deployed within your existing infrastructure.
4. We commit ourselves to exceeding your expectations by offering solutions that are unparalleled in their levels of reliability, quality and success.
5. We take the term - dedicated IT partner - to a higher level, promising to be accessible 24 hours a day while staying attuned to your needs as your business grows.

### *American Unit Inc Customer Relationships*



Our CRM industry experts customize solutions to the way you interact with your customers, giving you an efficient, user-friendly platform. American Unit's CRM solutions allow you to strengthen the customer relationship with every interaction by responding to service requests faster, and targeting new up-sell and cross-sell offers to each customer individually.

American Unit's CRM solutions help you build long-term, profitable relationships with your customers.

### *Our CRM solutions do more than integrate data, they*

- Drive Sales Activities & Productivity
- Increase Company Profitability
- Boost Customer Satisfaction
- Build Market Share
- Improve Close Ratios

At American Unit, we offer a hybrid delivery model that combines powerful expertise with an in-house team of skilled technical resources, providing you with high-value solutions at a cost our competitors cannot match.

American Unit has been honored time and again for our leadership in the IT industry by such distinguished organizations as Deloitte and Inc. Magazine. We provide our services across the United States from offices in California, Illinois, New Jersey and Texas.

Isn't it time to rethink your options and work with a company who knows your challenges and specializes in CRM Solutions?

American Unit has offices across the country in Texas, Illinois, California and New Jersey.

#### *Company Facts*

Technology can limit or liberate your business depending on how you plan, manage and support your IT systems. To properly manage your systems you need an IT partner that understands your business needs and specializes in business technology services for your industry.

At American Unit, we don't just understand technology, we understand how technology affects every part of your business. We look beyond the narrow landscape of servers and databases to discover how optimizing your company's systems will streamline your operations and build efficiency.

#### *Gain Control and Visibility into your Systems.*

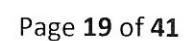
Our Business Technology Services help you gain better control of your systems and improve visibility into your business. We not only provide specialized industry experts to help you reach your business goals, we also provide passionate people that relate to your situation, and deliver services to get your business headed in the right direction.

American Unit offers powerful and cost-effective services that maximize your profitability by minimizing your total cost of ownership. Unleash your true potential and heighten your capabilities by working with American Unit for all your business technology needs.

#### *We help your business evolve with the following services:*

- **System Integration** - helping you by seamlessly integrating your new solutions with your existing IT environment
- **Application Development** - developing powerful, customized applications to address those pressure points and improve the effectiveness of your existing applications.
- **Application Management** - providing the skills, expertise and processes to keep your custom or packaged applications fully optimized.
- **Web Development** - building your online brand and capturing valuable leads while expanding your audience.
- **E-Commerce Design** - developing your online storefront and specializing in enterprise level engagements as well as website e-commerce integration.

# Recruitment Process



### What Are the Steps Involved in the Recruiting Process

A company is only as good as the people that make it up. Therefore, the recruitment process is part of a broader business strategy because it mirrors the successes and failures of a business's overall practices. Business strategy requires planning and a systematic approach to be effective. As mentioned, successfully recruiting the right people at the right time can lead to further growth, but when the recruitment process is ineffective and poorly designed, it can lead to more extensive problems or become the symptom of existing problems.

#### Step 1: Planning

The first step in an efficient recruitment process is planning. Planning for recruiting is a business strategy designed to attract the right people by understanding business needs through the job analysis process. This step involves the methods for identifying the hiring needs of an organization. In theory, the planning phase is proactive and ongoing, rather than reactive to employment fluctuations.

During this phase, it is also essential to determine how job applications are collected and reviewed. Determine who is responsible for managing this data, and how to store the information. Use an applicant tracking system (ATS) or customer relationship management (CRM) software to collect data and track applicants. Make sure there are guidelines in place to respond to candidates quickly and that internal communication about candidates is consistent. Make sure you also have policies in place to protect candidate data and educate users on standard requirements for documenting candidate information.

#### Step 2: Identifying

This phase of the recruitment process is all about searching for candidates, or sourcing. Sourcing candidates is both passive and active, and the recruitment process needs to account for both styles of identifying candidates. This phase is typically the responsibility of a search committee in HR, a team of recruiters whose primary job is to search for strong candidates, or an outside agency you hire to assist with the search. If you partner with an agency or solutions provider, it is critical to provide timely and thorough feedback to recruiters at this stage, so they can identify the right candidates. Taking a hands-on approach early in the process and guiding your partners with feedback on the candidates they submit pays dividends in future phases of recruitment.

Passive search techniques include maintaining your website's career section: All job postings should be current, attractive, and engaging. Use every opportunity to digitally engage with a candidate as an opportunity to impress them. Keeping our company overview current and take full advantage of the social sharing options to connect your other communities to recruitment properties. Regardless if you use the data to take action in your recruitment strategy, you should understand how your company is perceived on sites like Glassdoor. These passive approaches are critical to managing the reputation of your business in the recruitment process.

