



Quote Response

State of West Virginia

West Virginia Department of Transportation (WVDOT)



WVDOT Information Technology Temporary Staffing Services Request for Quote 81220053

Prepared by:
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March 3, 2022

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MAR 3 2022
WVDOT
INFORMATION TECHNOLOGY
DIVISION



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

Table of Contents

Cover Letter	3
1. EXECUTIVE SUMMARY.....	4
2. WORK PLAN	7
2.1. Recruiting Methodology	7
2.2. Ensuring A Diverse And Inclusive Candidate Set	8
2.3. Process To Provide A Temporary Employee	9
2.4. Temporary Employee Database.....	10
2.5. Temporary Employee Screening/Testing/Background Check Process	11
2.6. Ability to Fill Temporary Staffing Requirements	13
3. BUSINESS QUALIFICATIONS	15
4. PAST PERFORMANCE STAFFING QUALIFICATIONS	17
5. EXHIBIT A PRICING PAGE	23
6. ACKNOWLEDGEMENTS.....	24
6.1. Request For Quote Form	24
6.2. Contract Manager Form	25
6.3. Acknowledgement of Addendum No. 1	26
6.4. Small Business Vendor Preference	27
6.5. Interested Party Disclosure	28
Appendix A. State of West Virginia Vendor Preference Certificate	29



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

Cover Letter

March 3, 2022

Dear Proposal Evaluation Committee,

Networking for Future Inc. (NFF) is pleased to submit a concise and cost-effective proposal in response to the State of West Virginia, West Virginia Department of Transportation (WVDOT), WVDOT Information Technology Temporary Staffing Services, Request for Quote (RFQ) 81220053. Careful attention has been given in reviewing the requirements and providing a relevant and informative response.

As a technology staffing firm and technology solutions provider, NFF's core business practices align perfectly with the requirements of the RFP. Our core NFF business strengths, coupled with over 20 years of IT solutions experience, provide the right combination of experience and capabilities to deliver current and future temporary staffing services to WVDOT.

NFF has read, understood, and will comply with all provisions of WVDOT Information Technology Temporary Staffing Services RFQ with no exceptions or deviations taken or conditional assumptions made with respect to the requirements of the solicitation.

The NFF business information is:

Name:	Networking For Future Inc.
Address:	700 12th Street, NW Suite 700 Washington, DC 20005
Telephone:	202.783.9011
Federal Tax ID:	54-1819774
CBE Number:	LSZX32750102022

Please feel free to contact us should you have any questions.

Sincerely,

Steve Hancock
Vice President of Sales Operations
Networking For Future Inc.
700 12th Street NW, Suite 700
Washington, DC 20005
shancock@nffinc.com
Office: 202 783 9117



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

1. EXECUTIVE SUMMARY

Since 1996, NFF has supported clients with professional and consulting services personnel staffing and mission critical information technology (IT) business solutions. The NFF track record of delivering technology-driven performance-focused technical solutions and staffing services, combined with our dedication and commitment to our clients, is illustrated by strong client relationships and consistent business growth.

NFF has the following Washington, DC Department of Small and Local Business Development (DSLBD) certifications:

- Certified business enterprise (CBE)
- Small business enterprise (SBE)
- Longtime resident business (LRB)
- Local business enterprise (LBE)
- Local business enterprise, principal offices located in an enterprise zone (DZE)

NFF has been awarded numerous professional services and IT personnel contracts including the District of Columbia (DC) Supply Schedule MOBIS CW61927, DC Office of the Chief Financial Officer (OCFO) IT Professional Services contract CFOPD-19-C-018C, and DC Water IT Professional Services contract 17-PR-DIT-06.

Other staffing contracts include:

- At Washington Metropolitan Area Transit Authority (WMATA), we currently provide staffing resources under Task Order Groups 1, 4, and 8 of the Professional Services and Staffing contract and under Contract No. CQ 19177 - Professional Services Network and Communications (NCS).
- In Maryland, the Department of Information Technology Consulting and Technical Services (CATS+), and the Prince George's County Information Technology (IT) Consulting and Technical Services (CATS II).
- Our federal practice includes contracts with the Board of Governors of the Federal Reserve System IT Staffing contract No. 202000834, and NFF is a GSA Contract Holder (GS-35F-0197L) and utilizes IT Schedule 70 for fulfilling IT personnel staffing requests.



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

CONTRACT VEHICLES

> Federal and National

- GSA Schedule 47QTCA21D0047
- National Association of State Procurement Officials (NASPO) ValuePoint Contract #AR3227
- Universal Service Administrative Company (USAC) E-Rate SPIN 143030044
- Federal Reserve Board 202000834

> Maryland

- Maryland Education Enterprise Consortium (MEEC)
- Maryland Consulting and Technical Services (CATS+)
- Maryland Department of Information Technology (DoIT) Hardware Master Contract
- Prince George's County Consulting and Technical Services (CATS II)
- Baltimore County Public Schools JME-503-22 IT Security Services and Solutions

> Virginia

- Cisco Virginia Association of State College and University Purchasing Professionals (VASCUPP)
- Fairfax County Public Schools
- Arlington County Government



District of Columbia

District of Columbia Supply Schedule (MOBIS and ITES)
Metropolitan Washington Airports Authority (MWAA)
Washington Metropolitan Area Transit Authority (WMATA)

> Certifications

- District of Columbia Certified Business Enterprise (CBE)
- MWAA Local Disadvantaged Business Enterprise (LDBE)
- U.S. Small Business Administration Certified Small Business





