wvOASIS

Jump to: FORMS ⬆ Go | 🏠 Home | 🔧 Personalize | Ⓐ Accessibility | 🅟 App Help | 📖 About | ⏻

Welcome, Alisha S Pettit | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Solicitation Response(SR) | **Dept:** 0705 | **ID:** ESR05072400000006830 | **Ver.:** 1 | **Function:** New | **Phase:** Final | ▼ | Modified by batch , 05/07/2024

Header 📎 1

📄

⬆ List View

| General Information | Contact | Default Values | Discount | Document Information | Clarification Request |

Procurement Folder: 1354530

Procurement Type: Central Master Agreement

Vendor ID: VS0000042611 ⬆

Legal Name: BayInfotech LLC

Alias/DBA:

Total Bid: $1.00

Response Date: 05/07/2024 📅

Response Time: 12:56

Responded By User ID: bayinfotech ⬆

First Name: Maulik

Last Name: Shyani

Email: maulik@bay-infotech.com

Phone: 4084808501

SO Doc Code: CRFQ

SO Dept: 0705

SO Doc ID: LOT2400000011

Published Date: 4/29/24

Close Date: 5/7/24

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No 2 - Prequalification Agreements IT Temp Staffing

Total of Header Attachments: 1

Total of All Attachments: 1

Proc Folder:	1354530
Solicitation Description:	Addendum No 2 - Prequalification Agreements IT Temp Staffing
Proc Type:	Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2024-05-07 13:30	SR 0705 ESR05072400000006830	1

VENDOR
VS0000042611 BayInfotech LLC

Solicitation Number:	CRFQ 0705 LOT2400000011				
Total Bid:	1	**Response Date:**	2024-05-07	**Response Time:**	12:56:02
Comments:					

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

Vendor
Signature X   **FEIN#**   **DATE**

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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Temporary IT Personnel Services				1.00

Comm Code	Manufacturer	Specification	Model #
80111600			

Commodity Line Comments:

Extended Description:
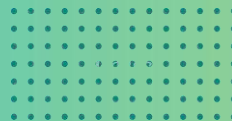
Temporary IT Staffing Services

BAYINFOTECH

Response To:
CFRQ 0705 LOT2400000011

PREQUALIFICATION AGREEMENTS IT TEMP STAFFING

State of West Virginia

Submitted By:
BayInfotech LLC
2150 Portola Ave Ste D
PMB 2012, Livermore CA 94551
Email: maulik@bay-infotech.com
Phone: 408.480.8501
Women Owned Small Business

Submitted To:
Bid Clerk
Dept of Administration
Purchasing Division
2019 Washington St E
Charleston WV 25305 US

Table of Contents

Cover Letter

BayInfotech, LLC   05/06/2024
2150 Portola Ave Ste D
PMB 2012, Livermore CA 94551
maulik@bay-infotech.com
408.480.8501

Brandon Barr
Bid Clerk
Dept of Administration, Purchasing Division
2019 Washington St E
Charleston WV 25305 US

Dear Brandon,

Subject: Proposal for Prequalification IT Temp Staffing for Dept of Administration, WV.

I am writing to express our sincere interest in the opportunity to provide IT Temp Staffing for Dept of Administration, WV, as outlined in your recent CFRQ.

BayInfotech, LLC, a WBE, boasts over a decade of experience as a leading provider of IT staffing services. With a team of experts, we specialize in connecting enterprises with highly skilled professionals to address diverse IT needs. Our extensive network and industry insights enable us to deliver tailored solutions to our clients. At BayInfotech, we understand the critical role that effective IT digital transformation plays in enhancing operational efficiency, enabling strategic decision-making, and delivering a seamless user experience. With our years of experience in the field and a proven track record of successful projects, we are confident in our ability to bring substantial value to your department.

We are a Professional Services company that augments customers in emerging technology domain such as **Application Development, Application Programming, IT infrastructure, Cybersecurity,Project Manager, Business Analyst, Software Programmer, Network Engineer, Systems Engineer, Service Desk staff, Desktop Support, Technical Implementor, Program Integration, Enterprise Reporting, Database Administrator, Geographic Information Systems Analyst, and Quality Assurance/Testing. Business Analysis, GIS, Helpdesk, Telecommunication support, Server Management, SharePoint administrator, Software Defined Networking/Data Center, Website development**, etc.

Key highlights of our services include:
➢ Rigorous Candidate Screening: We employ a stringent screening process to ensure that only the most qualified candidates are selected for placement. This includes assessing technical skills, industry experience, and cultural fit with your organization.
➢ Flexibility and Scalability: We understand that staffing needs can vary over time. Our flexible staffing solutions allow for easy scalability, ensuring that you have the right resources in place to support your evolving IT initiatives.
➢ Quality Assurance: We are committed to delivering the highest quality of service to our clients. Our team will provide ongoing support and supervision to ensure that our temporary staff meet and exceed your expectations.
➢ Competitive Pricing: We offer competitive pricing structures designed to provide maximum value for your investment. Our transparent pricing model ensures that you receive cost-effective staffing

solutions without compromising on quality.