### Step 3: Engaging Candidates with Social Media Recruitment

After implementing your active and passive search strategies, the next phase of the recruitment process is attracting the right candidates from the pool you identified. This process is referred to by recruiters as "building a pipeline" of talent. The search methods in identifying candidates cast a wide net, and now it is time to engage with each candidate to find out if they are indeed the right person for the job (or a future opportunity) and attract them to your company. Modern software technology and digital media altered this phase of the recruitment process by enabling a more consistent digital connection between candidates and organizations.

1. **Know Your Objectives:** This step is about aligning your business process with the objectives of your social engagement. Set clear goals for how you will engage with candidates on each social media platform — this is critical to the overall recruitment framework.
2. **Know Your Audience:** Define the target audience in the planning phase of recruitment, regardless of the different types of jobs and candidates you engage with on social platforms.
3. **Choose a Platform:** Involve your HR team, recruiters, or employees and hiring managers in deciding which social communities you will target.
4. **Build a Team:** Contrary to popular trends, it is not a sound strategy to hire new graduates or millennials with the expectation that they are naturally good at social media engagement and can therefore determine your strategy.
5. **Train and Educate:** You have a team in place, make sure they are equipped to execute the strategy. Provide the software, equipment, and access to the relevant social platforms and applications involved in your social engagement strategy.
6. **Design Content:** This step is about creating unique content to engage with candidates on social media, and learning to share relevant content that fits your strategy and aligns with the business objectives. For your engagement strategy, repurpose content designed by your in-house marketing efforts and find existing content to share.
7. **Measure Results:** Your social objectives determine what you measure. This step brings context to your engagement strategy by tracking metrics like growth (followers and network reach), interaction with content, and conversions (via tracking codes or URLs) from job ads on social platforms.
8. **Monitor Your Brand:** This is the process of listening to the digital discussion about your company, product, service, or brand.

#### Step 4: Interviewing

The interview phase of the recruitment process is where the hard work from previous steps and the chance to communicate with candidates align. This process varies from company to company and person to person. Interviewing is a skill and responsibility: The process requires professionalism and knowledge of the law and internal policy, and therefore should be treated as a vital business activity.

The interview phase can be made up of multiple parts, including:

- **Phone Interviews:** Depending on your resources and hiring policy, recruiters, a hiring manager, or an HR professional will conduct the phone interview. Phone interviews are set up as an initial screening to assess how candidates fit the overall workplace culture and if they are a personality fit.
- **Onsite Interviews:** Onsite interviews are structured. They should be scheduled in advance, treated as a professional meeting, and designed with enough time to achieve specific objectives depending on the interviewees and the role.

#### Step 5: Hiring

This phase of the recruitment process is primarily about the offer and is solely an HR function. At this point, you've decided on a candidate, engaged with them, and attracted them to your company throughout the process, and it is time to close the deal with an offer of employment.

#### **Prevention by Retention**

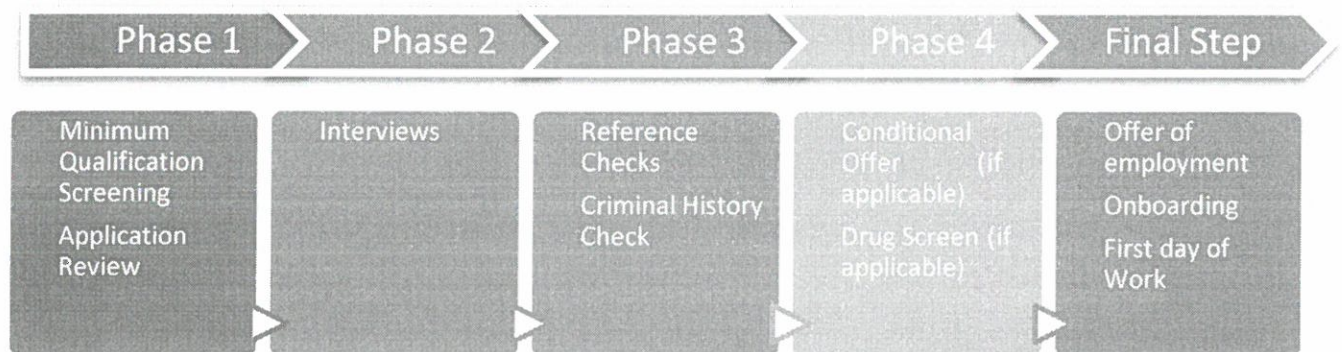
Recruiting the best candidate is great, but keeping them happy and productive is better. It is much cheaper for companies to retain top performing talent than continuously managing turnover. Therefore, a sound recruitment strategy begins and ends with taking care of your existing employees. Proactively manage relationships, as you would when recruiting for a job. Make sure you recognize where your employees seek growth and have succession plans in place for your top performers long before they come to you and ask.