State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

CLIENTS

FEDERAL GOVERNMENT	STATE AND LOCAL GOVERNMENT	EDUCATION AND LIBRARIES	
		SCHOOLS AND LIBRARIES	HIGHER EDUCATION
<ul style="list-style-type: none"> ■ The MITRE Corporation ■ United States Census Bureau ■ Occupational Safety and Health Review Commission (OSHRC) ■ United Services Organizations (USO) ■ United States Court of Appeals for Veteran Claims (USCAVC) ■ Board of Governors of the Federal Reserve System ■ United States Institute of Peace (USIP) ■ Federal Mine Safety and Health Review Commission ■ United States Tax Court 	<ul style="list-style-type: none"> ■ City of Rockville, MD ■ District of Columbia (DC) Courts ■ DC Office of Chief Technology Officer (OCTO) ■ DC Office of the Chief Financial Officer (OCFO) ■ DC Dept. of Human Services ■ DC Child and Family Services ■ DC Dept. of Motor Vehicles ■ DC Metropolitan Police Dept. ■ DC Fire and Emergency Medical Services (FEMS) ■ DC Dept. of General Services ■ DC Office of Unified Communications (OUC) ■ DC Homeland Security Agency ■ Office of the DC Auditor ■ Prince William County ■ Montgomery County ■ State of West Virginia Office of Technology 	<ul style="list-style-type: none"> ■ Alexandria Public Schools ■ DC Public Schools ■ Saint Stephen's and Saint Agnes School ■ Trinity Christian School of Fairfax ■ Prince George's County Memorial Library System ■ DC Public Libraries ■ Prince William County Libraries ■ Washington International School ■ French International School ■ The Boy's Latin School of Maryland 	<ul style="list-style-type: none"> ■ Georgetown University ■ Montgomery College ■ The Catholic University of America ■ University of the District of Columbia ■ Morgan State University ■ Maryland Research and Education Network (MDREN) ■ University of Maryland Center for Environmental Science ■ Virginia Tech Applied Research Corporation ■ Notre Dame of Maryland University ■ University of Maryland Applied Research Laboratory for Intelligence and Security ■ Marymount University ■ Allegany College of Maryland ■ George Mason University ■ New Jersey Institute of Technology
NON-PROFIT	COMMERCE AND ENTERPRISE	TRANSPORTATION AND UTILITIES	HEALTH CARE
<ul style="list-style-type: none"> ■ American Alliance of Museums ■ NeighborWorks America ■ National Association of College and University Attorneys (NACUA) ■ Metropolitan Washington Council of Governments ■ United Way ■ DC Bar Association ■ Radio Free Asia ■ The American Institute of Architects (AIA) ■ Virginia Housing Development Authority ■ DC Housing Authority ■ American Nurses Association (ANA) ■ Virginia Innovation Partnership Corporation (VIPC) ■ National Academy of Sciences ■ National Parks Conservation Association 	<ul style="list-style-type: none"> ■ Cisco Systems ■ Riverbed ■ ManTech ■ Purdue Farms, Inc. ■ CSIS Inc. ■ United Parcel Service (UPS) ■ Newsome ■ Coleman Power Sports ■ Donolow Construction ■ Pelinger Company ■ Incapsulate, LLC ■ FEI Construction Company ■ Hughes Network Systems ■ Smoot Construction 	<ul style="list-style-type: none"> ■ Washington Metropolitan Area Transit Authority (WMATA) ■ Metropolitan Washington Airports Authority (MWAA) ■ DC Water ■ Washington Suburban Sanitary Commission (WSSC) ■ District Department of Transportation (DDOT) ■ Maryland Department of Transportation (MDOT) 	<ul style="list-style-type: none"> ■ United Medical Center ■ Novant Health Systems ■ DC Health Benefit Exchange Authority (HBEX) ■ DC Department of Health ■ DC Department of Health Care Finance (DHCF) ■ Ascend Healthcare Systems LLC

NFF brings 24+ years of experience successfully managing performance-based task order contracts with total values of more than \$110 Million. We have delivered large, complex mission-critical IT projects and offer DC DGS the capabilities of a mature, low-risk contractor to manage today's workload and advance innovative solutions and processes.

Our core clients, like the DC Government, Federal Government, WMATA, MWAA, and WSSC, support mission critical infrastructure and applications. As such, our management processes have been fine-tuned and real-world tested to assure the successful execution and control of multiple, simultaneous projects and task orders. These management processes are strengthened by extremely effective communications procedures between our internal team, sub-contracting partners, and clients.



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

2. WORK PLAN

2.1. Recruiting Methodology

NFF Methods of Recruiting For Temporary Employees

The NFF recruiting team creates a hiring profile and enticing job description that they post on the NFF website, on social media sites, and multiple job boards. We have a massive peer and alumni network that can be tapped for passive candidates, while understanding the need to deliver the right people at the right time. We maintain a relevant database of proven IT professionals that we consistently utilize to place top-flight candidates at our clients.

Our recruiting team uses multiple channels to identify, research, and connect with candidates. Examples of NFF's resources are the NFF website, diverse social media outlets, LinkedIn, multiple job boards, job fairs, and university and training institute engagements, as well as niche industry user groups. Our recruiters do not rely solely or heavily on title/skills-based searches. The most effective searches reach beyond skill/technology and include responsibility terms (administer, configure, create, manage, reconcile, coordinate, design, etc.) and environmental terms (enterprise, government, etc.)

Our recruiting team applies an "agile" approach to aid and enhance the search results. With our recruiters having an average of 10 years of staffing experience. We know how to sift through a large pool of candidates and find just the right one for our clients. Every person is a conduit to a larger network of people. Even if a resume or social media profile our team is reviewing does not appear to be an ideal match, they may know someone to refer.

NFF understands the impact of negligent hiring and makes every effort to ensure that candidates are checked thoroughly before working on our client's sites. Our background checks are performed by a third-party vendor that specializes in background checks for clients that support federal, state, and local governments. To ensure that we have pertinent information about our candidates, NFF's background checks consist of a seven-year employment history, education verification, social security trace, motor vehicle driving history, a multi-state felony, national sex offenders, county criminal, and national criminal checks. A detailed report is available to NFF in one to two business days.