We are confident that BayInfotech can provide the temporary IT staffing services you need to achieve WV's objectives. We look forward to the opportunity to partner with you and demonstrate the value we can bring to your organization.

On our behalf Maulik Shyani, CEO of BayInfotech, LLC will be our representative during the period of proposal evaluation. You can reach Maulik over email: maulik@bay-infotech.com or through phone number: 408.480.8501.

Sincerely,

Maulik Shyani CEO
BayInfotech,LLC
2150 Portola Ave Ste D
PMB 2012, Livermore CA 94551
Email: maulik@bay-infotech.com
Phone: 408.480.8501
UEI: M5G3QJNA7DG6
Cage: 716M5
Website: www.bay-infotech.com

1. Vendor Qualification

1.1 Company Overview:

Company's History & Qualification: BayInfotech is a leading IT Professional Services company specializing in providing cutting-edge solutions in emerging technology domains such as **Software engineering, IT infrastructure, Desktop support, Cybersecurity, Data analytics, Software Defined Networking/Data Center, QA amongst others**. Since our **inception in 2011**, BayInfotech has been dedicated to supporting clients with top-tier software engineering and IT infrastructure professionals, delivering mission-critical information technology (IT) business solutions. Our proven track record of delivering technology-driven and performance-focused staffing services is evident in the strong client relationships we have fostered and the consistent business growth we have achieved over the years.

As an IT outsourcing company, we boast rich expertise in providing **high-end staffing solutions** for a diverse range of web-based IT projects. With a meticulously vetted pool of more than 700 candidates and advanced applicant tracking and management software, we possess the capability to swiftly assemble teams for various projects, including **software development, system implementation, cloud migration, DevOps services, Cybersecurity, network support, etc.**

With over 13 years of experience in the industry, BayInfotech offers robust capabilities to provide IT staffing services across a broad spectrum of technology services. Our expertise encompasses **Project and Program Management, Software/Application Software Engineering (including requirements gathering, system design, coding, testing, debugging, documentation, training, and technical support), Database Management, Cybersecurity Services, Network Management, Desktop Management, Web and Internet Systems, Infrastructure/Cloud Solutions Services, Data Analytics & Reporting, as well as IT Accessibility Assessment and Analysis and many more**.

Capabilities of BayInfotech: BayInfotech has a proven track record of successfully placing supplemental staffing resources in organizations over the last 13 years. Our team comprises experienced professionals with a deep understanding of the staffing landscape and a commitment to delivering tailored solutions to our clients. Our experience spans both public and private sector engagements, allowing us to adapt and excel in diverse environments.

Our team has a deep understanding of the IT industry and the specific Skillset required for success in the market. We have experience staffing positions such as IT project managers, software developers, network engineers, and cybersecurity specialists, among others. We work closely with our clients to understand their specific staffing needs and to provide customized solutions that meet their unique requirements.

Our Achievement and Differentiators:
➢ 2023 – Inc Best Place to Work
➢ 2022 Inc 5000 – Ranking #552
➢ 2021 Fast 100 – Ranking #23 in SF Ranking #9 in East Bay
➢ 2021 Inc 5000 – Ranking #783
➢ 2022 – Inc Best Place to Work
➢ Achievements Cisco Innovation Challenge Award – Rank #3
➢ Highly skilled top talents
➢ Professionals with the knowledge, technical skills, and experience required for your project.
➢ Scale College team quickly and on-demand.
➢ Seamless integration of the new specialists into the existing development process

➢ Flexible hiring
➢ Add talent resources only for as long as needed.
➢ Close a skills gap with an experienced professional.
➢ Use resources more efficiently for enhanced value.
➢ Resources availability to work on their time zone.
➢ Maximize return on investment (ROI) with substantial cost savings.

Core Competencies: We offer a wide range of IT staff augmentation services, providing the WV with access to top-tier IT professionals on a temporary, contract, or contract-to hire basis. Our rigorous recruitment process ensures that we identify and deploy the most qualified candidates to meet your specific project requirements.

We have a proven track record of successful consulting service projects across various industries, delivering solutions that meet our clients' specific needs. Our experience aligns perfectly with the requirements mentioned in the RFP, including:

➢ Application Development and Enhancement: Our team possesses expertise in developing and enhancing applications to improve functionality and user experience.
➢ Requirements Gathering and Analysis: We work closely with functional analysts and business analysts to understand and formalize specifications for custom development projects.
➢ Technical Solution Implementation: We have a proven ability to implement technical solutions for conversions, interfaces, enhancements, reports, forms, workflows, and more.
➢ Customized Functionality Development: Our team can develop solutions using customized transactions to extend the capabilities of standard systems.
➢ Testing and Documentation: We provide comprehensive integration and regression testing to ensure the successful implementation and release of new systems. Additionally, we create thorough documentation to support ongoing maintenance and troubleshooting.
➢ Systems Design and Implementation: Our team offers expertise in designing and implementing hardware and software systems to meet your specific requirements.
➢ Project Management: We have experienced project managers who can effectively plan, execute, and deliver IT projects within budget and timelines.
➢ Training and Support: We provide training to both technical staff and users to ensure they can effectively utilize the implemented systems. Additionally, we offer production support for systems after normal working hours.