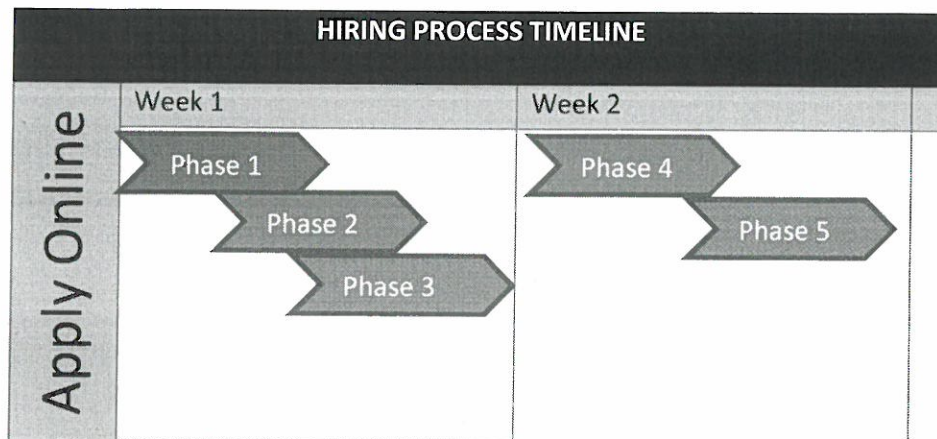
- Increased recognition of employees
- Flexible work schedules
- Employee feedback on changes put into action
- Increased training and education opportunities
- Increased salary
- **Compensation:** Analyzing salary and compensation data by market helps recruiters get a quick "yes" during the offer stage and empowers your recruitment process to compete in highly competitive fields like healthcare, engineering, and IT.



- **Experience Analysis:** Reviewing and documenting trends from resumes of your top performers and sought after talent helps tailor a screening process and can reduce the costly process of an extended interview stage.
- **Source:** Where are you and your recruiters finding the top performers? Which social media platform performs the best with candidate engagement for your brand?
- **Conversion:** If you use job boards and third-party software platforms to serve ads for specific job openings, which messages work best? Which platforms deliver the best candidates through the interview stage? How can you improve and achieve favorable conversion rates?
- **Hire Ratio:** How many candidates did you identify, engage, screen, and interview before hiring the best option? During the job analysis phase, determine the average amount of candidates to hire ratio of different teams and departments to identify efficiencies and best practices.
- **Duration of Recruitment:** From planning phase to onboarding a new hire, how long on average does your recruitment process take? Which types of jobs require lengthy interviews? Which recruiters are most efficient at sourcing candidates? Do some hiring managers need more attention and a more efficient process to complete the interview stage?
- **Exit Interviews:** Employees leave for a variety of reasons. Tracking data on these trends and understanding why top performers jump ship helps to implement better retention policies and shapes the recruitment strategy of specific jobs.

American Unit Onboarding Times

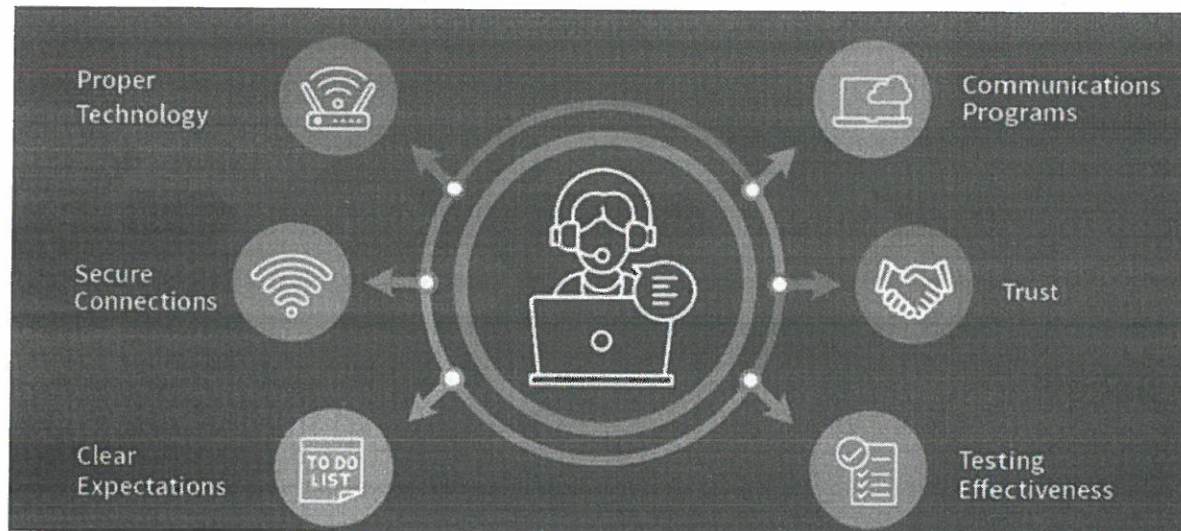




## Remote Capabilities

*American Unit best practices for Remote Capabilities*

*Tools and Approach to Remote Work*



### BEST PRACTICES WHEN CREATING A WORK FROM HOME PROGRAM

Businesses looking to introduce a work from home program should create specific guidelines to ensure all employees understand what is required from them when they work remotely. The key elements of work from home policy, which should be shared with the entire staff, include:

- **HAVING THE PROPER TECHNOLOGY:** Computer, email, phone conferencing, access to internal networks are all tools that employees need, whether they work from home or a public location.
- **USING A SECURE CONNECTION:** Remote workers should have a secured Wi-Fi network and work with a trusted virtual private network (VPN). The VPN serves as a buffer between the Wi-Fi



connection and your mobile device or laptop. Any transmitted data is then encrypted to protect it from tampering and interception.