Once candidates have been identified and pre-screened, NFF begins a four-step interview process as follows:

- **Step 1: Behavioral Interview** - This interview is conducted by a senior recruiting professional and consists of a series of questions that pertain to candidate's reasoning skills, communication skills, and personality characteristics. This first step



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

is critical to identifying how the candidate will represent NFF and the client, whether they meet initial requirements of the position, and if there is interest in continuing the process.

- **Step 2: Client Match Interview** - NFF understands that having the "right" personality is also an important element for the team. An interview is conducted by our dedicated client's account manager who acts on behalf of the client to determine how well the candidate will fit in with the client's environment.
- **Step 3: Technical Interview** - Technical interviews are conducted by technical subject matter experts (SMEs) and consists of a mixture of questions that measure a candidate's basic technical level as well as scenario-based questions that have many different solutions. For the scenario-based questions, the SMEs are looking for candidate's familiarity with a variety of solutions, which solution a candidate would choose, and why. Throughout the interview process, feedback is centralized through the Applicant Tracking System which allows all interviewers to provide and review input. The Applicant Tracking System also provides an added benefit to the client by recording client feedback for future recruitments.
- **Step 4: Client Interview** - Upon completion of Steps 1 through 3, the interviewers convene for a review of the results of the various interviews. Upon approval of all interviewers, the candidate is presented to the customer for the final interview at the client site.

2.2. Ensuring A Diverse And Inclusive Candidate Set

NFF is committed to advancing the values of equity, diversity and inclusiveness. This commitment is embedded in our recruiting and hiring processes, and key to ensuring we have eliminated implicit biases across all processes, including screening and hiring.

From a regulatory perspective, we are an Equal Employment Opportunity employer and engage with an Affirmative Action consultant whose responsibility is to certify that we are being equitable in our hiring practices. This consultant also ensures we are following the Office of Federal Contract Compliance Programs (OFCCP) guidelines. The OFCCP's mission is to hold those who do business with the federal government (contractors and subcontractors) responsible for complying with the legal requirement to take affirmative action and not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, disability, or status as a protected veteran.

Beyond these standard regulatory steps, we recognize that many organizations may have goals to increase the diversity of their workforce, but can struggle to execute the plan effectively and remove hiring barriers for applicants with different backgrounds. Within our organization we take the following steps to advance the values of diversity:

- Encourage a community of open-mindedness and inclusiveness among our employees.
- Promote a sense of accountability among employees and stakeholders to operate from an equitable and inclusive perspective.



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

- Foster an inclusive workplace that embraces diverse cultures, religions, backgrounds and life experiences.
- Provide effective leadership in the development, implementation and assessment of policies and programs that promote diversity.
- Advance inclusion through pay equity in order to retain productive and motivated employees and to attract the best candidates for new opportunities.
- Remove barriers that impede our ability to embrace and welcome individuality, diversity, equitable standards and inclusivity and to making a concerted effort to adjust or use solutions to address those barriers.
- Create and commit to opportunities for public engagement, education, and discourse around issues of equity, diversity and inclusivity.

In addition to these steps taken within our organization, we also take the following steps through our Recruitment strategy to ensure equity in our hiring practices:

- Create and keep open an "organizational conversation" about biases throughout our Talent Acquisition and leadership teams, consistently encouraging a community of open-mindedness and inclusiveness.
- Continuously rework job descriptions to ensure there are no subtle word choices that might create biases. Job descriptions and websites are some of the primary windows into a company's culture and workplace diversity for prospective employees. Candidates with diverse backgrounds will likely pay close attention to the wording within these areas to determine cultural fit.
- Ensure all initial resume reviews are "blind", i.e. do not take demographic information into consideration
- Ensure we have fair background screening processes that does not unfairly discriminate against certain applicants for past mistakes.
- Optimize diverse talent pipelines which promotes a more inclusive workforce.

Our goal at NFF is to recognize and remove unconscious bias to identify where organizational systems as well as hiring practices can be tweaked to promote inclusivity. We want to optimize our hiring processes to attract talent from unique backgrounds.

2.3. Process To Provide A Temporary Employee

NFF recruiting process begins with the identification of client requirements and an assessment of the client's business environment. Upon notification by the account manager of a potential open position, the position description is reviewed by a panel consisting of the Vice President of Technology Services, Senior Account Manager assigned to the client, Director of Talent Acquisition, and Director of Human Resources. The outcome of the review will be as follows:

- An exciting, succinct and realistic position description
- A win-win recruiting
- Compensation structure and amount



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220063

- Assignment of technical interview activities to an internal and/or external subject matter expert with skill sets that would closely reflect the stated requirements
- Identification of technical screening and assessment exam(s), if required
- A task list and schedule outlining the recruiting activities, deadlines, and responsible parties
- If feasible, a list of readily available candidates from the bench, other recently recruited positions, or recently vetted referrals
- Creation of a new job into the applicant tracking system
- Identification of ideal method(s) and platforms for advertising the position description and sourcing of the candidates.

2.4. Temporary Employee Database

NFF utilizes iCIMS-iRecruiter, an industry leading Applicant Tracking System (ATS). Our ATS is a repository of hundreds of thousands of passive IT professionals organized in different IT disciplines along with notes containing communications history, previous employment data, reference and background check results, technical interview outcomes, and if employed by NFF, their performance metrics. We maintain a 12 month backlog of qualified resumes in iCIMS and utilize a number of sourcing/recruiting methodologies to attract and retain candidates:

- Employee Referrals – NFF believes and promotes referrals through its bonus-based Employee Referral Program. Every open position is internally communicated within our network of employees and consultants. We strongly encourage recruitment through this method for the following reasons:
 - Employees generally have a better understanding of the job requirements and assist in setting the right expectations for the referral candidate
 - Quality of the candidates are generally superior, since current employees care about their own reputation
 - Referrals provide an insight into the realm of passive candidates that otherwise would not be visible through other recruiting activities
 - Current employees provide mentorship and support towards successful engagement of their referrals
 - Referred employees result in a higher retention rate
- Posting job openings on our website: <https://www.nffinc.com/careers/>
- Sourcing candidates on job boards (LinkedIn, Monster, Dice, CareerBuilder)
- Membership to specialized user groups – Sourcing candidates through networking events and posting on the forum's website (e.g., Cisco Network Academy, .NET Developers of Maryland, SourceCon DC Chapter, Apache ServiceMix, and Agile and Scrum Global Networking Groups.)
- Sourcing through Higher Education and technical training institutions – NFF has cultivated relationships with local colleges, universities, and technical training institutes by allocating time to recruit on their campuses and working with their job placement offices.
- Networking through job fairs