At BayInfotech, we firmly believe in comprehending our clients' unique requirements before proposing any staffing solution. Our team of experienced account managers and technical experts work closely with clients to understand their business goals, project specifications, and cultural dynamics. This deep understanding allows us to provide candidates who possess the necessary technical skills, industry knowledge, and cultural fit required for success.

Our Best Practices:

Rigorous Candidate Screening	We recognize that the quality of our resources directly impacts our clients' project success. To ensure top-tier talent, we implement a rigorous screening process. Our dedicated recruitment team evaluates candidates through a multi- step process, including technical assessments, in-depth interviews, reference checks, and background verifications. By adhering to these best practices, we guarantee that only the most qualified and reliable professionals are presented to our clients. Demonstrated Benefits: Was able to increate candidate retention through 85% from 2020 to **98% in year 2022.**
Robust Talent Pool	BayInfotech maintains a vast and diverse talent pool comprising highly skilled professionals across various domains, technologies, and industry verticals. We continuously scout for talent, leveraging our extensive networks, job boards, social media platforms, and partnerships. Our proactive approach allows us to quickly match client requirements with the most suitable resources, reducing the time-to-fill positions and ensuring a faster project turnaround. Demonstrated Benefits: **Time to hire turn around time reduced by 35%**
Seamless Onboarding and Integration	To promote smooth integration of augmented staff into our clients' teams, we facilitate a comprehensive onboarding process. We ensure that new resources are well-informed about the client's business, project goals, and expectations. Additionally, we provide necessary training and orientation sessions to align the augmented staff with the client's processes, methodologies, and tools. This seamless onboarding promotes collaboration, enhances productivity, and accelerates the achievement of project milestones. Demonstrated Benefits: **10% low onboarding** time compared to competitors due to seamless integrated onboarding platform
Ongoing Performance Management	We understand the significance of continuously monitoring and managing the performance of our augmented staff. Throughout the engagement, we maintain regular communication channels between the client, the augmented staff, and our account management team. We encourage feedback from all stakeholders to ensure alignment and address any concerns promptly. Regular performance evaluations are conducted to assess the effectiveness of the augmented resources and provide opportunities for improvement. Demonstrated Benefits: Early detection and correction of performances help **reduced performance related risks by 42%**.

Scalability and Flexibility	As business needs evolve, scalability and flexibility become paramount. BayInfotech offers the agility to quickly scale resources up or down as required, allowing clients to adapt to changing project demands, market conditions, and budget constraints. Our strong resource management capabilities and extensive talent network enable us to provide on-demand access to skilled professionals, ensuring our clients' teams remain efficient and productive.
Data Privacy and Security	Protecting client data and intellectual property is of utmost importance to BayInfotech. We adhere to industry best practices and robust security

Qualifications of our team:

Our team of **83 highly skilled and experienced recruiters** are well qualified for this project. Major certifications they have:

Certification	**Description**
Certified Recruitment Specialist	BayInfotech prides itself on hiring top-tier professionals. Our team of **78% recruiters** holds a specialized certification focusing on recruitment skills and strategies, covering areas such as sourcing, screening, interviewing, and negotiating job offers. This certification offers a robust understanding of recruitment principles and best practices, ensuring our team is well-equipped to excel in their roles.
Certified Professional Consultant	At BayInfotech **49% recruiters** holds this certification. The CPC certification covers a range of topics relevant to staffing and recruiting professionals, including legal and ethical considerations, employment laws, candidate assessment techniques, and business development strategies.
Linkedin Recruiter Certification	LinkedIn is a powerful tool for sourcing and engaging with candidates, particularly in the IT industry. A LinkedIn Recruiter certification demonstrates proficiency in leveraging the platform's features for talent acquisition, building candidate pipelines, and engaging with passive candidates. Our **93% recruiters holds this certification.**
Certified Internet Recruiter (CIR)	This certification focuses on internet sourcing techniques, including advanced search methods, Boolean logic, and social media recruiting strategies. It equips recruiters with the skills to effectively leverage online resources to identify and attract top IT talent. **Our 13 recruiters holds this certification.**
Certified Technical Recruiter (CTR):	This certification is designed specifically for IT recruiters and covers topics such as technical skills assessment, IT industry trends, and understanding of IT roles and responsibilities. It

	provides recruiters with the knowledge and expertise needed to assess and match candidates with technical requirements. **Our 18 recruiters holds this certification.**
Project Management Professional:	While not specific to recruitment, a PMP certification can be valuable for IT recruiters, particularly those involved in managing recruitment projects or teams. It demonstrates proficiency in project management principles, which can be applied to effectively coordinate recruiting efforts and meet hiring goals. **Our 11 professionals holds this certification.**

Relevant Case Studies:

Case Study #1 - BayInfotech's IT Staffing Services for HR Administration Department NYC

Client Overview:

The HR Administration Department of New York City (NYC) is responsible for managing human resources operations for various city agencies, ensuring compliance with employment laws and regulations, and supporting employee development initiatives. With a diverse workforce and evolving technology needs, the department sought specialized IT staffing services to enhance its capabilities and support its mission-critical functions.