- **IMPLEMENTING COMMUNICATIONS PROGRAMS:** Stay in touch with employees who work from home via Teams, Skype, Slack and other messaging services. At times, remote workers can feel isolated from the rest of the team, so it is important to keep in contact with them via phone, email, messaging, or video conference.
- **SETTING CLEAR EXPECTATIONS IN YOUR WORK FROM HOME POLICY:** Create a work from home policy with your specific expectations of the program. The policy would include instructions for an employee's daily work schedule, your company's overtime policy, description of a dedicated workspace, instructions for reporting personal injury and damage to company equipment, and protection of proprietary company information.
- **TESTING THE WORK FROM HOME PROGRAM:** If you are implementing a work from home policy, take the time to evaluate its effectiveness after at least six months. Adjust the program based on your findings.
- **TRUSTING YOUR EMPLOYEES:** One of the most crucial elements of a work from home policy isn't included in the actual document. Employers need to have trust in their employees to get their jobs done when they are not working onsite.

#### *HAVING THE RIGHT TECH*

#### *EMPHASIZING TRANSPARENCY AND THOUGHTFULNESS*

#### *SETTING AND COMMUNICATING CLEAR GOALS*

#### *HELPING OUR TEAM FIND THEIR BEST WORKING STYLE*

#### *HELPING OUR TEAM EMBRACE THE PERKS OF TELECOMMUTING*

### Helping your team be healthy & take care of themselves

#### *Communicating clearly & constantly*

Clear and constant communication is all about being purposeful, prepared, and building in a process on what, when, and where people can get the information they need to succeed. This allows everyone in the team to be heard, so everyone feels just as important from home as they would in the office.

#### *Focusing on consistency*

In a remote team, being as organized and streamlined as possible when managing can be the difference between success and failure. Within a distributed team, you want to make sure that your off-site employees are just as in the loop as your in-house employees. This copilled with clear communication creates an environment of balance so that no employee feels lost.

#### *Having the right tech:*

If your team is working from home, it is crucial that they have the same tools they would need to succeed if they were in the office. They can have all the skills they need, but if they are at a disadvantage of the proper equipment then they won't reach their fullest potential. And remote work may end up becoming a burden. This could be easily solved with the right technology and resources

#### *Emphasizing transparency and thoughtfulness:*

Remote employees deserve the human emotions they would otherwise receive in the office surrounded by people. By being transparent and holding each other accountable, throughout the company, you can build trust throughout your business so the company culture stays strong. This can also work to make sure everyone is on the same page. And remember to keep those employees who telecommute feeling included in the team.

#### *Setting and communicating clear goals:*

The power of clear goal setting enforces a team's missions and values. It allows a team to work cohesively in the direction of a unifying sentiment. There are many types of goals, so making sure they are all understood throughout the company is crucial so that everyone is motivated on what they are *working on*.

#### *Helping our team find their best working style:*

Understanding how you work best becomes even more important when you consider working by yourself because you won't really have anyone else who you can copy their habits. Knowing how to maximize your efforts without burning out is the crucial balance necessary when working remote. This can include the right environment, timing, and mentality for focus. By sharing this information with your team and helping them find their working style, you will support them in reaching their fullest potential.

## Contract Management

***Dedicated Contract Manager-*** American Unit Inc have dedicated contract managers for each client.

### ***Dedicated Account Manager at American Unit Inc***

Our Dedicated Contract Manager focuses on making sure your organization gets the most. Dedicated Account Managers work with each individual account assigned American Unit Inc Dedicated Contract Manager services include...

- **Regular status meetings to monitor ongoing priorities**
- **Resolution of post-implementation issues such as problems, changes, enhancements, and questions**
- **Consulting and help with specifications for new functionality requests**
- **Communication between your team and American Unit Inc engineers when requests, issues, or questions arise**
- **Notification of software enhancements or repair.**

### **Dedicated Contract Manager**

**11.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** Darrell Brantingham

**Telephone Number:** (916) 475-2270

**Fax Number:** (214) 889 9666

**Email Address:** [Darrell.Brantingham@americanunit.com](mailto:Darrell.Brantingham@americanunit.com)

### *Dedicated Account Manager Features*

- **Custom contact and case creation**
  - Dedicated support email
  - Direct number to your Dedicated Account Manager's mobile phone (during business hours)
- **A Service Level Agreement (SLA) for managed response times**
  - 4-hour response upon submission of open ticket
  - 24-hour resolution or plan for resolution upon ticket submission
- **Regular, scheduled status meetings with all stakeholders**