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

2.5. Temporary Employee Screening/Testing/Background Check Process

NFF recruits and acquires technical staff for both internal and external (staffing contracts for clients) purposes. We have established policies, procedures, and methods to make the process timely, efficient, and highly successful. Our methodology is part of our ISO 9001:2015 scope, which is audited on a yearly basis. NFF takes pride in the fact that many years of third-party audits have not resulted in any non-conformity.

The following general steps serve as a guideline for acquiring temporary employees:

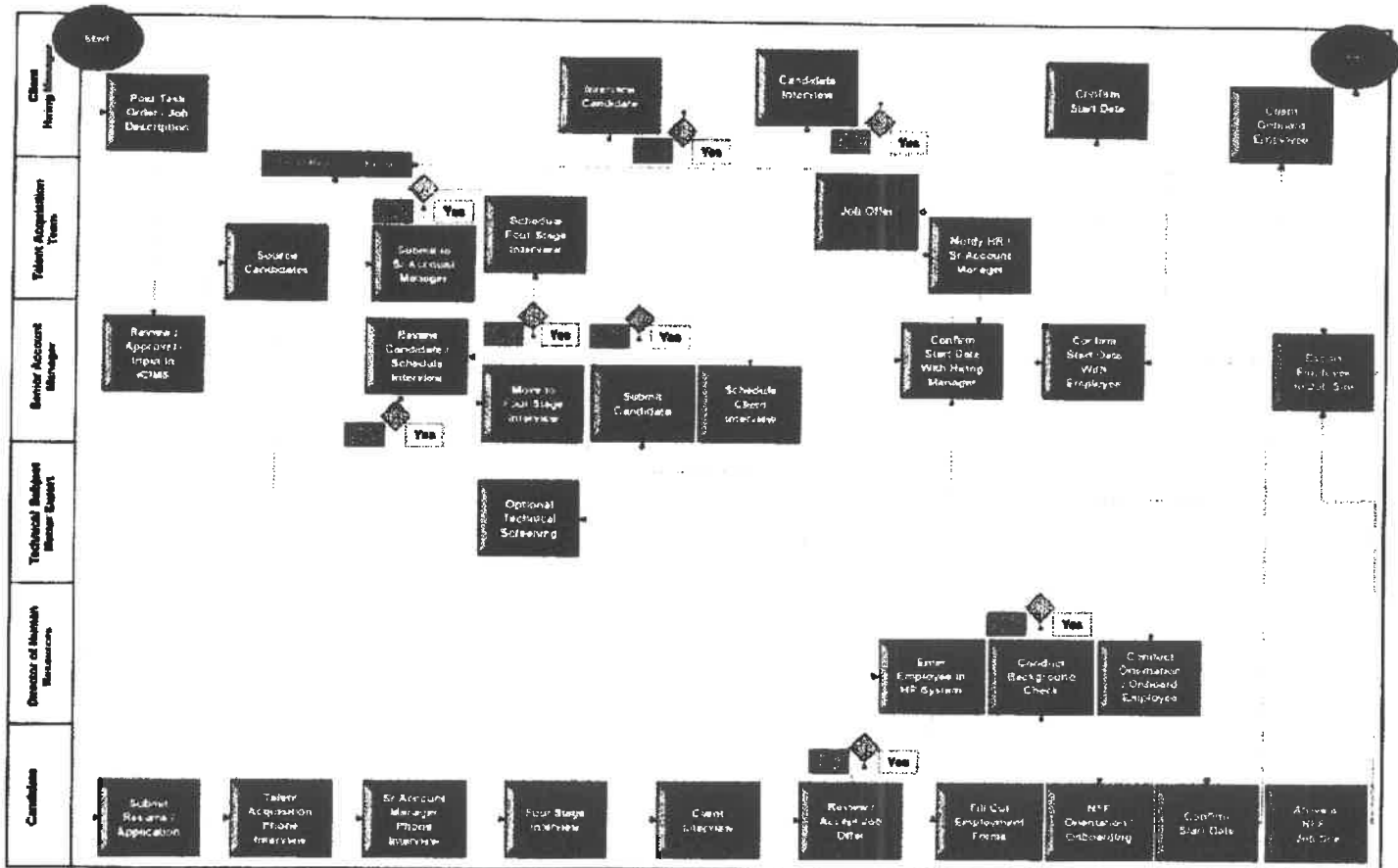
- **Job Approval** – Client account manager and/or internal hiring manager identifies the need for a position. Vice President of Sales Operation and/or executive management approve the job. A panel consisting of hiring/account manager, Vice President of Technology Services, Director of Human Resources, and Talent Acquisition further evaluate the job requirements, define compensation budget, produce a job posting description, identify a timeline and methods for technical screening, and formulate recruiting messaging in line with the goal and mission of the hiring organization. The talent acquisition team will assume the task of filling the position.
- **Job Posting and Sourcing** – Recruitment will post jobs to the corporate website and external job boards. If the position requires additional resources, the Talent Acquisition Manager will request approval from executive management to fund more resources. Recruiting uses iCIMS Applicant Tracking System (ATS) to document activities and track candidates. Resumes are reviewed by Recruitment. If a candidate's resume is viable, Recruitment moves the candidate in the "Candidate Identified" folder in the ATS.
- **Multi-Step Interview** – Recruitment will reach out to the candidate and involve appropriate parties for behavioral and technical interviews. Use of video conferencing platforms and/or in-person interviews are highly preferred and encouraged. Candidate salary requirements, updated resumes and communication notes are recorded in the ATS and their profile is moved to appropriate ATS folders corresponding to each stage of the multi-stage interview process. Candidates that successfully pass all interviews and are within the budgetary parameters are represented to the hiring manager or submitted to the client.
- **Job Offer** – Upon successful interview(s) with the hiring manager and/or client and their request to hire, recruitment will negotiate and arrive at an acceptable verbal offer and start date with the candidate. After the candidate verbally accepts the job offer, the focus of the process shifts to human resources (HR) and the hiring manager. HR conducts background and reference checks and if no issues found, extends a written offer.
- **Communication with Clients** – Our assigned account manager will act as a liaison between our client and the Talent Acquisition team. The account manager keeps the client informed of the status of the recruitment process, communicates changes and other feedback to Recruitment, keeps the client informed in regard to the status of the on-boarding process and the start date, and escorts the new hire to client site on the start date.