Challenge:

The HR Administration Department NYC faced challenges in sourcing and retaining qualified IT professionals with the expertise needed to support its diverse technology infrastructure. The department required skilled IT professionals who could contribute to projects ranging from software development and system integration to database management and cybersecurity.

Solution:

BayInfotech, a leading provider of IT staffing solutions, was engaged to address the HR Administration Department's staffing needs. Leveraging its extensive network of IT professionals and expertise in talent acquisition, BayInfotech developed a tailored staffing solution to meet the department's requirements.
- Needs Assessment: BayInfotech conducted a thorough needs assessment in collaboration with the HR Administration Department to understand its specific IT staffing requirements, including technical skills, experience levels, and project timelines.
- Customized Recruitment Strategy: Based on the needs assessment, BayInfotech developed a customized recruitment strategy to source and attract qualified IT professionals with the skills and expertise needed by the department. This included leveraging various recruitment channels, such as job boards, professional networks, and industry associations.
- Certified IT Recruiters: BayInfotech deployed a team of certified IT recruiters who specialize in sourcing, screening, and interviewing candidates for IT positions. These recruiters possessed expertise in recruitment skills and strategies, ensuring a thorough and efficient selection

process.

➤ Candidate Evaluation and Selection: BayInfotech's recruiters meticulously evaluated candidates based on their technical proficiency, industry experience, and cultural fit with the HR Administration Department. Candidates underwent rigorous screening processes, including technical assessments and behavioral interviews, to ensure they met the department's requirements.

➤ Timely Placement: BayInfotech prioritized timely placement of IT professionals to meet the HR Administration Department's project deadlines and staffing needs. The recruitment team worked efficiently to identify and onboard qualified candidates, minimizing downtime and ensuring uninterrupted support for departmental initiatives.

Results:

Through BayInfotech's IT staffing services, the HR Administration Department NYC achieved the following outcomes:

➤ Access to Top Talent: BayInfotech provided access to a pool of top-tier IT professionals with the expertise needed to support the department's technology initiatives.

➤ Efficient Recruitment Process: BayInfotech's customized recruitment strategy and certified IT recruiters facilitated an efficient and streamlined recruitment process, saving time and resources for the HR Administration Department.

➤ High-Quality Placements: The candidates sourced and placed by BayInfotech demonstrated high levels of technical proficiency, contributing to the success of departmental projects and initiatives.

➤ Ongoing Support: BayInfotech continued to provide ongoing support to the HR Administration Department, ensuring that its IT staffing needs were met effectively and efficiently.

Conclusion:

BayInfotech's tailored IT staffing services enabled the HR Administration Department NYC to overcome its staffing challenges and access top-tier IT talent. By partnering with BayInfotech, the department enhanced its technology capabilities, supported its mission-critical functions, and achieved its strategic objectives effectively.

Case Study #2 - BayInfotech IT Staffing Services for Administration Department of NJ (ADNJ)

Introduction:

The Administration Department of New Jersey (ADNJ) faced significant challenges in meeting its IT staffing needs to support its operations effectively. With a growing demand for IT expertise and a shortage of skilled professionals, ADNJ sought a reliable partner to provide IT staffing solutions that would enhance efficiency and streamline processes. BayInfotech, renowned for its expertise in IT staffing services, was chosen to address ADNJ's staffing requirements.

Client Profile:
➤ Organization: Administration Department of New Jersey (ADNJ).
➤ Industry: Government/Public Sector
➤ Challenge: Inadequate IT staffing leading to inefficiencies in operations and service delivery.

BayInfotech's Approach:

- ➢ Needs Assessment: BayInfotech initiated the project by conducting a thorough assessment of ADNJ's IT staffing requirements. This involved understanding the specific roles, skills, and expertise needed to support ADNJ's operations effectively.
- ➢ Tailored Recruitment Strategy: Leveraging its extensive network and expertise in IT staffing, BayInfotech developed a tailored recruitment strategy to source top-tier IT professionals aligned with ADNJ's requirements. This included utilizing various sourcing channels, such as job boards, social media, and professional networks, to identify qualified candidates.
- ➢ Certified Recruiters: BayInfotech deployed a team of certified recruiters, each equipped with specialized certification focusing on recruitment skills and strategies. These recruiters underwent rigorous training to ensure they had a solid foundation in recruitment principles and best practices, enabling them to identify and attract the best talent for ADNJ.
- ➢ Candidate Screening and Evaluation: BayInfotech implemented a meticulous screening and evaluation process to assess candidates' technical skills, experience, and cultural fit with ADNJ. This involved conducting thorough interviews, technical assessments, and reference checks to ensure the candidates met ADNJ's requirements and standards.
- ➢ Timely Placement: BayInfotech prioritized timely placement of IT professionals to minimize downtime and disruptions to ADNJ's operations. Through efficient coordination and communication with both ADNJ and the candidates, BayInfotech ensured swift onboarding and integration of the selected candidates into ADNJ's team.