Ownership changes & Mergers - **None**

## Financial Statements

Year: 2017

American Unit, Inc.  
Balance Sheet  
As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash and cash equivalents	418,993
Total Checking/Savings	418,993
Accounts Receivable	
Accounts receivable	4,695,555
Total Accounts Receivable	4,695,555
Other Current Assets	
Stockholder loans	198,031
Employee advances	83,073
Total Other Current Assets	259,104
Total Current Assets	5,373,652
Fixed Assets	
Property and equipment	230,425
Accumulated depreciation	(206,673)
Total Fixed Assets	23,752
<b>TOTAL ASSETS</b>	<u>5,397,404</u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Due to credit card	2,879
Total Credit Cards	2,879
Other Current Liabilities	
Customer deposits	470,760
Accrued payroll	963,417
Total Other Current Liabilities	1,434,177
Total Current Liabilities	1,437,056
Total Liabilities	1,437,056
Equity	
Common stock	1,000
Retained earnings	3,472,741
Distributions to stockholders	(182,201)
Net Income	2,308,623
Total Equity	3,960,348
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>5,397,404</u>

See Accountant's Compilation Report

Year: 2018

American Unit, Inc.  
Statement of Income  
January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Consulting income	24,661,125
Total Income	24,661,125
Gross Profit	24,661,125
Expense	
Subcontract	69,048
Advertising	150
Automobile	7,382
Bank service charges	542
Business meals and entertainment	12,788
Contributions	
Charity - Temple Donations	1,500
Total Contributions	1,500
Depreciation	12,344
Dues and subscriptions	4,053
Insurance	
Dental & Vision	(24,254)
Insurance - health	213,622
Insurance - business	36,300
Total Insurance	225,668
Interest	5,753
Licenses	1,410
Miscellaneous	1,760
Office	
Computer	13,621
Moving Expense	1,689
Printer/Copier	96
Office - Other	8,591
Total Office	23,977
Salaries - officer	239,976
Payroll service fees	15,573
Postage and delivery	4,404
Professional	
Accounting Fees	27,490
Legal Fees	700
Professional - Other	539,213
Total Professional	567,403

See Accountant's Compilation Report

American Unit, Inc.  
Statement of Income  
January through December 2018

	Jan - Dec 18
Rent	
Corporate House	13,555
Rent - Office Space	82,764
Total Rent	96,319
Repairs and Maintenance	398
Salaries	12,177,806
Seminars and education	4,175
Subcontract	6,127,218
Taxes - Payroll	
Taxes - payroll	857,718
Total Taxes - Payroll	857,718
Telephone	
Internet Service	4,078
Telephone - Other	7,489
Total Telephone	11,564
Travel	
Airfare Expense	47,809
Auto Expense	1,568
Expense reimbursement	145,748
Hotel Expense	4,255
Miscellaneous	2,565
Per Diem Travel	128,119
Travel - Other	18,178
Total Travel	348,043
Utilities	
Electric	992
Utilities - Other	457
Total Utilities	1,449
Total Expense	20,818,419
Net Ordinary Income	3,842,706
Other Income/Expense	
Other Income	
Interest income	6,199
Total Other Income	6,199
Other Expense	
Provision for state replacement taxes	
See Accountant's Compilation Report	

American Unit, Inc.  
Statement of Income  
January through December 2018

	Jan - Dec 18
State taxes - gross receipts	392
Provision for state replacement taxes - Ot...	55,987
Total Provision for state replacement taxes	56,378
Penalties	523
Total Other Expense	56,901
Net Other Income	(50,702)
Net Income	3,792,004

Year: 2019



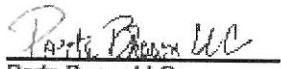
March 20, 2020

American Unit Inc.  
Parkway Center I  
2901 North Dallas Parkway, Suite 333  
Plano, TX 75093

Management is responsible for the accompanying financial statements of American Unit Inc., which comprise the balance sheet as of December 31, 2019, and the related statement of income for the year then ended, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

PORTE BROWN LLC  
Certified Public Accountants

  
\_\_\_\_\_  
Porte Brown LLC  
Elk Grove Village, Illinois



**AMERICAN UNIT INC.**
**BALANCE SHEET**
**DECEMBER 31, 2019**
**ASSETS**
**CURRENT ASSETS**

Cash (and cash equivalents)	\$	392,179	
Accounts receivable		5,987,634	
Employee advances		57,227	
Stockholder loans		197,831	
			\$ 8,614,871

**FIXED ASSETS**

Property and equipment	\$	308,896	
Less: Accumulated depreciation		(240,057)	
			68,839

**TOTAL ASSETS**
**\$ 8,881,710**
**LIABILITIES AND STOCKHOLDERS EQUITY**
**CURRENT LIABILITIES**

Credit cards payable	\$	293	
Accrued payroll		939,153	
			\$ 939,446

**STOCKHOLDERS EQUITY**

Common stock	\$	1,000	
Retained earnings:			
Beginning of period	\$	5,084,151	
Net income (loss) - current period		3,994,801	
Distributions to stockholders		(3,337,488)	
		5,741,264	5,742,264