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

Background Checks/Investigation – NFF understands the impact of negligent hiring and makes every effort to ensure that candidates are checked thoroughly before working on our client's sites. Our background checks are performed by a third-party vendor that specializes in background checks for clients that support federal, state, and local governments. To ensure that we have pertinent information about our candidates, NFF's background checks consist of a seven-year employment history, education verification, social security trace, motor vehicle driving history, a multi-state felony, national sex offenders, county criminal, and national criminal checks. A detailed report is available to NFF in one to two business days.

The figure below shows our process:





State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

2.6. Ability to Fill Temporary Staffing Requirements

NFF Process To Reduce Estimated Timeline Between Task Order And Start Date

NFF understands that DC DGS provides mission critical services to the citizens, businesses and DC agencies across Washington, DC, and that viable temporary candidates must be provided within two business days.

NFF has an outstanding record in acquiring qualified staff for workload surges, ramp-ups/downs, quick reaction tasking, and/or emergency requirements. We commit to partnering with our clients and maintain a 12-month staffing forecast across all contracts and have placed staff on projects within 24-hours.

We enable this quick hiring turnaround by making contingent hiring agreements based on upcoming opportunity requirements, postings on websites, employee referrals, relationships with employment agencies, and from a pool of consulting partner organizations we have maintained over the last 24 years. NFF's 12-month resource forecast across contracts enables foresight and planning capabilities to successfully staff any unforeseen support requirements with qualified, experienced, and cleared staff (as needed).

In addition to our 12-month staffing forecast, we source our professional staff using many different methods, such as a search of our current staff, resumes of incumbent staff, employee referrals, our resume database, online job postings, and contract recruiters. NFF uses this process and resources to fill immediate and specific needs and to sustain our pipeline of talented candidates in our core competency areas. Consequently, we can fill vacancies rapidly from a broad choice of pre-qualified candidates. This approach has enabled us to have the right personnel on site in as little as 24 hours, with over 85% of our qualified candidates across vacancies identified within 10 days.

NFF provides 24x7x365 access for our clients to ensure the success of your mission critical programs:

- NFF Support Line: 202-783-9121
- Support Email: support@nffinc.com
- Customer Care: Customercare@nffinc.com

At its core, NFF is a technology consulting company holding strong industry partnerships, and relevant certifications both at the company and individual levels. Twenty-four years of experience in implementing mission critical projects utilizing our bench professionals, paired with the same number of years staffing government technology initiatives, uniquely qualifies us to provide the temporary technical resources required to deploy, manage, and enhance complex IT programs for DC DGS.



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

One of the hallmarks of the NFF personnel staffing approach is its proactive nature. We continually analyze our clients' requirements and **develop a pipeline** of highly talented and qualified resources that can be engaged in a timely manner **that meets DC DGS requirements!** NFF's greatest assets are our passion and ability to attract, hire, retain, and promote outstanding technical staff. Our commitment to training and professional development has consistently resulted in high performance recognition by our client's senior management teams.

Through our extensive databases and job-seeker resources, the NFF team can access job ready candidates interested in employment in any of the DC DGS functional areas.



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

3. BUSINESS QUALIFICATIONS

NFF, incorporated on 18 January 2000, has been in business providing information technology temporary staffing services for over 20 years. The NFF incorporation file and current business license are below.

FORM 1000-0001
SARA (System of Automated Reporting and Accounting) 1000

DC
.gov
Mayor Martin Stanger

**NETWORKING FOR
FUTURE Inc. - Initial File Number.
200192**

Web Address Phone Telex Number Facsimile Number

Entity Info

Business Name
NETWORKING FOR FUTURE

Suffix
Inc

Registration / Effective Date
1/18/2000

Commencement Date
01/18/2000

Filing Status
Active

Foreign Name
NA

Date of Organization
1/18/2000

State
District of Columbia

Country
USA

Business Address

Line1
700 12th Street NW

Line2
Suite 700

City State Zip
Washington District of Columbia 20005

Agent

Is non-commercial Registered Agent?
Yes

Name
NFF, Inc.

Address

Line1
400 Massachusetts Ave NW

Line2
Apt 207

City State Zip
Washington District of Columbia 20001

Email
contact@nff.com

[Return to Home](#)



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

GOVERNMENT OF THE DISTRICT OF COLUMBIA Muriel Bowser, Mayor		Department of Consumer and Regulatory Affairs Business License Division 1100 4th Street S.W. Washington DC 20024		Date Issued: 1/8/2021 Category: 4003 License#: 71100308 License Period: 1/1/2021 - 2/15/2023	
BASIC INFORMATION					
Doing Name and Address: NETWORKING FOR FUTURE INC. JOSHUA BRUSH		Premise/Application's Name and Address: NETWORKING FOR FUTURE INC. 1331 PENNSYLVANIA AVE NW WASHINGTON, DC 20004		Registered Agent's Name and Address: SEYED MAHD SAADAT 400 MASSACHUSETTS AVENUE N.W. APT #207 WASHINGTON DC 20001	
Owner's Name Corp. Name Trade Name		NETWORKING FOR FUTURE INC.			
CofO/HOP#: CO1603676		SSL: 0254 0839		Zone:	
		UNITS: 0		Ward: 2	
				ANC:	
				PERM NO.	
General Sales/Services Business					
General Business			General Business Licenses		
- THE LAW REQUIRES THIS LICENSE TO BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES -					
*License Effective from the later of Issued or Start of License-Period Date				<i>Ernest Chrappah</i> Director: Ernest Chrappah	