Results:
- ➢ Streamlined Operations: By providing ADNJ with skilled IT professionals, BayInfotech helped streamline operations within the Administration Department, enhancing efficiency and productivity.
- ➢ Improved Service Delivery: With a fully staffed IT team, ADNJ was better equipped to deliver high-quality services to its constituents and stakeholders, meeting their needs effectively.
- ➢ Cost Savings: BayInfotech's efficient recruitment process and timely placement of IT professionals helped ADNJ avoid potential costs associated with prolonged vacancies and operational inefficiencies.
- ➢ Enhanced Partnership: BayInfotech's commitment to delivering exceptional IT staffing solutions strengthened its partnership with ADNJ, positioning it as a trusted and reliable partner for future staffing needs.

Conclusion:

BayInfotech's IT staffing services played a crucial role in addressing ADNJ's staffing challenges and enhancing its operational efficiency. Through a tailored recruitment approach, certified recruiters, and a focus on timely placement, BayInfotech successfully provided ADNJ with the skilled IT professionals needed to support its operations effectively. This case study highlights BayInfotech's expertise in delivering high-quality IT staffing solutions tailored to meet the unique needs of its clients.

Client Testimonials:

We've partnered with BayInfotech Personnel to handle a significant portion of our extensive IT staffing requirements, and the outcomes have been outstanding. BayInfotech has proven its capability to efficiently fill and **manage over 80 Staffing orders simultaneously**, all at competitive rates and within strict timelines. We fully intend to engage their services again in the future. I wholeheartedly endorse their staffing services to any employer. **Paul C. - Department of Administration, City of Marion**	**We have been using BayInfotech Personnel** for approximately 7 years+ and have been so happy with every aspect of the services that they offer. The welcoming and friendly staff have always made us feel like their only client. From returning calls promptly to providing the highest level of customer service, BayInfotech staff have been second to none. The caliber of the candidates has been more than sufficient for our needs, and in the event that that this was not the case, it has always been their primary concern to ensure that our needs were met. BayInfotech has always gone above and beyond in their approach, and I look forward to continuing to work with BayInfotech Personnel in years to come. **Tina R. - Department of Education, Greenville**
Since 2015, our city has been working with BayInfotech Personnel to fill IT jobs. We've found them to be helpful, reliable, and ready to help in any way they can. The people at BayInfotech are friendly and make us feel important. They always call us back quickly and give us great service. We think the BayInfotech team is very professional, trustworthy, and quick to respond to our needs. We see them as a partner to our city and would suggest them to any group looking for staff. **Darlene R. - Beverly Hills, CA**	**Our City has utilized BayInfotech Personnel Services** for our staffing needs since July, 2015. Although we have used other staffing services, we have found BayInfotech Personnel to be supportive, dependable, and always willing to go the extra mile in finding a qualified candidate. In addition, when we have those "last-minute" staffing needs, we know we can rely on @ Work to take care of us. We commend the BayInfotech team for always being professional, reliable, and responsive to our requests. We consider the BayInfotech team to be a partner to our City and would strongly recommend them to any company seeking a staffing service. **Jane S. - Department of HR, Flagstaff, AZ**
I truly appreciate our partnership. Since May 1st, 2019, you have placed 32 candidates with us here at our company! With our company being in a huge growth mode right now, I can always rely on BayInfotech for reliable, polished, superb candidates! Having this partnership has made my job much easier where I am able to focus on other tasks from the amount of candidates BayInfotech provides our company! **Carly V. - IT Infra Company**	**I would like to recommend BayInfotech Personnel.** I have found BayInfotech staff to be supportive and able to provide quality, professional candidates for our organization. **They are supportive and have quickly turned around candidates for our difficult to fill positions.** BayInfotech is able to provide professional clerical and accounting staff, as well as general labor and skilled labor candidates. If you are looking for a responsive staffing service that works hard for your company, I recommend giving them an opportunity. **Angela R. - Department of Technology, NY**

Our Departments has worked with BayInfotech Personnel for many years. Whenever our organization is in need of strong candidates, we know BayInfotech will screen and deliver only high quality candidates to us for interviews. BayInfotech Personnel took the time and diligence to learn our business and the various positions within our organization. Because of their astute knowledge and understanding of what each position entails, we are pleased to say many of the candidates BayInfotech placed with us are still current employees. BayInfotech is a staffing company we trust and know we can count on with our recruiting needs. **Kelly L. - City of Caldwell**	**Our city departments has utilized BayInfotech Personnel** for administrative, human resources and IT-related positions since 2015. We have found BayInfotech Personnel to be supportive, dependable, and always willing to go the extra mile. BayInfotech staff have always made us feel like one of their most important clients. They return calls promptly and provide excellent customer service. The caliber of candidates has been more than sufficient and in the event this was not the case, they quickly remedied the situation. We recommend BayInfotech for always being professional, reliable and responsive. We consider the BayInfotech team a partner us and highly recommend them **Michele B. - County of Canton, IL**

1.2 Client References:

Reference #1 - New York City Department of Citywide Administrative Services

Name	Carmine Rivetti
Position	Chief of Staff
Email	rivetti.c@dcas.nyc.gov
Phone	212.286.63.3
Address	1 Centre St 14th floor room 1448, New York, NY 10007, United States