**TOTAL LIABILITIES AND STOCKHOLDERS EQUITY**
**\$ 8,881,710**

See independent accountants' compilation report

**AMERICAN UNIT INC.**  
**STATEMENT OF INCOME**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

<b>CONSULTING INCOME</b>		<b>\$ 27,300,370</b>
<b>OPERATING EXPENSES</b>		
Advertising	\$ 4,385	
Automotive	10,284	
Business meals and entertainment	10,722	
Depreciation	21,041	
Dues and subscriptions	5,605	
Employee benefit programs	129,656	
Insurance	97,730	
Interest	1,074	
Office	31,083	
Officer salaries	230,023	
Payroll service fees	9,638	
Permits	5,454	
Postage	4,849	
Professional	488,831	
Rent	86,463	
Salaries	12,219,137	
Subcontract	8,850,982	
Taxes - payroll	858,500	
Telephone	13,711	
Travel	202,090	
		<u>23,281,238</u>
<b>OTHER INCOME (EXPENSES)</b>		
Interest	\$ 19,744	
		<u>19,744</u>
<b>INCOME BEFORE TAXES</b>		<b>\$ 4,038,876</b>
<b>PROVISION FOR STATE REPLACEMENT TAX</b>		<b>\$ 44,275</b>
<b>NET INCOME (LOSS)</b>		<b>\$ 3,994,601</b>

See independent accountants' compilation report

## Contract References

<b>REFERENCE (COMPANY) NAME:</b> CipherQore Solutions Inc	
<b>CONTACT NAME AND TITLE:</b> Srinivas Vemulapalli, IT Director	
Email- <a href="mailto:srini@cipherqore.com">srini@cipherqore.com</a>	
<b>STREET ADDRESS:</b>	<b>CITY, STATE AND ZIP CODE:</b>
16179 State Bank Dr., Suite: D	Prairieville, LA 70769
<b>PH- 225-402-4020</b>	<b>Fax- 866-896-2439</b>
<b>PROJECT NAME:</b> HRIS.	
<b>DURATION OF PROJECT:</b> 06/01/2019- 5/30/2021	
<b>229,000.00</b>	<b>TOTAL PROJECT COST ESTIMATE:</b>
<b>PROJECT SUMMARY:</b>	
<p>The scope of this project includes production support of HRIS system and upgrade of HRIS adding new functionality based upon the needs of the customer. Our Project Manager and IT Subject Matter Expert meets with Infosys staff to understand the customer's new functionality and prototype the design to get approval. Project Manager developed the project schedule with the design and resources in mind to accomplish a successful project implementation.</p> <p>The Project Manager conducted weekly meetings with American Unit IT consultants and CipherQore Solutions staff to ensure that there was great communication happening on the project. He monitored the project's status and ensured the right American Unit resources were deployed at the right time. He made modifications to the schedule as needed. He had oversight over all phases including design, implementation, testing and final documentation.</p> <p>Our IT Subject Matter Expert brought the needed HRIS expertise needed to the project. He met with CipherQore Solutions staff to understand the company's needs and requirements. He also was involved throughout the implementation by consulting with American Unit's Project Manager and Systems Implementation Specialist to ensure that the solution was implemented correctly and efficiently.</p> <p>The Project Manager sends weekly status reports on the production tickets and gives estimated dates on the outstanding tickets. Based upon the severity of the tickets he makes sure the SLA's are met and with no disruption to the customers.</p>	

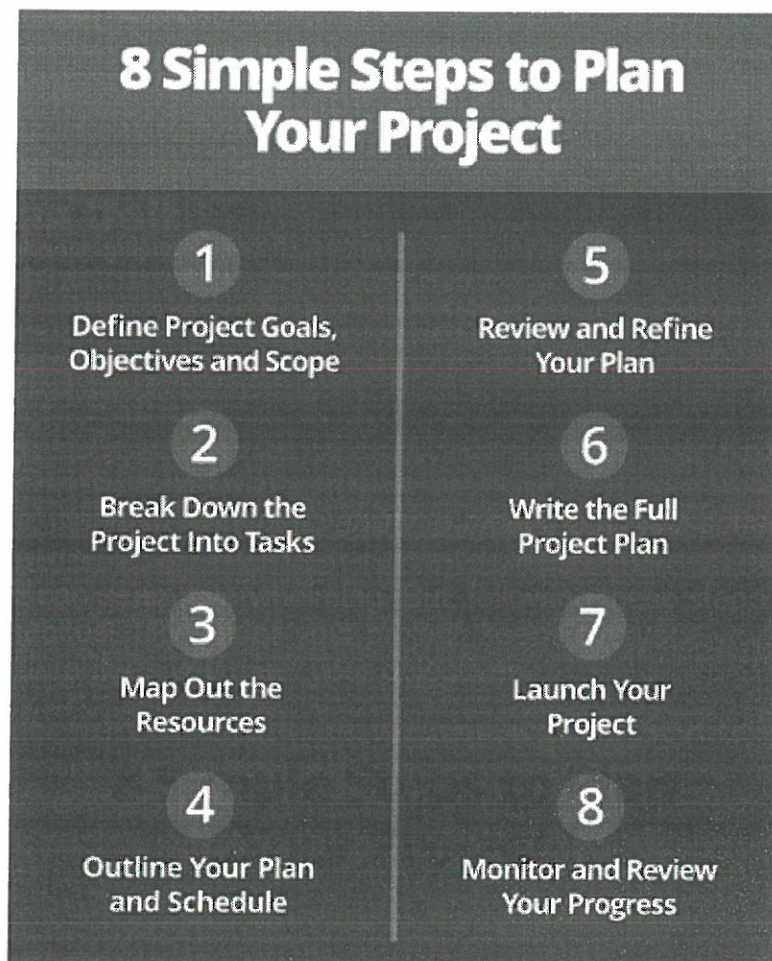
<b>REFERENCE (COMPANY) NAME:</b> Medcomps	
<b>CONTACT NAME AND TITLE:</b> Soli Patel, HR	
Email- <a href="mailto:hr@medcomps.net">hr@medcomps.net</a>	
<b>STREET ADDRESS:</b>	<b>CITY, STATE AND ZIP CODE:</b>
1 West Old State Capitol Plaza, Suite # 713,	Springfield, IL 62701
<b>PH- 217-788-0910</b>	<b>Fax- 217-788-0911</b>
<b>PROJECT NAME:</b> Medcomps Hospital Information System	
<b>DURATION OF PROJECT:</b> January, 2019-December 2021	
<b>ESTIMATE:</b> \$374,500	
<b>TOTAL PROJECT COST</b>	
<b>PROJECT SUMMARY:</b>	
<p>This project is primarily geared towards ongoing maintenance and enhancements of Hospital Information system. The product catered to the administrative, billing and insurance needs of the hospital system. The application comprised of different modules that were created exclusively for inpatients, outpatients and emergency patients. The main objective of the application was to develop a paperless, cashless and hassle free setup for medical professionals so that qualitative medical care can be provided to patients with in the hospital network. The Project Manager provides weekly status reports which includes the following: Severity level of each problem, Description of each problem and its source, Details of escalation of each problem, Status and/or resolution of each problem, Amount of time to close each ticket, or length of time open if issue unresolved, Resolution plan for unresolved problems, Trend analysis of open, closed and pending tickets; and Trend analysis of the response time by severity level.</p>	