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

4. PAST PERFORMANCE STAFFING QUALIFICATIONS

NFF is providing multiple past performance staffing qualification examples for the positions identified in WVDOT Information Technology Temporary Staffing Services Request for Quote 81220053, as follows:

1. Senior Mainframe Application Analyst
2. Mainframe Application Analyst
3. Senior Application Oracle Database Administrator
4. Application Oracle Database Administrator
5. Senior Application DB2 Database Administrator
6. Application DB2 Database Administrator
7. PC Programmer Analyst

IT TEMPORARY STAFFING CLIENT NAME	WV Office of Technology OBO West Virginia Tax Department
CLIENT ADDRESS	2019 Washington St. East Building 15 Charleston, WV 25305
PROJECT NAME	Tax Infrastructure RFQ (OT21093)
SCOPE OF WORK	West Virginia State Tax Department was looking to modernize and migrate their Valuation and Assessment Administration System (https://www.mapwv.gov/assessment/) to the Cloud. The State needed a cloud solution and vendor that could provide a state-of-the-art platform that was scalable, secure, efficient and that could host multiple third party applications using Oracle middleware and database.
TOTAL CONTRACT VALUE	\$5,000,000 +
CONTRACT DURATION	September 29, 2021 to Present (Base YR + 4 OYs)
NUMBER OF STAFF ASSIGNED	6
POC INFORMATION	Name: Kwasi Toombs Email: kwasi.c.toombs@wv.gov



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

IT TEMPORARY STAFFING CLIENT NAME	District of Columbia Department of Health
CLIENT ADDRESS	899 N. Capitol Street NE, Washington DC 20002
PROJECT NAME	WIC and Immunization Oracle Cloud Migration
SCOPE OF WORK	Provide IT temporary staffing services to migrate both WIC and Immunizations systems into the Oracle Cloud exactly like they functioned "on-premise" (where they were originally hosted) and securely migrate the on-premise database and public health data into the Oracle Cloud.
TOTAL CONTRACT VALUE	\$1.5M
CONTRACT DURATION	January 2018 to Present
NUMBER OF STAFF ASSIGNED	10
POC INFORMATION	Name: Anderson Andrews Title: CIO/CTO Phone: 202-442-4805 Email: Anderson.Andrews@dc.gov

IT TEMPORARY STAFFING CLIENT NAME	State of Maryland 529 Savings Plan
CLIENT ADDRESS	217 E Redwood St #1350, Baltimore, MD 21202
PROJECT NAME	Oracle Database and Banner ERP Support Services
SCOPE OF WORK	Provide IT temporary staffing services for ongoing operations and maintenance services for Banner application built on Oracle Forms and Reports, and Banner Database on Oracle DB. Lead the data conversion effort from Banner database as part of College Savings Plan Modernization effort at Maryland 529.
TOTAL CONTRACT VALUE	\$675,000
CONTRACT DURATION	January 2020 to Present
NUMBER OF STAFF ASSIGNED	6
POC INFORMATION	Name: Erin Layton Title: Program Director Phone: 888-463-4723 Email: ELayton@maryland529.org

State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

IT TEMPORARY STAFFING CLIENT NAME	Marshall University
CLIENT ADDRESS	One Marshall Dr, Huntington, WV 25755
PROJECT NAME	Marshall Banner Lift & Shift
SCOPE OF WORK	Facing a hardware infrastructure nearing end of life, a network constantly hitting against its limits and an Ellucian upgrade requirement from Banner 8 to Banner 9, Marshall University decided to perform a "lift & shift" to Oracle OCI. The Marshall University staff had been working on a skeleton crew for years and did not want to expand its core staff with resources and skill sets needed to move into the cloud.
TOTAL CONTRACT VALUE	\$1,320,000
CONTRACT DURATION	September 29, 2021 to Present
NUMBER OF STAFF ASSIGNED	5
POC INFORMATION	Name: Brent Maynard Email: Brent.maynard@marshall.edu



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

IT TEMPORARY STAFFING CLIENT NAME	US Department of Agriculture - Food and Nutrition Service (USDA - FNS)
CLIENT ADDRESS	1400 Independence Ave., S.W.. Washington, DC 20250.
PROJECT NAME	Farmers Markets Support Services
SCOPE OF WORK	The SNAP EBT program provides eligible Farmers Markets (FMs) and Direct Marketing Farmers (DMF) with free electronic benefit transfer (EBT) equipment necessary to process Supplemental Nutrition Assistance Program (SNAP) benefits. The project administers the distribution of EBT equipment and services to eligible FMs and DMFs and provide promotional and reporting services related to this support. The team successfully built and implemented the online portal to process farmers market applications and the project went live as per schedule in July 2018. The team utilized the 'LAMP' architecture (Linux OS, Apache HTTPS Server, MySQL and PHP) to build the portal. The application was built using a combination of agile and waterfall methodologies, using standard Project Management processes. The application was deployed in Dev and Production using Amazon Web Services (AWS).
TOTAL CONTRACT VALUE	\$ 154,671
CONTRACT DURATION	May 2018 to December 2018
NUMBER OF STAFF ASSIGNED	4
POC INFORMATION	Name: Angela Sparrow Title: CEO, FTM Phone: 703.225.9878 Email: Angela@financialtransactionmgt.com