Reference #2 - CA Department of Social Services

Name	Cathy Novack
Position	Executive Assistant
Email	custserv@dgs.ca.gov
Phone	916.657.3266
Address	707 Third Street, Second Floor West Sacramento, Ca 95605

Reference #3 - District of Columbia Department of General Services

Name	George Lewis
Position	Chief of Contracts and Procurement
Email	george.lewis@dc.gov
Phone	202.727.2800
Address	3924 Minnesota Avenue, NE, Washington, DC 20019

2. Pricing

Work Location: 900 Pennsylvania Ave, Charleston, WV
Position Number:
WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Help Desk Support		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 39

Worker Minimum Qualification:

Years	Technology and Experience
	Solve technical problems related to Hardware and Software.
	Troubleshooting and training
	Technical Support to end users.

Examples of Work:

- Guide users through troubleshooting steps and perform remote diagnostics to identify and resolve technical issues.
- Maintain a knowledge base of technical issues and their resolutions for reference by end-users and support staff.
- Assist user account creation, modification, and termination processes, ensuring compliance with regulatory requirements

Work Location: 900 Pennsylvania Ave, Charleston, WV
Position Number:
WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Business Analyst		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 86

Worker Minimum Qualification:

Years	Analyzes and document business requirements and processes.
	Assists in designing IT Solutions to meet needs.
	Facilitates process modifications and improvements.

Examples of Work:

- Analyzing and improving business processes to enhance efficiency, productivity and quality.
- Conduct stakeholder interviews, document user stories, and manage requirements throughout the project life cycle.
- Analyzing market trends, customer feedback and product performance data to inform product development and strategy.

Work Location: 900 Pennsylvania Ave, Charleston, WV

Position Number:

WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Data Analyst		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 56

Worker Minimum Qualification:

Years	Responsible for Data Analysis and modeling,
	Responsible for Database management, security and quality assurance.
	Conduct data quality assessment.

Examples of Work:

- Collecting and analyzing data, creating visualization, and communicating findings to stakeholders.
- Develop and execute test plans and test cases to validate data accuracy, completeness, and consistency.
- Creating reports and dashboards and identifying trends and patterns.

BAYINFOTECH

Work Location: 900 Pennsylvania Ave, Charleston, WV
Position Number:
WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Database Administrator	`	52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 98

Worker Minimum Qualification:

Years	Responsible for designing, implementing, and maintaining databases.
	Import, export and migrate data between different databases.
	Install, configure and deploy SQL server database management systems.

Examples of Work:

- Design logical and physical database structures based on business requirements and industry best practices.
- Define data models, schemes, tables, indexes, and relationship to ensure sufficient data storage and retrieval.
- Monitor database performance.

Work Location: 900 Pennsylvania Ave, Charleston, WV
Position Number:
WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
IT Service Continuity Analyst		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$75

Worker Minimum Qualification:

Years	Documents, analyses, implements, and manages disaster recovery and business continuity plans.
	Knowledge of tabletop exercises and drills to prepare for emergency scenarios.

Examples of Work:

- Develop and maintain comprehensive disaster recovers (DR) and business community (BC) plans.
- Conduct regular testing and validation exercises of DR and BC plans to verify effectiveness and weakness,
- Analyze existing DR and BC capabilities and processes.

Work Location: 900 Pennsylvania Ave, Charleston, WV
Position Number:
WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Network Engineer		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 84

Worker Minimum Qualification:

Years	Responsible for designing, implementing, and computer networks.
	Knowledge of firewalls, intrusion detection/prevention systems, VPNs and access controls.

Examples of Work:

- Design and architect computer networks, including LANs and wireless networks, based on organizational requirements.
- Deploy and configure network devices.

•	Identify root causes of network issues and implement corrective actions to restore devices.

`

Work Location: 900 Pennsylvania Ave, Charleston, WV

Position Number:

WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Project Manager		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 100

Worker Minimum Qualification:

Years	Manages IT projects, coordinates resources, and meets project deadlines.
	Develop project plans, schedules and budget and track progress.
	Maintain accurate data.

Examples of Work:

•   Provide regular project status updates, reports, and presentations to stakeholders to keep them informed about project process.   •   Identify project requirements and allocate resources to meet the project needs.   •   Develop risk management plan and strategies to ensure successful outcome.

Work Location: 900 Pennsylvania Ave, Charleston, WV

Position Number:

WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Quality Assurance Analyst		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 55

Worker Minimum Qualification:

Years	Tests software applications to meet quality standards and requirements.
	Develop test plans, test cases and test scripts.
	Generate summary reports and defect trend analysis reports

Examples of Work:

- Develop and maintained automated test scripts and test frameworks.
- Identify potential risks and their impacts on software quality, reliability, and usability and adjust testing strategies.
- Conduct different types of testing.

Work Location: 900 Pennsylvania Ave, Charleston, WV

Position Number:

WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Security Analyst		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 84

Worker Minimum Qualification:

Years	Documents, analyses, implements, and maintains security measures to protect IT systems and data.
	Document security controls, configurations and baseline for IT infrastructure.