<b>REFERENCE (COMPANY) NAME:</b> Megansoft Inc :	
<b>CONTACT NAME AND TITLE:</b> Srinivas Seetha	
Email- <a href="mailto:srini@megansoft.com">srini@megansoft.com</a>	
<b>STREET ADDRESS:</b>	<b>CITY, STATE AND ZIP CODE:</b>
17177 N Laurel Park Dr #337,	Livonia, MI 48152
PH- 248-396-6252	Fax- 248-692-0913
<b>PROJECT NAME:</b> Systems Implementation	
<b>DURATION OF PROJECT:</b> 06/01/2019 to 12/31/2021 <b>TOTAL PROJECT COST ESTIMATE:</b> \$179,000	
<b>PROJECT SUMMARY:</b> Medha Systems had engaged American Unit to provide the implementation of their Client 360 portal for Medha systems. This project brings the information of multiple systems and display it in one location by aggregating the results and displaying it in a customer friendly manner. This required technical staff to make sure that all aspects of the installation was considered and configured correctly. All infrastructure, network and security issues were evaluated and the configuration was done with these issues in mind. Project was completed with a successful implementation.	

## Work Plan

*Work Plan – Logic, clarity of work plan; ability to meet the project schedule*

Planning a project can seem overwhelming. But, following these steps will ensure you have a plan that successfully guides your project, keeps everyone working toward the same goal, and guarantees you meet your objectives.



### *Step One: Define the Project Goals, Objectives, and Scope*

The first phase of the project management process ends with a project charter and concept proposal. In the planning phase of the project management process, you use those outputs to articulate and define precisely what you want to accomplish. Start by asking these questions:

- What needs to be completed?
- What product or service will be delivered?



- What does the client expect? What does the client need?
- What is the deadline?
- What are the reasons, events, or factors for that deadline?

The answers will help us capture your big-picture goals for the project. Based on the rough expectations and timeline we uncover with these initial questions, you'll be able to list basic steps. Now that you've set some goals, it's time to put priorities around those expectations.

To get more clarity for your objectives, spend time with the project stakeholders to understand their needs, expectations, deliverables, and deadlines. Use one-on-one meetings, interviews, workshops, and focus groups to uncover the requirements or functionality that offer real benefits. Remember that stakeholders are everyone who is affected by the product or service, including clients, the project sponsor, the project manager, the project team, and the customers who are the end-users.

**Business Needs:** A high-level summary that outlines the benefits and puts this project in context for stakeholders and other decision makers in the organization

- **Objectives:** Specifically what the team will do
- **Roles and Responsibilities:** Who owns the project, who is on the project team, and what role each member plays
- **Requirements:** Qualitative and quantitative descriptions of the expectations of the stakeholders
- **Deliverables:** The tangible and measurable work products that you will produce
- **Milestones:** Dates you establish for key deliverables
- **Quality Standards:** The acceptance criteria your deliverables must meet, including who is responsible for signing off on the acceptance criteria
- **Exclusions:** Any products or services that you will not create as part of this project

The outcome of this work is a clear communication tool that documents the project goals and the effort required to meet them. You can leverage this information to create a *product breakdown structure* (PBS) that defines the project outcome clearly so the sponsor and stakeholders can agree on your direction. The document also feeds into the work breakdown structure that you will soon develop.