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

IT TEMPORARY STAFFING CLIENT NAME	District of Columbia Health Benefit Exchange Authority
CLIENT ADDRESS	1225 I St NW Suite 400, Washington, DC 20005
PROJECT NAME	Multiple IT projects
SCOPE OF WORK	Multiple temporary IT staffing roles including the maintenance and management of Oracle database systems, and IT Application analyst roles to support HBX's Identity management security team for DC HBX consumers using Oracle identity management solution. Platforms included Oracle Access Manager (OAM), Oracle Identity Manager (OIM), Oracle Enterprise Manager (OEM) for monitoring and management, Oracle Unified Directory (OUD) and Oracle Virtual Directory (OVD).
TOTAL CONTRACT VALUE	\$7,500,000
CONTRACT DURATION	May 5, 2016 to August 7, 2020
NUMBER OF STAFF ASSIGNED	50+
POC INFORMATION	Name: Annie White Email: annie.white@dc.gov

IT TEMPORARY STAFFING CLIENT NAME	Washington Metro Area Transit Authority (WMATA)
CLIENT ADDRESS	600 5th St NW, Washington, DC 20001
PROJECT NAME	FQ15124_NFF
SCOPE OF WORK	Multiple temporary IT staffing roles to support WMATA's IT Systems & Software Teams. The staffing roles vary from infrastructure and application senior analysts, project managers, and business intelligence analysts. Staff developed and performed disaster recovery procedures.
TOTAL CONTRACT VALUE	\$13,000,000+
CONTRACT DURATION	2016 to Present
NUMBER OF STAFF ASSIGNED	13+
POC INFORMATION	Name: Albert Fehrens Email: afehrens@wmata.com



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

IT TEMPORARY STAFFING CLIENT NAME	District of Columbia Water and Sewer Authority
CLIENT ADDRESS	5000 Overlook Ave SW Washington, DC 20032
PROJECT NAME	17-PR-DIT-06
SCOPE OF WORK	IT staffing support for DC Water since 2017 across multiple technology teams and via several IT staffing contract awards. IT staffing services include providing database management support, project documentation control, management of the help desk application, and performing Helpdesk, Tier 2 and Tier 3 level support duties.
TOTAL CONTRACT VALUE	\$3,065,019
CONTRACT DURATION	April 2017 to August 2020
NUMBER OF STAFF ASSIGNED	7+
POC INFORMATION	Name: Lisa Price Email: Lisa.price@dcwater.gov

IT TEMPORARY STAFFING CLIENT NAME	District of Columbia Office of the Chief Technology Officer (OCTO)
CLIENT ADDRESS	200 I St SE, Washington, DC 20003
PROJECT NAME	IT Staffing Contract: CW46348
SCOPE OF WORK	NFF has been providing on-site temp and full-time Technical Staffing resources, as well as technology implementation and consulting services to OCTO since 2002. NFF Technical Staffing resources were contracted across multiple disciplines, including installation and support of the District's mainframe, Project Managers, Program Managers, Business Consultants, Senior Design Engineers, Systems Administrators, Subject Matter Experts, and Application Engineers.
TOTAL CONTRACT VALUE	\$4,000,000+
CONTRACT DURATION	2002 to Present
NUMBER OF STAFF ASSIGNED	10+
POC INFORMATION	Name: Tehsin Faruk Email: Tehsin.Faruk@dc.gov



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

5. EXHIBIT A PRICING PAGE

Exhibit A - Pricing Page

WVDOT Information Technology Staffing Services RFQ(81220053)

Revised - Version 2 - 1.22.2022

Contract Item	Description	Unit	Category	Year 1 Price	Year 2 Price	Year 3 Price	Year 4 Price	Estimated Volume
4.1.1	Senior Mainframe Application Analyst (On-Site)	2080	EA	\$118.00	\$120.36	\$122.77	\$125.27	\$1,011,607.47
4.1.1	Senior Mainframe Application Analyst (Remote Work)	2080	EA	\$108.00	\$110.16	\$112.36	\$114.61	\$925,878.02
4.1.2	Mainframe Application Analyst (On-Site)	2080	EA	\$105.00	\$107.10	\$109.24	\$111.43	\$900,159.19
4.1.2	Mainframe Application Analyst (Remote Work)	2080	EA	\$95.00	\$96.80	\$98.84	\$100.81	\$814,429.74
4.1.3	Senior Application Oracle Database Administrator (On-Site)	2080	EA	\$120.00	\$122.40	\$124.85	\$127.34	\$1,028,753.36
4.1.3	Senior Application Oracle Database Administrator (Remote Work)	2080	EA	\$112.00	\$114.24	\$116.52	\$118.86	\$960,169.80
4.1.4	Application Oracle Database Administrator (On-Site)	2080	EA	\$107.00	\$109.14	\$111.32	\$113.55	\$917,305.08
4.1.4	Application Oracle Database Administrator (Remote Work)	2080	EA	\$97.00	\$98.94	\$100.92	\$102.94	\$831,575.63
4.1.5	Senior Application DB2 Database Administrator (On-Site)	2080	EA	\$106.00	\$108.12	\$110.28	\$112.48	\$908,731.13
4.1.5	Senior Application DB2 Database Administrator (Remote Work)	2080	EA	\$101.00	\$103.02	\$105.08	\$107.18	\$865,867.41
4.1.6	Application DB2 Database Administrator (On-Site)	2080	EA	\$98.00	\$99.96	\$101.96	\$104.00	\$840,148.57
4.1.6	Application DB2 Database Administrator (Remote Work)	2080	EA	\$83.00	\$84.86	\$86.76	\$88.69	\$797,283.85
4.1.7	Programmer Analyst (On-Site)	2080	EA	\$71.00	\$72.42	\$73.87	\$75.35	\$608,679.07
4.1.7	Programmer Analyst (Remote Work)	2080	EA	\$69.00	\$70.38	\$71.79	\$73.22	\$591,533.18
Grand Total								\$12,002,122.50

Contract will be evaluated on all lines but only awarded on first year. Renewal options for years 2, 3, and 4 will be initiated by the Agency, agreed to by the Vendor and processed by the WV Purchasing Division as Change Orders for subsequent years.
The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