Examples of Work:

- Develop and maintain security comprehensive documentation of securities policies. Procedures, and guidelines.
- Respond to security incidents, breaches, and anomalies by investigating the cause.
- Develop risk mitigation strategies, controls and action plans to address the risk.

Work Location: 900 Pennsylvania Ave, Charleston, WV

Position Number:

BAYINFOTECH

WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Software Developer/Engineer		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 77

Worker Minimum Qualification:

Years	Responsible for designing, coding, testing, and maintaining software applications.
	Debug and troubleshooting.

Examples of Work:

- Implement software features, modules, and resolve software defects and issues reported by users during testing.
- Document software changes, release notes, and technical documentations to facilitate knowledge transfer and future maintenance.

Work Location: 900 Pennsylvania Ave, Charleston, WV
Position Number:
WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
System Administrator		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 69

Worker Minimum Qualification:

Years	Responsible for installing, configuring, and maintaining computer systems, networks, and servers.
	Installation and configuration of server hardware etc.

Examples of Work:

- Set up and deploy network infrastructure devices such as routers switches, firewalls etc.
- Perform routine maintenance tasks such as software updates, patches and security fixes.
- Maintain up-to-date documentations of system configurations, network diagrams and technical procedures.

Work Location: 900 Pennsylvania Ave, Charleston, WV

Position Number:

WV Lottery Contact Information:

Contact Name	Phone No	Email
Toby L Wech	(304) 558-3970	Toby.L.Welch@wv.gov

Position Request Information

Category	Type	Period	Total Contract hours
Technical writer		52 Weeks	2200

Onsite/Remote/Hybrid	Target Start Date		Hourly Rate
Onsite			$ 63

Worker Minimum Qualification:

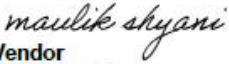| Years	Responsible for creating technical documentation, including but not limited to user manuals, help files and online documentation.
	Content covering tasks, function and features to target users need.

Examples of Work:

- Maintain document repositories, library and archives to store, organize and track revisions.
- Develop manual and guides for software applications, hardware devices and technical system to assist end users in understanding product features.
- Design and develop online documentation portal.

3. Forms

CFRQ Form:

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 Service - Prof	

Proc Folder:	1354530		Reason for Modification:
Doc Description:	Addendum No 2 - Prequalification Agreements IT Temp Staffing		Addendum No 2 is issued to publish questions and answers.
Proc Type:	Central Master Agreement		

Date Issued	Solicitation Closes	Solicitation No	Version
2024-04-29	2024-05-07 13:30	CRFQ 0705 LOT2400000011	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000042611

Vendor Name : BayInfotech, LLC

Address : 2150 Portola

Street : Ave Ste D PMB 2012

City : Livermore

State : CA   Country : Alameda   Zip : 94551

Principal Contact : Maulik Shyani

Vendor Contact Phone: 408.480.8501   Extension:

FOR INFORMATION CONTACT THE BUYER
Toby L Welch
(304) 558-8802
toby.l.welch@wv.gov

maulik shyani		
Vendor Signature X	90-0733142 FEIN#	05/06/2024 DATE

Designated Contact:

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Maulik Shyani, CEO

(Address) 2150 Portola Ave Ste D PMB 2012, Livermore CA 94551

(Phone Number) / (Fax Number) 408.480.8501

(email address) maulik@bay-infotech.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through *wv*OASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

BayInfotech, LLC
(Company)

maulik shyani
(Signature of Authorized Representative)
Maulik Shyani, CEO   05/06/2024
(Printed Name and Title of Authorized Representative) (Date)
408.480.8501
(Phone Number) (Fax Number)
maulik@bay-infotech.com
(Email Address)

REQUEST FOR QUOTATION
West Virginia Lottery
Information Technology Temporary Staffing Services

11.2 Emergency Contact: Prequalified vendors must designate and maintain an emergency contact responsible for any staffing issues that may arise outside of regular business hours. The emergency contact number must be answered or responded to within two (2) hours on any given day or time, including weekends and holidays. In addition, Prequalified Vendors shall supply contact information for the emergency contact upon request.

Contract Manager: Chand Shyani
Telephone Number: 408.480.8501
Fax Number: -
Email Address: chand@bay-infotech.com

Mutual Non-Disclosure Agreement :

MUTUAL NON-DISCLOSURE AGREEMENT

This Mutual Non-Disclosure Agreement ("Agreement") is entered into by and between the West Virginia Lottery, with its principal offices located at 900 Pennsylvania Avenue Charleston, WV 25302 ("Lottery"), and BayInfotech, LLC _____, with its principal offices located at ___2150 Portola Ave Ste D PMB 2012, Livermore CA 94551___ ("Party of the second part"), with an Effective Date of _____. Lottery and Party of the second party also are referred to herein individually as a "party", or collectively as the "parties".