#### *Step Two: Break Down the Project into Tasks*

With scope document in hand, we can now identify the activities and tasks needed to create the deliverables. For every project, the activities will be different, but we can use previous project plans to guide what we might need for your project.

At this point, we will begin to break down the larger project into smaller sections. Work with our team to identify the activities, tasks, and processes needed to fulfill your requirements and objectives. For each task, identify the amount of effort it will take to complete the task and who will do the work. Then, group related tasks into *work packages*, which are the smallest unit of work in a project.

#### *Step Three: Map Out the Resources*

Now that we have the tasks mapped out, it's time to identify the resources we need to complete the work. Identify the necessary facilities, equipment, supplies, raw materials, staffing, and special skills for each task and deliverable. These activities form the core process of resource planning, including who will do



what work, when will they do it, and how much will it cost. Following Resources will help us determine our tasks.

- **Staffing:** Determine the staff and skills available in house, and identify what skills you'll need to procure from outside vendors and subcontractors.
- **Costs and Budget:** Estimate the cost of each task, depending on the resources the task will consume. The total of those budgeted costs leads to the total project cost, which is incurred upon the completion of the project.
- **Time:** Estimate how much resource time will be spent to complete each task or deliverable. Since you have to estimate the duration, consider weighing your estimates with optimistic, normal, or pessimistic variables.
- **Resource Constraints:** As you estimate and assign resources, consider how much time each person can realistically devote to the project or whether you can procure all the materials and budget you need.
- 

#### *Step Four: Outline Your Plan and Schedule*

Armed with the information about the tasks and resources, you can draft an outline of your project plan and create the sequence of events that will build your schedule. The outline starts with the questions you have addressed in your project planning, including:

- Who will do the work (staffing)?
- What work will they do (goals, objectives, deliverables)?
- When should it be accomplished (project deadline)?
- How will it be done (tasks and work breakdown structure)?

Your draft plan will map out the schedule of activities, the dependencies among them, the sequence in which they will be implemented, and how resources will be allocated at each stage. At a basic level, the schedule is a timeline of all the tasks and resource estimates.

In addition to showing the amount of effort and resources needed to complete each task, the project schedule should help you balance the amount of resources with the duration of the task or project. If one task takes longer than you estimated or requires more materials, the schedule will need to be updated so you can ensure you still meet your objectives.

:

- **Charts and Schedules:**
- **Program Evaluation and Review Technique (PERT):**
- **Graphical Evaluation and Review (GERT):**
- **Decision-Event-Logic-Time-Activity (DELTA):**

In addition to creating a schedule of the tasks, you should also identify what factors that determine when a task is completed and who has the authority to sign off. Clarify what quality standards must be met for any deliverable, what happens if the deliverable falls below that standard, and who manages that process.

#### *Step Five: Review and Refine Your Plan*

Once the plan is drafted, gather feedback to help refine and finalize the work plan. Present and explain the project plan to stakeholders and discuss the key elements. Be flexible in how you present the plan. Some stakeholders may prefer to see workflow charts or budgets. Others may want an executive summary with bullet points listing deliverables, resources, and milestones.

#### *Step Six: Write the Full Project Plan*

You've got all the information you need, the feedback to refine the plans, and buy-in from your team. Now, it's time to assemble the final plan.

Your final plan will, first and foremost, focus on the *performance measurement baseline*. That is, the point of reference that serves as the north star for the entire project. This baseline is a combination of the following elements:

- **Scope Baseline:** The approved version of the scope statement, work breakdown structure,
- **Cost Baseline:** The approved spending plan or time-phased budget that includes all the costs by time period and money set aside to respond to risks
- **Schedule Baseline:** The fixed project schedule that has been approved by project stakeholders

These baselines are fixed standards for the project and reflect all the hard work of defining scope, schedule, costs, staffing, deliverables, resources, quality, risk management, and more. They must be fully defined and documented before you can begin the project.

Once they are approved, they become the official plans for your project and can only be changed through the approved change control and management process. The final project plan also includes the baseline management plans and the supporting plans for core and facilitating processes previously mentioned.

#### *Step Seven: Launch Your Project*

The plan is approved, so you can publish and share it with your team. Schedule a kickoff meeting to walk them through the project, making sure everyone has read the plan and is ready to dig in. Be ready to answer any questions and set an effective leadership tone. A strong start will help you get across the finish line with an enthusiastic team and high morale.

#### *Step Eight: Monitor and Review Your Progress*

Project planning isn't finished until the project is finished. You will need to monitor progress and Project Scope compare it to the baselines, and manage any changes. No plan is perfect, so be prepared to adjust the plan and making critical decisions as issues arise.

## List of Business – Supplies & Services Similar

- California Department of Corrections and Rehabilitation- CDCR
- Inland Empire Health Plan- IEHP
- Dell Technologies
- Larsen & Toubro - L&T
- Techmahindra
- State of North Carolina

## List of Failed Projects.

None

## List of IT Temporary Staff Augmentation Removal.

None

Thank you



Ravi Venigalla  
CIO  
American Unit Inc  
[ravi@americanunit.com](mailto:ravi@americanunit.com)