John Hancock

Vendors Signature:



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

6. ACKNOWLEDGEMENTS

6.1. Request For Quote Form

		State of West Virginia Centralized Request for Quote Service - Prof	
Department of Administration Purchasing Division 2819 Washington Street East Post Office Box 50130 Charleston, WV 25385-0130			
Proc Folder: 986667 Doc Description: ADDENDUM NO_1 WVDOT IT Temporary Staffing Services(81220053)		Reason for Modification: Addendum No_1 Vendor Questions and responses Attach revised Pricing Page with Formulas	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-02-24	2022-03-03 13:30	CRFQ 0803 DOT2200000122	2
BID RECEIVING LOCATION			
BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US			
VENDOR			
Vendor Customer Code: Vendor Name : Networking For Future, Inc. Address : Street : 700 12th St NW, Suite 700 City : Washington State : DC Country : United States of America Zip : 20005 Principal Contact : Steve Hancock Vendor Contact Phone: 202-783-9117 Extension:			
FOR INFORMATION CONTACT THE BUYER John W Estep 304-558-2588 john.w.estep@wv.gov			
Vendor Signature X		FED# 54-1819774	DATE 3/2/2022
All offers subject to all terms and conditions contained in this solicitation			
Date Printed: Feb 24, 2022		Page: 1	FORM ID: WV-PRC-CRFQ-002 202205



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

6.2. Contract Manager Form

REQUEST FOR QUOTATION
WVDOT Information Technology Temporary Staffing Services (81220053)

9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

10. VENDOR DEFAULT:

10.1. The following shall be considered a vendor default under this Contract.

10.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

10.1.2. Failure to comply with other specifications and requirements contained herein.

10.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

10.1.4. Failure to remedy deficient performance upon request.

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

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:	<u>Steve Hancock</u>
Telephone Number:	<u>202-783-9117</u>
Fax Number:	<u>202-783-9019</u>
Email Address:	<u>shancock@nffinc.com</u>

Revised 12/12/2017



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

6.3. Acknowledgement of Addendum No. 1

ADDENDUM ACKNOWLEDGEMENT FORM **SOLICITATION NO.: CREO DOT2200000122**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Networking For Future, Inc.

Company

[Signature]

Authorized Signature

3/2/2022

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.






State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

6.4. Small Business Vendor Preference

NFF is requesting a reciprocal small business non-resident vendor preference with the State of West Virginia Vendor Preference Certificate in Appendix A. To evaluate and confirm the applicability of the preference, NFF has the following Washington, DC Department of Small and Local Business Development (DSLBD) certifications:

- Certified business enterprise (CBE)
- Small business enterprise (SBE)
- Longtime resident business (LRB)
- Local business enterprise (LBE)
- Local business enterprise with its principal offices located in an enterprise zone (DZE)

		
DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT		
CBE Number: LSZX32750102022 Certification Period: 10/21/2019 - 10/21/2022	BUSINESS CERTIFICATION DIVISION 441 4TH Street, N.W., Suite 850N Washington, D.C. 20001	Date Issued: 10/21/2019 Certification Categories: LBE, SBE, DZE, LRB
CERTIFICATE OF BUSINESS CERTIFICATION		
This acknowledges that NETWORKING FOR FUTURE INC. Has fulfilled the requirements to be considered a Certified Business Enterprise (CBE). A CBE is a business that is headquartered in the District of Columbia and meets all Local Business Enterprise (LBE) requirements. Businesses with CBE certification receive preference in procurement and contracting opportunities. Pursuant to 2-218.63 this certification can be revoked if a business is found to have violated the laws that govern the CBE program.		
	DIRECTOR Kristi C. Whitfield	



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

6.5. Interested Party Disclosure

West Virginia Ethics Commission Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Networking For Future, Inc.

Address: 700 12th St NW, Suite 700 Washington, DC 20005

Name of Authorized Agent: Steve Hancock Address: 700 12th St. NW, Suite 700 Washington DC 20005

Contract Number: CRFQDOT2200000122 Contract Description: Staffing Services

Governmental agency awarding contract: West Virginia Department of Transportation

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

☐ Check here if none, otherwise list entity/individual names below.

Tharso IT
1231B Good Hope Rd. SE
Washington, DC 20020-6907

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

☐ Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

☐ Check here if none, otherwise list entity/individual names below.

Signature: Steven Hancock Date Signed: 3/3/2022

Notary Verification

State of District of Columbia, County of District of Columbia:

I, Steven Hancock, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 3rd day of March, 2022.

Notarized online using audio-video communication

Notary Public, State of Texas

Notary Public's Signature

To be completed by State Agency:

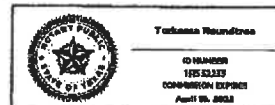
Date Received by state agency:

Date submitted to Ethics Commission:

Governmental agency submitting Disclosure:

131532233

04/16/2022



Revised March 6, 2019



State of West Virginia West Virginia Department of Transportation (WVDOT)
WVDOT Information Technology Temporary Staffing Services
Request for Quote 81220053

Appendix A. State of West Virginia Vendor Preference Certificate

WV-10
Approved / Revised
08/08/18

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. ☐ Application is made for 2.5% vendor preference for the reason checked:
Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,
☐ Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
☐ Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. ☐ Application is made for 2.5% vendor preference for the reason checked:
Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. ☐ Application is made for 2.5% vendor preference for the reason checked:
Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. ☐ Application is made for 5% vendor preference for the reason checked:
Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. ☐ Application is made for 3.5% vendor preference who is a veteran for the reason checked:
Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. ☐ Application is made for 3.5% vendor preference who is a veteran for the reason checked:
Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. ☒ Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §6A-3-89 and *West Virginia Code of State Rules*.
Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.
8. ☐ Application is made for reciprocal preference.
Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Networking For Future, Inc.

Signed: Allen Hancock

Date: 03/02/2022

Title: Vice President of Sales Operations

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.