WHEREAS, the parties to this Agreement may wish to exchange certain information related to the provision of certain information or communication technology services by one party of interest to the other party; and

WHEREAS, the parties agree that improper disclosure of either party's Confidential Information, as defined below, by the other party could cause material harm to the party whose Confidential Information was improperly disclosed;

NOW THEREFORE, in order to protect certain Confidential Information that may be disclosed between the parties, Lottery and Alpha agree to maintain the confidentiality of the Confidential Information as follows:

I. **Definition of Confidential Information**. The "Confidential Information" disclosed under this Agreement is defined as follows:

Any data or information that is proprietary to the disclosing party and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to: (i) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (ii) plans for products or services, and customer or supplier lists; (iii) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (iv) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, intellectual property, and trade secrets; (v) solicitation for proposals, responses to proposals, bids, or information disclosed in connection with such solicitation, response, or bid; (vi) any other information that should reasonably be recognized as confidential information of the disclosing party.

II. **Disclosure Period and Term**. This Agreement protects against the disclosure of Confidential Information which is disclosed between the parties during each party's performance of its obligations associated with that certain CRFQ Agreement executed between the parties on _____ (the "Effective Date") and 3 year(s) after the termination of such Agreement ("Disclosure Period"). Therefore, the duty of a recipient of Confidential Information to protect such Confidential Information disclosed under this Agreement begins on the Effective Date and expires 3 year(s) after the end of Disclosure

Period. Upon termination of this Agreement or upon the disclosing party's request, the recipient shall cease use of Confidential Information and return or destroy it.

III. **Use of Confidential Information**. A party hereunder receiving Confidential Information shall use such Confidential Information solely for the purposes of, as applicable to the recipient, understanding current business activities of a party, soliciting a proposal for certain information technology services, responding to such proposal solicitation, reviewing solicitation responses, tendering a bid, or discussions or negotiations related to such solicitation, proposal, or bid.

IV. **Protection of Confidential Information**. Each party shall not disclose the Confidential Information of the other party to any third party. The recipient shall protect the Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own confidential information of a like nature. A recipient shall restrict disclosure of Confidential Information to its employees, provided that such employees (i) have a need to know, and (ii) are bound by obligations of confidentiality equally as restrictive as the terms of this Agreement.

V. **Exclusions**. This Agreement imposes no obligation upon the recipient with respect to Confidential Information which: (a) was in the recipient's possession before receipt from the disclosing party; (b) is or becomes a matter of public knowledge through no fault of the recipient; (c) is rightfully received by the recipient from a third party without a duty of confidentiality; (d) is disclosed by the disclosing party to a third party without a duty of confidentiality on the third party; (e) is independently developed by the recipient; (f) is disclosed under operation of law; or (g) is disclosed by the recipient with the disclosing party's prior written approval.

VI. **Miscellaneous.** Neither party to this Agreement shall acquire any intellectual property rights nor any other rights under this Agreement except the limited right to use as set forth in this Agreement. This Agreement does not prevent either Party from competing with one another for work or clients unless the parties specifically agree otherwise, in writing, as to a specific client. Each disclosing party warrants and represents that the Confidential Information and other information provided which is necessary to the purposes described hereunder, are true and correct to the best of the disclosing party's knowledge and belief. Nothing in this Agreement shall be construed to preclude either party from developing, using, marketing, licensing, and/or selling any software or other material that is developed without reference to the Confidential Information.

VII. **Export Administration**. Each party to this Agreement agrees to comply fully with all relevant export laws and regulations of the United States and other countries to assure that no Confidential Information or any portion thereof is exported, directly or indirectly, in violation of such laws.

VIII. **No Obligation to Purchase or Offer Products or Services**. Neither party has an obligation under this Agreement to purchase or otherwise acquire any service or item

from the other party. Neither party has an obligation under this Agreement to commercially offer any products using or incorporating the Confidential Information. The disclosing party may, at its sole discretion, offer such products commercially and may modify them or discontinue such offerings at any time.

IX. **General.** The parties do not intend that any agency or partnership relationship be created between them by this Agreement. This Agreement sets forth the entire agreement with respect to the Confidential Information disclosed herein and supersedes all prior or contemporaneous agreements concerning such Confidential Information, whether written or oral. All additions or modifications to this Agreement must be made in writing and must be signed by both parties. This Agreement and all matters arising out of or relating to this Agreement shall be governed by the laws of the State of West Virginia. The parties agree that the information provided as allowed by this Agreement will not contain any proprietary technical or confidential contractual information, or any financial information related to the relationship between Alpha and its partners. As a result, damages will not be included as a remedy.

The undersigned authorized representatives of each party have agreed to be legally bound by the terms of this Agreement as of the Effective Date shown above.

WEST VIRGINIA LOTTERY

By: _____

Name: _____

Title: _____

_maulik shyani_____ (VENDOR)

By: BayInfotech, LLC_____

Name: Maulik Shyani_____

Title: CEO_____

4. Addenda Acknowledgement

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: LOT2400000011

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)

[✓] Addendum No. 1   [ ] Addendum No. 6

[✓] Addendum No. 2   [ ] Addendum No. 7

[ ] Addendum No. 3   [ ] Addendum No. 8

[ ] Addendum No. 4   [ ] Addendum No. 9

[ ] Addendum No. 5   [ ] 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 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.

BayInfotech, LLC
_____
Company

maulik shyani
_____
Authorized Signature

05/06/2024
_____
Date